

TOWN OF MENDON
Town Board Agenda – Tentative
Monday, May 11th, 2026 – 7:00PM
Mendon Town Hall
16 West Main Street, Honeoye Falls, NY

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment
5. Communications
 - Town Clerk
 - Highway Superintendent
 - Town Engineer
 - Town Attorney
 - Town Board
 - Climate Smart Task Force Update (Chair)
 - Town Supervisor
6. Town Clerk's Monthly Report
7. Approval of Minutes
8. Budget Adjustment(s)
9. Abstracts of Audited Vouchers
 - General Abstract A
 - General Abstract B
 - Highway Abstract
 - Library Abstract A
 - Library Abstract B
10. Amend past resolution from Seasonal Labor to Full Time Year Round
11. Highway Buildings & Grounds - Truck Purchase - Approval
12. Southco Settlement Proposal - Approval
13. Health Insurance: Brown & Brown - Approval
14. Email Address Creation for Committee/Board Members - Approval
15. Seniors Citizens Group Exercise Class - Approval
16. Authorize Budget Transfer for Exercise class
17. Authorize increased Insurance cost for Exercise class.
18. Mileage Reimbursement - NY Planning Federation Conference - Approval
19. Highway School Attendance - Approval
20. Climate Action Summit Attendance - Approval
21. Discussion
 - MRB - Nonpoint Source Planning Grant Application – Culverts - Discussion
 - MRB - Nonpoint Source Planning Grant Application for MS4 Mapping - Discussion
 - Revised Procurement Policy - Discussion
 - Revised Facilities Policy - Discussion
 - Records Publication and Redaction Policy - Discussion
 - Rules of the Quorum - Discussion
22. Public Comment
23. Adjournment

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TENTATIVE LIST OF POSSIBLE RESOLUTIONS

to be considered at the May 11th, 2026 Regular Meeting of the Mendon Town Board

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

(Resolution 26-__)

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

Adopted/Denied Mr.Cheek AYE/NAY, Ms. Kreuzer AYE/NAY, Ms. Roberts AYE/NAY, Mr.Voorhees AYE/NAY, Mr. Alati AYE/NAY.

4. PUBLIC COMMENT

5. COMMUNICATIONS

- Town Clerk
- Highway Superintendent
- Town Engineer
- Town Attorney
- Town Board
- Climate Smart Task Force Action Plan Update (Chair)
 - This action plan was developed following the October 2025 Town Board resolution, which charged the CSC Task Force with the first responsibility of devising a structure, process, and a set of initial priorities to be presented to the Board for concurrence.
- Town Supervisor

6. TOWN CLERK'S MONTHLY REPORT

(Resolution 26-__)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to acknowledge receipt of the Town Clerk's Monthly Report for April 2026, showing receipts and disbursements in the amount of \$14,267.39. Adopted/Denied Mr.Cheek AYE/NAY, Ms. Kreuzer AYE/NAY, Ms. Roberts AYE/NAY, Mr.Voorhees AYE/NAY, Mr. Alati AYE/NAY.

7. APPROVAL OF MINUTES

(Resolution 26-__)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve the minutes of the regular meeting held on April 13th, 2026, as presented/amended.

Adopted/Denied Mr.Cheek AYE/NAY, Ms. Kreuzer AYE/NAY, Ms. Roberts AYE/NAY, Mr.Voorhees AYE/NAY, Mr. Alati AYE/NAY.

(Resolution 26-__)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve the minutes of the special meeting held on April 27th, 2026, as presented/amended.

Adopted/Denied Mr.Cheek AYE/NAY, Ms. Kreuzer AYE/NAY, Ms. Roberts AYE/NAY, Mr.Voorhees AYE/NAY, Mr. Alati AYE/NAY.

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8. BUDGET ADJUSTMENT

Amendment to Resolution 25-185 - Highway (Resolution 26-)

A motion was made by _____, seconded by _____, to adjust the amount authorized in Resolution 25-185 for salters and plow equipment for two trucks. The authorized amount is to be increased from \$336,707.64 to \$337,353.82, representing an increase of \$646.18. Per the original resolution, \$336,707.64 was funded from reserves. The remaining balance of \$646.18 will be funded from the current operating budget and paid from account DB5110.2. This adjustment is necessary to correct the amount stated in the original resolution.

Adopted/Denied Mr.Cheek AYE/NAY, Ms. Kreuzer AYE/NAY, Ms. Roberts AYE/NAY, Mr.Voorhees AYE/NAY, Mr. Alati AYE/NAY.

9. ABSTRACTS OF AUDITED VOUCHERS

General Abstract A (Resolution 26-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve all claims on vouchers numbered 26-225 to 26-238, on General Abstract 26-5A, in the amount of \$28,278.40. Adopted/Denied Mr.Cheek AYE/NAY, Ms. Kreuzer AYE/NAY, Ms. Roberts AYE/NAY, Mr.Voorhees AYE/NAY, Mr. Alati AYE/NAY.

General Abstract B (Resolution 26-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve all claims on vouchers numbered 26-239 to 26-274, on General Abstract 26-5B, in the amount of \$53,084.63. Adopted/Denied Mr.Cheek AYE/NAY, Ms. Kreuzer AYE/NAY, Ms. Roberts AYE/NAY, Mr.Voorhees AYE/NAY, Mr. Alati AYE/NAY.

Highway Abstract (Resolution 26-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve all claims on vouchers numbered No. 26-103 to 26-129, on Highway Abstract 26-5, in the amount of \$81,757.79. Adopted/Denied Mr.Cheek AYE/NAY, Ms. Kreuzer AYE/NAY, Ms. Roberts AYE/NAY, Mr.Voorhees AYE/NAY, Mr. Alati AYE/NAY.

Library Abstract A

Library vouchers numbered 26-054 to 26-059, on Library Abstract 26-5A, in the amount of \$1,325.41, were presented to the Town Board for payment.

Library Abstract B

Library vouchers numbered 26-060 to 26-067, on Library Abstract 26-5B, in the amount of \$3,081.34, were presented to the Town Board for payment.

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10. Amend Last months resolution on New Hire (Resolution 26-___)

Laborer - New Hire

Whereas the 2026 budget for Buildings and grounds was created to hire a second full time year round laborer for Buildings and Grounds, a motion was made by Mr./s _____, seconded by Mr./s _____, to move Riley Kester from a full-time Seasonal Labor to full-time year round labor at the same pre-approved rate of pay, \$26.00/hour to be paid from account A1620.1. The word "Seasonal" is removed and replaced with "Full time Year round". He will report to Kevin Junge (Buildings and Grounds).

Adopted/Denied Mr.Cheek AYE/NAY, Ms. Kreuzer AYE/NAY, Ms. Roberts AYE/NAY, Mr.Voorhees AYE/NAY, Mr. Alati AYE/NAY.

**11. HIGHWAY & BLDGS & GROUNDS DEPARTMENT – TRUCKS – APPROVE PURCHASE
(Resolution 26-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize the purchase of (2) 2026 Chevy Silverado 3500HD 4WD trucks from Joe Basil Chevrolet. (1) for the Highway Department to replace the current Truck #6 and (1) for the Bldgs & Grounds Department to replace Truck #7, which was sold in auction. The amount not to exceed \$131,882 (\$65,941.00 per vehicle) (per Erie County Bid 250120-004), to be paid from accounts DB5110.2 (for Highway) and A1620.200 (for B&G).

Adopted/Denied Mr.Cheek AYE/NAY, Ms. Kreuzer AYE/NAY, Ms. Roberts AYE/NAY, Mr.Voorhees AYE/NAY, Mr. Alati AYE/NAY.

12. SOUTHCO SETTLEMENT PROPOSAL

(Resolution 26-___)

WHEREAS, Southco Inc. ("Petitioner") initiated tax certiorari proceedings for real property located at 250 East Street, in the Town of Mendon, NY (SBL No. 229.05-1-3.11) (the "Property"), for tax year 2025/2026; and

WHEREAS, that proceeding is currently pending in the New York State Supreme Court for Steuben County, Index No. E2025015648 (the "Proceeding"); and

WHEREAS, the parties have negotiated a resolution to the Proceeding as described in the Settlement Agreement attached hereto and incorporated herein (the "Settlement Agreement"); and

WHEREAS, the Town of Mendon has obtained advice and assistance of its counsel Harter Secrest & Emery LLP with respect to the proposed Settlement Agreement and has duly considered same, and

WHEREAS, the Assessor supports resolution of the Proceeding through the proposed Settlement Agreement; therefore A motion was made by Mr/s. _____, seconded by Mr/s. _____, that the Town Board approves of the resolution of the Proceedings on the terms set forth in the Settlement Agreement; and

BE IT FURTHER RESOLVED, that the Town Board authorizes the Town Supervisor and/or Harter Secrest & Emery LLP to take all action necessary to effectuate the terms of the proposed Settlement Agreement, including without limitation, execution of the Settlement Agreement and any related orders of the Court.

This resolution shall take effect upon its adoption.

Adopted/Denied Mr.Cheek AYE/NAY, Ms. Kreuzer AYE/NAY, Ms. Roberts AYE/NAY, Mr.Voorhees AYE/NAY, Mr. Alati AYE/NAY.

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13. HEALTH INSURANCE - PROPOSAL TO ADOPT BROWN & BROWN AS BROKER

(Resolution 26-___)

A RESOLUTION AUTHORIZING THE TOWN OF MENDON TO ADOPT BROWN & BROWN AS ITS HEALTH INSURANCE BROKER

WHEREAS, the Town of Mendon is committed to providing comprehensive, cost-effective health insurance benefits to its eligible employees; and

WHEREAS, the Town has undertaken a review of its current health insurance coverage, including costs, benefits, and administrative services; and

WHEREAS, Brown & Brown has submitted a proposal to provide health insurance brokerage and related services to the Town, demonstrating competitive pricing, quality coverage options, and professional support; and

WHEREAS, the Town Board has determined that engaging Brown & Brown is in the best interest of the Town, its employees, and taxpayers; and

WHEREAS, the Town Board affirms that employees' current health insurance plans for the 2026 plan year shall not be affected by this transition; and

WHEREAS, the Town Board further affirms that retirees and Medicare-eligible participants may elect to remain on their current health insurance plan through December 31, 2026, or may choose to transition to the new plan offerings provided through Brown & Brown;

A motion was made by Mr/s. _____, seconded by Mr/s. _____, that the Town of Mendon authorizes the adoption of Brown & Brown as the Town's health insurance broker, effective June 1 2026, subject to the terms and conditions outlined in the agreement; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized to execute any and all agreements, documents, and instruments necessary to effectuate this transition on behalf of the Town; and

BE IT FURTHER RESOLVED, that the Town Board directs appropriate Town officials and staff to take all necessary steps to implement this change, including coordinating enrollment, communication with employees, and ensuring continuity of coverage; and

BE IT FINALLY RESOLVED, that this Resolution shall take effect immediately upon adoption.

Adopted/Denied Mr.Cheek AYE/NAY, Ms. Kreuzer AYE/NAY, Ms. Roberts AYE/NAY, Mr.Voorhees AYE/NAY, Mr. Alati AYE/NAY.

14. PROPOSAL FOR TOWN EMAIL ADDRESS CREATION FOR BOARD/COMMITTEE MEMBERS

(Resolution 26-___)

A RESOLUTION AUTHORIZING THE CREATION OF OFFICIAL TOWN EMAIL ACCOUNTS FOR MEMBERS OF TOWN BOARDS AND COMMITTEES

WHEREAS, the Town Board of the Town of Mendon recognizes the importance of maintaining consistent, secure, and transparent communication for official Town business; and

WHEREAS, the use of Town-issued email accounts promotes proper recordkeeping, compliance with applicable laws, and continuity of communications for Town boards and committees; and

WHEREAS, the Town seeks to provide official email addresses to members of its various boards and committees who currently do not have Town-issued accounts; and

WHEREAS, the proposed accounts will serve members of the Planning Board (4 members), Zoning Board of Appeals (4 members), Environmental Conservation Board (4 members), Historic Preservation Commission (4 members), and the Chair of the Climate Smart Communities Task Force (1 member), totaling seventeen (17) new email accounts; and

WHEREAS, the cost of each email account is \$8.40 per month per user, resulting in a total annual cost of \$1,713.60 for the seventeen (17) new accounts; and

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WHEREAS, email accounts have already been established for the Chairs of the Planning Board, Zoning Board of Appeals, Environmental Conservation Board, and Historic Preservation Commission, and when combined with the new accounts authorized herein, the total annual cost for all such accounts will be \$2,116.80; and

WHEREAS, the Town Board finds that the creation of such accounts is in the best interest of the Town to support efficient operations and proper governance;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Mendon hereby authorizes the creation of seventeen (17) official Town email accounts for designated members of Town boards and committees as outlined above; and

A motion was made by Mr/s. _____, seconded by Mr/s. _____, that the Town Board acknowledges the annual cost of \$1,713.60 for the newly authorized accounts, and a total annual cost of \$2,116.80 for all such accounts including those previously established; and

BE IT FURTHER RESOLVED, that all costs associated with this program shall be paid from Account A1610.4 Adopted/Denied Mr. Cheek AYE/NAY, Ms. Kreuzer AYE/NAY, Ms. Roberts AYE/NAY, Mr. Voorhees AYE/NAY, Mr. Alati AYE/NAY.

15. PROPOSAL TO ESTABLISH EXERCISE CLASS FOR SENIOR CITIZENS' GROUP

(Resolution 26-___)

A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A "SENIORS STRETCH" EXERCISE CLASS AND RELATED SERVICES

WHEREAS, the Town Board of the Town of Mendon is committed to promoting the health, wellness, and quality of life of its senior citizens; and

WHEREAS, the Town desires to establish a "Seniors Stretch" exercise class to provide accessible, low-impact physical activity opportunities for members of the Town's senior citizens group; to be held at the Mendon Community Center two (2) times per week for approximately thirty (30) minutes per session; and

WHEREAS, Yoga Love, located in Honeoye Falls within the Town of Mendon, has proposed to provide instruction at a rate of \$50 per half-hour session, and has indicated that its instructors are appropriately certified and insured; and the Town's insurer requires that all participants sign a release form prior to participation in the program.

The total cost for such services, at two (2) sessions per week through the remainder of 2026, shall not exceed \$3,300. BE IT FURTHER RESOLVED, that the instruction cost shall be paid from Account B7610.4 paid from Account B1910.4.

Adopted/Denied Mr. Cheek AYE/NAY, Ms. Kreuzer AYE/NAY, Ms. Roberts AYE/NAY, Mr. Voorhees AYE/NAY, Mr. Alati AYE/NAY.

16. Authorize transfer of money to fund increased Insurance cost for Exercise class. (Resolution 26-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to transfer \$225 for the insurance rider for the Seniors Exercise Class from the Contingency Account A1990.470 to account B1910.4

Adopted/Denied Mr. Cheek AYE/NAY, Ms. Kreuzer AYE/NAY, Ms. Roberts AYE/NAY, Mr. Voorhees AYE/NAY, Mr. Alati AYE/NAY.

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17. Authorize increased Insurance cost for Exercise class. (Resolution 26-___)

Where as the Town has authorized the creation and implementation of the “Seniors Stretch” exercise class the Town will incur an initial insurance-related fee in the amount of \$225 associated with the establishment of this program, which will be incorporated into future renewal pricing. A motion was made by Mr/s. _____, seconded by Mr/s. _____, that the Town of Mendon authorize payment of a \$225 insurance-related fee associated with the initiation of this program to be paid for by account B1910.4 Adopted/Denied Mr.Cheek AYE/NAY, Ms. Kreuzer AYE/NAY, Ms. Roberts AYE/NAY, Mr.Voorhees AYE/NAY, Mr. Alati AYE/NAY.

18. MILEAGE REIMBURSEMENT - NY Planning Federation Conference - Buckland (Resolution 26-___)

A RESOLUTION AUTHORIZING REIMBURSEMENT FOR TRAVEL EXPENSES RELATED TO THE NEW YORK PLANNING FEDERATION CONFERENCE

WHEREAS, Brooke Buckland attended the New York Planning Federation Conference held in Cooperstown, New York from April 19 through April 21, 2026, and she incurred travel expenses associated with attending said conference, including mileage totaling 318 miles; and The reimbursement for mileage is calculated at the New York State Comptroller’s reimbursement rate of \$0.725 per mile, resulting in a total reimbursement amount of \$230.55; THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Mendon hereby authorizes reimbursement to Brooke Buckland in the amount of \$230.55 for mileage expenses paid from Account B8020.4

Adopted/Denied Mr.Cheek AYE/NAY, Ms. Kreuzer AYE/NAY, Ms. Roberts AYE/NAY, Mr.Voorhees AYE/NAY, Mr. Alati AYE/NAY.

19 ATTENDANCE at the 2026 HIGHWAY SCHOOL - Highway Superintendent (Resolution 26-___)

A motion was made by _____, seconded by _____, to approve Highway Superintendent Pete Doyle's attendance at the 2026 Highway School at Ithaca College, 953 Danby Road, Ithaca, NY 14850, from June 1st thru 3rd, 2026. This will authorize reimbursements for expenses including attendance, lodging, and meals, at a cost not to exceed \$1,000.00, to be paid from account A5010.4.

Adopted/Denied Mr.Cheek AYE/NAY, Ms. Kreuzer AYE/NAY, Ms. Roberts AYE/NAY, Mr.Voorhees AYE/NAY, Mr. Alati AYE/NAY.

20. ATTENDANCE at the 2026 CLIMATE CONNECTION SUMMIT - Climate Smart Communities (Resolution 26-___)

A RESOLUTION AUTHORIZING ATTENDANCE AT THE NYS CLIMATE CONNECTION SUMMIT AND APPROVING RELATED TRAVEL EXPENSES

WHEREAS, the Town of Mendon Climate Smart Communities Task Force supports the Town’s efforts to advance sustainability initiatives and maintain participation in the New York State Climate Smart Communities program; and

WHEREAS, the New York State Climate Connection Summit will be held on June 10–11, 2026, in Utica, New York, and provides valuable training, networking, and information-sharing opportunities related to climate action and municipal best practices; and

WHEREAS, Climate Smart Communities Task Force members Jeffery Clark and Timothy Engstrom have expressed interest in attending said Summit in their official capacities; and

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WHEREAS, the cost of conference attendance is free; and
WHEREAS, the attendees will carpool, and total travel is estimated at 262 miles round trip, for a total reimbursement of \$189.95 at the current New York State Comptroller's mileage rate of \$0.725 per mile; and
WHEREAS, lodging and ancillary expenses are estimated at \$300.00; and
WHEREAS, meal expenses are estimated to cover two (2) lunches per person, two (2) dinners per person, and one (1) breakfast per person, for a total estimated meal cost of \$230.00;
NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Mendon hereby authorizes Climate Smart Communities Task Force members Jeffery Clark and Timothy Engstrom to attend the NYS Climate Connection Summit on June 10–11, 2026, in Utica, New York; and
BE IT FURTHER RESOLVED, that the Town Board authorizes reimbursement for mileage at the New York State Comptroller's approved rate, not to exceed \$189.95 total; and
BE IT FURTHER RESOLVED, that the Town Board authorizes payment for lodging and ancillary expenses not to exceed \$300.00; and
BE IT FURTHER RESOLVED, that the Town Board authorizes reimbursement for meals not to exceed \$230.00; and
BE IT FURTHER RESOLVED, that all such expenses shall be paid from account A1010.4; and
BE IT FINALLY RESOLVED, that this Resolution shall take effect immediately upon adoption.
BE IT FINALLY RESOLVED, that this Resolution shall take effect immediately upon adoption.
Adopted/Denied Mr.Cheek AYE/NAY, Ms. Kreuzer AYE/NAY, Ms. Roberts AYE/NAY, Mr.Vorhees AYE/NAY, Mr. Alati AYE/NAY.

21. Discussion

MRB - PROPOSAL FOR 2026 Nonpoint Source Planning Grant Application - Culverts - DISCUSSION

PROPOSAL FROM MRB GROUP FOR PROFESSIONAL SERVICES RELATED TO THE 2026 NYS DEC NONPOINT SOURCE PLANNING GRANT APPLICATION (CULVERTS)
The Town of Mendon has experienced issues with several culverts during wet weather events, and recognizes that increasingly severe weather has placed additional strain on existing infrastructure. There is a need to evaluate and plan for the replacement of failing and/or undersized culverts to improve drainage, resiliency, and public safety. The New York State Department of Environmental Conservation (NYS DEC) offers funding through the Nonpoint Source Planning (NPS) Grant Program, including a culvert subcategory, to support planning studies and reports that may lead to future construction funding. MRB Group has submitted a proposal dated April 9, 2026, to assist the Town in preparing and submitting a competitive application for the 2026 NPS Planning Grant. The proposal includes services related to grant application development, including preparation of the application questionnaire and budget, coordination of required supporting documentation, and coordination with the Town on necessary municipal resolutions. The total lump sum cost for these professional services is \$6,000.00, with any additional services to be authorized separately by the Town. The NPS Grant Program is anticipated to provide up to \$50,000 in funding with a required 10% local match of \$5,000, for a total potential study value of \$55,000, should the Town be awarded funding.

MRB - PROPOSAL FOR 2026 Nonpoint Source Planning Grant Application – MS4 Mapping - DISCUSSION

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PROPOSAL FROM MRB GROUP FOR PROFESSIONAL SERVICES RELATED TO THE 2026 NYS DEC NONPOINT SOURCE PLANNING GRANT APPLICATION (MS4 MAPPING)

The Town of Mendon is a regulated Municipal Separate Storm Sewer System (MS4) community and must meet certain New York State Department of Environmental Conservation (NYS DEC) requirements to remain in compliance. There is a need to advance inspection and mapping of stormwater infrastructure to meet MS4 permit requirements and improve stormwater management. The NYS DEC offers funding through the Nonpoint Source Planning (NPS) Grant Program, including the MS4 Mapping subcategory, to support comprehensive mapping and related planning efforts. MRB Group has submitted a proposal dated April 9, 2026, to assist the Town in preparing and submitting a competitive application for the 2026 NPS Planning Grant under the MS4 Mapping category. The proposal includes services related to grant application development, including preparation of the application questionnaire and budget, coordination of required supporting documentation, development of the Comprehensive Mapping Worksheet, and coordination with the Town on necessary municipal resolutions. The total lump sum cost for these professional services is \$6,000.00, with any additional services to be authorized separately by the Town. The NPS MS4 Mapping Grant Program is anticipated to provide up to \$75,000 in funding with a required 10% local match of \$7,500, for a total potential project value of \$82,500, should the Town be awarded funding.

REVISED PROCUREMENT POLICY - DISCUSSION

REVISED FACILITIES POLICY - DISCUSSION

RECORDS PUBLICATION AND REDACTION POLICY - DISCUSSION

RULES OF THE QUORUM - DISCUSSION

TELECONFERENCING - DISCUSSION

22. PUBLIC COMMENT

23. ADJOURNMENT

(Resolution 26-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adjourn the meeting at _____PM. Adopted/Denied Mr.Cheek AYE/NAY, Ms. Kreuzer AYE/NAY, Ms. Roberts AYE/NAY, Mr.Voorhees AYE/NAY, Mr. Alati AYE/NAY.

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