

Cornell University

New York State LTAP Center
Cornell Local Roads Program

416 Riley-Robb Hall
Ithaca, New York 14853-4203
t. 607.255.8033
f. 607.255.4080
clrp@cornell.edu
www.nysltap.org

January 07, 2026

Peter Doyle
Superintendent of Highways
Town of Mendon Highway Dept
101 Semmel Rd
Honeoye Falls, NY 14472

Dear Peter:

We are pleased to confirm your registration for the Local Roads Done Right workshop on March 17, 2026. The workshop will be held at the Ontario County Cooperative Ext, 480 N Main St , Canandaigua, NY.

Please plan to arrive between 8:00 AM - 8:30 AM to sign in. The workshop will begin promptly at 8:30 AM and end at approximately 3:00 PM. Lunch will be served.

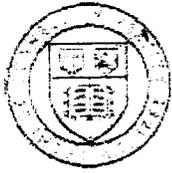
The Ontario County Towns and Village Highway Superintendent's Association is sponsoring this workshop and covering your registration fee. Our cancelation policy of 3 business days before the workshop will remain in effect. We still have a cancellation policy of 3 days. Please send a substitute if you cannot attend. We look forward to seeing you at the workshop.

Thank you for your participation in our training program. If you need further information, please contact us by phone or email.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Jockura".

Administrative Assistant



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January 07, 2026

Peter Doyle
Superintendent of Highways
Town of Mendon Highway Dept
101 Semmel Rd
Honeoye Falls, NY 14472

Dear Peter:

We are pleased to confirm your registration for the Running Your Highway Department workshop on April 22, 2026. The workshop will be held at the Chili Community Center, 3237 Chili Ave, Rochester, NY.

Please plan to arrive between 8:00 AM - 8:30 AM to sign in. The workshop will begin promptly at 8:30 AM and end at approximately 3:00 PM. Lunch will be served.

We are working with our partners to sponsor our workshops. This will allow attendees to attend a workshop without a registration fee. Please note that the standard registration fee is typically \$90 per workshop. If payment is required, you will receive payment instructions prior to the workshop.

If we can obtain a sponsorship, we will let you know via an updated confirmation email. We still have a cancellation policy of 3 days. Please send a substitute if you cannot attend. We look forward to seeing you there.

Thank you for your participation in our training program. If you need further information, please contact us by phone or email.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Lockwood".

Administrative Assistant

All permit fees are responsibility of homeowner (initial) AO/ _____

Unforeseen Carpentry will be billed at an additional \$100/ man hr + materials (initial) AO/ _____

Approximate start date TBD-- approximate completion date 1 week from (initial) _____
start

****Weather and product availability can delay start dates****

Disclaimer: Marshall Exteriors, LLC is not responsible for: TV dish reception after roof replacement, damage to landscaping or property, wind born debris into swimming pools or other personal property, acts of God such as those caused by ice, snow, rain or wind, leaks or damages caused by ice, ice damming or wind driven rain, leaks to existing skylights if not replaced at same time as roof, debris in attic if not discussed prior to contract, stress cracks in drywall, any interior décor which may move due to vibrations, Bathroom exhaust fans may drip in cold weather due to condensation caused by the change in temperature when warm & cold air contact each other (this is not a roof leak). Due to weather constraints Marshall Exteriors, LLC makes no guarantees of project start or completion date. Marshall Exteriors, LLC covers workmanship warranty of 1 year from date of install. Extra materials are ordered on every job to ensure adequate supplies, these materials are the property of Marshall Exteriors & are to be returned. The cost of these materials is not included in the contract nor have they been billed to the homeowner. All customers reserve the right to rescind contract prior to midnight on the third day after contact has been signed. Any down payments made will be held in escrow account at Lyons National Bank acct# 216286345. By agreeing to this contract, the customer authorizes Marshall Exteriors, LLC to use any photos, and or videos of the property for marketing or other purposes.

New York State Legalities

Any contractor, subcontractor, or materialman who provides home improvement goods or services pursuant to your home improvement contract and who is not paid may have a valid legal claim against your property known as a mechanic's lien. Any mechanic's lien filed against your property may be discharged. Payment of the agreed-upon price under the home improvement contract prior to filing of a mechanic's lien may invalidate such lien. The owner will be responsible for reimbursement of any, and all legal fees incurred by contractor, including hourly rate of \$300 per hour. The owner may contact an attorney to determine his rights to discharge a mechanic's lien.

All funds received by Marshall Exteriors, LLC from [Owner] _____ prior to substantial completion of this contract will be deposited within 5 days after receipt in Marshall Exteriors, LLC's customer escrow account number [account #] 216286345 at [name of bank] Lyons National Bank [location of branch] 750 West Miller St, Newark, NY 14513. Such funds will remain the property of [owner] _____ until (i) used by Marshall Exteriors, LLC for purposes of this contract,
or (ii) substantial completion of the contract, or (iii) breach of contract, as more fully specified in NYS Lien Law section 71-a(4)(d).

You, [owner] _____, have an unconditional right to cancel this contract any time prior to midnight of the third business day after the day you signed it. To exercise this right, you must notify Marshall Exteriors, LLC in writing. You may place the notice in the U.S. Mail addressed to Marshall Exteriors, LLC at the address at the top of this contract, with proper postage, any time before the deadline specified above. Contracts that are cancelled beyond the 72-hour threshold are subject to a 10% of contract total cancellation fee, or incurred costs by Marshall Exteriors, LLC, whichever is greater

Customer signature _____
By signing I have read, acknowledge and approved all items on this page

Notes:

I have read, understand, and agree to all terms on this page (initial) _____



"We will treat your home as if it were our own!"

Estimate for Town of Mendon Highway Dept. for Capital Improvement work to be done at the premises of 101 Semmel Rd. Honeoye Falls, NY 14472

All material, labor, equipment, supervision, and cleanup to Complete the following:

- * Insulate ceiling (2,000 SF) with R-38 Batt Insulation and line with bright white metal liner panels
Attic access hatches included

Customer to move any duct work or possible obstructions to completing the work

job total of \$ 23,500.00--Prevailing Wage/Tax Exempt

Credit card transactions subject to a 4% fee. any unpaid balances after completion subject to a 5% late fee per month

By signing below, I read in full, understand completely and acknowledge that this document becomes a legal and binding contract

_____ (Homeowner)

Kevin Sharp (Project Estimator) *Kevin Sharp*

Payment schedule 50% deposit, 50% upon reasonable completion, or as noted

ESTIMATE MAY BE WITHDRAWN BY MARSHALL EXTERIORS IF NOT ACCEPTED WITHIN 5 DAYS

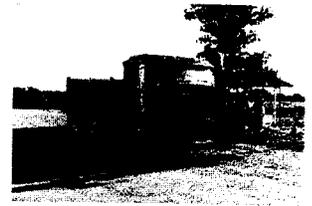
I have read, understand, and agree to all terms on this page (initial) _____

Town of Mendon

Highway Dept

101 Semmel Road

Honeoye Falls, NY 14472-1199



November 5, 2025

TO: John Moffitt, Town Supervisor
Mendon Town Board

FROM: Tom Voorhees, Mendon Highway Superintendent
Denise Dexter, Deputy Highway Superintendent

RE: Cold Storage Insulation/Heat

We are writing regarding the need to complete the insulation and heating of the Highway garage cold storage building located at 101 Semmel Road. When Fingerlakes Construction built the six-bay facility, only three bays were completed with insulation and heat.

To prevent equipment and vehicles stored in the remaining three bays from freezing, we propose insulating and heating these areas. This project will have 3 parts to it.

- 1) Insulate the ceiling
- 2) Insulate the sidewalls (2 walls and small area between the garage doors). This work could possibly be done in house by the Highway Department and done as schedule allows. This cost has not been included in this proposal
- 3) Connect the existing duct work to the new duct work in order to heat the remaining bays

We have gathered the following quotes to complete this work:

- * Three quotes for adding a metal liner and insulation to the ceiling of the three remaining bays.
- * Three quotes for extending the current ductwork into the three remaining bays.

With the Town Board's approval, we would like to move forward with the project based on the following:

Insulation

- Recommended: Fingerlakes Construction provided a quote of \$17,800. They are the company who built the structure, they are highly reputable, and met our requirements. They are able to schedule the work in a timely manner that would work within our work schedule.
- MIG Building Systems provided a quote of \$9,060.00. They do not install metal liners so we would have to get a different contractor to install that at an additional cost.
- USA Insulation provided a quote of \$13,300 but they did not include prevailing wage which is a requirement.

Heating Duct Work

- Recommended: Schueler Heating & A/C provided a quote of \$3,000. We would have to rent a lift for this work to be done. We would like to proceed with them based on the cost and high quality of work.
- Monroe Piping & Sheet Metal provided a quote of \$12,700
- Fallside Heating – Provided a quote of \$5,100 but did not include the mobile lift that would be needed so that would be an additional cost and we would have to rent.

Schueler Heating & A/C

546 Mendon Ionia Rd. Honeoye Falls, 14472, NY, United States
schuelerhvac@live.com
schuelerhvac.com
585-857-1462
Tax ID #: 352333630

Estimate

Estimate No: 575
Date: 08/14/2025

For: Town Of Mendon
bldgsandgrounds@townofmendon.org,
mendonhighway@townofmendon.org
16 West Main Street
Honeoye Falls NY 14472

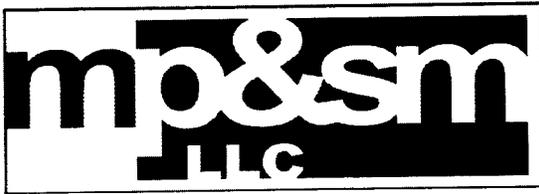
Description	Quantity	Rate	Amount
Remove existing 12" spiral	1	\$3,000.00	\$3,000.00*
Install 50' 14" spiral			
Install existing 12" spiral to end of 14"			
Reconnect existing supply runs to new 14" spiral			
Install (2) 20' supply runs to front of third bay			
Install (2) supply runs to rear of 3rd bay			
Price includes materials and labor			
		Parts Subtotal	\$3,000.00
		Subtotal	\$3,000.00
		Total	\$3,000.00
		Total	\$3,000.00

*Indicates non-taxable item

Schueler Heating & A/C

Client's signature

Monroe Piping & Sheet Metal, LLC



Mechanical Contractors

68 Humboldt Street
P.O. Box 90600
Rochester, New York 14609-0600
Telephone (585) 482-0200
Main Office Fax (585) 482-6516
Service Department Fax (585) 654-4891

August 13, 2025,

Proposal #MHD813

Mendon Highway Department
101 Semmel Road
Honeoye Falls NY 14472
Attn: Dennis Zimmermann

Reference: Out Building bays 10-12 added ductwork

- Furnish Labor and Materials to install Spiral Duct into the three bays.
- Tie in ductwork on adjust bay 9.
- Based on Regular working hours

Phase 1 Price is \$12,700.00 Plus TAXES, NO Taxes included in price.

"This price does not include any amounts for changes in taxes, tariffs, or other similar changes that are enacted after the date of this quotation. We shall be entitled to an equitable adjustment in time and money for any cost that we incur directly or indirectly that arise out of or related to changes in taxes, tariffs, or similar changes due to such changes including, without limitation, escalation, delay damages, cost to reprocure, cost to change suppliers, cost of manufactured equipment or goods, or other cost of any kind resulting from the changes. Due to current market conditions, material escalation & availability If the price of materials or equipment significantly increases, through no fault of contractor, the price of materials/equipment shall be equitably adjusted by an amount reasonably necessary to cover any such significant price increases. As used herein, a significant price increase shall mean any increase in price exceeding 1 % experienced by contractor from the date of the quote. Such price increases shall be documented through quotes, invoices, or receipts. Where the delivery of is delayed, through no fault of contractor, as a result of the shortage or unavailability of materials/equipment we shall not be liable.

Exclusions:

- Insulation
- Abatement
- Electrical if required.
- Painting
- Insurance above normal requirements
- New HVAC equipment and or items above scope of work

If you have any questions, please do not hesitate to contact this office. Monroe Piping & Sheet Metal, LLC appreciates the opportunity to be of service.

Respectfully submitted,

MONROE PIPING & SHEET METAL, LLC

Accepted By:

Troy Peterson

quote is good for 30 days.



Highway Clerk - Denise Dexter <highwayclerk@townofmendon.org>

Mendon Highway

fallsideheating <fallsideheating@gmail.com>

Tue, Jun 17, 2025 at 8:34 AM

To: Highway Clerk - Denise Zimmermann <highwayclerk@townofmendon.org>

\$5100.00 to extend the spiral supply duct into the next garage.
Cut opening down low for a passive return air.

All vehicles will need to be out of the spaces. All Shelves and items need to be removed from back walls.
Town of Mendon to supply mobile lift

I will work up a formal quote before the end of the week.

[Quoted text hidden]



Highway Clerk - Denise Dexter <highwayclerk@townofmendon.org>

Insulation and liner Proposal--FLC

Kevin Sharp <ksharp@fingerlakesconstruction.com>
To: Highway Clerk - Denise Dexter <highwayclerk@townofmendon.org>

Thu, Oct 2, 2025 at 10:52 AM

Hi Denise—

I am so sorry for this. Attached you will find an updated proposal. I did not include the price for the ceiling liner and insulation in the total price even though the proposal reflects those.

To do just the ceiling with R-38 Insulation and liner the cost will be \$17,800. I was able to “squeeze” the other items to get the total down.

If you need additional information, please do not hesitate to reach out.

Again—my apologies.

Thanks and Take Care,

[Quoted text hidden]

 **Town of Mendon Highway Dept. Proposal 10-2-25.pdf**
604K



Reliable, Quality Work ... Guaranteed!

100 Ontario Street, East Rochester, NY 14445
585.385.3030 • FAX 585.381.6157 • MIGHOME.COM
6049 & 6055 Corporate Drive, East Syracuse, NY 13057
315.422.9802 • FAX 315.422.9839 • MIGHOME.COM
4083 Saunder Settlement Rd, Sanborn, NY 14132
716.731.8016 • FAX 716.731.8427 • MIGHOME.COM

Emailed

TO <u>Town of Mendon</u> <u>Highway Department</u> <u>101 Semmel Rd</u> <u>Honeye Falls NY 14472</u> <u>Highway Clerk @ Town of Mendon.org</u>	DAYTIME PHONE <u>Denise 585-624-6068</u>	MOBILE PHONE
	JOB NAME / LOCATION <u>Remaining Half</u> <u>of Equipment Garage - REVISED</u>	YEAR BUILT
MIG CUSTOMER REP <u>Rich ERNE</u>	MIG REP MOBILE NUMBER <u>585-370-3555</u>	

We hereby submit specifications and estimates for:

- INSULATION GUTTERS GUTTER PROTECTION FIREPLACES SHOWER ENCLOSURES CLOSET SYSTEMS

All Fiberglass Insulation / Remaining Work
Extension Walls
R19 PSK BLANKET AND BATTES AT SOFFIT
EAVES.
\$4,695.00

CEILING
R38 Blown Fiberglass
\$3,750.00
OR
R38 BATTES + SOFFIT PROP
\$9,060.00
+ SOFFIT PROP \$610.00
\$4,360.00

We Propose hereby to furnish materials and labor complete in accordance with the above specifications, for the sum of:

- COD 50% down, balance upon completion

_____ dollars \$ _____
Payment due upon completion



WE ACCEPT: _____ CARDS: _____ EXP DATE: _____

LAST 3 NUMBERS ON BACK OF CARD ABOVE SIGNATURE _____ E-MAIL ADDRESS _____

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Authorized Signature [Signature] Date 10/27/25

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Proposal Acceptance The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature: _____

Signature: _____

Please mail or fax back for a schedule date!

Town of Mendon garage insulation revised.pdf

2 messages

Mon, Oct 27, 2025 at 3:12 PM

Erne, Rich <reme@installed.net>

To: "highwayclerk@townofmendon.org" <highwayclerk@townofmendon.org>

Hi Denise,

I updated the quote for you to show cost for R38 batt ceiling and I also had to modify the blown-in quote to show soffit preparation (adding ventilation baffles and sealing off the soffit). This was originally included with the wall estimate.

If you decide to blow the insulation in, I would request allowing us to install the baffles, etc. prior to covering the ceiling with anything. It would be a lot quicker and safer for the installers.

I do have prevailing wage figured in and assumed the project is tax exempt. I do not have a metal liner figured in, as, we do not install them.

Thank you and feel free to call me with any questions.

Rich Erne

MIG

585-370-3555

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android

 **Town of Mendon garage insulation revised.pdf**
1019K

Thu, Oct 30, 2025 at 1:22 PM

Highway Clerk - Denise Dexter <highwayclerk@townofmendon.org>

To: "Erne, Rich" <reme@installed.net>

Thanks, I'll take a look. Have a great afternoon!

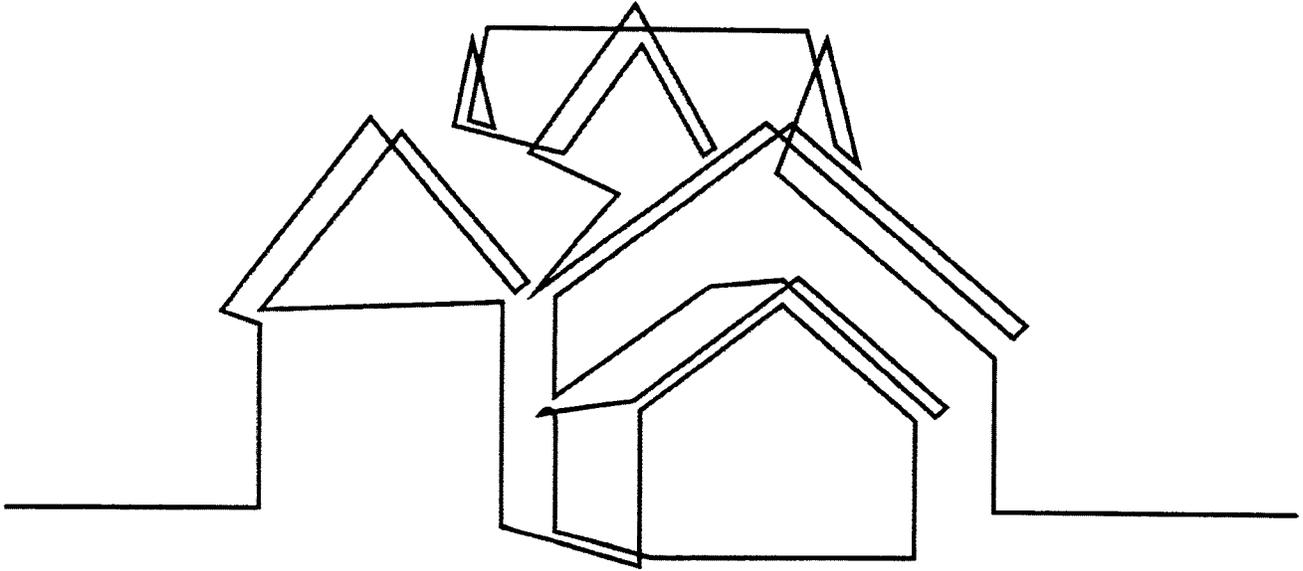
[Quoted text hidden]

—

Denise Dexter

Mendon Highway Clerk/Deputy Highway Superintendent

585-624-6068



Estimate

Quote: EST 15643
Attic Only
Date Issued: 09/22/2025

USA Insulation of Buffalo
3576 S Benzing Rd
Orchard Park, NY 14127

usainsulation.net/buffalo/
P (716) 431-4500

Prepared for:
Denise Dexter
highwayclerk@townofmendon.org
M (585) 624-6068
L (585) 624-6068

Job Location:
101 Semmel Rd
Honeoye Falls, NY 14472

Prepared by:
Zach Feldman
zfeldman@usainsulation.net

Project Overview

Proposal Summary

Total Investment	\$13,300.00
Total Contract Price	\$13,300.00
Amount Due Upon Installation	\$13,300.00

Customer Consent

Any alteration from the above specifications and corresponding price adjustment (if necessary) will be made only at the Customer's request or approval. Completing the work in this Estimate at the time scheduled is contingent upon accidents or delays beyond our control. This Estimate is based primarily on the Customer's description of the problem. This Estimate may be withdrawn if not accepted by the Customer within 30 days.

USA Insulation Signature

Date

Acceptance of Contract, I am/we are aware of and agree to the contents of this Proposal and the attached Job Detail sheet(s).

Customer Signature

Date

My Project

Qty	Product Name	Unit Price	Price
Attic: Eliminate Energy Loss Through Attic			
72,000	Attic Only - R49 Res	\$0.11	\$8,100.00
1,500	Other Service	\$3.40	\$5,100.00
1	Vent Chutes/Baffles Res	\$100.00	\$100.00
Total Investment			\$13,300.00
Total Contract Price			\$13,300.00

Product Specifications

Attic Only - R49 Res

Using Fiberglass insulation, insulate attic up to prescribed R-Value. USA Insulation to install batting around hatch door (if applicable), to ensure loose insulation does not fall out of attic. If applicable, USA will staple batting to the back of the access door and no extra charge. Any knee walls (if applicable) will be insulated with R-15 Batten Insulation. Measuring Markers will be used to indicate depth of attic insulation.

Vent Chutes/Baffles Res

USA Insulation to install Vent Chutes/Baffles in Attic area where the rafters meet the soffit

MONTHLY REPORT OF THE SUPERVISOR

Dated: **1/6/2026**

TO THE TOWN BOARD OF THE TOWN OF MENDON:

Pursuant to Section 125 of the Town Law, I hereby render the following detailed statement of all moneys received and disbursed by me during the month of December, 2025:

		Supervisor			
		Balance 11/30/2025	Increases	Decreases	Balance 12/31/2025
A GENERAL FUND - TOWNWIDE					
A200	GENERAL CHECKING	7,035.41	48,650.44	48,438.77	7,247.08
A201	CHECKING - M&T - A	(123,760.21)	248,987.70	183,480.20	(58,252.71)
A202	NYCLASS - A	835,538.06	2,636.67	0.00	838,174.73
A204	CNB - A	871,828.98	16.39	0.00	871,845.37
A210	PETTY CASH	350.00	0.00	0.00	350.00
	TOTAL	1,590,992.24	300,291.20	231,918.97	1,659,364.47
B TOWN OUTSIDE VILLAGE					
B200	GENERAL CHECKING	0.00	34,062.36	34,062.36	0.00
B201	CHECKING - M&T - B	619,040.03	4,300.33	47,718.99	575,621.37
B202	NYCLASS - B	1,421,642.66	4,486.13	0.00	1,426,128.79
	TOTAL	2,040,682.69	42,848.82	81,781.35	2,001,750.16
DA HIGHWAY TOWNWIDE					
DA200	GENERAL CHECKING	0.00	23,875.64	23,875.64	0.00
DA201	CHECKING - M&T - DA	(82,829.66)	25,796.12	49,035.71	(106,069.25)
DA202	NYCLASS - DA	493,881.16	1,558.48	0.00	495,439.64
DA204	CNB - DA	368,192.27	43.29	0.00	368,235.56
	TOTAL	779,243.77	51,273.53	72,911.35	757,605.95
DB HIGHWAY OUTSIDE VILLAGE					
DB200	GENERAL CHECKING	0.00	448,872.10	448,872.10	0.00
DB201	CHECKING - M&T - DB	1,369,658.15	9,706.79	496,208.34	883,156.60
DB202	NYCLASS - DB	202,213.88	638.11	0.00	202,851.99
DB204	CNB - DB	627,997.20	249,747.97	0.00	877,745.17
	TOTAL	2,199,869.23	708,964.97	945,080.44	1,963,753.76
H CAPITAL PROJECTS					
		0.00	0.00	0.00	0.00
	TOTAL	0.00	0.00	0.00	0.00
L LIBRARY					
L200	GENERAL CHECKING	0.00	31,325.48	31,325.48	0.00
L201	CHECKING - M&T - L	(15,309.16)	266.80	51,748.10	(66,790.46)
L202	NYCLASS - L	16,003.09	50.49	0.00	16,053.58
L204	CNB - L	157,172.30	0.00	0.00	157,172.30
L210	PETTY CASH	50.00	0.00	0.00	50.00
	TOTAL	157,916.23	31,642.77	83,073.58	106,485.42

		Balance			Balance
		11/30/2025	Increases	Decreases	12/31/2025
SF FIRE DISTRICTS					
SF201	CHECKING - M&T - SF	1.97	0.00	0.00	1.97
	TOTAL	1.97	0.00	0.00	1.97
SL LIGHTING DISTRICTS					
SL201	CHECKING - M&T - SL	18,023.39	16.76	1,880.21	16,159.94
	TOTAL	18,023.39	16.76	1,880.21	16,159.94
SW WATER DISTRICTS					
SW201	CHECKING - M&T - SW	64,731.15	60.20	55,853.13	8,938.22
	TOTAL	64,731.15	60.20	55,853.13	8,938.22
TA TRUST & AGENCY					
TA200	AGENCY CHECKING	18,054.90	165,237.28	171,632.67	11,659.51
TA204	CNB - AGENCY	19,614.16	4,500.89	0.00	24,115.05
	TOTAL	37,669.06	169,738.17	171,632.67	35,774.56
V DEBT SERVICE					
	TOTAL	0.00	0.00	0.00	0.00
TOTAL ALL FUNDS		6,889,129.73	1,304,836.42	1,644,131.70	6,549,834.45

Janice Smith

Batavia, New York • 585-813-7182 • janicelesmith@gmail.com

EXECUTIVE PROFILE

Senior municipal finance executive with extensive experience directing town and city financial operations, including budgeting, accounting, payroll, procurement, grants, audits, and regulatory compliance. Trusted advisor to elected officials and governing boards with a proven record of restoring fiscal stability, improving transparency, and strengthening internal controls. Deep expertise in New York State municipal finance, grant administration, and audit oversight.

CORE COMPETENCIES

- Municipal Finance Leadership & Governance
 - Budget Development, Administration & Forecasting
 - Board, Supervisor & Executive Advisory
 - Grant Strategy, Compliance & Reporting
 - Audit Oversight (Federal, State & Independent)
 - Internal Controls & Financial Policy
 - Cash Management & Fund Balance Strategy
 - Procurement, Bids & Contract Compliance
 - Payroll, Benefits & Retirement Reporting
-

PROFESSIONAL EXPERIENCE

Town of Rush — Director of Finance & Budget Officer
Present

2022 –

- Direct all municipal financial operations, including budgeting, accounting, payroll, procurement, audits, grants, and regulatory compliance.
- Serve as chief financial advisor to the Town Supervisor and Town Board, strengthening fiscal transparency and informed decision-making.
- Manage a **\$3.5 million annual operating budget** supporting 11 municipal departments.
- Successfully prepared and filed the annual town budget on time, correcting prior-year delays and improving budget credibility.

- Stabilized municipal finances by reversing reliance on borrowing against fund balance and restoring appropriate tax revenue levels.
 - Developed and implemented long-range budget strategies to support fiscal sustainability.
 - Established consistent **monthly financial reporting** for Town Board review.
 - Oversee cash management, revenue tracking, expenditure controls, and fund balance monitoring.
 - Coordinate all independent audits; serve as primary liaison ensuring accurate and timely submissions.
 - Administer and monitor approximately **\$200,000 in grant funding**, ensuring full compliance with state and federal requirements.
 - Ensure timely filing of all required state and federal financial reports.
 - Oversee payroll processing, benefits coordination, and NYS retirement system reporting.
 - Manage procurement activities, bid processes, and contract compliance in accordance with municipal law.
-

**WoodSmith — Finance & Grants Consultant
Present**

2021 –

- Provide financial consulting services to municipal and nonprofit clients, including accounting, payroll, grants, and project administration.
 - Lead grant development efforts, securing **\$250,000 communications grant funding**.
 - Manage accounts payable, payroll, and financial reporting.
 - Prepare bid documentation and ensure procurement compliance.
 - Administer grant-funded projects and ensure adherence to funding guidelines.
 - Prepare financial documentation for federal and state audits.
 - **Audit Results:** All audits completed successfully with no material findings.
-

**MHA of Genesee & Orleans County — Office Manager / Accounting
– 2022**

2021

- Managed agency-wide accounts payable and receivable.
- Processed invoices and disbursements using QuickBooks.
- Oversaw deposits, expense tracking, and financial documentation.
- Maintained personnel records and supported agency operations during staffing shortages.
- Compiled and analyzed monthly departmental budgets.

- Monitored grant expenditures for compliance and reporting accuracy.
 - Assisted leadership with budget preparation, cash flow timing, and year-end planning.
-

**City of Batavia — Senior Accountant, Capital Projects & Grants
– 2021**

2011

- Served as lead accountant for Public Works capital projects.
 - Prepared and submitted **over \$7 million** in grant and state reimbursement requests.
 - Collaborated with the Director of Public Works and City Manager on capital budget oversight.
 - Administered grants from NYSDOT, Empire State Development, NYSDOH, NYSDOS, Community Development, and National Grid.
 - Prepared, reviewed, and advertised bid documents for major capital projects and equipment.
 - Coordinated with the City Attorney; prepared resolutions and memos for City Council.
 - Acted as primary liaison for independent, federal, state, FAR, and Davis-Bacon audits.
 - Compiled six-month and annual budgets, projections, and variance analyses.
 - Coordinated and maintained NYS DOT and NYS DEC permits.
 - Led development of the City's ADA Transition Plan, adopted November 2016.
-

EARLIER LEADERSHIP & ADMINISTRATIVE EXPERIENCE

Human Resources Director | Program Supervisor | Sales & Operations Leadership
– 2011

1997

- Staff supervision, training, and performance management
 - Payroll, benefits, and HR administration
 - Grant-funded program management
 - Budgeting, reporting, and compliance
-

TECHNICAL SKILLS

QuickBooks • Microsoft Excel, Word, PowerPoint, Publisher • Adobe PDF

EDUCATION

Genesee Community College, Batavia, NY
Associate of Science — Human Services

Mr. Alati,

I am writing to express my interest in serving on the Town of Mendon Planning Board, should a vacancy become available.

I am particularly interested in the Planning Board's role in site plan review, land use decisions, and balancing development with Mendon's rural character. After reviewing recent Planning Board minutes, I appreciate the board's practical, detail-oriented approach to issues such as access, drainage, environmental overlays, and coordination with emergency services.

By background, I am an engineer with extensive experience reviewing technical documentation, evaluating tradeoffs, and working through complex constraints. I am comfortable reading site plans, understanding engineering and environmental considerations, and asking clear, constructive questions. I also value careful process and consensus-driven decision-making, which seem central to the Board's work.

I would welcome the opportunity to contribute my skills and time to the Planning Board and to serve the Town in this capacity. Please let me know if you would like any additional information.

Happy New Year and thank you for your consideration.

Sincerely,
David McInnis
77 Maplewood Ave
Honeoye Falls NY 14472
(571) 224-2740

David McInnis

77 Maplewood Ave, Honeoye Falls NY 14472

571-224-2740

cirrus@gatohaus.com

20 October 2025

- Areas of interest: hyperspectral instrumentation, imaging systems design, SETA roles for imaging systems, field testing, atmospheric particulate and aerosol phenomenology, soil characterization, water quality assessment, astronomy, and planetary science

Current Security Clearance Level: TS w/SSBI

EXPERIENCE

C-Star Solutions (Rochester, NY)

2023 - present

Hyperspectral Imaging Scientist

- Imaging systems modeling and simulation for space-borne sensors
- Trade space studies
- Orbital modeling
- Remote bathymetry on a global scale

Consultant (Rochester, NY)

2021 - present

Field Collection Expert

- Supplying data collection expertise as-needed on field collects
- Primarily for US Army – C5ISR - RTI

MTEQ (Springfield, VA)

2017 - 2020

Field Collection Scientist at the National Geospatial Intelligence Agency

- Plan and execute field campaigns, typically field teams are ~8 ppl, some range up to 50 or 60 ppl, using ground and airborne based sensors
- Most campaigns are focused on detection and identification of materials through hyperspectral imaging (HSI)
- Routinely collaborated with national and international intelligence agencies
- Conduct characterization or calibration of instruments during field collects
- Used, characterized, and help develop a variety of COTS and custom sensors, focused mainly on spectral imagers but also point spectrometers, open path spectrometers, lidar, particle sizers, met stations, plume generators, etc

- Use Julia, python, or IDL as needed to analyze or manage data

US Army (Ft. Belvoir, VA)

2016 - 2017

Physicist - DB-03 (GS-13 equiv)

- Tested multiple hyperspectral imaging (VNIR/SWIR HSI) ground and airborne systems to develop detection and identification of dispersed solids
- Program of Record project management assistant, Saturn Arch (multi-sensor, airborne, hyperspectral imaging (HSI), manned program)
- Airborne LWIR HSI program management (Big Green, LLNL)
- IPT lead for PED of novel full-spectrum HSI (SPECTRE)
- LWIR FPA production and testing management
- Lead ground-truth field collection, material spectral characterization
- UAV full-spectrum HSI project management, novel system, recent kickoff

MTEQ (Ft. Belvoir, VA)

2012 - 2016

Hyperspectral Engineer at NVESD

- Developed and tested multiple hyperspectral imaging systems, including laboratory, ground, and airborne systems
- Routinely performed optical lab experiments, spectrometers, lasers VIS/SWIR and LWIR, ultra-low-pressure vacuum systems..
- Planned, executed analysis for numerous field collections in support of multiple Night Vision and Electronic Sensors Directorate (NVESD) divisions
- Supported Program Manager Sensors Aerial Intelligence (PM-SAI) in evaluating and characterizing airborne systems for a quick reaction capability (QRC) program
- Supported PM-SAI and NVESD project leads with component and system design review and validation of component specifications
- Collection and analysis of ECBC Vortex chamber data for spectral characterization of optical scattering by dust to improve DVE modeling, in conjunction with DARPA
- Spectral analysis of proposed Army uniform and netting camo fabrics
- Assessments of foreign camo paints for radiometric exploitability
- Frequently collected data with various cooled and uncooled IR broadband camera systems
- Common use of IDL, ENVI, python, and julia for image processing

SOS Inc (Virginia/Nevada)

Jan 2011 - May 2011

Spectral Scientist

- PED cell assembly and integration (in-theatre image processing and analysis center)
- HSI mission operator, airman
- Large scale hyperspectral ground-truth campaigns

- Improvised explosives manufacturing

ITT/Exelis (Virginia)

Jul 2007 - July 2010

Senior Imaging Scientist

- Operational satellite imagery anomaly assessment and mitigation (NTM assets)
- Key figure introducing/promoting wiki concept in large scale operational environment

Kodak/ITT (Rochester NY)

January 2003 - July 2007

Imaging Scientist

- SETA - Simulation and evaluation of space-based imaging systems in the VNIR and MWIR regions; IDL, DIRSIG, Perl
- Conducted and lead ground truth collections, small to medium scale
- Novel algorithm and metric development to assess image quality
- Technical oversight of system integrator designs

RIT (Rochester NY)

Jun 2000 - January 2003

Research Assistant

- Assembly, characterization, optimization, and proof-of-concept for multi-object spectroscopy system using a liquid crystal tunable filter for astronomy.
- Laboratory and real world testing using standard professional and novel procedures for all aspects of development
- Instrumentation and data collection at Mt Bristol New York, Mauna Kea Hawaii, & Lick Observatory California observatories

PUBLICATIONS

“Atmospheric Correction for Full Spectrum Hyperspectral Imagery”; Adler-Golden, Richtsmeier, Guler, Bernstein, McInnis, Conforti, and Close; MSS 2016.

“Results from the 2014 Pronghorn Hyperspectral Sensor Test”; Zeibel, McInnis, MSS, 2015.

“Experimental Study of the Effect of Atmospheric Mineral Dust on Remote Longwave Infrared Hyperspectral Imaging”; Whittier, Zeibel, McInnis, Gittins, Brown; MSS, 2013.

EDUCATION

Rochester Institute of Technology (Rochester, NY)

2006

Master of Science, Imaging Science

- Imaging system design and characterization
- CCD design and system integration

- Image processing chain techniques
- Statistics and linear mathematics

Western Carolina University (Cullowhee, NC)

1998

Bachelor of Science, Physics

- Optics
- Electronics and electronic interfacing
- Astrophysics

United States Geological Survey (Flagstaff, AZ)

1997

Intern

- Internship with Image Processing Group working on the Mars Pathfinder mission