

The Regular Meeting of the Mendon Town Board was held at 7:00 PM, Monday, May 12, 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: Tom Voorhees, *Highway Superintendent*, Tom Fromberger, *Town Engineer*, Bob Booth, David Smith, Mo Bickweat, and Danny Bassette

Supervisor Moffitt called the meeting to order and the Pledge of Allegiance was recited.

Agenda

(Resolution 25-180)

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

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

Public Comment

Mo Bickweat, 7 Sibleyville Lane, addressed the board regarding town code section 260-68 on sign permits. He emphasized that all signs require a permit according to the code, regardless of content, with some exceptions. Bickweat stated he was not discussing content, but rather the necessity of having a permit for signs in the Town of Mendon.

Communications

Town Clerk Michelle Booth reported several updates and developments within the town:

- **Town & County Taxes:** About 96% of county taxes have been collected, accumulating almost \$12.5 million in revenue.
- **Staff Excellence and Training:** Alyssa was recognized for her exemplary performance in taking on new tasks and responsibilities, especially during Michelle's recent vacation. Both Alyssa S. and Brooke B. are scheduled to attend an in-person notary public training session in Victor. This training aligns

with the town's response to a significant increase in demand for notary services, particularly due to local banks' sporadic availability.

- **Court Clerk Training:** Alyssa will also begin training to take on the role of deputy court clerk, with support and approval from Judges Maxon and Briggs. Craig O. will begin cross-training as a backup in key functions, ensuring operational continuity.
- **Retirement Records:** Brent Rosiek's record of activity has been posted on the town website. It will remain accessible for 30 days before submission to the New York State Retirement System.
- **Rabies Clinic:** With Dr. Gluckman's retirement, Dr. Meg Brooker from Canfield Vet will take over the conduct of this year's rabies clinic.
- **Payroll and Documentation:** A decision has been made for the highway department to revert to collecting their paychecks in person on Friday mornings. Several employees receive electronic pay stubs for convenience, although switching to physical copies remains a quick process.
- **Increased Documentation Requests:** There has been a noticeable uptick in requests for marriage certificates, likely driven by demands for enhanced driver's licenses. Additionally, the town clerk's office has seen a substantial rise in FOIL requests, necessitating efficient retrieval and processing procedures.
- **Fire District and Events:** The fire district has filed their 2024 service award report as required. Preparations for the town carnival and fireworks are underway, pending final approval from the Monroe County Sheriff's Office, a routine procedural check.
- **SEQR Notification:** The town has received a SEQR (State Environmental Quality Review) notification from the village. This is related to an amendment to their local law governing smoke shops, vape shops, and marijuana/cannabis uses. A public hearing is scheduled for May 19 at 7:30 PM at the village hall to discuss this amendment.

Highway Superintendent Tom Voorhees reported:

- **Brush Collection:** The brush collection should be completed by the end of the week.
- **Salt Inventory:** The town has received all of the salt for the year.
- **Milling and Paving Plans:** There are plans to mill and pave Planes Road and Scofield Road, set for late May and early June.
- **Stone and Oil Work:** Scheduled stone and oil work is planned for Mendon Center and Parrish Road on June 18-19.
- **County Projects:** They will be milling and paving on Boughton Hill Road and Williams Road, expected to occur in mid-July.

- **Material Reuse:** The material from shoulder work is planned to be reused as fill at the soccer field, which represents a significant cost-saving measure for the town by recycling available resources.
- **Splash Park Drainage:** Pipe has been ordered to address drainage issues at the splash park. Once received, the highway department will handle the installation.
- **Collaborative Paving Efforts:** There is a cooperative effort with the village to undertake milling and paving from July 21-25 on Paper Mill and Creekside Drive.
- **Acknowledgment of Appreciation:** Tom Voorhees, on behalf of the Highway Staff, expressed thanks to Councilwoman Roberts for her excellent cookies.

Brent Rosiek: Reported that the planning board recently approved two projects with conditions, including a single-family site plan on Pittsford Mendon Center Road and an RG&E gate station project, which involved maintaining a barn and adding landscaping per resident requests. He mentioned an upcoming two-lot subdivision on Chateau Place and a special use permit amendment for horse lessons on Cheese Factory Road. He attended multiple meetings with the Buildings and Grounds and Highway Department, discussing the fill use at the soccer field to save money and potential expansion behind the Highway Department. He is also scheduled to attend accounting school. He will meet with Mendon Green regarding stormwater and snow & ice removal. He noted various other local meetings and events, including one with the Mendon Foundation regarding volunteer gardeners at Mendon Station Park and working at the Mendon Carnival.

Kim Roberts: Attended the Zoning Board of Appeals meeting, where an application from 1100 Pittsford Mendon Center Road requested relief for constructing a driveway with a lot width less than required by code. The application was approved with conditions incorporating the fire department's feedback. She praised the audit reports shared by John, emphasizing their importance in ensuring thorough and deliberate audits, and extended her appreciation to town employees and volunteers for their dedication during Public Service Recognition Week.

Cynthia Carroll: Attended the Library Trustees meeting on May 5th, where a grant application for the Herald Hacker Fund was discussed. She noted upcoming staff training, resulting in a delay in library opening hours, and mentioned the library's non-participation in the carnival parade due to staffing issues. The Friends of the Library will have a quiet tent at the carnival to distribute books and literature. Summer reading programs will be relocated to the library's grassy area due to renovations at Harry Allen Park.

James Merzke: Attended the Environmental Conservation Board meeting, discussing a Boughton Hill Road project constructing a barn without encroaching on environmental protection overlay districts (E-Pods). The board will submit comments based on environmental concerns and discuss the Monroe County Climate Action

Plan. He also attended the Historic Preservation Commission meeting, covering window replacements on a designated building and fencing on Taylor Road. The American Legion recognized resident Sergeant Caitlin Toomey, winner of the county's Law and Order Award. Memorial Day activities and poppy distribution were also highlighted.

Supervisor, John Moffitt reported:

- **Local Laws:** Introduced two local laws for the board's consideration. The first addresses the residency restrictions for the deputy Highway Superintendent position. The second pertains to amendments in the town's sign regulations, specifically modifications to Chapter 260, Article 10 of the town code.
- **Parade Participation:** Encouraged board members with elected positions to participate in the upcoming Memorial Day parades and the Mendon Fire Department parade. He asked them to contact him to confirm their involvement so that names can be prepared for introductions during these events.
- **Highway Department Engagement:** Moffitt met with the highway department on April 23rd for a productive meeting to discuss ongoing and upcoming projects. Additionally, a team-building event was held on May 1st to foster improved collaboration and morale among the team members.
- **Health Insurance Discussions:** Held discussions with Brown and Brown about health insurance options for retirees. Moffitt mentioned the availability of a consortium that could offer more favorable terms even to small groups like their own. This initiative is part of ongoing efforts to ensure comprehensive and cost-effective health coverage for town retirees.
- **Charging Station and Equipment Advertisements:** Supervisor Moffitt noted progress in plans for a new charging station. A new vendor is being arranged to facilitate the transition. Additionally, advertisements have been placed for a full-time mechanic and a part-time building and grounds person.

Supervisor's Monthly Report - Tabled

(Resolution 25-181)

A motion was made by Ms. Roberts, seconded by Mr. Rosiek, to acknowledge the receipt of the supervisor's monthly report for April 2025. This motion was tabled because the April report was not ready yet.

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

Town Clerk's Monthly Report

(Resolution 25-182)

Ms. Carroll motioned to acknowledge receipt of the town clerk's monthly report for 2025, showing receipts and disbursements in the amount of \$8,994.90, seconded by Ms. Roberts.

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

Minutes

(Resolution 25-183)

A motion to approve the minutes of the regular meeting held on April 14 and the special meetings held on April 21 and April 28 as presented made by James Merzke, seconded by Brent Rosiek.

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

Budget Adjustments

(Resolution 25-184)

A motion was made by Mr. Merzke, seconded by Mr. Rosiek, 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: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

Equipment Purchase Transfer

(Resolution 25-185)

A motion to approve the transfer of \$336,707.64 from equipment reserves (NY-01-1255-0010) to DB5110.2 equipment for the purchase of two pieces of equipment made by Brent Rosiek, seconded by James Merzke.

Discussion ensued regarding the discrepancy between the number of items listed in different documents and the total amount. The board clarified that the transfer was for two pieces of equipment at \$168,353.82 each.

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

Vouchers

General Abstract A

(Resolution 25-186)

A motion to approve all claims on vouchers numbered 25-192 to 25-204 on general abstract 25-05a in the amount of \$106,033.65 made by James Merzke, seconded by Cynthia Carroll.

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

General Abstract B

(Resolution 25-187)

A motion to approve all claims on vouchers number 25-205 to 25-242 on general abstract 25-05b in the amount of \$82,837.06 made by James Merzke, seconded by Cynthia Carroll.

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

Highway Abstract

(Resolution 25-188)

A motion to approve all claims on vouchers number 25-181 to 25-199 on highway abstract 25-05 in the amount of \$54,642.10 made by James Merzke, seconded by Cynthia Carroll.

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

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.

Zoning Board of Appeals - Appointment

(Resolution 25-189)

A motion to appoint Elizabeth Horton to the zoning board of appeals for an unexpired term ending December 31, 2025 made by Kim Roberts, seconded by Brent Rosiek.

The board noted that Ms. Horton would resign from her current position on the historic preservation commission upon appointment.

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

Area Variance refund - Approval

(Resolution 25-190)

A motion to authorize refund of a \$350 area variance fee paid by Michael Turner on January 20, 2025 for 3862 Rush Mendon Road made by Brent Rosiek, seconded by Ms. Roberts.

The refund was due to Mr. Turner adjusted his project to conform with current zoning requirements.

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

Notary Training - Approval

(Resolution 25-191)

A motion to approve the attendance of Brooke Buckland and Alyssa Stevenson at a notary public exam training session on May 21 at 85 West Main Street in Victor at a cost of \$120 each, to be paid from B8020.4 and A1410.4 made by James Merzke, seconded by Brent Rosiek.

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

Land Use Training - Approval

(Resolution 25-192)

A motion to approve the attendance of ECB member Margaret Bailey at the Monroe County Department of Planning and Development land use decision making training programs spring of 2025 at a cost of \$50 to be paid from account B8090.1 made by Brent Rosiek, seconded by Mr. Merzke.

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

Environmental Conservation Board - Special Meeting

(Resolution 25-193)

A motion to schedule a special meeting of the environmental conservation board at 7 PM, Tuesday, May 20, 2025 at the Mendon Town Hall, 16 West Main Street, Honeoye Falls to address the climate action plan recommendations to the town board made by Cynthia Carroll, seconded by James Merzke.

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

Records Retention Schedule - Adoption

(Resolution 25-194)

A motion was made by Mr. Merzke, seconded by Mrs. Carroll, to adopt the following resolution:

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

Purchase - Plows and Salters

(Resolution 25-195)

A motion to authorize the purchase of 2 plows and salting equipment as per quote ID MG000039-3 through contract number 062222-BCM at a price of \$168,676.91 each, to be paid from account DB5110.2, pending the results of the potential reserve fund transfer permissive referendum made by Brent Rosiek, seconded by Kim Roberts.

Discussion ensued regarding how the prior Highway Superintendent handled the procurement process and policy compliance. Board members expressed concerns about not following the proper approval process but agreed that public safety and the need for the equipment for the upcoming winter season took precedence. The board acknowledged the need to improve the process for future purchases.

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

Declaration of Surplus

(Resolution 25-196)

A motion to declare the scrap metal stored at the highway department as scrap and authorize its disposal at ALPCO, a metal salvage dealer, was made by Kim Roberts,

seconded by James Merzke. This scrap metal is an accumulation of old drainage pipe, metal picked up along the road, and scraps from the shop.

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

Public Comment

Mo Bickweat noted a payment of approximately \$75,000 in the supporting documentation and expressed concern that there was no resolution that he could find, made by the Town Board, for the expenditure of those funds.

Adjournment

(Resolution 25-197)

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