

TOWN OF MENDON

Town Board Agenda – Tentative

Monday, January 8, 2018 – 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. Historic Preservation Commission
40. Planning Board
41. Zoning Board of Appeals
42. Records Management Advisory Board
43. Board of Assessment Review - Appointment

44. Engineering/Planning Services Agreement
45. Highway Department Agreements
46. Town Hall Agreements
47. Community Center Agreements
48. 22 North Main Street Agreement
49. Village of Honeoye Falls Agreements
50. Honeoye Falls-Lima Central School District Agreements
51. Monroe County Agreements
52. Community Organization Agreements
53. Use of Town Meeting Rooms
54. Dog Impoundment Facility
55. Communications
56. Town Clerk Monthly Report
57. Approval of Minutes
58. Abstract of Audited Vouchers
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. Bid Acceptance – 22 N. Main Street SAMs Grant
63. Bid Acceptance – 22 N. Main Street \$17,509 Matching Grant
64. Cold War Veterans Time Limitation Exemption Public Hearing
65. Amendment to Procurement Policy
66. Personnel Appointment

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67. Public Comment

68. Adjournment

TOWN OF MENDON • 16 W. MAIN STREET • HONEOYE FALLS, NY 14472 • 585.624-6060

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