

TOWN OF MENDON
Town Board Agenda – Tentative
Monday, April 21, 2025 – 7:00PM
Mendon Town Hall
16 West Main Street, Honeoye Falls, NY

SPECIAL MEETING

1. Call to Order
2. Pledge of Allegiance
3. Agenda
4. Public Comment
5. Communications
6. Attorney Karlee Bolanos – Discussion with Board
7. Budget Adjustments
8. Highway Administrator – Establish Position
9. Highway Administrator – Appointment
10. Highway Superintendent – Personal Improvement Program – Creation
11. Monroe County District Attorney’s Office – Contact Regarding Highway Superintendent
12. Buildings & Grounds Trailer Purchase
13. 15 Monroe Street – Tree Removal
14. Public Comment
15. Adjournment

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**TENTATIVE LIST OF POSSIBLE RESOLUTIONS TO BE CONSIDERED AT THE:
April 21, 2025, Special Meeting**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. AGENDA

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the agenda as presented/with the following amendment(s).

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Merzke, Aye/Nay; Mr. Rosiek, Aye/Nay; Ms. Roberts, Aye/Nay; Mr. Moffitt, Aye/Nay.

4. PUBLIC COMMENT

5. COMMUNICATIONS

Town Clerk

Town Board

Supervisor

6. ATTORNEY KARLEE BOLANOS – DISCUSSION WITH BOARD

7. BUDGET ADJUSTMENTS

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the following budget adjustments: From: A1990.470 Contingent \$35,000.00

To: A5010.100 Superintendent of Highways-Personal Svs. \$35,000.00

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Merzke, Aye/Nay; Mr. Rosiek, Aye/Nay; Ms. Roberts, Aye/Nay; Mr. Moffitt, Aye/Nay.

8. HIGHWAY ADMINISTRATOR – ESTABLISH POSITION

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the following:

WHEREAS, the Mendon Town Board is committed to fostering a safe, professional, and well-managed working environment within the Mendon Highway Department; and

WHEREAS, an investigative report presented to the Town Board has made clear that continued interaction between the elected Highway Superintendent and subordinate employees poses a risk to employee well-being and exposes the Town to potential legal and financial liability; and

WHEREAS, the Town Board believes that establishing a firewall between the elected Highway Superintendent and department staff is necessary to minimize these risks for the duration of the Superintendent's term in office; and

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WHEREAS, the Town Board recognizes the importance of consistent, structured oversight of internal department operations and interdepartmental communication; and
 NOW, THEREFORE, BE IT RESOLVED, that the Mendon Town Board hereby establishes the part-time position of Highway Administrator, with the following provisions:

1. The Highway Administrator shall be appointed by a majority vote of the Mendon Town Board and shall serve a term expiring on December 31, 2025.
2. The position shall be part-time, compensated at \$1,000 per week, and paid bi-weekly from account #A5010.1.
3. The powers and duties of the Highway Administrator shall include, but not be limited to:
 - i) Supervising and managing all Highway Department employees, including the Maintenance Mechanic, Mechanical Equipment Operator, Laborer, Highway Clerk, Dispatcher, Seasonal Laborer, Building Maintenance, Highway Secretary, and Foreman.
 - ii) Receiving and delegating all directives from the elected Highway Superintendent, provided that such directives are submitted in written form and delivered via electronic communication or letter.
 - iii) Assuming full responsibility for fleet management, including assignment and usage of vehicles, particularly for any use occurring outside of normal operating hours.
 - iv) Serving as the official point of contact for resident inquiries.

BE IT FURTHER RESOLVED, that all powers and duties otherwise conferred by the Town Board upon the Highway Superintendent under Section 32(1) of the New York State Town Law shall, effective immediately, be transferred to the Highway Administrator for the duration of the Administrator's term.

BE IT FURTHER RESOLVED, that the following restrictions shall apply to the Highway Superintendent:

1. The Highway Superintendent shall not issue directives, orders, or commands to any Town of Mendon employees, except through the Highway Administrator.
2. The Highway Superintendent shall not meet with any Town of Mendon employees without the Highway Administrator present as a witness.
3. The Highway Superintendent shall turn in all keys to Town of Mendon facilities, excluding the key to their personal office, to the Highway Administrator.
4. The Highway Superintendent shall not have access to any Town vehicles or equipment unless authorized by the Highway Administrator.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Merzke, Aye/Nay; Mr. Rosiek, Aye/Nay; Ms. Roberts, Aye/Nay; Mr. Moffitt, Aye/Nay.

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9. HIGHWAY ADMINISTRATOR – APPOINTMENT

(Resolution 25-___)

A motion was made by Mr/s. ____, seconded by Mr/s. ____, to appoint Thomas G. Voorhees to the position of Highway Administrator, term to expire December 31, 2025, with compensation to be \$1,000 per week, paid bi-weekly from account #A5010.100.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Merzke, Aye/Nay; Mr. Rosiek, Aye/Nay; Ms. Roberts, Aye/Nay; Mr. Moffitt, Aye/Nay.

10. HIGHWAY SUPERINTENDENT – PERSONAL IMPROVEMENT PROGRAM – CREATION

(Resolution 25-___)

A motion was made by Mr/s. ____, seconded by Mr/s. ____, to adopt the following as a Personal Improvement Program for the Highway Superintendent:

HIGHLY RECOMMENDED COURSES FOR ANDREW CASCHETTA

NYMIR- TOWN OF MENDON INSURANCE COMPANY PROVIDED AT NO COST

- 1-Accountability for Supervisors
- 2- Leadership Competencies
- 3- Corrective Action- Bullying
- 4- Harassment and Discrimination
- 5- NYMIR- Discrimination and Harassment
- 6- NYS Sexual Harassment and Discrimination
- 7- Building an Inclusive Workplace
- 8- Dealing With Conflict
- 9- Coaching to Build Skills
- 10- Dealing With Conflict

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Merzke, Aye/Nay; Mr. Rosiek, Aye/Nay; Ms. Roberts, Aye/Nay; Mr. Moffitt, Aye/Nay.

11. MONROE COUNTY DISTRICT ATTORNEY’S OFFICE – CONTACT REGARDING HIGHWAY SUPERINTENDENT

(Resolution 25-___)

A motion was made by Mr/s. ____, seconded by Mr/s. ____, to authorize the Supervisor to contact the Monroe County District Attorney’s Office regarding removing the Highway Superintendent from office.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Merzke, Aye/Nay; Mr. Rosiek, Aye/Nay; Ms. Roberts, Aye/Nay; Mr. Moffitt, Aye/Nay.

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12. BUILDINGS & GROUNDS – TRAILER PURCHASE

(Resolution 25-____)

A motion was made by Mr./s _____, seconded by Mr./s _____, to purchase a new 2025 CornPro 14' Single axle landscape trailer, bk, 4MJUB1414SE086857, 79"x14', 5k torsion axle, full/split gates, wood floor, 2 5/16" ball, 5000#gvw, LEDs, including a NYS safety inspection, from Davis Trailer World, LLC, 1640 Main Street, York NY, for a cost not to exceed \$4,656.00, and to be paid from account A1620.400. The Procurement Policy has been followed, and the requestor will be notified of this approval.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Merzke, Aye/Nay; Mr. Rosiek, Aye/Nay; Ms. Roberts, Aye/Nay; Mr. Moffitt, Aye/Nay.

13. 15 MONROE STREET – TREE REMOVAL

(Resolution 25-____)

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize the purchase of services for the removal of trees at 15 Monroe Street from Quality Tree & Firewood, PO Box 549, Henrietta NY, for an amount not to exceed \$3,600.00, and to be paid from account A621.400. The Procurement Policy has been followed, and the requestor will be notified of this approval.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Merzke, Aye/Nay; Mr. Rosiek, Aye/Nay; Ms. Roberts, Aye/Nay; Mr. Moffitt, Aye/Nay.

14. PUBLIC COMMENT

15. ADJOURNMENT

(Resolution 25-____)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adjourn the meeting at _____PM.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Merzke, Aye/Nay; Mr. Rosiek, Aye/Nay; Ms. Roberts, Aye/Nay; Mr. Moffitt, Aye/Nay.

Numbers correspond with Tentative Agenda.

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TEITSWORTH TRAILERS

6497 BARBER HILL ROAD
GENESEO, NY 14454
: (585) 243-1563
TEITSWORTHTRAILERS.COM

| | |
|----------|----------------|
| QUOTE # | 250096 |
| DATE | 04/09/2025 |
| EXPIRES | 06/30/2025 |
| SALESMAN | Jessica Carney |

COMMENTS: Price does NOT include tax, title or DMV fees!

Quote 1

OWNER INFORMATION:

| | | | | | |
|----------------------|--------|------|-----------------------|--------|--------|
| NAME: TOWN OF MENDON | | | PHONE: (585) 624-6068 | | EMAIL: |
| STREET ADDRESS: | | | MAILING ADDRESS: | | |
| CITY: | STATE: | ZIP: | CITY: | STATE: | ZIP: |

TRAILER INFO:

| | | | |
|------------------|------------------------|---|-------------------------------|
| MAKE: Quality | MODEL: | YEAR: 2024 | COLOR: Black |
| STOCK #: S002920 | VIN: 7RA1B1410RS002920 | NEW <input checked="" type="checkbox"/> | USED <input type="checkbox"/> |

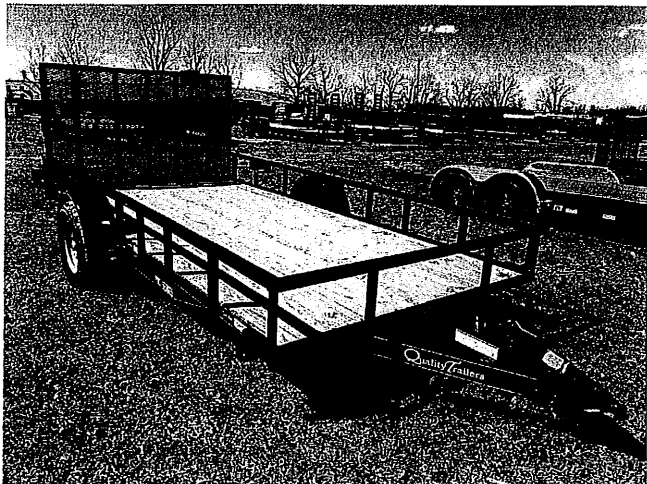
| DESCRIPTION | QTY | PRICE | TOTAL |
|-------------------------------------|-----|------------|------------|
| 2024 Quality 14' Utility - #S002920 | 1 | \$3,525.00 | \$3,525.00 |
| | | | |
| | | | |

| | |
|--------------|------------|
| SUBTOTAL: | \$3,525.00 |
| SALE TOTAL: | \$3,525.00 |
| DEPOSIT: | \$0.00 |
| BALANCE DUE: | \$3,525.00 |

Last year - still new
Best Trailer
Best Price
Best Features

BUYER SIGNATURE _____ DATE _____

2024 Quality Utility



\$3,525

Stock #: S002920

VIN: 7RA1B1410RS002920

Category: Utility

Cond.: New

Year: 2024

Make: Quality

Model:

Color: Black

Width: 82 **Length:** 14

GVWR: 4,400

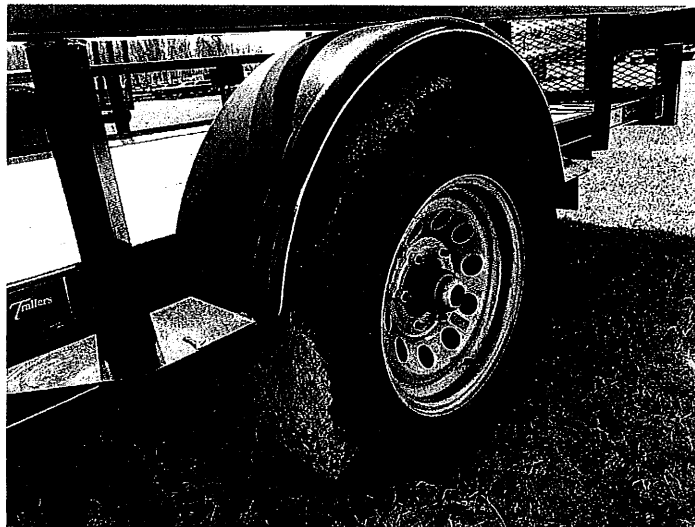
ADDITIONAL DETAILS: Weight: 1,620, Axles: 1, Pull Type: Bumper, Construction: Steel, Features: 2 5/16 Ball Hitch, Spring Assist Gate, Location: Teitsworth Trailers

2024 Quality 82x14 Utility

2024 PRO LANDSCAPE 14' 4400#

SWING UP JACK

SPRING ASSIST 4FT GATE



Teitsworth Trailers
(585) 243-1563
teitsworthtrailers.com
6497 Barber Hill Road
Geneseo, NY 14454

#S002920 Continued ...



Teitsworth Trailers
(585) 243-1563
teitsworthtrailers.com
6497 Barber Hill Road
Geneseo, NY 14454

The Trailer Center, Inc.
7199 Victorpittsford Rd (Rt 96
Victor, NY 14564 US
+15859247653
www.allcountylawnttc.com

Quote 2



Estimate

ESTIMATE # 17634
DATE 04/08/2025

ADDRESS

Town of Mendon Highway
101 Semmel Road
Honeoye Falls, NY 14472

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

| DATE | ACTIVITY | QTY | RATE | AMOUNT |
|------|---|-----|----------|-----------|
| | 83x14 HD Lanscape trailer | 1 | 3,799.95 | 3,799.95T |
| | PJ 14ft Landscape or Utility trailer with 5000# axle, electric brakes, 15" radial tires, powder coat finish, Black in Color | | | |
| | Registration | 1 | 0.00 | 0.00 |
| | Registration of Trailer at DMV | | | |
| | Services:DMV Fee | 1 | 40.95 | 40.95T |
| | MV-50 Filing Fee and DMV Paper work | | | |

Please review this estimate and contact us if you have any questions or need anything else.

SUBTOTAL 3,840.90
TAX (0%) 0.00
TOTAL **\$3,840.90**

Customer Notice:

Our prices all include a 3% discount. If you pay any other method than Cash/Check, an additional 3% will be added to the final purchase price.

CHECK PAYMENTS: Please make payable to :
The Trailer Center, Inc.

Thanks for your business!

Facility # 7081302

PJ Trailer - Not dependable
Mechanic does not
recommend

Accepted By

Accepted Date

SERVICE REPAIR LABOR _____

Davis Trailer World, LLC

1640 Main Street
PO Box 260
York, NY 14592
Fac# 7080108

Voice: 585-538-6640
Fax: 585-538-6718

QUOTATION

Quote Number: 022688
Quote Date: Sep 3, 2024
Page: 1

Quote 3
Most Expensive
Similar to Quality
trailer

Quoted To:

Town Of Mendon
101 Semmal Rd
Honeoye Falls, NY 14472

| Customer ID | Good Thru | Payment Terms | Sales Rep |
|----------------|-----------|---------------|-----------|
| Town Of Mendon | 10/3/24 | Net 30 Days | |

| Quantity | Item | Description | Unit Price | Amount |
|----------|-----------|--|--------------|-----------------|
| 1.00 | 4MJUB6857 | New 2025 CornPro 14' Single axle landscape trl, bk, 4MJUB1414SE086857, 79"x14', 5k torsion axle, full/split gates, wood floor, 2 5/16" ball, 5000#gww, LEDs | 4,650.00 | 4,650.00 |
| 1.00 | SAFE | NY Safety inspection for trailer certificate # | 6.00 | 6.00 |
| | | | Subtotal | 4,656.00 |
| | | | Sales Tax | |
| | | | TOTAL | 4,656.00 |

Quote 1

PROPOSAL/INVOICE



Quality Tree & Firewood

P.O. Box 549

Henrietta, NY 14467

Office: 585-235-1395

Fax: 585-466-4267

Mail Cell: 585-370-3946

Auto Cell: 585-509-7051

DETAILS

DATE 4/2/2025

SUBMITTED TO Town of Mendon

22 North Main St.

TOWN, STATE, ZIP CODE ME

PHONE FROM 595-729-1519

WORKER'S NAME bldgsandgrnds@townofmendon.org

EQUIPMENT
NEEDED

JOB DESCRIPTION

- 1) Tree #1 Remove leaning tree on property
Removal line closest to Main St.
A) chip brush B) remove wood C. clean Area
- 2) Tree #2 Remove Rotting tree on property
line
A) chip brush B) Remove wood C. clean Area
- 3) Stump #3 grind two stumps
BELOW Grade, Remove
stump chips, level Area

AUTHORIZED SIGNATURE

SUB TOTAL

POSITION

8.0% SALES TAX

TOTAL COST

~~4000.00~~ 3600.00

All work to be completed in a professional manner according to standard practices. Any alterations from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge. All agreements are contingent upon weather, scheduling, and delays beyond our control. Not responsible for lawn or shrub, private utility and pet containment damage incurred during normal operations. We are fully insured for your protection.

ACCEPTANCE OF PROPOSAL - The above prices, specifications, conditions are satisfactory and hereby accepted. You are authorized the work as specified. Payment due on day of completion.

DATE OF ACCEPTANCE: _____

CUSTOMER SIGNATURE: X _____

NOTE: This proposal may be withdrawn by us
if accepted within 30 days



Quote 2

QUOTE #586

SENT ON:

Apr 02, 2025

RECIPIENT:

Town of Mendon

16 West Main Street
Honeoye Falls, New York 14472
Phone: 5857291514

SENDER:

Cook Outdoor Contracting, LLC

1657 W Bloomfield Road
Honeoye Falls, New York 14472

Phone: (585) 626-2164

Email: ben.cook@cookoutdoorcontracting.com

Website: cookoutdoorcontracting.com

SERVICE ADDRESS:

22 North Main Street
Honeoye Falls, New York 14472

| Product/Service | Description | Qty. | Unit Price | Total |
|---|---|------|------------|-------------------|
| Tree #1 - Rotting Basswood Tree Full Removal | -includes full removal of all logs, brush, debris, wood chips, etc. -includes full cleanup of work area | 1 | \$2,650.00 | \$2,650.00 |
| Tree #2 - Basswood Leaning Tree Full Removal | -includes full removal of all logs, brush, debris, wood chips, etc. -includes full cleanup of work area | 1 | \$2,350.00 | \$2,350.00 |
| | | | | Optional |
| Basswood Tree Stump Grindings | -includes stump grinding to 6-8" below grade -includes removal of all excess stump grindings and debris -includes full cleanup of work area (2 trunk tree counts as 1 stump) | 2 | \$225.00 | \$450.00 |
| | | | | Optional |
| Topsoil & Reseeding of Stump Grinding Locations | -includes topsoil and grass seed installed where stump grinding was done to regrow grass | 2 | \$50.00 | \$100.00 |
| Total | | | | \$5,550.00 |

Please review the following quote and feel free to reach out with any questions and if you would like to move forward with scheduling!

- Insurance certificates available upon request.
- Public areas (side walk) will be blocked off from pedestrian traffic for safety during tree work.
- Tax exempt quote, will need exemption certificate for our records

This quote is valid for the next 60 days, after which values may be subject to change.

Any cancellation of job or decrease in scope of work within 14 days of scheduled visit will incur a 10% (of job cost) cancellation fee.



Birchcrest Tree & Landscape
150 Lee Road
Rochester, NY 14606

Quote 3
Proposal #2778
Created: 04/03/2025
From: Jarod Bierly

Proposal For

Kevin Junge

16 W Main St
Honeoye Falls, NY 14472

Location

22 N Main St
Honeoye Falls, NY 14472

| SERVICE DESCRIPTION | AMOUNT |
|---------------------|--------|
|---------------------|--------|

| | |
|---|--------------------|
| TR - Tree Removal | \$ 3,800.00 |
| Take down 4 Trees on right side of sidewalk behind library. (4- Maple Trees and 1- Box Elder Tree.) Leave stump as low as possible. Dispose of wood and brush. | |

All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.

SUBTOTAL **\$ 3,800.00**

SALES TAX **\$ 0.00**

TOTAL **\$ 3,800.00**

Signature

x

Date:

Please sign here to accept the terms and conditions

Your Consultant is:

Jarod Bierly