

TOWN OF MENDON
Town Board Agenda – Tentative
Monday, May 10, 2025 – 7:00PM
Mendon Town Hall
16 West Main Street, Honeoye Falls, NY

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Agenda
4. Public Comment
5. Communications
6. Supervisor's Monthly Report
7. Town Clerk's Monthly Report
8. Minutes
9. Budget Adjustments
10. Equipment Purchase Transfer
11. Abstract of Audited Vouchers
12. Zoning Board of Appeals – Appointment
13. Area Variance Refund – Approval
14. Notary Training – Approval
15. Land Use Training – Approval
16. Environmental Conservation Board – Special Meeting
17. Records Retention Schedule – Adoption
18. Purchase Plow and Salters
19. Declaration of Surplus
20. Public Comment
21. Adjournment

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**TENTATIVE LIST OF POSSIBLE RESOLUTIONS TO BE CONSIDERED AT THE:
May 10, 2025, Regular 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; Ms. Roberts, Aye/Nay; Mr. Rosiek, Aye/Nay; Mr. Moffitt, Aye/Nay.

4. PUBLIC COMMENT

5. COMMUNICATIONS

Town Clerk

Town Board

Supervisor

6. SUPERVISOR'S MONTHLY REPORT

(Resolution 25-___)

A motion was made by Mr/s. ____, seconded by Mr/s. ____, to acknowledge receipt of the Supervisor's Monthly Report for April 2025.

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

7. TOWN CLERK'S MONTHLY REPORT

(Resolution 25-___)

A motion was made by Mr/s. ____, seconded by Mr/s. ____, to acknowledge receipt of the Town Clerk's Monthly Report for April 2025, showing receipts and disbursements in the amount of \$8,994.90.

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

8. MINUTES

(Resolution 25-___)

A motion was made by Mr/s. ____, seconded by Mr/s. ____, to approve the minutes of the regular meeting held on April 14, 2025, and the special meetings held on April 21, 2025, and April 28, 2025, as presented/amended.

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

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9. BUDGET ADJUSTMENTS

(Resolution 25-___)

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

From: B1990.4	Contingent	\$2,500.00
To: B3620.4	Bldg. Insp. Contractual	\$2,500.00
From: B1990.4	Contingent	\$3,000.00
To: B1910.1	Legal Services	\$3,000.00
From: A1990.4	Contingent	\$2,000.00
To: A5020.4	Safety	\$2,000.00

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

10. EQUIPMENT PURCHASE TRANSFER

(Resolution 25-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve the following transfer for the purchase of equipment. This resolution is subject to permissive referendum.

From: Equip. Reserves NY-01-1255-0010	\$168,353.82
To: DB5110.2 Equipment	\$168,353.82

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

11. VOUCHERS

General Abstract A

(Resolution 25-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve all claims on vouchers numbered 25-192 to 25-204, on General Abstract 25-05A, in the amount of \$106,033.65.

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

General Abstract B

(Resolution 25-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve all claims on vouchers numbered 25-205 to 25-242, on General Abstract 25-05B, in the amount of \$82,837.06.

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

Highway Abstract

(Resolution 25-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve all claims on vouchers numbered 25-181 to 25-199, on General Abstract 25-05, in the amount of \$54,642.10.

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

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Library Abstract A

Library vouchers numbered 25-065 to 25-070, on Library Abstract 25-05A, in the amount of \$1,591.50, were presented to the Town Board for payment.

Library Abstract B

Library vouchers numbered 25-071 to 25-079, on Library Abstract 25-05B, in the amount of \$3,784.30, were presented to the Town Board for payment.

12. ZONING BOARD OF APPEALS – APPOINTMENT**(Resolution 25-___)**

A motion was made by Mr./s ____, seconded by Mr./s ____, to appoint Elizabeth Horton to the Zoning Board of Appeals, for an unexpired term ending December 31, 2025.

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

13. AREA VARIANCE REFUND – APPROVAL**(Resolution 25-___)**

A motion was made by Mr./s ____, seconded by Mr./s ____, to authorize the refund of a \$350.00 area variance fee paid by Michael Turner on January 20, 2025. Mr. Turner initially submitted an application for an area variance in relation to his property located at 3862 Rush Mendon Road. However, after further discussions with the Town CEO, Mr. Turner agreed to adjust his project in order to conform to the current zoning requirements as cited in Section 260-71 (C)(3) of the Town of Mendon's Town Code. As a result, the variance application is now redundant.

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

14. NOTARY TRAINING – APPROVAL**(Resolution 25-___)**

A motion was made by Mr./s ____, seconded by Mr./s ____, to approve the attendance of Brooke Buckland and Alyssa Stevenson at a Notary Public exam training session on May 21, 2025, 85 West Main Street, Victor, NY, at a cost of \$120.00 each and to be paid from B8020.4 (\$120.00) and A1410.4 (\$120.00).

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

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15. LAND USE TRAINING – APPROVAL

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the attendance of ECB Member Margaret Bailey at the Monroe County Department of Planning and Development Land Use Decision-Making Training Program Spring 2025, Thursday, June 12, 2025, 4:00PM to 8:30 PM at Monroe Community College, 1000 E Henrietta Rd. Cost is \$50 (meal included) to be paid from account B8090.1.

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

16. ENVIRONMENTAL CONSERVATION BOARD – SPECIAL MEETING

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to schedule a special meeting of the Environmental Conservation Board 7:00PM, Tuesday, May 20, 2025, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY. This meeting will address the Climate Action Plan recommendations to the Town Board.

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

17. RECORDS RETENTION SCHEDULE – ADOPTION

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following resolution: RESOLVED, By the Town Board of the Town of Mendon, that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein:
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

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

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18. PURCHASE PLOW AND SALTERS

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, pending the results of the potential reserve fund transfer permissive referendum, to authorize the purchase of two (2) Plow and Salter equipment as per quote ID# MG00000393, through Sourcewell Contract #062222-VCM at a price of \$168,676.91 each, to be paid from account DB5110.2.

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

19. DECLARATION OF SURPLUS

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to declare the scrap metal stored at the Highway Department as scrap and authorize its disposal. This scrap metal is an accumulation of old drainage pipe, metal picked up along the road, and scraps from the shop. The Highway Department will dispose of the metal at ALPCO, a metal salvage dealer.

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

20. PUBLIC COMMENT

21. 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; Ms. Roberts, Aye/Nay; Mr. Rosiek, Aye/Nay; Mr. Moffitt, Aye/Nay.

Numbers correspond with Tentative Agenda.

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TOWN CLERK'S MONTHLY REPORT

TOWN OF MENDON, NEW YORK

APRIL, 2025

TO THE SUPERVISOR:

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Pursuant to Section 27, Subd 1 of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office during the month stated above, excepting only such fees and moneys the application and payment of which are otherwise provided for by Law:

A1255

<u>10</u>	DECALS	<u>14.09</u>
<u>2</u>	MARRIAGE LICENSES NO. 25003 TO 25004	<u>35.00</u>
<u>9</u>	MARRIAGE TRANSCRIPT	<u>90.00</u>

TOTAL TOWN CLERK FEES

139.09

A2408

<u>2</u>	COMMUNITY CENTER USAGE	<u>330.00</u>
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TOTAL A2408

330.00

A2544

<u>37</u>	DOG LICENSES	<u>234.00</u>
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TOTAL A2544

234.00

A2611

<u>1</u>	DOG IMPOUNDMENT FEE	<u>196.00</u>
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TOTAL A2611

196.00

A2655

<u>2</u>	POSTCARD	<u>1.00</u>
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TOTAL A2655

1.00

A690

<u>2</u>	JUSTICE COURT FUND	<u>823.00</u>
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TOTAL A690

823.00

B2110

<u>1</u>	ZBA AREA VARIANCE	<u>250.00</u>
<u>1</u>	ZBA PUBLIC HEARING	<u>100.00</u>

TOTAL B2110

350.00

B2115

<u>2</u>	P B PUBLIC HEARING	<u>200.00</u>
<u>1</u>	P B APP SUB <5	<u>150.00</u>
<u>1</u>	P B SPECIAL USE	<u>250.00</u>

TOTAL B2115

600.00

B2555

<u>21</u>	BUILDING PERMIT	<u>3,967.60</u>
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TOTAL B2555

3,967.60

B2590

<u>5</u>	BURN PERMIT	<u>125.00</u>
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TOTAL B2590

125.00

TOWN CLERK'S MONTHLY REPORT

APRIL, 2025

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B2771

<u>1</u>	CIVIL WAR VETS MENDON HF	<u>15.00</u>
<u>1</u>	RAILS TO TRAILS	<u>20.00</u>

TOTAL B2771	35.00
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B688

<u>5</u>	ENGINEERING FEE	<u>672.15</u>
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TOTAL B688	672.15
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DA2306

<u>1</u>	MFD FUEL USAGE	<u>348.66</u>
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TOTAL DA2306	348.66
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DB5142

<u>2</u>	RIGHT OF WAY WORK DEP	<u>200.00</u>
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TOTAL DB5142	200.00
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T20

<u>7</u>	MEDICAL/DENTAL	<u>636.49</u>
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TOTAL T20	636.49
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TOWN CLERK'S MONTHLY REPORT

APRIL, 2025

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DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND	1,723.09
PAID TO SUPERVISOR FOR PART TOWN FUND	5,749.75
PAID TO SUPERVISOR FOR HIGHWAY	200.00
PAID TO SUPERVISOR FOR FUEL	348.66
PAID TO SUPERVISOR FOR CONSTRUCTION FEES	636.49
PAID TO NYS DEC FOR DECALS	240.91
PAID TO NYS ANIMAL POPULATION CONTROL FUND	51.00
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	45.00

TOTAL DISBURSEMENTS	8,994.90
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MAY 1, 2025

JOHN D. MOFFITT

, SUPERVISOR

STATE OF NEW YORK, COUNTY OF MONROE, TOWN OF MENDON

I, Michelle Booth, being duly sworn, says that I am the Clerk of the TOWN OF MENDON that the foregoing is a full and true statement of all Fees and moneys received by me during the month above stated, excepting only such Fees the application and payment of which are otherwise provided for by law.

Subscribed and sworn to before me this

Town Clerk

____ day of _____ 20____

Notary Public

05/01/25
08:40:50

TOWN OF MENDON
Cash Book Transactions
For the period 04/01/25 through 04/30/25

Total: \$8,994.90

Deposited:

Date	Name	Description	DEC	DL	ML	GCL	Other
04/01/25	HAMMOND, CHRIS	0001017/MJ RENEWAL 0008177		15.00			
04/01/25	HAMMOND, CHRIS	0001018/FS RENEWAL 0008176		6.00			
04/01/25	BESIO, LOIS MARIE	0001115/FS RENEWAL 0008175		6.00			
04/01/25	RODNEY CORRY	BUILDING PERMIT 9188 - 100 VICTOR MENDON					50.00 ✕
04/01/25	MIKE SOLTIZ	BUILDING PERMIT 9189 - 11 PRDGE HL-CHKN					50.00 ✕
04/01/25	AMY JENKINS	BURN PERMIT 1536 W BLMFLD-FIREPIT-05/20					25.00
04/01/25	DECALS	DECALS DAILY TOTAL	5.00				
04/02/25	LANPHER, SARAH	0000295/EX RENEWAL 0008179					
04/02/25	CRAHEN, REBECCA & ADAM	0000307/MN RENEWAL 0008180		6.00			
04/02/25	PAULSON, CATHY	0000308/FS RENEWAL 0008178		6.00			
04/02/25	KAY/JOHNSTONE	0001089/FS Dead					
04/02/25	BENNETT, CAROL & GORDON	0001103/MN RENEWAL 0008181		6.00			
04/02/25	BOB SHERMAN	MEDICAL/DENTAL APRIL 2025 DENTAL					78.17
04/02/25	BOOK PURCHASE	RAILS TO TRAILS RAILS TO TRAILS					20.00
04/03/25	OECHSLE, KURT	0001202/FU ORIGINAL		15.00			
04/03/25	OECHSLE, KURT	0001203/FU ORIGINAL		15.00			
04/03/25	MIKE TURNER	BUILDING PERMIT 9190-3862 RSH MNDN RD-CL					50.00
04/03/25	GARY LOOPE	BUILDING PERMIT 9191-21 SEMMEL-REPL FURN					30.00
04/03/25	RICHARD PARHAM	COMMUNITY CENTER USAGE 3/30/25 11-4PM BB					90.00
04/03/25	DECALS	DECALS DAILY TOTAL	25.00 ✕				
04/03/25	TOM VOORHEES	MEDICAL/DENTAL APRIL 2025 DENTAL					78.17
04/04/25	MEYERS, JAMES	0000299/MN RENEWAL 0008182		6.00			
04/04/25	HOWE, BRYAN	0000604/FS RENEWAL 0008183		6.00			
04/04/25	KOELSCH	BUILDING PERMIT #9194 GARAGE 1065 CH FAC					75.00 ✕
04/04/25	ANTONELLI CONSTRUCTION	BUILDING PERMIT LOT 1 - 2 MENDON GREEN S					976.80
04/04/25	ANTONELLI CONSTRUCTION	BUILDING PERMIT LOT 29 - 3 MENDON GREEN					900.80
04/04/25	DECALS	DECALS DAILY TOTAL	5.00				
04/07/25	KRAYNIK, SHARON	0000384/FS RENEWAL 0008184		6.00			
04/07/25	PATRICIA DAVIS	0001204/FS ORIGINAL		6.00			
04/07/25	BENJAMIN TRYBUS	0001205/FU ORIGINAL		15.00			
04/07/25	DECALS	DECALS DAILY TOTAL	25.00				
04/07/25	BRIAN FERRARO	ENGINEERING FEE SITE PLAN FEES					260.00
04/07/25	STACY SMATHERS	MARRIAGE TRANSCRIPT ENHANCED LICENSE					10.00
04/08/25	BURKE, LYNNE & MIKE	0001112/FS RENEWAL 0008185		6.00			
04/08/25	KAY, TYLER	BUILDING PERMIT #9195 - 276 BOUGHTON - W					100.00
04/08/25	LOOPE, GARY	MEDICAL/DENTAL APRIL DENTAL					78.17
04/08/25	MCWA	RIGHT OF WAY WORK DEP 803 MILE SQUARE					100.00
04/09/25	BROWN, MARILYN	0000602/MN RENEWAL 0008186		6.00			
04/09/25	GRAY, SARAH & GLENN	0000856/FS RENEWAL 0008187		6.00			
04/09/25	JACK KOLASSA	BUILDING PERMIT 9196-15 CHAMBORD-POLE BA					50.00 ✕
04/09/25	ALEX ARRIGO	BUILDING PERMIT 9197-125 DRUMLIN VW-DECK					150.00 ✕
04/09/25	JESSICA SCHLOSSER	BUILDING PERMIT 9198-38 PLAINS RD-GEO THE					75.00
04/09/25	CHRISTOPHER PIEDICI	COMMUNITY CENTER USAGE SAT 4/26/25 12P-8					240.00
04/09/25	DECALS	DECALS DAILY TOTAL	25.00				
04/09/25	WHITE-TANTILLO	MARRIAGE LICENSE 25003			40.00 ✕		
04/10/25	WOOD, SUSAN	0000954/FS RENEWAL 0008188		6.00			
04/10/25	WOOD, SUSAN	0000955/FS RENEWAL 0008189		6.00			
04/10/25	KRISTEN SAGER	BUILDING PERMIT 9199- 6 WINDHAM CR- INGR					125.00 ✕

Date	Name	Description	DEC	DL	ML	GCL	Other
04/10/25	TIM KUHN	BUILDING PERMIT 9200 -1387 W. BLMFLD - W					100.00 ✓
04/10/25	JESSE LLOP	DOG IMPOUNDMENT FEE 7 DAY IMPOUND					196.00
04/10/25	ROBERTS, KIMBERLY	MARRIAGE TRANSCRIPT 07/02/1983 - ENHANCE					10.00
04/10/25	EVANS, MARSHALL	MARRIAGE TRANSCRIPT 08/17/1968 - ENHANCE					10.00 ✗
04/10/25	ED O'BRIAN	POSTCARD POST CARD PURCHASE					0.50
04/10/25	ED O'BRIAN	POSTCARD POST CARD PURCHASE					0.50
04/14/25	CAMPANELLI, MANUELA	0000948/MN RENEWAL 0008190		6.00			
04/14/25	JOSHUA CAWLEY	ENGINEERING FEE SITE PLAN FEES - JC20250					165.59
04/14/25	LAUTNER, JANET	MARRIAGE TRANSCRIPT 64-010 - ENHANCED LI					10.00
04/14/25	WILLIAM SMITH	MEDICAL/DENTAL APRIL DENTAL 2025					33.50
04/15/25	JANET WHITAKER	BUILDING PERMIT 9201 - 3248 RSH MNDN - R					50.00
04/16/25	RORICK, LEANNE	0001021/FU RENEWAL 0008191		15.00			
04/16/25	TERRY CLAS	BUILDING PERMIT 9202 - 25 TRT CRK RUN -					50.00 ✗
04/16/25	DAVID MITTEN	ENGINEERING FEE SITE PLAN & SBDVSN-DM202					104.41
04/16/25	GLADYS BROADWELL	MEDICAL/DENTAL APRIL 2025 DENTAL					234.51
04/17/25	HEALY, KRISTIN	0000687/FS RENEWAL 0008192		6.00			
04/17/25	MELVILLE, JOHN H	0000940/MU RENEWAL 0008193		15.00			
04/17/25	DECALS	DECALS DAILY TOTAL	50.00 ✗				
04/17/25	PATRICIA FREEMAN	MARRIAGE TRANSCRIPT 75-027 ENHANCED LIC					10.00
04/18/25	TREVEANA, DAWN	0001114/FS RENEWAL 0008194		6.00 ✗			
04/18/25	CARA BRIGGS	JUSTICE COURT FUND MARCH 2025					368.00
04/18/25	STEPHEN MAXON	JUSTICE COURT FUND MARCH 2025					455.00
04/18/25	DIANE GROET-ZIEGLER	MARRIAGE TRANSCRIPT 00013- ENHANCED LIC					10.00 ✗
04/18/25	VIRGINIA ROBBINS	MARRIAGE TRANSCRIPT 61-015 FOR REAL ID					10.00
04/18/25	DIANE GROET	MARRIAGE TRANSCRIPT 69024- ENHANCED LIC					10.00 ✗
04/21/25	TERRY, IRENE	0000360/MN RENEWAL 0008196		6.00			
04/21/25	STAFFORD, DALE	0001206/MN RENEWAL 0008195		6.00			
04/21/25	JORDAN RIZZIERI	0001207/MN ORIGINAL		6.00			
04/21/25	FRENCH, DEAN	BUILDING PERMIT # 9203 - 4 BARBEN CIR -					100.00
04/21/25	STROMEYER, WILLIAM	BUILDING PERMIT #645 - 822 PITTS MEND -					75.00
04/21/25	DECALS	DECALS DAILY TOTAL	5.00				
04/21/25	LONOBILE, PAUL	MEDICAL/DENTAL Q2 DENTAL					100.50
04/21/25	MENDON FIRE DISTRICT	MFD FUEL USAGE MARCH 2025 FUEL USAGE					348.66
04/22/25	SCRIVENS, MICHAEL	0000949/FS RENEWAL 0008197		6.00			
04/22/25	DUCKLES, DAVID	BUILDING PERMIT #9205 DETCHED GARAGE CLO					120.00
04/22/25	DECALS	DECALS DAILY TOTAL	25.00				
04/22/25	WALLMAN, LAURA	ENGINEERING FEE INV. # LW20250401					53.15
04/23/25	ELLIS, LOIS & STEVE	0000678/FS RENEWAL 0008198		6.00			
04/23/25	SUSAN SCHOFF	BURN PERMIT 50 BGYWHP- BRUSH - MAY 1ST					25.00 ✗
04/23/25	DECALS	DECALS DAILY TOTAL	75.00				
04/25/25	PARR, CAROLYN	0000499/FS RENEWAL 0008199		6.00			
04/25/25	DEELEY, STEVE & CHERYL	0001208/FS ORIGINAL		6.00			
04/25/25	BRIAN PITT	BUILDING PERMIT #9206 1193 W. BLOOM -TAN					30.00 ✗
04/25/25	BRIAN PITT	BURN PERMIT 1193 W. BLOOMFIELD					25.00 ✗
04/28/25	BROWN BARRY C	0000347/FS Dead					
04/28/25	BROWN BARRY C	0000644/MN RENEWAL 0008201		6.00			
04/28/25	LARABY, MICHELLE	0001005/MN RENEWAL 0008200		6.00			
04/28/25	JOHNSON, JOSEPH	0001137/EX Dead					
04/28/25	ANASTASIA WATSON	0001209/MU ORIGINAL		15.00			
04/28/25	RILEIGH LARABY	0001210/MN ORIGINAL		6.00			
04/28/25	MIKE AND KRISTIN PARKES	BUILDING PERMIT 9207-7 WOOD SPRING HILL					760.00 A
04/28/25	BRENT ROSIEK	BURN PERMIT 987 MILESQ RD- LOGS/STUMPS					25.00
04/28/25	DECALS	DECALS DAILY TOTAL	15.00				
04/28/25	COOPER-DONATELLO	MARRIAGE LICENSE 25004			40.00		

Date	Name	Description	DEC	DL	ML	GCL	Other
04/28/25	MARY FLETCHER	MEDICAL/DENTAL APRIL 2025 DENTAL					33.50
04/28/25	AMY LEAR	P B PUBLIC HEARING 280 CHEESE FACTORY RD					100.00
04/28/25	AMY LEAR	P B SPECIAL USE 280 CHEESE FACTORY RD					250.00
04/28/25	MCWA	RIGHT OF WAY WORK DEP 96 STNE RDG DRV- W					100.00
04/29/25	PRITCHARD, JAY	BURN PERMIT 1199 W BLMFLD RD - BRUSH 10X					25.00
04/29/25	SHARON BROOMFIELD	MARRIAGE TRANSCRIPT 61-016 ENHANCED LIC					10.00
04/29/25	PALLO, PETER	ZBA AREA VARIANCE 2025 - 97 BOUGHTON HIL					250.00
04/29/25	PALLO, PETER	ZBA PUBLIC HEARING 2025 - 97 BOUGHTON HI					100.00
04/30/25	O'KELLY, JIM	0000857/FS RENEWAL 0008204		6.00			
04/30/25	WILSON, HENRY	0000865/MN RENEWAL 0008203		6.00			
04/30/25	WILSON, TASHA	0001102/MN RENEWAL 0008202		6.00			
04/30/25	JANET WHITAKER	BUILDING PERMIT 9208-3248 RSH MND-RUNIN					50.00
04/30/25	JAMES O'KELLY	CIVIL WAR VETS MENDON HF THEY WENT THEY					15.00
04/30/25	CONKLIN, GREGORY	ENGINEERING FEE STONY RIDGE GC20250401					89.00
04/30/25	ORDUNA RESUB	P B APP SUB <5 52 MENDON IONIA RD					150.00
04/30/25	ORDUNA RESUB	P B PUBLIC HEARING 52 MENDON IONIA RD					100.00

Total:	\$8,994.90	255.00	285.00	80.00	0.00	8,374.90
Deposit Amount:	\$6,962.90					
<i>Cash:</i>	<i>\$638.00</i>					
<i>Checks:</i>	<i>\$6,324.90</i>					
Credit Card Amount:	\$2,032.00					

TOWN OF MENDON**Detail of Decals Transactions**

For the period 04/01/2025 through 04/30/2025

05/01/2025

08:32:41

Date	Gross Sales	Commission	Net Sales
04/01/2025	5.00	0.28	4.72
04/03/2025	25.00	1.38	23.62
04/04/2025	5.00	0.28	4.72
04/07/2025	25.00	1.38	23.62
04/09/2025	25.00	1.38	23.62
04/17/2025	50.00	2.76	47.24
04/21/2025	5.00	0.28	4.72
04/22/2025	25.00	1.38	23.62
04/23/2025	75.00	4.14	70.86
04/28/2025	15.00	0.83	14.17
Grand Total:	255.00	14.09	240.91



Department of
Environmental
Conservation

STATE OF NEW YORK
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
625 Broadway, Albany, NY 12233

Phone 1-800-962-5622

Invoice 2068-242086

TOWN OF MENDON
16 West Main Street, Honeoye Falls, NY 14472

Invoice Period: **04/01/2025** to **04/30/2025**

Invoice Summary

Sales Summary	Items Sold	Sales Total	Print Fee	Vendor Commission	Sweep Amount
	19	\$255.00	\$0.00	\$14.09	\$240.91
Reversals / Voids Summary	Items Reversed / Voided	Reversal / Void Total	Print Fee	Vendor Commission	Sweep Amount
	0	\$0.00	\$0.00	\$0.00	\$0.00
Manual Adjustment Summary	Adjustment Note		Adjustment Type	Adjustment Amount	
Invoice Totals					Sweep \$240.91

\$240.91 Will be swept from your bank account on **5/14/2025**



**Department of
Environmental
Conservation**

STATE OF NEW YORK
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
625 Broadway, Albany, NY 12233

Phone 1-800-962-5622

Invoice 2068-242086

TOWN OF MENDON
16 West Main Street, Honeoye Falls, NY 14472

Invoice Period: **04/01/2025** to **04/30/2025**

Product Summary

Product Name	Sales			Reversals / Voids			Net		
	Quantity	Vendor	State	Quantity	Vendor	State	Total	Vendor	State
Resident Senior Fishing	2	\$0.56	\$9.44	0	\$0.00	\$0.00	\$10.00	\$0.56	\$9.44
Resident Fishing	9	\$12.42	\$212.58	0	\$0.00	\$0.00	\$225.00	\$12.42	\$212.58
Resident Junior Hunting	1	\$0.28	\$4.72	0	\$0.00	\$0.00	\$5.00	\$0.28	\$4.72
Replacement License	1	\$0.28	\$4.72	0	\$0.00	\$0.00	\$5.00	\$0.28	\$4.72
Replacement Tag	1	\$0.55	\$9.45	0	\$0.00	\$0.00	\$10.00	\$0.55	\$9.45
Resident Hunting	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Muzzleloading Privilege	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Turkey Permit	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Turkey Tag #1	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Turkey Tag #2	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print Fee		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	19	\$14.09	\$240.91	0	\$0.00	\$0.00	\$255.00	\$14.09	\$240.91

* Vendor Amount includes Agent commission and print fees collected

\$240.91 Will be swept from your bank account on **5/14/2025**



**Department of
Environmental
Conservation**

STATE OF NEW YORK
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
625 Broadway, Albany, NY 12233

Phone 1-800-962-5622

Invoice 2068-242086

TOWN OF MENDON
16 West Main Street, Honeoye Falls, NY 14472

Invoice Period: **04/01/2025** to **04/30/2025**

Daily Summary

Sales				Reversals / Voids			Net		
Date	Quantity	Vendor	State	Quantity	Vendor	State	Total	Vendor	State
04/01/2025	1	\$0.28	\$4.72	0	\$0.00	\$0.00	\$5.00	\$0.28	\$4.72
04/02/2025	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/03/2025	1	\$1.38	\$23.62	0	\$0.00	\$0.00	\$25.00	\$1.38	\$23.62
04/04/2025	1	\$0.28	\$4.72	0	\$0.00	\$0.00	\$5.00	\$0.28	\$4.72
04/05/2025	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/06/2025	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/07/2025	1	\$1.38	\$23.62	0	\$0.00	\$0.00	\$25.00	\$1.38	\$23.62
04/08/2025	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/09/2025	1	\$1.38	\$23.62	0	\$0.00	\$0.00	\$25.00	\$1.38	\$23.62
04/10/2025	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/11/2025	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/12/2025	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/13/2025	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/14/2025	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/15/2025	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/16/2025	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/17/2025	2	\$2.76	\$47.24	0	\$0.00	\$0.00	\$50.00	\$2.76	\$47.24
04/18/2025	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/19/2025	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/20/2025	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/21/2025	1	\$0.28	\$4.72	0	\$0.00	\$0.00	\$5.00	\$0.28	\$4.72
04/22/2025	1	\$1.38	\$23.62	0	\$0.00	\$0.00	\$25.00	\$1.38	\$23.62
04/23/2025	3	\$4.14	\$70.86	0	\$0.00	\$0.00	\$75.00	\$4.14	\$70.86
04/24/2025	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/25/2025	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/26/2025	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/27/2025	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/28/2025	7	\$0.83	\$14.17	0	\$0.00	\$0.00	\$15.00	\$0.83	\$14.17
04/29/2025	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/30/2025	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	19	\$14.09	\$240.91	0	\$0.00	\$0.00	\$255.00	\$14.09	\$240.91

* Vendor Amount includes Agent commission and print fees collected

\$240.91 Will be swept from your bank account on **5/14/2025**

Detail of Marriage License Transactions
For the period 04/01/2025 through 04/30/2025

Id		Date	Groom(Spouse A) & Bride(Spouse B)	Statutory Fee	Local Fee	Total
1.	25003	04/09/2025	WHITE, DAVID BRUCE to TANTILLO, LORRAINE SUSAN	22.50	17.50	40.00
2.	25004	04/28/2025	COOPER, COLIN LEE to DONATELLO, MICAELA LYNN	22.50	17.50	40.00
TOTAL SALES:				45.00	35.00	80.00

05/01/2025

08:42:52

TOWN OF MENDON**A1010 - A690 Transaction Report**

For the period 04/01/2025 through 04/30/2025

Type	Date	Comment	Name	Quantity	Fee
A1255					
1.MT	04/18/2025	69024- ENHANCED LIC	DIANE GROET	1	10.00
2.MT	04/18/2025	00013- ENHANCED LIC	DIANE GROET-ZIEGLER	1	10.00
3.MT	04/10/2025	08/17/1968 - ENHANCED LIC	EVANS, MARSHALL	1	10.00
4.MT	04/14/2025	64-010 - ENHANCED LIC	LAUTNER, JANET	1	10.00
5.MT	04/17/2025	75-027 ENHANCED LICENSE	PATRICIA FREEMAN	1	10.00
6.MT	04/10/2025	07/02/1983 - ENHANCED LIC	ROBERTS, KIMBERLY	1	10.00
7.MT	04/29/2025	61-016 ENHANCED LICENSE	SHARON BROOMFIELD	1	10.00
8.MT	04/07/2025	ENHANCED LICENSE	STACY SMATHERS	1	10.00
9.MT	04/18/2025	61-015 FOR REAL ID	VIRGINIA ROBBINS	1	10.00
				9	90.00
A2408					
10.COMM	04/09/2025	SAT 4/26/25 12P-8P	CHRISTOPHER PIEDICI	1	240.00
11.COMM	04/03/2025	3/30/25 11-4PM BBY SHWR	RICHARD PARHAM	1	90.00
				2	330.00
A2611					
12.DOIF	04/10/2025	7 DAY IMPOUND	JESSE LLOP	1	196.00
				1	196.00
A2655					
13.POSC	04/10/2025	POST CARD PURCHASE	ED O'BRIAN	1	0.50
14.POSC	04/10/2025	POST CARD PURCHASE	ED O'BRIAN	1	0.50
				2	1.00
A690					
15.JSTC	04/18/2025	MARCH 2025	CARA BRIGGS	1	368.00
16.JSTC	04/18/2025	MARCH 2025	STEPHEN MAXON	1	455.00
				2	823.00
Total for A Fund:				16	1,440.00
Total Sales				16	1,440.00

05/01/2025
08:36:25

TOWN OF MENDON
Detail of Dog License Transactions
For the period 04/01/2025 through 04/30/2025

Id		Date	License Type	Owner	Local Fee	APCP Surcharge
Original I.D. Dog Licenses Issued:						
1	0001202	04/03/2025	FU	OECHSLE, KURT ✓	12.00	3.00
2	0001203	04/03/2025	FU	OECHSLE, KURT ✓	12.00	3.00
3	0001204	04/07/2025	FS	PATRICIA DAVIS ✓	5.00	1.00
4	0001205	04/07/2025	FU	BENJAMIN TRYBUS ✓	12.00	3.00
5	0001207	04/21/2025	MN	JORDAN RIZZIERI ✓	5.00	1.00
6	0001208	04/25/2025	FS	DEELEY, STEVE & CHER ✓	5.00	1.00
7	0001209	04/28/2025	MU	ANASTASIA WATSON ✓	12.00	3.00
8	0001210	04/28/2025	MN	RILEIGH LARABY ✓	5.00	1.00
					68.00	16.00

Renewal Licenses and New Owners Issued:

1	0001115	0008175	04/01/2025	FS	BESIO, LOIS MARIE ✓	5.00	1.00
2	0001018	0008176	04/01/2025	FS	HAMMOND, CHRIS ✓	5.00	1.00
3	0001017	0008177	04/01/2025	MU	HAMMOND, CHRIS ✓	12.00	3.00
4	0000308	0008178	04/02/2025	FS	PAULSON, CATHY ✓	5.00	1.00
5	0000295	0008179	04/02/2025	EX	LANPHER, SARAH ✓	F	
6	0000307	0008180	04/02/2025	MN	CRAHEN, REBECCA & AD ✓	5.00	1.00
7	0001103	0008181	04/02/2025	MN	BENNETT, CAROL & GOR ✓	5.00	1.00
8	0000299	0008182	04/04/2025	MN	MEYERS, JAMES ✓	5.00	1.00
9	0000604	0008183	04/04/2025	FS	HOWE, BRYAN ✓	5.00	1.00
10	0000384	0008184	04/07/2025	FS	KRAYNIK, SHARON ✓	5.00	1.00
11	0001112	0008185	04/08/2025	FS	BURKE, LYNNE & MIKE ✓	5.00	1.00
12	0000602	0008186	04/09/2025	MN	BROWN, MARILYN ✓	5.00	1.00
13	0000856	0008187	04/09/2025	FS	GRAY, SARAH & GLENN ✓	5.00	1.00
14	0000954	0008188	04/10/2025	FS	WOOD, SUSAN ✓	5.00	1.00
15	0000955	0008189	04/10/2025	FS	WOOD, SUSAN ✓	5.00	1.00
16	0000948	0008190	04/14/2025	MN	CAMPANELLI, MANUELA ✓	5.00	1.00
17	0001021	0008191	04/16/2025	FU	RORICK, LEANNE ✓	12.00	3.00
18	0000687	0008192	04/17/2025	FS	HEALY, KRISTIN ✓	5.00	1.00
19	0000940	0008193	04/17/2025	MU	MELVILLE,JOHN H ✓	12.00	3.00
20	0001114	0008194	04/18/2025	FS	TREVEANA, DAWN ✓	5.00	1.00
21	0001206	0008195	04/21/2025	MN	STAFFORD, DALE ✓	5.00	1.00
22	0000360	0008196	04/21/2025	MN	TERRY, IRENE ✓	5.00	1.00
23	0000949	0008197	04/22/2025	FS	SCRIVENS, MICHAEL ✓	5.00	1.00
24	0000678	0008198	04/23/2025	FS	ELLIS, LOIS & STEVE ✓	5.00	1.00
25	0000499	0008199	04/25/2025	FS	PARR, CAROLYN ✓	5.00	1.00
26	0001005	0008200	04/28/2025	MN	LARABY, MICHELLE ✓	5.00	1.00
27	0000644	0008201	04/28/2025	MN	BROWN BARRY C ✓	5.00	1.00
28	0001102	0008202	04/30/2025	MN	WILSON, TASHA ✓	5.00	1.00
29	0000865	0008203	04/30/2025	MN	WILSON, HENRY ✓	5.00	1.00
30	0000857	0008204	04/30/2025	FS	O'KELLY, JIM ✓	5.00	1.00
						166.00	35.00

Status Changes:

1	0001089	04/02/2025	FS	KAY/JOHNSTONE	Dead
2	0000347	04/28/2025	FS	BROWN BARRY C	Dead

Id		Date	License Type	Owner	Local Fee	APCP Surcharge
3	0001137	04/28/2025	EX	JOHNSON, JOSEPH	Dead	
TOTAL SALES					234.00	51.00

Month Reported: APRIL, 2025

County: MONROE

Code: 26

TOWN OF MENDON

Code: 09

Prepared by: Michelle Booth, TOWN CLERK

Date Prepared: MAY 1, 2025

Dog License Monthly Report

Original ID Dog Licenses sold	<u>8</u>
Original Purebred License sold	<u>0</u>
Dog License Renewals sold	<u>30</u>
Purebred License Renewals sold	<u>0</u>
Total sold	<u>38</u>

LICENSE TYPES AND FEES COLLECTED	<u>Quantity</u>	<u>Local Fees</u>	<u>Surcharge Fees</u>
Spayed and Neutered Dogs	<u>30</u>	\$5.00 ea <u>150.00</u>	\$1.00 ea <u>30.00</u>
Unspayed and Unneutered Dogs	<u>7</u>	\$12.00 ea <u>84.00</u>	\$3.00 ea <u>21.00</u>
Exempt - Seeing Eye, War, Police	<u>1</u>	<u>No Fee</u>	<u>0.00</u>
Purebred License (1-10 dogs) Spayed & Neutered	<u>0</u>	\$25.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (1-10 dogs) Unspayed & Unneutered			<u>0.00</u>
Purebred License (11-25 dogs) Spayed & Neutered	<u>0</u>	\$50.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (11-25 dogs) Unspayed & Unneutered			<u>0.00</u>
Purebred License (26+ dogs) Spayed & Neutered	<u>0</u>	\$75.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (26+ dogs) Unspayed & Unneutered			<u>0.00</u>
Total licenses sold	<u>38</u>	<u>234.00</u>	<u>51.00</u>

REPLACEMENT AND PUREBRED TAG ORDERS

Replacement Tags	<u>0</u>	<u>0.00</u>
Purebred Tags	<u>0</u>	<u>0.00</u>
Total tags sold	<u>0</u>	<u>0.00</u>

DISBURSEMENTS

Paid to Supervisor \$234.00

Paid to NYS Animal Population Control Program \$51.00

05/01/2025

08:43:35

TOWN OF MENDON**B1900 - B688 Transaction Report**

For the period 04/01/2025 through 04/30/2025

Type	Date	Comment	Name	Quantity	Fee
B2110					
1.ZBAV	04/29/2025	2025 - 97 BOUGHTON HILL RD	PALLO, PETER	1	250.00
				1	250.00
2.ZBPH	04/29/2025	2025 - 97 BOUGHTON HILL RD	PALLO, PETER	1	100.00
				1	100.00
B2115					
3.PASL	04/30/2025	52 MENDON IONIA RD	ORDUNA RESUB	1	150.00
				1	150.00
4.PBPH	04/28/2025	280 CHEESE FACTORY RD	AMY LEAR	1	100.00
5.PBPH	04/30/2025	52 MENDON IONIA RD	ORDUNA RESUB	1	100.00
				2	200.00
6.PBSU	04/28/2025	280 CHEESE FACTORY RD	AMY LEAR	1	250.00
				1	250.00
B2555					
7.BLDG	04/09/2025	9197-125 DRUMLIN VW-DECK	ALEX ARRIGO	1	150.00
8.BLDG	04/04/2025	LOT 1 - 2 MENDON GREEN SFD	ANTONELLI	1	976.80
			CONSTRUCTION		
9.BLDG	04/04/2025	LOT 29 - 3 MENDON GREEN SFD	ANTONELLI	1	900.80
			CONSTRUCTION		
10.BLDG	04/25/2025	#9206 1193 W. BLOOM -TANK	BRIAN PITT	1	30.00
11.BLDG	04/22/2025	#9205 DETCHED GARAGE CLOVER	DUCKLES, DAVID	1	120.00
12.BLDG	04/21/2025	# 9203 - 4 BARBEN CIR - ADDITN	FRENCH, DEAN	1	100.00
13.BLDG	04/03/2025	9191-21 SEMMEL-REPL FURNACE	GARY LOOPE	1	30.00
14.BLDG	04/09/2025	9196-15 CHAMBORD-POLE BARN	JACK KOLASSA	1	50.00
15.BLDG	04/15/2025	9201 - 3248 RSH MNDN - RUN/SHD	JANET WHITAKER	1	50.00
16.BLDG	04/30/2025	9208-3248 RSH MND-RUNIN W/SHED	JANET WHITAKER	1	50.00
17.BLDG	04/09/2025	9198-38 PLAINS RD-GEOTHER HVAC	JESSICA SCHLOSSER	1	75.00
18.BLDG	04/08/2025	#9195 - 276 BOUGHTON - WINDOWS	KAY, TYLER	1	100.00
19.BLDG	04/04/2025	#9194 GARAGE 1065 CH FACT.	KOELSCH	1	75.00
20.BLDG	04/10/2025	9199- 6 WINDHAM CR- INGR POOL	KRISTEN SAGER	1	125.00
21.BLDG	04/28/2025	9207-7 WOOD SPRING HILL DR-SFD	MIKE AND KRISTIN	1	760.00
			PARKES		
22.BLDG	04/01/2025	9189 - 11 PRDGE HL-CHKN COOP	MIKE SOLTIZ	1	50.00
23.BLDG	04/03/2025	9190-3862 RSH MNDN RD-CLD STOR	MIKE TURNER	1	50.00
24.BLDG	04/01/2025	9188 - 100 VICTOR MENDON -SHED	RODNEY CORRY	1	50.00
25.BLDG	04/21/2025	#645 - 822 PITTS MEND - DEMO	STROMEYER, WILLIAM	1	75.00
26.BLDG	04/16/2025	9202 - 25 TRT CRK RUN - SHED	TERRY CLAS	1	50.00
27.BLDG	04/10/2025	9200 -1387 W. BLMFLD - WINDOWS	TIM KUHN	1	100.00
				21	3,967.60
B2590					
28.BURN	04/01/2025	1536 W BLMFLD-FIREPIT-05/20	AMY JENKINS	1	25.00
29.BURN	04/28/2025	987 MILESQ RD- LOGS/STUMPS	BRENT ROSIEK	1	25.00
30.BURN	04/25/2025	1193 W. BLOOMFIELD	BRIAN PITT	1	25.00
31.BURN	04/29/2025	1199 W BLMFLD RD - BRUSH 10X10	PRITCHARD, JAY	1	25.00
32.BURN	04/23/2025	50 BGYWHP- BRUSH - MAY 1ST	SUSAN SCHOFF	1	25.00
				5	125.00

Type	Date	Comment	Name	Quantity	Fee
B2771					
33.CWVM	04/30/2025	THEY WENT THEY FOUGHT THEY WON	JAMES O'KELLY	1	15.00
				1	15.00
34.RALS	04/02/2025	RAILS TO TRAILS	BOOK PURCHASE	1	20.00
				1	20.00
B688					
35.ENGF	04/07/2025	SITE PLAN FEES	BRIAN FERRARO	1	260.00
36.ENGF	04/30/2025	STONY RIDGE GC20250401	CONKLIN, GREGORY	1	89.00
37.ENGF	04/16/2025	SITE PLAN & SBDVSN-DM20250401	DAVID MITTEN	1	104.41
38.ENGF	04/14/2025	SITE PLAN FEES - JC20250401	JOSHUA CAWLEY	1	165.59
39.ENGF	04/22/2025	INV. # LW20250401	WALLMAN, LAURA	1	53.15
				5	672.15
Total for B Fund:				39	5,749.75
Total Sales				39	5,749.75

05/01/2025

08:44:30

TOWN OF MENDON**DA2302 - T670.1 Transaction Report**

For the period 04/01/2025 through 04/30/2025

Type	Date	Comment	Name	Quantity	Fee
DA2306					
1.FUEL	04/21/2025	MARCH 2025 FUEL USAGE	MENDON FIRE DISTRICT	1	348.66
				1	348.66
			Total for DA Fund:	1	348.66
DB5142					
2.ROWD	04/08/2025	803 MILE SQUARE	MCWA	1	100.00
3.ROWD	04/28/2025	96 STNE RDG DRV- WTR SRV W/MTR	MCWA	1	100.00
				2	200.00
			Total for DB Fund:	2	200.00
T20					
4.MEDI	04/02/2025	APRIL 2025 DENTAL	BOB SHERMAN	1	78.17
5.MEDI	04/16/2025	APRIL 2025 DENTAL	GLADYS BROADWELL	1	234.51
6.MEDI	04/21/2025	Q2 DENTAL	LONOBILE, PAUL	1	100.50
7.MEDI	04/08/2025	APRIL DENTAL	LOOPE, GARY	1	78.14
8.MEDI	04/28/2025	APRIL 2025 DENTAL	MARY FLETCHER	1	33.50
9.MEDI	04/03/2025	APRIL 2025 DENTAL	TOM VOORHEES	1	78.17
10.MEDI	04/14/2025	APRIL DENTAL 2025	WILLIAM SMITH	1	33.50
				7	636.49
			Total for T Fund:	7	636.49
Total Sales				10	1,185.15

The Regular Meeting of the Mendon Town Board was held at 7:00 PM, Monday, April 14, 2025, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

PRESENT: John D. Moffitt, *Supervisor*
Cynthia M. Carroll (ABSENT)
James Merzke *Town Board*
Kimberly Roberts *Members*
Brent Rosiek

MINUTES CLERK: Brooke Buckland

OTHERS PRESENT: Danny Bassett, Tom Fromberger, *Town Engineer*, Gary Loope, *Deputy Highway Superintendent*, Peter Doyle, and Mo Bickweat.

Call to Order

The meeting was called to order.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Agenda

(Resolution 25-147)

A motion was made by Mr. Merzke, seconded by Mr. Rosiek, to adopt the agenda as presented.

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

Public Comment

There were no comments.

Communications

Brent Rosiek

- Brent Rosiek reported on several meetings and events. He mentioned that the planning board had a meeting on April 2nd where RG&E agreed to meet screening and landscaping requirements consistent with the existing Mendon gate station. He noted that RG&E would be back to discuss more on April 16th. Rosiek also mentioned a return visit of an applicant for a site plan at Pittsford Mendon Center Road scheduled for May 7th.
- Rosiek discussed his meeting with buildings and grounds regarding Dreisbach Park.
- He reported on the MCBA's upcoming adult egg hunt at Saint Catherine's Church and a member mixer held on March 27th at Trout Brook Farms, which he was unable to attend due to being out of town.

- Lastly, Rosiek mentioned attending a public information meeting for the mile square sidewalks project, which he found to be extremely well-received by those in attendance.

Kim Roberts

- Kim Roberts reported that town historian Diane Ham was drafting an article for the New York Association of Town celebrating the country's history series based on the town board's input. Roberts mentioned that the draft would be shared with the board before the November 15th submission deadline and expressed her appreciation for Diane's work in showcasing the Town of Mendon.
- Roberts noted that she was unable to attend the zoning board of appeals meeting on March 27th and thanked Supervisor Moffitt for stepping in. She then reported on her attendance at the environmental conservation board meeting on April 1st, where discussions were held about climate smart communities with Madison, the Monroe County sustainability coordinator, and Rachel from the Genesee Valley Finger Lakes Council.
- Roberts highlighted key points for the town to consider, including updating the comprehensive plan to include sustainability, integrating a climate action plan to position the Town of Mendon for funding, and utilizing the DEC's climate action plan template. She also mentioned that the village of Honeoye Falls was engaging high school students in their green team for environmental initiatives.
- Roberts reported that the ECB reviewed the Mendon Gates Station upgrade on Canfield Road for the EPOD and that the village of Honeoye Falls would host an environmental fair on April 26th, inviting the Mendon ECB to participate. She noted that the ECB and board inquired about budget availability for banners and brochures to be used at the festival.
- Lastly, Roberts provided an update on the citizens committee for athletic and recreation opportunities, mentioning that she had created an agenda and was working on finalizing details for a meeting.

James P Merzke

- James Merzke reported on the American Legion as the town's liaison to the organization. He mentioned that the Legion expressed thanks for the town's annual support for veterans activities in the town and village. Merzke highlighted upcoming events in May, including poppy days in the second week and four parades and cemetery visits for Memorial Day at the end of the month. He noted that the Legion's total membership was currently 61, with some new younger members joining recently.

Supervisor, John Moffitt

- Supervisor John Moffitt provided several updates. He announced that the Mendon Youth Center would be closing on Thursday, May 15th, based on a review of last year's closing date and recent attendance numbers.
- Moffitt reported on completing the annual report for ARPA money with the help of Lori from MRB, which he found to be extremely helpful and time-efficient.
- Moffitt discussed his attendance at the zoning board meeting on March 27th, where two applications were reviewed. He provided details on the decisions made regarding a pole barn variance and a frontage relief request.

- The supervisor reported on the transfer of village court, mentioning a letter from the state allowing an additional \$10,000 towards their cap for 2026. He noted that they were not anticipating any additional costs despite this change.
- Moffitt also mentioned plans by the Monroe County Sheriff's Department to install a license plate reader camera at the intersection of Route 251 and 64 in 2027.
- He announced that the town's recycle event was scheduled for October 18th at the community center.
- Lastly, Moffitt read the following communications from Board Member Cynthia Carroll:
 - Regarding the Library:
 - ~ A National Library Weel display will remain up through the end of April.
 - ~ The library received a \$500 In-Kind Grant from United for Libraries and Penguin Random House Grants to make new discussion books.
 - ~ The annual Report to the Community was distributed around the Town.
 - ~ A new temporary part-time library trainee will be hired soon.
 - ~ A new floor stand globe and NYS and Honeoye Falls maps were purchased with Teen Grant Funds.
 - ~ Safety and security procedures have been reviewed with all employees in response to concerning behaviors at area libraries.
 - ~ Concerns about the abolishment of the IMLS (Institute of Museum and Library Services) as this action could affect monies to libraries from the State.
 - ~ The Board of Trustees Account tax information was filed and notification of it being received and filed was received. .
 - ~ The Friends continue to provide funding to the Library's programs. The Friends " next fund raiser will be in conjunction with the 15th Year New Library Celebration.
 - ~ The Board is working on updating the Collection Management Policy and the Long Range Work Plan was reviewed.
 - ~ Ms. Carroll also completed the Town Finance Audit for 2024 on Wednesday, March 26, 2025.

Supervisor's Monthly Report

(Resolution 25-148)

Mrs. Roberts made a motion to acknowledge receipt of the supervisor's monthly reports for February and March 2025. Mr. Merzke seconded the motion.

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

Town Clerk's Monthly Report

(Resolution 25-149)

Mr. Rosiek made a motion to acknowledge receipt of the Town Clerk's monthly report for March 2025, showing receipts and disbursements in the amount of \$45,704.94. Mrs. Roberts seconded the motion.

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

Minutes

The board discussed concerns about the consistency of recording unanimous votes in the minutes. Brent Rosiek suggested tabling the approval to allow for updates to the minutes to include specific vote counts for all motions. The board agreed to table the approval and requested that Rosiek send an email detailing his concerns.

(Resolution 25-150)

Mr. Rosiek made a motion to table the minutes as presented. Mr. Merzke seconded the motion.

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

Budget Adjustments

(Resolution 25-151)

Mr. Rosiek made a motion to approve the budget adjustments as listed. Mr. Merzke seconded the motion.

From: A190.470	Contingent	\$20,000.00
To: A1620.400	Buildings-Contractual	\$20,000.00
From: B1900.400	Contingent	\$10,000.00
To: B1910.100	Legal Svs.	\$10,000.00

From: B1990.400	Contingent	\$2,000.00
To: B3620.400	Building Insp.	\$2,000.00

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

Reserve Fund Transfers

(Resolution 25-152)

Mrs. Roberts made a motion to approve the reserve fund transfers as listed.

Mr. Merzke seconded the motion.

TO NY CLASS	
A Parks:	\$ 90,000.00
A Building:	\$ 50,000.00
A North Main:	\$ 10,000.00
A Debt:	\$ 10,000.00
A Assessment:	\$ 20,000.00

B Sidewalk: \$ 50,000.00

DA Equipment: \$400,000.00

Supervisor Moffitt noted that these transfers were recommended by the finance department.

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

EQUIPMENT PURCHASE TRANSFER

(Resolution 25-153)

Mr. Merzke made a motion to approve the following transfer for the purchase of equipment, subject to permissive referendum. Mrs. Roberts seconded the motion.

From: NY Class \$114,657.47

To: DB5110.2 \$114,657.47

The board briefly discussed the previously approved equipment purchases, confirming that they had been approved in previous minutes.

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

Abstract of Audited Vouchers

General Abstract A

(Resolution 25-154)

Mr. Rosiek made a motion to approve all claims on vouchers number 25-139 to 25-151 on general abstract 25-04A in the amount of \$29,943.60. Mrs. Roberts seconded the motion.

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

General Abstract B

(Resolution 25-155)

Mr. Rosiek made a motion to approve all claims on vouchers 25-152 to 25-192 on general abstract 25-04B in the amount of \$76,554.68. Mr. Merzke seconded the motion.

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

Highway Abstract

(Resolution 25-156)

Mr. Rosiek made a motion to approve all claims on vouchers number 25-151 to 25-180 on Highway abstract 25-04 in the amount of \$50,245.95. Mrs. Roberts seconded the motion.

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

Library Abstracts

The board acknowledged the presentation of library Abstract A from library vouchers 25-045 to 25-052 on library abstract 25-04A in the amount of \$1,929.54, and library abstract B from library vouchers 25-053 to 25-063 on library abstract 25-04B in the amount of \$4,405.99.

Court Audit Acknowledgement

(Resolution 25-157)

Mrs. Roberts made a motion to acknowledge that the required audit of the Town of Mendon's court records for the fiscal year ending in 2024 was conducted on March 6 and March 10 of 2025. The board further directed that this resolution be forwarded to the Unified Court Systems Division of Internal Audit Services in compliance with section 2019-A of the Uniform Justice Board Act. Mr. Rosiek seconded the motion.

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

Mower Purchase

(Resolution 25-158)

Mr. Merzke made a motion to authorize the purchase of a Model 592072 Ferris with a 60-inch deck from Saxby Implement Corp at a cost not to exceed \$9,070 to be paid from account A1620.2. Mr. Rosiek seconded the motion.

The board discussed the mower purchase, with Supervisor Moffitt explaining that this model was determined to be the best value for what was needed, considering factors such as horsepower and deck size. Brent Rosiek expressed support for the purchase, noting the importance of ergonomic and efficient equipment for employees.

James Merzke pointed out that the quote included sales tax, which would need to be corrected before payment. Kim Roberts noted that according to the Town of Mendon's procurement policy, three written requests were required for this amount, which were not initially included in the agenda packet but had since been forwarded to the board.

The board agreed to include such documentation in future agenda packets.

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

EV CHARGE SOLUTIONS – EV CONNECT

(Resolution 25-159)

Mr. Rosiek made a motion to contract with EV Charge Solutions, 500 Avenue Boulevard, suite 100, for EV management according to their quote dated March 26, 2025, in the amount of \$2,150.00 to be paid from account A1620.4. Mr. Merzke seconded the motion.

Supervisor Moffitt explained the situation with Shell discontinuing their charging station business and the search for a new provider. He highlighted that EV Charge Solutions offered a lower cost and was based in Rochester, which could be beneficial for future support. The board discussed the procurement process and the difficulty in finding multiple providers for this service.

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

Buildings & Grounds – Trailer Purchase - Tabled

(Resolution 25-160)

Mr. Rosiek made a motion to table the purchase of a new 2025 single axle landscape trailer, including a safety inspection, for a cost not to exceed \$4,656 to be paid from account A1620.4. Mr. Merzke seconded the motion.

The board discussed the need for additional written quotes as per the town's procurement policy. Kim Roberts noted that only one quote was provided in the agenda packet, and the board agreed to table the motion to allow time to obtain the required additional quotes.

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

Website Privacy Statement

(Resolution 25-161)

A motion was made by Mr. Rosiek to approve the following Privacy Statements for the Town's website (www.townofmendonny.gov). These have been reviewed by the Town Attorney. Mrs. Roberts seconded the motion.

Information We Collect and Store Automatically

When you visit our website our web server automatically recognizes, collects, and stores your domain name, internet protocol address, type of browser, the language your browser uses, operating system, the dates and times of your visit, the web pages you accessed, and the website from which you linked to our site (if any). None of this information is personally identifiable. We store and analyze aggregate information on what pages you access or visit.

Information That You May Voluntarily Provide to Us

This website offers services online as a means to improve services and to make them more convenient and accessible. If during your visit to the website you use these online services, we will collect additional information related directly to the service you are accessing. We will limit the information requested to only that required to conduct the service. We will not use the information for any other purpose without your permission, except as required or provided for by law.

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

Semmel Road Ball Field – Dirt Purchase

(Resolution 25-162)

Mrs. Roberts made a motion to authorize the purchase of dirt for the Semmel Road Ballfield from Lakeside Sod Supply Co. Inc., 6660 Goodrich Rd. Clarence Center, NY 14032, for an amount not to exceed \$2,800.00 to be paid from account A1620.4. Mr. Merzke seconded the motion.

The board discussed the purchase, with Kim Roberts noting that the procurement policy required two written quotes for this amount. Supervisor Moffitt explained that this was a special "mix" and might be considered a sole source purchase. The board agreed to ensure proper documentation of such determinations in the future.

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

15 Monroe St – Tree Removal - Tabled

(Resolution 25-163)

Mr. Merzke made a motion to table the authorization 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 to be paid from account A1620.4. Mr. Rosiek seconded the motion.

The board discussed the need for written quotes as per the town's procurement policy. Kim Roberts noted that while three companies were mentioned in an email, written quotes were not provided in the agenda packet. The board agreed to table the motion to allow time to obtain and review the required written quotes.

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

Temporary Signs - Discussions

The board engaged in a lengthy discussion about temporary signs in the town. Supervisor Moffitt introduced the topic, mentioning his research and consultations with the Association of Towns and the Attorn. He outlined several key points for consideration, including distance from pavement, sign size, illumination, duration of display, and the number of signs allowed per property.

Board members expressed various concerns and suggestions:

1. James Merzke emphasized the importance of enforceability and raised concerns about differentiating between commercial and non-commercial signs.
2. Brent Rosiek suggested considering zoning districts in the regulations and proposed the idea of an online registration system for temporary signs.
3. Brian Marianetti, the Attorney for the Town, provided legal insights and suggested potential language for the regulation, including addressing signs affixed to structures and enforcement procedures.

The board discussed various aspects of sign regulation, including:

- Time, place, and manner restrictions
- Definitions of temporary signs
- Enforcement challenges and potential complaint-driven processes
- The need for consistency in enforcement
- Considerations for different types of signs (e.g., graduation signs, flags)

The board agreed to continue working on drafting a local law for temporary signs, taking into account the various points raised during the discussion.

Public Comment

Mo Bickweat, 7 Sibleyville Ln, thanked the board for considering the sign issue and made several comments:

1. He noted that the code already addresses banners and flags.
2. He agreed with Jim's suggestion about establishing a procedure for complaints.
3. He raised a concern about a previous meeting resolution, suggesting that any determination about expenditure requirements should be made public.
4. He commented on the practice of taking roll call votes on resolutions.

Danny Bassette, 19A W Main St., commented on the sign topic, suggesting that keeping regulations simple would be beneficial. He suggested potentially outlawing all signs in an attempt to address any problems.

Gary Loope, 21 Semmel Rd, made several comments:

1. He thanked Kim Roberts for trying to adhere to the town's policies.
2. He suggested clarifying whether the sign regulations would cover both signs and banners.
3. He proposed requiring temporary signs to include the name of the person responsible and the installation date.
4. He spoke about the enforcement process.
5. He encouraged the board to follow and enforce the town's policies consistently.

Adjournment

(Resolution 25-164)

Mrs. Roberts made a motion to adjourn the meeting. Mr. Merzke seconded the motion.

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

The Special Meeting of the Mendon Town Board was held at 7:00 PM, Monday, April 21, 2025, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

PRESENT:	John D. Moffitt, <i>Supervisor</i>	
	Cynthia M. Carroll	
	James Merzke	<i>Town Board</i>
	Kimberly Roberts	<i>Members</i>
	Brent Rosiek	

TOWN CLERK: Michelle Booth

OTHERS PRESENT: Corey Gates, CEO, Peter Doyle, Art Morrell, Andy Zimmer, Gerry Fox, Joe Alati, Bruce Fullerton, Rebecca Kreuzer, Bob Booth, Jamie Lonthair, and several others.

Call to Order

The meeting was called to order.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Agenda

(Resolution 25-165)

A motion was made by Mr. Merzke, seconded by Mr. Rosiek, to adopt the agenda as presented.

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

Public Comment

Supervisor John Moffitt invited members of the public to speak, requesting they come to the podium for better audio recording.

- **Andy Zimmer** shared his experience working as a dispatcher for the town from 2021 to 2023. He described a misunderstanding with Andy, the Highway Superintendent, regarding his future employment plans, which led to his position being posted without his knowledge.
- **Gerry Fox**, a former town employee of 22.5 years, spoke about his difficult experiences working under Andy as Highway Superintendent. He described an excessive workload, lack of assistance, and the emotional toll it took on him and his family. Fox expressed that he had to leave his job, forfeiting vacation time, medical benefits, and sick time.
- **Art Morrell**, another former town employee, corroborated the accounts of mistreatment under Andy Caschetta's leadership. He described witnessing

incidents of anger and expressed strong feelings about the negative impact on employees.

Communications

- **Kim Roberts** addressed the recent public statement and subsequent dialogue. She emphasized that the situation should not be mocked and expressed the Board's disturbance at the treatment of employees. She highlighted the importance of employee confidentiality while assuring that the board hears and supports the employees.
- **Supervisor, John Moffitt**, shared a positive story about a young man who had previously performed community service at the town hall and is now doing well in life.

Attorney Karlee Bolaños – Discussion with Board

Attorney Karlee Bolaños discussed her investigation into employee complaints against the Highway Superintendent. She emphasized the credibility and seriousness of the complaints, noting potential liability for the town. Bolaños stressed the need for immediate action to protect employees, recommending the appointment of an administrator to oversee the department and ensure compliance with workplace laws and rules.

The board members engaged in a discussion about non-verbal harassment, isolation, and favoritism issues within the department. Bolaños provided examples and emphasized the importance of addressing these behaviors promptly to avoid potential legal consequences.

Budget Adjustments

(Resolution 25-166)

Mr. Rosiek made a motion to approve the following budget adjustments:

From: A1990.47	Contingent	\$35,000.00
To: A5010.1	Superintendent personnel Services	\$35,000.00

Mr. Merzke seconded the motion.

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

Highway Administrator - Establish Position

(Resolution 25-167)

Mr. Rosiek made a motion to establish the position of Highway Administrator as follows:

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

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.

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.

Mr. Merzke seconded the motion.

The board discussed the compensation for the part-time position, set at \$1,000 per week. Board member Cynthia Carroll expressed concerns about the cost to taxpayers. Other members emphasized the importance of attracting a qualified candidate and the potential costs of not addressing the current issues in the department.

The motion passed with a 4-1 vote, with Cynthia Carroll voting against.

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

Highway Administrator - Appointment

(Resolution 25-168)

Mr. Merzke moved to authorize Supervisor Moffitt to appoint an individual to fill the position of Highway Administrator with a term to expire December 31, 2025, with the compensation to be \$1000.00 per week, paid bi-weekly from account A5010.1.

The board discussed the appointment, with Cynthia Carroll reiterating her concerns about the cost. The motion passed with a 4-1 vote, with Cynthia Carroll voting against.

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

Highway Superintendent - Personal Improvement Program - Creation

(Resolution 25-169)

Mr. Rosiek moved to approve the Personal Improvement Plan for the Highway Superintendent, Andrew Caschetta, as outlined by Attorney Karlee Bolaños and the following classes recommended by NYMIR:

- 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 - NYMIR
- 9- Coaching to Build Skills
- 10- Dealing With Conflict - NYS

Mr. Merzke seconded the motion.

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

Monroe County District Attorney's Office - Contact Regarding Highway Superintendent

This item was moved to be discussed after the executive session.

Buildings & Grounds Trailer Purchase

(Resolution 25-170)

Mrs. Roberts moved 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 A1620.4. The Procurement Policy has been followed, and the requestor will be notified of this approval. Cynthia Carroll seconded the motion.

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

15 Monroe Street - Tree Removal

(Resolution 25-171)

Mrs. Carroll moved 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 A1621.4. The Procurement Policy has been followed, and the requestor will be notified of this approval. Mr. Rosiek seconded the motion.

Supervisor John Moffitt explained that these trees were along the property line with a neighbor, some dead, and posing potential risks to the youth center.

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

Public Comment

Art Morrell questioned Ms. Carroll's decision-making process regarding the Highway Administrator position and expressed frustration with the current situation.

Jamie Lonthair demanded the immediate removal of Highway Superintendent Andy Caschetta, citing the allegations and investigation findings. She criticized the handling of the situation and called for accountability.

Rebecca Kreuzer, spoke about her concerns regarding the handling of the situation and suggested alternative actions the board could have taken.

Mo Bickweat questioned the legality of establishing a Highway Administrator position and urged the board to seek legal counsel on the matter.

Joe Alati expressed agreement with Ms. Kreuzer, and noted his belief that the issues with the Highway Superintendent dated back further than currently indicated.

Cynthia Carroll left the meeting.

Executive Session

(Resolution 25-172)

Mr. Rosiek moved to enter into executive session to discuss legal matters with Attorney Karlee Bolaños. Mrs. Roberts seconded the motion.

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

(Resolution 25-173)

Mr. Merzke moved to exit the executive session. Mr. Rosiek seconded the motion.

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

Authorization to allow the Supervisor to consult legal counsel to clarify the position of Highway Administrator

(Resolution 25-174)

Motion to authorize the Supervisor to work with legal counsel to clarify the position of highway administrator made by Brent Rosiek, seconded by James Merzke.

Brent Rosiek clarified that this action was not intended to take away duties of the highway superintendent, but rather to monitor that all rules and laws are being followed as recommended in the March 17, 2025 report.

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

Authorize for the Supervisor to consult with Attorney about contacting Monroe County District Attorney's Office regarding the Highway Superintendent

(Resolution 25-175)

Motion to authorize the Supervisor to consult with legal counsel about contacting Monroe County District Attorney's Office regarding the highway superintendent made by Brent Rosiek, seconded by Kim Roberts.

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

Adjournment

(Resolution 25-176)

Mr. Rosiek made a motion to adjourn the meeting. Mr. Merzke seconded the motion.

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

The Special Meeting of the Mendon Town Board was held at 7:00 PM, Monday, April 28, 2025, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

PRESENT: John D. Moffitt, *Supervisor*
Cynthia M. Carroll
James Merzke
Kimberly Roberts
Brent Rosiek

*Town Board
Members*

TOWN CLERK: Michelle Booth

OTHERS PRESENT: Peter Doyle, Bob Booth, Tom Voorhees, Gary Loope, *Deputy Highway Superintendent*, and Danny Bassette

Call to Order

The meeting was called to order.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Agenda

(Resolution 25-177)

A motion was made by Mr. Merzke, seconded by Mr. Rosiek, to adopt the agenda as presented.

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

Public Comment

Gary Loope, 21 Semmel Road, addressed the board. He inquired about the board's intentions to act on recommendations made by an attorney in a recent report. These recommendations included:

1. Investing in a personnel director or outsourcing to handle personnel complaints.
2. Creating shared meeting norms and expectations.
3. Establishing an annually approved salary schedule by title.
4. Reviewing job descriptions.
5. Considering an employee benefits review.

Mr. Loope expressed hope that the board would take action on these recommendations, noting that the town likely paid a lot of money for this report.

Additionally, Mr. Loope raised concerns about the agenda and minutes from the meeting on the 21st. He pointed out that the agenda item for appointing a person to

the highway administrator position was not reflected in the meeting minutes. He suggested that this discrepancy should have been addressed, either by amending the agenda or through other means.

Lastly, Mr. Loope inquired if the town board would review and potentially rescind actions taken in the past 6-9 months regarding the highway superintendent position.

Highway Superintendent – Appointment

(Resolution 25-178)

A motion to appoint Thomas G. Voorhees as Highway Superintendent made by Brent Rosiek, seconded by Kim Roberts.

Councilman Brent Rosiek presented the motion to appoint Thomas G. Voorhees as Highway Superintendent for a term to expire on December 31, 2025. This appointment was necessitated by the resignation of Andrew Caschetta, effective April 24, 2025.

Councilman Rosiek explained the rationale behind the appointment, emphasizing the critical nature of the role and the need for a smooth transition. He highlighted the importance of appointing someone familiar with the community, highway department operations, personnel, and other town departments. Rosiek acknowledged that some might question the level of diligence in the selection process but stressed the immediate need to maintain services to constituents. He expressed appreciation for Mr. Voorhees' willingness to serve the community in this role.

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

Public Comment

Gary Loope spoke again, congratulating Tom Voorhees on his appointment as Highway Superintendent. He expressed hope that this appointment would help bring the department back together. Mr. Loope commended the board on their selection, noting that advertising for such a temporary position until the next election might not have been practical. He stated his belief that Tom was likely a good choice for the role.

Adjournment

(Resolution 25-179)

Ms. Roberts made a motion to adjourn the meeting. Mr. Merzke seconded the motion.

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

2025 - 5			
General Abstract A			
No. 25-192 to 25-204	Subtotal	\$106,033.65	
General Abstract B			
No. 25-205 to 25-242	Subtotal	\$ 82,837.06	
Highway Abstract			
No. 25-181 to 25-199	Subtotal	\$ 54,642.10	
	<u>Total</u>	<u>\$243,512.81</u>	
Library Abstract A			
No. 25-065 to 25-070	Subtotal	\$ 1,591.50	
Library Abstract B			
No. 25-071 to 25-079	Subtotal	\$ 3,784.30	
	<u>Total</u>	<u>\$ 5,375.80</u>	
Prepared By: Alyssa Stevenson			

		Abstract of General Vouchers 25-05A			
	193	Aetna	L9060.8		\$ 139.00
	194	Caschetta, Andrew	A5010.1		\$ 76,750.22
	195	Charter Communications	A1620.4		\$ 931.23
	196	Excellus Health Plan-Group	A9060.8	\$ 971.60	
			B9060.8	\$ 485.80	
			DB9060.8	\$ 1,457.40	\$ 2,914.80
	197	Excellus Health Plan-Group	TA20		\$ 3,431.25
	198	Excellus Health Plan-Group	A9060.8	\$ 3,581.97	
			DA9060.8	\$ 809.05	
			DB9060.8	\$ 10,849.22	
			L9060.8	\$ 646.50	\$ 15,886.74
	199	Excellus Health Plan-Group	A9060.8	\$ 322.90	
			B9060.8	\$ 44.67	
			DA9060.8	\$ 33.50	
			DB9060.8	\$ 547.17	
			L9060.8	\$ 33.50	\$ 981.74
	200	Excellus Health Plan-Group	TA20		\$ 577.84
	201	Frontier	A1620.4		\$ 415.33
	202	National Fuel	A1620.4		\$ 547.65
	203	National Grid	A1620.4	\$ 1,683.82	
			B5182.4	\$ 76.48	\$ 1,760.30
	204	R.G. & E.	SL5182.4		\$ 1,697.55
			TOTAL		\$ 106,033.65

[illegible]

Abstract of Highway Vouchers 25-5

#	Company	Code	Sub Total	Total	
181	American Rock Salt	DB5142.4		\$41,808.49	✓
182	Capital One Trade Credit	DB5110.4		\$179.97	✓
183	Cyncon Equipment	DA5130.4		\$480.87	✓
184	Deckman Oil Company	DA5130.4		\$175.45	✓
185	Factory Motor Parts	DA5130.4		\$168.33	✓
186	Fastenal Company	DA5130.4		\$84.00	✓
187	Finger Lakes/Castle	DA5130.4		\$85.05	
188	FNBO	DA5130.4		69.74 \$69.74	109.73 ✓
189	Grainger	DA5130.4	\$144.53		
		DB5142.4	\$96.96	\$241.49	✓
190	Honeoye Falls Auto Supply	DA5130.4		\$9.21	✓
191	Innovative Surface Solutions	DB5142.4		\$4,593.09	✓
192	Jackson Welding & Gas Products	DA5130.4		\$748.78	✓
193	Kimball Midwest	DA5130.4		\$198.58	✓
194	Lewis General Tires	DA5130.4		\$851.44	✓
195	NOCO	DB5110.4		\$3,888.74	✓
196	Southworth-Milton	DA5130.4		\$566.29	✓
197	Thru-Way Spring	DA5130.4		\$98.73	✓
198	Tracey Road	DA5130.4		\$190.32	✓
199	UniFirst Corporation	DA9056.8		\$203.53	✓
Total				\$54,642.10	

ABSTRACT OF LIBRARY VOUCHERS 2025-05b

Number	Vendor	Acct.	Acct. Amt.	Total Amt.
71	Amazon Capital Services	7410.4		\$ 259.34
72	Baker & Taylor	7410.4		\$ 1,754.28
73	Brodart Co.	7410.4		\$ 989.98
74	Clearfly	7410.4		\$ 53.17
75	De Lage Landen Financial Services	7410.4		\$ 129.59
76	Midwest Tape	7410.4		\$ 209.16
77	Playaway Products	7410.4		\$ 134.88
78	Staples	7410.4		\$ 216.41
79	W.B. Mason	7410.4		\$ 37.49
			Total	\$ 3,784.30

ABSTRACT OF LIBRARY VOUCHERS 2025-05a

Number	Vendor	Acct.	Acct. Amt.	Total Amt.
65	BXI Consultants	7410.4		\$ 134.26
66	Casella Waste Services	7410.4		\$ 131.59
67	Frontier	7410.4		\$ 235.56
68	National Fuel	7410.4		\$ 209.09
69	National Grid	7410.4		\$ 818.00
70	Simple Tech Innovations, Inc.	7410.2		\$ 63.00
			Total	\$ 1,591.50

Elizabeth Horton

Honeoye Falls, New York | 585.271.0739
elizahorton9@gmail.com | [linkedin.com/in/elizahorton](https://www.linkedin.com/in/elizahorton)

Date: April 27, 2025

Town of Mendon, New York
John Moffitt and Members of the Board
16 West Main Street
Honeoye Falls, NY 14472

Dear John Moffitt and Town of Mendon Board Members,

I am writing to express my interest in serving as a member of the Town of Mendon Zoning Board of Appeals.

As a ten-year resident, I have a deep commitment to our community's growth and well-being. I am eager to contribute my skills and perspective to support objective, informed zoning decisions that reflect both current needs and long-term goals.

Professionally, I work as a research analyst with experience in real property, including valuation, zoning, and applicable land use laws. My educational background includes publishing and marketing communications, along with complementary coursework in ecology and urban development. I bring a strong ability to analyze complex information, manage projects, and collaborate effectively—skills I believe are essential for this role.

Since July 2024, I have served on the Town of Mendon Historic Preservation Committee, where I've gained experience reviewing site plans, participating in structured meetings and votes, and studying local zoning regulations. I have also personally navigated the permitting process and sought guidance from the Town for my own property, giving me additional perspective as a resident.

I would be honored to serve on the Zoning Board of Appeals and contribute to the Town's continued thoughtful development. My resume is attached for your review. I welcome the opportunity to discuss my qualifications further and can be reached via phone or email.

Thank you for your consideration.

Sincerely,

Elizabeth "Liz" Horton

Elizabeth Horton

Honeoye Falls, New York | 585.271.0739
elizahorton9@gmail.com | linkedin.com/in/elizahorton

PROFILE

Creative marketing leader and brand strategist with deep expertise in driving integrated campaigns, shaping brand identity, and guiding data-informed decisions. Trusted and adaptive, with a strong foundation in brand development, integrated marketing, publishing, and research analysis across high-tech, startups, pre-IPOs, Fortune 500 companies, higher education, and media. Recognized typography expert with a strong command of its history, principles, and application best practices, with a proven record of helping organizations elevate marketing initiatives, lead impactful campaigns, inspire meaningful ideas—and ultimately, contribute to their success.

PROFESSIONAL SKILLS

Brand Identity & Strategy:

Brand Architecture
Brand Measurement
Creative Briefs
Campaign Development

Marketing & Communications:

B2B and B2C Strategy
Consumer Insights Research
Integrated Marketing
Advertising & Media Planning

Leadership & Collaboration:

Team Leadership
Cross-Functional
Problem-Solving
Project & Time Management

TECHNICAL SKILLS

Operating Systems:

macOS
Windows

Software:

Microsoft Office Suite
Adobe Creative Cloud
Various SaaS Platforms

Social Media

Content Development
Paid & Organic Advertising
Platforms: Meta, LinkedIn, X

Design & Web:

Typography
Font Management
TrueType Font Programming
HTML/CSS Fundamentals
Graphic/Visual/Web UI Design
Advertising & Marketing
Best Practices

PROFESSIONAL EXPERIENCE

University of Rochester, Rochester, New York

Senior Research Analyst (April 2019–Present)

- Developed a proprietary research process that consistently identifies high-net-worth individuals for major (\$5M+) philanthropic contributions, strengthening the donor pipeline and advancing fundraising initiatives through targeted intelligence.
- Drive innovation in donor analytics by leveraging emerging trends, new research tools, and refined wealth assessment strategies to optimize identification, capacity ratings, and campaign success.
- Produce in-depth biographical and wealth reports, analyzing personal, professional, and philanthropic profiles—including SEC filings, company valuations, compensation, and real estate—while mitigating reputational risks.
- Build strategic partnerships across university teams by delivering clear, data-driven donor intelligence and actionable insights to inform and enhance fundraising strategies.

Rochester Institute of Technology, Rochester, New York

Assistant Director of Marketing and Brand Identity
(July 2017–March 2019)

- Chosen to lead creative direction and design for the university-wide brand marketing collateral for the 10th Presidential Inauguration.
- Managed over 300 multilevel marketing projects annually as the sole creative strategist and designer for a staff of over 100.
- Successfully transitioned new brand identity standards and designed \$1B campaign event launch and collateral.
- Utilized custom market research metrics to enhance brand positioning and marketing strategies.

Assistant Director of Marketing and Design (July 2013–June 2017)

- Implemented comprehensive brand identity standards to ensure brand identity and messaging for consistency across all multichannels.
- Designed custom collateral that secured two landmark gifts (\$50M and \$25M), the largest in the university's history.
- Collaborated with gift officers and leadership to create original branded marketing pieces and collateral for philanthropic proposals.
- Directed and selected brand imagery of website launch, social media marketing, and content management, enhancing digital presence.

Analytics & CRM Tools:

Google Analytics
Ellucian Advance (CRM)
Ascend Salesforce
LexisNexis
Kindsight / iWave
EverTrue + Windfall
Altrata
SEC
Candid
Tableau

Creative & Publishing:

Color Science
Photography
Printing
Copywriting & Copy-Editing
AI Tools: ChatGPT, Canva

Tools and Platforms:

Virtual: Zoom, Microsoft Teams,
Google Meet
Project Management: Trello, Asana
Email Mktg: Mailchimp, HubSpot

AWARDS AND HONORS

Design Award, 10th Presidential
Inauguration, RIT

Best Campaign in the U.S.,
News Media Alliance, Gannett

Cover Photo Selection, *The
Journal of Planned Giving*, RIT

ORGANIZATIONS

Society of Typographic Aficionados
Judge, American Kennel Club (AKC)

EDUCATION

Master of Science (MS)
Graphic Arts Publishing
Typography and Printing Design
Rochester Institute of Technology

Bachelor of Science (BS)
Imaging Systems Management
Rochester Institute of Technology

Senior Communications and Design Specialist (July 2009–June 2013)
/ Graphic Design Specialist (May 2006–June 2009)

- Created fresh, visually engaging designs that differentiated the university's marketing materials.
- Managed all creative strategies, from concept to execution, for multiple departments and strategic initiatives.
- Negotiated cost-effective vendor contracts, media buys, managing an annual budget of over \$100,000.
- Hired and led team of graphic designers, artists, web developers, and photographers. Act as staff photographer and direct photo shoots.

ADDITIONAL EXPERIENCE

Niemann Marketing, San Jose, California | Creative Director and Brand Identity Strategist

- Provided full marketing support services, including brand identity development and design, for privately owned advanced technology channel partners.

Gannett, Democrat & Chronicle, Rochester, New York

Interim Creative Marketing Manager and Promotions Coordinator/
Marketing Senior Graphic Designer

- Managed marketing and design operations, creating award-winning advertisements and promotions while overseeing budgets and co-promotion relationships.

Latorra, Paul & McCann, Syracuse, New York | Graphic Designer

- Crafted various marketing materials, including advertisements and storyboards for prominent clients.

Schaub & Company, Los Gatos, California | Graphic Designer

- Developed brand identities and collateral for startup and pre-IPO technology companies in Silicon Valley, designing advertisements for broad media reach.

Monotype, Palo Alto, California | Typographic Engineer

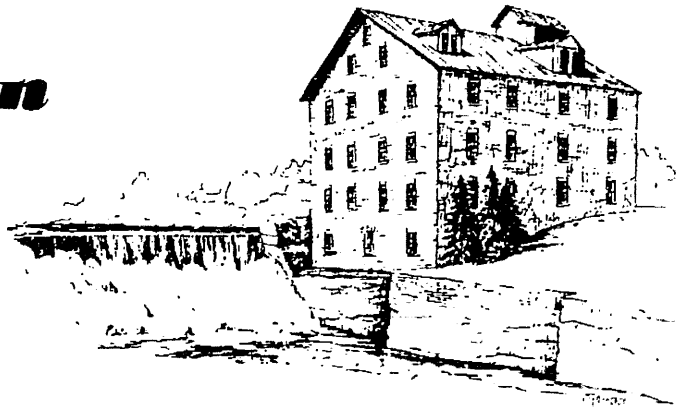
- Created custom typefaces and programmed TrueType hinted fonts, including client, Agilent Technologies.
- Collaborated and partnered with major technology companies on font technology.

Town of Mendon

Preserving the Past...

Protecting the Present...

Promoting the Future



April 28th, 2025

Dear Town Board Members,

I am writing to formally request approval to attend a Notary Public Exam training session scheduled for May 21st, 2025 at 85 East Main Street, Victor NY 14564. The cost of the training is \$120.

This training will provide valuable preparation for the Notary exam and enhance my ability to support the Town's administrative needs more effectively. I believe this certification will be a beneficial asset to our operations.

Please let me know if you need any additional information or documentation regarding the training. I appreciate your consideration of this request and look forward to your approval.

Sincerely,

Director of Planning & Zoning

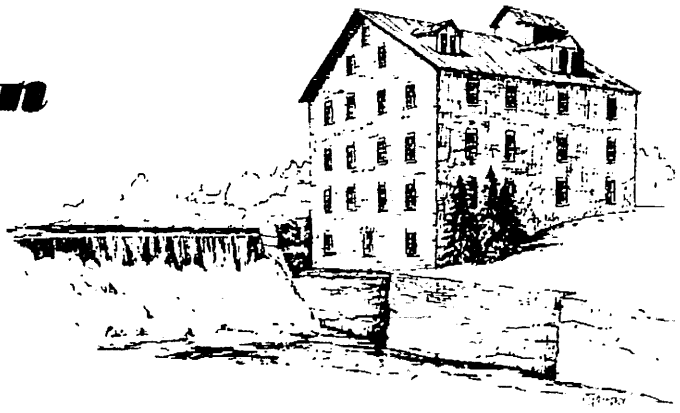
Planning Board
16 West Main Street, Honeoye Falls, NY 14472-1199 (585) 624-7863 FAX (585) 624-6065
www.townofmendonny.gov

Town of Mendon

Preserving the Past...

Protecting the Present...

Promoting the Future



March 31st, 2025

Dear Members of the Town Board,

I hope this letter finds you well. I am writing to respectfully request the Board's approval to refund Michael Turner's application fee in the amount of \$350.00 paid on January 20th, 2025, as the application will not be proceeding.

Mr. Turner initially submitted an application for an area variance in relation to his property located at 3862 Rush Mendon Road. However, after further discussions with the Town CEO, Mr. Turner has agreed to adjust his project in order to conform to the current zoning requirements as cited in Section 260-71 (C)(3) of the Town of Mendon's Town Code. As a result, the variance application is now redundant.

We appreciate Mr. Turner's willingness to comply with the Town of Mendon's zoning regulations and believe that granting this refund would be in the best interest of fairness and efficiency for our resident.

Thank you for your consideration of this request. Please do not hesitate to contact me should you need further information or clarification.

Sincerely,

Planning and Zoning Board Secretary

cc: Corey Gates, Code Enforcement Officer

BUILDING DEPARTMENT and CODE ENFORCEMENT OFFICE
16 West Main Street, Honeoye Falls, NY 14472-1199 (585) 624-6066 FAX (585) 624-6065
www.townofmendon.org



Department of Planning & Development

Monroe County, New York

Adam J. Bello
County Executive

Ana J. Liss
Director

Land Use Decision-Making Training Program Spring 2025– Registration is Open!

(Registration Deadline: June 4, 2025, or until all seats are filled)

Join us for an interactive training session on how to integrate age-friendly principles into site plan review, zoning, and community development.

- **Date:** Thursday, June 12, 2025
- **Time:** 4:00 PM to 8:30 PM
- **Location:** Monroe Community College, 1000 E Henrietta Rd
- **Learning Credits:** 4 hours
- **Cost:** \$50 (meal included)
(Fee waivers and financial aid are available for eligible participants.)

Session Description

Topic:

Communities for All Ages: Integrating Age-Friendly Principles into Local Planning and Zoning

Overview:

This Training Session will explore how land use policies, planning decisions, and design standards can support aging in place, walkable & safe neighborhoods, Intergenerational spaces, and housing and transportation choices for older adults. Participants will gain practical insights into integrating age-friendly principles into local planning efforts.

Presenters:

- Leanne Rorick, Monroe County Office for the Aging
- Melissa Wendland, Common Ground Health/Monroe County Aging Alliance
- Cody Donahue, Reconnect Rochester
- Patrick Fox, AARP

This training satisfies New York State's four-hour annual training requirement for members of Planning Boards and Zoning Boards of Appeals. Each attendee will receive a Certificate of Participation indicating they attended and their training credits earned.

Find Registration information at website:

<https://www.monroecounty.gov/planning-training>

For more information contact:

Lisa Huntoon | ☎ 585.753.2034 | ✉ lisahuntoon@monroecounty.gov

Yixuan Lin | ☎ 585.753.2026 | ✉ yixuanlin@monroecounty.gov

Town of Mendon
Highway Dept
101 Semmel Road
Honeoye Falls, NY 14472-1199



March 4, 2024

Cives Corporate, dba
Viking Cives (USA)
14331 Mill Street
Harrisville, NY 13648

RE: Intent to Purchase

The Town of Mendon agrees to purchase two (2) Plow and Salter equipment as per quote ID # MG00000393. Through Sourcewell Contract # 062222-VCM at a price of \$168,676.91 each.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andrew Caschetta', is written over a large, stylized, and somewhat illegible signature that spans across the 'Sincerely,' and the printed name below.

Andrew Caschetta
Mendon Highway Superintendent

TO: John Moffitt,
Mendon Supervisor

FROM: Tom Voorhees,
Mendon Highway Superintendent

DATE: May 6, 2025

SUBJECT: Scrap Property

I am requesting that the Town Board declare the scrap metal stored at the Highway Department as scrap and authorize its disposal. This scrap metal is an accumulation of old drainage pipe, metal picked up along the road, and scraps from the shop. The Highway Department will dispose of the metal at ALPCO, a metal salvage dealer.

Respectfully,

Tom Voorhees,
Highway Superintendent