

**The Special Meeting of the Mendon Town Board was held at 7:00 PM, Tuesday, March 18, 2025, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.**

**PRESENT:** John D. Moffitt, *Supervisor*  
Cynthia M. Carroll} *Town Board*  
Kimberly Roberts} *Members*  
Brent Rosiek}

**TOWN CLERK:** Michelle Booth

**OTHERS PRESENT:** James P. Merzke, Thomas Voorhees, Bob Booth

**Call to Order**

Supervisor John Moffitt called the meeting to order.

**Pledge of Allegiance**

Supervisor Moffitt led the Pledge of Allegiance.

**Agenda (Resolution 25-140)**

Supervisor Moffitt proposed amending the agenda to include executive session as item 8, employment separation agreement as item 9, moving public comment to item 10, and adjournment to item 11. After a brief discussion with Board Member Brent Rosiek, it was decided to keep public comment as item 8, move executive session to item 9, employment separation agreement to item 10, and adjournment to item 11.

Kimberly Roberts moved to approve the amended agenda. Brent Rosiek seconded the motion.

Adopted: Mrs. Carroll - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

**Public Comment**

There were no public comments at this time.

**Communications**

Board Member Brent Rosiek reported that he had met with the village to discuss future fire contracts and ambulance contracts.

**Resolution Supporting the Appointment of the Town of Mendon's Records Management Officer (Resolution 25-141)**

Board Member Rosiek explained that Ms. Booth had been performing the duties of Records Management Officer for some time, and this resolution was to make the appointment official in support of a grant application.

Board Member Brent Rosiek moved to approve the resolution. Board Member Cynthia Carroll seconded the motion.

Adopted: Mrs. Carroll - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

### **Appointment to the Town Board (Resolution 25-142)**

The board discussed the appointment of James P. Merzke to an unexpired term on the Mendon Town Board. It was clarified that this position would be up for election in November for a two-year term.

Board Member Kim Roberts moved to appoint James P. Merzke to an unexpired term on the Mendon Town Board, with an expiration date of 12/31/2025. Board Member Brent Rosiek seconded the motion.

Adopted: Mrs. Carroll - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

Mr. Merzke was sworn in and signed the oath book.

### **Public Comment**

There were no public comments at this time.

### **Executive Session - Personnel Matter**

#### **(Resolution 25-143)**

Board Member Cynthia Carroll moved to enter into executive session. Brent Rosiek seconded the motion.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

The board entered into an executive session to discuss a personnel matter. Cynthia Carroll left about halfway through the meeting and did not return.

#### **(Resolution 25-144)**

Board Member Brent Rosiek moved to exit the executive session. Kimberly Roberts seconded the motion.

Adopted: Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

### **Employment Separation Agreement (Resolution 25-145)**

Board Member Brent Rosiek moved to Authorize the Town Supervisor to Execute an Employment Separation Agreement with Andrew G. Caschetta as follows:

BE IT RESOLVED, that the Town Supervisor is hereby authorized to execute an employment separation agreement with Andrew G. Caschetta, based on the terms discussed in Executive Session and agreed upon by the Town Board.

Kimberly Roberts seconded the motion.

Adopted: Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

**Adjournment (Resolution 25-146)**

Brent Rosiek moved to adjourn the meeting at 7:22 PM. James P. Merzke seconded the motion.

Adopted: Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye