

**Canandaigua Town Board  
Meeting Agenda  
February 12, 2018  
6:00pm**

- Call To Order and Pledge of Allegiance
  - Pledge Led by Linda Dworaczyk, Town Councilwoman
- Roll Call
  - Town Clerk Confirmation meeting was properly advertised
- Circulation of Written Communications and Correspondence
  - Newsletter, The Inside Dirt, Cornell University Cooperative Extension, Volume 16 Issue 1, February 2018
  - Newsletter, Afoot in the Field, Finger Lakes Land Trust, Volume 9 Issue 1, Winter 2018
  - Newsletter, Planning News, New York Planning Federation, Winter 2018
  - Newsletter, The Land Steward, Finger Lakes Land Trust, Volume 30 No. 1, Winter 2017-2018
  - Newsletter, Ontario Pathways, Winter 2017-2018
- Privilege of the Floor
- Presentations
- Public Hearings

*Continued Public Hearings:*

- Public Hearing on the Draft Parks and Recreation Master Plan

*New Public Hearings:*

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- Priority Business
- Reports of Town Officials and Department Heads – Attachment #1
  - A. Director of Parks & Recreation
  - B. Highway / Water Superintendent
  - C. Assessor
  - D. Historian
  - E. Town Clerk
  - F. Town Manager
  - G. Supervisor
    - 1. Monthly Financial Report for January 2018
      - a. Revenue & Expense Report and Cash Summary Report
      - b. EFPR Solutions Executive Summary
      - c. Overtime Report – All Departments
      - d. Overtime Report – Highway & Water
- Reports of Committees, Boards and Commissions
  - A. Town Board Committees (as needed)
  - B. Planning Board, Chairman Schwartz
  - C. Zoning Board of Appeals, Chairman Robinson
  - D. Environmental Conservation Board, Chairwoman Marthaller – Attachment #2
  - E. Citizens Implementation Committee, Chairwoman Reynolds

- F. Parks & Recreation Committee, Chairman MacNeil
- G. Special Events Committee, Chairwoman Fuller
- H. Complete Streets Committee, Chairman Davis
- I. Agriculture Committee, Chairman Stryker
- J. Drainage Committee, Chairman Oyler – Attachment #3

➤ Privilege of the Floor

➤ Resolutions

*Continued Resolutions:*

**RESOLUTION NO. 2017 – 423: ADOPTION OF THE TOWN OF CANANDAIGUA PARKS AND RECREATION MASTER PLAN AND SEQR DETERMINATION OF NON-SIGNIFICANCE**

**WHEREAS**, the Town of Canandaigua Town Board (hereinafter referred to as “Town Board”) is considering adoption of a Town of Canandaigua Parks and Recreation Master Plan (hereinafter referred to as “plan”); and

**WHEREAS**, the Town Board of the Town of Canandaigua was delighted to receive the support and the assistance of the Parks, Trails, and Recreation Committee; and

**WHEREAS**, the Town Board authorized (Resolution # 2016 – 278) the use of McCord Landscape Architecture for professional services to prepare the Parks and Recreation Master Plan; and

**WHEREAS**, the Parks, Trails, and Recreation Committee has been working on the plan and reporting updates, status, and recommendations to the Citizen’s Implementation Committee (CIC); and

**WHEREAS**, the Town Board held a public hearing on December 18, 2017 regarding the [draft Town of Canandaigua Parks and Recreation Master Plan](#) and continued the public hearing to February 12, 2018 for additional consideration; and

**WHEREAS**, the Parks, Trails and Recreation Committee met on multiple occasions with staff to draft an appendix to the Parks and Recreation Master Plan; and

**WHEREAS**, the updated draft Town of Canandaigua Parks and Recreation Master Plan now includes the appendix; and

**WHEREAS**, the Planning Board reviewed the plan at their meeting on November 28, 2017; and

**WHEREAS**, the Environmental Conservation Board reviewed the plan at their meeting on December 7, 2017; and

**WHEREAS**, the Citizen’s Implementation Committee reviewed the plan at meetings on June 20, 2017; and

**WHEREAS**, the Town Board has reviewed the Full Environmental Assessment Form (EAF) Part 1; and

**WHEREAS**, the Town Board determines that said Action is classified as an Unlisted Action under Part 617 of the State Environmental Quality Review (SEQR) Regulations; and

**WHEREAS**, the Town Board has determined that the proposed development is subject to a single agency review pursuant to Part 617.6(b) (4) of the SEQR Regulations; and

**WHEREAS**, the Town Board determines that it is the most appropriate agency for making the determination of significance thereon under the SEQR Regulations; and

**WHEREAS**, the Environmental Conservation Board, Planning Board, and Zoning Board of Appeals have no objection to the Canandaigua Town Board assuming Lead Agency Status for this action; and

**WHEREAS**, the Town Board has given consideration to the criteria for determining significance as set forth in Section 617.7(c) (1) of the SEQR Regulations and the information contained in the Full EAF Part 1; and

**WHEREAS**, the Town Board has completed Part 2 and Part 3 of the Full EAF; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby designates itself as lead agency for the described action; and

**BE IT FURTHER RESOLVED**, the Town Board of the Town of Canandaigua has reasonably concluded there would not be any substantial adverse impact on the following: land use planning or zoning regulations; intensity of use of the land; character or quality of the existing community; environmental characteristics; existing level of traffic or infrastructure, use of energy; public or private water supplies; public or private wastewater treatment utilities; character or quality of important historic, archaeological, architectural or aesthetic resources; natural resources; potential for erosion, flooding or drainage problems; or creation of a hazard to environmental resources or human health; and

**BE IT FURTHER RESOLVED**, the Town Board of the Town of Canandaigua determines upon the information and analysis documented, the proposed action will not result in any significant adverse environmental impacts; and

**BE IT FURTHER RESOLVED**, the Town Board of the Town of Canandaigua does hereby make a Determination of Non-Significance on the proposed adoption of the Town of Canandaigua Parks and Recreation Master Plan; and

**BE IT FURTHER RESOLVED**, the Town Manager is hereby directed to sign the Full Environmental Assessment Form Part 3 and file with the Town Clerk as evidence the Town Board has determined the proposed action will not result in any significant adverse environmental impact; and

**BE IT FURTHER RESOLVED**, the Town Board of the Town of Canandaigua hereby adopts the Town of Canandaigua Parks and Recreation Master Plan; and

**BE IT FINALLY RESOLVED**, the Town Board wishes to extend sincere appreciation to the Parks, Trails, and Recreation Committee, and the Citizen's Implementation Committee for their efforts in the development of the Town of Canandaigua Parks and Recreation Master Plan.

## *New Resolutions:*

### **FINANCE**

- Resolution No. 2018 – 054: Acceptance of the Monthly Financial Reports
- Resolution No. 2018 – 055: Town Clerk 2017 Annual Report
- Resolution No. 2018 – 056: Authorization of Expenditures Up to \$25,000 for the Purposes of Conducting an Evaluation of Fire Protection Services in the Town of Canandaigua
- Resolution No. 2018 – 057: Appointment of Clerk, Part-Time
- Resolution No. 2018 – 058: Acceptance of the Bonadio Group's Proposal for Audit Services and Authorization for Town Manager to Execute Contract
- Resolution No. 2018 – 059: Intent to Purchase Excavator Through the Use of Reserve Fund, Subject to Permissive Referendum, Establishment of Public Hearing
- Resolution No. 2018 – 060: Setting a Public Hearing and Notice of Intent to Use Technology Reserve Funds Subject to Permissive Referendum

### **PLANNING**

- Resolution No. 2018 – 061: Authorize Highway Facility Capital Project Increasing Billitier Electric Contract Price

### **ENVIRONMENTAL**

- Resolution No. 2018 – 062: Submission of E-Waste Annual Report
- Resolution No. 2018 – 063: Submission of Transfer Station Annual Report

### **ORDINANCE**

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### **ECONOMIC DEVELOPMENT/GENERAL**

- Resolution No. 2018 – 064: Appointment of a Part-Time, Temporary Deputy Town Clerk
- Resolution No. 2018 – 065: Canandaigua Yacht Club Alcoholic Beverages License Notice
- Resolution No. 2018 – 066: Soil Erosion and Sediment Control Surety for 5437 Wells Curtice Road (Tax Map #104.00-1-18.410)
- Resolution No. 2018 – 067: Approval of RFP for Historic Resources Survey
- Resolution No. 2018 – 068: Purchasing 16 TB NAS as an Addition to the Town's Existing Network Server
- Resolution No. 2018 – 069: Acknowledgement of 2018 Goals for the Town Board

### **RESOLUTION NO. 2018 – 054: ACCEPTANCE OF THE MONTHLY FINANCIAL REPORTS**

**WHEREAS**, the Town Board is responsible for the general oversight of the Town's operations and finances; and

**WHEREAS**, the Town Supervisor, as Chief Financial Officer, is responsible for providing financial reports to the Town Board; and

**WHEREAS**, the Town Supervisor has provided the Town Board with hard copies and electronic copies of the January 2018 Monthly Revenue/Expense Control Report, Cash Summary Report, EFPR Solutions Executive Summary Report, as well as the Highway/Water Department Overtime Report and All Department Overtime Report; and

**NOW THEREFORE BE IT RESOLVED**, the Canandaigua Town Board hereby confirms receipt and acceptance of these items.

**RESOLUTION 2018 – 055: TOWN CLERK 2017 ANNUAL REPORT**

**WHEREAS**, in accordance with Town Law 123, the Town Clerk has provided the Town Board and the Town Supervisor with her annual accounting report as well as access to her accounting records; and

**WHEREAS**, members of the Town Board were provided an opportunity to review this information and complete the required annual audit prior to February 12, 2018; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board accepts the annual report of the Town Clerk and finds her records to be in order.

**RESOLUTION NO. 2018 – 056: AUTHORIZATION OF EXPENDITURES UP TO \$25,000 FOR THE PURPOSES OF CONDUCTING AN EVALUATION OF FIRE PROTECTION SERVICES IN THE TOWN OF CANANDAIGUA**

**WHEREAS**, the Town Board of the Town of Canandaigua (herein after referred to as “Town Board”) is interested in working with the City of Canandaigua to obtain additional information relative to the most efficient use of taxpayer resources for fire protection services; and

**WHEREAS**, it is the desire of the Town Board to achieve the greatest level of fire and rescue services for the residents and property owners of the Town of Canandaigua while also being vigilant to ensure the most cost efficient manner is being achieved for such service; and

**WHEREAS**, the Town Board and the City of Canandaigua jointly wish to hire a consultant to conduct an evaluation of fire protection services for the Town and City of Canandaigua; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board hereby approves the expenditures of up to half of the cost of jointly hiring a consultant to conduct an evaluation of fire protection services for the Town and City of Canandaigua and approves an amount not to exceed \$25,000 to cover said evaluation; and

**BE IT FURTHER RESOLVED**, the Town Board directs the Town Manager to fund the amount not to exceed \$25,000 from the Town of Canandaigua Fire Protection Fund; and

**BE IT FURTHER RESOLVED**, the Town Board authorizes the Town Manager to execute any and all documents necessary to conduct said evaluation with the City of Canandaigua.

**RESOLUTION NO. 2018 – 057: APPOINTMENT OF CLERK, PART-TIME**

**WHEREAS**, a long time part-time employee retired at the end of January 2018; and

**WHEREAS**, the Town Manager has determined a need to fill the position in order to serve as support to the Development and Town Manager's office, and serve as general support in a floating role to the other Town Departments; and

**WHEREAS**, the Personnel Officer, Planning Aide, Town Manager, and Town Clerk interviewed prospective candidates; and

**WHEREAS**, the Town Manager is recommending the hiring of Susan Koss to fill the part-time clerk position at a rate of \$ 12.50 per hour for approximately twenty hours per week to be paid from 2018 budgeted line A.1430.141 with a start date of February 13, 2018; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board appoints Susan Koss as a part-time clerk and authorizes the Town Manager to execute any and all documents to implement the appointment.

**RESOLUTION NO. 2018 – 058: ACCEPTANCE OF THE BONADIO GROUP’S PROPOSAL FOR AUDIT SERVICES AND AUTHORIZATION FOR TOWN MANAGER TO EXECUTE CONTRACT**

**WHEREAS**, the Town of Canandaigua Town Board (herein after referred to as “Town Board”) wishes to comply with NY State annual audit requirements and is therefore considering the hiring of a consulting firm to provide annual financial auditing services for the Town; and

**WHEREAS**, the Town Board previously directed the Town Manager to issue an RFP for annual financial auditing services; and

**WHEREAS**, The Bonadio Group has submitted a proposal for multi-year financial auditing services for fiscal years 2017, 2018, and 2019 at a cost of \$ 10,300.00, \$ 10,600.00, and \$ 10,900.00, respectively, for a total cost of \$ 31,800 for three years of financial auditing services; and

**WHEREAS**, the Town of Canandaigua has previously paid \$ 10,000.00 for the 2016 annual audit; and

**WHEREAS**, after further review with the Finance Committee, the Town Manager is recommending a contract be awarded for multi-year financial auditing services with The Bonadio Group at a cost not to exceed \$ 31,800.00 for three years of auditing services beginning with fiscal year 2017; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua authorizes the Town Manager to execute any and all documents relative to a contract with The Bonadio Group for multi-year financial auditing services for three years at a cost not to exceed \$ 31,800.00.

**RESOLUTION NO. 2018 – 059: INTENT TO PURCHASE EXCAVATOR THROUGH THE USE OF RESERVE FUND, SUBJECT TO PERMISSIVE REFERENDUM, ESTABLISHMENT OF PUBLIC HEARING**

**WHEREAS**, the Town of Canandaigua Highway Superintendent has identified a need to replace a 2007 JD 200CLC Excavator (Town of Canandaigua Excavator #24 – KVS #1718) originally purchased on April 14, 2009 for \$ 162,761; and

**WHEREAS**, the replacement of Excavator # 24 is in keeping with the Town of Canandaigua’s adopted vehicle and equipment replacement policy; and

**WHEREAS**, the replacement of Excavator # 24 is scheduled for 2018 replacement according to the Town of Canandaigua’s adopted capital improvement plan; and

**WHEREAS**, the Town Board of the Town of Canandaigua in 1998 established a reserve fund known as the Highway Equipment Capital Reserve Fund for the purchase of municipal

equipment amounts in excess of \$ 15,000 and the Highway Equipment Capital Reserve Fund (D.0230..) currently has a balance of \$ 375,000.00; and

**WHEREAS**, the Highway Superintendent has obtained a quote (#16482274) from Five Star Equipment for the purchase of a new 2018 John Deere 210 G LC FT 4, the cost of which was calculated using NYS OGS contract #PC67075 and NJPA Contract 032515-JDC identified as a total amount not to exceed \$ 192,890.97; and

**WHEREAS**, it is the intent of the Town Board of the Town of Canandaigua to utilize the Highway Equipment Capital Reserve Fund (D.0230..) for the purchase of the excavator for an amount of \$ 192,890.97 leaving a balance of \$ 182,109.03 in the Highway Equipment Capital Reserve Fund (D.0230..) subject to permissive referendum; and

**WHEREAS**, the Town Board of the Town of Canandaigua wishes to hold a public hearing on the use of the Reserve Fund for the purchase of the excavator; and

**NOW, THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby establishes a public hearing to be held during the regular Town Board meeting on March 19, 2018 at 6:00pm at the Town Hall located at 5440 Route 5 & 20 West, Canandaigua for the purposes of hearing from residents who would like to address the Town Board on the use of the Highway Equipment Capital Reserve Fund (D.0230..) for the purchase of an excavator; and

**BE IT FURTHER RESOLVED**, the Town Board wishes to notify residents the potential use of the reserve fund to purchase the excavator in the amount of \$ 192,890.97 subject to permissive referendum; and

**BE IT FINALLY RESOLVED**, the Town Clerk is directed to provide the necessary notice regarding the establishment of the public hearing.

Attachment #5

**RESOLUTION NO. 2018 – 060: SETTING A PUBLIC HEARING AND NOTICE OF INTENT TO USE TECHNOLOGY RESERVE FUNDS SUBJECT TO PERMISSIVE REFERENDUM**

**WHEREAS**, the Town of Canandaigua Town Board (herein after referred to as “Town Board”) recognizes that the current financial software in use at the Town, is outdated and no longer supported by the producer and therefore should be replaced; and

**WHEREAS**, the Town Board also understands the need to plan for the replacement of the existing network server has been identified by current Technology providers, a recent Technology assessment, and feedback provided by Technology experts to the Town Manager and Town Clerk; and

**WHEREAS**, the Town Manager has informed the Town Board a balance of \$ 57,402.97 is available through the Town of Canandaigua’s Technology Reserve Fund (A.0233); and

**WHEREAS**, the fund was created in 2013 for expenditures relating to computers, software, network systems and communications systems, internet services and/or capabilities, and the like; and

**WHEREAS**, it is anticipated the purchase of the new financial software will likely cost approximately \$ 30,000.00 including installation; and

**WHEREAS**, it is anticipated the purchase of a new network server will likely cost approximately \$ 15,000.00 including installation; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby establishes a public hearing to be held during their regular meeting on March 19, 2018 at 6:00pm at the Town Hall located at 5440 Route 5 & 20 West, Canandaigua for the use of an amount not to exceed \$ 45,000.00 from the Technology Reserve Fund for the acquisition of financial software and a network server; and

**BE IT FURTHER RESOLVED**, the Town Board directs the Town Clerk to provide notice of said public hearing.

**RESOLUTION NO. 2018 – 061: AUTHORIZE HIGHWAY FACILITY CAPITAL PROJECT  
INCREASING BILLITIER ELECTRIC CONTRACT PRICE**

**WHEREAS**, the Highway Facility capital project for electric contractor had to do additional wiring; and

**WHEREAS**, the original scope of work for the highway facility did not include wiring the power to the controls in the Mass Air Unit; and

**WHEREAS**, the Canandaigua Town Board wishes to increase the contract with Billitier Electric in the amount of \$ 2,592.00 for a total price of \$ 433,521.00; and

**WHEREAS**, Billitier Electric has submitted a quote to wire the Mass Air unit so it can operate correctly; and

**NOW, THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby approves change order (EC-02) and change order (HVAC-01) which would increase the contract price for Billitier Electric from \$ 430,929.00 to \$ 433,521.00 and decrease the contract price for HMI Mechanical from \$ 490,000.00 to \$ 489,667.00; and

**BE IT FURTHER RESOLVED**, the Town Board directs the Bookkeeper and Budget Officer to make the following budget entries:

Increase:	H.5132.201.25 (Hwy Garage. Electrical) (org. contract from \$ 428,200.00 to \$ 433,521.00 )	\$ 5,321.00
Decrease:	H.1997.200.25 (Contingency.Hwy Facility)	\$ 5,321.00
Decrease:	H.5132.202.25 (Hwy Garage. HVAC) (contract from \$ 490,000.00 to \$ 489,667.00)	\$ 333.00
Increase:	H.1997.200.25 (Contingency.Hwy Facility)	\$ 333.00

Attachment #6



## **RESOLUTION NO. 2018 – 062: SUBMISSION OF E-WASTE ANNUAL REPORT**

**WHEREAS** the Town of Canandaigua Transfer Station is required to report annually to the NYS Department of Environmental Conservation on the collection of electronic waste for recycling; and

**WHEREAS** the annual report form shall be submitted electronically using the Department's Online Registration & Reporting System; and

**WHEREAS** the 2017 annual report shall be submitted before March 1, 2018; and

**NOW, THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby approves the 2017 Annual Report for NYS Electronic Waste Collection Sites and directs the Highway Superintendent to submit the report before March 1, 2017.

Attachment #7

## **RESOLUTION NO. 2018 – 063: SUBMISSION OF TRANSFER STATION ANNUAL REPORT**

**WHEREAS** the Town of Canandaigua Transfer Station is required to report annually to the NYS Department of Environmental Conservation on the collection of solid waste and recycling; and

**WHEREAS** the 2017 annual report shall be submitted to both the Regional and Central offices before March 1, 2018; and

**NOW, THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby approves the 2017 Permitted Transfer Station Annual Report and directs the Highway Superintendent to submit the report before March 1, 2018.

Attachment #8

## **RESOLUTION NO. 2018 – 064: APPOINTMENT OF A PART-TIME, TEMPORARY DEPUTY TOWN CLERK**

**WHEREAS**, the Town Clerk has determined a need to fill the position of a temporary Deputy Town Clerk in order to begin the process of the digital storage conversion; and

**WHEREAS**, the Town Clerk, Personnel Officer, Planning Aide, and Town Manager interviewed prospective candidates; and

**WHEREAS**, the Town Clerk is hiring Kathryn Pusateri to fill the part-time, temporary Deputy Town Clerk position with a start date of February 26, 2018 and is recommending a rate of \$ 12.50 per hour to be paid from 2018 budgeted line A.1410.142 and not to exceed the budgeted amount of \$7,800.00 for the 2018 calendar year; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board acknowledges the hiring of Kathryn Pusateri as the part-time, temporary Deputy Town Clerk, approves the rate of \$ 12.50 per hour to be paid out of budget line A.1410.142 and authorizes the Town Manager to execute any and all documents to implement the appointment.

**RESOLUTION NO. 2018 – 065: CANANDAIGUA YACHT CLUB ALCOHOLIC BEVERAGES LICENSE NOTICE**

**WHEREAS**, the Town received on January 24, 2018, a 30-Day Advanced Notice, (“30-Day Notice”), for a Renewal of the On-Premises Alcoholic Beverages license application for Canandaigua Yacht Club located at 3524 West Lake Road (County Road 16).; and

**WHEREAS**, the Town does not express any opinion for or against the application;

**NOW, THEREFORE, BE IT RESOLVED** that, the Town Board takes no further action relative to the 30 Day Notice.

Attachment #9

**RESOLUTION NO. 2018 – 066: SOIL EROSION AND SEDIMENT CONTROL SURETY FOR 5437 WELLS CURTICE ROAD (TAX MAP #104.00-1-18.410)**

**WHEREAS**, the Town of Canandaigua Planning Board has granted a single-stage site plan approval for the construction of a single-family home at 5437 Wells Curtice Road, Canandaigua (Tax Map#104.00-1-18.410), owned by Deborah and Brian Wayne; and

**WHEREAS**, the Town of Canandaigua Planning Board has determined that a soil erosion and sediment control surety is to be provided and accepted by the Town Board prior to the issuance of building permits; and

**WHEREAS**, the Town Code Enforcement Officer has reviewed the proposed estimates and found them to be satisfactory to meet the conditions of approval and the work to be completed; and

**WHEREAS**, the applicant has provided checks in the amount of \$ 1,065.00 for the purposes of the soil erosion and sediment control surety; and

**WHEREAS**, the Town Manager has approved the issuance of permits and acceptance of the soil erosion and sediment control surety in an amount of \$ 1,065.00 pending Town Board approval per §174-32(F) of the Town of Canandaigua Town Code; and

**NOW, THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby approves and accepts a soil erosion and sediment control surety in the total amount of \$ 1,065.00 in the form of a check.

Attachment #10

**RESOLUTION NO. 2018 – 067: APPROVAL OF RFP FOR HISTORIC RESOURCES SURVEY**

**WHEREAS**, the Town of Canandaigua’s Comprehensive Plan Update (2011) identifies in Goals 5 and 6 the need to preserve and protect the Town’s significant cultural and historic resources as well as to promote awareness of those resources; and

**WHEREAS**, the Town of Canandaigua Town Board (herein after referred to as “Town Board”) and the Citizen’s Implementation Committee (CIC) have identified the above mentioned goals as a top priority for 2018 and therefore approved the creation of a Cultural and Historic Preservation project team to focus on those specific goals; and

**WHEREAS**, there exists a grant opportunity for which the Cultural and Historic Preservation team (CHP) would like to apply called Preserve New York, that provides funding for organizations to conduct surveys of a predefined geographic area to identify important historic resources; and the team feels that this is an important first step in meeting Goals 5 and 6 of the Comprehensive Plan; and

**WHEREAS**, the CIC is recommending the approval of a Request for Proposals for a Historic Resources Survey to be released to specific firms that perform these historical surveys in order to obtain a quote for their services which would enable the CHP to apply for the above mentioned grant; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board hereby approves the Request for Proposals for a Historic Resources Survey; and

**BE IT FINALLY RESOLVED**, the Town Board directs the Town Manager to release the RFP and bring the responses along with a recommendation from the Cultural and Historic Preservation project team and CIC back to the Town Board for further consideration.

Attachment #11

**RESOLUTION NO. 2018 – 068: PURCHASING 16 TB NAS AS AN ADDITION TO THE TOWN'S EXISTING NETWORK SERVER**

**WHEREAS**, the Town of Canandaigua Town Board approved the purchase of Laserfishe at their December 2018 meeting to begin the conversion process to a digital storage environment; and

**WHEREAS**, General Code will be installing the new Laserfishe software on to the Town's existing network on March 13 and 14, 2018; and

**WHEREAS**, the Laserfishe software requires additional memory to store the scanned images than what is existing on the Town's network server; and

**WHEREAS**, the Town has received a quote from Integrated Systems for a 16TB NAS – 8TB Usable After RAID V and Hot Spare Configuration in the amount of \$1,899.00; and

**WHEREAS**, monies for this purchase will be from Account A.1680.200 (Data Processing Capital Equipment); and

**NOW, THEREFORE, BE IT RESOLVED**, the Town Board of the Town of Canandaigua authorizes the Town Manager to execute the necessary paperwork to purchase the 16TB NAS from Integrated Systems for a price not to exceed \$1,899.00.

Attachment #12

**RESOLUTION NO. 2018 – 069: ACKNOWLEDGEMENT OF 2018 GOALS FOR THE TOWN BOARD**

**WHEREAS**, the Town Board of the Town of Canandaigua has set forth a list of priority goals to be addressed for 2018; and

**WHEREAS**, the 2018 Town Board goals align with the recently adopted structure of the Town Board Committees and their respective subject matter; and

**WHEREAS**, the Town Board finds these goals in keeping with the Town of Canandaigua Comprehensive Plan; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua acknowledges and approves the 2018 Town Board goals as:

**Financial Management:**

1. Creation of a multiyear financial plan.
2. Create a plan of use for all reserve and special funds.
3. Improve communication with residents relating to financial status of Town.
4. Create a plan for stable tax rate for future years, forecasting.
5. Financial planning for technology upgrades.

**Planning (Public Works)**

1. Complete the highway construction project.
2. Plan for water system improvements.
3. Explore expansion of park opportunities consistent with master plan.
4. Identify next steps for Cheshire sewer project including applying for grant opportunities for project. Hold a community meeting.
5. Planning for long range projects (ie. Transfer Station, Community Center, Parks, etc)

**Ordinance (Code / Local Law)**

1. Identify conflicts in Town Code, and present options to Town Board.
2. Continue to pursue complete streets for any improvements.
3. Examine any code updates needed for greater use by residents of Town parks.
4. Explore other code updates as needed.

**Environmental**

1. Plan2028 – Town plan for closing of Ontario County Landfill.
2. Drainage Improvements / Drainage Districts.
3. Open Space / TDR / Conservation / Farmland Protection.
4. Public Awareness and Education – Environmental (Communication)
5. Transfer Station improvements (cooperate with planning/public works)

**BE IT FURTHER RESOLVED**, the Town Board extends sincere appreciation to the volunteer and staff members of the Town Board Committees, Boards, Appointed Committees, and Project Teams for their continued work and time spent assisting the Town, the residents, and business owners of the Town of Canandaigua.

Attachment #13

- Approval of the following Town Board Meeting Minutes:  
January 8, 2018  
January 31, 2018
- Payment of the Bills  
Abstract Claim Fund Totals presented by Town Clerk  
Voucher Summary Report for Town Board signatures  
(By signing, Town Board members represent they have reviewed the purchases for compliance with the Town's approved policies & approve of the prepared Voucher Summary Report and the attached invoices)

Utility Abstract dated 2/1/2018 totaling \$131,038.76

General fund \$40,965.33

Highway fund \$10,242.29

Water districts \$74,679.34

TA fund \$5,151.80

Abstract dated 2/7/2018 totaling \$1,517,943.88

General fund \$115,779.34

Highway fund \$174,428.85

Capital projects \$253,882.50

Water districts \$18,101.46

Drainage districts \$542.50

Fire protection districts \$947,096.00

Lighting districts \$1,196.04

TA fund \$6,917.19

- Privilege of the Floor
- Other Business
- Privilege of the Floor
- Executive Session, as requested
- Adjournment

# ATTACHMENT 1

Director of Parks and Recreation, Dennis Brewer, report to Town Board for February 12, 2018.

- The town, city and county are working on shared services for lifeguards at our beaches. Over the years, there have been problems with getting training for individuals as well as getting coverage at all beaches. One of the things being looked at is the hiring of an individual to oversee the training and scheduling of lifeguards.
- The wastewater improvements are almost done at Onanda Park.
- The first meeting of 2018 for the Events Committee will be held at town hall on February 7 at 4:30.
- I am meeting with a member of the Watershed Association on February 7 to discuss the treatment of HWA at Onanda Park.
- I am updating my Red Cross Instructor's certification in CPR, First Aid and RTE.
- I am taking a course in Lifeguard Management.
- The Town/City Summer Guide should be ready to go to print by the end of the month.
- Interviews will be taken in the next couple of months for staffing of Day Camp.
- I have updated the staff handbook for 2018.
- I have met with two scouts that are interested in doing a project at one of the parks for their Eagle Scout Badge.
- I have a meeting on February 14 with the Uptown Feasibility Study group.
- Meeting with Covered Wagon Tours to plan adult trips for 2018.
- The next Park and Recreation Committee meeting is March 28 at 6:00 at town hall.

## Highway and Water superintendent report 2/11/2018

### Highway

1. Employees are working out to Lakewood Meadows cleaning a pond. This pond has not been cleaned in 15 plus years.
2. The warm and cold temperature swings are causing an issue with frost heave in some roads. One in particular is North road by Sandhill road. Others are having shoulder failure.
3. Seeking bids for the intersection light at Outhouse road and County road 30. This was approved for the 2018 budget.
4. Ontario County Highway will be milling the asphalt from County road 16 and replacing it with new asphalt in the summer of 2018. With this project the county has also identified fourteen cross culverts that will be replaced before paving the road.
5. I have receive a letter and a petition for a pedestrian crossing sign with flashing lights to be placed on Middle Cheshire road and Chatham Lane for the North bound traffic. Due to a rise in the road traffic has limited sight distance. This is one of the more active cross walks on Middle Cheshire road. I will follow up on a cost to install for discussion.
6. I has been brought to my attention that a section of Parkside Drive has not been dedicated to the town. I am working with Chris Nadler and MRB to work out how to make this happen.
- 7.

### Water

1. Will be submitting the resolution that was passed at the 1/31 board meeting to the Ag and Markets on lateral restrictions for water main extension 41.
2. Mailed out six easements to residents on County road 32 for extension 41 as Ontario County wants the water main as far back of the right of way as possible.
3. MRB and I are continuing to work on the water master plan of the new location of the water tanks and pump facility.
4. Spoke with town of Bristol supervisor Bob Green on the violation of stage two disinfection by products. A letter was also sent to all the Bristol water district # 1 about the violation. I will be address the Bristol town board in February.

### Solid waste

1. Met with Ontario County on hosting a Hazardous waste collection day in September. I will provide more information before the board meeting for discussion.

### Other items

1. The septic system at Onanda Park has been installed.



## Assessor's Report February 12, 2018

The revaluation is going well, residential properties are done and notices have been sent out. I will be scheduling time for informal reviews with property owners as they call. I am in process with the vacant commercial land and commercial properties in town, (about 250 in total). This should be wrapped up by early March, depending on how much time I need to commit to informal reviews.

Overall values for the tentative roll will be up around 10%.

*Christopher Lyon, IAO*

## **Town Clerk Report for the February 12, 2018, Town Board Meeting**

1. **Monthly Financial Report:** Revenues collected in the Town Clerk's office for the month of January 2018 totaled \$134,513.72. (see attached).
2. **2018 Tax Collection:** January was a very busy month in the Town Clerk's office. A total of \$9,354,875.71 (83%) was collected compared to \$9,083,399.19 (84%) in 2017. Attached is a Collection Summary Report for Batches 1 through 98. The Town was paid in full by January 22. Two payments have been made to the Ontario County Treasurer's office.
3. **2017 Town Clerk Records of Receipts and Bank Statements:** Each January the Town Board is required by NYS Town Law §62 to review the Town Clerk's Annual Financial Report and cash receipt/bank reconciliation book. My records of receipt and bank statements are on the table in the Supervisor's office. There is a resolution on the agenda to accept my 2017 records. Attached to this report is a summary of the receipts for 2017.
4. **Converting from a Paper Storage Environment to Digital Storage Environment:** On March 13 and 14, 2018, the Laserfiche software will be installed and staff members will be trained. A temporary part-time deputy town clerk has been hired to work with Deputy Town Clerk Colletta Francese and myself to get this project started. Converting paper documents to digital storage will begin with the property files in the Development Office.

Please let me know if you have any questions.

Submitted by,

*Jean Chrisman*


Jean Chrisman  
Town Clerk

Account#	Account Description	Fee Description	Qty	Local Share
A.2001	Cabins / Halls / Pavillions	Onanda Halls/Lodging	15	5,510.00
	Onanda Cabin NON Residential Daily	Onanda Cabin NON Residential Daily	5	1,515.00
	Onanda Cabin NON Residential Weekly	Onanda Cabin NON Residential Weekly	3	1,230.00
	Onanda Park Pavilion	Onanda Park Pavilions	1	110.00
	Outhouse Park Hall Full Day	Outhouse Park Hall Full Day	5	750.00
	Outhouse Park Pavilion	Outhouse Park Pavilion	3	135.00
	WL Schoolhouse Weekend	WL Schoolhouse Weekend	1	60.00
	Sub-Total:			\$9,310.00
A.2590	Building Fee	Building Fee	7	909.40
Sub-Total:			\$909.40	
A1255	Conservation	Conservation	1	0.56
	Marriage Lic.	Marriage License Fees	1	17.50
	Misc. Fees	Copies	650	181.25
		Marriage Cert	1	10.00
Sub-Total:			\$209.31	
A1603	Misc. Fees	Birth Cert	1	10.00
		Death Cert	90	900.00
Sub-Total:			\$910.00	
A2110	Plan & Zone	Zoning Fee	8	3,900.00
Sub-Total:			\$3,900.00	
A2544	Dog Licensing	Exempt Dogs	1	0.00
		Female, Spayed	48	624.00
		Female, Unspayed	1	19.00
		Male, Neutered	44	572.00
		Male, Unneutered	6	114.00
		Replacement Tags	1	3.00
		Late Fees	Late Fees	19
	Sub-Total:			\$1,427.00
A2590	Plan & Zone	Site Development	9	818.80
Sub-Total:			\$818.80	
A2591	Misc. Fees	Transfer Coupons	777	1,554.00
Sub-Total:			\$1,554.00	
S.2140.247	Rents Payments	Rents Payments	52	115,330.27
Sub-Total:			\$115,330.27	

Account#	Account Description	Fee Description	Qty	Local Share
<b>Total Local Shares Remitted:</b>				<b>\$134,368.78</b>
Amount paid to:	NYS Ag. & Markets for spay/neuter program			113.00
Amount paid to:	NYS Environmental Conservation			9.44
Amount paid to:	State Health Dept. For Marriage Licenses			22.50
<b>Total State, County &amp; Local Revenues:</b>		<b>\$134,513.72</b>	<b>Total Non-Local Revenues:</b>	<b>\$144.94</b>

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Jean Chrisman, Town Clerk, Town of Canadaigua during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

\_\_\_\_\_  
Supervisor\_\_\_\_\_  
Date  
\_\_\_\_\_  
Town Clerk 2/6/2018  
\_\_\_\_\_  
Date

# **TOWN OF CANANDAIGUA**

## **TOWN MANAGER MONTHLY REPORT**

February 12, 2018

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### **PERSONNEL**

KUDOS: A special thank you to the Town Clerk's office who has potentially assisted residents as they have come into the Town Hall to pay their taxes. The Town Clerk's office always greeted everyone with a smile even while sometimes lines became long including on January 31<sup>st</sup> as many residents came into the Town Hall in person.

KUDOS: To the Highway crews as they have worked long hours especially on Holidays late in 2017 and early in 2018. It seems like most of the snow storms have occurred on Holidays and weekends the past month. Our Highway guys graciously gave of their time to ensure the roads are clear for all of our residents.

Retirement: Thank you to Sharon McNealus for her long time service to the Town of Canandaigua. Sharon retired on January 26, 2018 after 13 years of service seeing many changes over the years.

Welcome: Please join me in welcoming Susan Koss (pending confirmation by the Town Board) to the Town of Canandaigua as a part time clerk assigned to assist the Development Office and Town Manager's office following the retirement of Sharon McNealus. Susan will serve as a float clerk in a newly revamped role for the position, providing assistance to many of the different departments, and working very closely with Sarah Reynolds. Susan will also assist with communication on behalf of the Town Supervisor and assist the Development Office serving as a backup clerical support.

Interns: Thank you to Amanda and Patricia who were interns with us from Keuka College in January. Accomplishments for Amanda and Patricia include assistance with our new newsletter, the creation of videos for facebook and our website of our Town Assessor on the reassessment process, and our Highway Superintendent on the new Highway Project to be released later this month. Amanda and Patricia have provided the framework for sharing more of these types of videos to continue increased communication with our residents in the future.

### **GENERAL**

Newsletter: Our first monthly electronic newsletter was released in January. Special thank you to John Robortella for organizing the monthly communication which is posted on the Town's website and facebook page. The February newsletter will be released prior to the February 12<sup>th</sup> Town Board meeting. Be sure to check out the new newsletter online or facebook, and encourage other residents to stay informed through this communication opportunity.

# **TOWN OF CANANDAIGUA**

## **TOWN MANAGER MONTHLY REPORT**

February 12, 2018

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Fire Protection Services: As you are aware, the contract for fire protection services with the City of Canandaigua, the Cheshire Volunteer Fire Department, and the Bristol Volunteer Fire Department all expire December 31, 2018. We will need to be coordinating with these entities as we move through the year, and as we explore options for increased efficiency. All three of these companies responded on January 22, 2018 to a fully engulfed house fire in Cheshire. Cheshire Fire Company was the first on the scene and actively managed the situation. Cheshire Fire Chief Michael Northrup has reported that all water lines were properly functioning, and there were no issues concerning any water feeds from the Town of Canandaigua.

Fire Protection Community Study: City Manager John Goodwin and myself have been exploring options for increased efficiencies pertaining to fire protection. The City Manager has recommended to the City Council, and I am recommending to you to hire the International City Manager's Association (Center for Public Safety Management - CPSM) to conduct a full community study in order to evaluate the current level of fire protection services for our community. The quoted price is \$ 50,000 and the City Manager and I are recommending the City and Town equally share the cost at \$ 25,000 each. For the Town I am recommending we utilize the fire protection fund to pay for the analysis. I have prepared a resolution for your consideration of this proposal.

Canandaigua Chamber: On Friday, February 2, 2018 I attended the annual Canandaigua Chamber dinner and Mr. Canandaigua awarding ceremony. Approximately 255 people were on hand for this year's event including many Town of Canandaigua residents. Deputy Town Supervisor Tina Bloom spoke on behalf of Town Supervisor Greg Westbrook who was unable to attend praising the Town's work to deliver the new highway garage on time and under budget along with attracting North Carolina based Akoustis to Canandaigua.

IT: In January the assessment of our IT system was completed by Just Solutions. The company was hired to conduct an analysis of our current system for a cost not to exceed \$ 500.00. The results including specific findings including policy changes relating to network security. Please let me know if you have any specific questions.

Eagle Scout: On Sunday, January 14<sup>th</sup> I had the honor of speaking at an Eagle Scout Ceremony during which I informed the other scouts working on their Eagle Scout designation of the availability to work with us on projects. As a result of that event, two potential eagle scouts have contacted me about projects in the Town of Canandaigua. One scout wants to work with us on a

# **TOWN OF CANANDAIGUA**

## **TOWN MANAGER MONTHLY REPORT**

February 12, 2018

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handicap accessible fishing platform at Blue Herron Park, and the other who wants to assist us with the cleanup of an abandon cemetery.

Water Supply: Water Superintendent Jim Fletcher and myself met representatives from Farmington, the City of Canandaigua, Hopewell, and the NYS Department of Health on January 18<sup>th</sup> following this year's 17% increase in the cost for the purchase of water. Items discussed include the formula for calculating the water costs, along with future water needs. Each community purchasing water from the City of Canandaigua was asked to provide future projections for water needs to assist with long term planning.

Canandaigua Hopewell Water: On January 22<sup>nd</sup> Supervisor Westbrook, Superintendent Fletcher, Hopewell Supervisor Bateman, and Hopewell Water Superintendent Potter and I met to discuss the current status of the supply of water for residents along CR 10, and the future steps toward an inter-municipal agreement for water both in Canandaigua and Hopewell. The draft agreement is being considered by both sides in an effort to clearly spell out responsibilities for each.

Lifeguards: The City of Canandaigua and Town of Canandaigua continue to explore options for working together relating to the hiring of lifeguards to staff Kershaw Park, Butler Road Schoolhouse beach, and Onanda Park. Meeting with a representative from Ontario County it was determined the greatest need is for training of life guards to meet the requirements throughout the summer. It was decided to continue the exploration of Ontario County having an employee who is able to train lifeguards for the County (Deep Run) and the City and Town to cover the other beaches on Canandaigua Lake. Creating a 'pool' of trained lifeguards would help all three entities throughout the year.

Drainage Committee: On January 23<sup>rd</sup> I met with our Drainage Committee to discuss the current fund balance of each of the drainage districts. The committee is currently reviewing options for improvements in the drainage districts in order to mitigate certain identified situations. The Drainage Committee is intending to hold a public meeting in the near future to hear from additional residents, and then make a presentation to the Town Board.

### **DEVELOPMENT / PLANNING**

Concept Mapping: The Town of Canandaigua, City of Canandaigua, and Canandaigua Chamber of Commerce have continued the project on concept mapping. Nearly 500 ideas were submitted to the group for items residents believe the City/Town/Chamber should work on, in many cases together, to promote economic development in our community. The next step in the process is

# **TOWN OF CANANDAIGUA**

## **TOWN MANAGER MONTHLY REPORT**

February 12, 2018

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for the rating of the ideas into action items for further consideration. The results should be presented to the City/Town/Chamber in March.

Economic Development: Our Economic Development Team met on February 6th to discuss the strategy for 2018. Ideas include opportunities relating to the airport, Uptown Canandaigua, and some of the ideas from the concept mapping exercise. The team intends to present options in the near future to further promote the Canandaigua community.

Citizen's Implementation Committee: Our CIC continues to monitor progress associated with implementation of the Town's Comprehensive Plan. Main points for 2018 include finishing up a proposal for ridgeline and viewshed protection, the completion of the parks and recreation master plan, next steps for Agriculture protection and promotion, completion of the new Open Space plan, and the cultural and historic preservation team.

- Cultural and Historic Preservation Team (CHPT): The CHPT met on January 31<sup>st</sup> for the first time. A great group of energized residents have volunteered to help move this team forward. The team has identified a grant opportunity that is available to help conduct a quick analysis and stock of historically significant properties if awarded.
- Joint Meeting: Please keep in mind a joint meeting of all of our boards and committees will be held at 5:00pm on February 12<sup>th</sup> prior to the Town Board meeting.

### Upcoming Meetings:

**Planning** – The next scheduled Planning Board meeting is February 13<sup>th</sup> at 6:00pm.

**Zoning** – The Zoning Board of Appeals next meets Wednesday, February 28<sup>th</sup> at 6:00pm.

**Environmental Conservation Board** – March 1<sup>st</sup> at 4:30pm.

**Agriculture Advisory Committee** – March 1<sup>st</sup> at 6:00pm.

**Citizens Implementation Committee** – February 20<sup>th</sup> at 9:00am to discuss Economic Development and the Group Concept Mapping.

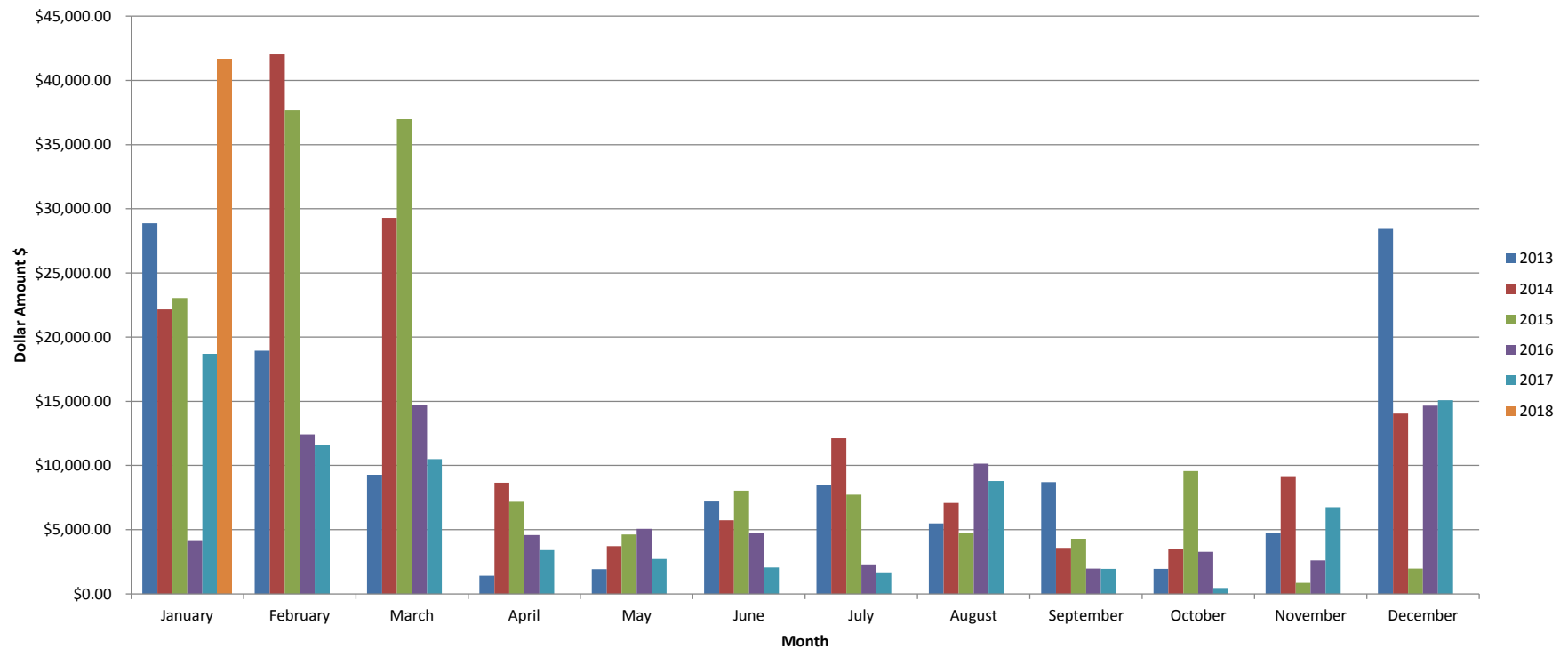


Doug Finch, Town Manager



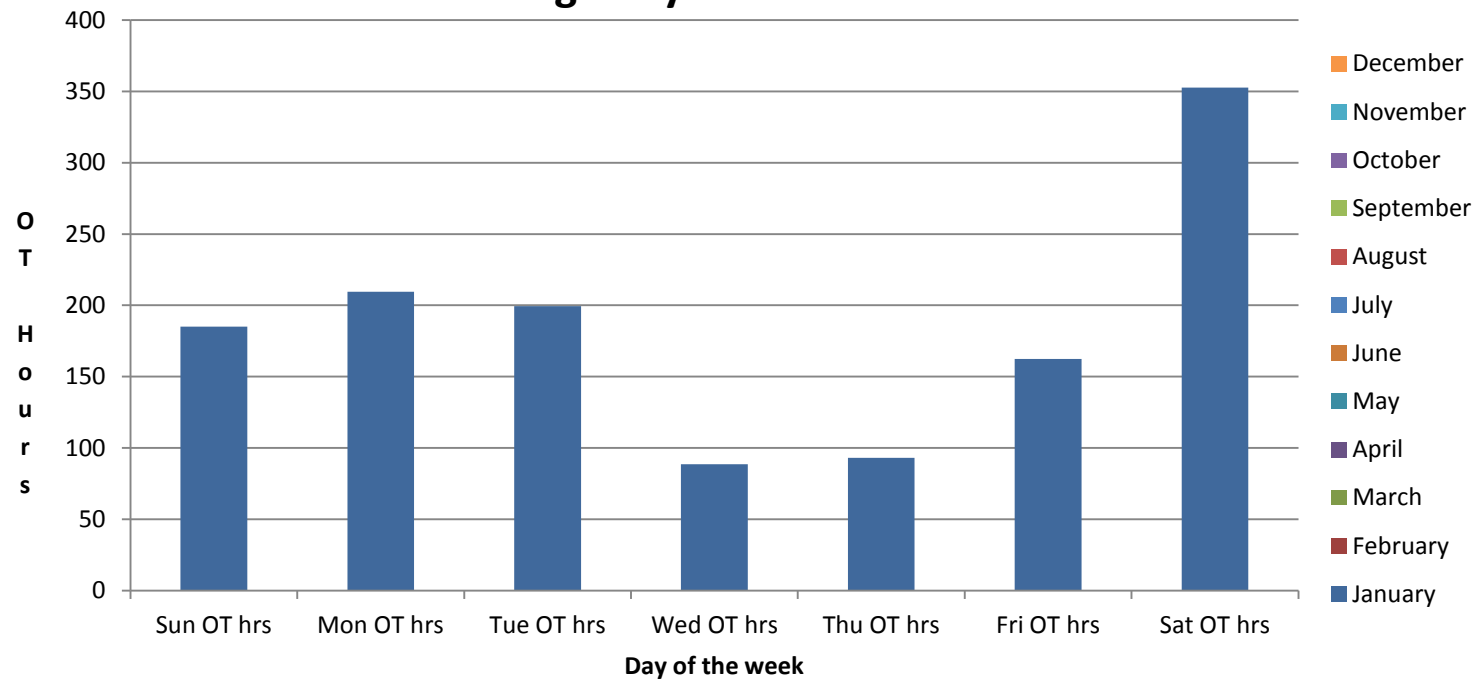
	2013	2014	2015	2016	2017	2018
January	\$28,862.28	\$22,155.51	\$23,046.67	\$4,183.58	\$18,707.18	\$41,679.61
February	\$18,935.61	\$42,035.88	\$37,674.78	\$12,418.13	\$11,601.64	
March	\$9,287.84	\$29,302.83	\$36,977.77	\$14,682.85	\$10,491.75	
April	\$1,401.60	\$8,649.62	\$7,173.22	\$4,584.14	\$3,402.95	
May	\$1,914.73	\$3,707.54	\$4,618.01	\$5,061.36	\$2,715.51	
June	\$7,188.71	\$5,730.26	\$8,040.67	\$4,741.15	\$2,060.55	
July	\$8,475.63	\$12,116.04	\$7,718.19	\$2,298.19	\$1,664.52	
August	\$5,479.85	\$7,085.96	\$4,720.03	\$10,152.84	\$8,794.31	
September	\$8,704.27	\$3,575.99	\$4,299.72	\$1,962.98	\$1,940.93	
October	\$1,948.35	\$3,476.09	\$9,558.24	\$3,273.32	\$459.55	
November	\$4,708.75	\$9,158.92	\$844.76	\$2,596.51	\$6,743.01	
December	\$28,423.96	\$14,038.96	\$1,957.16	\$14,667.81	\$15,086.85	

### Overtime Amounts for All Employees 2013-2018



	Sun OT hrs	Mon OT hrs	Tue OT hrs	Wed OT hrs	Thu OT hrs	Fri OT hrs	Sat OT hrs
January	185	209.5	199.5	88.5	93	162.5	352.75
February	0	0	0	0	0	0	0
March	0	0	0	0	0	0	0
April	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0
June	0	0	0	0	0	0	0
July	0	0	0	0	0	0	0
August	0	0	0	0	0	0	0
September	0	0	0	0	0	0	0
October	0	0	0	0	0	0	0
November	0	0	0	0	0	0	0
December	0	0	0	0	0	0	0
	185.00	209.50	199.50	88.50	93.00	162.50	352.75

## 2018 Highway Overtime Hours



# ATTACHMENT 2

February 5, 2018

TO: Town Board, Town of Canandaigua  
FR: **Environmental Conservation Board**  
RE: Monthly Report – January and February, 2018

## **JANUARY MEETING**

### **ORGANIZATIONAL MEETING**

The Environmental Conservation Board held its Organizational Meeting on January 4, 2018 which was held over to our February meeting to conclude its business. John Robortella was elected as Board Secretary and Kim Foreman was elected as Vice-Chair of the Board for 2018. Our Rules of Procedure was amended in the following section only:

### **TRAINING CREDITS**

1. A Board member is required to accumulate twelve (12) training hour credits during the first calendar year of the term. Thereafter, a total of four (4) training hour credits are required for each member of the Board on a yearly basis. Eligible training credits will be based on the relationship of the training to Environmental Conservation education. The Development Office shall keep a record of all training credits for each Board Member.

Other business as required was reviewed.

### **ECB Page for Town Newsletter, January 2018**

The ECB page which appeared in the January 2018 issue of the Town Newsletter was an article titled “Protecting and Enhancing the Natural Capital of Canandaigua Lake.” It was submitted by Kevin Olvany, Watershed Manager of the Canandaigua Lake Watershed Council.

### **ECB Referral to the Drainage Advisory Committee re: Onnalinda Drive**

The board discussed the drainage concerns on Onnalinda Drive. It was noted that this is a major topic for the recently-formed Drainage Advisory Committee. It was reported that the Drainage Advisory Committee is considering the comments of the property owners along Onnalinda Drive and that comments from the ECB are not necessary at this time.

### **Resident’s Suggestion for Clean Sweep Campaign**

Highway Superintendent James Fletcher referred a letter from a resident on Middle Cheshire Road to the ECB regarding a Clean Sweep Campaign during which the Town would sponsor a day when residents join together to pick up litter along the roads and in the parks. A similar campaign which is held annually in Rochester, N.Y. was cited in the letter as an example. As the ECB’s Projects Plan for 2018 has been already approved by the Town Board and, though a worthwhile project, the ECB could

not accomplish such a program this year. It was the consensus of the members that the ECB supports the concept and the goals of a town-wide cleanup day. The ECB would be pleased to support a special committee which may be formed to organize and implement an event of this type. The ECB would consider and investigate the logistics of a smaller localized clean-up day effort in 2019 if the Town Board Environmental Committee should direct the ECB to do so.

## **FEBRUARY MEETING**

### **ECB Page for Town Newsletter, February 2018**

The ECB page in the February 2018 issue of the Town Newsletter will be an article on the Snowy Owl, a species which has recently been observed near the Canandaigua Airport on Brickyard Road.

The topic for the March 2018 issue will be waste reduction for 2018, i.e., recycling, reuseables, going paperless, and the recycling of food waste in a reprinted article from the DEC. Both articles have been approved for reprint by their respective publications.

March begins our monthly public education series on the Town's efforts in waste reduction as specified in our Plan 2028 and the subsequent closing of the landfill.

### **Town Board Environmental Committee**

As Ms. Marthaller and Mr. Bloom are members of the Town Board Environmental Committee which will plan and implement ongoing projects as part of Town's Plan 2028. This Plan will be funded through the Ontario County Local Solid Waste Management Plan, the goal of which is reducing the amount of waste going into the County landfill which will be closed in 2028.

The Environmental Committee is currently meet twice a month to develop the Town's plans toward this goal and to complete a contract with the County on the implementation of the selected projects.

One of the projects which may be selected is the implementation of a Town's Food Recycling Program which originally had been presented by Town resident Al Kraus at the Environmental Conservation Board meeting on February 18, 2016 (*see* minutes of that meeting for program details).

The ECB discussed the issues which were raised in 2016 when the Food Recycling Program was first proposed. There was some skepticism that residents would voluntarily participate in a Food Recycling Program which involved retaining food scraps in a bin in the home and transporting them weekly to the Town Transfer Station for disposal.

It was noted that perhaps a pay-as-you-throw type of program could be considered by the Environmental Committee. It was suggested that the full extent and costs of a Food Recycling Program should be presented to the residents at the time that the program is announced. It is important that residents know the incentives for participation, the costs, and the penalties, if any. Also suggested was the importance that advance notice of the implementation of the Food Recycling Program should be provided to residents to prepare them for this initiative.

The Environmental Conservation Board and other groups will participate with educational materials and public-information booths and activities at the Highway Facility Open House on Saturday, June 16, 2018. This public setting will be used to educate residents on the coming changes to be implemented in waste reduction strategies for the town.

**Cultural and Historic Preservation Project Team**

Ms. Hooker reported that the newly-established Cultural and Historic Preservation Project Team of which she is now a member recently held its first meeting. The goals of the Team are “to preserve the history of the Town of Canandaigua and support the protection of significant historic properties, and to promote awareness of the influences of our cultural heritage on the evolution of the Town and the greater Canandaigua area.” The ECB is pleased to have one of our members supporting this new Project Team.

For additional details in please refer to the minutes of our last meetings on the Town website.

Respectfully submitted,

Joyce Marthaller, Chair  
Environmental Conservation Board

cc: Doug Finch  
ECB Members  
Greg Westbrook

# ATTACHMENT 3

# *Town of Canandaigua*

5440 Routes 5 & 20 West  
Canandaigua, New York 14424

## **DRAINAGE ADVISORY COMMITTEE**

*Established October 16, 2017*

**TUESDAY, DECEMBER 19, 2017, 11:00 A.M.**

### **MINUTES—FILED WITH TOWN CLERK**

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<b>Meeting Called by:</b>	Charles Oyler, <i>Chairperson</i>
<b>Committee Members Present:</b>	Richard Krebs Kathy Page
<b>Town Representatives:</b>	James Fletcher, Highway Superintendent Greg Hotaling, MRB Group, D.P.C. Chris Jensen, Code Enforcement Officer Kaitlynn McCumiskey, Highway Department Kevin Olvany, Canandaigua Lake Watershed Council Thomas Schwartz, Chairperson, Planning Board

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**a. CALL TO ORDER BY THE CHAIR**

Mr. Oyler called the meeting to order at 11:00 a.m.

**b. LOCATIONS OF ADDITIONAL REPORTED DRAINAGE PROBLEMS**

Prior to the meeting, Mr. Olvany and Mr. Fletcher distributed via e-mail lists of additional reported locations of drainage problems in the Town and measures which have been taken to address several of them, as follows:

- 4970 Butler Road: Overtopping road.
- 4070 County Road 16: Overtopping road.
- 3792/3796 County Road 16 (John Casey): Flooding in between homes and overtopping road.



- 4752 County Road 16 (Borkholder): Flooding overtopping road; grass waterway and land cover change above has solved the issue since 2013.
- Onanda Park (Barnes Gully): Flooding park and neighbors to the south; this is an ongoing issue with the shale which comes from above.
- 4811 County Road 16 (Garrett): Flooding going over road and onto property, possibly solved by Ontario County culvert replacement just south of property.
- Menteth Creek at the Outlet: Flooding both sides of stream between County Road 16 and the lake.
- 5194 Laura Lane (Benham): Culvert overwhelmed at Laura Lane; Town replaced culverts and improved outflow into wetland; this has been resolved.
- 5277 Wells Curtice Road: Head cut at culvert outlet needs to be stabilized.
- Goodale Road near Ken Naples Farm: Flooding overtopping road and diverting down north side of road, significant damage. The issue here is a large phone cable and the water main are in the way of a larger culvert.
- Deuel Road: Town installed two-stage stormwater management area to solve multiple flooding impacts.
- Parrish Street Extension: Runoff from farm field in 2015 created roadside damage and downstream issues.
- Foster Road at Notre Dame Retreat House: Runoff will overtop Foster Road.
- 5966 Monks Road: Field runoff overtopping Monks Road. Town installed two 18-culverts to relieve the overtopping of the road.
- Ketchum Road: Multiple locations, some culverts have been replaced. Town installed several cross culverts to relieve the flooding on the south side of the road.
- Powers residences at the Town and City line.
- South of Ashton Place on County Road 16: Culvert is too small.
- Wyffels Road and Acorn Hill area.
- Knapp Road near Goodale Road.
- Goodale Road and Smith Road.

- Rossier Road near the Bristol town line.
- State Route 332 business area.

Mr. Jensen will add these locations to the pin map and the master spreadsheet of drainage problem locations.

**C. REVIEW OF MAPPED DRAINAGE PROBLEM LOCATIONS**

Mr. Jensen: Reviewed the drainage problem locations on the map of the Town. Clusters of problem areas are located along County Road 16 on the west side of the lake and in the Poplar Beach/Sandy Cove/Finger Lakes Community College vicinity on the east side of the lake.

Mr. Fletcher: Said that the Town highway crews have completed drainage improvement projects by replacing smaller culverts with larger-size culverts and by cleaning out drainage ditches and swales at locations where the Town has access to the properties (easements, rights-of-way, etc.).

Mr. Oyler: Suggested that locations and clusters be identified where the Town can leverage its efforts with Ontario County for their assistance on drainage mitigation projects.

Mr. Krebs: Presented photos of drainage problems which occurred during significant storm events in October and November at his home and in the vicinity of Sandy Beach Drive.

Mr. Jensen: Explained that the Poplar Beach/Fallbrook/Sandy Cove areas are partially within a flood plain. The elevation of portions of the residential areas are at lake level and below the flood stages of the lake. He said that there is not much which can be done by the Town when homes and structures are located at lake level and within the flood plain.

Mr. Oyler: Noted the difference between property damage caused by flooding and standing water in a yard.

Mr. Jensen: Explained that building permits are not issued when multiple property-damage insurance claims have been filed in a specific area. Mr. Krebs noted that he has flood insurance on his home.

Mr. Oyler: Asked about water in the homes. Mr. Krebs said that he presented photos of these situations to the Town Board.

**d. GRANT RECEIVED FOR 17-ACRE WATER RETENTION FACILITY NEAR FLCC**

Mr. Olvany: Reported that a grant has been received for development of a 17-acre stormwater retention facility near Finger Lakes Community College (FLCC). He explained the drainage path in the area and how this project would restore natural flow patterns in the vicinity of the canoe pond and into the new facility, which would provide significant water storage enhancement in this area of the Town.

Mr. Olvany: Said that there are inherent topographic concerns in this area of the Town and that new homes would be required to be elevated above ground on piers. He said that although the stormwater retention facility will alleviate some of the drainage problems, it will not solve 100 percent of the drainage problems.

Mr. Olvany: Reviewed the effects of the recent severe stormwater runoff onto County Road 18, over State Route 364 and into the Sandy Cove area. He also reviewed the drainage flow around the existing manufactured home park. The water eventually flows under State Route 364 and into the lake.

Mr. Krebs: Asked if another system could be installed in this area. Mr. Olvany said that it is too late to do so and that a second system would not be plausible. Mr. Jensen said that today's building practices would require that new homes be constructed on elevated piers in the areas of the wetlands and flood plain. He noted that the approval for several new homes required this.

Mr. Krebs: Noted that residents are paying property taxes and that no drainage infrastructure is in place. Mr. Jensen said that the homes in this area are located between the lake and wetlands and that the flood elevation of the lake has been reached twice in the past six years, i.e., in 2011 and 2014.

Mr. Olvany: Discussed the grant schedule. He explained that the grant contract with Ontario County and the New York State Department of Environmental Conservation should be completed by mid-2018; construction could begin next winter and the project could be completed in about two years. Mr. Oyler noted that this project may help to relieve drainage problems at locations 4, 5, 6 and 7 as noted on the map. Mr. Olvany said that the project also should provide benefits for the area near the manufactured home park. He said that additional projects in Hopewell and Gorham are being considered.

**e. DISCUSSION OF ASHTON PLACE/BEDFORD DRIVE/COUNTY ROAD 16 AREAS**

The committee reviewed several cluster locations identified on the map in the area of Ashton Place and Bedford Drive (11, 12 and 27) and along County Road 16 (locations 18, 19, 20 and others).

It was noted that the locations and lot configurations of several homes on Bedford Drive (which are experiencing some drainage problems) do not correspond to the locations and

lot configurations of the homes as shown on the site plan (as displayed at the meeting). It also was noted that utility and storm easements are shown on the site plan but that they do not correspond with the as-built construction of the subdivision.

Mr. Oyler: Reviewed the listing of the Town's drainage districts. He reported that the Ashton Sewer District 243 has a balance of approximately \$7,200 for drainage improvements.

Mr. Hotaling: Discussed the two methods which may be used to raise funds for drainage districts, i.e., *ad valorem* (funds raised are based upon the assessed value of individual properties) and *benefit basis* (each property pays the same amount).

Mr. Jensen: Explained that the easements provide the Town with access to these properties for a possible drainage mitigation project but that such a project would involve a determination of the existing drainage system which was installed by the subdivision's developer. A drainage mitigation project also would require the excavation of residents' properties.

Mr. Olvany: Explained that the watershed and the amount of water flowing into the existing system must be determined. Mr. Hotaling said that an engineering plan would have to be prepared to identify the scope of the work and the costs, followed by notification to the property owners and a determination regarding the cost as compared to the amount of funds currently in the drainage district

Mr. Oyler: Asked about drainage issues on Onnalinda Drive. Mr. Jensen said that the Town staff has been requested not to discuss pending applications currently before the Planning Board. (Note: There are currently two applications before the Planning Board for projects on Onnalinda Drive, i.e., CPN-082-17: Single-Stage Site Plan for construction of a new 3,497-square-foot single-family home on a vacant lot at 4096 Onnalinda Drive; and CPN-045-17: Single-Stage Subdivision for a two-lot subdivision at 4118/4102 Onnalinda Drive.)

Mr. Jensen: The stormwater retention facilities which have been installed in the Lakeview Meadows subdivision are controlling the outflow of stormwater, are holding back runoff, and are allowing it to flow out at a slower rate.

Mr. Jensen: Reviewed locations 18, 19 and 20 on the map, which are along County Road 16. He noted that these locations are on private property, that the Town does not have access easements on these properties, and that no drainage districts are in place. He said that the Town would require the owners' permission to enter these properties.

Mr. Fletcher: Reviewed the area in the vicinity of 3680 County Road 16 where the Ontario County Department of Public Works is planning a drainage improvement project.

**f. NEXT MEETING AND ADJOURNMENT**

The next meeting of the committee will be:

***TUESDAY, JANUARY 9, 2018***

***11:00 a.m.***

***Canandaigua Town Hall***

The meeting was adjourned at 12:00 p.m.

**Attachment:**

PDF file of photos submitted by Rich Krebs, flooding from Summer 2017

Respectfully submitted,

\_\_\_\_\_  
John M. Robortella L.S.

**E-mail distribution:**

Krebs, Richard  
Oyler, Charles  
Page, Kathy

**cc. to:**

Amon, Michelle  
Brabant, Lance  
Chrisman, Jean  
Cooper, Eric  
Cutri, Keith  
Davis, Gary  
Dworaczyk, Lindda  
Fennelly, Terry  
Finch, Doug  
Fletcher, Jim  
Hotaling, Greg  
Jensen, Chris  
Marthaller, Joyce  
McCumiskey, Kaitlynn  
Olvany, Kevin  
Reynolds, Kevin  
Reynolds, Sarah  
Schwartz, Tom  
Westbrook, Greg

# *Town of Canandaigua*

5440 Routes 5 & 20 West  
Canandaigua, New York 14424

## **DRAINAGE ADVISORY COMMITTEE**

*Established October 16, 2017*

**TUESDAY, JANUARY 23, 2018, 11:00 A.M.**

### **MINUTES—DRAFT #1**

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<b>Meeting Called by:</b>	Charles Oyler, <i>Chairperson</i>
<b>Committee Members Present:</b>	Richard Krebs Kathy Page
<b>Town Representatives:</b>	Doug Finch, Canandaigua Town Manager James Fletcher, Highway Superintendent Greg Hotaling, MRB Group, D.P.C. Chris Jensen, Code Enforcement Officer Kaitlynn McCumiskey, Canandaigua Highway Department Kevin Olvany, Canandaigua Lake Watershed Council Kevin Reynolds, Canandaigua Town Board Liaison

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#### **1. CALL TO ORDER BY THE CHAIR**

Mr. Oyler called the meeting to order at 11:00 a.m.

#### **2. APPROVAL OF MINUTES OF JANUARY 9, 2018**

The minutes of the January 9, 2018, meeting were approved as submitted. The minutes will be posted upon the Drainage Advisory Committee web page and will be filed with the Town Clerk

#### **3. REVIEW OF TOWN DRAINAGE DISTRICTS AND FUND BALANCES**

Mr. Finch provided the following summary of the existing Town drainage districts and 2018 fund balance projections (data as of December 6, 2017) and reviewed the locations of the drainage districts on an accompanying map:

**Route 332 Drainage District**

Beginning balance (12/1/17)	\$170,790.12
Expense: Drainage improvements 2018	<u>( 75,000.00)</u>
Projected balance	\$ 95,790.12

**Lakewood Drainage District**

Beginning balance (12/1/17)	\$ 26,812.31
Increase: Real property tax 2018	<u>2,053.00</u>
Projected balance	28,865.31

**Ashton Drainage District**

Beginning balance (12/1/17)	\$ 12,594.91
Increase: Real property tax 2018	<u>2,000.00</u>
Projected balance	\$ 14,594.91

**Fox Ridge Drainage District**

Beginning balance (12/1/17)	\$ 32,132.94
Increase: Real property tax 2018	<u>3,003.00</u>
Projected balance	\$ 35,135.94

**Landings Drainage District**

Beginning balance (12/1/17)	\$ 9,423.87
Projected balance	\$ 9,423.87

**OB Drainage District**

Beginning balance (12/1/17)	\$ 14,993.64
Increase: Real property tax 2018	<u>2,003.00</u>
Projected balance	\$ 16,996.64

**Lakeside Drainage District**

Beginning balance (12/1/17)	\$ 7,990.78
Increase: Real property tax 2018	<u>1,500.00</u>
Projected balance	\$ 9,490.78

**Waterford Drainage District**

Beginning balance (12/1/17)	\$ 10,848.12
Increase: Real property tax 2018	<u>5,000.00</u>
Projected balance	\$ 15,848.12

**Stablegate Drainage District**

Beginning balance	<u>\$ 18,073.73</u>
Projected balance	\$ 18,073.73

Mr. Finch: Said that most of the existing drainage districts were created at the time of construction of the housing developments in which many of them are located. The district



boundaries do not necessarily follow watershed boundaries. Several of the districts (such as the Route 332 Drainage District) are considerably larger than others.

Mr. Fletcher: The cost to the Town to maintain an existing stormwater retention pond is approximately \$20,000. He said that the cost of labor and equipment use and/or rental is charged back to the individual drainage district in which the work is done.

Mr. Finch: Explained that approximately \$75,000 will be expended for improvements in the Route 332 Drainage District this year to deal with drainage issues along State Route 332 and the stormwater flow into the nearby Blue Heron Park.

Mr. Finch: Discussed the funding of each drainage district, which is based on units (i.e., an undeveloped lot = 1 unit; a developed lot = 3 units). The cost per unit is based upon the number of parcels and the amount of funds to be raised in each district. Mr. Fletcher noted that the drainage district property tax is based upon a benefit basis. Mr. Fletcher also explained that storm sewer work is included when drainage improvements are made within a district.

Mr. Oyler: Asked about the decisions to create new districts. Mr. Finch said that generally the districts were created at the time of approval and construction of the subdivisions. He said that new drainage districts have not been created in the Town in approximately the last 10 years.

Mr. Olvany: Said that the developers and/or homeowners' associations of new subdivisions and developments are now responsible for the maintenance of their stormwater retention facilities and on-site drainage systems. Mr. Jensen said that developers must now submit stormwater maintenance agreements in which the developers accept the responsibility and costs for the maintenance of the drainage facilities on their properties.

Mr. Oyler: Asked about the challenge of administering the individual districts. Mr. Finch explained that there are approximately 30 individual districts within the Town (water districts, lighting districts, drainage districts, and a fire protection district, in addition to the Town's General Fund and Highway Fund. He said that expenses and projected revenues are listed separately for these districts in the Town budget.

Mr. Oyler: Asked about the availability of grant funds for drainage projects. Mr. Hotaling said that there are few drainage project grants. He said that the Federal Emergency Management Agency (FEMA) offers some grants for flood and green infrastructure projects and that Community Block Grants are generally for low- to moderate-income areas. He said that the use of the overall Town census data would not provide the necessary documentation for approval for a Community Block Grant. He said that application for Community Block Grant Funds would be for localized individual projects where the income of the properties within a specific could be calculated and would be within the grant income limits.

Mr. Olvany: Said that grant applications for projects such as water quality improvements or flood resiliency are more apt to be approved. He said that drainage work often could be included in these types of applications.

Mr. Olvany: Asked about Town-funded maintenance of existing drainage ponds when no stormwater maintenance agreement has been provided by a property owner. Mr. Finch explained that stormwater maintenance agreements have been required since approximately 2015 but that the Town is unable to enter upon private property to maintain existing drainage ponds or make drainage improvements.

#### **4. UPDATE ON REPORTED DRAINAGE PROBLEMS AND MAPPING**

Mr. Oyler: Asked Mr. Finch about the Town's charge to the Drainage Advisory Committee. Mr. Finch suggested that the committee select a project from among the nearly 40 drainage-issue locations which have been reported and identify a solution to begin the process.

Mr. Hotaling: Suggested that the committee prioritize the identified drainage issues and solutions as follows:

- Issues which could be resolved by private property owners with advice from the committee and/or the Town staff.
- Issues which could be resolved by the Town at a low cost.
- Issues which could be resolved with funds currently available in a specific drainage district.
- Issues which could be resolved by the extension of existing drainage districts or the creation of new districts.
- Issues which could be resolved by Ontario County or by joint County/Town cooperation.

Mr. Oyler: Explained that the majority of the identified and reported drainage issues are somewhat localized along County Road 16 on the west side of the lake and along State Route 364 and adjacent properties along the east side of lake in the vicinity of Finger Lakes Community College (*see* attached updated map prepared and distributed by Mr. Jensen at the meeting).

Mr. Oyler: Noted that drainage work along County Road 16, which is a County road, would require in some cases the approval and cooperation of the Ontario County Department of Public Works. He said that he has extended an invitation to William Wright of Ontario County to attend a future committee meeting.

Mr. Fletcher: Said that Ontario County is planning to repave a portion of County Road 16 from Wyffels Road to Route 21 this summer. Mr. Oyler said the drainage concerns which have been identified by the residents and the committee should certainly be reported to the County and taken into the County's consideration prior to the repaving of the road.

Mr. Jensen: Explained that the correction of a number of drainage issues face a hurdle if they are located on private property. Mr. Hotaling suggested that perhaps the committee could meet with property owners to advise them on what needs to be done and determine if the property owners would be willing to fund the projects on their own properties. Mr. Jensen said that property owners often indicate that the drainage problems are caused by stormwater runoff down the steep slopes above their properties and that it should be the Town's responsibility to correct the problems.

Ms. Page: Noted that some residents along County Road 16 have asked what the Town can do to correct their drainage problems. Mr. Jensen said that the creation of a drainage district in that area could be considered. He noted, though, that some property owners along County Road 16 have no drainage issues and do not wish to pay an additional tax. He said that it is his experience in speaking with some property owners that they do not wish to pay higher taxes when they do not have this problem. He also said that most property owners would be willing to allow the Town to have access to their properties for drainage work as long as this work is at the Town's expense, and not their expense.

Mr. Finch: Discussed the possibility of adding an additional line item to the Town's General Fund specifically for drainage improvement work.

## **5. NEXT STEPS**

Mr. Oyler: Suggested that the Committee begin to consider recommendations for presentation to the Town Board for drainage improvement projects and associated costs and funding. He also noted his previous suggestion for holding a public information system in the spring with interested residents.

Mr. Olvany: Said that the Ontario County Department of Public Works would be a key player in any drainage improvement work on County Road 16. He said that the flow of stormwater across (under) the road and into the lake would be the County's responsibility. Mr. Olvany also noted that the County now seems to prefer the installation of concrete culverts rather than metal or plastic pipes. Mr. Jensen said that concrete culverts often require a larger area for installation and may not be supported by residents who own prime real estate along the lakeshore.

Mr. Finch: Explained that funding the drainage improvement projects would be easier by including drainage work as an additional budget line in the General Fund.

Mr. Hotaling: Said that the Town of Pittsford eliminated all of their individual drainage districts and now fund drainage work through a line item in the General Fund budget. He

also noted that easements are often needed to enable Town crews to enter upon private property.

Mr. Finch: Said that a property tax increase of approximately 10 cents per \$1,000 of assessed value would raise approximately \$100,000.

## **6. SITE VISIT**

Ms. Page will make a site visit to view the existing drainage issues on the property of Daniel Russell at 3456 County Road 16. Mr. Russell's property was reviewed on the aerial photograph. It was noted that a watershed of 7.14 acres drains onto his property.

## **7. NEXT MEETINGS AND ADJOURNMENT**

The next meeting of the committee will be:

***Tuesday, February 13, 2018                      11:00 a.m.                      Canandaigua Town Hall***

Subsequent meetings will be:

Tuesday, February 27, 2018	11:00 a.m.	Canandaigua Town Hall
Tuesday, March 13, 2018	11:00 a.m.	Canandaigua Town Hall
Tuesday, March 27, 2018	11:00 a.m.	Canandaigua Town Hall
Tuesday, April 10, 2018	11:00 a.m.	Canandaigua Town Hall
Tuesday, April 24, 2018	11:00 a.m.	Canandaigua Town Hall

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

\_\_\_\_\_  
John M. Robortella                      L.S.

### **PDF File Attachment:**

Updated map of identified drainage concerns, prepared and distributed at the meeting by Chris Jensen.

**E-mail distribution:**

Krebs, Richard  
Oyler, Charles  
Page, Kathy

**cc. to:**

Amon, Michelle  
Brabant, Lance  
Chrisman, Jean  
Cooper, Eric  
Davis, Gary  
Dworaczyk, Lindda  
Fennelly, Terry  
Finch, Doug  
Fletcher, Jim  
Hotaling, Greg  
Jensen, Chris  
Marthaller, Joyce  
McCumiskey, Kaitlynn  
Olvany, Kevin  
Reynolds, Kevin  
Reynolds, Sarah  
Schwartz, Tom  
Westbrook, Greg

# ATTACHMENT 4

# PROPOSAL FOR

## OPERATIONAL AND STAFFING ANALYSIS

CITY OF CANANDAIGUA

TOWN OF CANANDAIGUA

JANUARY, 2018



# CPSM<sup>®</sup>

CENTER FOR PUBLIC SAFETY MANAGEMENT, LLC  
475 K STREET NW STE 702 • WASHINGTON, DC 20001  
WWW.CPSM.US • 800-998-3392

## ICMA

Exclusive Provider of Public Safety Technical Services for  
International City/County Management Association



Center for Public Safety Management, LLC

January 22, 2018

Mr. John Goodwin, City Manager  
City of Canandaigua  
2 North Main Street  
Canandaigua, NY 14424

Dear John:

*The Center for Public Safety Management, LLC, the exclusive provider of public safety technical assistance for the International City/County Management Association, is* pleased to submit this proposal to provide professional services to perform a comprehensive analysis of operational fire services and staffing for the city of Canandaigua, NY, and the Town of Canandaigua, NY.

CPSM will approach this project with an analysis of the "current state" of the operational department's (city and town) service delivery and staffing models, which will lead to recommendations linked to increasing the efficiency and effectiveness of the fire services-service delivery, as well as future sustainability.

In general, the operational and staffing analysis CPSM will conduct for the city of Canandaigua and the town of Canandaigua will include the following major outcomes:

- ✓ CPSM operational team members will utilize city and town fire department provided response and workload information through the National Fire Incident Reporting System (NFIRS) department data to complete the workload and response analysis;
- ✓ Conduct a Community Risk Analysis;
- ✓ Determine the adequacy of current resources, staffing structural design, service deployment, and future needs for staffing to include volunteer, full time, and on-call members;
- ✓ Review and analyze operational guidelines of the fire services- service delivery system;
- ✓ Analyze the current operational service delivery model for fire services, and make recommendations on the most viable and sustainable fire service delivery model;
- ✓ Provide specific information and recommendations that will enhance the overall efficiency and effectiveness of the fire services-service delivery system for the city of Canandaigua and the town of Canandaigua.

This proposal is specifically designed to provide the city of Canandaigua and the town of Canandaigua with a thorough and unbiased analysis of the fire services-service delivery and staffing model. To accomplish this, CPSM combines the experience of



dozens of subject matter experts in the areas of emergency services. The team assigned to this project will have over 125 years of practical experience managing emergency service agencies, academic, teaching and training, and professional publications, and extensive consulting experience completing projects nation-wide and in Canada.

The Project Manager for this project will be Joseph E. Pozzo. Mr. Pozzo has extensive experience in managing career and combination fire and EMS departments as the Fire Chief for the City of Portsmouth, VA, Loudoun County, VA, and Volusia County, FL. These agencies provided both fire suppression and EMS service delivery. Mr. Pozzo has served as Project Manager on over thirty fire and EMS analyses for CPSM to include combination departments.

Assisting Mr. Pozzo as the Operations Team Lead is Peter Finley. Mr. Finley has extensive experience as a Fire Chief of combination fire departments in New Jersey. While serving the Winslow Township Fire Department as the Fire Chief, Mr. Finley was responsible for the planning, establishment, and initial transition of the career component of the department as it successfully transitioned from a fully volunteer department to combination department, while sustaining a healthy volunteer component.

The remainder of the project team is outlined within the proposal. You will see that the team assembled for you will be true "subject matter experts" not research assistants or interns.

ICMA has provided direct services to local governments worldwide for almost 100 years, which has helped to improve the quality of life for millions of residents in the United States and abroad. I, along with my colleagues at CPSM, greatly appreciate this opportunity and would be pleased to address any comments you may have. **You may contact me at 716.969.1360 or via email at [lmatarese@cpsm.us](mailto:lmatarese@cpsm.us).**

Sincerely,



Leonard A. Matarese, ICMA-CM, IPMA-HR  
Director, Research and Project Development  
*Center for Public Safety Management. LLC*

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# THE ASSOCIATION & THE COMPANY

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## International City/County Management Association (ICMA)

The [International City/County Management Association \(ICMA\)](http://www.icma.org) is a 103-year old, non-profit professional association of local government administrators and managers, with approximately 13,000 members located in 32 countries.

Since its inception in 1914, ICMA has been dedicated to assisting local governments and their managers in providing services to its citizens in an efficient and effective manner. ICMA advances the knowledge of local government best practices with its website, [www.icma.org](http://www.icma.org) publications, research, professional development, and membership.

## The ICMA Center for Public Safety Management

The ICMA Center for Public Safety Management (ICMA/CPSM) was launched by ICMA to provide support to local governments in the areas of police, fire, and Emergency Medical Services. The Center also represents local governments at the federal level and has been involved in numerous projects with the Department of Justice and the Department of Homeland Security. In 2014 as part of a restructuring at ICMA the Center for Public Safety Management, (CPSM) spun out as a separate company and is now the exclusive provider of public safety technical assistance for ICMA. CPSM provides training and research for the Association's members and represents ICMA in its dealings with the federal government and other public safety professional associations such as CALEA, PERF, IACP, IFCA, IPMA-HR, DOJ, BJA, COPS, NFPA, etc.

The Center for Public Safety Management, LLC maintains the same team of individuals performing the same level of service that it had for ICMA. CPSM's local government technical assistance experience includes workload and deployment analysis, using our unique methodology and subject matter experts to examine department organizational structure and culture, identify workload and staffing needs as well as industry best practices. We have conducted over 290 such studies in 41 states and provinces and 200 communities ranging in size from 8,000 population Boone, IA to 800,000 population Indianapolis, IN.

# THE CPSM APPROACH – COMPREHENSIVE FIRE AND EMS ANALYSIS

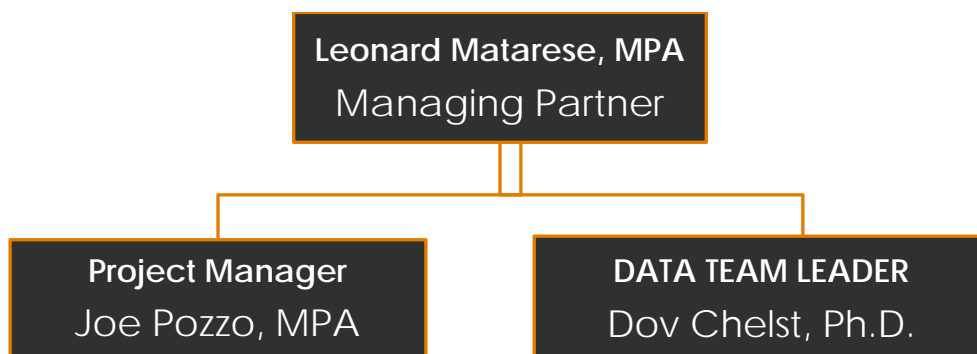
---

## Firm Qualifications

CPSM has conducted over 110 fire and emergency medical services projects to include comprehensive fire and EMS analyses, fire and EMS consolidation analyses, analyses of emergency communications centers, fire and EMS department strategic plans, and fire and EMS department staffing plans. CPSM utilizes current and former fire and EMS chief officers who also served as practitioners, line officers and middle managers. When conducting a fire and emergency services agency analysis, and when requested, CPSM combines a forensic response workload analysis, with an operational analysis designed to provide the client with an unbiased review of the fire and EMS agency, to include considerations and recommendations to improve the effectiveness of agency operations with a focus on efficiencies. For fire and EMS projects, CPSM has nine (9) subject matter experts that are discipline specific, and who are supported by six (6) data assessment subject matter experts. When the project is in need of additional expertise, CPSM has twelve (12) additional subject matter experts representing the disciplines of law enforcement, education and training, as well leadership and management.

For this project, CPSM has assembled a premier team of experts who have fire, emergency medical services, senior level fire and EMS agency management, and response time and workload experience, as well as fire and EMS program and project management experience. The team for the project will consist of a Project Manager, and several public safety Subject Matter Experts selected from our team specifically to meet the needs of this project.

**The management organizational chart for the project includes the following Key Team Members**



## LEONARD A. MATARESE, MPA, ICMA-CM, IPMA-CP

Managing Partner

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### BACKGROUND

Mr. Matarese is a specialist in public sector administration with particular expertise in public safety issues. He has 44 years' experience as a law enforcement officer, police chief, public safety director, city manager and major city Human Resources Commissioner. He was one of the original advisory board members and trainer for the first NIJ/ICMA Community Oriented Policing Project which has subsequently trained thousands of municipal practitioners on the techniques of the community policing philosophy over the past 18 years. He has managed several hundred studies of emergency services agencies with attention to matching staffing issues with calls for service workload.

Recognized as an innovator by his law enforcement colleagues he served as the Chairman of the SE Quadrant, Florida, Blue Lighting Strike Force, a 71 agency, U.S. Customs Service anti-terrorist and narcotics task force and as president of the Miami-Dade County Police Chief's Association – one of America's largest regional police associations. He represents ICMA on national projects involving the United States Department of Homeland Security, The Department of Justice, Office of Community Policing and the Department of Justice, Office Bureau of Justice Assistance. He has also served as a project reviewer for the National Institute of Justice and is the subject matter expert on several ICMA / USAID police projects in Central America. As a public safety director, he has managed fire / EMS systems including ALS transport. He was an early proponent of public access and police response with AEDs.

Mr. Matarese has presented before most major public administration organizations annual conferences on numerous occasions and was a keynote speaker at the 2011 annual PERF conference. He was a plenary speaker at the 2011 TAMSEC Homeland security conference in Linköping, Sweden and at the 2010 UN Habitat PPUD Conference in Barcelona, Spain.

He has a Master's degree in Public Administration and a Bachelor's degree in Political Science. He is a member of two national honor societies and has served as an adjunct faculty member for several universities. He holds the ICMA Credentialed Manager designation, as well as Certified Professional designation from the International Public Management Association- Human Resources. He also has extensive experience in labor management issues, particularly in police and fire departments. Mr. Matarese is a life member of the International Association of Chiefs of Police and of ICMA.

## SENIOR MANAGER OF FIRE AND EMS-PROJECT MANAGER

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### CHIEF JOSEPH E. POZZO, (RET.), MPA, CFOD, SHRM-CP

Currently the Assistant Director of Human Resources for Volusia County, Florida; Former Deputy Director, Volusia County Department of Public Protection; former Director and Fire Chief, Volusia County, Florida, former Fire Chief, Loudon County, Virginia, former Fire Chief Portsmouth, Virginia.

## BACKGROUND

Joe has a thirty-eight (38) year career in public service. Since 2015, Joe has served as the Assistant Director of Human Resources for Volusia County, Florida (3,200 employees), where he manages the employee relations, benefits administration, and occupational health services functions and teams, as well as assist the Human Resources director with the management and negotiation of six collective bargaining agreements/units. Joe is also deeply involved in developing and implementing the County's Diversity and Inclusion initiative.

Joe took a leave of absence in 2014 from the Center for Public Safety Management to assist the City of Port Orange, FL transition the fire department from the city's public safety administrative model. While in Port Orange, Chief Pozzo was responsible for the reformation of the fire department to include the operations and management of this career department that delivers fire, EMS first response, and emergency management services to over 56,000 citizens living within 27 square miles.

Joe has served as the Deputy Director of the Department of Public Protection Volusia County, Florida, where he was responsible for the day-to-day operations of Fire, EMS, Emergency Management, Medical Examiner, Beach Safety, Corrections, and Animal Services. He was formerly Fire Chief of Volusia County Fire Services, where he developed and implemented a service model designed to introduce EMS transport into the agency, incorporate fleet efficiencies, and enhance the wild land/urban interface efforts.

Prior to Chief Pozzo's appointment in 2010 in Volusia County, he served as the Chief of the Loudoun County Department of Fire and Rescue. This agency is a combination fire and rescue system providing fire, rescue, and emergency management services in one of the fastest growing counties in the nation. The fire and rescue system during Chief Pozzo's tenure provided these services to over 275,000 permanent residents living in 520 square miles of diverse suburban and rural area located within the National Capital Region. Fire, Rescue and Emergency Management services were executed through 450+ career staff and over 1400 volunteer members operating out of nineteen stations.

Prior to his appointment with Loudoun County, Chief Pozzo served as Chief of the Portsmouth Fire, Rescue and Emergency Services Department. This agency is one of the oldest professional departments on the eastern seaboard and served over 95,000 residents during Chief Pozzo's tenure. Chief Pozzo also served in the City of Virginia Beach, Va. Fire Department for 19 years reaching the level of Battalion Chief prior to embarking on his career as a Fire Chief/Director.

Joe holds a Master of Public Administration degree from Troy University where he graduated with honors, a B.A. in Public Administration from Saint Leo University and several associate degrees including an AAS in Fire Science and Protective Services and numerous technical certifications. He holds the **Chief Fire Officer Designation** from the Center for Public Safety Excellence, and is a **Certified Professional in Human Resources** through the Society of Human Resource management (SHRM).

## SENIOR ASSOCIATE-OPERATIONS TEAM LEAD

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### CHIEF PETER J. FINLEY, JR. (RET.), BA, EFO

Retired Chief of Department City of Vineland Fire Department and Winslow Township Fire Department. Past President NJ Career Fire Chiefs Association.

### BACKGROUND

Pete Finley's 36-year career in the fire and emergency services includes 28 in a career capacity with several different fire departments. He has served as Chief of Department for two New Jersey Fire Departments, most recently the Winslow Township Fire Department where, significant among other accomplishments, he was responsible for the planning, establishment, and initial deployment of the career component of the department as it transitioned from fully volunteer to combination status. Prior to that he served for more than 20 years with the City of Vineland Fire Department holding every operational rank (Firefighter, Fire Prevention Specialist, Captain, Deputy Chief, Fire Chief) including 4 ½ years as Chief of Department. In this position, he initiated significant changes within the department including implementing numerous improved operational and safety initiatives, updating, and modernizing equipment, providing the department's first ever formal officer training and development program, and, significantly increasing the capabilities of the regional hazardous materials and special operations response team. During his tenure, the department received more than one million dollars in various grants. He formerly commanded the Vineland Rescue Squad gaining significant EMS operations and command experience, and, completing a complete overhaul of that organization's operations.

Chief Finley currently serves as an Adjunct Professor in the Fire Science Program at Camden County College. In addition, since his retirement, he has been involved in conducting numerous fire department operational readiness and organizational evaluations including several under the auspices of the United State Coast Guard related to domestic port security assessments. He has also been involved in the development and administration of several fire service promotional examinations and assessment processes.

Chief Finley received his Associate in Applied Science degree from Atlantic Community College in New Jersey, and, earned his Bachelor of Science degree in Fire Science/Administration from the University of Maryland. He is a 2003 graduate of the National Fire Academy's Executive Fire Officer Program earning an Outstanding Research Award for his 2002 paper titled, "Residential Fire Alarm Systems: The Verification and Response Dilemma". He has earned more than two dozen state and national fire service certifications, most of them the highest level attainable. Chief Finley has been a member of several fire service organizations and served on numerous committees throughout his career. In 2008 and 2009 he served as President of the New Jersey Career Fire Chiefs Association, a professional association that represents and advocates for the interests of the state's full time professional fire chiefs and the fire service in general. From 2003–2005 he was a member of the Training and Education Committee of the Governor's Fire Service and Safety Task Force.



## SENIOR ASSOCIATE

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### GERARD J. HOETMER, MPA

Retired Executive Director of Public Entity Risk Institute, Fairfax, Virginia

#### BACKGROUND

Gerry Hoetmer is an expert in fire services, emergency management, and risk management. He served as the founding executive director of the Public Entity Risk Institute, a nonprofit organization that provided training, technical assistance, and research on risk management issues for local government and other public and quasi-public organizations. During his tenure as executive director he was a member of the National Academy of Sciences Disaster Roundtable. Prior to his position as executive director at PERI, Mr. Hoetmer worked at ICMA for 19 years, most recently as the director of research and development. He has written extensively on local government emergency management, the fire service, code enforcement, and risk management issues.

Seminal works include the first report to Congress on fire master planning and the first edition of Emergency Management: Principles and Practices for Local Government. In addition to providing expert testimony before Congress and local arbitration boards on fire staffing and scheduling issues, Mr. Hoetmer represented ICMA on the NFPA 1500 Standard on Occupational Safety and Health; NFPA 1201, the Standard for Providing Emergency services to the Public; and the NFPA 1710, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments. Mr. Hoetmer has developed and conducted training programs and seminars at FEMA's Emergency Management Institute and the National Fire Academy in Emmitsburg, Maryland.

He holds a Bachelors from the State University of New York, New Paltz, and the Master of Public Administration degree from the University of Colorado at Denver.

## ASSOCIATE

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### CHIEF MARK I. PILAND, MPH, EFO

Fire Chief, City of Frisco, Texas

#### BACKGROUND

Mark I. Piland is the Fire Chief and Emergency Management Coordinator for the City of Frisco, Texas, one of the fastest growing cities in the United States. Previously, Piland served as the Fire Chief for Volusia County Fire Services in Volusia County, Florida and as Shift Commander in Operations for the Virginia Beach Fire Department in Virginia Beach, VA

Chief Piland has over 35 years in the Fire-Rescue service, beginning as a volunteer, amassing experience in the areas of Fire Administration, Fire Prevention, Fire Operations, Emergency Management and CERT, Training, Special Operations, Fire Accreditation, emergency response with local, state, and federal governments, and executive level



management, and budget. Chief Piland has strong expertise in the areas of executive leadership and community disaster preparedness response and outreach programs.

Chief Piland has served with the Federal Emergency Management Agency (FEMA) as a Task Force Leader with Virginia Task Force 2 (VATF-2) a FEMA Urban Search and Rescue Team as well as the East Coast Task Force Divisional Representative for the FEMA US&R System. Piland also served as a FEMA Working Group Member for Command and General Staff, and Incident Support Team Leader. Chief Piland served as The Plans Chief for the Pentagon incident during the 911 terrorism attack, and deployed as the Task Force Leader for VATF-2 (Type I 80 persons) for Hurricane Katrina (2005) New Orleans, and the Earthquake in Port Au Prince, Haiti, 2010.

Piland has served as a Principal Member on NFPA Technical Committee 1811 *Standard on Open Circuit Self Contained Breathing Apparatus* for seven years. Piland was recently selected to represent the International Association of Fire Chiefs (IAFC) at the NFPA Forum, a think tank of fire service leaders brought together to discuss and make recommendations for the protection of the fire service as well as the life and safety protection needs of society.

Piland possess a Master of Public Health from Eastern Virginia Medical School, and a Bachelors of Psychology from Old Dominion University and is a graduate of the National Fire Academy's Executive Fire Officer Program, The Executive Leaders Program at the Post Naval Graduate School, Center for Homeland Defense, and Senior Executives in State and Local Government from The Kennedy School at Harvard.

## ASSOCIATE

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### DEPUTY CHIEF JAMES L. MAUNEY, (RET.)

Former Deputy Fire Chief, Volusia County, Florida; Former Deputy Operations Supervisor, Volusia County Emergency Management; Former Fire Chief, Lake County Fire & Rescue, Former Director of the Emergency Services Institute; Volusia County Fire Services.

### BACKGROUND

Jim has a thirty (30) year career in public safety, beginning as a State Trooper with the Florida Highway Patrol. Since his retirement from Volusia County, Jim has embarked on a post-retirement career where he develops and conducts specialized training that includes incident command and management; wild land/urban interface suppression and defensible communities; design, development, implementation, and evaluation of emergency response exercises; firefighter principles and practices; fire company officer leadership, continuity of operations planning, and hazardous materials. Jim is certified in the Homeland Security Exercise Evaluator Program (HSEEP), and conducts training supported by the Department of Justice, State of Florida, National Wildfire Coordinating Group, FEMA, NIMS.

As an Assistant Chief with Volusia County, FL, Jim trained Florida's first wildland fire crew in 1994; the Volusia County Fire Service Firewalkers. These 30 certified firefighters were trained in wildland firefighting tactics, Florida fuels topography, and weather. In 1998 the team was instrumental in saving lives, businesses and homes in Volusia County during what is still

recognized as "*the most complex fire in America's history*". During this incident, Jim served as the Area Commander for the 6 weeks, managing resources for 968 individual wildland fires totaling 147,000 acres.

Jim is a subject matter expert in the concepts for determining the risks associated with the wild land/urban interface and Firewise Community development, as well as Community Risk Analysis. Jim also has extensive experience in the principles and practices of Emergency Management. During Jim's career in Emergency Management, he coordinated operations with sixteen (16) municipalities to incidents within the County during fifty (50) plus federally declared disasters. Jim maintains his Florida Department of Law Enforcement certifications and serves as a law enforcement Reserve Sergeant in Lake Helen, Florida.

Jim has completed coursework at the National Emergency Training Center in Emmitsburg, MD, and holds numerous technical and instructor certifications in fire, emergency medical services, law enforcement, emergency management, incident command, Homeland Security, and firearms.

## DATA ASSESSMENT TEAM

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DOV CHELST, PH.D.

Director of Quantitative Analysis

### BACKGROUND

Dr. Chelst is an expert in analyzing public safety department's workload and deployment. He manages the analysis of all public safety data for the Center. He is involved in all phases of The Center's studies from initial data collection, on-site review, large-scale dataset processing, statistical analysis, and designing data reports. To date, he has managed over 140 data analysis projects for city and county agencies ranging in population size from 8,000 to 800,000.

Dr. Chelst has a Ph.D. Mathematics from Rutgers University and a B.A. Magna Cum Laude in Mathematics and Physics from Yeshiva University. He has taught mathematics, physics and statistics, at the university level for 9 years. He has conducted research in complex analysis, mathematical physics, and wireless communication networks and has presented his academic research at local, national and international conferences, and participated in workshops across the country.

## SENIOR PUBLIC SAFETY SUBJECT MATTER EXPERT

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DAVID MARTIN, PH.D.

Senior Researcher in the Center for Urban Studies, Wayne State University

## BACKGROUND

Dr. Martin specializes in public policy analysis and program evaluation. He has worked with several police departments to develop crime mapping and statistical analysis tools. In these projects, he has developed automated crime analysis tools and real-time, dashboard-style performance indicator systems for police executive and command staff. Dr. Martin teaches statistics at Wayne State University. He is also the program evaluator for four Department of Justice Weed and Seed sites. He is an expert in the use of mapping technology to analyze calls for service workload and deployments.

## SENIOR PUBLIC SAFETY DATA ANALYST

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PRISCILA MONACHESI, M.S., B.A.

## BACKGROUND

Priscila Monachesi is a Senior Data Analyst with CPSM and has worked on over 40 data analysis projects for city and county public safety agencies. She has over ten years' experience as a Project Leader/Senior System Analyst in auto manufacturing and financial systems.

She has a M.S in Statistics from Montclair State University, a B.A. in Economics from Montclair State University, and a Technical Degree in Data Processing from Pontifícia Universidade Católica in Brazil.

## PUBLIC SAFETY DATA ANALYST

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SARAH WEADON, B.A.

## BACKGROUND

Sarah Weadon has over 15 years' experience consulting with local, state, and federal government agencies in the areas of data and geospatial analysis, database and application development, and project management. She has worked with over 40 public safety agencies across the U.S. and Canada, providing data and geospatial analysis of response times, call trends, and station locations. Her skill in understanding the results of the analyses in the broader context of each client's budget, political, and overall reality, supports the development of practical, actionable recommendations. Ms. Weadon holds a Bachelor's degree in Classical Languages.

## PUBLIC SAFETY DATA ANALYST

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SHAN ZHOU, PH.D.

### BACKGROUND

Dr. Shan Zhou specializes in the analysis of police data. Shan brings extensive experience in scientific and clinical data analysis. Prior to CPSM, she worked as an associate scientist at Yale School of Medicine. Shan has a MS in Business Analytics and Project Management from University of Connecticut and a PhD in Cell biology, Genetics and Development from University of Minnesota.

## PUBLIC SAFETY DATA ANALYST

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RYAN JOHNSON, B.A.

### BACKGROUND

Ryan Johnson is a new addition to the CPSM data analyst team, specializing in the analysis of fire data. He has helped complete fire analysis projects for several cities and has handled ad hoc requests for modeling optimum staffing levels for police departments. Ryan brings experience in financial data analysis from the telecom expense industry, where he was the lead analyst for four clients; 3 fortune 500 companies and the Top Architectural Engineering Firm in the country. He also brings experience in spatial analytics from his time with Homeland Security. Ryan has a B.S. in Economics from Georgia State University and he is completing his M.A. in Economics from Rutgers University.

### Work Plan and Methodology

CPSM will work collaboratively with city and town officials when scheduling conference calls, on-site visits, and stakeholder meetings to ensure successful outcomes. CPSM has identified six (6) major outcomes for this fire services and staffing analysis. To achieve each, CPSM has developed the following work plan:

Immediately following project launch, the Project Manager will deliver an operational/administrative information request to the fire department. This is an extensive request which provides us with a detailed understanding of the department's operations, and will include a NFIRS request so that workload data can be analyzed. When necessary, the Project Manager will hold a telephone conference with the point of contact for the project to discuss items contained in the request.

Once the operational/administrative information is received and reviewed by the project team, the Operations Team Leader will schedule an on-site visit for the purpose of reviewing the operational functions of each fire service (city and town), with a focus on fire service delivery and staffing, and for the purpose of gathering further information for the development of the fire services and staffing analysis report and recommendations.

### Work Plan Steps to Achieve Major Outcomes

- **CPSM operational team members will utilize city and town fire department provided response and workload information through the National Fire Incident Reporting System (NFIRS) department data to complete the workload and response analysis.**

CPSM team members will review National Fire Incident Reporting System (NFIRS) data provided by the city and town fire departments for the purpose of analyzing fire and EMS response workload. CPSM will utilize information from this NFIRS analysis as a benchmark in the operational and staffing analysis.

- **Conduct a Community Risk Analysis that focuses on community risk factors and target hazards.**

CPSM will conduct a Community Risk Analysis of the city and town that has a focus on the identification of fire risks, emergency medical services risks, and target hazard risks. CPSM begins with the identification of the hazards present within the community and service areas, understanding that the risk of fire, emergency medical, or other emergencies cannot be held to zero. CPSM will establish an overall profile of the community based on the unique mixtures of demographics, socioeconomic factors, occupancy risk, and transportation risks. CPSM will benchmark identified risk against the deployment of services utilizing this information to make recommendations on current and future service delivery levels specific to a combined fire and EMS-service delivery system.

- **Determine the adequacy of current resources, staffing structural design, service deployment, and future needs for staffing to include volunteer, full time, and on-call members.**

The operations team will schedule an on-site visit for the purpose of reviewing the operational functions of city and town fire services, and to gather and analyze further information for the analysis of the fire operations and staffing models.

The internal work process (work conducted during CPSM conducted meetings) will include:

1. Examination of the factors that impact the city's and town's fire services current staffing model;
2. Examination of each organization's (city and town) strengths, weaknesses, opportunities, and threats as it relates to fire staffing and deployment of resources;
3. Exploration of various strategic alternative approaches to accomplish the goals of fire staffing and deployment of resources;
4. Delineation of resources needed for the city and town to accomplish the long-term staffing and deployment of resources.

- **Review and analyze operational guidelines of the fire services-service delivery system.**
- **Analyze the current functional and operational service delivery model for fire services, and make recommendations on the most viable and sustainable combined fire service delivery model.**

During the on-site visit, the Operations Team will review the operational functions and guidelines of the department, and will gather and analyze further information for the development of the final report on fire services and staffing. The CPSM Operations Team will:

1. Examine the factors that enhance/impact the department's current service delivery model;
  2. Examine and analyze operational guidelines and their connection to the current service delivery model;
  3. Discussion of the organization's strengths, weaknesses, opportunities, and threats as it relates to deployment of resources and response times;
  4. Exploration of various strategic alternative approaches to accomplish the goals of the current service delivery model with a focus on sustainability.
- **Provide specific information and recommendations that will enhance the overall efficiency and effectiveness of the fire services-service delivery system for the city of Canandaigua and the town of Canandaigua.**

A comprehensive analysis of fire services designed to enhance the overall performance of the operational service delivery system will include the following analysis areas:

- **Operational Service Delivery**
    - Evaluate operations and the structure of the service delivery model;
    - Staffing and Deployment of Resources;
    - Analysis of the Fire Department Organizational Structure in the city and town;
    - Review and assess operational guidelines and benchmark against professional and operational best practices and the current service delivery model.
  - Conduct a Community Risk Analysis of the city and town to assist in making recommendations on staffing and deployment of resources.
  - Provide findings and recommendations on the efficiency and effectiveness of current service deliverables and staffing levels, and a sustainable fire service delivery model.
- **CPSM will utilize charts, graphs, tables, and Geographic Information System (GIS) mapping to depict station response and incident workload.**

CPSM will present the incident workload review in tables and charts. Using GIS we will conduct an analysis of response time using existing street network from each station. Examples are identified in the following Tables and Figures:

### Fire Calls by Call Type

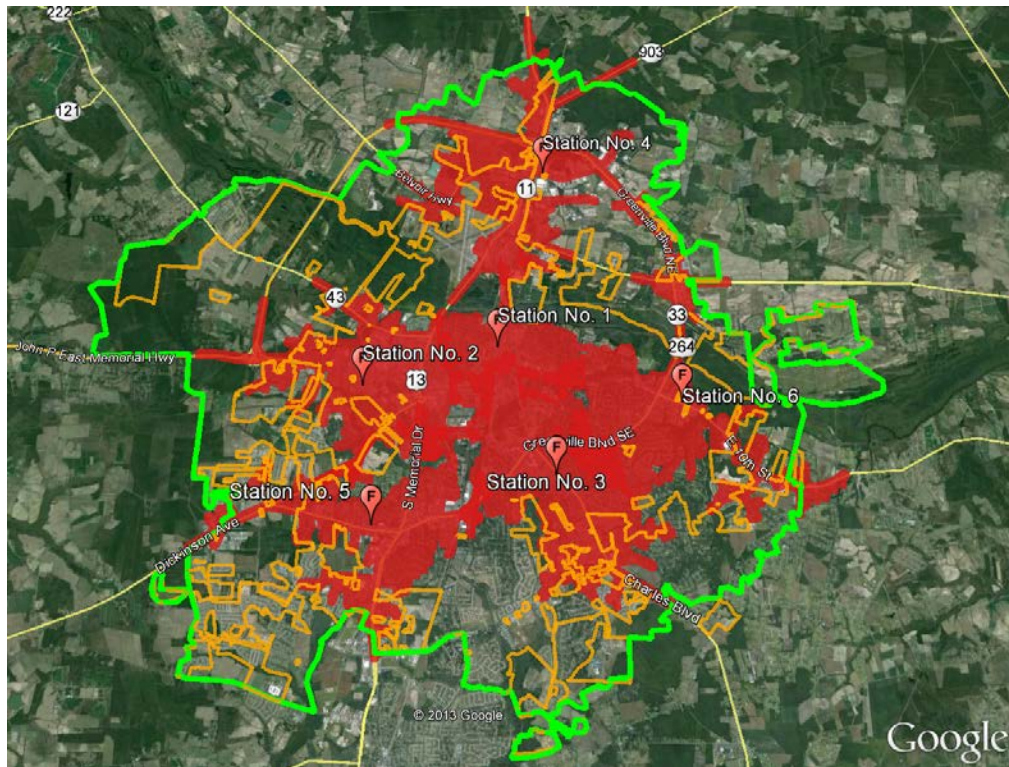
Call Type	Number of Calls	Average Calls per Day	Call Percentage
Structure fire	50	0.14	1.2
Outside fire	84	0.23	2.0
Hazard	493	1.35	11.8
False alarm	519	1.42	12.4
Good intent	73	0.20	1.7
Public service	322	0.88	7.7
<b>Fire Total</b>	<b>1,541</b>	<b>4.22</b>	<b>36.8</b>

### EMS Calls by Call Type

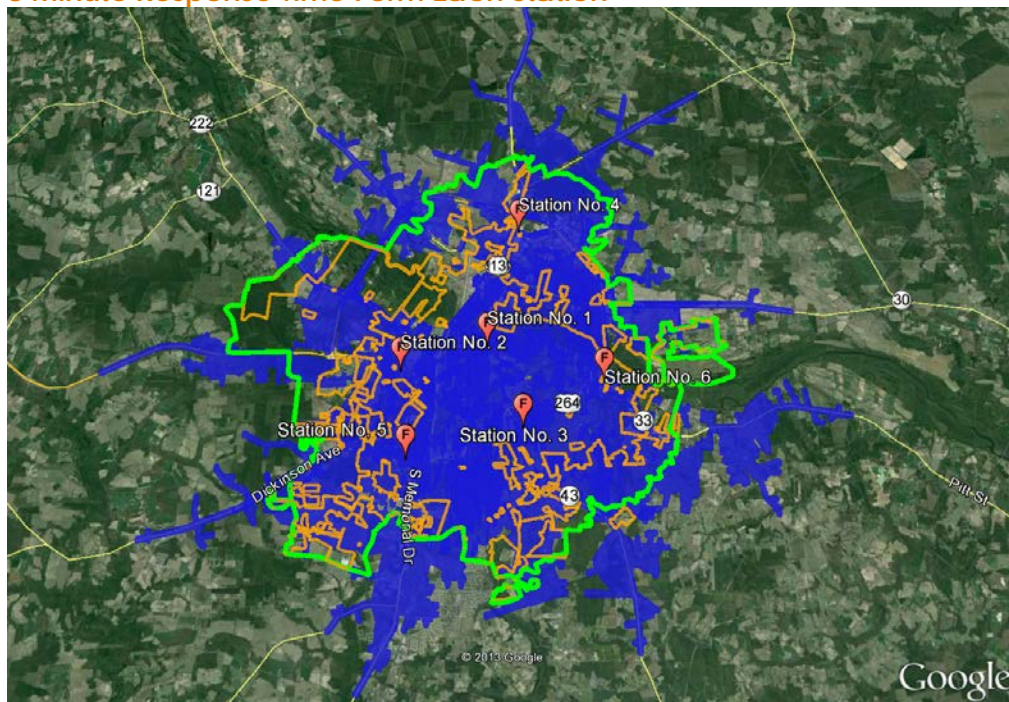
Call Type	Number of Calls	Average Calls per Day	Call Percentage
Cardiac and stroke	237	0.65	5.7
Seizure and unconsciousness	258	0.71	6.2
Breathing difficulty	355	0.97	8.5
Overdose and psychiatric	154	0.42	3.7
MVA	121	0.33	2.9
Fall and injury	846	2.32	20.2
Illness and other	587	1.61	14.0
<b>EMS Total</b>	<b>2,558</b>	<b>7.01</b>	<b>61.2</b>



#### 4 Minute Response Time from Each Station



#### 8 Minute Response Time Form Each Station





## **Project Timeline**

### **Milestone 1 – Full execution of the agreement**

Agreement will identify Project Launch date.

### **Milestone 2 – Project Launch**

We will conduct an interactive telephone conference with city and town officials. Our project leads will launch the project by clarifying and confirming expectations, detailing study parameters, identifying agency point of contacts and commencing information gathering.

### **Milestone 3 – Information Gathering and Data Extraction – 30 Days**

Immediately following project launch, the Project Manager will deliver an information request to the department. This is an extensive request which provides us with a detailed understanding of the department's operations. This request will include a one (1) year period of NFIRS data. When necessary, the project manager will hold a telephone conference to discuss items contained in the request. The operations team will review this material prior to an on-site visit.

### **Milestone 5 – Conduct On-Site Visit – 30 days**

The operations team will perform a site visit within 30 days of the delivery of receipt of the operational, administrative and NFIRS information and data.

### **Milestone 6 – Draft Operations Report – 60 days**

Within 60 days of the on-site visit, the operations team will provide a draft comprehensive analysis of fire services and staffing report to the city and town points of contact. The city and town will have 10 days to review and comment.

### **Milestone 7 – Final Report 15 days**

Once the city's and town's comments and concerns are received by CPSM, the comprehensive analysis of fire services and staffing final report will be delivered to the city and town within 15 days.

Once the final report is delivered, CPSM will be available, if requested, to present the completed project report at an agreed upon date, time, and place.

## Experience

CPSM has conducted over 110 Fire and EMS studies. In each, and as may be directed in the scope of services, CPSM reviews the organizational structure of the department, administrative and operational staffing levels, service delivery models, response workload, programs, guidelines and policies, and each specific division within the agency. When the scope of services or if the local government leadership directs a more specific study, CPSM will conduct that analysis with the same work plan and methodology as outlined in this proposal. All projects include recommendations to improve the efficiency and effectiveness of the department analyzed.

## Client Reference

1. **Project Name and Location:** Town of Queen Creek, AZ

**Scope of Services Provided:** Fire and EMS Operational, Staffing, and Sustainable Future Analysis with Forensic Data Analysis

**Contact Person:** Chief Ron Knight

480-358-3360      [ron.knight@queencreek.org](mailto:ron.knight@queencreek.org)

2. **Project Name and Location:** City of Plymouth, MI

**Scope of Services Provided:** Review fire services operational deployment, staffing, and fire consolidation between two non-contiguous local governments.

**Contact Person:** Paul Sincock, City Manager

734-453-1234 ext. 203      [psincock@ci.plymouth.mi.us](mailto:psincock@ci.plymouth.mi.us)

3. **Project Name and Location:** Town of Northborough, MA

**Scope of Services Provided:** Fire and EMS Operational and Staffing Analysis, with Forensic Data Analysis

**Contact Person:** John Coderre, Town Manager

508-393-5040      [jcoderre@town.northborough.ma.us](mailto:jcoderre@town.northborough.ma.us)

### Proposed Fees

CPSM will conduct the analysis of fire services and staffing project for the City of Canandaigua and the Town of Canandaigua for **\$39,500.00** exclusive of travel costs, and is broken down as follows:

- Travel Costs (billed separately) \$4,500.00 (estimated)
- Final report in-person presentation: \$2000.00 (one meeting) along with reimbursement of travel expenses.

CPSM proposes the project be billed in three installments: 40% upon signing the contract; 40% with delivery of the fire and EMS draft data analysis; 20% with delivery of the final analysis of fire services report.

Travel expenses will be billed as incurred, with no administrative fee or overhead charges.

### Deliverables

Draft reports will be provided for review in electronic format.

To be ecologically friendly, CPSM will deliver the final analysis of fire services report in computer readable material either by email or CD or both. The final analysis of fire services report will incorporate the data analysis as an addendum to the analysis of fire services report. Should the City(s) desire additional copies of the analysis of fire services report, CPSM will produce and deliver whatever number of copies the City(s) request and will invoice the City(s) at cost.

## CONCLUSION

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Part of ICMA's mission is to assist local governments in achieving excellence through information and assistance. Following this mission, Center for Public Safety Management, LLC acts as a trusted advisor, assisting local governments in an objective manner. CPSM's experience in dealing with public safety issues combined with its background in performance measurement, achievement of efficiencies, and genuine community engagement, makes CPSM a unique and beneficial partner in dealing with issues such as those being presented in this proposal. We look forward to working with you further.

# PAST & CURRENT ENGAGEMENTS

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## LOCALITY

## ST PROJECT

Edmonton Intl. Airport	AB	Comprehensive Analysis of Fire Services
Leduc County	AB	Fire Consolidation Plan
Leduc, Canada	AB	Comprehensive Analysis of Fire Services.
Kenai	AK	Comprehensive Analysis of Fire Services
Anniston	AL	Comprehensive Analysis of Police Services
Auburn	AL	Comprehensive Analysis of Fire Services
Auburn	AL	Comprehensive Analysis of Police Services
Dothan	AL	Comprehensive Analysis of Police Services
Casa Grande	AZ	Comprehensive Analysis of Police Services
Florence	AZ	Comprehensive Analysis of Police Services
Lake Havasu	AZ	Comprehensive Analysis of Police Services
Lake Havasu	AZ	Comprehensive Analysis of Fire Services
Pinal County	AZ	Comprehensive Analysis of Sheriff's Office 2015
Pinal County	AZ	Comprehensive Analysis of Sheriff's Office 2017
Prescott	AZ	Comprehensive Analysis of Fire Services
Prescott	AZ	Comprehensive Analysis of Police Services
Queen Creek	AZ	Police Strategic Plan
Queen Creek	AZ	Comprehensive Analysis of Fire services
Scottsdale	AZ	Comprehensive Analysis of Police Services
Tucson	AZ	Comprehensive Analysis of Police Services
Youngtown	AZ	Comprehensive Analysis of Police Services
Alameda	CA	Comprehensive Analysis of Fire Services
Alameda	CA	Comprehensive Analysis of Police Services
Burbank	CA	Analysis of Investigations Workload / Staffing
Carlsbad	CA	Comprehensive Analysis of Police Services
El Centro	CA	Comprehensive Analysis of Police Services
El Centro	CA	Comprehensive Analysis of Fire Services
Hermosa Beach	CA	Comprehensive Analysis of Fire Services
Hermosa Beach	CA	Comprehensive Analysis of Police Services
Kern County	CA	Comprehensive Analysis of Fire Services
Laguna Woods	CA	Review of Sheriff's Office Service
Morgan Hill	CA	Comprehensive Analysis of Police Services
Morgan Hill	CA	Comprehensive Analysis of Fire Services
Palm Desert	CA	Comprehensive Analysis of Fire Services
Palo Alto	CA	Comprehensive Analysis of Fire Services
Placentia	CA	Comprehensive Analysis of Police Services
San Jose	CA	Preliminary Fire Operations Review

San Jose	CA	Preliminary Police Operations Review
San Mateo Co.	CA	Dispatch Operations Review
Santa Ana	CA	Comprehensive Analysis of Police Services
Santa Clara	CA	Comprehensive Analysis of Police Services
Santa Cruz	CA	Comprehensive Analysis of Police Services
Santa Monica	CA	Police Chief Selection
Sonoma County	CA	Performance Measurement Analysis
Stockton	CA	Comprehensive Analysis of Police Services
Stockton	CA	Comprehensive Analysis of Fire Services
Woodland	CA	Police Chief Selection
Yuba City	CA	Comprehensive Analysis of Fire Services
Yuba City	CA	Comprehensive Analysis of Police Services
Federal Heights	CO	Comprehensive analysis of Police Services
Federal Heights	CO	Comprehensive analysis of Fire Services
Littleton	CO	Comprehensive Analysis of Fire Services
Littleton	CO	Review of Fire Consolidation Proposal
Steamboat Springs	CO	Comprehensive Analysis of Fire Services
Cheshire	CT	Police Management Review
Southington	CT	Comprehensive Analysis of Fire Services
Bethany Beach	DE	EMS Review
Dover	DE	Comprehensive Analysis of Police Department
Dover	DE	Comprehensive Analysis of Fire Services
Alachua	FL	Expert Witness Law Enforcement Issues
BCCMA	FL	Analysis of Sheriff's Contract Services
Citrus County	FL	Comprehensive Analysis of Fire Services
Cocoa	FL	Comprehensive Analysis of Police Services
Coconut Creek	FL	Comprehensive Analysis of Police Services
Delray Beach	FL	Comprehensive Analysis of Police Services
Delray Beach	FL	Comprehensive Analysis of Fire Services
Dunedin	FL	Police Consolidation Review
Hollywood	FL	Police Internal Affairs Review
Indian River Shores	FL	Public Safety Staffing Analysis
Indian River Shores	FL	Public Safety Study
Jacksonville Beach	FL	Police Chief Selection
Jupiter	FL	Police and Fire
Jupiter Island	FL	Public Safety Consolidation
Kenneth	FL	Comprehensive Analysis of Police Services
Miami Beach	FL	Comprehensive analysis of Fire Services
Naples	FL	Presentation
North Port	FL	Comprehensive Analysis of Police Services
Orange County	FL	Expert Witness Law Enforcement Issues
Pasco County	FL	Comprehensive analysis of Fire Services

Pasco County	FL	Sheriff Budget Analysis
Pompano Beach	FL	Comprehensive Analysis of Police Services
Venice	FL	Comprehensive Analysis of Fire Services
Camden County	GA	Comprehensive Analysis of Fire Services
Camden County	GA	Fire Consolidation St Marys
Camden County	GA	Police Consolidation Study
Garden City	GA	Preliminary Analysis Public Safety Merger
Johns Creek	GA	Analysis of Fire Services
Kingsland	GA	Fire Consolidation Study
Sandy Springs	GA	Comprehensive Analysis of Police Department
St. Marys	GA	Fire Consolidation Study
Boone	IA	Public Safety Consolidation
Boone	IA	Performance Measurement of Municipal Operations
Hayden	ID	Comprehensive Analysis of Police Services
Jerome	ID	Analysis of Police Services
Algonquin	IL	Performance Measurement Analysis
Glenview	IL	Comprehensive Analysis of Police & Fire Services
Glenview	IL	Comprehensive Analysis of Police Services
Glenview	IL	Dispatch Operations Review
Highland	IL	Comprehensive Analysis of Fire Services
Highland Park	IL	Comprehensive Analysis of Fire Consolidation
Highwood	IL	Comprehensive Analysis of Fire Consolidation
Lake Bluff	IL	Analysis of Fire Consolidation
Lake Bluff	IL	Fire Data Review
Lake Forest	IL	Analysis of Fire Consolidation
Lake Zurich	IL	Comprehensive Analysis of fire services
Naperville	IL	Workload, Staffing & Schedule Design
Roselle	IL	Comprehensive Analysis of Police Services
Skokie	IL	Police Study
Western Springs	IL	Comprehensive Analysis of Police Services
Indianapolis	IN	Analysis of Police Workload & Deployment Services
Plainfield	IN	Comprehensive Analysis of Fire Services
Topeka	KS	Preliminary review of Fire Department
Northborough	MA	Comprehensive Analysis of Police Services
Northborough	MA	Comprehensive Analysis of Fire Services
Algonquin	MD	Performance Measurement Study
Annapolis	MD	Comprehensive Analysis of Police Services
Ocean City	MD	Dispatch Operations Review
Ann Arbor	MI	Comprehensive Analysis of Fire Services
Auburn Hills	MI	Comprehensive Analysis of Fire Services
Auburn Hills	MI	Comprehensive Analysis of Police Services

Benton Harbor	MI	Public Safety Consolidation
Chesterfield Twp.	MI	Comprehensive Analysis of Police Services
Delta Township	MI	Comprehensive Analysis of Police Services
Delta Township	MI	Comprehensive Analysis of Fire Services
Detroit Public Schools	MI	Police Department Review
Douglas	MI	Comprehensive Analysis of Police Services
Flint	MI	Comprehensive Analysis of Fire Services
Flint	MI	Comprehensive Analysis of Police Services
Grand Rapids	MI	Comprehensive Analysis of Police Services
Grand Rapids	MI	Comprehensive Analysis of Fire Services
Grand Travers Fire Dept.	MI	Comprehensive Analysis of Fire Services
Green Lake Twp.	MI	Comprehensive Analysis of Fire Services
Grosse Pointe	MI	Public Safety Consolidation
Grosse Pointe Park	MI	Public Safety Consolidation
Hamtramck	MI	Police Study
Kentwood	MI	Comprehensive Analysis of Police & Fire Services
Kentwood	MI	Analysis of Police Services Consolidation
Kentwood	MI	Analysis of Fire Services Consolidation
Mott Community Col.	MI	Comprehensive Analysis of College Police Services
Novi	MI	Comprehensive Analysis of Police Services
Novi	MI	Comprehensive analysis of Fire Services
Oshtemo Township	MI	Police Contract for Services Analysis
Petoskey	MI	Public Safety Consolidation
Plymouth	MI	Fire Services Consolidation
Plymouth	MI	Fire Service Needs Analysis
Royal Oak	MI	Comprehensive Analysis of Police Services
Royal Oak	MI	Comprehensive Analysis of Fire Services
Saginaw	MI	Comprehensive Analysis of Police Services
Saginaw	MI	Comprehensive Analysis of Fire Services
So. Kalamazoo Fire	MI	Financial Analysis of Fire Authority
St. Joseph	MI	Public Safety Consolidation
Sturgis	MI	Public Safety Analysis
Troy	MI	Comprehensive Analysis of Police Services
Troy	MI	Review of Fire Administration and Inspections
Wyoming	MI	Comprehensive Analysis of Police Services 2012
Wyoming	MI	Comprehensive Analysis of Fire Services 2012
Wyoming	MI	Comprehensive Analysis of Police Services 2009
Wyoming	MI	Comprehensive Analysis of Fire Services 2009
Forest Lake	MN	Comprehensive Analysis of Police Services
Mankato	MN	Public Safety Study
Moorhead	MN	Comprehensive Analysis of Fire Services

North St. Paul	MN	Public Safety Study
St. Cloud	MN	Police Strategic Planning Review
St. Cloud	MN	Comprehensive Analysis of Police Services
Stearns County	MN	Comprehensive Analysis of Sheriffs Offices
Brentwood	MO	Comprehensive Analysis of Police Services
Brentwood	MO	Implementation Assistance
Brentwood	MO	Police Chief Selection
St. Louis	MO	Comprehensive Analysis of Fire Services
St. Louis	MO	Comprehensive Analysis of Police Services
St. Louis	MO	Standard of Response Cover and risk assessment
Bald Head Island	NC	Public Safety Consolidation
Chapel Hill	NC	Comprehensive Analysis of police services
Cornelius	NC	Fire Consolidation Study
Davidson	NC	Fire Consolidation Study
Greenville	NC	Comprehensive Analysis of Fire Services
Oxford	NC	Comprehensive Analysis of Fire Services
Oxford	NC	Comprehensive Analysis of Police Services
Rocky Mount	NC	AED Grant assistance
Rocky Mount	NC	Comprehensive Analysis of Police Services
Grand Island	NE	Comprehensive Analysis of Police Services
Grand Island	NE	Comprehensive Analysis of Fire Services
South Sioux City	NE	Fire Services Strategic Plan
East Brunswick	NJ	EMS Study
Oradell	NJ	Comprehensive Analysis of Police Services
Paterson	NJ	Comprehensive Analysis of Police Services
South Orange	NJ	Comprehensive Analysis of Police Services
Westwood	NJ	Comprehensive Analysis of Police Services
Bernalillo	NM	Comprehensive Analysis of Fire Services
Las Cruces	NM	Comprehensive Analysis of Fire Services
Las Cruces	NM	Comprehensive Analysis of Police Services
Ruidoso	NM	Comprehensive Analysis of Police Services
Boulder City	NV	Police Organizational Study
Henderson	NV	Comprehensive Analysis of Police Services
Las Vegas	NV	Comprehensive Analysis of Fire Services
North Las Vegas	NV	Fire Workload Analysis
Briar Cliff Manor	NY	Analysis of police consolidation
Garden City	NY	Comprehensive Analysis of Fire Services
Long Beach	NY	Comprehensive Analysis of Fire and EMS services
North Castle	NY	Comprehensive Analysis of Police Services
Oneonta	NY	Comprehensive Analysis of Fire and EMS services
Oneonta	NY	Fire Apparatus Review
Orchard Park	NY	Comprehensive Analysis of Police Services



Ossining Town	NY	Analysis of police consolidation
Ossining Village	NY	Analysis of police consolidation
Rye	NY	Police Chief Selection
Watertown	NY	Comprehensive Analysis of Fire Services
Cincinnati	OH	Police Dispatch Review
Dayton	OH	Police Internal Affairs Review
Huron	OH	Comprehensive Analysis of Police Services
Huron	OH	Comprehensive Analysis of Fire Services
Independence	OH	Comprehensive Analysis of Police Services
Independence	OH	Comprehensive Analysis of Fire Services
Sandusky	OH	Fire Study
Sandusky	OH	Police Study
Broken Arrow	OK	Comprehensive Analysis of Police Services
Broken Arrow	OK	Comprehensive Analysis of Fire Services
Edmond	OK	Comprehensive Analysis of Police Services
Jenks	OK	Comprehensive Analysis of Police Services
Jenks	OK	Comprehensive Analysis of Fire Services
Muskogee	OK	Comprehensive Analysis of Police Services
Tulsa	OK	Comprehensive Analysis of Fire Services
Bend	OR	Comprehensive Analysis of Police Services
Grants Pass	OR	Comprehensive Analysis of Fire Services
Grants Pass	OR	Comprehensive Analysis of Police Services
Grants Pass	OR	Public Safety Strategic Plan Development
Ontario	OR	Comprehensive Analysis of Police Services
Ontario	OR	Comprehensive Analysis of Fire Services
Cumru Township	PA	Comprehensive Analysis of Police Services
Cumru Township	PA	Police Chief Selection
Ephrata	PA	Comprehensive Analysis of Police Services
Farrell	PA	Comprehensive Analysis of Police Services
Jamestown	PA	Comprehensive Analysis of Police Services
Lower Windsor Twp.	PA	Comprehensive Analysis of Police Services
Manheim Township	PA	Police Study
Tredyffrin Township	PA	Comprehensive Analysis of Police Services
East Providence	RI	Comprehensive Analysis of Fire Services
East Providence	RI	Expert Witness Fire Issues
Beaufort	SC	Review of Fire Service Contract
Beaufort	SC	Comprehensive Analysis of Police Services
Beaufort	SC	Comprehensive Analysis of Fire Services
Walterboro	SC	Comprehensive Analysis of Public Safety Department
Rapid City	SD	Comprehensive Analysis of Fire Services
Germantown	TN	Comprehensive Analysis of Fire Services

Johnson City	TN	Comprehensive Analysis of Fire Services
Johnson City	TN	Comprehensive Analysis of Police Services
Smyrna	TN	Comprehensive Analysis of Police Services
Smyrna	TN	Comprehensive Analysis of Fire Services
Addison	TX	Comprehensive Analysis of Fire Services
Addison	TX	Comprehensive Analysis of Police Services
Baytown	TX	EMS Study
Belton	TX	Comprehensive Analysis of Police Services
Belton	TX	Comprehensive Analysis of Fire Services
Belton	TX	Police Chief Selection
Belton	TX	Fire Chief Selection
Buda	TX	Comprehensive Analysis of Police Services
Cedar Park	TX	Comprehensive Analysis of Police Services
Conroe	TX	Fire Services Analysis and Standard of Response
Frisco	TX	Comprehensive Analysis of Fire Services
Highland Village	TX	Fire Review
Hutto	TX	Comprehensive Analysis of Fire Services
Lucas	TX	Fire and EMS Analysis
New Braunfels	TX	Fire Study
New Braunfels	TX	Police Study
Prosper	TX	Comprehensive Analysis of Police Services
Round Rock	TX	Comprehensive Analysis of Fire Services
Sugar Land	TX	Fire Department Overtime Analysis
Sugar Land	TX	Comprehensive Analysis of Fire Services
Sugar Land	TX	Comprehensive Analysis of Police Services
Victoria	TX	Comprehensive Analysis of Police Services
Washington City	UT	Comprehensive Public Safety Analysis
Hampton	VA	Police Chief Selection
Loudoun County	VA	Comprehensive Analysis of Sheriff Services
Loudoun County	VA	Comprehensive Analysis of Fire Services
Lacey	WA	Comprehensive Analysis of Fire Services
Duval	WA	Police Staffing Study
Kelso	WA	Comprehensive Analysis of Police Services
Mill Creek	WA	Comprehensive Analysis of Fire Services
Mill Creek	WA	Comprehensive Analysis of Police Services
Snoqualmie	WA	Police Workload & Deployment Analysis
Spokane Valley	WA	Comprehensive Analysis of Police Services
Vancouver	WA	Comprehensive Analysis of Police Services
Vancouver	WA	Police Chief Selection
Dunn County	WI	Sheriff Office Study
Wauwatosa	WI	Comprehensive Analysis of Fire Services
Wauwatosa	WI	Comprehensive Analysis of Police Services

Casper	WY	Comprehensive Analysis of Police Services
Jackson Hole	WY	Police Consolidation Review
Laramie	WY	Comprehensive Analysis of Police Services
Teton County	WY	Police Consolidation Review

# ATTACHMENT 5

~~Town Board Minutes - December 14, 1998~~

# REGULAR TOWN BOARD MINUTES

December 14, 1998

7:00 P.M.

PRESENT:	Earl LaCrosse	Councilman
	Larry Fox	Councilman
	Ken Minster	Councilman
	Roy Beecher	Councilman
	Samuel Casella	Supervisor
	Ernest Paskey	Director of Development
	Jim Hecker	Highway Superintendent

Others present: Scott DeHollander and Derek Brocklebank.

The meeting was called to order by Supervisor Casella at 7:00 p.m.

A motion was made by Councilman Fox, seconded by Councilman Beecher that the Town Board minutes of November 23, 1998 be approved. Motion carried.

A motion was made by Councilman Minster, seconded by Councilman Fox that ter audit of the bills by members of the Town Board, Abstract #21 in the amount of \$20,384.26 from Highway Department, \$14,590.07 from General Fund, \$4,041.29 from Water Department, \$41,891.00 from Rt. 332 Capital Fund, \$476.56 from Lighting (Fox Ridge), \$139.33 from Lighting (Centerpointe) be paid. Motion carried.

## PRIORITY BUSINESS

David Allardice reported that he and Supervisor Casella were putting together a proposal that would expedite the budget process. He will report back in the future with more information.

He also advise that the Town adopt the Investment Policy that he presented. He said that this met the guidelines of the State Comptrollers office and that if we didn't have a policy we were open to criticism by the Comptrollers' office at the time of an audit.

Councilman Minster asked about Section 6 - Internal Controls what "but not absolute" meant?

D. Allardice replied that investments are covered up to \$100,000.00 by FDIC but above that they have to be collaterally and secured by specific investments of the institution that has the deposit.

D. Allardice also advised that the Highway Equipment Reserve fund be established.

Town Board Minutes - December 14, 1998

Roll call vote	Councilman LaCrosse	aye
	Councilman Minster	aye
	Councilman Fox	aye
	Councilman Beecher	aye
	Supervisor Casella	aye

Motion carried.

The following resolution was made by Councilman Beecher, seconded by Councilman Fox to approve the following investment policy on the advice of David Allardice. This investment policy will supersede the Town of Canandaigua investment policy adopted on November 27, 1989:

(EXHIBIT T)  
(INVESTMENT POLICY FOR TOWN OF CANANDAIGUA)

DIRECTOR OF DEVELOPMENT REPORT

1. Reported that Mr. Genecco at 1850 Route 332 had been officially notified that his house must be secured.
2. Attorney Brocklebank and Ernest Paskey sent a letter to Kim Blot of NYS Dept. of AG and Markets asking for any suggestions so they can start reviewing Local Law 9 of 1998.
3. Asked permission for Mary Smith and Jean Chrisman to attend a Windows 98 one day workshop.

The following motion was made by Supervisor Casella, seconded by Councilman LaCrosse that Jean Chrisman and Mary Smith attend the one day workshop on Windows 98 at the cost of \$59.00 per person. Motion carried.

HIGHWAY REPORT

1. Reported that he had 2 letters from residents on Yerkes Road expressing concern about the safety of the intersection of New Michigan and Yerkes Roads. Supt. Hecker asked the Board if they wanted to have a speed study done of the area which could be done by F & S Associates.

Councilman Minster wondered if a study was done now would we have to do another one after the Route 332 project was done?

Highway Supt. Hecker replied that whoever did the study would take Route 332 into consideration.

The following motion was made by Councilman LaCrosse, seconded by Councilman Minster that

RESOLUTION DATED December 14 1998.

A RESOLUTION ESTABLISHING A RESERVE FUND IN AND FOR THE TOWN OF CANANDAIGUA, ONTARIO COUNTY, NEW YORK, FOR THE SPECIFIC OBJECT OR PURPOSE OF THE PURCHASE OF HIGHWAY EQUIPMENT, MACHINERY AND APPARATUS TO BE DESIGNATED AND KNOWN AS THE "HIGHWAY EQUIPMENT CAPITAL RESERVE FUND".

BE IT RESOLVED, by the Town Board of the Town of Canandaigua, Ontario County, New York, as follows:

Section 1. Pursuant to subdivision 2 of Section 6-c of the General Municipal Law, there is hereby established a capital reserve fund in and for the Town of Canandaigua, Ontario County, New York, for the class of objects or purposes of paying the cost of the purchase of highway equipment, machinery and apparatus. The aforesaid purpose shall include incidental expenses in connection therewith

Section 2. Such reserve fund shall be known as the "Highway Equipment Capital Reserve Fund" of said Town.

Section 3. There may be paid into such Highway Equipment Capital Reserve Fund from time to time, such amounts, revenues and/or moneys as are specified in Section 6-c of the General Municipal Law.

Section 4. Any expenditures from the Highway Equipment Capital Reserve Fund hereby established shall be made only upon authorization of the Town Board of said Town, which shall be subject to permissive referendum in each case in which any specific item of equipment, machinery or apparatus shall cost over \$15,000 and therefore have a period of probable usefulness of more than

five years pursuant to subdivision 28 of Section 11.00(a) of the Local Finance Law. In addition, any expenditures from said Highway Equipment Capital Reserve Fund shall require an order of the Superintendent of Highways of the Town upon audit and with the consent of the Town Board as required by Section 6-c(5)(b) of the General Municipal Law.

Section 5. The administration of such Highway Equipment Capital Reserve Fund, including any transfers to or from such fund, shall be conducted in accordance with the provisions of Section 6-c of the General Municipal Law.

Section 6. It is hereby determined that it is the intent of this resolution to comply with the provisions of Section 6-c of the General Municipal Law, which, to the extent that any provision of this resolution shall be in conflict with such Section 6-c, as it may be amended from time to time, shall be deemed to supersede any provisions of this resolution with which it is in conflict.

Section 7. Pursuant to the provisions of Section 6-c(5)(b) of the General Municipal Law, this resolution is adopted subject to the consent of the Superintendent of Highways of the Town of Canandaigua, Ontario County, New York, and the consent of the Superintendent of Highways of the County of Ontario, New York, which consents shall be in writing, addressed to this Town Board, prior to the establishment of the Highway Equipment Capital Reserve Fund.



The question of the adoption of the foregoing resolution was  
duly put to a vote on roll call, which resulted as follows:

<u>Councilman LaCrosse</u>	VOTING <u>aye</u>
<u>Councilman Minster</u>	VOTING <u>aye</u>
<u>Councilman Fox</u>	VOTING <u>aye</u>
<u>Councilman Beecher</u>	VOTING <u>aye</u>
<u>Supervisor Casella</u>	VOTING <u>aye</u>
_____	VOTING _____
_____	VOTING _____

The resolution was thereupon declared duly adopted.

\* \* \* \* \*

I FURTHER CERTIFY that PRIOR to the time of said meeting, I duly caused public notice of the time and place of said meeting to be conspicuously posted in the following designated public location(s) on the following dates:

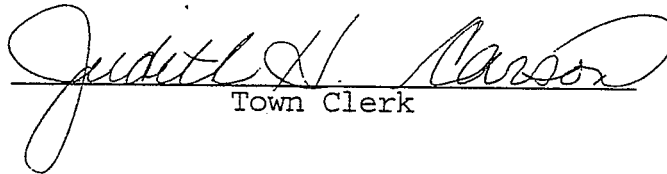
Designated Location(s)  
of posted notice

Date of Posting

Town Hall Bulletin Board

12/10/98

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Town this 15 day of December, 1998.

  
Town Clerk

(CORPORATE  
SEAL)

STATE OF NEW YORK        )  
                              ) ss.:  
COUNTY OF ONTARIO        )

I, the undersigned Clerk of the Town of Canandaigua, Ontario County, New York, DO HEREBY CERTIFY:

That I have compared the annexed extract of the minutes of a regular meeting of the Town Board of said Town, including the resolution contained therein, held on the 14 day of December, 1998, with the original thereof on file in my office, and that the same is a true and correct transcript therefrom and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said Board had due notice of said meeting.

I FURTHER CERTIFY that, pursuant to Section 103 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public.

I FURTHER CERTIFY that, PRIOR to the time of said meeting, I duly caused a public notice of the time and place of said meeting to be given to the following newspapers and/or other news media as follows:

Newspaper and/or Other News Media

Date Given

Canandaigua Messenger  
Radio Stations

12/10/98  
12/10/98

# ATTACHMENT 6

# MRB *group* **LETTER OF TRANSMITTAL**

The Culver Road Armory  
145 Culver Road, Suite 160  
Rochester, NY 14620  
585-381-9250  
FAX 585-381-1008  
Email: info@mrbgroup.com  
www.mrbgroup.com

**DATE:** FEBRUARY 1, 2018      **JOB NO.:** 0300.16001  
**ATTENTION:** DOUG FINCH - TOWN MANAGER  
**RE:** TOWN OF CANANDAIGUA - HIGHWAY GARAGE

**To:** Town of Canandaigua  
5440 Routes 5 & 20 West  
Canandaigua, NY 14424

**WE ARE SENDING YOU**      ☐ Attached      ☐ Under separate cover via      the following items:  
☐ Shop drawings      ☐ Prints      ☐ Plans      ☐ Samples      ☐ Specifications  
☐ Copy of letter      ☐ Change Order      ☐ Other

COPIES	DATE	NO.	DESCRIPTION
3	2/1/18	EC-02	Change Order EC-02
3	2/1/18	HVAC-01	Change Order HVAC-01

**THESE ARE TRANSMITTED as checked below:**

☒ For approval      ☐ Approved as submitted      ☐ Resubmit      copies for approval  
☐ For your use      ☐ Approved as noted      ☐ Submit      copies for distribution  
☐ As requested      ☐ Returned for correction      ☐ Return      corrected plans  
☐ For review and comment      ☐ Other  
☐ For bids due      ☐ Prints returned after loan to us

**REMARKS:**

Please review and sign all copies of the enclosed change orders. Retain one of each for your files and return the remaining to our office.

Thank you

COPY TO: File

SIGNED:

*Missy Liberatore*

*If enclosures are not as noted, kindly notify us at once.*

## CHANGE ORDER No. EC-02

Date of Issuance: January 26, 2018

Effective Date: January 26, 2018

Project: Canandaigua Highway Garage	Owner: Town of Canandaigua	Owner's Contract No.:
Contract: Electrical		Date of Contract: June 15, 2017
Contractor: Billitier Electric		Engineer's Project No.: 0300.16001.000

**The Contract Documents are modified as follows upon execution of this Change Order:**

Description: T&M work to provide 120V circuit to MAU 1 & 2: \$2,259.00 and rewire MAU 1 & 2: \$333.00 (HMI Work – deducted from HVAC Contract)

**Attachments (list documents supporting change):** Billitier CCN # 8 and 8A

**CHANGE IN CONTRACT PRICE:**

**CHANGE IN CONTRACT TIMES:**

Original Contract Price:

\$428,200.00

Original Contract Times: ☐ Working days ☐ Calendar days

Substantial completion (days or date): \_\_\_\_\_

Ready for final payment (days or date): \_\_\_\_\_

[Increase] [~~Decrease~~] from previously approved  
Change Orders No. EC-01 to No. EC-01:

\$2,729.00

[Increase] [Decrease] from previously approved Change Orders  
No. \_\_\_\_\_ to No. \_\_\_\_\_:

Substantial completion (days): \_\_\_\_\_

Ready for final payment (days): \_\_\_\_\_

Contract Price prior to this Change Order:

\$430,929.00

Contract Times prior to this Change Order:

Substantial completion (days or date): \_\_\_\_\_

Ready for final payment (days or date): \_\_\_\_\_

[Increase] [~~Decrease~~] of this Change Order:

\$ 2,592.00

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): \_\_\_\_\_

Ready for final payment (days or date): \_\_\_\_\_

Contract Price incorporating this Change Order: Contract Times with all approved Change Orders:

\$ 433,521.00

Substantial completion (days or date): \_\_\_\_\_

Ready for final payment (days or date): \_\_\_\_\_

RECOMMENDED:

By: [Signature]  
Engineer (Authorized Signature)

Date: 1/26/18

Approved by Funding Agency (if applicable): \_\_\_\_\_

ACCEPTED:

By: \_\_\_\_\_  
Owner (Authorized Signature)

Date: \_\_\_\_\_

ACCEPTED:

By: \_\_\_\_\_  
Co [Signature]  
Date: \_\_\_\_\_  
Digitally signed by Jesse  
Giamartino  
DN: cn=Jesse Giamartino,  
o=Billitier Electric, ou=VP,  
email=Jgiamartino@Billitier  
Electric.com, c=US  
Date: 2018.01.31 13:05:39  
-05'00'

Date: \_\_\_\_\_



## CHANGE REQUEST

**BILLITIER ELECTRIC, INC.**  
760 BROOKS AVE  
ROCHESTER, NY 14619

CCN # 8  
Date: 1/12/2018  
Project Name: CANANDAIGUA HIGHWAY GARAGE  
Project Number: P0165  
Page Number: 1

Client Address:

**MRB GROUP**  
Contact: SCOTT BOVA  
145 CULVER ROAD  
SUITE 160  
ROCHESTER, NY 14620

### Work Description

PLEASE ISSUE A CHANGE ORDER TO OUR CONTRACT FOR THE FOLLOWING WORK COMPLETED:

~ T&M: 20962

PROVIDE 120V CIRCUIT TO MAU 1 & 2

### Itemized Breakdown

Description	Qty	Net Price U	Total Mat.	Labor U	Total Hrs.
1/2" CONDUIT - EMT	120	95.04 C	114.05	0.00 C	0.00
1/2" CONN SS STL - EMT	4	43.25 C	1.73	0.00 C	0.00
1/2" COUPLING SS STL - EMT	12	57.40 C	6.89	0.00 C	0.00
#12 THHN BLACK	3,000	323.44 M	970.32	0.00 M	0.00
LABOR	16	0.00 E	0.00	1.00 E	16.00
<b>Totals</b>	<b>3,152</b>		<b>1,092.99</b>		<b>16.00</b>

### Summary

General Materials		1,092.99
Material Markup (@ 15.000 %)		163.95
<b>Material Total</b>		<b>1,256.94</b>
JOURNEYMAN 2017-2018 (7.00 Hrs @ \$71.87)		503.09
GENERAL FOREMAN 2017-2018 (2.00 Hrs @ \$81.41)		162.82
APPRENTICE 3 2017-2018 (7.00 Hrs @ \$48.03)		336.21
<b>Subtotal</b>		<b>2,259.06</b>
Final Adjustment		-0.06
<b>Final Amount</b>		<b>\$2,259.00</b>

ORIGINAL

(585) 224-1111  
Fax (585) 224-1110

# JOB INVOICE

020962

PHONE	DATE OF ORDER
ORDER TAKEN BY	CUSTOMER'S ORDER NUMBER
<input type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <input checked="" type="checkbox"/> EXTRA	
JOB NAME/NUMBER PD165-08	
JOB LOCATION	
JOB PHONE	STARTING DATE

to Town of Canandaigua  
Highway Garage

**TERMS:**

[illegible]

Signature \_\_\_\_\_

Work ordered by \_\_\_\_\_  
I hereby acknowledge the satisfactory completion of the above described work.





## CHANGE REQUEST

**BILLITIER ELECTRIC, INC.**  
760 BROOKS AVE  
ROCHESTER, NY 14619

CCN # 8A  
Date: 1/12/2018  
Project Name: CANANDAIGUA HIGHWAY GARAGE  
Project Number: P0165  
Page Number: 1

Client Address:

**MRB GROUP**  
Contact: SCOTT BOVA  
145 CULVER ROAD  
SUITE 160  
ROCHESTER, NY 14620

---

### Work Description

PLEASE ISSUE A CHANGE ORDER TO OUR CONTRACT FOR THE FOLLOWING WORK COMPLETED:

~ T&M: 20963

REWIRE MAU 1 & 2

---

### Itemized Breakdown

Description	Qty	Net Price U	Total Mat.	Labor U	Total Hrs.
LABOR	1	0.00 E	0.00	4.50 E	4.50
<b>Totals</b>	<b>1</b>		<b>0.00</b>		<b>4.50</b>

---

### Summary

JOURNEYMAN 2017-2018	(3.50 Hrs @ \$71.87)	251.55
GENERAL FOREMAN 2017-2018	(1.00 Hrs @ \$81.41)	81.41
<b>Subtotal</b>		<b>332.96</b>
Final Adjustment		0.04
<b>Final Amount</b>		<b>\$333.00</b>

ORIGINAL

## 020963

760 Brooks Avenue  
ROCHESTER, NEW YORK 14619

(585) 224-1111  
Fax (585) 224-1110

TO Town of Canandaigua  
Highway Garage

**TERMS:**

PHONE	DATE OF ORDER
ORDER TAKEN BY	CUSTOMER'S ORDER NUMBER
<input type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <del>EXTRA</del>	
JOB NAME/NUMBER P0165-08A	
JOB LOCATION	
JOB PHONE	STARTING DATE

[illegible]

Signature \_\_\_\_\_

Work ordered by \_\_\_\_\_

I hereby acknowledge the satisfactory completion of the above described work.

## CHANGE ORDER No. HVAC-01

Date of Issuance: January 26, 2018

Effective Date: January 26, 2018

Project: Canandaigua Highway Garage	Owner: Town of Canandaigua	Owner's Contract No.:
Contract: HVAC		Date of Contract: June 15, 2017
Contractor: HMI Mechanical		Engineer's Project No.: 0300.16001.000

**The Contract Documents are modified as follows upon execution of this Change Order:**

Description: T&M work by Billitier Electric to rewire MAU 1 & 2: (\$333.00)

**Attachments (list documents supporting change):** Billitier CCN # 8A

**CHANGE IN CONTRACT PRICE:**

**CHANGE IN CONTRACT TIMES:**

Original Contract Price:

\$490,000.00

Original Contract Times: ☐ Working days ☐ Calendar days

Substantial completion (days or date): \_\_\_\_\_

Ready for final payment (days or date): \_\_\_\_\_

[Increase] [Decrease] from previously approved  
Change Orders No. N/A to No. N/A:

\$0.00

[Increase] [Decrease] from previously approved Change Orders  
No. \_\_\_\_\_ to No. \_\_\_\_\_:

Substantial completion (days): \_\_\_\_\_

Ready for final payment (days): \_\_\_\_\_

Contract Price prior to this Change Order:

\$490,000.00

Contract Times prior to this Change Order:

Substantial completion (days or date): \_\_\_\_\_

Ready for final payment (days or date): \_\_\_\_\_

[Increase] [Decrease] of this Change Order:

\$ (333.00)

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): \_\_\_\_\_

Ready for final payment (days or date): \_\_\_\_\_

Contract Price incorporating this Change Order:

\$ 489,667.00

Contract Times with all approved Change Orders:

Substantial completion (days or date): \_\_\_\_\_

Ready for final payment (days or date): \_\_\_\_\_

RECOMMENDED:

By: [Signature]  
Engineer (Authorized Signature)

Date: 1/26/18

Approved by Funding Agency (if applicable): \_\_\_\_\_

ACCEPTED:

By: \_\_\_\_\_  
Owner (Authorized Signature)

Date: \_\_\_\_\_

ACCEPTED:

By: [Signature]  
Contractor (Authorized Signature)

Date: 2/1/18

Date: \_\_\_\_\_



## CHANGE REQUEST

**BILLITIER ELECTRIC, INC.**  
760 BROOKS AVE  
ROCHESTER, NY 14619

CCN # 8A  
Date: 1/12/2018  
Project Name: CANANDAIGUA HIGHWAY GARAGE  
Project Number: P0165  
Page Number: 1

Client Address:

**MRB GROUP**  
Contact: SCOTT BOVA  
145 CULVER ROAD  
SUITE 160  
ROCHESTER, NY 14620

---

### Work Description

PLEASE ISSUE A CHANGE ORDER TO OUR CONTRACT FOR THE FOLLOWING WORK COMPLETED:

~ T&M: 20963

REWIRE MAU 1 & 2

---

### Itemized Breakdown

Description	Qty	Net Price U	Total Mat.	Labor U	Total Hrs.
LABOR	1	0.00 E	0.00	4.50 E	4.50
<b>Totals</b>	<b>1</b>		<b>0.00</b>		<b>4.50</b>

---

### Summary

JOURNEYMAN 2017-2018	(3.50 Hrs @ \$71.87)	251.55
GENERAL FOREMAN 2017-2018	(1.00 Hrs @ \$81.41)	81.41
<b>Subtotal</b>		<b>332.96</b>
Final Adjustment		0.04
<b>Final Amount</b>		<b>\$333.00</b>

ORIGINAL

## 020963

760 Brooks Avenue  
ROCHESTER, NEW YORK 14619

(585) 224-1111  
Fax (585) 224-1110

TO Town of Canandaigua  
Highway Garage

**TEAMS:**

PHONE	DATE OF ORDER
ORDER TAKEN BY	CUSTOMER'S ORDER NUMBER
<input type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <input checked="" type="checkbox"/> <del>EXTRA</del>	
JOB NAME/NUMBER P0165-08A	
JOB LOCATION	
JOB PHONE	STARTING DATE

[illegible]

Signature \_\_\_\_\_

Work ordered by \_\_\_\_\_

I hereby acknowledge the satisfactory completion of the above described work.

# ATTACHMENT 7

# Annual Report for NYS Electronic Waste Collection Sites

Town of Canandaigua | Annual | 2017

This online annual report form must be completed in accordance with the New York State Electronic Equipment Recycling and Reuse Act (Environmental Conservation Law, Article 27, Title 26). Each registered electronic waste collection site is required to report annually to the NYS Department of Environmental Conservation (Department) by March 1st, for the previous calendar year.

Each registered electronic waste collection site must complete and submit this online annual report form, and must also print out and mail a signed NYS Electronic Equipment Recycling & Reuse Act Certification & Fee Form to the Department (provided at the end of this online annual report), also by March 1st.

Failure to submit a complete and timely annual report, including the certification form with appropriate signatures, will subject the electronic waste collection site to civil penalties under the Act.

You will need to notify the Department via e-mail or phone if a change is necessary after submittal. The Department will then grant you access to edit information previously submitted.

Please direct all questions regarding the content of this annual report to [ReTRAC.Ewaste@dec.ny.gov](mailto:ReTRAC.Ewaste@dec.ny.gov) or call (518) 402-8706.

## Collection Site Information

Name of Site: *	Department-Issued		
Town of Canandaigua	Registration #: *		
	00183		
Site Address: *			
5440 Route 5 & 20			
City: *	State: *	ZIP Code: *	County: *
Canandaigua	New York	14424	Ontario

Please upload your list of multiple retail collection sites here (if applicable):

*File formats allowed: .doc .docx .xls .xlsx (Please restrict to less than 3 MB in size)*

Please identify the current primary contact and mailing address (if different from above) for the electronic waste collection site:

Name: *	Title:	
James Fletcher	Highway Superintendent	
Phone Number: *	Extens	E-mail: *
5853943300	ion:	JFletcher@TownofCanandaig
		ua.org

*Please enter up to  
12 numeric  
characters only*

Mailing Address:  
5440 Route 5 & 20 West

City:	State:	Postal (ZIP) Code:
Canandaigua	NY	14424

Is the current legal department contact the same as the primary contact? \*

☐ Yes ☒ No

Please identify the collection site, consolidation facility or current legal department contact and mailing address:

Name: *	Title:
---------	--------

Jean Chrisman

Town Clerk

Phone Number: \*

5853941120

Extens

ion:

E-mail: \*

JChrisman@TownofCanandaigua.org

*Please enter up to  
12 numeric  
characters only*

Mailing Address: \*

5440 Route 5 & 20 West

City: \*

Canandaigua

State: \*

NY

Country: \*

USA

Postal (ZIP)

Code: \*

14424

Did the collection site charge consumers for the acceptance of covered electronic equipment? \*

☒ Yes

☐ No

**Important: All CEE weight accepted from any NYS consumer other than a business consumer at a charge for which the entity has not been provided a premium service, must be reported as ineligible program weight in the table below.**

Please indicate the types of equipment for which a consumer is charged: (note: **CRT-containing devices only**; **Computer peripherals**)

☒ CRT-containing devices only ☒ Computers ☒ Computer peripherals ☒ Small electronic equipment ☒ Small scale servers

☒ Televisions

*Please check all that apply*

Please describe the fees associated with the acceptance of each type of CEE above OR, you may instead choose to upload a cost sheet.

Upload File:

[Adopted Fee Schedule January 2018.docx](#) *File formats allowed: .doc .docx .xlsx .xlx .xls. Please limit to under 3 MB.*

## Electronic Waste Collected

Collection sites must separately report the weight of covered electronic equipment (CEE) accepted from NYS consumers that is eligible to be credited to manufacturers towards their acceptance standard goals from any ineligible weight. Please use the guidelines below to distinguish between eligible and ineligible program weight, and list those weights in the corresponding columns in the table below.

### Eligible Program Weight

\*All CEE weight accepted from any NYS consumer at no charge.

\*All CEE weight accepted from any NYS business consumer at a charge.

\*All CEE weight accepted from any NYS consumer at a charge, for which the consumer has been provided a premium service only.

### Ineligible Program Weight

\*All CEE weight accepted from any NYS consumer other than a business consumer at a charge for which the entity has not been provided a premium service.

Program Weight in pounds (of Computers; Computer peripherals (CRT); Computer peripherals (non-CRT); Small electronic equipment; Small scale servers; Televisions (CRT); Televisions (non-CRT);)

(if none, enter "0")



ELECTRONIC WASTE COLLECTED	QUANTITY COLLECTED - ELIGIBLE PROGRAM WEIGHT *	QUANTITY COLLECTED - INELIGIBLE PROGRAM WEIGHT *
Computers	2,626	0
Computer peripherals (CRT)	0	1,152
Computer peripherals (non-CRT)	8,338	581
Small electronic equipment	5,205	0
Small scale servers	50	0
Televisions (CRT)	0	16,299
Televisions (non-CRT)	574	1,438
<b>Total</b>	<b>16,793</b>	<b>19,470</b>

### Electronic Waste Shipped Off-site

Please list the name, address, and registration number (if applicable), of each in-state or out-of-state electronic waste consolidation facility or recycling facility to which electronic waste was sent during this reporting period. Please also provide the quantity, again broken down by eligible and ineligible weight, of each type of electronic waste sent to each such facility.

Each person who owns or operates an electronic waste consolidation or recycling facility as defined in Section 27-2601 of the Electronic Equipment Recycling and Reuse Act, should already be registered with the Department. Electronic waste recycling facility registration numbers are available on the Department's website at: <http://www.dec.ny.gov/chemical/73670.html>. Electronic waste consolidation facility registration numbers may be requested via e-mail (ReTRAC.Ewaste@dec.ny.gov) or by telephone: (518) 402-8706.

Quantity (in pounds) of Eligible Weight Shipped Off-site (of Computers; Computer peripherals (CRT); Computer peripherals (non-CRT); Small electronic equipment; Small scale servers; Televisions (CRT); Televisions (non-CRT);) )

**1. (if none, enter "0")**

Facility Name	Full Address	State	Registration#
EWASTE+	7318 Victor-Mendon Rd, Victor, NY 14564	NY	00138
Computers *	Computer peripherals (CRT) *	Computer peripherals (non- CRT): *	Small electronic equipment *
2,626	0	8,338	5,205
Small scale servers *	Televisions (CRT) *	Televisions (non-CRT): *	Total Pounds
50	0	574	16,793

**Total**  
16,793

Quantity (in pounds) of Ineligible Weight Shipped Off-site (for Computers; Computer peripherals (CRT); Computer peripherals (non-CRT); Small electronic equipment; Small scale servers; Televisions (CRT); Televisions (non-CRT);) )

**1. (if none, enter "0")**

Facility Name	Full Address	State	Registration #
EWASTE+	7318 Victor-Mendon Rd, Victor, NY 14564	NY	00138
Computers *	Computer peripherals (CRT) *	Computer peripherals (non- CRT) *	Small electronic equipment *
0	1,152	581	0
Small scale servers *	Televisions (CRT) *	Televisions (non-CRT) *	Total Pounds

0

16,299

1,438

19,470

Total

19,470

#### Electronic Waste Collection Site Certification

This online annual report form shall be considered incomplete unless the electronic waste collection site prints out and mails a signed certification form to the Department at:

NYS Department of Environmental Conservation  
Product Stewardship & Waste Reduction Section  
Attention: E-waste Recycling Program  
625 Broadway, 9th Floor, Albany, NY 12233-7253

The certification and fee form must be received by the Department no later than March 1, 2018.

Check this box to access the certification and fee form and to indicate you acknowledge that the form is required. \*

☒ I acknowledge that the certification and fee form is required.

[NYS Electronic Equipment Recycling & Reuse Act Certification & Fee Form, click this link to download \(130 kb PDF\)](#)

Response created on: Feb 7, 2018 at 09:52 AM CST by ksilverstrim@townofcanandaigua.org

Response last updated on: Feb 7, 2018 at 09:58 AM CST by ksilverstrim@townofcanandaigua.org

# ATTACHMENT 8

## REGISTERED TRANSFER STATION ANNUAL REPORT

(If you need assistance filling out this form please email [swmfannualreport@dec.ny.gov](mailto:swmfannualreport@dec.ny.gov) or call 518-402-8678.)

Complete and submit this form by March 1, 2018.

This annual report is for the year of operation from January 01, 2017 to December 31, 2017

## SECTION 1 – GENERAL INFORMATION

FACILITY INFORMATION			
FACILITY NAME: Town of Canandaigua			
FACILITY LOCATION ADDRESS: 5440 Route 5 + 20	FACILITY CITY:	STATE: Ny	ZIP CODE: 14424
FACILITY TOWN: Canandaigua	FACILITY COUNTY: Ontario	FACILITY PHONE NUMBER: 585-394-3300	
FACILITY NYS PLANNING UNIT: (A list of NYS Planning Units can be found at the end of this report). Ontario County			NYSDEC REGION #: 8
360 REGISTRATION DATE ISSUED: (Refer to DEC Registration)		NYS DEC ACTIVITY CODE OR REGISTRATION NUMBER: (Refer to DEC Registration) 35R13	
FACILITY CONTACT: Jim Fletcher	<input checked="" type="checkbox"/> public <input type="checkbox"/> private	CONTACT PHONE NUMBER: 585-394-3300	CONTACT FAX NUMBER: 585-394-9476
CONTACT EMAIL ADDRESS: JFletcher@townofcanandaigua.org			
OWNER INFORMATION			
OWNER NAME: Town of Canandaigua	OWNER PHONE NUMBER: 585-394-1120	OWNER FAX NUMBER: 585-394-9476	
OWNER ADDRESS: 5440 Route 5 + 20	OWNER CITY: Canandaigua	STATE: Ny	ZIP CODE: 14424
OWNER CONTACT: Town Clerk, Jean Chrisman	OWNER CONTACT EMAIL ADDRESS: JChrisman@townofcanandaigua.org		
OPERATOR INFORMATION			
OPERATOR NAME: <input checked="" type="checkbox"/> same as owner		<input checked="" type="checkbox"/> public <input type="checkbox"/> private	
PREFERENCES			
Preferred address to receive correspondence: <input checked="" type="checkbox"/> Facility location address <input type="checkbox"/> Owner address <input type="checkbox"/> Other (provide):			
Preferred email address: <input type="checkbox"/> Facility Contact <input type="checkbox"/> Owner Contact <input checked="" type="checkbox"/> Other (provide): Both - facility + owner contacts			
Preferred individual to receive correspondence: <input type="checkbox"/> Facility Contact <input type="checkbox"/> Owner Contact <input checked="" type="checkbox"/> Other (provide): Both - facility + owner contacts			
Did you operate in 2017? <input checked="" type="checkbox"/> Yes; Complete this form. <input type="checkbox"/> No; Complete and submit Sections 1 and 11. If you no longer plan to operate and wish to relinquish your permit/registration associated with this solid waste management activity, also complete the "Inactive Solid Waste Management Facility or Activity Notification Form" located at: <a href="http://www.dec.ny.gov/chemical/52706.html">http://www.dec.ny.gov/chemical/52706.html</a> .			

## SECTION 2 - SOLID WASTE RECEIVED

**Please provide the tonnages of solid waste received.** Include all waste received. Report Recyclable Materials in Section 5. DO NOT REPORT IN CUBIC YARDS!

Specify the methods used to measure the quantities disposed and the percentages measured by each method:

100 % Scale Weight

\_\_\_\_\_ % Estimated

\_\_\_\_\_ % Truck Count

\_\_\_\_\_ % Other (Specify: \_\_\_\_\_)

Type of Solid Waste	January (tons)	February (tons)	March (tons)	April (tons)	May (tons)	June (tons)	July (tons)
Construction & Demolition (C&D) Debris	31.69	18.26	32.90	116.89	44.46	95.28	43.88
Mixed Municipal Solid Waste (MSW) (Residential, Institutional & Commercial)	102.48	103.65	114.66	102.20	128.18	128.61	134.39
Other (specify)							
<b>Total Tons Received</b>	<b>134.17</b>	<b>121.91</b>	<b>147.56</b>	<b>219.09</b>	<b>172.64</b>	<b>223.89</b>	<b>178.27</b>

Type of Solid Waste	Tip Fee (\$/ton)	August (tons)	September (tons)	October (tons)	November (tons)	December (tons)	Total Year (tons)	Daily Avg. (tons)
Construction & Demolition (C&D) Debris		46.32	39.49	41.13	42.17	19.32	571.79	1.57
Mixed Municipal Solid Waste (MSW) (Residential, Institutional & Commercial)		155.55	113.15	99.87	147.78	100.24	1430.76	3.91
Other (specify)								
<b>Total Tons Received</b>		<b>201.87</b>	<b>152.64</b>	<b>141.00</b>	<b>189.95</b>	<b>119.56</b>	<b>2002.55</b>	<b>5.48</b>

If the solid waste type is not listed, use one of the "Other" lines and fill in the name of the waste. If more "Other" lines are needed, cross out an unused type and fill in the other solid waste name. If still more "Other" lines are needed, attach another copy of this page, cross out an unused type, and fill in the other solid waste name.



### SECTION 3 – SERVICE AREA OF SOLID WASTE RECEIVED

**Please identify where the waste is coming from.** The total tons received reported below should equal the total tons received in Section 2 (Solid Waste Received). DO NOT REPORT IN CUBIC YARDS!

- ☐ If the waste **WAS** received from another solid waste management facility, please write in the name and address of the facility along with the appropriate state, county and planning unit/municipality.
- ☐ If the waste **WAS NOT** received from another solid waste management facility, please write in "**Direct Haul**" along with the appropriate state, county and planning unit/municipality where the waste was generated.

Specify transport method, list type of material(s) and percentages of total waste transported by each:

100 % Road: Waste Type(s): Direct Haul \_\_\_\_\_ % Rail: Waste Type(s): \_\_\_\_\_  
 \_\_\_\_\_ % Water: Waste Type(s): \_\_\_\_\_ % Other (specify: \_\_\_\_\_): Waste Type(s): \_\_\_\_\_

SERVICE AREA OF SOLID WASTE RECEIVED (where the waste is coming from)					
TYPE OF SOLID WASTE	SOLID WASTE MANAGEMENT FACILITY FROM WHICH IT WAS RECEIVED (Name & Address) OR "Direct Haul"	STATE OR COUNTRY	COUNTY OR PROVINCE	NYS PLANNING UNIT (See Attached List of NYS Planning Units)	TONS RECEIVED
Construction & Demolition (C&D) Debris	Direct Haul	Ny	Ontario County	Ontario County	571.79
Municipal Solid Waste (MSW) (Residential, Institutional & Commercial)	Direct Haul	Ny	Ontario County	Ontario County	1430.76
Other (specify)					
TOTAL RECEIVED (tons):					2002.55

If the solid waste type is not listed, use one of the "Other" lines and fill in the name of the waste. If more "Other" lines are needed, cross out an unused type and fill in the other solid waste name. If still more "Other" lines are needed, attach another copy of this page, cross out an unused type, and fill in the other solid waste name.

## SECTION 4 - TRANSFER OR DISPOSAL DESTINATION

**Please identify destination of waste.** Please only include waste sent off-site for disposal or further transfer prior to disposal. Exclude Recyclable Material amounts reported in Section 5. DO NOT REPORT IN CUBIC YARDS!

- ☐ If the waste is being sent to another facility for transfer or processing prior to disposal (e.g. Transfer station or C&D debris processing facility), please identify name, address, corresponding State/Country, County/Province, and Destination Planning Unit of the transfer destination and the amount of waste transferred in the "Amount to Transfer Destination" column.
- ☐ If the waste is being sent to a landfill or combustor, please identify the name, address, corresponding State/Country, County/Province, and Destination Planning Unit of the disposal destination and the amount of waste being sent for disposal in the "Amount to Disposal Destination" column.

Specify transport method, list type of material(s) and percentages of total waste transported by each:

100 % Road: Waste Type(s): All waste types included      % Rail: Waste Type(s): \_\_\_\_\_  
 \_\_\_\_\_ % Water: Waste Type(s): \_\_\_\_\_      % Other (specify: \_\_\_\_\_): Waste Type(s): \_\_\_\_\_

TRANSFER OR DISPOSAL DESTINATION							
TYPE OF SOLID WASTE	SOLID WASTE MANAGEMENT FACILITY TO WHICH IT WAS SENT (Name & Address)	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	NYS PLANNING UNIT (See Attached List of NYS Planning Units)	AMOUNT TO TRANSFER DESTINATION (TONS)	AMOUNT TO DISPOSAL DESTINATION (TONS)	TOTAL YEAR (TONS)
Construction & Demolition (C&D) Debris	Ontario County Landfill	Ny	Ontario	Ontario		571.79	571.79
	1879 Route 5+20		County	County			
	Stanley Ny 14561						
Municipal Solid Waste (MSW) (Residential, Institutional & Commercial)	Ontario County Landfill	Ny	Ontario	Ontario		1430.76	1430.76
	1879 Route 5+20		County	County			
	Stanley Ny 14561						
Other (specify)							
TOTAL SENT (tons):							

If the solid waste type is not listed, use one of the "Other" lines and fill in the name of the waste. If more "Other" lines are needed, cross out an unused type and fill in the other solid waste name. If still more "Other" lines are needed, attach another copy of this page, cross out an unused type, and fill in the other solid waste name.

## SECTION 5—REGISTERED TRANSFER STATION RECYCLABLE & RECOVERED MATERIALS

Is your facility also a permitted or registered Recyclables Handling & Recovery Facility?

☐ Yes; Complete Section 5 for material recovered from the mixed solid waste stream. Complete a Recyclables Handling & Recovery Facility (RHRF) form for material received as source separated. The RHRF form is located at: <http://www.dec.ny.gov/chemical/52706.html>.

☒ No; Complete Section 5 for material recovered from the mixed solid waste stream and for material received as source separated.

### A. Service Area of Recyclable Material Received

**Please identify where the materials are coming from. DO NOT REPORT IN CUBIC YARDS!**

- ☐ If the materials **WERE** received from another solid waste management facility, please write in the name and address of the facility along with the appropriate state, county and planning unit/municipality.
- ☐ If the materials **WERE NOT** received from another solid waste management facility, please write in "**Direct Haul**" along with the appropriate state, county and planning unit/municipality where the materials were generated.

SERVICE AREA OF RECYCLABLE MATERIAL RECEIVED (where the material is coming from)					
MATERIAL	SOLID WASTE MANAGEMENT FACILITY FROM WHICH IT WAS RECEIVED (Name & Address) OR "Direct Haul"	STATE OR COUNTRY	COUNTY OR PROVINCE	NYS PLANNING UNIT (See Attached List of NYS Planning Units)	TONS RECEIVED
Commingled Containers (metal, glass, plastic)					
Commingled Paper (all grades)					
Single Stream (total)	Direct Haul	Ny	Ontario County	Ontario County	587.11
Brush, Branches, Trees, & Stumps					
Food Scraps					
Yard Waste (curbside)					
Other (specify)	Direct Haul	Ny	Ontario County	Ontario County	211.37
Bulk metal					
<b>TOTAL RECEIVED (tons):</b>					

If the material type is not listed, use one of the "Other" lines and fill in the name of the material. If more "Other" lines are needed, cross out an unused type and fill in the other materials name. If still more "Other" lines are needed, attached another copy of this page, cross out an unused type, and fill in the other materials name.



**SECTION 5 – REGISTERED TRANSFER STATION RECYCLABLE & RECOVERED MATERIALS** (continued)  
**B. Material Recovered**

Please identify destination of recovered materials. Indicate the name of the facility, address, corresponding State/Country, County/Province, Destination Planning Unit/Municipality and the amount of material transferred. **DO NOT REPORT IN CUBIC YARDS!**

Specify transport method, list type of material(s) and percentages of total waste transported by each:

100 % Road: Material Type(s): \_\_\_\_\_ % Rail: Material Type(s): \_\_\_\_\_  
 \_\_\_\_\_ % Water: Material Type(s): \_\_\_\_\_ % Other (specify: \_\_\_\_\_): Material Type(s): \_\_\_\_\_

PAPER RECOVERED					
RECOVERED MATERIAL	DESTINATION <small>(Name &amp; Address)</small>	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	NYS PLANNING UNIT <small>(See Attached List of NYS Planning Units)</small>	TONS RECOVERED <small>(out of facility)</small>
Commingled Paper <small>(all grades)</small>					
Corrugated Cardboard					
Junk Mail					
Magazines					
Newspaper					
Office Paper					
Paperboard / Boxboard					
Other Paper <small>(specify)</small>					
<b>TOTAL PAPER RECOVERED (tons):</b>					

If the material type is not listed, use one of the "Other" lines and fill in the name of the material. If more "Other" lines are needed, cross out an unused type and fill in the other materials name. If still more "Other" lines are needed, attached another copy of this page, cross out an unused type, and fill in the other materials name.

**SECTION 5 – REGISTERED TRANSFER STATION RECYCLABLE & RECOVERED MATERIALS** (continued)

**B. Material Recovered**

GLASS RECOVERED					
RECOVERED MATERIAL	DESTINATION (Name & Address)	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	NYS PLANNING UNIT (See Attached List of NYS Planning Units)	TONS RECOVERED (out of facility)
Container Glass					
Industrial Scrap Glass					
Other Glass (specify)					
TOTAL GLASS RECOVERED (tons):					
METAL RECOVERED					
RECOVERED MATERIAL	DESTINATION (Name & Address)	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	NYS PLANNING UNIT (See Attached List of NYS Planning Units)	TONS RECOVERED (out of facility)
Aluminum Foil / Trays					
Bulk Metal (from MSW)	FORE Recycling 982 State Route 21, Shortsville NY	Ny	Ontario County	Ontario County	211.37
Bulk Metal (from CD debris)					
Enameled Appliances / White Goods					
Industrial Scrap Metal					
Tin & Aluminum Containers					
Other Metal (specify)					
TOTAL METAL RECOVERED (tons):					

If the material type is not listed, use one of the "Other" lines and fill in the name of the material. If more "Other" lines are needed, cross out an unused type and fill in the other materials name. If still more "Other" lines are needed, attached another copy of this page, cross out an unused type, and fill in the other materials name.

**SECTION 5 – REGISTERED TRANSFER STATION RECYCLABLE & RECOVERED MATERIALS** (continued)

**B. Material Recovered**

PLASTIC RECOVERED					
RECOVERED MATERIAL	DESTINATION (Name & Address)	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	NYS PLANNING UNIT (See Attached List of NYS Planning Units)	TONS RECOVERED (out of facility)
Commingled Plastic (#1 - #7)					
PET (plastic #1)					
HDPE (plastic #2)					
Other Rigid Plastics (#3 - #7)					
Industrial Scrap Plastic					
Plastic Film & Bags					
Other Plastics (specify)					
<b>TOTAL PLASTIC RECOVERED (tons):</b>					
MISCELLANEOUS MATERIAL RECOVERED					
RECOVERED MATERIAL	DESTINATION (Name & Address)	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	NYS PLANNING UNIT (See Attached List of NYS Planning Units)	TONS RECOVERED (out of facility)
Electronics	See Electronics Recycling Report				
Textiles					
Other (specify)					
<b>TOTAL MISCELLANEOUS MATERIAL RECOVERED (tons):</b>					

If the solid waste type is not listed, use one of the "Other" lines and fill in the name of the material. If more "Other" lines are needed, cross out an unused type and fill in the other solid waste name. If still more "Other" lines are needed, attached another copy of this page, cross out an unused type and fill in the other solid waste name.



**SECTION 5 – REGISTERED TRANSFER STATION RECYCLABLE & RECOVERED MATERIALS** (continued)

**B. Material Recovered**

MIXED MATERIAL RECOVERED					
RECOVERED MIXED MATERIAL	DESTINATION (Name & Address)	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	NYS PLANNING UNIT (See Attached List of NYS Planning Units)	TONS RECOVERED (out of facility)
Commingled Containers (metal, glass, plastic)					
Commingled Paper & Containers					
Single Stream (total)	Casella Recycling 3555 County Rd. 49 Stanley NY 14561	Ny	Ontario County	Ontario County	587.11
Other (specify)					
TOTAL MIXED MATERIAL RECOVERED (tons):					
ORGANIC MATERIAL RECOVERED					
RECOVERED MATERIAL	DESTINATION (Name & Address)	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	NYS PLANNING UNIT (See Attached List of NYS Planning Units)	TONS RECOVERED (out of facility)
Brush, Branches, Trees, & Stumps					
Food Scraps					
Yard Waste (curbside)					
Other (specify)					
TOTAL ORGANIC MATERIAL RECOVERED (tons):					

If the material type is not listed, use one of the "Other" lines and fill in the name of the material. If more "Other" lines are needed, cross out an unused type and fill in the other materials name. If still more "Other" lines are needed, attached another copy of this page, cross out an unused type, and fill in the other materials name.

## SECTION 6 – UNAUTHORIZED SOLID WASTE

Has unauthorized solid waste been received at the facility during the reporting period?

☐ Yes ☐ No If yes, give information below for each incident (attach additional sheets if necessary):

Date Received	Type Received	Date Disposed	Disposal Method & Location

### Radiation Monitoring

Does your facility use a fixed radiation monitor? ☐ Yes ☒ No

Identify Manufacturer \_\_\_\_\_ and Model \_\_\_\_\_ of fixed unit.

Does your facility use a portable radiation monitor? ☐ Yes ☒ No

Identify Manufacturer \_\_\_\_\_ and Model \_\_\_\_\_ of fixed unit.

If the radiation monitors have been triggered give information below for each incident:

Incident Number	Received		Hauler	Origin	Truck Number	Reading	Disposal Status	Removed	
	Date	Time						Date	Time

## SECTION 7 - COST ESTIMATES AND FINANCIAL ASSURANCE DOCUMENTS

Are there required cost estimates and financial assurance documents for closure?

☐ Yes ☒ No If yes, attach additional sheets reflecting annual adjustments for inflation and any changes to the Closure Plan?

### SECTION 8 – PROBLEMS

Were any problems encountered during the reporting period (e.g., specific occurrences which have led to changes in facility procedures)?

☐ Yes ☒ No If yes, attach additional sheets identifying each problem and the methods for resolution of the problem.

### SECTION 9 – CHANGES

Were there any changes from approved reports, plans, specifications, and permit conditions?

☐ Yes ☒ No If yes, attach additional sheets identifying changes with a justification for each change.

### SECTION 10 - REGISTRATION/CONSENT ORDER REPORTING REQUIREMENTS

Are there any additional registration/consent order reporting requirements not covered by the previous sections of this form?

☐ Yes ☒ No If yes, attach additional sheets identifying the reporting requirements with their respective responses.

### SECTION 11 - SIGNATURE AND DATE BY OWNER OR OPERATOR

Owner or Operator must sign, date and submit the completed form by email or mail to the appropriate Regional Office (See attachment for Regional Office email & mailing addresses and Solid Waste Contacts.)

The Owner or Operator must also submit one copy by email, fax or mail to:

New York State Department of Environmental Conservation  
Division of Materials Management  
Bureau of Permitting and Planning  
625 Broadway  
Albany, New York 12233-7260  
Fax 518-402-9041  
Email address: SWMFannualreport@dec.ny.gov

I hereby affirm under penalty of perjury that information provided on this form and attached statements and exhibits was prepared by me or under my supervision and direction and is true to the best of my knowledge and belief, and that I have the authority to sign this report form pursuant to 6 NYCRR Part 360. I am aware that any false statement made herein is punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

Signature

Date

Name (Print or Type)

Title (Print or Type)

Phone Number

Address

City

State and Zip

Email (Print or Type)

ATTACHMENTS: ☐ YES ☒ NO (Please check appropriate line)

REPRINTED (12/17)

# ATTACHMENT 9

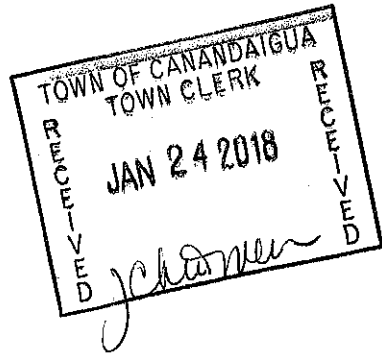
January 9, 2018

To: Town Clerk

Town of Canandaigua

5440 RT 5&20 West

Canandaigua, N.Y. 14424



Enclosed is the Renewal Application Notice Form for the seasonal liquor license of the Canandaigua Yacht Club. After 30 days, we will begin our annual renewal process for the actual liquor license.

If there are any questions or concerns, please contact me at 585-260-2780.

Sincerely,

Bruce W. McGinnis

Club Manager

Canandaigua Yacht Club



OFFICE USE ONLY		
<input type="radio"/> Original	<input type="radio"/> Amended	Date _____


**State Liquor  
Authority**
**Standardized NOTICE FORM for Providing 30-Day Advanced Notice to a  
Local Municipality or Community Board**

(Page 1 of 2)

1. Date Notice Was Sent: January 16<sup>th</sup> 2018 1a. Delivered by: Certified Mail Return Receipt Requested ☒

2. Select the type of Application that will be filed with the Authority for an On-Premises Alcoholic Beverage License

☐ New Application ☒ Renewal ☐ Alteration ☐ Corporate Change ☐ Removal ☐ Class Change

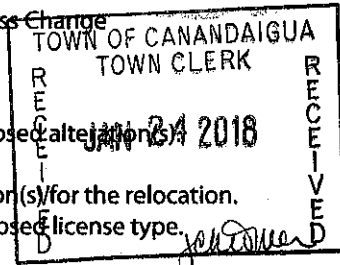
For **New** applicants, answer each question below using all information known to date.

For **Renewal** applicants, set forth your approved Method of Operation only.

For **Alteration** applicants, attach a complete written description and diagrams depicting the proposed alterations.

For **Corporate Change** applicants, attach a list of the current and proposed corporate principals.

For **Removal** applicants, attach a statement of your current and proposed addresses with the reason(s) for the relocation.

For **Class Change** applicants, attach a statement detailing your current license type and your proposed license type.

**This 30-Day Advance Notice is Being Provided to the Clerk of the following Local Municipality or Community Board**

3. Name of Municipality or Community Board: Town of Canandaigua
**Applicant/Licensee Information**

4. License Serial Number, if Applicable: 3012293 Expiration Date, if Applicable: 10/31/2017

5. Applicant or Licensee Name: Canandaigua Yacht Club, Inc.

6. Trade Name (if any): Canandaigua Yacht Club

7. Street Address of Establishment: 3524 West Lake Road

8. City, Town or Village: Canandaigua, N.Y. ,NY Zip Code: 14424

9. Business Telephone Number of Applicant/Licensee: 585-346-9200

10. Business Fax Number of Applicant/Licensee: \_\_\_\_\_

11. Business E-mail of Applicant/Licensee: Sailcycle Rochester.RR.COM

12. Type(s) of Alcohol sold or to be sold: ☐ Beer & Cider ☐ Wine, Beer & Cider ☐ Liquor, Wine, Beer & Cider

13. Extent of Food Service: ☒ Full food menu; Full Kitchen run by a chef or cook ☐ Menu meets legal minimum food availability requirements; Food prep area at minimum

14. Type of Establishment: \_\_\_\_\_

15. Method of Operation: (Check all that apply) ☒ Seasonal Establishment ☐ Juke Box ☐ Disc Jockey ☐ Recorded Music ☐ Karaoke ☒ Live Music (Give details: i.e. rock bands, acoustic, jazz, etc.): Various styles for dinners/picnics ☐ Patron Dancing ☐ Employee Dancing ☐ Exotic Dancing ☐ Topless Entertainment ☐ Video/Arcade Games ☐ Third Party Promoters ☐ Security Personnel ☐ Other (specify): \_\_\_\_\_

16. Licensed Outdoor Area: (Check all that apply) ☒ None ☐ Patio or Deck ☐ Rooftop ☐ Garden/Grounds ☐ Freestanding Covered Structure ☐ Sidewalk Cafe ☐ Other (specify): \_\_\_\_\_



**State Liquor  
Authority**

OFFICE USE ONLY		
<input type="radio"/> Original	<input type="radio"/> Amended	Date _____

**Standardized NOTICE FORM for Providing 30-Day Advanced Notice to a  
Local Municipality or Community Board**

(Page 2 of 2)

17. List the floor(s) of the building that the establishment is located on: 1, 2
18. List the room number(s) the establishment is located in within the building, if appropriate: 1, 2, 3, 4
19. Is the premises located within 500 feet of three or more on-premises liquor establishments? ☐ Yes ☒ No
20. Will the license holder or a manager be physically present within the establishment during all hours of operation? ☒ Yes ☐ No
21. If this is a transfer application (an existing licensed business is being purchased) provide the name and serial number of the licensee.  
\_\_\_\_\_
22. Does the applicant or licensee own the building in which the establishment is located? ☒ Yes (If Yes SKIP 23-26) ☐ No

**Owner of the Building in Which the Licensed Establishment is Located**

23. Building Owner's Full Name: \_\_\_\_\_
24. Building Owner's Street Address: \_\_\_\_\_
25. City, Town or Village: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
26. Business Telephone Number of Building Owner: \_\_\_\_\_

**Representative or Attorney representing the Applicant in Connection with the  
application for a license to traffic in alcohol at the establishment identified in this notice**

27. Representative/Attorney's Full Name: Michael J Beyma
28. Street Address: 300 Barch + Lomb Place
29. City, Town or Village: Rochester State: NEW YORK Zip Code: 14604
30. Business Telephone Number of Representative/Attorney: 585-258-2890
31. Business Email Address: \_\_\_\_\_

I am the applicant or hold the license or am a principal of the legal entity that holds or is applying for the license. Representations in this form are in conformity with representations made in submitted documents relied upon by the Authority when granting the license. I understand that representations made in this form will also be relied upon, and that false representations may result in disapproval of the application or revocation of the license.

By my signature, I affirm - under **Penalty of Perjury** - that the representations made in this form are true.

32. Printed Name: Bence W. M. Mc Ginnis Title: Club Manager
- Signature: X Bence W. M. Mc Ginnis

Print Form

# ATTACHMENT 10

# *Town of Canandaigua*

5440 Routes 5 & 20 West  
Canandaigua, NY 14424  
(585) 394-1120  
Fax: (585) 394-9476

*Established 1789*

## MEMORANDUM

TO: Kris Singer, Town Bookkeeper

FROM: Jean Chrisman, Town Clerk

RE: Guaranteed Deposit

DATE: January 24, 2017

On January 18, 2018, Town Manager Doug Finch approved an erosion control surety in the amount of \$1,065.00 accepting a check from Deborah and Brian Wayne. Attached is check #276 to be deposited in the Bids and Guarantees account to guarantee improvements approved by the Planning Board, Town engineer (MRB Group), and/or Code Enforcement Officer at the following site:

Property Owner: Deborah and Brian Wayne

Site Address: 5437 Wells Curtice Road

Tax Map Number: 140.00-1-18.410

CPN Number: 063-17

Landscape: \$----

Soil Erosion Control: \$1,065.00

Sewer and Water Easement / Connections per CF water/sewer district: \$ N/A

You will be notified of the final amount to be refunded. Thank you.

Attch.

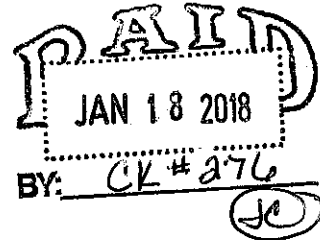
# *Town of Canandaigua*

5440 Routes 5 & 20 West  
Canandaigua, NY 14424  
(585) 394-1120 / Fax: (585) 394-9476

*Established 1789*

December 15, 2017

Doug Finch, Town Manager  
Town of Canandaigua  
5440 Routes 5 & 20 West  
Canandaigua, New York 14424



**RE: DEBORAH & BRIAN WAYNE – PARCEL OWNERS**  
**NEW SINGLE FAMILY DWELLING – EROSION CONTROL SURETY ESTIMATE REVIEW**  
**TAX MAP No. 140.00-1-18.410**  
**CPN No. 063-17**  
**ADDRESS: 5437 WELLS CURTICE ROAD**

Dear Mr. Finch,

Please be advised that I have completed a review of the submitted Erosion Control Surety Estimate dated December 12, 2017, prepared by Marks Engineering for the above referenced project.

Based on our review of the submitted estimate we recommend that an Erosion Control Surety be approved in the amount of **\$1,065 (one-thousand sixty-five dollars)**. The breakdown of this amount is on the attached estimate.

Surety must be paid by cash or check to Town Clerk prior to issuance of building permits.

Any questions and/or comments you may have in this regard, please feel free to contact me at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "C Jensen".

Christopher Jensen P.E.  
Town of Canandaigua – Code Enforcement Officer

C      Jean Chrisman, Town Clerk  
Project Binder  
Brian & Deborah Wayne

APPROVED

Doug Finch – Town Manager

Date



**MarksEngineering**  
Design-It. Build-It

42 Beeman St  
Canandaigua, NY 14424  
www.marksengineering.com

Phone: 585-905-0360  
Fax: 585-485-6205  
bmarks@marksengineering.com

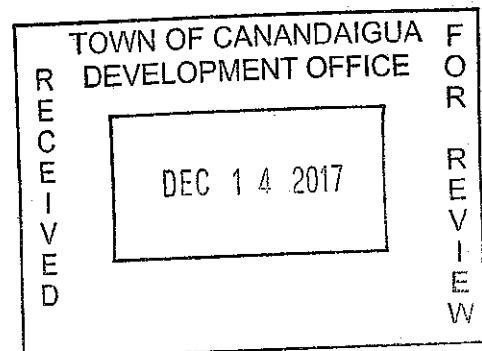


12/12/2017

CPN063-17  
Wells Curtice Road  
Canandaigua, NY 14424

**Engineers Opinion of Probable Cost**

	Quantity	Unit	Unit Cost	Sub Total
Silt Fence Material	600	ft	\$ 0.50	\$ 300.00
Temporary Seed 25#	4	Bag	\$ 25.00	\$ 100.00
Stablized Construction entrance	1	ea	\$ 200.00	\$ 200.00
Straw Mulch Material	20	bale	\$ 2.00	\$ 40.00
Stone check dam	2	ea	\$ 150.00	\$ 300.00
Stone Outlet Protection Material	2	cy	\$ 20.00	\$ 40.00
Contingency	1	ea	\$ 85.00	\$ 85.00
			<b>Total</b>	<b>\$ 1,065.00</b>



# ATTACHMENT 11

## Solicitation of Proposals

The Town of Canandaigua seeks proposals for professional services in the preparation of a town-wide Reconnaissance Level Survey of Historic Resources. The successful proposal is intended for use as part of a Preserve New York funding application in the March 2018 grant competition at the Preservation League of New York State. The resulting report should follow the outline and methodology described in the attached guidance document for Reconnaissance Level Surveys, prepared by the State Historic Preservation Office. The purpose of the survey is primarily for the Town's use in local planning and to promote protection and public awareness of local history and historic resources.

**Background** – The Town of Canandaigua occupies an area of about 62 square miles in the central part of Ontario County, and has a population of about 11,000. It surrounds the City of Canandaigua and extends about 9 miles down the west shore of Canandaigua Lake, and about 2 miles down the east shore. Its northern half is predominately farmland, and its southern half has more rugged and wooded terrain, with fairly dense residential development along the lakeshore. The northern sector and the land along the west side of the lake, called the Southern Corridor, are undergoing fairly rapid residential development, leading to a fairly high level of population increase over the past two decades.

The Town of Canandaigua was founded in 1791 as the County Seat of the newly formed Ontario County. The Village of Canandaigua was established within its boundaries in 1815, becoming a City in 1913. The City has served as the service center for the surrounding rural communities since its inception. The Town includes two population nodes – the hamlets of Cheshire and Centerfield. Its historic building stock consists primarily of farmsteads, cottages, and other residential buildings, with a small number of public, institutional, and commercial structures. There are approximately 1,050 residential buildings with construction dates listed between 1790 and 1968, and an estimated 50 or fewer non-residential buildings constructed prior to 1968. We do not intend to include archaeological resources in the survey.

**Past surveys and available reference materials** – There has been no past town-wide survey of historic resources.

- **Map** - Cemeteries, historic school buildings, and other selected historic sites (about 40 sites total) were identified on a map of cultural and historic resources as part of the Town's 2011 Comprehensive Plan Update; the base information for this effort was generated by the Town Historian's Office.
- **Historic maps and atlases** – Available at Ontario County Historical Society, 55 N. Main Street, Canandaigua.
- **Barns** - During the past 15 years the Town Historian has assembled detailed data on barns and other agricultural outbuildings over 100 years old; this includes interior and exterior photos as well as historical information on the farms. This data is available through the Town Historian's web page.



- **Assessor information** – Recent photos of principal and accessory structures are available through the Assessment Department web page.
- **General town history files** – Available at Town Hall and at Ontario County Historical Society.

**Building Types** – Thematic categories which are likely to emerge in the course of the survey include the following:

- Cemeteries – 9 individual cemeteries
- Historic schools – 11 individual buildings, mostly converted to residential use, 2 remain in town ownership
- Hamlet of Cheshire – grouped resources include one former school, one church, one Grange Hall (the only NR-listed property in the Town), several commercial structures, and a group of 19<sup>th</sup> and early 20<sup>th</sup> century residences, possibly NR eligible as a district
- Historic farmsteads and other residences – many, throughout the Town, various architectural styles
- Cobblestone homes – 6
- Lakefront homes and cottages – many, along both east and west shores, interspersed with newer development

**Proposal details** - Please submit proposals by Feb. 23, 2018, to:

Sarah Reynolds, Planning Aide  
Town of Canandaigua  
5440 Routes 5 & 20 W  
Canandaigua, NY 14424

Proposals should include the following:

- Consultant's summary resume – no more than two pages
- Project budget and billing assumptions
- Anticipated schedule, assuming authorization to proceed Sept. 1, 2018
- Scope of work
- List and resumes of individuals who will complete the project tasks
- List of relevant past projects, with links to at least 3 examples of Reconnaissance Level Surveys of a similar scope completed by the consultant

The Town intends to inform all proposers by March 20, 2018 on whether or not their proposal will be included in a submission to the Preserve New York program.

The town's Historic Resources Committee, led by Town Historian Ray Henry and resident Saralinda Hooker will oversee the survey work.

**Questions:** Please contact Sarah Reynolds at Town of Canandaigua, 585-394-1120, x 2232

Consultants to contact:

kcomeau@beroarchitecture.com

[Bero Architecture, PLLC](#) (CRS, HSR)

Virginia G. Searl

[vsearl@beroarchitecture.com](mailto:vsearl@beroarchitecture.com)

Richard Osgood [rosgood@beroarchitecture.com](mailto:rosgood@beroarchitecture.com)

32 Winthrop Street

Rochester, NY 14607

585-262-2036

585.262.2054 (fax)

[Flynn Battaglia Architects](#) (HSR)

Peter T. Flynn, AIA, Principal

617 Main Street, Suite 401

Buffalo, NY 14203

716-854-2424 [architects@flynnbattaglia.com](mailto:architects@flynnbattaglia.com)

[Preservation Studios](#) (CRS)

Derek King [derekking@preservationstudios.com](mailto:derekking@preservationstudios.com)

60 Hedley Place

Buffalo, NY 14208

716-725-6410

716-725-6412 (fax)

Clinton Brown Company Architecture, PC (HSR, CRS, BCR) Clinton Brown, President

[clintonbrown@cbca.email](mailto:clintonbrown@cbca.email)

Alma Brown, Project Manager

[almabrown@cbca.email](mailto:almabrown@cbca.email)

Jill Nowicki, Preservationist

[jillnowicki@cbca.email](mailto:jillnowicki@cbca.email)

617 Main Street, Suite M303

Buffalo, NY 14203

716-852-2020

716-852-3132 (fax)

[info@clintonbrowncompany.com](mailto:info@clintonbrowncompany.com)

# **Reconnaissance-level Historic Resource Surveys**

## **Introduction**

Historic resource surveys are important historic preservation tools used to understand, recognize, and protect heritage resources. A historic resource survey is the process of identifying and gathering data on a community's resources and placing those resources in a historic context. Historic resource surveys are vital to the success of a city's historic preservation program as they lay the groundwork for the identification, evaluation, and registration of properties.

A reconnaissance survey includes a "once over" inspection of a community or neighborhood, useful in characterizing resources in an area. Reconnaissance surveys are used to form the basis for more intensive, detailed survey efforts. The main goal of a reconnaissance survey is not to gain detailed information of every building in the survey area, but to get a general picture of the distribution of property types, architectural styles, and the character of neighborhoods. One of the important functions of a reconnaissance survey is the identification of properties or areas that should become the subject of an intensive survey. This may include the boundaries of potential historic districts. The boundaries should be clearly mapped and the basis for defining each boundary should be specified.

## **Sample outline of a Reconnaissance Survey**

### ***Title Page***

- Name of survey
- Municipality and county
- Name of survey sponsor
- Name of consultant
- Funding sources of the survey
- Date of completion

### ***Project Methodology***

A methodology must be developed at the outset of the project during the earliest stage of the survey. This methodology should outline what is currently known about the survey area, as well as the work that will be undertaken for both archival and field research. Coordination with SHPO staff is important during the initial stages of the survey to ensure that the goals of the survey can be achieved. The methodology should be a clear and concise statement of the objectives, scope and depth of the survey and should include the following information:

- Project Objective – A clear statement regarding the purpose of the survey and how it is intended to be used.
- Explanation and justification of survey areas (include a map); note number of acres and number of properties in survey area.

- Brief description of the archival research techniques (repositories visited) and field survey methods.
- Dates of field work
- Description of the geographic or contextual scope of the survey
- Summary of any previous survey efforts
- Community involvement and participation

### ***Historic Context***

A historic context is a narrative statement that describes broad patterns of historical development in a community that may be represented by historic resources. Historic contexts establish the themes and associated property types that are important in a community or neighborhood. Without an adequate historic context, surveys may fail to identify significant resources or contain biases. A historic context is an organizational format that groups information about related historic properties, based on a theme, geographic limits and chronological period.

The historic context should provide the following:

- Discussion of important patterns, events, persons, architectural types and styles, or cultural values; illustrate with historic and current maps and photos.
- Overview of property types found in survey area and how they relate to the historic context. Include images of property types representing different themes, architectural types or styles.
- Characterize the current historic integrity of known properties relating to each property type.
- Outline and justify the specific physical and associative characteristics and quality of historic integrity that properties much possess to represent their type and theme.
- Define the required integrity thresholds both for individual properties and for ones that are part of potential historic districts.

### ***Survey Results and Recommendations***

The recommendations section is particularly important in survey reports for reconnaissance surveys because it provides information about which areas of the community warrant further intensive survey. It should address:

- any new understandings and changes to existing information resulting from the survey
- areas or topics requiring further investigation
- other historic preservation strategies and opportunities
- recommendations of properties, both individual properties and potential historic districts, that warrant intensive-level survey

### ***Bibliography***

- Provide a list of all sources consulted during the project; use a standard bibliographic format.

### ***Appendices***

# ATTACHMENT 12



Phone: (585) 924-8670  
Fax: (585) 924-8842  
7588 Main Street - Fishers  
Victor, NY 14564

**Quote**  
**No.: 5482**  
**Date: 2/2/2018**

Prepared for:  
Jean Chrisman (585) 394-1120  
Town of Canandaigua  
5440 Routes 5 & 20 West  
Canandaigua, NY 14424 U.S.A.

Prepared by: Dave F. O'Hare  
Account No.: 344  
Phone: (585) 396-0450  
Fax: (585) 394-9476

Quantity	Item ID	Description	UOM	Sell	Total
<b>(2) Options for storage</b>					
1.00	* Quoted Item	8TB NAS- 4TB usable after RAID V and Hot Spare Configuration	EA	\$1,598.00	\$1,598.00
1.00	* Quoted Item	16TB NAS- 8TB usable after RAID V and Hot Spare Configuration	EA	\$1,899.00	\$1,899.00

**Your Price: \$3,497.00**

**Total: \$3,497.00**

Prices are firm until 2/17/2018

Terms: Upon Receipt

**Prepared by:** Dave F. O'Hare, dave@integratednet.com

**Date:** 2/2/2018

Integrated Systems

**Accepted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# ATTACHMENT 13



## **2018 TOWN OF CANANDAIGUA TOWN BOARD GOAL IDEAS**

Brain storming ideas from Town Board members:

- Better fund balance prediction and organization-less funds and clearer what they are for
- Create a story about our tax increase to help taxpayers understand why
- Have a 5 or 10 year projection for all town funds
- Completion of the Town Barn and plans implemented for improved recycle area.
- New waterfront park
- Highway complex completion
- Maintain for the residents a stable financial condition for the Town that provides the required services without affecting the tax rate.
- West ave pump station/water storage plan adoption
- Coordinated fire protection plan
- Move forward on the plans to obtain sewers for the Cheshire area.
- Long range plans to provide adequate fire protection services to the Town residents.
- Water master plan strategy
- Control development so that farmland and other open space preserved.
- Continue to move forward to implement the installation of new feed lines and water towers to provide adequate water pressure and volume to needed parts of the town.
- Adopt park master plan
- Work with the City of Canandaigua and surrounding Towns for shared services.
- Start planning for a Town community center that will accommodate all residents, including senior citizens.
- Complete streets - quantify and map all public sidewalks in Town. Prepare estimate of equipment/staff needs to provide snow removal for TB consideration and further discussion in community.
- Continue the pursuit of businesses to the Town.
- Maintain retention of employees through adequate support.
- Parks - determine what is required to keep bathrooms open year round at each park with bathrooms. (Maybe some already are? Outhouse is not.) Git'r done, or present equipment/staff needs to TB for consideration. The parks are open, people are using them, they only have the landscaping for relief.
- Consider amending Town code to allow alcohol in parks, possibly with limits. Need review and recommendations by parks committee. We're losing lodge rentals for events like weddings to other locations. Other communities have a permit requirement with fee for alcohol at an event. A beer or a glass of wine with a picnic shouldn't be a chargeable offense by itself - bad behavior from over consumption already is.
- Open Space - get to conclusions on TDR program and funding mechanism.
- Information Technology - complete path forward for adding IT staff or consultant to implement IT best practices - including those identified in comptroller's audit.
- Finance - Identify training needs and reporting mechanisms to ensure all staff with purchasing authority adhere to purchasing policy. The goal is to ensure that all purchases

provide the best value to our residents. Identifying desired vendor or product and then matching the specs to that vendor, or misclassifying the purchase as professional services, to avoid policy requirements continues to be a problem. Software/reporting updates to make it easier to see where we are off budget and understand why. Amendments adopted in advance of spending.

- Support as needed the various boards and committees so they can continue the process to implement the Comprehensive Plan and other areas where changes need addressing. Continue the involvement of the public to serve on the committees so the public input is obtained.
  - Complete financial modeling for 2018-2022. (capital, operating expenses, revenue forecast, special one time item purchases, finalize strategy for all fund balances)
  - Successfully close out highway garage construction and financing strategy
  - 2028 prep on strategy with Transfer Station, City Anaerobic Digester, communication strategy
  - Land acquisition [consideration when opportunities that align with priorities]
  - Drainage district preliminary strategy for all blue streams in the town
-

## *GROUPING OF YOUR GOALS FOR 2018*

### **Financial Management:**

- Complete Fiscal modeling for 2018-2022 (capital, operating expenses, revenue forecast, special one time item purchases, finalize strategy for all fund balances)
- Better fund balance prediction and organization-less funds and clearer what they are for
- Maintain for the residents a stable financial condition for the Town that provides the required services without affecting the tax rate.
- Finance - Identify training needs and reporting mechanisms to ensure all staff with purchasing authority adhere to purchasing policy. The goal is to ensure that all purchases provide the best value to our residents. Identifying desired vendor or product and then matching the specs to that vendor, or misclassifying the purchase as professional services, to avoid policy requirements continues to be a problem. Software/reporting updates to make it easier to see where we are off budget and understand why. Amendments adopted in advance of spending.
- Create a story about our tax increase to help taxpayers understand why
- Have a 5 or 10 year projection for all town funds
- Information Technology - complete path forward for adding IT staff or consultant to implement IT best practices - including those identified in comptroller's audit.
- Long range plans to provide adequate fire protection services to the Town residents.
- Coordinated fire protection plan

### **Planning (Public Works)**

- Highway complex completion
- New waterfront park
- West ave pump station/water storage plan adoption
- Water master plan strategy
- Adopt park master plan
- Continue to move forward to implement the installation of new feed lines and water towers to provide adequate water pressure and volume to needed parts of the town.
- Completion of the Town Barn and plans implemented for improved recycle area.
- Parks - determine what is required to keep bathrooms open year round at each park with bathrooms. (Maybe some already are? Outhouse is not.) Git'r done, or present equipment/staff needs to TB for consideration. The parks are open, people are using them, they only have the landscaping for relief.
- Control development so that farmland and other open space preserved.
- Start planning for a Town community center that will accommodate all residents, including senior citizens.
- Successfully close out highway garage construction and financing strategy
- Land acquisition
- Move forward on the plans to obtain sewers for the Cheshire area.

- Support as needed the various boards and committees so they can continue the process to implement the Comprehensive Plan and other areas where changes need addressing. Continue the involvement of the public to serve on the committees so the public input is obtained.

### **Ordinance (Code / Local Law)**

- Complete streets - quantify and map all public sidewalks in Town. Prepare estimate of equipment/staff needs to provide snow removal for TB consideration and further discussion in community.
- Consider amending Town code to allow alcohol in parks, possibly with limits. Need review and recommendations by parks committee. We're losing lodge rentals for events like weddings to other locations. Other communities have a permit requirement with fee for alcohol at an event. A beer or a glass of wine with a picnic shouldn't be a chargeable offense by itself - bad behavior from over consumption already is.

### **Environmental**

- Open Space - get to conclusions on TDR program and funding mechanism.
- 2028 prep on strategy with Transfer Station, City Anaerobic Digester, communication strategy
- Drainage district preliminary strategy for all blue streams in the town
- Completion of the Town Barn and plans implemented for improved recycle area.

### **Economic Development / General**

- Work with the City of Canandaigua and surrounding Towns for shared services.
- Long range plans to provide adequate fire protection services to the Town residents.
- Coordinated fire protection plan
- Continue the pursuit of businesses to the Town.
- Maintain retention of employees through adequate support.

## **2018 TOWN BOARD GOALS**

### **Financial Management:**

1. Multiyear financial plan
2. Plan for reserve and all special funds
3. Improved communication with residents relating to financial status of Town
4. Plan for stable tax rate for future years, forecasting
5. Technology – software/hardware upgrades

### **Planning (Public Works)**

1. Highway project completion
2. Water – strategic planning of needed improvements
3. Parks – expansion and addition of park opportunities
4. Sewer – Cheshire
5. Planning for long range projects (ie. Transfer Station, Community Center, Parks, etc)

### **Ordinance (Code / Local Law)**

1. Complete Streets – walk-ability (code update?)
2. Parks – greater user options (code update?)
3. Other code updates?

### **Environmental**

1. Plan2028 – closing of Ontario County Landfill
2. Drainage Improvements / Drainage Districts
3. Open Space / TDR / Conservation / Farmland Protection
4. Public Awareness and Education – Environmental (Communication)
5. Transfer Station improvements (cooperate with planning/public works)

### **Economic Development / General**

1. Employee Retention and Support
2. Economic Development
3. Shared Services with surrounding Towns/City