

TOWN OF MENDON

Town Board Agenda – Tentative

Monday, January 9, 2017 – 7:00PM
Mendon Town Hall
16 West Main Street, Honeoye Falls, NY

ORGANIZATIONAL MEETING

1. Call to Order
2. Pledge of Allegiance
3. Agenda
4. Public Comment
5. Delegation of Administrative Duties To The Supervisor
6. Position Appointments – Part Time
7. Position Retention
8. Deputy Town Clerk-Part Time – Position Retention and Appointment
9. Highway Department – Position Retention and Appointment
10. Zoning Board of Appeals Attorney – Position Retention and Appointment
11. Planning Board Attorney – Position Retention and Appointment
12. Deputy Town Attorney – Position Retention and Appointment
13. Justice Court – Temporary Assignment of Justices
14. Liaisons
15. Town Board Meetings Schedule
16. Standard Workday for Elected and Appointed Officials
17. 2017 Holiday Schedules
18. Town Hall Operating Hours
19. Policy and Procedures Manual
20. Emergency Preparedness (Disaster) Plan
21. Official Town Map
22. Official Newspaper

23. Emergency Response – Highway Department
24. Mendon Fire Hall – Ice Control
25. Boards, Committees, Commissions – Advertise For Meetings
26. Official Undertakings
27. Salaries – Elected/Appointed/Hourly Wages
28. Personnel Policy – Variable Amounts Associated With Policies
29. Salary Schedule – Payment Cycle
30. Mileage Allowance
31. Annual Report of Supervisor
32. Annual Accounting – Town Board Committee
33. Official Banks
34. Payments Before Audit
35. Review of Monthly Vouchers
36. Petty Cash Funds
37. Fee Schedule
38. Environmental Conservation Board
39. Planning Board
40. Zoning Board of Appeals
41. Records Management Advisory Board
42. Board of Assessment Review - Appointment
43. Engineering/Planning Services Agreement
44. Highway Department Agreements
45. Town Hall Agreements
46. Community Center Agreements
47. 22 North Main Street Agreement
48. Village of Honeoye Falls Agreements

- 49. Honeoye Falls-Lima Central School District Agreements
- 50. Monroe County Agreements
- 51. Community Organization Agreements
- 52. Use of Town Meeting Rooms
- 53. Dog Impoundment Facility
- 54. Communications
- 55. Town Clerk Monthly Report
- 56. Approval of Minutes
- 57. Abstract of Audited Vouchers
- 58. Town Board Members – Conference Attendance
- 59. Code Enforcement Officer – Conference Attendance
- 60. Highway Superintendent – Highway School Attendance
- 61. Highway Superintendent – NYS Local Roads and Bridges Summit & Grassroots Campaign Attendance
- 62. Semmel Road Property – Farming Lease
- 63. Authorization to Purchase Dump Truck Chassis, Box, Plow and Wing
- 64. Authorization to Purchase New Ford F-150 XLT Pick-Up Truck for Highway Superintendent
- 65. Authorization to Declare Excess Property
- 66. Public Comment
- 67. Adjournment

TENTATIVE LIST OF POSSIBLE RESOLUTIONS TO BE CONSIDERED AT THE:
 January 9, 2017 Organizational Town Board Meeting

- 1. CALL TO ORDER
- 2. PLEDGE OF ALLEGIANCE
- 3. AGENDA

(Resolution 17-___)

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. Hagreen, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Moffitt, Aye/Nay.

4. PUBLIC COMMENT

5. DELEGATION OF ADMINISTRATIVE DUTIES TO THE SUPERVISOR

(Resolution 17-___)

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

BE IT RESOLVED, that pursuant to Town Law, §29(16) the Town Board hereby authorizes and delegates to the Town Supervisor powers and duties of day-to-day administration and supervision of all town and special district facilities and employees consistent with and in furtherance of any and all State and Federal laws applicable thereto and with any and all local laws, resolutions or policies heretofore or hereafter adopted by this Town Board.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Hagreen, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Moffitt, Aye/Nay.

6. POSITION APPOINTMENTS – PART TIME

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the following part time positions and appoint the designated individuals to serve at the pleasure of the Town Board, term to expire December 31, 2017:

- Code Compliance Officer - Part Time Thomas G. Voorhees
- Building Inspector - Part Time Thomas G. Voorhees
- Planning Officer – Part Time Thomas G. Voorhees
- Fire Marshall - Part Time Thomas G. Voorhees
- Dog Control Officer - Part Time Joel Taylor
- Civil Officer - Part Time Joel Taylor
- Assessment/Building Department Clerk - Part Time Michelle Booth
- Assessment/Building Department Clerk - Part Time Peggy L. Potter
- Court Clerk - Part Time Michelle Booth
- Deputy Court Clerk - Part Time Bonnie M. Toomey
- Secretary to the Planning Board and ZBA - Part Time Mary Fletcher
- Director of Seniors Recreation - Part Time Raymond C. Milne
- Meetings Recorder – Part Time Michelle Booth

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Hagreen, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Moffitt, Aye/Nay.

7. POSITION RETENTION

(Resolution 17-___)

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

BE IT RESOLVED, that this Town Board retains the position of Deputy Supervisor, established pursuant to Sec. 42 Town Law, term to expire December 31, 2017. During the absence or inability to act of the supervisor, or while the office of supervisor is vacant, the deputy supervisor shall preside, when present, at the meetings of the Town Board and shall be vested with all powers and may perform all of the duties of the supervisor under the Town Law. This is a non-compensated position.

BE IT FURTHER RESOLVED, that this Town Board retains the position of Finance Officer – Part Time, term to expire December 31, 2017.

BE IT FURTHER RESOLVED, that this Town Board retains the position of Secretary to the Supervisor Part Time, term to expire December 31, 2017.

BE IT FURTHER RESOLVED that this Town Board retains the position of Town Historian – Part Time, pursuant to Sec. 57.07 of the Arts & Cultural Affairs Law, term to expire December 31, 2017.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay; Mr. Moffitt, Aye/Nay.

Deputy Town Supervisor

Supervisor Moffitt notified the Town Board that he has appointed Mr. Roberts to the position of Deputy Town Supervisor, term to expire December 31, 2017.

Finance Officer – Part Time

Supervisor Moffitt notified the Town Board that he has appointed Mary Fletcher as Finance Officer – Part Time, term to expire December 31, 2017.

Secretary To The Supervisor – Part Time

Supervisor Moffitt notified the Town Board that he has appointed Mary Fletcher as Secretary to the Supervisor – Part Time, term to expire December 31, 2017.

Town Historian – Part Time

Mr. Moffitt notified the Town Board that he has appointed Diane C. Ham as Town Historian – Part Time, term to expire December 31, 2017.

8. DEPUTY TOWN CLERK-PART TIME – POSITION RETENTION

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the Deputy Town Clerk – Part Time position, with the full powers and duties of the town clerk. Compensation is approved by the Town Board.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

Town Clerk Merzke notified the Board that he has appointed Bonnie M. Toomey to the position of Deputy Town Clerk – Part Time.

9. HIGHWAY DEPARTMENT – POSITION RETENTION AND APPOINTMENT

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the position of Highway Clerk, part-time.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

Highway Superintendent Smith notified the Board that he has appointed Gary Loope to the position of Highway Clerk, part-time.

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

BE IT FURTHER RESOLVED, that this Town Board retains the position of Deputy Highway Superintendent – for a term to expire December 31, 2017. The Deputy Highway Superintendent functions during the absence or inability of the town highway superintendent to act, and at that time is vested with all the powers and duties of the town highway superintendent. This is a non-compensated position.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

Highway Superintendent Smith notified the Board that he has appointed Gary Loope to the position of Deputy Highway Superintendent.

10. ZONING BOARD OF APPEALS ATTORNEY – POSITION RETENTION AND APPOINTMENT

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the position of Zoning Board of Appeals Attorney, and appoint the firm of Bond Schoeneck & King, term to expire December 31, 2017, pending a written contract to be approved by the Supervisor.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

11. PLANNING BOARD ATTORNEY – POSITION RETENTION AND APPOINTMENT

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the position of Planning Board Attorney, and appoint the firm of Bond Schoeneck & King, term to expire December 31, 2017, pending a written contract to be approved by the Supervisor.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

12. DEPUTY TOWN ATTORNEY – POSITION RETENTION AND APPOINTMENT

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the position of Deputy Town Attorney, and appoint the firm of Bond Schoeneck & King, term to expire December 31, 2017, pending a written contract to be approved by the Supervisor. This is a compensated position.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

13. JUSTICE COURT – TEMPORARY ASSIGNMENT OF JUSTICES

(Resolution 17-___)

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

BE IT RESOLVED, that this Town Board consents to the assignment of the Town of Mendon Justices, pursuant to New York State Uniform Justice Court Act §106(2), to preside in other Town or Village courts in the Seventh Judicial District as need arises during the year 2017, and the temporary assignment of other Town Justices to preside in Mendon Town Court as the need arises during the year 2017.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

14. LIAISONS

Mr. Moffitt appointed the following Town Board members/elected officials as liaisons:

American Legion: Mr. Merzke

Environmental Conservation Board: Mr. Dubois

Historic Preservation Commission: Mr. Dubois

Honeoye Falls/Lima School District (Recreation/Assets): Mr. Moffitt

Honeoye Falls/Mendon Chamber of Commerce: Mr. Moffitt

Library: Mrs. Carroll

Mendon Community Business Association: Mr. Roberts

Planning Board: Mr. Roberts

Zoning Board of Appeals: Mr. Hagreen

15. TOWN BOARD MEETINGS SCHEDULE

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following schedule of Town Board Meetings for 2017:

7:00 PM Mondays as follows: January 9 (Organizational Meeting), February 13, March 13, April 10, May 8, June 12, July 17, August 14, September 11, October 16, November 13, and December 11. Meetings will be held at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

16. STANDARD WORKDAY FOR ELECTED AND APPOINTED OFFICIALS

(Resolution 17-___)

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

WHEREAS, the Town of Mendon, pursuant to Regulation 315.4, is required to establish by resolution, a standard work day for each elective or appointive office or position for reporting purposed to the New York State and Local Retirement System, and

WHEREAS, such resolution shall indicate the number of hours prescribed as a standard work day for each such elective or appointed office or position, and the expiration of the term for each such office or position,

NOW, THEREFORE, BE IT RESOLVED, that the standard workdays for elected and appointed officials for the purpose of reporting days worked to New York State Retirement System are as follows:

POSITION – STANDARD WORK DAY HOURS/RECORD OF ACTIVITES REPORTING

Highway Department Employees –8 hours per day

Town Hall Employees – 7 hours per day

Library Employees – 7 hours per day.

Refer to NYSERS Form RS-2417-A, located in the office of the Finance Director, for individual hours being reported to NYSERS.

BE IT FURTHER RESOLVED, that the Town of Mendon will maintain an actual daily record of time worked for the elected or appointed official or that the official holding the office will recorded and submitted to the clerk his or her work activities for a period of three consecutive months, and

FINALLY, BE IT RESOLVED, that for each elected and appointed official who has submitted a record of work activities pursuant to paragraph (i) of subdivision (a) of section 315.4, the total number of days per month to be reported will be based upon such record of work activities.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

17. 2017 HOLIDAY SCHEDULES

The following 2017 Holiday Schedules were approved by the Town Board at their November 9, 2016 meeting:

Town Hall

Monday, January 2, 2017, New Year's Day (observed)
 Monday, January 16, 2017, Dr. Martin Luther King, Jr. Day
 Monday, February 20, 2017, President's Day
 Friday, April 14, 2017, Good Friday
 Monday, May 29, 2017, Memorial Day (observed)
 Monday, July 3, 2017, Float Day
 Tuesday, July 4, 2017, Independence Day
 Monday, September 4, 2017, Labor Day
 Monday, October 9, 2017, Columbus Day
 Thursday, November 23, 2017, Thanksgiving Day
 Friday, November 24, 2017, Float Day
 Monday, December 25, 2017, Christmas
 Tuesday, December 26, 2017 Christmas

Highway Department

Friday, April 14, 2017, Good Friday
 Monday, May 29, 2017, Memorial Day (observed)
 Monday, July 3, 2017, Floating Holiday
 Tuesday, July 4, 2017, Independence Day
 Wednesday, July 5, 2017, (in lieu of New Year's Day)
 Thursday, July 6, 2017, (in lieu of MLK Day)
 Friday, July 7, 2017, (in lieu of President's Day)
 Monday, September 4, 2017, Labor Day
 Monday, October 9, 2017, Columbus Day
 Friday, November 10, 2017, Veterans Day (Observed)
 Thursday, November 23, 2017, Thanksgiving Day
 Friday, November 24, 2017, Float Holiday
 Friday, December 25, 2017, Christmas

18. TOWN HALL OPERATING HOURS

The Town Board acknowledges the 2017 Operating Hours for the Town Hall will be: Monday through Thursday, 8:00AM to 4:00PM, Friday, 8:00AM-1:00PM. These hours will be followed for the entire year.

19. POLICY AND PROCEDURES MANUAL

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the Town of Mendon Policy and Procedures Manual.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

20. EMERGENCY PREPAREDNESS (DISASTER) PLAN

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the current Emergency Preparedness (Disaster) Plan.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

21. OFFICIAL TOWN MAP

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, that the Official Town Map be updated as required by New York State Town Law to reflect any changes that occurred during the year 2016.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

22. OFFICIAL NEWSPAPER

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, pursuant to Sec. 64(11) Town Law, to designate The Sentinel as the official Town newspaper for 2017.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

23. EMERGENCY RESPONSE – HIGHWAY DEPARTMENT

(Resolution 17-___)

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

To continue the authority, previously established by the Town Board, allowing the Highway Superintendent to respond to requests from emergency providers for assistance during the year 2017.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

24. MENDON FIRE HALL – ICE CONTROL

(Resolution 17-___)

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

WHEREAS, this Town Board and other town boards and committees use the meeting room of the Mendon Fire Hall for meetings at no charge, and

WHEREAS, the Mendon Fire Hall is the alternate Town Emergency Operations Center, and

WHEREAS, it is essential for the above reasons that the Mendon Fire Hall be accessible at all times.

NOW, THEREFORE, BE IT RESOLVED, that this Town Board authorizes the Highway Department to perform ice removal operations at the Mendon Fire Hall during the year 2017 as time and equipment availability permits.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

25. BOARDS, COMMITTEES, COMMISSIONS – ADVERTISE FOR MEETINGS

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize the Town Clerk to advertise the meetings scheduled for the entire year as follows:

Board of Assessment Review – as needed

Environmental Conservation – 1st Tuesday of each month at 7:00PM

Historic Preservation Commission – 2nd Wednesday of each month, 7:30PM

Planning Board – 2nd and 4th Wednesday of each month at 7:00PM

Town Board –per schedule above at 7:00PM

Zoning Board of Appeals – 2nd and 4th Thursday of each month as needed at 7:00PM

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

26. OFFICIAL UNDERTAKINGS

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the official undertakings required by Section 25 of NYS Town Law. The undertakings are provided by a blanket undertaking (as allowed by Section 11 of Public Officers Law) with Argonaut Insurance Company (aka Trident), providing coverage in the amount of \$250,000 for employee dishonesty; \$100,000.00 for forgery or alteration, theft, disappearance and destruction for all officers and employees; with excess coverage for the Supervisor, Town Clerk, Tax Receiver and Finance Officer of \$500,000.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

27. SALARIES – ELECTED/APPOINTED/HOURLY WAGES

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the salaries of all elected and appointed officers and the rates of wages of hourly employees including premium pay and overtime (included in the Personnel Policy) and regular pay rates to be paid hourly as indicated below:

Highway Department – Hourly

Highway Clerk. Part-time: \$25.65

Laborer, Part-time: \$25.65

Lead Mechanic \$28.84

Building and Grounds Manager \$26.35

Mechanic Assistant \$23.44

Heavy Equipment Operator \$28.04
 Foreman \$28.12
 Medium/Mechanical Equipment Operator \$25.65
 Medium/Mechanical Equipment Operator \$19.09
 Medium/Mechanical Equipment Operator \$23.27
 Medium/Mechanical Equipment Operator \$23.27
 Medium/Mechanical Equipment Operator \$21.69
 Medium/Mechanical Equipment Operator \$23.27
 Medium/Mechanical Equipment Operator \$21.33

 Dispatcher \$13.71
 Dispatcher \$13.31
 Dispatcher \$14.12
 General Personnel - Hourly
 Bldg./Assmt Clerk \$14.00
 Bldg./Assmt Clerk \$14.00
 Court Clerk \$15.91
 Custodian \$12.73
 Dep. Court Clerk/Dep. TC \$20.90
 Election Inspectors
 Primary, Election, Registration 10.00/hr.
 Chair Determined by BOE
 Meetings Recorder \$11.67
 General Personnel - Salary
 Assessor \$30,000.00
 Building Inspect/Code Enforce Officer \$72,885.00
 Dog Control Officer \$5,628.00
 Finance Officer \$32,302.00
 Fire Marshall \$2,745.00
 Historian \$2,100.00
 Planning Board Attorney \$9,000.00
 Planning Officer \$1,473.00
 Planning Board/ZBA Clerk \$13,690.00
 Recreation Leader \$200.00
 Secretary to the Supervisor \$15,351.00
 Town Attorney \$61,577.00
 Deputy Town Attorney \$2,000.00
 Zoning Board Attorney \$9,000.00
 Appointed Board Members
 Assessment Board of Review \$125.00/yr.
 Conservation Board Chair \$50.00/mtg.
 Conservation Board Member \$25.00/mtg.
 Planning Board Chair \$60.00/mtg
 Planning Board Member \$40.00/mtg
 Zoning Board Chair \$60.00/mtg.
 Zoning Board Member \$40.00/mtg
 Elected Officials
 Councilperson (4) \$9,000.75

Highway Superintendent \$81,097.00

Supervisor \$64,397.00

Town Clerk \$81,097.00

Town Justice (2) \$15,227.50

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;
Mr. Moffitt, Aye/Nay.

28. PERSONNEL POLICY – VARIABLE AMOUNTS ASSOCIATED WITH POLICIES

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following amounts and percentages associated with the Personnel Policy:

Medical Benefits:

Full-time employees hired prior to 1/1/10, will contribute nine percent (9%) of their monthly medical insurance, through payroll deduction.

Full-time employees hired after 1/1/10 will contribute sixteen percent (16%) of their monthly medical insurance premium, through payroll deduction.

Full-time employees hired after 1/1/15 will contribute thirty-three percent (33%) of their monthly medical insurance premium, through payroll deduction.

Dental Benefits:

The Town will fund this coverage, in full, for eligible employees hired prior to 1/1/10.

Eligible employees hired after 1/1/10 will contribute fifteen percent (15%) of the monthly premium, through payroll deduction.

Eligible employees hired after 1/1/15 will contribute twenty-five percent (25%) of the monthly premium, through payroll deduction.

The Town will pay 25% of the dental premium for retirees.

Medical Opt Out – All eligible employees of the Town of Mendon, on an annual basis effective the first of each year, who take their health insurance coverage through a spouse's or significant other's plan from another employer will be entitled to a benefit equivalent to 20% of the annual premium the Town of Mendon would have incurred for the least expensive plan offered at the employee's participation rate. Said benefit will be paid monthly in arrears, will be included in the employee's earnings statement, and will be subject to taxes. Employee must show proof of insurance annually.

Elected officials are not eligible for this incentive.

Health Reimbursement Account (HRA):

The Town will make a deposit of \$500.00 into a Health Reimbursement Account (HRA) or Limited Health Reimbursement Account, for each full-time employee.

Clothing Allowance – Full-time employees with the following job titles are eligible for a clothing allowance, in the amount of \$120.00 for 2017, to purchase proper clothing for work pursuant to the department's clothing standards: Highway Superintendent, Building and Grounds, Code Enforcement Officer, HEO, Highway Clerk, MEO, and Mechanics. A receipt must be submitted showing the amount paid and a detailed description of the purchase. This is a taxable fringe benefit.

Work Shoes (steel toed boots) – Full-time employees with the following job titles, shall be reimbursed, up to \$200 per year in 2017, for the purchase of steel toed boots: Highway Superintendent, Building and Grounds, Code Enforcement Officer, HEO, Highway Clerk, MEO and Mechanics. A receipt must be submitted showing the amount paid and a detailed description of the purchase.

Employee Recognition: Per the Employee handbook, adopted 9/14, after ten years of continuous employment, and at every five year interval thereafter of continuous employment, an employee will receive a certificate of appreciation and a commemorative item, cost not to exceed the nominal rate recommended by the Comptroller's office. Said item to be determined by the Town Board.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;
Mr. Moffitt, Aye/Nay.

29. SALARY SCHEDULE – PAYMENT CYCLE

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the salary payment schedule as follows:

1. January 5
2. January 19
3. February 2
4. February 16

- 5. March 2
- 6. March 16
- 7. March 30
- 8. April 13
- 9. April 27
- 10. May 11
- 11. May 25
- 12. June 8
- 13. June 22
- 14. July 6
- 15. July 20
- 16. August 3
- 17. August 17
- 18. August 31
- 19. September 14
- 20. September 28
- 21. October 12
- 22. October 26
- 23. November 9
- 24. November 22 (Wednesday before Thanksgiving)
- 25. December 7
- 26. December 21

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;
Mr. Moffitt, Aye/Nay.

30. MILEAGE ALLOWANCE

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to set the mileage allowance at the rate established by the Internal Revenue Service.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

31. ANNUAL REPORT OF SUPERVISOR

(Resolution 17-___)

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

BE IT RESOLVED, that in lieu of preparing the financial report required by Section 29 (10) of the Town Law, the Supervisor shall, pursuant to Section 29 (10-a) of the Town Law, submit to the Town Clerk, within 90 days after the close of the fiscal year, a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law the report will be on file in the Town Clerk's Office and will be available for public inspection and copying.

BE IT FURTHER RESOLVED, that this report be prepared by Joseph Lebda, 77 Garden Parkway Henrietta NY, former Office of the State Comptroller auditor at a cost not to exceed \$900.00 from Acct. A1310.110.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

32. ANNUAL ACCOUNTING – TOWN BOARD COMMITTEE

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Ms. Carroll and Mr. Hagreen to a Town Board Committee to meet for the purpose of an annual accounting, on or before April 1, 2017, or as soon thereafter as possible.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Mr. Roberts and Mr. Dubois to a Town Board Committee to meet for the purpose of an annual accounting of the Justice Courts, on or before April 1, 2017, or as soon thereafter as possible.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

33. OFFICIAL BANKS

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to name the following as official banks of the Town of Mendon: Canandaigua National, Chase, Manufacturers and Traders Trust Company, and Five Star Bank.

The Town Supervisor is hereby authorized to submit letters to the above mentioned banks, stating that the Town of Mendon will not make any electronic transfers out of New York State.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

34. PAYMENTS BEFORE AUDIT

(Resolution 17-___)

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

BE IT RESOLVED, pursuant to Section 118 (2) of the Town Law, that this Board authorizes the payment in advance of audit of claims for public utility services (electric, gas, water, sewer and telephone services), postage, freight and express charges, and

BE IT FURTHER RESOLVED, that all such claims shall be presented at the next regular meeting for audit, and

BE IT FURTHER RESOLVED, that the claimant and the officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by this Board.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

35. REVIEW OF MONTHLY VOUCHERS

The following is the schedule for Town Board Member review of the monthly vouchers:

January – Mrs. Carroll

February – Mr. Dubois

March – Mr. Hagreen

April – Mr. Roberts

May – Mrs. Carroll

June – Mr. Dubois

July – Mr. Hagreen

August – Mr. Roberts

September – Mrs. Carroll

October – Mr. Dubois

November – Mr. Hagreen

December – Mr. Roberts

36. PETTY CASH FUNDS

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the following petty cash funds: Supervisor - \$50.00; Court Clerk - \$50.00; Town Clerk - \$100.00; Highway Superintendent - \$200.00; Library - \$50.00.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

37. FEE SCHEDULE

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the 2017 Town of Mendon Fee Schedule below:

BUILDING DEPARTMENT

Avoidable Fire Alarm Fine

Second (within 2 years) \$100.00
 Third (within 2 years) \$200.00
 Thereafter (within 2 years). \$300.00

Residential Occupancy

New Construction \$0.18/square foot

(includes building equipment, building systems and garage) \$200.00 minimum fee

Addition, Remodel, Alteration, Renovation, Repair \$70.00 up to 1000 SF

\$35.00 for each 500 SF thereafter

Accessory Structure

(includes new or addition to a garage, barn, pool cabana, \$40.00 up to 1000 SF shed, greenhouse, deck, etc.) \$20.00 for each 500 SF thereafter

Other

Demolition \$15.00

Removal of Fuel Storage Tanks \$30.00

Swimming Pool - Above Ground \$30.00 inc. fence and 200 SF deck

- Inground \$100.00 inc. fence

Pond \$50.00

Construction Trailer \$20.00

Free Standing Antennas \$75.00 radio, wind turbines, etc

Fireplace, Chimney, Solid Fuel Burning Device \$40.00 repair or installation

Fence and Earth Berms \$30.00

Outdoor Sporting Court with Fence \$25.00

Generators \$10.00

Solar Panels \$75.00

Signs \$20.00 inc. subdivision, home occupation, physician, vet, roadside stand

Re-inspection Fees

Levied to the permit holder at the discretion of the Bldg. Dept when multiple inspection of the same item are required \$25.00 inspection

Engineering Fees

Any fees incurred at the discretion of the Bldg. Dept. in the review of plans and construction will be charged to the applicant at cost plus 2% for administrative expenses

Zoning Compliance Letter \$30.00

Copy of Issued Permit \$ 5.00/permit

Commercial/Industrial Occupancy

New Construction (excluding Communications Towers)

Includes structure building systems, building equipment, \$0.20/square foot and all common, public and tenant space) \$200.00 minimum fee

Communications Tower \$0.20/square foot of leased/owned area

\$200.00 minimum fee

Addition, Remodel, Alteration, Renovation, Repair \$100.00 up to 1000 SF of all or part of the structure \$50.00 for each 500 SF thereafter

New or Added Shell Only

One half the total amount of the permit fee as calculated above upon permit approval. A proportional share of the remaining permit fee will be payable upon permit approval for each common, public, and/or tenant area thereafter. Shell permits shall be issued only at the discretion of the Building Inspector

Accessory Structure

Includes new or addition to a shed, barn, garage, pool \$40.00 up to 1000 SF cabana, solar collector, etc \$20.00 for each 500 SF thereafter

Other

Demolition \$50.00

Swimming Pool \$50.00 inc. fence

Pond \$50.00

Construction Trailer \$20.00

Free Standing Antennas \$50.00 dish, radio, television, etc.

Fireplace, Chimney, Solid Fuel Burning Device \$30.00 repair or installation

Fence and Earth Berms \$20.00

Outdoor Sporting Court with Fence \$20.00

Signs \$30.00 1 to 30 SF

\$50.00 31 to 50 SF

\$1.25/SF over 50 SF

Re-inspection Fees

Levied to the permit holder at the discretion of the Bldg. Dept when multiple inspection of the same item are required \$25.00 inspection

Engineering Fees

Any fees incurred at the discretion of the Bldg. Dept, in the review of plans and construction will be charged to the applicant at the cost plus 2% for administrative expenses.

Zoning Compliance Letter \$30.00

Copy of Issued Permit \$ 5.00/permit

EXCAVATION FEES

Permit \$100.00 per acre to be excavated

Excavation \$500.00/year up to 10,000 cu yds

\$3,000.00/year over 10,000 cu yds

HIGHWAY DEPARTMENT

Driveway Permit \$100.00

Road Cut/Right-of-Way \$300.00

In Addition each applicant for a permit to perform work within the Town Right of Way shall deposit security with the Town in the form of cash or a letter of credit in an amount to be determined by the Highway Superintendent, such deposit to be returned upon satisfactory completion of the work covered by such permit, and upon the failure of the applicant to satisfactorily complete such work, to be used by the Town for completion thereof.

PLANNING/ZONING DEPARTMENT

Planning Board

Residential

Site Plan \$350.00 one lot

\$50.00 each addl lot

Accessory Structure Site Plan less than 1000 sq ft footprint \$125.00

Subdivision of Land

1-4 lots Application Fee \$150.00

plus \$50.00 per lot

5 lots or more Application Fee \$250.00

plus \$50.00 per lot

Public Hearing \$100.00

Review of Conservation Easements (Attorney Fees) \$75.00 1-3 lots

\$25.00 each addl lot
not to exceed \$500.00

Commercial or Industrial

Site Plan \$300.00

plus \$25.00 per 1000 SF
Cell Tower Site Plan: \$1,000
Cell Tower Co-Locator Site Plan: \$500.00/co-locator

Subdivision of Land (including P.U.D.'s)

Application Fee \$150.00

plus \$25.00 per acre

Public Hearing \$200.00

Engineering Fee Deposit (Per recommendation of CEO)

Site Plan \$675.00

plus \$30.00 admin fee

Subdivision \$165.00 per lot

plus \$30.00 admin fee

EPOD Development Permit application \$15.00
Recreation Fee (All Applications) \$1,200.00 per lot

Special Use Permit \$250.00

Map Resigning Fee \$150.00

Zoning Board Of Appeals

Area Variance \$250.00

Use Variance \$500.00

Review of Code Enforcement Officer's determination/interpretation \$100.00

Temporary Use Permit \$100.00

Additional Engineering Fees

In addition, any engineering costs incurred by the Town of Mendon during the Planning Board review, Zoning Board review and/or construction process, will be back charged to the applicant. Any amount in the Engineering Fee Deposit not expended for engineering costs incurred by the Town will be refunded to the applicant.

All of the above fees are payable, in full, at the time of application, with the exception of the Recreation Fee and Easement Review Fee, which are payable at Final Approval.

TOWN CLERK'S OFFICE

Bicentennial Items

Calendars \$5.00

Small Mugs (w or w/out brush) \$5.00

Large Mugs \$8.00

Copies \$.25 per copy

Dogs

License

Spayed/Neutered: \$6.00

Unspayed/Unneutered: \$15.00

Service Dogs (with paperwork): No Charge

Impoundment

\$15.00/Day

Rabies Vaccination (if given as part of impound): \$16.00

If circumstances require impoundment at another facility, actual charges plus \$3.00 will be collected.

Games of Chance \$25.00 per occasion

Hamlet Sign Print \$5.00

1872 Map (historic) \$2.00

Marriage

License \$40.00

Transcript \$10.00

Mugs \$4.00 each

Set of 4 \$12.00

Notary Service FREE

Peddler's Permit

Applicant \$500.00 per six (6) months

Employee of applicant \$100.00 per employee for six (6) months

Publications

Around Mendon and Honeoye Falls \$20.00

Hamlet of Mendon Historic Walking Tour \$2.00

History of Mendon and Honeoye Falls \$25.00

Bells and Whistlestops \$3.00

Mendon's Cobblestone Landmarks \$10.00

Migration to Mendon \$10.00

Murder and Mayhem \$22.00

Returned Check Fee \$20.00

Community Center:

Local Residents: \$30.00/hour with three hour minimum and \$100 deposit

Not for Profits and Service Organizations: \$50 yearly maintenance fee, plus \$50 deposit. No Fee if use is between 9:00 am and 4:00 pm Monday through Friday or \$15/hour of use after 4:00 pm on said days or all hours used on Saturday or Sunday. Building is closed on holidays.

Local (Only) For-Profit - \$200 minimum for use up to 4 hours, \$50 due for each hour over 4 hours. Requires Town Board Approval.

Athletic Fields: \$100.00 - 1 (one) use per week; \$250.00 – more than 1 (one) use per week. See Use Policy for policies and insurance requirements.

The Code of the Town of Mendon is available directly from General Code Publishers (1-800-836-8834)

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

38. ENVIRONMENTAL CONSERVATION BOARD

Member Appointment
(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Georgia Morgan to the Environmental Conservation Board, term to expire December 31, 2018 pending mandatory training.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

Chair Appointment
(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Alex Nies as Chair of the Environmental Conservation Board, term to expire December 31, 2017.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

39. PLANNING BOARD

Member Appointment
(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint the following individual to the Planning Board: Christ McCourt, term to expire December 31, 2021;

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

Chair Appointment

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Brent Rosiek as Chair of the Planning Board, term to expire December 31, 2017.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;
Mr. Moffitt, Aye/Nay.

40. ZONING BOARD OF APPEALS

Chair Appointment

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Bruce Peckham as Chair of the Zoning Board of Appeals, term to expire December 31, 2017.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;
Mr. Moffitt, Aye/Nay.

41. RECORDS MANAGEMENT ADVISORY BOARD

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the Town Clerk's recommendation for the following individuals to serve on the Records Management Advisory Board, terms to expire December 31, 2017: Diane C. Ham and Mary Louise Meisenzahl.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;
Mr. Moffitt, Aye/Nay.

42. BOARD OF ASSESSMENT REVIEW – APPOINTMENT

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Thomas Jamieson to the Board of Assessment Review, term to expire September 30, 2021.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;
Mr. Moffitt, Aye/Nay.

43. ENGINEERING/PLANNING SERVICES

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current relationship with MRB Group to provide professional engineering/planning services to the Town at the discretion of the Supervisor, according to their 2017 Standard Hourly Rate Schedule.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;
Mr. Moffitt, Aye/Nay.

44. HIGHWAY DEPARTMENT AGREEMENTS

Highway Superintendent – Summer Work On Town Roads

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the Highway Superintendent's Annual Contract for Summer Work on Town Roads as submitted to and reviewed by this Town Board and made a part of the minutes of this meeting.

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS. The sum of \$97,000 shall be set aside to be expended for primary work and general repairs upon 49.5 miles of Town highways, including sluices, culverts, and bridges having a span of less than five feet and boardwalks or renewals thereof.
- 2.
3. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town highways:
4.
 1. On Chateau Place commencing at SR 64 and leading to Cul-de-Sac, a distance of 0.23 miles, there shall be expended not over the sum of \$10,440.91.

Type: Stone & Oil/Slurry Seal Width of traveled surface: 20 feet

1. On Hawks View commencing at SR 251 and leading to Cul-de-sac, a distance of 0.49 miles, there shall be expended not over the sum of \$21,927.86.
2. Type: Stone & Oil/Slurry Seal Width of traveled surface: 20 Feet
3. On Lyons Road commencing at Sheldon Road and leading to Rush Town Line, a distance of 0.21 miles, there shall be expended not over the sum of \$3,626.70.
4. Type: Stone & Oil Width of traveled surface: 19 feet

- 5. On Oakberry Lane commencing at Pittsford-Mendon Center Rd. and leading to Cul-de-Sac, a distance of 0.235 miles, there shall be expended not over the sum of \$10,541.98. Type: Stone & Oil/Slurry Seal Width of traveled surface: 20 feet Thickness: 1"
- 1. On Owls Rest commencing at Hawks View and leading to Cul-de-Sac, a distance of 0.15 miles, there shall be expended not over the sum of 6,849.36.
- 2. Type: Stone & Oil/Slurry Seal Width of traveled surface: 20 feet
- 3. On Plains Road commencing at SR 15A and leading to SR 251, a distance of 1.6 miles, there shall be expended not over the sum of \$27,473.92.
- 4. Type: Stone & Oil Width of traveled surface: 20 feet
- 5. On Sheldon Road commencing at SR 65 and leading to SR 251, a distance of 2.01 miles, there shall be expended not over the sum of \$34,080.30. Type: Stone & Oil Width of traveled surface: 20 feet
- 6. On Taylor Road commencing at Mile Square Rd. and leading to Victor Town Line, a distance of 0.65 miles, there shall be expended not over the sum of \$11,551.92.

Type: Stone & Oil Width of traveled surface: 20 feet

- 1. On Deer Path commencing at Pittsford-Mendon Center Rd. and leading to Cul-de-sac, a distance of 0.14 miles, there shall be expended not over the sum of \$5,600.00.
- 2. Type: Slurry Seal Width of traveled surface: 20 feet
- 3. On Partridge Hollow commencing at Cheese Factory Rd. and leading to Cul-de-sac, a distance of 0.22 miles, there shall be expended not over the sum of \$27,108.00.

Type: Cold Mix Pave/Stone & Oil Width of traveled surface: 20 feet.

- 1. On Partridge Hill commencing at Cheese Factory Rd. and leading to Cul-de-sac, a distance of 0.34 miles, there shall be expended not over the sum of \$42,317.
- 2. Type: Cold Mix Pave/Stone & Oil Width of traveled surface: 20 feet
- 3. On Assembly Drive commencing at SR64 and leading to SR 251, a distance of 0.34 miles, there shall be expended not over the sum of \$7,465.00.
- 4. Type: Slurry Seal Width of traveled surface: 20 Feet
- 5. On Country Meadow Drive commencing at Wood Spring Hill and leading to Cul-de-Sac, a distance of 0.19 miles, there shall be expended not over the sum of \$9,639.14. Type: Stone & Oil/Slurry Seal Width of traveled surface: 20 feet
- 6. On Wood Spring Hill commencing at Bulls Saw Mill Rd. and leading to Cul-de-sac, a distance of 0.325 miles, there shall be expended not over the sum of \$13,283.12.
- 7. Type: Stone & Oil/Slurry Seal Width of traveled surface: 20 feet
- 8. On Parrish Road commencing at SR 64 and leading to Ontario County Line, a distance of 0.63 miles, there shall be expended not over the sum of \$11,806.99.
- 9.
- 10. Type: Stone & Oil Width of traveled surface: 20 Feet
- 11. On Windham Hill commencing at Mile Sq. Rd. and leading to Cul-de-sac, a distance of 0.428 miles, there shall be expended not over the sum of \$17,259.53. Type: Stone & Oil/Slurry Seal Width of traveled surface: 20 feet
- 12. On Windham Circle commencing at Windham Hill and leading to Cul-de-Sac, a distance of 0.172 miles, there shall be expended not over the sum of \$6,964.07.
- 13. Type: Stone & Oil/Slurry Seal Width of traveled surface: 20 feet

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

Commercial Driver's License Drug Testing Policy
(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Educational Resource Associates through 2017, which provides the Town with the Employees Assistance Program, which includes a commercial driver's license drug testing program at a cost not to exceed \$1,055.00.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

Hamlet Street Lighting Maintenance Agreement
(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Power & Construction Group (which includes Livingston Lighting and Power) through 2017, to repair and maintain the Town's Energy Only Street Lighting. Labor and material costs will be billed according to their 2017 rates.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

45. TOWN HALL AGREEMENTS

Heating And Cooling
(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with John Betlem Heating & Cooling, Inc. for a Preventative Maintenance Agreement for the HVAC equipment at the Town Hall, including coverage for the four systems in the building through 2017 at a cost not to exceed \$910.00.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

Security System
(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Tyco Integrated Systems (ADT) to

provide security system monitoring services for the Town Hall during the year 2017 in the amount not to exceed \$400.00.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

Sprinkler System Service
(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Flower City Sprinkler Services for sprinkler inspection service through 2017 at a cost not to exceed \$500.00 (\$125.00 per quarter).

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

Fire Extinguisher Service
(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Rochester Fire Equipment Company Inc. for extinguisher service through 2017 at a cost not to exceed \$150.00.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

46. COMMUNITY CENTER AGREEMENTS

Heating And Cooling
(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with John Betlem Heating & Cooling, Inc. for a Preventative Maintenance Agreement for the heating equipment at the Town of Mendon Falls Post 664 Community Center, including coverage for the two systems in the building through 2017 at a cost not to exceed \$280.00.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

Security System
(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Casco Security Systems to provide security system monitoring services for the Town of Mendon Falls Post 664 Community Center during the year 2017 in the amount not to exceed \$400.00.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

47. 22 NORTH MAIN STREET AGREEMENT

Heating And Cooling
(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to enter into an agreement with John Betlem Heating & Cooling, Inc. for a Preventative Maintenance Agreement for the HVAC equipment at 22 North Main Street, including coverage for 2 York packaged heating and cooling units and 1 split cooling only system in the building through 2017 at a cost not to exceed \$700.00.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

48. VILLAGE OF HONEOYE FALLS AGREEMENTS

Reciprocal Snow Removal
(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current arrangement for snowplowing services to be performed by the Town within the limits of the Village of Honeoye Falls through the year 2017, with the addition of the arrangements made for the Village to plow the sidewalks at 15 Monroe Street and 22 North Main Street.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

49. HONEOYE FALLS-LIMA CENTRAL SCHOOL DISTRICT AGREEMENTS

Use Of Semmel Road Park
(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current arrangement with the Honeoye Falls-Lima Central School District to allow the use of the Semmel Road Park for School District sponsored cross country running and skiing meets in exchange for the maintenance of the tracks used for these meets and for residents of the community through 2017.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;
Mr. Moffitt, Aye/Nay.

50. MONROE COUNTY AGREEMENTS

Rochester-Monroe County Youth Bureau
(Resolution 17-___)

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

WHEREAS, this Town Board wishes to continue in the year 2017 to participate in the Comprehensive Youth Planning Services Program for which the County of Monroe is lead agency.

NOW, THEREFORE, BE IT RESOLVED, that Supervisor Moffitt execute the Contract with the Rochester-Monroe County Youth Bureau for that purpose when received.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;
Mr. Moffitt, Aye/Nay.

Work Agreements
(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize Supervisor Moffitt to execute various Monroe County Work Agreements for machinery rental, necessary operators and additional manpower for 2017.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;
Mr. Moffitt, Aye/Nay.

Signage and Striping Agreements
(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize Supervisor Moffitt to execute the agreement with Monroe County regarding Signage and Striping for 2017.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;
Mr. Moffitt, Aye/Nay.

51. COMMUNITY ORGANIZATION AGREEMENTS

Honeoye Falls-Mendon Community Concert Band
(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to enter into an agreement with the Honeoye Falls-Mendon Community Concert Band to perform two (2) concert for the residents of Mendon outside the Village of Honeoye Falls during 2017, at a cost of \$2,000.00 per concert held.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;
Mr. Moffitt, Aye/Nay.

Honeoye Falls-Mendon Historical Society
(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current contract with the Honeoye Falls-Mendon Historical Society for the year 2017, to maintain a display of historic photographs and objects pertaining to the Town and the Town Hall in the lobby of the Town Hall, at a cost of \$700. The contract shall also provide that the Town will pay one-half of the actual cost of gas, electricity and telephone service for the Society's Museum at Harry Allen Park.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;
Mr. Moffitt, Aye/Nay.

52. USE OF TOWN MEETING ROOMS

(Resolution 17-___)

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

A meeting room in the Town of Mendon Falls Post 664 Community Center Falls-Mendon Historical Society on the following dates at 7:00PM for the year 2017: January 5, February 2, March 2, April 6, May 4, September 7, October 5 and November 2.

A meeting room in the Mendon Town Hall by the Mendon Republican Committee on the first Wednesday of each month at 7:00PM in the year 2017;

The Town of Mendon Falls Post 664 Community Center by the American Legion

Honeoye Falls Post 664 on the second Thursday of each month in 2017 at 7:30PM, and for their purposes on Memorial Day and Veterans Day; and

A meeting room in the Town of Mendon Falls Post 664 Community Center for the Honeoye Falls-Mendon Senior Citizens Group on the second and fourth Tuesday of each month in 2017.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

53. DOG IMPOUNDMENT FACILITY

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to enter into a contract with Suburban Animal Hospital for leased space and professional veterinary services in 2017 in relation to dog impoundment for the Town of Mendon. Related fees are made a part of the Fee Schedule.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

54. COMMUNICATIONS

55. TOWN CLERK'S MONTHLY REPORT

56. APPROVAL OF MINUTES

57. ABSTRACT OF AUDITED VOUCHERS

58. TOWN BOARD MEMBERS – CONFERENCE ATTENDANCE

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____ to approve the attendance of Cynthia Carroll, Thomas Dubois and Michael Roberts at the Association of Towns Training School and Annual Meeting on February 19-22, 2017 in New York City. Said cost not to exceed \$1,500.00 per attendee.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

59. CODE ENFORCEMENT OFFICER – CONFERENCE ATTENDANCE

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the attendance of Code Enforcement Officer Thomas G. Voorhees at the Finger Lakes Building Officials Annual Education Conference, March 13-16, 2017, at the RIT Inn and Conference Center, for his required training to maintain state certification. Cost not to exceed \$390.00, is budgeted, and will be paid from account B3620.401.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

60. HIGHWAY SUPERINTENDENT – HIGHWAY SCHOOL ATTENDANCE

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the attendance of William Smith, Highway Superintendent, at the 2017 Highway School sponsored by Cornell Local Roads Program and the Association of Towns from June 12-14, 2017 in Ithaca, New York. Cost not to exceed \$600.00 and is included in the 2017 budget.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

61. HIGHWAY SUPERINTENDENT – NYS LOCAL ROADS & BRIDGES SUMMIT & GRASSROOTS CAMPAIGN ATTENDANCE

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the attendance of William Smith, Highway Superintendent, at the NYS Local Roads & Bridges Summit & Grassroots Campaign from March 7-8, 2017 in Albany, New York. Cost not to exceed \$300.00 and is included in the 2017 budget to be charged to A5010.46..

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

62. SEMMEL ROAD PROPERTY – FARMING LEASE

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following:
BE IT RESOLVED, that the Mendon Town Board authorizes the Supervisor to advertise for bids to farm 33.508 acres of Town owned land on Semmel Road, tax account number 222.01-1-4.12. Period of the resultant contract will be from execution of lease until December 31, 2018. Bids will be opened and read aloud at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY at 10:00AM, Friday, March 31, 2017. The Town Clerk is hereby directed to place all advertisements as required by law.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

63. AUTHORIZATION TO PURCHASE DUMP TRUCK CHASSIS, BOX, PLOW AND WING

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the purchase of a dump truck chassis, box, plow and wing under the Onondaga County NY bid pricing, Contract #7823, for a total cost not to exceed \$204,561.00. This purchase replaces Truck No. 90 which will be sold at the municipal auction in May, 2017. Said purchase is included in the 2017 Highway Equipment Capital Improvement Plan.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

64. AUTHORIZATION TO PURCHASE NEW 2017 FORD F-150 XLT PICK UP TRUCK FOR THE HIGHWAY SUPERINTENDENT

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the purchase of a 2017 Ford F-150 XLT at a cost not to exceed \$30,000.00 to replace the Highway Superintendents current 2016 vehicle. Said purchase is included in the 2017 Highway Equipment Capital Improvement Plan.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

65. AUTHORIZATION DECLARE EXCESS PROPERTY

(Resolution 17-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve declaration of 4 large truck tires (11.00 x 24.5) as excess property.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

66. Public Comment

67. ADJOURNMENT

(Resolution 17-___)

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

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Roberts, Aye/Nay; Mr. Hagreen, Aye/Nay;

Mr. Moffitt, Aye/Nay.

Numbers correspond with Tentative Agenda.