

**Canandaigua Town Board
Meeting Agenda
August 17, 2020
6:00pm – Zoom Meeting ID: 876 999 6334
Passcode: 5440**

Join Zoom Meeting:

<https://us02web.zoom.us/j/8769996334?pwd=MDdudU5ka3FSQThlVnRTdGk1eWlQdz09>

Dial by your location: +1 646 558 8656 US (New York)

- Call To Order and Pledge of Allegiance
 - Pledge led by Town Councilmember, Gary Davis
- Roll Call
 - Town Clerk Confirmation meeting was properly advertised
- Circulation of Written Communications – Attachment #1
 - Newsletter, Cornell Cooperative Extension, The Inside Dirt, Volume 18 Issue 7, August 2020
 - Newsletter, Cheshire Community Action Team, July 2020
 - Letter, Charter Communications, Upcoming Changes, August 4, 2020
 - Letter, Charter Communications, Upcoming Changes, July 31, 2020
 - Email, Gerald Jemison, The Island, July 28, 2020
 - Email, Resident, Kudos to Onanda Park, July 26, 2020
 - Email, Paul Cole, Land of Legends Canandaigua Speedway, July 24, 2020
 - Email, Resident, Outhouse Crosswalk Concern, July 22, 2020
 - Email, Edward Randolph, Squaw Island, July 21, 2020
 - Email, Edward Randolph, Squaw Island, July 14, 2020
 - Letter, Charter Communications, Upcoming Changes, July 13, 2020
 - Letter, Charter Communications, Upcoming Changes, July 11, 2020
 - Thank You Card, Resident, Onanda Park Staff
- Privilege of the Floor
- Priority Business
- Presentations
 - Squaw Island, NYS DEC Fish and Wildlife Management Unit located in Canandaigua Lake in the Town of Canandaigua
 - Mr. Edward Randolph, request to rename Squaw Island
 - Mr. Peter Jemison, Historic Site Manager Ganondagan, Seneca Nation of Indians on the Native American Graves Protection and Repatriation Act and an Indian Tribe/Native Hawaiian Representative of the Federal Advisory Council on Historic Preservation (*provided written comment attached to ResoNO.2020-155*)
 - Dr. Joe Stahlman, Seneca Nation of Indians
 - Dr. David E. Witt, NYS DEC Indian Nations Affairs Coordinator

NOTE: This presentation pertains to Resolution No. 2020 – 155

- Public Hearings

Continued Public Hearings:

- None

New Public Hearings:

- None
- Reports of Town Officials and Department Heads – Attachment #2
 - A. Highway / Water Superintendent
 - B. Assessor
 - C. Historian
 - D. Town Clerk
 - E. Planner
 - F. Town Manager
 - G. Supervisor / Deputy Supervisor
 - 1. Monthly Financial Reports for July 2020
 - a. Revenue & Expense Report and Cash Summary Report
 - b. Overtime Report – All Departments
 - c. Overtime Report – Highway & Water
- Reports of Committees, Boards and Commissions
 - A. Town Board Committees (as needed)
 - a. Finance – Councilwoman Dworaczyk
 - b. Planning – Councilman Fennelly
 - c. Environmental – Councilman Simpson
 - d. Ordinance – Councilman Davis – Attachment #3
 - B. Planning Board, Chairman Oyler
 - C. Zoning Board of Appeals, Chairman Robinson
 - D. Environmental Conservation Board, Chairwoman Marthaller
 - E. Citizens' Implementation Committee, Chairwoman Reynolds
 - F. Parks & Recreation Committee, Chairman MacNeil
 - G. Special Events Committee, Chairwoman Fuller
 - H. Agriculture Committee, Chairman DiCarlo
 - I. Drainage Committee, Chairman Oyler
- Privilege of the Floor
- Resolutions

Continued Resolutions:

RESOLUTION NO. 2020 – 155: SUPPORTING A CHANGE OF NAME FOR SQUAW ISLAND

WHEREAS, The Town Board of the Town of Canandaigua (hereinafter referred to as 'Town Board') is aware of a growing movement among community members to change the name of Squaw Island in Canandaigua Lake to a more appropriate name given that the word squaw is considered to be an ethnic and racial slur which is derogatory and demeaning and is not a word used by the American Indian community; and

WHEREAS, the Town Board wishes to support this movement and wants to work with representatives from Ganondagan and the American Indian community to identify a new name for the island and offer its support in the name change process; and

WHEREAS, the Town Board is aware that the process involved to change the name of a natural feature requires approval from multiple government agencies including the NY State DEC, the USGS, and the NY State Committee on Geographic Names; and

NOW THEREFORE BE IT RESOLVED, the Town Board hereby supports the change of the name of Squaw Island to a more appropriate name and directs the Town Manager to work with and support the various parties involved during the process as necessary.

Attachment #4

New Resolutions:

FINANCE

- Resolution No. 2020 – 163: Acceptance of the Monthly Financial Reports
- Resolution No. 2020 – 164: Acknowledgement and Authorization of Budget Transfers by Town Manager
- Resolution No. 2020 – 165: Closing of Capital Project for Woolhouse-Rossier Water District Extension #42 (H.249C)
- Resolution No. 2020 – 166: Authorization to Transfer Fund Balance to the Canandaigua Consolidated Water District Capital Improvement Project
- Resolution No. 2020 – 167: Acceptance of Distributed Technology Group's Proposal for Cybersecurity Assessment and Planning Services and Authorization for Town Manager to Execute Agreement and Create the Capital Project Budget (H.30)

PLANNING

- Resolution No. 2020 – 168: Request to Surplus Highway Equipment
- Resolution No. 2020 – 169: Request for NYS DOT to Conduct a Speed Study Wells Curtice Road
- Resolution No. 2020 – 170: Accepting Dedication of a Sidewalk Easement in the Fox Ridge Subdivision Phase 5B-2
- Resolution No. 2020 – 171: Accepting Dedication of a Portion of Lake Hill Drive in the Lakeside Estates Subdivision Section 3 Phase 1
- Resolution No. 2020 – 172: Public Interest Order Pursuant to NYS Town Law §202-B Relating to the Construction of Certain Improvements Including Water Booster Station, Transmission Main, and Storage Tanks

ENVIRONMENTAL

- None

ORDINANCE

- None

ECONOMIC DEVELOPMENT/GENERAL

- Resolution No. 2020 – 173: Abolishment of the Part Time Clerk to Town Justice Position
- Resolution No. 2020 – 174: Abolishment of the Full Time Zoning Inspector Position
- Resolution No. 2020 – 175: Adoption of Records Management Retention and Disposition Schedule for New York Local Government Records
- Resolution No. 2020 – 176: Acceptance of Bonadio & Co's Audit Report for the Town Court for Fiscal Year 2019

- Resolution No. 2020 – 177: Approving Agreement Between Town of Canandaigua and Cheshire Fire Department for the Provision of Fuel and Vehicle Maintenance and Authorizing Town Manager to Execute Said Agreement on Behalf of the Town
- Resolution No. 2020 – 178: Setting a Public Hearing on the Draft Natural Resources Inventory Update and SEQR Intent to Declare Lead Agency
- Resolution No. 2020 – 179: Updated Retainer Letter for Continuation of Representation by Chalifoux Law, PC in the Case with Finger Lakes Railway
- Resolution No. 2020 – 180: Update to Employee Agreement Between the Town of Canandaigua and the Town of Canandaigua Highway Employee's Association Agreement and Authorization for Town Manager to Execute Agreement
- Resolution No. 2020 – 181: Supporting DiMarco Group Application to the Office of Homes and Community Renewal 2020 Multifamily Housing Grant
- Resolution No. 2020 – 182: Letter of Credit / Maintenance Bond for Lakeside Estates Section 3 Phase 1A
- Resolution No. 2020 – 183: Soil Erosion and Sediment Control Surety for 4526 County Road 16 (Tax Map #140.07-1-5.100)
- Resolution No. 2020 – 184: Soil Erosion and Sediment Control Surety for 4841 County Road 16 (Tax Map #140.18-1-4.100)
- Resolution No. 2020 – 185: Grading and Soil Erosion and Sediment Control Surety for Lakewood Meadows 9D (Tax Map #112.19-1-500.100)

RESOLUTION NO. 2020 – 163: 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 July 2020 Monthly Revenue/Expense Control Report, 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.

Attachment #2

RESOLUTION NO. 2020 – 164: ACKNOWLEDGEMENT AND AUTHORIZATION OF BUDGET TRANSFERS BY TOWN MANAGER

WHEREAS, the Town of Canandaigua Town Board (herein after referred to as "Town Board") has authorized the Town Manager and/or Clerk (Finance) to make interfund transfers in an amount less than \$5,000.00 by Resolution No. 2018-043; and

WHEREAS, the Town Manager and/or Clerk (Finance) have made budget transfers to compensate for expenses that exceeded the budgeted amount; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby acknowledges and authorizes these budget transfers; and

BE IT FINALLY RESOLVED, the Town Board directs the Town Clerk to provide a copy of this resolution to the Clerk (Finance).

Attachment #5

RESOLUTION NO. 2020 – 165: CLOSING OF CAPITAL PROJECT FOR WOOLHOUSE-ROSSIER WATER DISTRICT EXTENSION #42 (H.249C)

WHEREAS, on May 21, 2018 the Town Board of the Town of Canandaigua (herein after referred to as 'Town Board') approved Resolution No. 2018-161 creating capital project H.249C and establishing the project budget, which was funded through an interfund transfer from the Canandaigua Consolidated Water District (SW500); and

WHEREAS, as of December 31, 2019 this capital project had expenses totaling \$1,440.00 and no further work can be completed on this water district extension until after completion of the Canandaigua Consolidated Water District Capital Improvement Project; and

WHEREAS, in keeping with current accounting standards, the Clerk Finance is recommending closing capital project H249C as of December 31, 2019, returning the interfund transfer to the Canandaigua Consolidated Water District (SW500) and applying the \$1,440.00 in expense to Canandaigua Consolidated Water District unappropriated fund balance as an auditor adjustment; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby directs the Town Manager and Clerk Finance to return the Interfund Transfer for H.249C to the Canandaigua Consolidated Water District and to apply the project expenses to unappropriated fund balance as of December 31, 2019.

Attachment #6

RESOLUTION NO. 2020 – 166: AUTHORIZATION TO TRANSFER FUND BALANCE TO THE CANANDAIGUA CONSOLIDATED WATER DISTRICT CAPITAL IMPROVEMENT PROJECT

WHEREAS, the Town of Canandaigua (the "Town"), after thorough consideration of the various aspects of the proposed Canandaigua Consolidated Capital Improvement Project (the "Project"), prior hereto approved and authorized the Project and the submission of funding applications related thereto; and

WHEREAS, the Town of Canandaigua Town Board (the "Town Board"), prior hereto, by board resolution, has adopted a bond resolution dated June 18, 2018 for the authorization to borrow up to \$7,570,000 in serial bonds of the Town; and

WHEREAS, the Town Board has been planning to fund the \$7,570,000 project through the use of \$3,000,000 in an EFC grant, \$ 3,500,000 in serial bonds, and \$1,000,000 in fund balance so as to mitigate the tax impact of the project as much as possible; and

WHEREAS, NYS EFC prior hereto has awarded the Water Infrastructure Improvement Act ("WIIA") grant to the Town in the amount of \$3,000,000; and

WHEREAS, the Town Board has reviewed the Fund Balance policy and current Fund Balance account for the Canandaigua Consolidated Water District and wishes to consider the application of \$1,000,000

in Assigned, Unappropriated Fund Balance to the Project reducing the current Fund Balance to approximately \$1.2 million; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby authorizes the Town Manager to transfer \$1,000,000.00 in Assigned, Unappropriated Fund Balance (SW500.0915.00000) to the Canandaigua Consolidated Water District Capital Improvement Project (H26W).

Attachment #7

RESOLUTION NO. 2020 – 167: ACCEPTANCE OF DISTRIBUTED TECHNOLOGY GROUP'S PROPOSAL FOR CYBERSECURITY ASSESSMENT AND PLANNING SERVICES AND AUTHORIZATION FOR TOWN MANAGER TO EXECUTE AGREEMENT AND CREATE THE CAPITAL PROJECT BUDGET (H.30)

WHEREAS, The Town of Canandaigua was awarded a \$ 50,000.00 grant from the NY State Department of Homeland Security and Emergency Services (DHSES) for the purposes of enhancing the Town's cybersecurity; and

WHEREAS, the conditions of the grant allows for funding to be spent on both planning and implementation services with no more than 50% of the award to be spent on planning services; and

WHEREAS, the Town of Canandaigua Town Board (herein after referred to as "Town Board") is considering the hiring of a consulting firm to complete a cybersecurity risk management assessment and implementation plan on behalf of the Town; and

WHEREAS, in accordance with the Town Procurement Policy and grant contract requirements, the Town Manager and Town Clerk issued an RFP for these services; and

WHEREAS, the Town Clerk's Office received three proposals associated with the RFP and a selection committee comprised of the Town Manager, the Town Clerk, the Town's IT manger, and the Administrative Coordinator reviewed each proposal and contacted references; and

WHEREAS, the selection committee is recommending the Town Board accept the proposal submitted by Distributed Technology Group on March 20, 2020 with a cost of \$25,000.00; and

WHEREAS, this project will be a multi-year project and as such requires the authorization from the Town Board to create a capital project in order to track expenses; and

NOW THEREFORE BE IT RESOLVED, the Town Board hereby accepts the Distributed Technology Group proposal for Cybersecurity and Assessment and Planning Services received by the Town Clerk's office on March 20, 2020 with a project budget of \$ 25,000.00 and authorizes the Town Manager to execute any and all associated documents and agreements; and

BE IT FURTHER RESOLVED, the Town Board authorizes the Town Manager to create a budget for the project involving the awarded grant funds, to be named Capital Project H30, and entered to accounting software as follows:

REVENUE:

HH100.4097.00030

FED AID.CYBERSECURITY.DHSES GRANT

\$ 50,000.00

EXPENDITURES:

HH100.1680.201.00030	DATA.CYBERSECURITY.PLANNING	\$ 25,000.00
HH100.1680.202.00030	DATA.CYBERSECURITY.IMPLEMENTATION	<u>\$ 25,000.00</u>

TOTAL PROJECT BUDGET: \$ 50,000.00; and

BE IT FINALLY RESOLVED, the Town Clerk is directed to provide a copy of this resolution to the Town Clerk, the Finance Clerk, and the Town Manager.

Attachment #8

RESOLUTION NO. 2020 – 168: AUTHORIZATION TO SURPLUS HIGHWAY EQUIPMENT

WHEREAS, Truck #244R, a 2008 Sterling roll off has outlived its useful life to the Town of Canandaigua and therefore is considered surplus; and

WHEREAS, the Highway Superintendent is requesting Town Board approval to add this item to the surplus list; and

NOW THEREFORE BE IT RESOLVED, the Town Board hereby approves the Town Manager to remove this item from the fixed assets list and add it to the surplus list and authorizes auctioning it as is deemed appropriate; and

BE IT FURTHER RESOLVED, the proceeds from the sale of this vehicle are to be credited to the Highway Fund DA100.2665; and

BE IT FURTHER RESOLVED, the Town Board hereby approves the sale of said vehicle using Auctions International; and

BE IT FURTHER RESOLVED, the Town Clerk is directed to provide a copy of this resolution to the Highway Superintendent, Finance Clerk, and Town Manager.

RESOLUTION NO. 2020 – 169: REQUEST FOR NYS DOT TO CONDUCT A SPEED STUDY ON WELLS CURTICE ROAD

WHEREAS, on June 30, 2020, the Town Clerk received a request from a resident who resides on Wells Curtice Road to conduct a speed study of Wells Curtice Road due to the increase in traffic and their safety concerns for those individuals who walk along the roadside, the bicyclists, the pets, and the daily crossing of the road to retrieve their mail; and

WHEREAS, the last speed study of Wells Curtice Road was conducted in 2014 and at that time it was determined by the NYS DOT that a reduction in the speed was not warranted at that time; and

NOW, THEREFORE, BE IT RESOLVED, the Town Board hereby directs the Town Clerk to submit the required paperwork to request the NYSDOT perform a speed study along Wells Curtice Road.

Attachment #9

RESOLUTION NO. 2020 – 170: ACCEPTING DEDICATION OF A SIDEWALK EASEMENT IN THE FOX RIDGE SUBDIVISION PHASE 5B-2

WHEREAS, the Town of Canandaigua Planning Board (“Planning Board”) has granted an Amended Subdivision Approval for the Fox Ridge Subdivision Phase 5B-2; and

WHEREAS, as part of said Amended Subdivision Approval the Planning Board required, as a condition of approval, the sidewalk for the Fox Ridge Subdivision Phase 5B-2 be accepted by the Canandaigua Town Board; and

WHEREAS, the proposed Sidewalk Easement has been signed by Gerber Homes & Additions LLC, Steven and Tina Twardzik, and Dorothy Cunningham and delivered to the Canandaigua Town Clerk’s Office; and

WHEREAS, the Town Engineer has reviewed and approved the proposed easement as noted in a letter dated June 11, 2020; and

WHEREAS, the Town Highway Superintendent has reviewed and approved the proposed easement as noted in an email dated July 28, 2020; and

NOW THEREFORE BE IT RESOLVED, that the Town Board of Town of Canandaigua hereby accepts the Sidewalk Easement for the Fox Ridge Subdivision Phase 5B-2 based upon:

1. The Final Plat Fox Ridge Subdivision 5B-2 by Venezia Land Surveyors and Civil Engineers last updated July 26, 2016; and
2. The Sidewalk Easement the Fox Ridge Subdivision Phase 5B-2 as provided to the Town Clerk’s Office; and

BE IT FURTHER RESOLVED, that the Town Board directs the Town Manager to sign the Sidewalk Easement document; and

BE IT FURTHER RESOLVED, that the Town Clerk of the Town of Canandaigua shall take the necessary such steps to file the Sidewalk Easement Fox Ridge Subdivision Phase 5B-2 at the Ontario County Clerk’s Office.

Attachment #10

RESOLUTION NO. 2020 – 171: ACCEPTING DEDICATION OF A PORTION OF LAKE HILL DRIVE IN THE LAKESIDE ESTATES SUBDIVISION SECTION 3 PHASE 1

WHEREAS, the Town of Canandaigua Planning Board (“Planning Board”) has granted an Amended Subdivision Approval for the Lakeside Estates Subdivision; and

WHEREAS, as part of said Amended Subdivision Approval the Planning Board required, as a condition of approval, that a portion of Lake Hill Drive be dedicated to the Town of Canandaigua as a public highway; and

WHEREAS, the developer of the Lakeside Estates Subdivision, Bero Contracting and Development Corporation (“Developer”) has constructed the portion of Lake Hill Drive to be dedicated; and

WHEREAS, the Developer now proposes to dedicate the portion of Lake Hill Drive to the Town of Canandaigua; and

WHEREAS, the Town Engineer has reviewed and approved the proposed dedication as noted in letters dated June 25, 2019, and August 5, 2020; and

WHEREAS, the Town Highway Superintendent has reviewed and approved the proposed dedication; and

WHEREAS, the Town Attorney has reviewed and approved the proposed dedication; and

NOW THEREFORE BE IT RESOLVED, that the Town Board of Town of Canandaigua hereby accepts dedication of the portion of Lake Hill Drive based upon:

1. Receipt of a title insurance policy acceptable to the Town Attorney; and
2. The Survey Map / As-Built Drawing by Dave Hanley LS dated June 11, 2018, and the Warranty Deed filed at the Ontario County Clerk’s Office on February 7, 2020; and
3. The Stormwater Drainage and Access Easement signed by Town Attorney Christian Nadler on February 4, 2020, and subsequently filed at the Ontario County Clerk’s Office on February 7, 2020; and
4. The Conservation Easement signed by Town Attorney Christian Nadler on February 4, 2020, and subsequently filed at the Ontario County Clerk’s Office on February 7, 2020; and
5. The Waterline Easement signed by Town Attorney Christian Nadler on February 4, 2020, and subsequently filed at the Ontario County Clerk’s Office on February 7, 2020; and
6. The Sanitary Sewer Easement signed by Town Attorney Christian Nadler on February 4, 2020, and subsequently filed at the Ontario County Clerk’s Office on February 7, 2020; and

BE IT FURTHER RESOLVED, that the Town Highway Superintendent and Town Clerk shall take such steps as may be required to document the dedication contemplated by this Resolution pursuant to NYS Highway Law § 171.

Attachment #11

RESOLUTION NO. 2020 – 172: PUBLIC INTEREST ORDER PURSUANT TO NYS TOWN LAW §202-b RELATING TO THE CONSTRUCTION OF CERTAIN IMPROVEMENTS INCLUDING WATER BOOSTER STATION, TRANSMISSION MAIN, AND STORAGE TANKS

WHEREAS, previously hereto a map, plan and report for proposed improvements to the Town of Canandaigua water booster station, transmission main, and storage tanks (the “Project”) was prepared by MRB Group, P.C., in such manner and in such detail as was required by the Town Board of the Town of Canandaigua (“Town Board”); and

WHEREAS, such map, plan, and report were duly filed in the Office of the Town Clerk of the Town of Canandaigua where the same were available during regular office for examination by any person interested in the subject matter thereof; and

WHEREAS, on or about May 21, 2018 the Town Board, by Resolution # 2018-165, set a public hearing for the Project for June 18, 2018 at 6:00PM at the Canandaigua Town Hall, and ordered that notice be published pursuant to applicable laws; and

WHEREAS, legal notice in accordance with Resolution # 2018-165 was duly published and posted in the manner provided under New York State Town Law § 202-b, and proof of said publication and posting were duly presented to the Town Board by the Town Clerk of the Town of Canandaigua; and

WHEREAS, said public hearing was held at the time and place set forth in Resolution # 2018-165 at which time all persons desiring to be heard were so heard; and

WHEREAS, on or about June 18, 2018 the Town Board, by Resolution # 2018-162, determined the Project to be a Type 1 Action pursuant to Part 617 of the State Environmental Quality Review (SEQR) Regulations, and further made a Determination of Non-Significance and directed the Town Manager to issue a Negative Declaration; and

WHEREAS, the Town Engineer has been directed to, and has prepared definite plans and specifications and made a careful estimate of the expenses required for the Project, and has, with the assistance of the Town Attorney prepared proposed contracts for the execution of the work required for the Project; and

WHEREAS, the Town Board has examined such definite plans, specifications, and the proposed contracts; and

NOW THEREFORE BE IT RESOLVED AND DETERMINED, pursuant to the provisions of New York State Town Law § 202-b, that:

1. The Notice of Hearing was published and posted as required by law and is otherwise sufficient; and
2. It is in the public interest to construct the Project; and
3. The capital contribution and financing of the Project is in the public interest; and
4. The definite plans, specifications, estimates, and the proposed contracts are hereby adopted and the Project shall be constructed.

RESOLUTION NO. 2020 – 173: ABOLISHMENT OF THE PART TIME CLERK TO TOWN JUSTICE POSITION

WHEREAS, the Town Board of the Town of Canandaigua (hereinafter referred to as 'Town Board') has worked with the Town Manager to review the Town organizational chart and to reassess Town operations with regards to the operating budget; and

WHEREAS, the Town Manager, in cooperation with the Human Resources and Payroll Coordinator, and after reviewing the job duties and responsibilities of the Part Time Clerk to Town Justice position

has determined this title and the associated approved duties are no longer necessary for Town operations; and

NOW THEREFORE BE IT RESOLVED, the Town Board hereby approves of the abolishment of the existing the position of Part Time Clerk to Town Justice and directs the Town Clerk to provide a copy of this resolution to the Human Resources and Payroll Coordinator and the Town Judges.

RESOLUTION NO. 2020 - 174: ABOLISHMENT OF THE FULL TIME ZONING INSPECTOR POSITION

WHEREAS, the Town Board of the Town of Canandaigua (hereinafter referred to as 'Town Board') has worked with the Town Manager to review the Town organizational chart and to reassess Town operations with regards to the operating budget; and

WHEREAS, the Town Manager, in cooperation with the Human Resources and Payroll Coordinator and the Town Planner, and after reviewing the job duties and responsibilities of the Full Time Zoning Inspector position has determined this title and the associated approved duties are not necessary for Town operations at this time; and

NOW THEREFORE BE IT RESOLVED, the Town Board hereby approves of the abolishment of the existing the position of Full Time Zoning Inspector and directs the Town Clerk to provide a copy of this resolution to the Human Resources and Payroll Coordinator and the Town Planner.

RESOLUTION NO. 2020 – 175: ADOPTION OF RECORDS MANAGEMENT RETENTION AND DISPOSITION SCHEDULE FOR NEW YORK LOCAL GOVERNMENT RECORDS

BE IT RESOLVED, by the Town Board of the Town of Canandaigua that Retention and Disposition Schedule for New York Local Government Records (LGS-1), dated August 1, 2020, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein; and

BE IT FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Attachment #12

RESOLUTION NO. 2020 – 176: ACCEPTANCE OF BONADIO & CO'S AUDIT REPORT FOR THE TOWN COURT FOR FISCAL YEAR 2019

WHEREAS, the Town of Canandaigua Town Board (herein after referred to as "Town Board"), in compliance with NY State annual audit requirements as laid out in New York State Law, NY Consolidated Laws, Uniform Justice Court Act – UJC §2019-a, and as identified in NYS Town Law, Article 4, did hire Bonadio & Co. via resolution 2020-050 to provide auditing services for the Justice Court of the Town of Canandaigua for the fiscal year 2019; and

WHEREAS, Bonadio & Co. have completed their report and provided it to the Town Judges on June 29, 2020; and

WHEREAS, the Judges have reviewed the report and provided signatures on June 29, 2020; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby accepts Bonadio & Co.'s annual audit report for the Justice Court of the Town of Canandaigua for fiscal year 2019; and

BE IT FURTHER RESOLVED, the Town Board directs the Town Supervisor to execute the audit finding letter on behalf of the Town Board; and

BE IT FURTHER RESOLVED, the Town Board directs the Town Clerk to provide a copy of this resolution to the Town Judges and the Town Manager.

Attachment #13

RESOLUTION NO. 2020 – 177: APPROVING AGREEMENT BETWEEN TOWN OF CANANDAIGUA AND CHESHIRE FIRE DEPARTMENT FOR THE PROVISION OF FUEL AND VEHICLE MAINTENANCE AND AUTHORIZING TOWN MANAGER TO EXECUTE SAID AGREEMENT ON BEHALF OF THE TOWN

WHEREAS, the Town of Canandaigua Highway Department has facilities to perform maintenance and repair and to provide fuel for the vehicles of the Cheshire Fire Department; and

WHEREAS, the Cheshire Fire Department has need for such services; and

WHEREAS, the Town of Canandaigua will receive monetary payment for the services; and

WHEREAS, both the Town of Canandaigua and the Cheshire Fire Department will benefit from this Agreement;

NOW THEREFORE BE IT RESOLVED, that the Agreement between the Town of Canandaigua and the Cheshire Fire Department is hereby approved; and

BE IT FURTHER RESOLVED, that the Town Manager is hereby authorized and directed to execute said Agreement on behalf of the Town of Canandaigua.

Attachment #14

RESOLUTION NO. 2020 – 178: SETTING A PUBLIC HEARING ON THE DRAFT NATURAL RESOURCES INVENTORY UPDATE AND SEQR INTENT TO DECLARE LEAD AGENCY

WHEREAS, the Town Board of the Town of Canandaigua (herein after referred to as "Town Board") is considering the adoption of an update to the 2011 Natural Resources Inventory (NRI) prepared by LaBella Associates, LLC; and

WHEREAS, the preparation of the draft plan by LaBella Associates, LLC was approved by the Town Board via Resolution 2019 – 077 and is in keeping with the goals and action steps set forth in the Town of Canandaigua's Comprehensive Plan; and

WHEREAS, the Citizens' Implementation Committee and the Environmental Conservation Board have been working with LaBella Associates over many months to prepare an update to the NRI that includes a Site Assessment and Project Guide to be used as a planning tool that will serve the Town and help to identify and protect its natural resources well into the future; and

WHEREAS, the Town Board would like to hear from residents about the draft Natural Resources Inventory Update; and

WHEREAS, the Draft NRI document and the Site Assessment and Project Review Guide prepared by LaBella Associates, LLC and dated June 2020 has been reviewed by the Citizens' Implementation Committee and the Environmental Conservation Board and is available to review on the town's website: NRI Update: <http://townofcanandaigua.org/documents/files/DRAFT-NaturalResourcesInventory-WithAppendices7-7-2020.pdf>
Site Assessment and Project Review Guide: <http://townofcanandaigua.org/documents/files/DRAFT-SiteAssessmentandProjectReviewGuide-WithMaps-7-7-2020.pdf>; and

WHEREAS, the Town Board wishes to refer the proposed NRI Update to the Town of Canandaigua Planning Board, Zoning Board of Appeals, as well as the Ontario County Planning Board; and

WHEREAS, the Town Board intends to determine said plan is classified as an Unlisted Action under the SEQR Regulations per §617 of the NYS Department of Environmental Conservation Law; and

WHEREAS, the Town Board intends to declare itself as the Lead Agency on the proposed action; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby establishes a public hearing for the proposed Natural Resources Inventory Update to be held on September 21, 2020 at 6:00 pm at the Canandaigua Town Hall located at 5440 Route 5 & 20 West, Canandaigua, NY 14424; and

BE IT FURTHER RESOLVED, the Town Board directs the Town Manager to refer the proposed action to the Town of Canandaigua Planning Board, Zoning Board of Appeals, and the Ontario County Planning Board; and

BE IT FINALLY RESOLVED, the Town Clerk is directed to provide notice of said public hearing.

Attachment #15

RESOLUTION NO. 2020 – 179: UPDATED RETAINER LETTER FOR CONTINUATION OF REPRESENTATION BY CHALIFOUX LAW, PC IN THE CASE WITH FINGER LAKES RAILWAY

WHEREAS, Finger Lakes Railway has had a PILOT agreement with Ontario County IDA for many years and in 2016, all the FL Railway properties were transferred from OCIDA to FL Railway and a new PILOT agreement was negotiated. Because of the deed transfer and the new agreement, an application for exemption was required to be filed with each of the Assessor's Offices by March 1st, 2017. Since the exemption applications were not filed by the taxable status day deadline, the parcels were returned to the taxable portion for the 2017 assessment roll. FL Railway filed grievances and subsequently Article 7's against each municipality; and

WHEREAS, the Town of Canandaigua, Town of Phelps, Town of Manchester, Town of Geneva, Town of Hopewell and the County of Ontario jointly retained Chalifoux Law, PC as representation in the appellate court case with Finger Lakes Railway and each agreed to pay 1/6 share of the cost; and

WHEREAS, in August 2019, the appellate court returned a favorable decision for the assessors in that they were correct in denying the exemption for the 2017-2018 tax year; and

WHEREAS, Finger Lakes Railway has since appealed the decision and has thus far been granted four extensions to perfect their appeal and now have until August 18, 2021 as the next deadline to perfect their appeal; and

WHEREAS, some of the municipal leaders have changed and therefore Chalifoux Law, PC is requesting an updated retainer letter; and

NOW THEREFORE BE IT RESOLVED, the Town Board wishes to continue with the representation of Chalifoux Law, PC in the ongoing case with the Finger Lakes Railway litigation; and

BE IT FURTHER RESOLVED, the Town Board hereby directs the Town Supervisor to sign the updated retainer letter from Chalifoux Law, PC to continue to represent the Town of Canandaigua with the Finger Lakes railway litigation as they proceed to defend the appeal; and

BE IT FINALLY RESOLVED, the Town Clerk is directed to provide a copy of this resolution to the Town Manager, Assessor, and Ontario County Real Property.

Attachment #16

RESOLUTION NO. 2020 – 180: UPDATE TO EMPLOYEE AGREEMENT BETWEEN THE TOWN OF CANANDAIGUA AND THE TOWN OF CANANDAIGUA HIGHWAY EMPLOYEE’S ASSOCIATION AGREEMENT AND AUTHORIZATION FOR TOWN MANAGER TO EXECUTE AGREEMENT

WHEREAS, the Town of Canandaigua Town Board (hereinafter referred to as “Town Board”) ratified an Employee Agreement by and between the Town of Canandaigua and the Town of Canandaigua Highway Employee’s Association by resolution no. 2018-293 on October 15, 2018 through the calendar year 2022 (herein after referred to as the “agreement”); and

WHEREAS, the Town Manager is recommending adding the following to Section 13, B of the attached agreement: *“Effective 7/1/2020, the Town of Canandaigua will offer the Gold 18 plan to all eligible employees but will contribute the same amount as is contributed to the Silver 2 plan. The remainder of the premium will be the responsibility of the employee.”*; and

WHEREAS, it is the recommendation of the Town Manager to execute the proposed amended agreement; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua approves the updated agreement and hereby authorizes the Town Manager to sign any and all documents related to the execution of this agreement; and

BE IT FINALLY RESOLVED, the Town Board hereby directs the Town Clerk to provide a copy of this resolution to the Town Manager and Human Resource Coordinator.

Attachment #17

RESOLUTION NO. 2020 – 181: SUPPORTING DIMARCO GROUP APPLICATION TO THE OFFICE OF HOMES AND COMMUNITY RENEWAL 2020 MULTIFAMILY HOUSING GRANT

WHEREAS, the Town Board of the Town of Canandaigua (hereinafter referred to as 'Town Board') approved updates to the goals and action steps in the Comprehensive Plan Update 2011 via resolution 2014-242 and Goal 18 of the Comprehensive Plan encourages residential development that makes Canandaigua livable for people of all ages, abilities, and income levels; and

WHEREAS, the Town Board understands that single family residential developments do not serve all income levels and therefore multifamily housing developments must be encouraged in areas of the Town where there is access to services such as grocery stores, public transit, and employment opportunities; and

WHEREAS, DiMarco Group, Inc, a developer with a history of successful multifamily housing development that has worked in cooperation with the Town of Canandaigua in the past, has completed Phase I of its approved project on County Road 10 in the Town of Canandaigua, consisting of 96 rental units of affordable housing and is preparing to begin work on PHASE II which will include 96 apartments in 12 two story walk-up buildings. It will serve households who earn 60% or less of the Area Median Income. The apartments are a mix of one-, two- and three-bedroom units to accommodate the local demand. Ten of the units, or 10%, will be for those with special needs, specifically the physically disabled. An addition 15%, or 15 units will be reserved for persons recovering from substance use disorders. Forty-Four units (46%) will serve households with incomes at or below 50% of the AMI; and

WHEREAS, DiMarco Group is seeking outside funding from the New York State Office of Homes and Community Renewal (HCR) to assist with development costs due to reduce borrowing costs and debt service requirements which enables the developer to keep rents lower and more affordable to the residents of Canandaigua, the Town Board is aware that receiving this funding would be in the best interest of not only the developer but also the residents who are in need of more affordable housing; and

WHEREAS, recent market analysis conducted by Camoin Associates for the Town of Canandaigua ([viewable here](#)) in 2018 stated that rent price has increased by 22% from 2007 to 2017 while vacancy rates have dropped from 10.5% to just 5.1% in the same timeframe, demonstrating that demand has risen, causing a decrease in available units and an increase in cost to families in need of rental housing; and

WHEREAS, the same study stated that while rental costs have been increasing, so have single family home values, emphasizing further the need for affordable rental housing options for families in and around the Town of Canandaigua; and

WHEREAS, the Town Board is aware that this project is crucial for the residents and working families in the Town of Canandaigua and is situated in an ideal location close to services and therefore the funding sought by this developer is critical for their project success and therefore the success of the residents they serve; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby offers its support for DiMarco Group and Creekview Apartments Phase II LLC in their application to the Office of Homes and Community Renewal 2020 Multifamily Housing Grant program; and

BE IT FURTHER RESOLVED, the Town Board directs the Town Clerk to provide an official copy of this resolution to the Town Manager's Office, Emily Palumbos of MRB Group, and to Gregg Firster of DiMarco Group.

RESOLUTION NO. 2020 – 182: LETTER OF CREDIT / MAINTENANCE BOND FOR LAKESIDE ESTATES SECTION 3 PHASE 1A

WHEREAS, the Town engineer, MRB Group PC, reviewed the estimate submitted by Bero Contracting and Development for the hammerhead, turnaround, watermain, storm sewer system, and roadway for Lakeside Estates Section 3 Phase 1A; and

WHEREAS, MRB Group submitted a letter to the Town dated Jun 5, 2019, recommending to the Town that a letter of credit be submitted by Bero Contracting and Development to the Town of Canandaigua in the amount of \$10,654.34; and

WHEREAS, on August 5, 2020, Bero Contracting and Development submitted a letter of credit to the Town from Lyons National Bank in the amount of \$10,654.34; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby approves and accepts the letter of credit maintenance bond in the total amount of \$10,654.34.

Attachment #18

SURETY BLOCK: RESOLUTION(S) 2020-183 THROUGH 2020-185

RESOLUTION NO. 2020 – 183: SOIL EROSION AND SEDIMENT CONTROL SURETY FOR 4526 COUNTY ROAD 16 (TAX MAP#140.07-1-5.100)

WHEREAS, the Town of Canandaigua Planning Board has granted a site plan approval for the development / construction of a single-family dwelling located at 4526 County Road 16 (Tax Map # 140.07-1-5.100); 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; and

WHEREAS, the Town Code Enforcement Officer Christopher Jensen has reviewed the proposed estimate and found it to be satisfactory to meet the conditions of approval and the work to be completed; and

WHEREAS, the applicant has provided a cash deposit in the amount of \$1,400.00 for the purposes of the soil erosion and sediment control; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby approves and accepts the cash surety (in the form of a check) in the total amount of \$1,400.00.

Attachment #19

RESOLUTION NO. 2020 – 184: SOIL EROSION AND SEDIMENT CONTROL SURETY FOR 4841 COUNTY ROAD 16 (TAX MAP#140.18-1-4.100)

WHEREAS, the Town of Canandaigua Planning Board has granted a site plan approval for the installation of a onsite wastewater treatment system and other site improvements at a single-family dwelling located at 4841 County Road 16 (Tax Map # 140.18-1-4.100); 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; and

WHEREAS, the Town Code Enforcement Officer Christopher Jensen has reviewed the proposed estimate and found it to be satisfactory to meet the conditions of approval and the work to be completed; and

WHEREAS, the applicant has provided a cash deposit in the amount of \$286.00 for the purposes of the soil erosion and sediment control; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby approves and accepts the cash surety (in the form of a check) in the total amount of \$286.00.

Attachment #20

RESOLUTION NO. 2020 – 185: GRADING AND SOIL EROSION AND SEDIMENT CONTROL SURETY FOR LAKEWOOD MEADOWS 9D (TAX MAP#112.19-1-500.100)

WHEREAS, the Town of Canandaigua Planning Board has granted a final subdivision approval for the Lakewood Meadows Phase 9D subdivision; and

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

WHEREAS, the Town Engineer, MRB Group, has reviewed the proposed estimate and found it to be satisfactory to meet the conditions of approval and the work to be completed; and

WHEREAS, the applicant has provided a cash deposit in the amount of \$154,505.00 for the purposes of the soil erosion and sediment control; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby approves and accepts the cash surety (in the form of a check) in the total amount of \$154,505.00.

Attachment #21

- Approval of the following Town Board Meeting Minutes:
July 20, 2020
- 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 8/10/2020 totaling \$4,828.70

General fund \$3,352.23

Water districts \$1,476.47

Abstract dated 8/10/2020 totaling \$648,304.21

General fund \$167,772.77

Highway fund \$38,170.15

Capital projects \$374,043.74

Drainage districts \$373.62

Lighting districts \$1,035.35

Water districts \$50,908.58

Trust & Agency \$16,000.00

- Privilege of the Floor
- Other Business
- Privilege of the Floor
- Executive Session, as requested
 - Request by Town Manager for an Executive Session to discuss “the proposed acquisition/sale/lease of real property when publicity might affect value”
- Adjournment

ATTACHMENT 1



August 4, 2020

Re: Charter Communications – Upcoming Changes

Dear Municipal Official:

The Yankee Entertainment and Sports Network ("YES Network") has requested that Spectrum Northeast, LLC ("Spectrum"), locally known as Spectrum, launch a temporary channel to televise overflow in-market games for the remainder of the season. We expect the channel to be removed at the conclusion of the baseball season. Spectrum currently carries YES Network on Expanded Basic/Standard Tier in HD on channel 321 and intends to make an overflow channel available on or around August 5, 2020, on Expanded Basic/Standard Tier in HD on channel 371, on the channel lineup serving your community.

To view a current Spectrum channel lineup visit www.spectrum.com/channels.

If you have any questions about this change, please feel free to contact me at 585-340-8188 or via email at lauren.kelly@charter.com.

Sincerely,

A handwritten signature in black ink that reads "Lauren E. Kelly". The signature is written in a cursive, flowing style.

Lauren E. Kelly
Director, Government Affairs – Finger Lakes
Charter Communications



July 31, 2020

Re: Charter Communications – Upcoming Changes

Dear Municipal Official:

Spectrum Northeast, LLC, locally known as Spectrum, is making its customers aware of the following program changes.

On or around September 1, 2020, El Rey, located on Spectrum channel 145, and Fusion, located on channel 144, will no longer be available on the channel lineup serving your community.

On or around September 1, 2020, Bull Dog Shopping Network located on Spectrum channels 195 and 475, will be rebranded from Bull Dog Shopping Network to ShopHQ Health.

On or around September 1, 2020, Kids Central located on Spectrum channel 917, will be rebranded from Kids Central to Kids Street.

Spectrum was recently informed that Showtime Beyond will be rebranded to SHO BET. We previously informed you on June 18, 2020, that Showtime Beyond would be rebranded to Showtime Showcase.

This letter will also serve as notice that beginning on or around September 15, 2020, through September 24, 2020, Spectrum Northeast, LLC, locally known as Spectrum, will launch NBA TV, channel 308 on Spectrum TV Sports Pack on the channel lineup serving your community.

To view a current Spectrum channel lineup visit www.spectrum.com/channels.

If you have any questions about this change, please feel free to contact me at 585-340-8188 or via email at lauren.kelly@charter.com.

Sincerely,

A handwritten signature in black ink that reads "Lauren E. Kelly". The signature is written in a cursive, flowing style.

Lauren E. Kelly
Director, Government Affairs – Finger Lakes
Charter Communications

Sarah Reynolds

From: dfinch@townofcanandaigua.org
Sent: Wednesday, July 29, 2020 10:22 AM
To: 'Cathy Menikotz'; 'Gary Davis'; Jared Simpson; 'Linda Dworaczyk'; 'Terry Fennelly'
Cc: Jean Chrisman; Doug Finch; 'Kate Silverstrim'; Samantha Pierce; Sarah Reynolds
Subject: FW: The Island

FYI

Sarah – for communication binder please

Doug Finch, Town Manager
Town of Canandaigua
5440 Route 5 & 20 West
Canandaigua, NY 14424
Phone: (585)394-1120 ext. 2234
Email: dfinch@townofcanandaigua.org

*** If you need immediate assistance and are not able to reach me please contact Sarah Reynolds
(sreynolds@townofcanandaigua.org) or by phone (585)394-1120 ext. 2232*

From: Gerald Jemison <jemisongerald@gmail.com>
Sent: Tuesday, July 28, 2020 4:34 PM
To: Edward Randolph <neonkokugen@gmail.com>; Joe Stahlman <Joe.Stahlman@sni.org>; david.witt@dec.ny.gov; dfinch@townofcanandaigua.org
Subject: The Island

The name change I am proposing is
Skenoh Island the word in our language
means Health, Peace. It can serve as a greeting between people. This comes from Onondowagah Gaweno translates
Language of the People of the Great Hill. That is what we Seneca refer to ourselves as Onondowagah.
The word you have currently been using for the Island in the Mohawk language refers to woman's private part.
The Canandaigua Treaty signed right up the hill from the Island was a treaty to create Peace between the Six Nations
and the United States of America.
In closing it has been a long time coming but this is the right time to give the Island a respectful name.
We can work out the final spelling converting Seneca to an English spelling.
Nya weh (thank you)
G. Peter Jemison

Sarah Reynolds

From: dfinch@townofcanandaigua.org
Sent: Monday, July 27, 2020 8:22 AM
To: Sarah Reynolds
Subject: FW: Onanda Park rental

For communication binder

Doug Finch, Town Manager

Town of Canandaigua
5440 Route 5 & 20 West
Canandaigua, NY 14424
Phone: (585)394-1120 ext. 2234
Email: dfinch@townofcanandaigua.org

*** If you need immediate assistance and are not able to reach me please contact Sarah Reynolds (sreynolds@townofcanandaigua.org) or by phone (585)394-1120 ext. 2232*

From: Taryn Windheim <tarynwindheim@gmail.com>
Sent: Sunday, July 26, 2020 5:39 PM
To: dfinch@townofcanandaigua.org; cmenikotz@townofcanandaigua.org
Cc: tbennett@townofcanandaigua.org
Subject: Onanda Park rental

Cathy & Doug,

You may have seen my facebook post about our week at Onanda this past week, but I wanted to make sure you and the board know how much we appreciate the work that has gone into making Onanda such a beautifully maintained park. We had an amazing week and are so lucky to have those facilities so close by! I've copied Troy in this e-mail, he's doing great work and the park looked beautiful! This was our 7th year staying with multiple families and it gets better every year (the microwaves were a nice add this year!) Thank you again!!!

Taryn

Sarah Reynolds

From: dfinch@townofcanandaigua.org
Sent: Friday, July 24, 2020 8:27 AM
To: Sarah Reynolds
Cc: Jean Chrisman
Subject: FW: Land of Legends Canandaigua Speedway

For communication binder August

Doug Finch, Town Manager

Town of Canandaigua
5440 Route 5 & 20 West
Canandaigua, NY 14424
Phone: (585)394-1120 ext. 2234
Email: dfinch@townofcanandaigua.org

*** If you need immediate assistance and are not able to reach me please contact Sarah Reynolds (sreynolds@townofcanandaigua.org) or by phone (585)394-1120 ext. 2232*

From: Paul Cole <paul@landoflegendsraceway.com>
Sent: Thursday, July 23, 2020 5:18 PM
To: 'Esposito, Vincent (ESD)' <Vincent.Esposito@esd.ny.gov>; rduffy@greaterrochesterchamber.com
Cc: dfinch@townofcanandaigua.org
Subject: FW: Land of Legends Canandaigua Speedway

Vinnie –

We received a copy of the cease order, but would like to get an official legal clarification as to why NYS can choose to ignore sound legal arguments of CDC social distancing and safe business operation. Authorizing 50% of a beach and 0% of a grandstands, does not appear to hold an equitable set of metrics. No different than limiting religious activities indoors to a level less than authorized businesses. Something which Judge Gary Sharpe identified in his recent decision as expressly unconstitutional.

Over the last 3 weeks, the Town of Canandaigua has asked, in part, on our behalf for a legal clarification, which we have yet to be afforded. It is particularly disingenuous of the state to limit our interstate and intrastate commerce, threaten the livelihood of our business and impact the social contract of our customers, who can perform similar activity lawfully at the local Kershaw Park, but cannot equally do so at our facility with no legal rationalization or data provided. The executive orders issued by the Governor in regards to fans and auto racing have been crafted and extended (3x) without any explanation, justification or clarification on what will end the prohibition.

I do not have email contact with the NYS Department of Health or Mr. Bass to ask him these same questions. After receiving this document, without being provided any opportunity to appeal, question or authenticate the assertions made, I urge that you work with Department of Health to contact me as soon as possible and afford me that legal entitlement or any other administrative remedies that we may be legally afforded by NYS.

As Governor Cuomo has asserted himself dozens of times during the last few months, that this will be the most data driven and transparent reopening in the United States. I have sought transparency and data from NYS for going on four months. "Because I said so" is neither a valid directive nor a valid defense on the part of the State or us as

individuals. When needing to work together to resolve issues for business and the public health, we should be able to have dialogue and compromise rooted in data and facts. I hope that we can quickly bridge and repair the inequities of the situation at hand, without seeking judicial intervention.

I look forward to a quick and timely response.

Thanks.

Paul Cole
President
Land of Legends Raceway
315-573-4525

From: dfinch@townofcanandaigua.org [<mailto:dfinch@townofcanandaigua.org>]
Sent: Wednesday, July 22, 2020 1:45 PM
To: 'Paul Cole'; casey@hemdalefarms.com
Subject: FW: Land of Legends Canandaigua Speedway

Doug Finch, Town Manager
Town of Canandaigua
5440 Route 5 & 20 West
Canandaigua, NY 14424
Phone: (585)394-1120 ext. 2234
Email: dfinch@townofcanandaigua.org

*** If you need immediate assistance and are not able to reach me please contact Sarah Reynolds (sreynolds@townofcanandaigua.org) or by phone (585)394-1120 ext. 2232*

From: Menikotz, Cathy A <Cathy.Menikotz@co.ontario.ny.us>
Sent: Wednesday, July 22, 2020 1:00 PM
To: dfinch@townofcanandaigua.org; cjensen@townofcanandaigua.org
Subject: Fw: Land of Legends Canandaigua Speedway

FYI, in case you didn't get this information already.

From: Young, Brian H
Sent: Wednesday, July 22, 2020 11:14 AM
To: Menikotz, Cathy A; Town Manager; Henderson, Kevin M
Cc: Harvey, Thomas P; Beer, Mary L; Adams, Holly A; Marren, John (Jack)
Subject: FW: Land of Legends Canandaigua Speedway

FYI cease and desist will be forthcoming from State DOH for no fans at the Land of Legends.

Brian Young, Interim County Administrator
Ontario County
20 Ontario Street
Canandaigua, NY 14424

P: 585.396.4401
brian.young@co.ontario.ny.us

Ontario County Vision Statement

A vibrant community where every citizen has the opportunity to be healthy, safe and successful



From: Esposito, Vincent (ESD) [<mailto:Vincent.Esposito@esd.ny.gov>]
Sent: Tuesday, July 21, 2020 4:45 PM
To: Marren, John (Jack) <supervisor@town-victor-ny.us>; Young, Brian H <Brian.Young@co.ontario.ny.us>
Cc: King, Zachary (CHAMBER) <Zachary.King@exec.ny.gov>
Subject: Land of Legends Canandaigua Speedway

CAUTION: This message originated outside the Ontario County email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

FYI, the NYS Dept of Health is issuing them a Cease & Desist order.

Vincent Esposito
Empire State Development

VP, Regional Director, Finger Lakes Regional Office
Executive Director, Finger Lakes Regional Economic Development Council
Office: 585-399-7075
Mobile: 585-690-2010
vincent.esposito@esd.ny.gov
www.esd.ny.gov

IMPORTANT: This e-mail message and any attachments contain information intended for the exclusive use of the individual(s) or entity to whom it is addressed and may contain information that is proprietary, privileged, confidential and/or exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any viewing, copying, disclosure or distribution of this information may be subject to legal restriction or sanction. Please immediately notify the sender by electronic mail or notify the System Administrator by telephone (518)292-5180 or e-mail (administrator@esd.ny.gov) and delete the message. Thank you.

"This message may contain confidential, sensitive and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited."

IMPORTANT: This e-mail message and any attachments contain information intended for the exclusive use of the individual(s) or entity to whom it is addressed and may contain information that is proprietary, privileged, confidential and/or exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any viewing, copying, disclosure or distribution of this information may be subject to legal restriction or sanction. Please immediately notify the sender by electronic mail or notify the System Administrator by telephone (518)292-5180 or e-mail (administrator@esd.ny.gov) and delete the message. Thank you.

“This message may contain confidential, sensitive and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited.”

Sarah Reynolds

From: dfinch@townofcanandaigua.org
Sent: Monday, July 27, 2020 10:25 AM
To: 'Christina Densley'
Cc: macneilm@frontiernet.net; jfletcher@townofcanandaigua.org; 'Terry Fennelly'; Doug Finch; 'Kate Silverstrim'; Samantha Pierce; Sarah Reynolds
Subject: RE: Concern

Christina,

Thank you very much for your email about this crosswalk. I have also personally walked this cross walk hundreds of times, and have witnessed some cars not stopping for people in the crosswalk.

By way of this email I am forwarding your request to our parks and recreation committee for feedback. Any changes to speed, etc would require the Town to request approval from the NYS Department of Transportation.

Thank you so much for forwarding your comments to us.

Chairman MacNeil - would you mind adding this to your next agenda and updating Christina?
Sarah - for communication binder please

Doug Finch, Town Manager
Town of Canandaigua
5440 Route 5 & 20 West
Canandaigua, NY 14424
Phone: (585)394-1120 ext. 2234
Email: dfinch@townofcanandaigua.org

** If you need immediate assistance and are not able to reach me please contact Sarah Reynolds (sreynolds@townofcanandaigua.org) or by phone (585)394-1120 ext. 2232

-----Original Message-----

From: Christina Densley <adornocm@twcnny.rr.com>
Sent: Wednesday, July 22, 2020 9:57 AM
To: dfinch@townofcanandaigua.org
Subject: Concern

Hello there,

My name is Christina Densley and I am reaching out to express concern over the crosswalk on Buffalo Street that leads to Outhouse Park. This crosswalk is in front of a populated residential neighborhood with a lot of traffic (both walkers, Bikers, joggers and cars). Outhouse Park, by my observation, is a highly frequented Park by residents. The crosswalk on Buffalo Street is prior to city limits (where the speed limit drops to 30mph). The crosswalk is located at the bottom of a steep hill where cars are picking up speed when the speed limit in the town is already at 55mph (I think). Despite the crosswalk flashing lights to indicate a walker is coming- cars traveling toward the city are engaged at excessive speed- making it difficult for walkers to gauge their timing to cross the road. Families and children are crossing that crosswalk all day long- my family included. I cannot tell you how many times I personally have experienced cars flying toward us and not slowing down despite the flashing lights. Not to mention if the sun is full- the lights are difficult to see. In the 7 years I've lived on Buffalo Street I have been concerned for this crosswalk and confused why there would not either be a

traffic light, stop sign, or reduced speed limit that begins Prior to the crosswalk. Cars driving toward Canandaigua city down that hill do not slow down at that crosswalk. Combine that with the additional realities of people on their phones and driving distracted there is always a risk that a fatal and serious accident could occur here. I am willing to go door to door to find out if residents share the same thoughts as I do and obtain signatures to petition for a safer intersection, if you feel that would be a necessary action. I know myself personally would love to see this intersection safer for walkers, joggers, bikers etc. Thank you for your time.

Best,

Christina Densley

Sent from my iPhone

Sarah Reynolds

From: dfinch@townofcanandaigua.org
Sent: Friday, July 24, 2020 11:32 AM
To: Sarah Reynolds
Subject: FW: squaw island

For communication binder

Doug Finch, Town Manager

Town of Canandaigua
5440 Route 5 & 20 West
Canandaigua, NY 14424
Phone: (585)394-1120 ext. 2234
Email: dfinch@townofcanandaigua.org

*** If you need immediate assistance and are not able to reach me please contact Sarah Reynolds (sreynolds@townofcanandaigua.org) or by phone (585)394-1120 ext. 2232*

From: Edward Randolph <neonkokugen@gmail.com>
Sent: Tuesday, July 21, 2020 4:39 PM
To: dfinch@townofcanandaigua.org
Subject: Re: squaw island

Mr. Finch,

I greatly appreciate the fact you read my statement outloud. I was able to listen in on the town meeting as it technically is a "radio" so I was able to listen to what everybody said.

I contacted Mr. Jemison and he informed me of a medical issue that has prevented him from leaving the hospital. He will provide me with a written statement when he becomes available to provide the town if his personal issues prevent him from being available for the next meeting.

I will be available for the August 17th meeting so I will be there either in person or in zoom. I believe the city will be having their city meeting on August 6th where they will pass their own resolution on the matter. It's to bad we wont be able to take the towns own to it.

Thanks again,
Edward Randolph

On Tue, Jul 21, 2020, 3:01 PM <dfinch@townofcanandaigua.org> wrote:

Mr. Randolph,

I read your letter to the Town Board last night word for word.

They extending the discussion to the August Town Board meeting as Mr. Peter Gemison did not show up, and give you a chance to speak in person. August 17, 2020 at 6pm is the August meeting.

Doug Finch, Town Manager

Town of Canandaigua

5440 Route 5 & 20 West

Canandaigua, NY 14424

Phone: (585)394-1120 ext. 2234

Email: dfinch@townofcanandaigua.org

*** If you need immediate assistance and are not able to reach me please contact Sarah Reynolds (sreynolds@townofcanandaigua.org) or by phone (585)394-1120 ext. 2232*

From: Edward Randolph <neonkokugen@gmail.com>

Sent: Thursday, July 16, 2020 1:34 PM

To: dfinch@townofcanandaigua.org

Subject: Re: squaw island

Good Afternoon,

Unfortunately as the schedule conflicts with my own work schedule I won't be able to speak. I was unable to get it free. If I may, I have written a statement that can be shared with the town for those who would be interested in reading it. I hope that those who choose to read it will see that I passionately wrote it as much as I could have spoken it. If anybody in the town has any questions that would like to ask of me I am free to answer anything via email.

Thank you,

Edward

On Tue, Jul 14, 2020 at 5:53 PM <dfinch@townofcanandaigua.org> wrote:

Mr. Randolph,

I wanted to send you a quick note, I am working on putting together the Town Board agenda for July 20th. Would you like to introduce the discussion on renaming Squaw Island since you are the one that first made the request to us? I believe we will also have Peter, Dr. Stahlman, and Dr. Witt. Possibly someone also with First Nation.

Doug Finch, Town Manager

Town of Canandaigua

5440 Route 5 & 20 West

Canandaigua, NY 14424

Phone: (585)394-1120 ext. 2234

Email: dfinch@townofcanandaigua.org

*** If you need immediate assistance and are not able to reach me please contact Sarah Reynolds (sreynolds@townofcanandaigua.org) or by phone (585)394-1120 ext. 2232*

Sarah Reynolds

From: dfinch@townofcanandaigua.org
Sent: Tuesday, July 14, 2020 3:59 PM
To: Sarah Reynolds
Subject: FW: Town Board

For communication binder

Doug Finch, Town Manager

Town of Canandaigua

5440 Route 5 & 20 West

Canandaigua, NY 14424

Phone: (585)394-1120 ext. 2234

Email: dfinch@townofcanandaigua.org

*** If you need immediate assistance and are not able to reach me please contact Sarah Reynolds (sreynolds@townofcanandaigua.org) or by phone (585)394-1120 ext. 2232*

From: Edward Randolph <neonkokugen@gmail.com>

Sent: Tuesday, July 14, 2020 3:43 PM

To: dfinch@townofcanandaigua.org

Subject: Re: Town Board

Good Afternoon,

I am glad that the town is going to finally take the time to listen to the concerns of myself, multiple members of the community, and most importantly the Native American community. The fact that the town has taken the time to invite important members of this community is the most important fact. I will make sure to make it to the meeting in some shape or form. The schedule conflicts with a bit of my own but it shouldn't be a problem. I will at least be in contact via zoom. As I am sure others who are following this progress that I know will also be watching.

Thanks,
Edward Randolph

On Mon, Jul 13, 2020 at 10:18 AM <dfinch@townofcanandaigua.org> wrote:

Mr. Randolph,

Would you be interested in addressing the Town Board on July 20 at 6pm about Squaw Island? Either in person or by zoom?

Doug Finch, Town Manager

Town of Canandaigua

5440 Route 5 & 20 West

Canandaigua, NY 14424

Phone: (585)394-1120 ext. 2234

Email: dfinch@townofcanandaigua.org

*** If you need immediate assistance and are not able to reach me please contact Sarah Reynolds
(sreynolds@townofcanandaigua.org) or by phone (585)394-1120 ext. 2232*



July 13, 2020

Re: Charter Communications – Upcoming Changes

Dear Municipal Official:

This letter will serve as notice that on or around August 11, 2020, Charter Communications ("Charter"), locally known as Spectrum will be launching Black News Channel on SPP Tier 1 and the Spectrum Lifestyle package in HD on channel 232 in the lineup serving your community.

To view a current Spectrum channel lineup visit www.spectrum.com/channels.

If you have any questions about this change, please feel free to contact me at 585-340-8188 or via email at lauren.kelly@charter.com.

Sincerely,

A handwritten signature in black ink that reads "Lauren E. Kelly". The signature is written in a cursive, flowing style.

Lauren E. Kelly
Director, Government Affairs – Finger Lakes
Charter Communications



July 11, 2020

Re: Charter Communications – Upcoming Changes

Dear Municipal Official:

This letter will serve as notice that on or around August 11, 2020, Charter Communications ("Charter"), locally known as Spectrum, will launch TVG HD, channel 413, to SPP Tier 2 on the channel lineup serving your community.

On or around August 15, 2020, BYU TV HD, channel 465 will launch on SPP Tier 1 on the channel lineup serving your community.

To view a current Spectrum channel lineup visit www.spectrum.com/channels.

If you have any questions about this change, please feel free to contact me at 585-340-8188 or via email at lauren.kelly@charter.com.

Sincerely,

A handwritten signature in black ink that reads "Lauren E. Kelly". The signature is written in a cursive, flowing style.

Lauren E. Kelly
Director, Government Affairs – Finger Lakes
Charter Communications



Cheshire Community Action Team

July 2020 Newsletter Newsletter contact information: hello2ccat@gmail.com

CCAT MISSION:

Organized in 2003, the Cheshire Community Action Team (CCAT) works to improve the day-to-day living environment of the Hamlet by raising awareness of community issues; fostering better communication between neighbors; encouraging youth development and providing an informed, effective voice that links Cheshire residents to local government. The organization is open to anyone interested in preserving the history, rural character and tranquil charm of the Hamlet.

CCAT NEWSLETTER:

The purpose of the CCAT Newsletter is to inform our Cheshire neighbors about upcoming events, community news and to keep you "in the loop" about CCAT. CCAT is always looking for volunteers to help with community events and suggestions as well as your news that we, as a community, would be interested in. Please send comments, suggestions and information to hello2ccat@gmail.com

COMMUNITY EVENTS:

August 30th 1-3 (Sunday): New neighbors and old friends are invited to join CCAT for an informal meet and greet. Free commercially prepared snacks will be provided to enjoy while we meet new neighbors and visit with old friends. *Masks and social distancing are requested out of respect for others and CCAT events protocol.* As this is an informal gathering, we'll need to determine location as the date gets closer based on the current rules of gathering at the time.

September 19th 8-4 (Saturday): Community Wide Yard Sale. Clean out those summer toys and clothes and get ready for autumn and the cooler weather! Everyone who would like to participate, please have your items in your yards ready to go for the early birds. *Masks and social distancing are requested out of respect for others and CCAT events protocol.*

October 15th-31st: Scarecrow parade! Lets decorate our houses and yards as a showcase for people traveling through our community as they travel on State Route 21! Scarecrows (or other characters...) need to be tied securely to a tree or post- no loose parts- no blocking traffic- they must be removed by November 2nd-we don't want to scare away the Thanksgiving turkeys! Free tricks and treats will continue the fun for the kiddos and adults on Halloween evening in front of the Cheshire Theatre and Meeting Hall. *Masks and social distancing are requested out of respect for others and CCAT events protocol.*

More details to follow for all events so watch for posters around Cheshire! Of course, with current concerns about Covid 19, all activities are subject to cancellation. Our health and safety is the most important of everything we do!

CCAT LOOKS TO EXPAND ITS ROLE WITHIN THE COMMUNITY

In effort to expand its reach and role as a community service organization, CCAT will move forward with an expansion of its involvement in the community beyond its traditional roster of popular events. Along with the very popular Spaghetti Dinner, Memorial Day, and Halloween events, as well as the Theatre Meeting Hall Restoration Project, the Board and volunteers will spearhead and back initiatives that are directly

OTHER INFORMATION AND FUNDRAISING:

The green **CCAT tote bags** are available for \$1.00 each- if you need more than the one we delivered in March, contact us or check out one of the local businesses. Make sure to let us know if a new neighbor moves near you- we want to make sure CCAT welcomes them!

Kudos and a huge thanks to the Canandaigua High School students who helped us unload the trailer on Thursday, July 2nd! It was a hot day but thanks to the students and other volunteers the unload of the trailer full of heavy and awkward artifacts and building supplies went quickly. Thanks also to Kent Johnson for the use of his trailer for the storage of these items for several years.

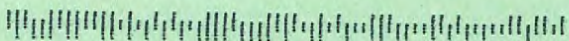
Covid 19 updates seem to be keeping many of us confused- our area is doing pretty well at keeping the virus at bay. We should all make the health of family and friends as well as ourselves a priority: *-wash hands often, cough into your elbow, wear masks, don't touch your face and keep 6 feet between you when socializing, including while you visit local businesses and attend events!!* Be a part of the solution instead of the problem. We need to do all we can to prevent another shut down. Masking and distancing are a part of the CCAT event protocol for attendance and helping. Because of the Covid 19 issue, major fall fundraising and community events have been cancelled so CCAT is doing the best we can to have events and still help keep our community healthy.

CCAT BOARD MEMBERS:

The following are your CCAT Board Members who are busy thinking up activities and creating ways for Cheshire neighbors to get acquainted with each other, participate in community activities and have fun. Officers are: Co-Chairs: Fred Goodnow and Nancy Goodnow Treasurer: Sue Vitek Acting Secretary: Stacy Fox. Members are: Joy Daggett, Oksana Fuller, Geoffrey Hallstead, George Herren, Sue Kennedy, Stephanie Kunes, Jim Rose, Pat Vitek. We also have several "working" support persons: Tammy Benzinger, Preston Pierce, Al Cooper, Julie Bertram, Priscilla Crawford, Fred Smith and Valarie Quinn as well as others.

5 INTERESTING THINGS TO KNOW ABOUT CHESHIRE

1. The "Cheshire Theatre & Meeting Hall" was built by the Knights of the MacCabees in 1898 and was used for musical and dramatic programs and entertainment for local residents right up until 1970.
2. Cheshire is known as the "Southern Corridor" as travelers use State Route 21 to go from Canandaigua to Naples...lots of tourists drive the scenic routes especially in the autumn to check out the Finger Lakes wine and brewery trails and appreciate the colorful and scenic beauty of the fall foliage.
3. The tradition of toilet papering the trees began in the late 1960's when some kids broke into the bus garage/storage building behind the Company Store (then owned by the Canandaigua City School District). They stole all the toilet paper for the school system and had some good Halloween fun which has continued!
4. There are over 120 veterans buried in the Pine Bank Cemetery dating from the Revolutionary War! We've tried to place flags for Memorial Day on the graves so please let us know if we've missed anyone.
5. Cheshire is home to several small businesses- can you name them all?



14424-932740

Dear Samantha,

Here's our donation to recognize
the staff at Onamda Park.

All the best,
Robert

ATTACHMENT 2

Report of Highway and Water superintendent

Highway

1. In September we will begin working again on Cdga Farmington town line road. We will be installing drainage, shoulder improvements and paving some of the road. We needed to wait to begin the work as Cdga Farmington water was installing new water main ahead of our project.
2. NYSEG is replacing a 6-inch gas main on Gorham street ext, Grandview Park and route 21. This will begin late August and go several weeks.
3. Continue to repair catch basins in sub divisions

Water

1. Our portion of the water main to be installed for the new water project will be done by the end of August.
2. The consumption of water has settled down to normal summer usage.
3. We will be scheduling a shut down of a section of the water main on County road 16 and Wells Curtis road to replace two valves that are not operating correctly. They are 50 years old.

Other items

1. Will be placing the ticket machine for the C and D at the transfer statin back to is original location this month. And moving the bins over also.
2. Meeting with MRB and Parkateck for the all-inclusive park at Outhouse park to discuss the drainage and utilities.

Assessor's Report – August 4, 2020

There were 13 residential sales recorded in the MLS for the Town of Canandaigua for the month of July 2020. Of these sales, 9 were single family houses ranging from \$155,000 - \$472,000 with an average sale price of \$255,089 and a median value of \$236,000. The average days on market was only 5 days! There were also 3 townhouse sales, ranging from \$225,000 - \$316,400 with an average sale price of \$277,133 and a median value of \$290,000. Average days on market was 93.

By comparison, July 2019 had more residential sales, a total of 19, with 16 single family houses ranging from \$39,900 - \$1,200,000 with an average sale price of \$334,088 and a median value of \$288,000. The average days on market was 23 days. There were also 3 townhouses that sold within a range between \$226,000 - \$299,900 with an average sale price of \$269,367 and a median value of \$282,200. Average days on market for townhouses was 39.

There are currently 33 active residential listings and 39 properties under contract in our town.

Over the past few weeks, I have been working on star reports to ensure that the star exemptions we have on record are in line with what the state records indicate. A final back up of the roll has been delivered to the county which will be used for school tax bill processing which is right around the corner.

We have received 4 SCAR (Small Claims Assessment Review) applications which are a continuation of the grievance process and all of which are being represented by Chad Hummel, the tax opposer. I will be contacted by the hearing officer assigned to each application and these hearings will be scheduled to take place over the next several weeks.

Respectfully Submitted,

Pam Post, Assessor

Town Clerk Report for the August 17, 2020, Town Board Meeting

1. **Monthly Financial Report**: Revenues collected in the Town Clerk's office for the month of July 2020 totaled \$231,583.32. (see attached receipt report).
2. **Town Clerk Office Hours**: My office has been busy with telephone calls and answering emails for park reservations and walk-ins for dog license renewals, quarterly water bill payments, and the issuance of Transfer Station permits. Just a reminder that my office hours have been modified for the summer through Labor Day. They are:

Monday, Tuesday, Thursday, and Friday:	8:00 a.m. to 4:00 p.m.
Wednesday:	8:30 a.m. to 5:00 p.m.

Starting Wednesday, September 9 our Wednesday night hours will be until 7:00 p.m.

3. **Online Water Bill Payments with Debit / Credit Card and E-Billing**: The ability for residents in the Canandaigua water district to pay their water bill online or to sign-up to receive their water bill via email started June 30. As of 12:00 a.m. Friday, July 10, 21 people have paid their bill online and 14 people have signed up for e-billing. Thanks again to the Town Board and Town Manager Doug Finch for your support in getting these features up and running for the convenience of our residents.
 - A. Automatic Water Bill Payments – ACH: As of July 31, 2020, a total of 566 (22%) out of 2,640 total water customers has selected to use the ACH method to automatically pay their quarterly water bill.
 - B. Online Credit Card Payments: As of July 31, 70 people (4%) used the new online payment option to pay their quarterly water bill.
4. **2020-2021 LGRMIF Grant**: As of yet we do not have any new information to share about whether our 2020-2021 LGRMIF grant was awarded by NYS. When information about the awards becomes available, I will share it with the Town Board.
5. **Records Retention Schedule**: On August 1, 2020, the NYS Archives released the new Retention and Disposition Schedule for New York Local Government Records (LGS-01). There is a resolution on the agenda for the Town Board to adopt the new LGS-01.
6. **Resolutions**:
 - A. Adoption of New Records Retention Schedule
 - B. Acceptance of Letter of Credit for Bero Contracting and Development Corp
 - C. Acceptance of Cash Surety for 4526 County Road 16

Please let me know if you have any questions.

Submitted by,

Jean Chrisman
Town Clerk

Account#	Account Description	Fee Description	Qty	Local Share
A.2001	Cabins / Halls / Pavilions	Onanda Halls/Lodging	9	2,060.00
	Park Rentals	Onanda Cabin Residential Weekly	5	2,050.00
		Sub-Total:		\$4,110.00
A1255	Marriage Lic.	Marriage License Fees	9	157.50
		Sub-Total:		\$157.50
A2001	Walk Ins	Onanda Receipts	30	8,484.60
		Sub-Total:		\$8,484.60
AA100.0380	AR Charge Back Billing	AR Charge Back Billing	1	117.20
		Sub-Total:		\$117.20
AA100.1255	Conservation	Conservation	4	6.08
	Misc. Fees	Copies	9	2.25
		Marriage Cert	7	70.00
	Peddling & Soliciting	Peddling & Soliciting	1	100.00
		Sub-Total:		\$178.33
AA100.1603	Misc. Fees	Death Cert	32	320.00
		Genealogy Fee	2	22.00
		Sub-Total:		\$342.00
AA100.2001	CC Cart Fee	CC Cart Fee	46	4.60
	General Lic.	Park Permit Res	35	1,225.00
		Park Permits Non	2	130.00
	Onanda Cabin NON Residential Daily	Onanda Cabin NON Residential Daily	20	3,170.00
	Onanda Cabin NON Residential Weekly	Onanda Cabin NON Residential Weekly	5	2,400.00
	Onanda Cabin Residential Daily	Onanda Cabin Residential Daily	1	285.00
	Onanda Park Pavilion	Onanda Park Pavilions	13	965.00
	Outhouse Park Hall Full Day	Outhouse Park Hall Full Day	6	700.00
	Outhouse Park Pavilion	Outhouse Park Pavilion	5	165.00
	Pavilion rental	Pierce Park Pavilions	1	15.00
		Sub-Total:		\$9,059.60
AA100.2110	Plan & Zone	Site Signs	1	750.00
		Zoning Fee	9	1,950.00
		Sub-Total:		\$2,700.00
AA100.2120	Plan & Zone	Soil Erosion	2	300.00
		Sub-Total:		\$300.00
AA100.2192	Academy Cemetary	Cremation	1	350.00
		Sub-Total:		\$350.00
AA100.2544	Dog Licensing	Female, Spayed	64	1,216.00
		Female, Unspayed	5	135.00
		Male, Neutered	69	1,311.00
		Male, Unneutered	7	189.00
		Late Fees	29	145.00

Account#	Account Description	Fee Description	Qty	Local Share
			Sub-Total:	\$2,996.00
AA100.2590	Building Fee	Building Fee	43	4,422.20
	Plan & Zone	Site Development	9	1,372.00
			Sub-Total:	\$5,794.20
AA100.2591	Misc. Fees	Transfer Coupons	1905	3,810.00
			Sub-Total:	\$3,810.00
CM100-2001	Plan & Zone	Parks And Recreation	1	1,000.00
			Sub-Total:	\$1,000.00
SW500.2140	Rents Payments	Rents Payments	63	188,278.24
			Sub-Total:	\$188,278.24
SW500.2142	Water Sales	Water Sales	3	630.50
			Sub-Total:	\$630.50
SW500.2144	Service Hookups	Service Hookups	1	550.00
			Sub-Total:	\$550.00
SW500.2148	Penalty	Penalty	20	122.01
			Sub-Total:	\$122.01
SW500.2655	Meter Replacements	Meter Replacement	1	2,127.72
			Sub-Total:	\$2,127.72
			Total Local Shares Remitted:	\$231,107.90
Amount paid to:	NYS Ag. & Markets for spay/neuter program			169.00
Amount paid to:	NYS Environmental Conservation			103.92
Amount paid to:	State Health Dept. For Marriage Licenses			202.50
Total State, County & Local Revenues:		\$231,583.32	Total Non-Local Revenues:	\$475.42

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.

Catherine Mendicino
Supervisor

8/4/2020
Date

Jean Chrisman
Town Clerk

8/3/2020
Date

231,107.90
 - 1,000.00 - Park & Rec
 230,107.90
 - 104.40 - Ont. Co. Actt Pynt to
 Town General Bank Actt.
 230,003.50
 Pay to Town

TOWN OF CANANDAIGUA PLANNER MONTHLY REPORT

August 6, 2020

In July, we issued 54 permits (\$7,944.60) and 297 Permits (\$70,104.20) issued before August 1st. In 2019, the relative numbers were 43 (\$8,127.60) and 263 (\$71,191.20).

In July, we received 6 total planning and zoning applications. As you'll recall, last month was historically busy. This is a welcome reprieve. Our next deadline date for applications will be August 12.

The Comprehensive Plan Project Team reconvened on August 4th to continue discussion about the update. We were able to work through the draft goals and fill them with potential action items and measurables. It will be my next job to prepare a complete draft and present to the CIC for comments. Our next meeting will be September 1st.

Regarding other ongoing planning documents, the City of Canandaigua Comprehensive Plan is awaiting final comments from their planning commission; the Middle Cheshire Road Corridor Study last met in July and will hold a Public Workshop on August 19th; and, the State Routes 332 and 96 Corridor study will hold a Public Workshop on September 1st.

Best,



Eric Cooper, Planner

TOWN OF CANANDAIGUA

TOWN MANAGER MONTHLY REPORT

August 17, 2020

PERSONNEL

WATER / HIGHWAY DEPARTMENT: A special thank you to all of our Town of Canandaigua Water and Highway Department employees who have been working very efficiently on the installation of a new water transmission line for the Canandaigua Consolidated Water District. The efficient work by our crews is enabling us to work quickly to install the new main while construction crews build the new water tank off Rock Oak Hill Road.

FINANCE

2021 BUDGET: While work has begun on the 2021 budget, the NYS Comptroller has announced the tax levy tax cap will be lowered this year from 2% down to 1.56%. I have now met with all the Departments to talk about their requests for 2021 and spent a considerable amount of time working through the requests and working to provide you a balanced budget. The department requests will be listed on the budget that I submit to you as departmental requests, while my recommendation will be shown as the Tentative Budget. As usual, I plan to submit the 2021 Tentative Budget to you shortly after Labor Day. I will be requesting a special budget workshop meeting once again this year.

NYCLASS: Attached to my report is the most recent statement from NYCLASS regarding our reserve funds.

NYCLASS WITHDRAW – OPEN SPACE: Attached to my report you will notice a \$9,340 withdraw from the NYCLASS Open Space Reserve for the Purdy PDR approved application that you previously authorized.

GENERAL:

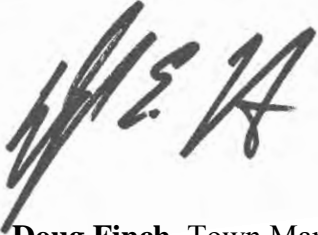
PARKS: Our beaches and parks continued to get heavy use in July and August. We were inspected by the NYS DOH for both normal operations and also COVID-19 protocols. We came out very good on both, I have attached their reports to my report.

NYSCMA: The New York Manager's Association recently published a 2020 survey relative to the COVID-19 impact on municipalities. More than half of the respondents stated COVID-19 has had a significant impact on municipal operations. 100% of all respondents stated they are now using some method of electronic meetings, have closed some public spaces, restricted in-person access, and changed daily operations. The full report is attached.

**TOWN OF CANANDAIGUA
TOWN MANAGER MONTHLY REPORT**

August 17, 2020

Sincerely,



Doug Finch, Town Manager



Summary Statement

July 2020

Town of Canandaigua

5440 Route 5 & 20 West
Canandaigua, NY 14424

NYCLASS

Average Monthly Yield: 0.22%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
NY-01-1004-0001	INVESTMENTS	2,000,206.37	0.00	0.00	376.94	583.31	2,000,432.25	2,000,583.31
NY-01-1004-0002	CONT. TAX RESERVE (AA231)	548,899.28	0.00	0.00	103.47	2,654.34	548,961.28	549,002.75
NY-01-1004-0003	OPEN SPACE RESERVE (AA234)	742,209.27	0.00	0.00	139.88	3,464.74	742,293.09	742,349.15
NY-01-1004-0004	PARKS FUND (CM100/CR)	651,509.74	0.00	0.00	122.76	1,632.50	651,583.30	651,632.50
NY-01-1004-0005	HWY EQUIP RESERVE (DA230)	186,701.66	0.00	0.00	35.18	902.91	186,722.74	186,736.84
NY-01-1004-0006	HWY IMPROV RESERVE (DA232)	208,373.59	0.00	0.00	39.26	878.23	208,397.12	208,412.85
NY-01-1004-0007	HWY SNOW RD REPAIR RESERVE (DA235)	205,196.02	0.00	0.00	38.68	992.28	205,219.19	205,234.70
NY-01-1004-0008	REPAIR RESERVE FUND (AA232)	155,735.79	0.00	0.00	29.36	656.41	155,753.38	155,765.15
NY-01-1004-0009	TECHNOLOGY RESERVE FUND (AA233)	12,461.31	0.00	0.00	2.35	52.51	12,462.71	12,463.66
NY-01-1004-0010	NYS EMP SYST RESERVE (AA235)	226,068.02	0.00	0.00	42.58	952.78	226,093.54	226,110.60
NY-01-1004-0011	BONDED INDEBTEDNESS RESERVE (AA237)	100,404.24	0.00	0.00	18.92	423.16	100,415.58	100,423.16
NY-01-1004-0012	SOLID WASTE MGMT RESERVE (AA238)	300,961.49	0.00	0.00	56.73	1,011.48	300,995.49	301,018.22
Total		5,338,726.78	0.00	0.00	1,006.11	14,204.65	5,339,329.67	5,339,732.89



Account Statement

July 2020

Town of Canandaigua

5440 Route 5 & 20 West
Canandaigua, NY 14424

NYCLASS

NY-01-1004-0001

Summary

Average Monthly Yield: 0.22%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
NY-01-1004-0001	INVESTMENTS	2,000,206.37	0.00	0.00	376.94	2,000,432.25	2,000,583.31

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
07/01/2020	Beginning Balance			2,000,206.37	
07/31/2020	Income Earned For The Period	376.94			
07/31/2020	Ending Balance			2,000,583.31	



Account Statement

July 2020

Town of Canandaigua

5440 Route 5 & 20 West
Canandaigua, NY 14424

NYCLASS

NY-01-1004-0002

Summary

Average Monthly Yield: 0.22%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
NY-01-1004-0002	CONT. TAX RESERVE (AA231)	548,899.28	0.00	0.00	103.47	548,961.28	549,002.75

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
07/01/2020	Beginning Balance			548,899.28	
07/31/2020	Income Earned For The Period	103.47			
07/31/2020	Ending Balance			549,002.75	



Account Statement

July 2020

Town of Canandaigua

5440 Route 5 & 20 West
Canandaigua, NY 14424

NYCLASS

NY-01-1004-0003

Summary

Average Monthly Yield: 0.22%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
NY-01-1004-0003	OPEN SPACE RESERVE (AA234)	742,209.27	0.00	0.00	139.88	742,293.09	742,349.15

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
07/01/2020	Beginning Balance			742,209.27	
07/31/2020	Income Earned For The Period	139.88			
07/31/2020	Ending Balance			742,349.15	



Account Statement

July 2020

Town of Canandaigua

5440 Route 5 & 20 West
Canandaigua, NY 14424

NYCLASS

NY-01-1004-0004

Summary

Average Monthly Yield: 0.22%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
NY-01-1004-0004	PARKS FUND (CM100/CR)	651,509.74	0.00	0.00	122.76	651,583.30	651,632.50

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
07/01/2020	Beginning Balance			651,509.74	
07/31/2020	Income Earned For The Period	122.76			
07/31/2020	Ending Balance			651,632.50	



Account Statement

July 2020

Town of Canandaigua

5440 Route 5 & 20 West
Canandaigua, NY 14424

NYCLASS

NY-01-1004-0005

Summary

Average Monthly Yield: 0.22%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
NY-01-1004-0005	HWY EQUIP RESERVE (DA230)	186,701.66	0.00	0.00	35.18	186,722.74	186,736.84

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
07/01/2020	Beginning Balance			186,701.66	
07/31/2020	Income Earned For The Period	35.18			
07/31/2020	Ending Balance			186,736.84	



Account Statement

July 2020

Town of Canandaigua

5440 Route 5 & 20 West
Canandaigua, NY 14424

NYCLASS

NY-01-1004-0006

Summary

Average Monthly Yield: 0.22%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
NY-01-1004-0006	HWY IMPROV RESERVE (DA232)	208,373.59	0.00	0.00	39.26	208,397.12	208,412.85

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
07/01/2020	Beginning Balance			208,373.59	
07/31/2020	Income Earned For The Period	39.26			
07/31/2020	Ending Balance			208,412.85	



Account Statement

July 2020

Town of Canandaigua

5440 Route 5 & 20 West
Canandaigua, NY 14424

NYCLASS

NY-01-1004-0007

Summary

Average Monthly Yield: 0.22%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
NY-01-1004-0007	HWY SNOW RD REPAIR RESERVE (DA235)	205,196.02	0.00	0.00	38.68	205,219.19	205,234.70

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
07/01/2020	Beginning Balance			205,196.02	
07/31/2020	Income Earned For The Period	38.68			
07/31/2020	Ending Balance			205,234.70	



Account Statement

July 2020

Town of Canandaigua

5440 Route 5 & 20 West
Canandaigua, NY 14424

NYCLASS

NY-01-1004-0008

Summary

Average Monthly Yield: 0.22%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
NY-01-1004-0008	REPAIR RESERVE FUND (AA232)	155,735.79	0.00	0.00	29.36	155,753.38	155,765.15

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
07/01/2020	Beginning Balance			155,735.79	
07/31/2020	Income Earned For The Period	29.36			
07/31/2020	Ending Balance			155,765.15	



Account Statement

July 2020

Town of Canandaigua

5440 Route 5 & 20 West
Canandaigua, NY 14424

NYCLASS

NY-01-1004-0009

Summary

Average Monthly Yield: 0.22%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
NY-01-1004-0009	TECHNOLOGY RESERVE FUND (AA233)	12,461.31	0.00	0.00	2.35	12,462.71	12,463.66

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
07/01/2020	Beginning Balance			12,461.31	
07/31/2020	Income Earned For The Period	2.35			
07/31/2020	Ending Balance			12,463.66	



Account Statement

July 2020

Town of Canandaigua

5440 Route 5 & 20 West
Canandaigua, NY 14424

NYCLASS

NY-01-1004-0010

Summary

Average Monthly Yield: 0.22%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
NY-01-1004-0010	NYS EMP SYST RESERVE (AA235)	226,068.02	0.00	0.00	42.58	226,093.54	226,110.60

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
07/01/2020	Beginning Balance			226,068.02	
07/31/2020	Income Earned For The Period	42.58			
07/31/2020	Ending Balance			226,110.60	



Account Statement

July 2020

Town of Canandaigua

5440 Route 5 & 20 West
Canandaigua, NY 14424

NYCLASS

NY-01-1004-0011

Summary

Average Monthly Yield: 0.22%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
NY-01-1004-0011	BONDED INDEBTEDNESS RESERVE (AA237)	100,404.24	0.00	0.00	18.92	100,415.58	100,423.16

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
07/01/2020	Beginning Balance			100,404.24	
07/31/2020	Income Earned For The Period	18.92			
07/31/2020	Ending Balance			100,423.16	



Account Statement

July 2020

Town of Canandaigua

5440 Route 5 & 20 West
Canandaigua, NY 14424

NYCLASS

NY-01-1004-0012

Summary

Average Monthly Yield: 0.22%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
NY-01-1004-0012	SOLID WASTE MGMT RESERVE (AA238)	300,961.49	0.00	0.00	56.73	300,995.49	301,018.22

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
07/01/2020	Beginning Balance			300,961.49	
07/31/2020	Income Earned For The Period	56.73			
07/31/2020	Ending Balance			301,018.22	



Daily Rates

July 2020

NYCLASS

Date	Dividend Rate	Daily Yield
01-Jul-20	0.000008336	0.31%
02-Jul-20	0.000007887	0.29%
03-Jul-20	0.000007887	0.29%
04-Jul-20	0.000007887	0.29%
05-Jul-20	0.000007887	0.29%
06-Jul-20	0.000007992	0.29%
07-Jul-20	0.000007877	0.29%
08-Jul-20	0.000007880	0.29%
09-Jul-20	0.000006970	0.26%
10-Jul-20	0.000006697	0.25%
11-Jul-20	0.000006697	0.25%
12-Jul-20	0.000006697	0.25%
13-Jul-20	0.000006594	0.24%
14-Jul-20	0.000006560	0.24%
15-Jul-20	0.000006697	0.25%
16-Jul-20	0.000005877	0.22%
17-Jul-20	0.000005604	0.21%
18-Jul-20	0.000005604	0.21%
19-Jul-20	0.000005604	0.21%
20-Jul-20	0.000005452	0.20%
21-Jul-20	0.000005389	0.20%
22-Jul-20	0.000005400	0.20%
23-Jul-20	0.000004784	0.18%
24-Jul-20	0.000004558	0.17%
25-Jul-20	0.000004558	0.17%
26-Jul-20	0.000004558	0.17%
27-Jul-20	0.000004579	0.17%
28-Jul-20	0.000004575	0.17%
29-Jul-20	0.000004334	0.16%
30-Jul-20	0.000003691	0.14%
31-Jul-20	0.000003325	0.12%

[PRINT](#)

Order Confirmation

Town of Canandaigua

5440 Route 5 & 20 West
Canandaigua, NY 14424

NYCLASS

Order Date:	8/7/2020	Order Number:	NYO02839550
Participant Name:	Town of Canandaigua		
Account Name:	OPEN SPACE RESERVE (AA234)		
Account Number:	NYCLASS NY-01-1004-0003	Authorized By:	Doug Finch
Transaction Type:	Withdrawal		
Transaction Amount:	\$9,340.00		
Bank Name:	CANANDAIGUA NATIONAL		
Bank Account No:	XXXXXXXX-4328		
Payment Type:	ACH		
ABA:	022303659		
Payment Instructions:	DISBURSEMENTS CHECKING #1		

Memo: per Reso2020-061 PDR Pendleton cont

Bathing Beach Inspection Summary Report

Operation: ONANDA PARK BEACH (ID: 327188)
Facility Name: ONANDA PARK BEACH
Facility Code: 34-3881 Facility Email: dfinch@townofcanandaigua.org
Facility Address: 4965 West Lake Road, Canandaigua, NY 14424

To the Attention of:

Doug Finch
TOWN OF CANANDAIGUA
5440 Rt 5 & 20 West
Canandaigua, NY 14424
Email: dfinch@townofcanandaigua.org

Inspection

Date: July 30, 2020 11:29 AM
Inspector: Elizabeth Brower (elizabeth.brower@health.ny.gov)
Responsible Person: Emailed To Operator

Summary

Number of Public Health Hazards Found:	0
Number of Public Health Hazards NOT Corrected:	0
Number of Other Violations Found:	0

Each item found in violation is reported below along with the code requirement.

NO PUBLIC HEALTH HAZARDS REPORTED

NO NON-PUBLIC HEALTH HAZARDS REPORTED

Additional Information Collected During Inspection

Supervision Level at Time of Inspection: IIb
Temporary Residence / Campground: No

Comments: Facility has a NYS Forward Safety Plan on file, COVID-19 illness posters up, all staff are wearing masks within 6 feet of patrons, and hand sanitizer is available at all bathrooms.

No violations observed.



Inspector: Elizabeth Brower
(elizabeth.brower@health.ny.gov)

Bathing Beach Inspection Summary Report

Operation: WEST LAKE ROAD - BUTLER BEACH (ID: 325743)
Facility Name: WEST LAKE ROAD - BUTLER BEACH
Facility Code: 34-3879 Facility Email: dfinch@townofcanandaigua.org
Facility Address: 3660 West Lake Road, Canandaigua, NY 14424

To the Attention of:

Doug Finch
TOWN OF CANANDAIGUA
5440 Routes 5 & 20 West
Canandaigua, NY 14424
Email: dfinch@townofcanandaigua.org

Inspection

Date: July 30, 2020 12:01 PM
Inspector: Elizabeth Brower (elizabeth.brower@health.ny.gov)
Responsible Person: Emailed To Operator

Summary

Number of Public Health Hazards Found:	0
Number of Public Health Hazards NOT Corrected:	0
Number of Other Violations Found:	1

Each item found in violation is reported below along with the code requirement.

NO PUBLIC HEALTH HAZARDS REPORTED

SUPERVISION AND SAFETY

ITEM #29 WAS FOUND IN VIOLATION 1 TIME(S).

All or parts of the item are violations.

Code Requirements: Depth Markings Provided; "No Diving" Signs Posted Where Water Depth is Less Than 8 Feet {6-2.16(f)}

Inspector Findings: Several "No Diving" signs along waters edge are illegible due to deterioration and need to be repainted.

Additional Information Collected During Inspection

Supervision Level at Time of Inspection: IIb

Temporary Residence / Campground: No

Comments: Facility has a NYS Forward Safety Plan on file, COVID-19 illness posters up, and hand sanitizer provided.



Inspector: Elizabeth Brower
(elizabeth.brower@health.ny.gov)

NYSCMA Survey Executive Summary

Survey

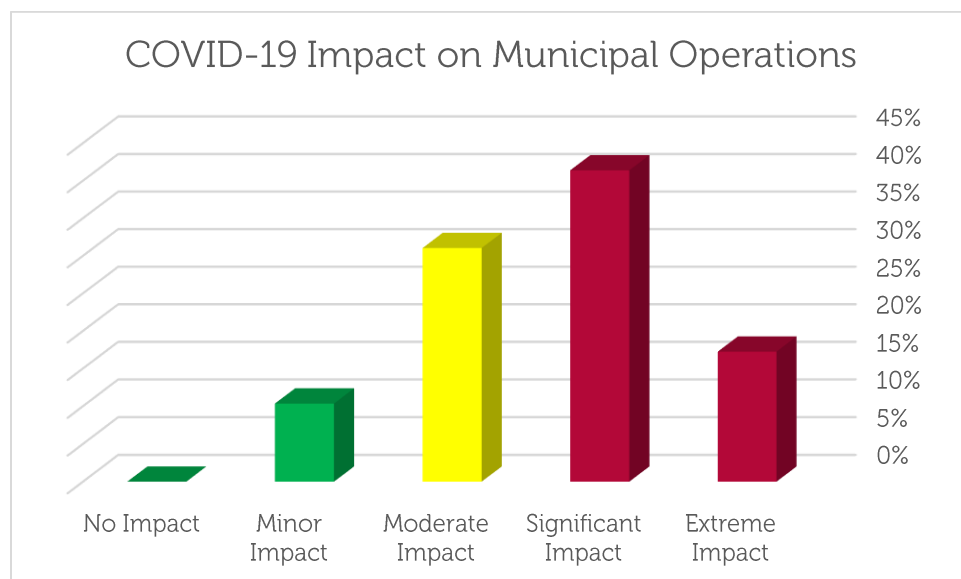
In late June 2020, the New York State City/County Management Association (NYSCMA) distributed a survey to assess the impact of recent events on New York State municipalities, their leaders, and their operations. CGR partnered with NYSCMA's secretariat, the College at Brockport's Public Administration Department, to design the survey. The survey, sent to 74 municipal leaders, had a 41% response rate, with responses representing 30 unique municipalities.

Results

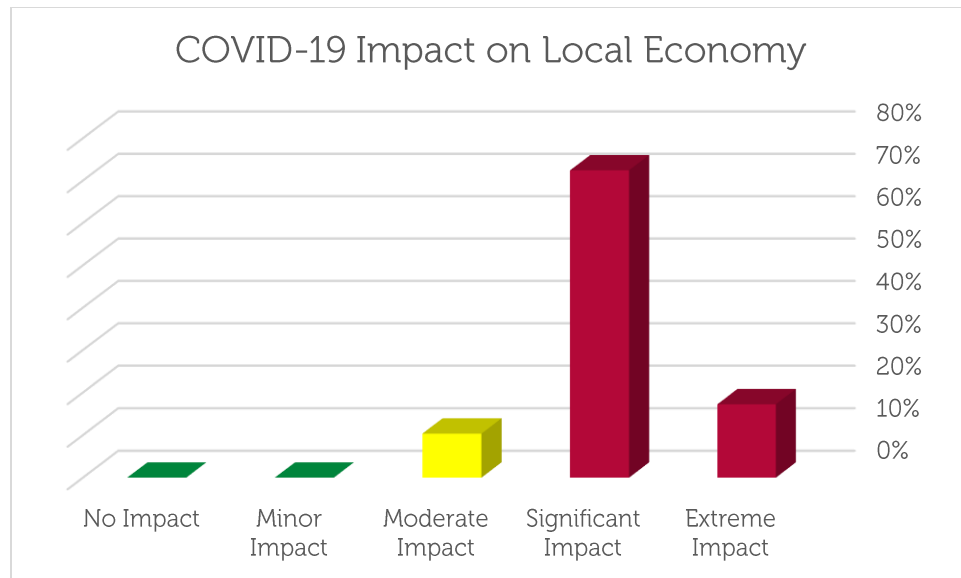
Municipalities in New York State have clearly been affected by recent events, including the COVID-19 pandemic and its associated shutdowns, and related financial and budgetary fallout. A renewed focus on racism in policing and society in general, and accompanying protests, have had a lesser impact on respondents.

COVID-19 Impact

The COVID-19 pandemic has had a clear impact on municipal operations, with 31% of the sample reporting moderate impact and 58% reporting significant or extreme impact.



The pandemic and associated shutdowns have had **an even more substantial impact on the local economies of participating municipalities**, with 90% reporting significant or extreme impact, and the rest reporting moderate impact.

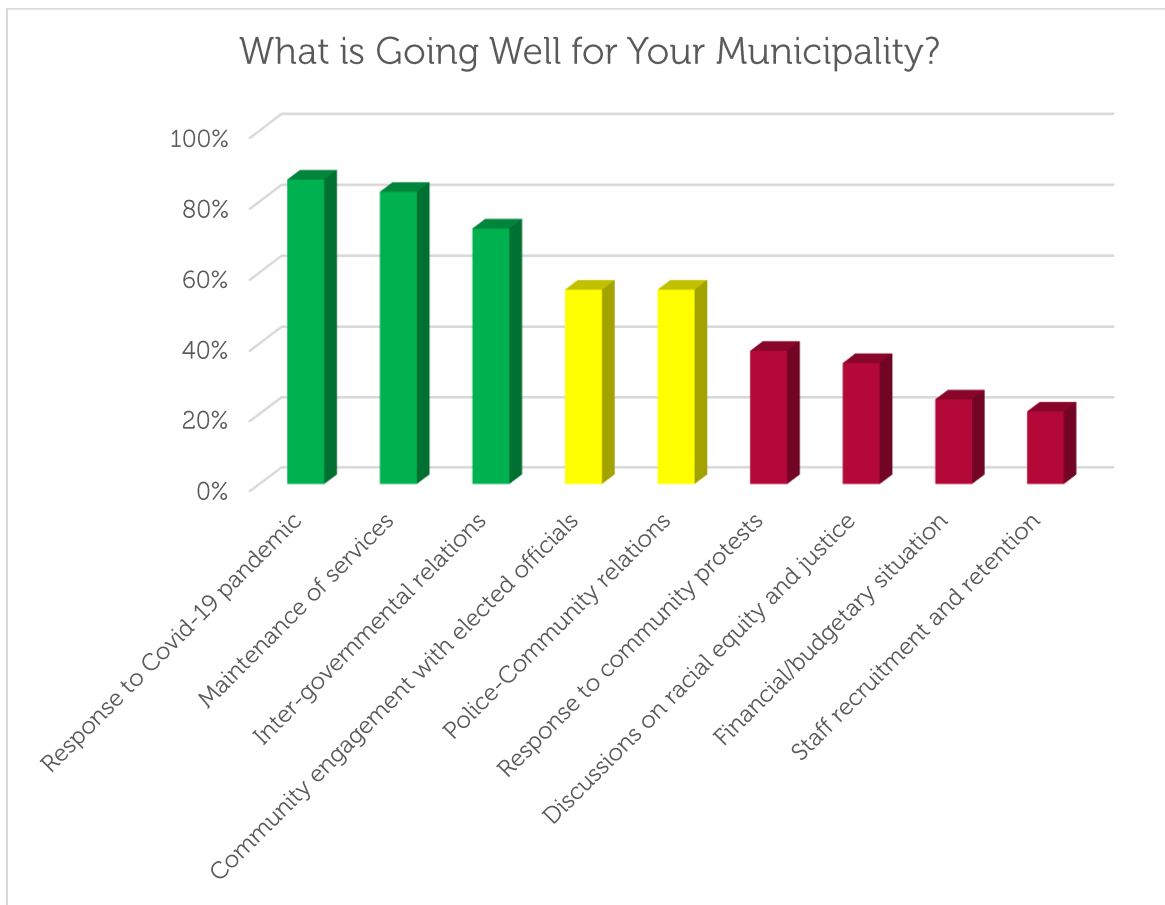


Municipalities unanimously noted major changes to their work practices in response to COVID-19, including closure of public spaces, new cleaning and social distancing measures, and a shift to electronic meetings.

Due to COVID-19, 100% of respondents have:

- Adopted or expanded electronic meetings
- Closed public spaces
- Restricted in-person access to municipal services
- Changed daily operations by:
 - enhancing cleaning,
 - enacting social distancing, and
 - conducting employee health screenings.

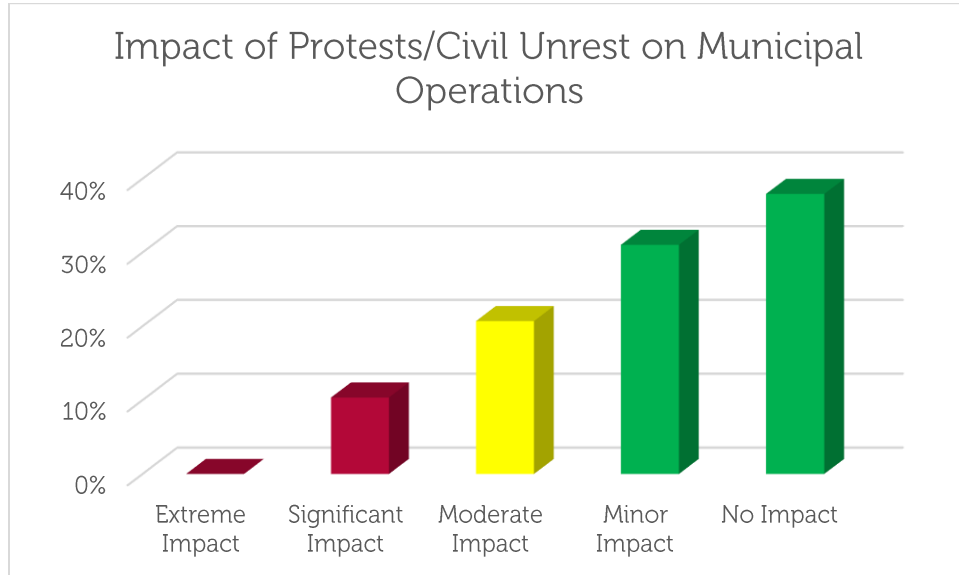
Despite this universal impact, most feel that the response to the pandemic (86%) and maintenance of services (83%) are going well.



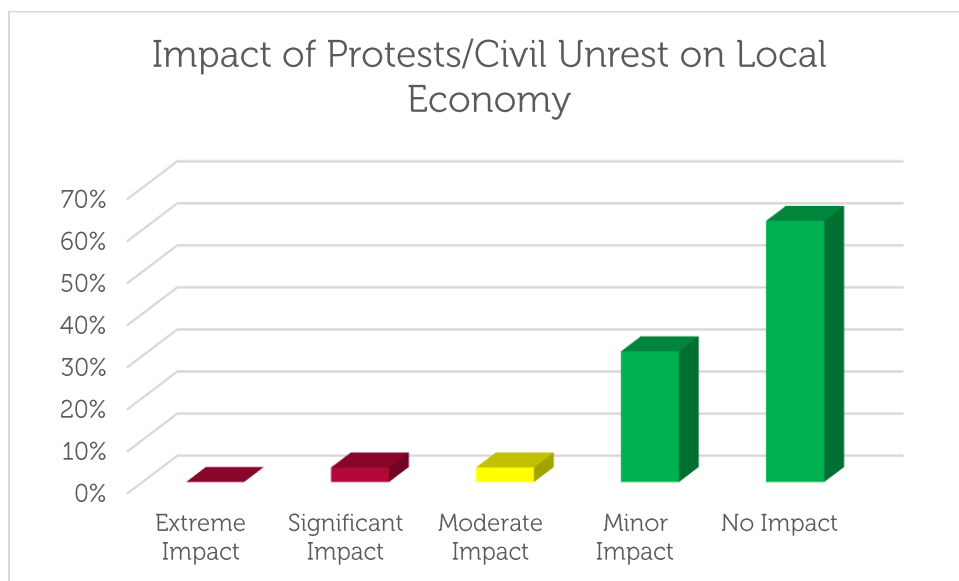
A bit less than half (45%) of municipalities have cut staffing in response to the pandemic, with clerk's offices, public works, and parks and recreation being the departments most affected.

Protests and Responses to Racism

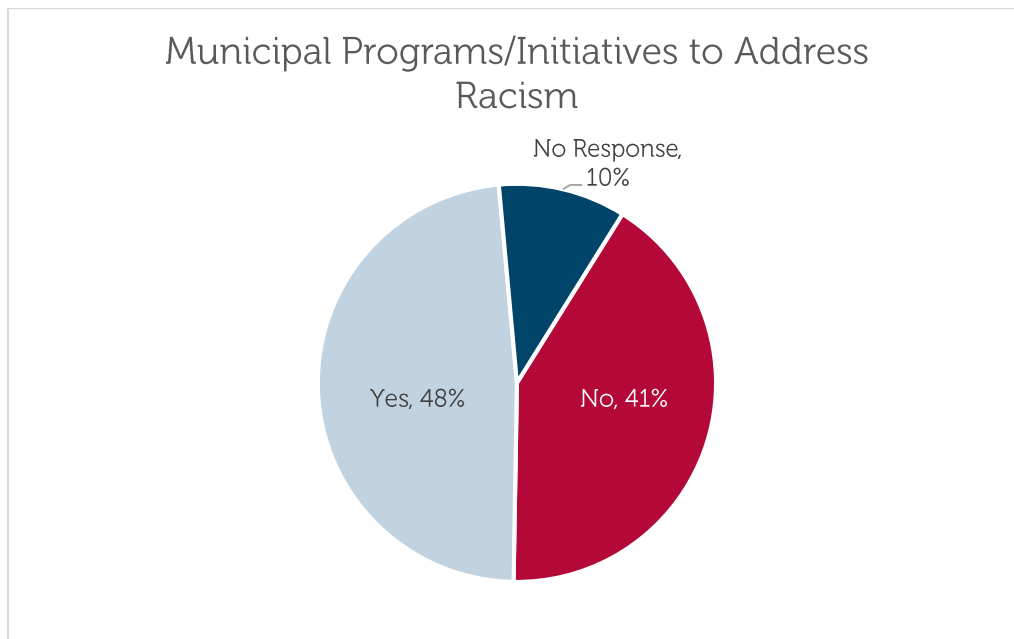
Protests or civil unrest, often part of a nationwide response to the death of George Floyd and the reinvigoration of the Black Lives Matter movement, **appear to have had limited impact on the municipal operations** of survey respondents: 70% reported minor or no impact of protests on municipal operations, 21% reported moderate impact, and only 10% reported significant impact. This may be due in part to the fact that many survey respondents were smaller municipalities, while large-scale protests have been primarily concentrated in larger urban areas.



The impact of protests on the local economy was even less, as 93% reported minor or no impact, and moderate and significant impact were reported by just 3%, each.

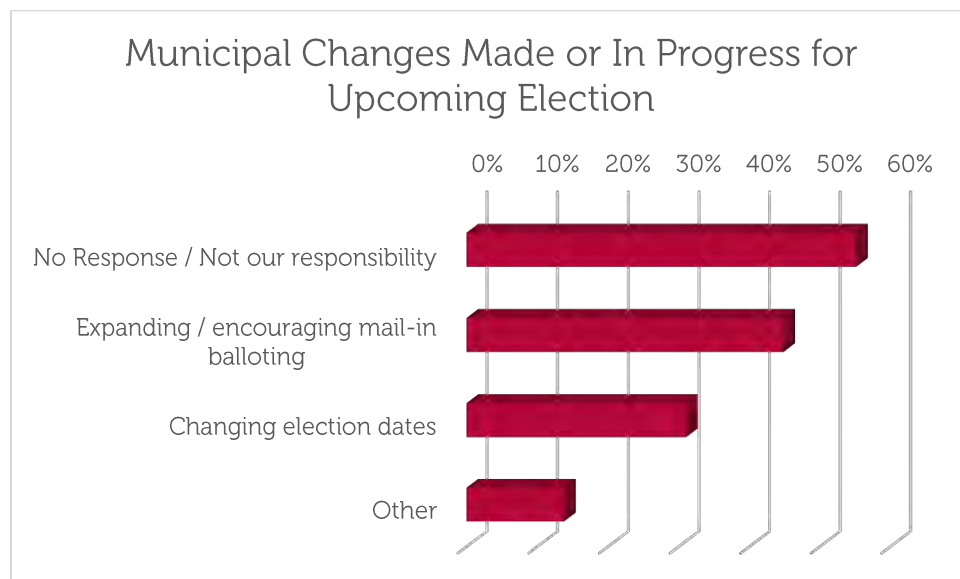


Nearly half (48%) of municipalities report programs or initiatives to address racism.



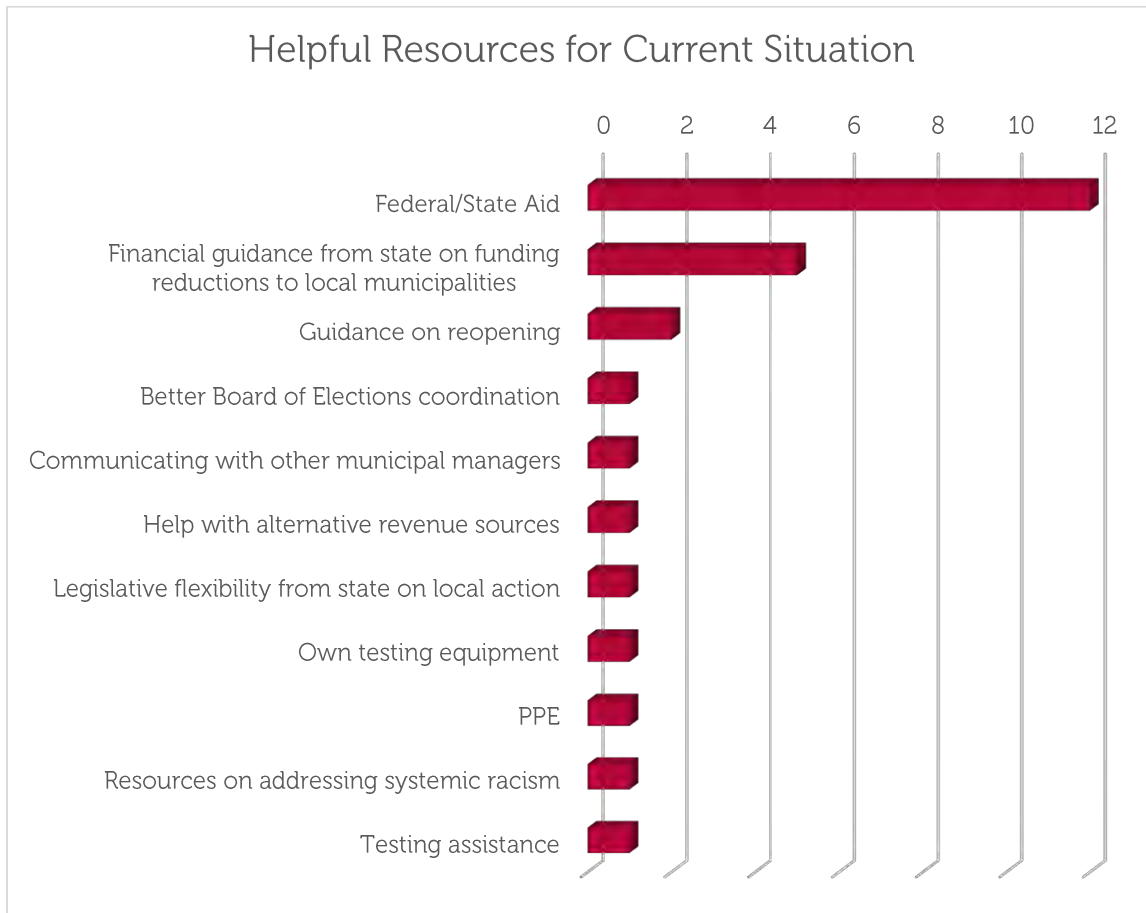
Changes to Elections

Nearly half of municipalities are anticipating making changes for upcoming elections, including expanding or encouraging mail-in balloting (45%), changing election dates (31%), or other changes such as allowing early voting and increasing cleaning of polling stations.



Anticipated Challenges

The biggest forthcoming challenge municipalities see is disruption to economic activity in their community. In terms of resources needed, municipalities are most interested in federal and state aid to address budgetary issues and clear guidance from the state on how anticipated funding reductions will affect their municipal budgets.



Town of Canandaigua

5440 Routes 5 & 20 West Canandaigua, NY 14424
(585) 394-1120 / Fax (585) 394-9476
www.townofcanandaigua.org

MEMO

To: Canandaigua Town Board Date: August 5, 2020
From: Kate Silverstrim-Jensen, Clerk – Finance
Re: July 2020 Revenue/Expense Control Report

BALANCE SHEET

Bank statements have been reconciled through July 31, 2020. Detailed reports can be found in the Bank Reconciliation folder included with the abstract of bills.

REVENUES

Receipts recorded for July totaled \$2,554,701.30 and include the following:

- BAN for Water Capital Project - \$1,508,036.00
- 2nd Quarter Sales Tax - \$933,577.51
- Town Clerk - \$45,683.65 and \$4,000 in special park & recreation funds.
- Justice Fines & Fees - \$21,679.50
- Town of Bristol for Code Enforcement - \$18,000.00
- Sureties Accepted - \$8,635.50
- Development Office - \$6,145.00 applied against accounts receivable
- New Water Service - \$3,154.00
- Refund for 4th of July Celebration - \$2,000.00
- Metal Recycling - \$1,334.84
- Rental of Land - \$760.00
- Insurance Recovery - \$260.60
- Donation to Onanda Park - \$100.00
- Other - \$1,334.70

EXPENDITURES

We expect the available balance in each fund to be about 41.69% at the end of July.

- General Fund (AA100) – Expenditures to date are \$1,496,397.82 against a budget of \$3,542,663.23 which leaves 57.76% available.
- Highway Fund (DA100) – Expenditures to date are \$1,726,053.00 against a budget of \$3,274,252.38 which leaves 47.28% available.
- Water Fund (SW500) – Expenditures to date are \$536,836.18 against a budget of \$1,432,734.98 which leaves 62.53% available.



Town of Canandaigua , NY

Fiscal Budget Report

Account Summary

For Fiscal: 2020 Period Ending: 08/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: AA100 - GENERAL FUND							
Revenue							
AA100.1001.00000	REAL PROPERTY TAXES	555,000.00	555,000.00	0.00	555,000.00	0.00	0.00 %
AA100.1030.00000	SPECIAL ASSESSMENT/PILOT	21,696.00	25,107.00	0.00	25,107.41	0.41	100.00 %
AA100.1090.00000	PENALTY ON TAXES	12,000.00	12,000.00	0.00	13,241.81	1,241.81	110.35 %
AA100.1120.00000	NON PROPERTY SALES TAX	2,000,000.00	1,315,500.00	0.00	514,629.89	-800,870.11	60.88 %
AA100.1170.00000	CABLE TV FRANCHISE FEES	80,000.00	80,000.00	0.00	44,517.39	-35,482.61	44.35 %
AA100.1255.00000	TOWN CLERK FEES	1,400.00	1,900.00	0.00	1,987.63	87.63	104.61 %
AA100.1603.00000	VITAL STATISTICS FEE	5,500.00	5,500.00	0.00	2,113.00	-3,387.00	61.58 %
AA100.2001.00000	PARK & RECREATION FEES	105,000.00	55,000.00	0.00	25,776.96	-29,223.04	53.13 %
AA100.2110.00000	ZONING FEES	27,500.00	18,000.00	0.00	15,550.00	-2,450.00	13.61 %
AA100.2120.00000	SOIL EROSION CONTROL	6,000.00	4,000.00	0.00	3,000.00	-1,000.00	25.00 %
AA100.2148.00000	RETURNED CHECK FEE	20.00	20.00	0.00	20.00	0.00	0.00 %
AA100.2192.00000	CEMETERY SERVICES	500.00	500.00	0.00	0.00	-500.00	100.00 %
AA100.2302.00000	SERVICES/OTHER GOVERNMENTS	26,620.00	26,620.00	0.00	24,500.00	-2,120.00	7.96 %
AA100.2401.00000	INTEREST & EARNINGS	15,000.00	15,000.00	0.00	1,818.28	-13,181.72	87.88 %
AA100.2410.00000	RENTAL OF REAL PROPERTY	12,800.00	12,800.00	0.00	11,560.00	-1,240.00	9.69 %
AA100.2544.00000	DOG LICENSES	20,000.00	20,000.00	0.00	10,444.00	-9,556.00	47.78 %
AA100.2590.00000	SITE DEVELOPMENT FEES	67,000.00	40,000.00	0.00	33,785.80	-6,214.20	15.54 %
AA100.2591.00000	CONSTRUCTION DEBRIS FEES	20,000.00	20,000.00	0.00	11,133.00	-8,867.00	44.34 %
AA100.2610.00000	FINES & FORFEITED BAIL	80,000.00	80,000.00	0.00	91,923.85	11,923.85	114.90 %
AA100.2651.00000	RECYCLING REVENUE	15,000.00	15,000.00	662.85	6,330.01	-8,669.99	57.80 %
AA100.2665.00000	SALE OF EQUIPMENT	12,500.00	20,285.00	0.00	17,215.00	-3,070.00	15.13 %
AA100.2680.00000	INSURANCE RECOVERIES	0.00	0.00	0.00	260.60	260.60	0.00 %
AA100.2705.00000	GIFTS & DONATIONS	0.00	0.00	0.00	1,300.00	1,300.00	0.00 %
AA100.2770.00000	MISCELLANEOUS INCOME	0.00	0.00	0.00	3,448.56	3,448.56	0.00 %
AA100.3005.00000	ONTARIO CO MORTGAGE TAX	230,000.00	221,134.00	0.00	221,133.70	-0.30	0.00 %
AA100.3092.00000	ST AID.PLANNING STUDIES	45,000.00	45,000.00	0.00	0.00	-45,000.00	100.00 %
AA100.5031.00000	INTERFUND TRANSFERS	0.00	110,000.00	0.00	0.00	-110,000.00	100.00 %
AA100.5031.000CM	INTERFUND TRANSFERS	192,500.00	180,000.00	0.00	0.00	-180,000.00	100.00 %
AA100.9000.00000	APPROPRIATED FUND BALANCE FO	491,334.00	499,184.00	0.00	0.00	-499,184.00	100.00 %
Revenue Total:		4,042,370.00	3,377,550.00	662.85	1,635,796.89	-1,741,753.11	51.57 %
Expense							
AA100.1010.110.00000	TOWN BOARD.ELECTED	20,660.00	20,660.00	0.00	12,243.20	8,416.80	40.74 %
AA100.1010.400.00000	TOWN BOARD.CONTRACTUAL	750.00	450.00	0.00	229.72	220.28	48.95 %
AA100.1110.110.00000	JUSTICES.ELECTED	50,850.00	50,850.00	0.00	30,133.44	20,716.56	40.74 %
AA100.1110.120.00000	JUSTICES.COURT CLERK, PT	23,400.00	23,400.00	0.00	14,026.50	9,373.50	40.06 %
AA100.1110.130.00000	JUSTICES.COURT CLERK, PT	5,000.00	5,000.00	0.00	1,732.50	3,267.50	65.35 %
AA100.1110.140.00000	JUSTICES.COURT CLERK, PT	17,316.00	5,316.00	0.00	3,996.01	1,319.99	24.83 %
AA100.1110.200.00000	JUSTICES.CAPITAL.EQUIPMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
AA100.1110.400.00000	JUSTICES.CONTRACTUAL	10,140.00	10,140.00	0.00	2,314.23	7,825.77	77.18 %
AA100.1110.401.00000	JUSTICES..CONTR.COURTSECURITY	10,000.00	10,000.00	0.00	2,020.05	7,979.95	79.80 %
AA100.1220.110.00000	SUPERVISOR.ELECTED	20,400.00	20,400.00	0.00	12,088.96	8,311.04	40.74 %
AA100.1220.120.00000	SUPERVISOR.DEPUTY SUPERVISOR	2,000.00	2,000.00	0.00	1,153.80	846.20	42.31 %
AA100.1220.400.00000	SUPERVISOR.CONTRACTUAL	1,500.00	1,500.00	0.00	150.00	1,350.00	90.00 %
AA100.1230.100.00000	TOWN MANAGER.PERSONAL SERVI	125,000.00	125,000.00	0.00	74,074.08	50,925.92	40.74 %
AA100.1230.120.00000	TOWN MGR.ADMINISTRATIVE AIDE	30,810.00	30,810.00	0.00	12,901.70	17,908.30	58.12 %
AA100.1230.200.00000	TOWN MANAGER.CAPITAL.EQUIPM	2,350.00	0.00	0.00	0.00	0.00	0.00 %
AA100.1230.400.00000	TOWN MANAGER.CONTRACTUAL	7,490.00	2,490.00	0.00	879.98	1,610.02	64.66 %
AA100.1320.400.00000	AUDITOR.CONTRACTUAL	12,000.00	18,000.00	0.00	12,790.00	5,210.00	28.94 %
AA100.1340.400.00000	BUDGET.CONTRACTUAL	3,000.00	3,000.00	0.00	217.06	2,782.94	92.76 %
AA100.1345.400.00000	PURCHASING.CONTRACTUAL	2,250.00	750.00	0.00	484.08	265.92	35.46 %

Fiscal Budget Report

For Fiscal: 2020 Period Ending: 08/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
AA100.1355.120.00000	ASSESSOR.PERSONAL SERVICES	73,000.00	56,755.08	0.00	42,278.39	14,476.69	25.51 %
AA100.1355.132.00000	ASSESSOR.REAL PROPERTY AIDE FT	45,931.00	12,175.92	0.00	12,175.92	0.00	0.00 %
AA100.1355.150.00000	ASSESSOR.BAR REVIEW SALARY	1,500.00	1,500.00	0.00	750.00	750.00	50.00 %
AA100.1355.200.00000	ASSESSOR.CAPITAL.EQUIPMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
AA100.1355.400.00000	ASSESSOR.CONTRACTUAL	9,300.00	5,800.00	0.00	4,631.59	1,168.41	20.15 %
AA100.1355.420.00000	ASSESSOR.BAR REVIEW CONTRACT	200.00	200.00	0.00	58.12	141.88	70.94 %
AA100.1410.110.00000	TOWN CLERK.ELECTED	63,154.00	63,154.00	0.00	37,424.64	25,729.36	40.74 %
AA100.1410.131.00000	TOWN CLERK.DEPUTY F/T	37,986.00	37,986.00	0.00	21,338.74	16,647.26	43.82 %
AA100.1410.141.00000	TOWN CLERK.DEPUTY P/T	22,568.00	19,818.00	0.00	10,109.90	9,708.10	48.99 %
AA100.1410.200.00000	TOWN CLERK.CAPITAL.EQUIPMENT	850.00	820.00	0.00	0.00	820.00	100.00 %
AA100.1410.400.00000	TOWN CLERK.CONTRACTUAL	12,550.00	9,550.00	0.00	7,350.97	2,199.03	23.03 %
AA100.1420.400.00000	ATTORNEY.CONTRACTUAL	12,500.00	2,500.00	0.00	2,290.00	210.00	8.40 %
AA100.1430.132.00000	PERSONNEL.HR AND PAYROLL COO	68,750.00	68,750.00	0.00	39,982.40	28,767.60	41.84 %
AA100.1430.141.00000	PERSONNEL.CLERK P/T	15,600.00	6,600.00	0.00	4,923.75	1,676.25	25.40 %
AA100.1430.142.00000	PERSONNEL.CLERK P/T	31,110.00	29,110.00	0.00	586.54	28,523.46	97.99 %
AA100.1430.144.00000	PERSONNEL.FINANCE CLERK II	55,000.00	55,000.00	0.00	32,592.64	22,407.36	40.74 %
AA100.1430.200.00000	PERSONNEL.CAPITAL.EQUIPMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
AA100.1430.410.00000	PERSONNEL.CONTRACTUAL	6,125.00	6,125.00	0.00	1,353.80	4,771.20	77.90 %
AA100.1430.420.00000	PERSONNEL.HUMAN RESOURCE	1,200.00	1,200.00	0.00	840.48	359.52	29.96 %
AA100.1440.400.00000	ENGINEERING.CONTRACTUAL	3,500.00	0.00	0.00	0.00	0.00	0.00 %
AA100.1440.406.00000	ENGINEERING.CHESHIRE SEWERS	7,500.00	0.00	0.00	0.00	0.00	0.00 %
AA100.1450.400.00000	ELECTIONS.CONTRACTUAL	7,200.00	7,200.00	0.00	34.01	7,165.99	99.53 %
AA100.1460.200.00000	RECORDS MANAGEMENT.CAPITAL.	2,855.00	355.00	0.00	0.00	355.00	100.00 %
AA100.1460.400.00000	RECORDS MANAGEMENT.CONTRAC	12,600.00	4,600.00	0.00	4,035.01	564.99	12.28 %
AA100.1480.400.00000	PUBLICSERVINFO.CONTRACTUAL.C	6,250.00	250.00	0.00	164.93	85.07	34.03 %
AA100.1620.200.00000	BUILDINGS.CAPITAL.EQUIPMENT	65,000.00	103,722.23	0.00	6,253.08	97,469.15	93.97 %
AA100.1620.400.00000	BUILDINGS.CONTRACTUAL	4,000.00	4,000.00	0.00	1,427.92	2,572.08	64.30 %
AA100.1620.403.00000	BUILDINGS..TOWNHALL.CONTR.UTI	38,200.00	33,200.00	682.30	26,773.29	6,426.71	19.36 %
AA100.1620.404.00000	BUILDINGS..HIGHWAYBLDG.CONTR	60,000.00	56,500.00	1,638.51	27,038.37	29,461.63	52.14 %
AA100.1620.405.00000	BUILDINGS..PARKS.CONTR.UTILITY.	34,950.00	29,950.00	916.47	14,179.33	15,770.67	52.66 %
AA100.1620.410.00000	BUILDINGS.JANITORIAL	25,400.00	25,400.00	0.00	7,656.06	17,743.94	69.86 %
AA100.1670.400.00000	PRINTING & MAILING.CONTRACTU	28,500.00	18,500.00	0.00	6,713.64	11,786.36	63.71 %
AA100.1680.200.00000	DATA PROCESSING.CAPITAL.EQUIP	43,625.00	38,045.00	0.00	10,675.81	27,369.19	71.94 %
AA100.1680.400.00000	DATA PROCESSING.CONTRACTUAL	51,200.00	36,200.00	0.00	22,938.72	13,261.28	36.63 %
AA100.1910.400.00000	UNALLOCATED INSURANCE	110,000.00	95,000.00	0.00	41,108.09	53,891.91	56.73 %
AA100.1920.400.00000	MUNICIPAL ASSOCIATION DUES	1,350.00	1,350.00	0.00	1,350.00	0.00	0.00 %
AA100.1990.400.00000	CONTINGENCY	112,000.00	77,595.00	0.00	0.00	77,595.00	100.00 %
AA100.3120.400.00000	POLICE.CONTRACTUAL	27,500.00	14,000.00	0.00	4,893.08	9,106.92	65.05 %
AA100.3310.200.00000	TRAFFIC.CAPITAL.EQUIPMENT	20,000.00	0.00	0.00	0.00	0.00	0.00 %
AA100.3310.400.00000	TRAFFIC.CONTRACTUAL	91,500.00	51,500.00	0.00	9,066.25	42,433.75	82.40 %
AA100.3510.400.00000	DOG CONTROL CONTRACTUAL	24,600.00	24,630.00	0.00	0.00	24,630.00	100.00 %
AA100.4020.100.00000	REGISTRAR.PERSONAL SERVICES	2,400.00	2,400.00	0.00	1,200.00	1,200.00	50.00 %
AA100.4020.400.00000	REGISTRAR.CONTRACTUAL	250.00	250.00	0.00	15.68	234.32	93.73 %
AA100.4540.400.00000	AMBULANCE CONTRACTUAL	4,000.00	4,000.00	0.00	4,000.00	0.00	0.00 %
AA100.5010.110.00000	HIGHWAY SUPT.ELECTED	74,781.00	74,781.00	0.00	44,314.72	30,466.28	40.74 %
AA100.5010.120.00000	HIGHWAY.DEPUTY	3,191.00	3,191.00	0.00	1,840.95	1,350.05	42.31 %
AA100.5010.130.00000	HIGHWAY.ACCOUNT CLERK	20,000.00	4,768.00	0.00	5,743.50	-975.50	-20.46 %
AA100.5182.400.00000	STREET LIGHTING.CONTRACTUAL	33,000.00	15,500.00	21.24	11,743.78	3,756.22	24.23 %
AA100.6410.410.00000	PUBLICITY.CONTRACTUAL	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00 %
AA100.6410.420.00000	PUBLICITY.PARK	3,500.00	0.00	0.00	0.00	0.00	0.00 %
AA100.6989.400.00000	ECONOMIC DEVELOPMENT.CONTR	50,000.00	50,000.00	0.00	50,000.00	0.00	0.00 %
AA100.7020.141.00000	RECREATION.SR LIFEGUARD	7,200.00	7,200.00	0.00	2,842.50	4,357.50	60.52 %
AA100.7110.121.00000	PARKS.MAINTENANCE ASSISTANT	49,350.00	49,350.00	0.00	29,295.90	20,054.10	40.64 %
AA100.7110.130.00000	PARK.LABORER F/T	38,440.00	38,440.00	0.00	21,312.00	17,128.00	44.56 %
AA100.7110.131.00000	LABORER SEASONAL.PERSONAL SE	49,650.00	42,150.00	0.00	13,092.13	29,057.87	68.94 %
AA100.7110.142.00000	REC.ATTENDANTS GATEHOUSE	12,500.00	10,000.00	0.00	3,750.00	6,250.00	62.50 %
AA100.7110.143.00000	PARK.LABORER P/T	12,188.00	12,188.00	0.00	7,527.00	4,661.00	38.24 %
AA100.7110.200.00000	PARKS.NORMAL.CAP.MAINTENANC	98,750.00	48,650.00	0.00	1,635.38	47,014.62	96.64 %

Fiscal Budget Report

For Fiscal: 2020 Period Ending: 08/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
AA100.7110.201.00000	PARKS.PRKFUND.NEWREC.EXP.PAR	192,500.00	233,000.00	0.00	18,675.58	214,324.42	91.98 %
AA100.7110.400.00000	PARK.CONTRACTUAL	96,115.00	36,115.00	0.00	13,301.81	22,813.19	63.17 %
AA100.7110.402.00000	PARK.TREE & LANDSCAPE	8,400.00	3,275.77	0.00	0.00	3,275.77	100.00 %
AA100.7140.141.00000	PLAYGROUND/RECREATION.LIFEGU	50,500.00	50,500.00	0.00	16,374.52	34,125.48	67.58 %
AA100.7140.142.00000	PLAYGROUND/RECREATION.SPECIA	34,800.00	12,300.00	0.00	0.00	12,300.00	100.00 %
AA100.7140.200.00000	PLAYGROUND/RECREATION.CAPITA	350.00	350.00	0.00	0.00	350.00	100.00 %
AA100.7140.400.00000	PLAYGROUND/RECREATION.CONTR	16,500.00	7,500.00	0.00	2,247.76	5,252.24	70.03 %
AA100.7140.405.00000	RECREATION.EVENTS.MOVIE NIGHT	4,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
AA100.7140.410.00000	PLAYGROUND/RECREATION.DAY CA	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
AA100.7450.410.00000	MUSEUM.CONTRACTUAL	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00 %
AA100.7510.120.00000	HISTORIAN.PERSONAL SERVICES	3,312.00	3,312.00	0.00	1,656.00	1,656.00	50.00 %
AA100.7510.400.00000	HISTORIAN.CONTRACTUAL	600.00	600.00	0.00	0.00	600.00	100.00 %
AA100.7550.400.00000	CELEBRATIONS.CONTRACTUAL	4,500.00	4,500.00	0.00	50.00	4,450.00	98.89 %
AA100.7620.400.00000	ADULT RECREATION.CONTRACTUAL	2,500.00	2,500.00	0.00	28.56	2,471.44	98.86 %
AA100.8010.120.00000	PLANNER	59,625.00	59,625.00	0.00	35,333.28	24,291.72	40.74 %
AA100.8010.141.00000	ZONING.INSPECTOR P/T	8,528.00	8,528.00	0.00	4,043.63	4,484.37	52.58 %
AA100.8010.144.00000	ZONING..OFFICE SPECIALIST I	40,040.00	40,040.00	0.00	22,719.83	17,320.17	43.26 %
AA100.8010.145.00000	ZONING..ZONING INSP F/T	31,200.00	22,200.00	0.00	10,560.00	11,640.00	52.43 %
AA100.8010.200.00000	ZONING INSPECTOR.CAPITAL.EQUIP	750.00	750.00	0.00	0.00	750.00	100.00 %
AA100.8010.400.00000	ZONING INSPECTOR.CONTRACTUAL	2,800.00	1,500.00	0.00	787.92	712.08	47.47 %
AA100.8020.120.00000	BOARD.PERSONAL SERVICES	13,750.00	13,750.00	0.00	6,875.00	6,875.00	50.00 %
AA100.8020.140.00000	STENOGRAPHER PT.PERSONAL SER	6,200.00	6,200.00	0.00	3,192.00	3,008.00	48.52 %
AA100.8020.150.00000	PLANNING..ECB PERS SVCS BOARD	4,200.00	4,200.00	0.00	1,800.00	2,400.00	57.14 %
AA100.8020.160.00000	PLANNING..ECB STENOGRAPHER	1,800.00	1,800.00	0.00	770.00	1,030.00	57.22 %
AA100.8020.400.00000	PLANNING.MISC.CONTRACTUAL	16,350.00	6,350.00	0.00	5,660.21	689.79	10.86 %
AA100.8020.410.00000	PLANNING.ENGINEERING.CONTRA	8,500.00	2,500.00	0.00	1,710.00	790.00	31.60 %
AA100.8020.412.00000	PLANNING.COMP PLAN	4,500.00	500.00	0.00	61.10	438.90	87.78 %
AA100.8020.422.00000	PLANNING.OPEN SPACE & CONSER	5,000.00	2,356.00	0.00	678.00	1,678.00	71.22 %
AA100.8020.424.00000	PLANNING.UPTOWN.MUO	25,000.00	7,500.00	0.00	0.00	7,500.00	100.00 %
AA100.8020.428.00000	PLANNING.HISTORICAL SURVEY	16,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
AA100.8020.430.00000	PLANNING..MIDDLECHESHIRE RD	10,000.00	2,500.00	0.00	0.00	2,500.00	100.00 %
AA100.8020.450.00000	ENVIRONMENTAL CONSULT BOARD	12,200.00	1,200.00	0.00	410.00	790.00	65.83 %
AA100.8040.120.00000	ZONING BOARD OF APPEALS.PERS	5,400.00	5,400.00	0.00	2,700.50	2,699.50	49.99 %
AA100.8040.400.00000	ZONING BOARD OF APPEALS CONT	9,000.00	2,500.00	0.00	1,224.42	1,275.58	51.02 %
AA100.8140.200.00000	STORMSEWERS.CAPITAL.EQUIPME	250.00	150.00	0.00	0.00	150.00	100.00 %
AA100.8140.400.00000	STORMSEWERS.CONTRACTUAL	1,400.00	0.00	0.00	0.00	0.00	0.00 %
AA100.8160.130.00000	WASTE & RECYCLING MEO.PERSON	60,098.00	60,098.00	0.00	23,781.98	36,316.02	60.43 %
AA100.8160.140.00000	WASTE & RECYCLING LABORS PT.PE	25,500.00	25,500.00	0.00	12,775.10	12,724.90	49.90 %
AA100.8160.200.00000	WASTE & RECYCLING EQUIPMENT	0.00	6,000.00	0.00	0.00	6,000.00	100.00 %
AA100.8160.201.00000	WASTE & RECYCLING.GRANT IMPR	7,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
AA100.8160.400.00000	WASTE & RECYCLING CONTRACTUA	89,380.00	96,380.00	0.00	36,407.97	59,972.03	62.22 %
AA100.8664.121.00000	CODE ENFORCEMENT	68,453.00	68,453.00	0.00	40,564.80	27,888.20	40.74 %
AA100.8664.122.00000	CODE ENFORCEMENT	17,314.00	17,314.00	0.00	9,109.58	8,204.42	47.39 %
AA100.8664.124.00000	CODE ENFORCEMENT	62,093.00	62,093.00	0.00	36,795.84	25,297.16	40.74 %
AA100.8664.200.00000	CODE ENFORCEMENT.CAPITAL.EQU	26,000.00	24,000.00	0.00	23,843.43	156.57	0.65 %
AA100.8664.400.00000	CODE ENFORCEMENT.CONTRACTU	5,315.00	5,315.00	93.71	2,013.22	3,301.78	62.12 %
AA100.8710.400.00000	CONSERVATION.CONTRACTUAL	12,000.00	0.00	0.00	0.00	0.00	0.00 %
AA100.8810.400.00000	CEMETERIES CONTRACTUAL	10,001.00	2,501.00	0.00	2,100.66	400.34	16.01 %
AA100.8989.400.00000	CDGA LAKE MANAGEMENT PLAN	29,000.00	29,000.00	0.00	27,593.00	1,407.00	4.85 %
AA100.9010.800.00000	NYS RETIREMENT	135,000.00	135,000.00	0.00	0.00	135,000.00	100.00 %
AA100.9030.800.00000	SOCIAL SECURITY/MEDICARE	112,000.00	112,000.00	0.00	55,723.55	56,276.45	50.25 %
AA100.9040.800.00000	WORKERS COMPENSATION	73,663.00	73,663.00	0.00	73,663.00	0.00	0.00 %
AA100.9050.800.00000	UNEMPLOYMENT INSURANCE	5,000.00	5,000.00	0.00	1,372.28	3,627.72	72.55 %
AA100.9055.800.00000	DISABILITY INSURANCE	2,500.00	2,500.00	0.00	506.74	1,993.26	79.73 %
AA100.9060.810.00000	MEDICAL INSURANCE	185,000.00	180,513.57	0.00	104,570.29	75,943.28	42.07 %
AA100.9060.811.00000	DENTAL INSURANCE	13,000.00	13,000.00	0.00	7,565.71	5,434.29	41.80 %
AA100.9060.820.00000	HOSPITAL/MEDICAL BUY-OUT	2,000.00	2,000.00	0.00	1,185.12	814.88	40.74 %
AA100.9060.830.00000	HSA ACCOUNT	45,000.00	45,000.00	0.00	35,822.16	9,177.84	20.40 %

Fiscal Budget Report

For Fiscal: 2020 Period Ending: 08/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
AA100.9710.600.00000	SERIAL BONDS.PRINCIPAL HIGHWA	205,000.00	205,000.00	0.00	0.00	205,000.00	100.00 %
AA100.9710.700.00000	SERIAL BONDS.INTEREST.HIGHWAY	81,113.00	81,113.00	0.00	40,556.29	40,556.71	50.00 %
AA100.9901.900.00000	INTERFUND TRANSFER	0.00	15,718.43	0.00	15,718.43	0.00	0.00 %
AA100.9950.900.00000	TRANSFER.CAPITAL PROJECTS	0.00	1,124.23	0.00	1,124.23	0.00	0.00 %
	Expense Total:	4,042,370.00	3,542,663.23	3,352.23	1,496,397.82	2,046,265.41	57.76 %
	Fund: AA100 - GENERAL FUND Surplus (Deficit):	0.00	-165,113.23	-2,689.38	139,399.07	304,512.30	184.43 %
Fund: AA231 - CONTINGENT/TAX RESERVE							
Revenue							
AA231.2401.00000	INTEREST & EARNINGS.CONT TAX R	0.00	0.00	0.00	2,654.34	2,654.34	0.00 %
	Revenue Total:	0.00	0.00	0.00	2,654.34	2,654.34	0.00 %
	Fund: AA231 - CONTINGENT/TAX RESERVE Total:	0.00	0.00	0.00	2,654.34	2,654.34	0.00 %
Fund: AA232 - CAMPUS REPAIR RESERVE							
Revenue							
AA232.2401.00000	INTEREST & EARNING.BUILDING RE	0.00	0.00	0.00	656.41	656.41	0.00 %
	Revenue Total:	0.00	0.00	0.00	656.41	656.41	0.00 %
	Fund: AA232 - CAMPUS REPAIR RESERVE Total:	0.00	0.00	0.00	656.41	656.41	0.00 %
Fund: AA233 - TECHNOLOGY RESERVE							
Revenue							
AA233.2401.00000	INTEREST & EARNING.TECHNOLOG	0.00	0.00	0.00	52.51	52.51	0.00 %
	Revenue Total:	0.00	0.00	0.00	52.51	52.51	0.00 %
	Fund: AA233 - TECHNOLOGY RESERVE Total:	0.00	0.00	0.00	52.51	52.51	0.00 %
Fund: AA234 - OPEN SPACE RESERVE							
Revenue							
AA234.2401.00000	INTEREST & EARNING.OPEN SPACE	0.00	0.00	0.00	3,464.74	3,464.74	0.00 %
	Revenue Total:	0.00	0.00	0.00	3,464.74	3,464.74	0.00 %
	Fund: AA234 - OPEN SPACE RESERVE Total:	0.00	0.00	0.00	3,464.74	3,464.74	0.00 %
Fund: AA235 - NYS EMPLOYEE SYSTEM RESERVE							
Revenue							
AA235.2401.00000	INTEREST & EARNING.NYS RETIRE	0.00	0.00	0.00	952.78	952.78	0.00 %
	Revenue Total:	0.00	0.00	0.00	952.78	952.78	0.00 %
	Fund: AA235 - NYS EMPLOYEE SYSTEM RESERVE Total:	0.00	0.00	0.00	952.78	952.78	0.00 %
Fund: AA237 - BONDED INDEBTEDNESS RESERVE							
Revenue							
AA237.2401.00000	INTEREST & EARNINGS.BONDED IN	0.00	0.00	0.00	423.16	423.16	0.00 %
	Revenue Total:	0.00	0.00	0.00	423.16	423.16	0.00 %
	Fund: AA237 - BONDED INDEBTEDNESS RESERVE Total:	0.00	0.00	0.00	423.16	423.16	0.00 %
Fund: AA238 - SOLID WASTE MANAGEMENT RESERVE							
Revenue							
AA238.2401.00000	INTEREST & EARNINGS.SOLID WAS	0.00	0.00	0.00	1,018.22	1,018.22	0.00 %
	Revenue Total:	0.00	0.00	0.00	1,018.22	1,018.22	0.00 %
	Fund: AA238 - SOLID WASTE MANAGEMENT RESERVE Total:	0.00	0.00	0.00	1,018.22	1,018.22	0.00 %
Fund: CL100 - LOCAL SOLID WASTE							
Revenue							
CL100.2401.00000	INTEREST & EARNINGS	0.00	0.00	0.00	5.61	5.61	0.00 %
CL100.9000.00000	APPROPRIATED FUND BALANCE	61,912.71	61,912.71	0.00	0.00	-61,912.71	100.00 %
	Revenue Total:	61,912.71	61,912.71	0.00	5.61	-61,907.10	99.99 %
Expense							
CL100.1480.400.00000	PUBLICSERVINFO.CONTRACTUAL.C	43,211.56	9,357.91	0.00	895.16	8,462.75	90.43 %
CL100.8160.400.00000	WASTE & RECYCLING.CONTRACTUA	18,701.15	9,218.89	0.00	8,483.89	735.00	7.97 %
CL100.9901.900.00000	INTERFUND TRANSFER	0.00	11,745.22	0.00	11,745.22	0.00	0.00 %
	Expense Total:	61,912.71	30,322.02	0.00	21,124.27	9,197.75	30.33 %
	Fund: CL100 - LOCAL SOLID WASTE Surplus (Deficit):	0.00	31,590.69	0.00	-21,118.66	-52,709.35	166.85 %

Fiscal Budget Report

For Fiscal: 2020 Period Ending: 08/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: CM100 - (CR) RECREATION.MISCELLANEOUS							
Revenue							
CM100.2001.00000	PARK & RECREATION FEES	30,000.00	30,000.00	0.00	11,000.00	-19,000.00	63.33 %
CM100.2401.00000	INTEREST & EARNINGS	0.00	0.00	0.00	1,723.83	1,723.83	0.00 %
CM100.9000.00000	APPROPRIATED FUND BALANCE FO	130,000.00	130,000.00	0.00	0.00	-130,000.00	100.00 %
	Revenue Total:	160,000.00	160,000.00	0.00	12,723.83	-147,276.17	92.05 %
Expense							
CM100.9901.900.00000	INTERFUND TRANSFER	160,000.00	160,000.00	0.00	0.00	160,000.00	100.00 %
	Expense Total:	160,000.00	160,000.00	0.00	0.00	160,000.00	100.00 %
Fund: CM100 - (CR) RECREATION.MISCELLANEOUS Surplus (Deficit		0.00	0.00	0.00	12,723.83	12,723.83	0.00 %
Fund: DA100 - HIGHWAY							
Revenue							
DA100.1001.00000	REAL PROPERTY TAXES	865,000.00	865,000.00	0.00	865,000.00	0.00	0.00 %
DA100.1120.00000	NON PROPERTY SALES TAX	2,400,000.00	1,560,000.00	0.00	1,560,000.00	0.00	0.00 %
DA100.2302.00000	SERVICES/OTHER GOVERNMENTS	135,000.00	240,000.00	0.00	142,506.00	-97,494.00	40.62 %
DA100.2303.00000	SALE OF FUEL	5,000.00	5,000.00	0.00	42.73	-4,957.27	99.15 %
DA100.2401.00000	INTEREST & EARNINGS	0.00	0.00	0.00	578.67	578.67	0.00 %
DA100.2665.00000	SALE OF EQUIPMENT	39,000.00	39,000.00	0.00	14,070.00	-24,930.00	63.92 %
DA100.3501.00000	NYS STATE AID CHIPS	260,000.00	195,000.00	0.00	0.00	-195,000.00	100.00 %
DA100.9000.00000	APPROPRIATED FUND BALANCE FO	295,070.00	111,570.00	0.00	0.00	-111,570.00	100.00 %
	Revenue Total:	3,999,070.00	3,015,570.00	0.00	2,582,197.40	-433,372.60	14.37 %
Expense							
DA100.1420.400.00000	HWY.ATTORNEY.CONTRACTUAL	5,000.00	2,500.00	0.00	0.00	2,500.00	100.00 %
DA100.1440.400.00000	HWY.ENGINEERING.CONTRACTUAL	75,003.00	20,003.00	0.00	2,285.00	17,718.00	88.58 %
DA100.1710.400.00000	HWY.CONTRACTUAL	14,500.00	14,500.00	0.00	2,495.31	12,004.69	82.79 %
DA100.5110.130.00000	GENERAL REPAIRS.WAGES F/T	585,000.00	626,100.00	0.00	263,654.41	362,445.59	57.89 %
DA100.5110.131.00000	GENERAL REPAIRS.VACATIONBUYB	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00 %
DA100.5110.132.00000	GENERAL REPAIRS.RETIREEPAYOUT	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
DA100.5110.400.00000	GENERAL REPAIRS.CONTRACTUAL	1,116,001.00	588,301.00	0.00	314,229.67	274,071.33	46.59 %
DA100.5130.200.00000	MACHINERY.CAPITAL.EQUIPMENT	497,001.00	283,936.38	0.00	255,267.38	28,669.00	10.10 %
DA100.5130.400.00000	MACHINERY.CONTRACTUAL..	240,000.00	191,919.06	0.00	52,371.75	139,547.31	72.71 %
DA100.5130.400.00105	MACHINERY.CONTRACTUAL.CAR #5	0.00	11.72	0.00	11.72	0.00	0.00 %
DA100.5130.400.00109	MACHINERY.CONTRACTUAL.CAR #9	0.00	120.84	0.00	120.84	0.00	0.00 %
DA100.5130.400.00110	MACHINERY.CONTRACTUAL.CAR #1	0.00	73.99	0.00	73.99	0.00	0.00 %
DA100.5130.400.00111	MACHINERY.CONTRACTUAL.CAR#1	0.00	383.99	0.00	383.99	0.00	0.00 %
DA100.5130.400.00112	MACHINERY.CONTRACTUAL.CAR#1	0.00	393.00	0.00	393.00	0.00	0.00 %
DA100.5130.400.00114	MACHINERY.CONTRACTUAL.CAR#1	0.00	120.00	0.00	120.00	0.00	0.00 %
DA100.5130.400.00115	MACHINERY.CONTRACTUAL.CAR#1	0.00	689.79	0.00	689.79	0.00	0.00 %
DA100.5130.400.00203	MACHINERY.CONTRACTUAL.TRUCK	0.00	1,287.04	0.00	1,287.04	0.00	0.00 %
DA100.5130.400.00204	MACHINERY.CONTRACTUAL.TRUCK	0.00	4,947.55	0.00	4,947.55	0.00	0.00 %
DA100.5130.400.00205	MACHINERY.CONTRACTUAL.TRUCK	0.00	6,901.77	0.00	6,901.77	0.00	0.00 %
DA100.5130.400.00207	MACHINERY.CONTRACTUAL.TRUCK	0.00	11,079.28	0.00	11,079.28	0.00	0.00 %
DA100.5130.400.00208	MACHINERY.CONTRACTUAL.TRUCK	0.00	489.33	0.00	489.33	0.00	0.00 %
DA100.5130.400.00209	MACHINERY.CONTRACTUAL.TRUCK	0.00	652.10	0.00	652.10	0.00	0.00 %
DA100.5130.400.00213	MACHINERY.CONTRACTUAL.TRUCK	0.00	2,371.54	0.00	2,371.54	0.00	0.00 %
DA100.5130.400.00214	MACHINERY.CONTRACTUAL.TRUCK	0.00	3,638.12	0.00	3,638.12	0.00	0.00 %
DA100.5130.400.00215	MACHINERY.CONTRACTUAL.TRUCK	0.00	3,335.79	0.00	3,335.79	0.00	0.00 %
DA100.5130.400.00216	MACHINERY.CONTRACTUAL.TRUCK	0.00	331.21	0.00	331.21	0.00	0.00 %
DA100.5130.400.00217	MACHINERY.CONTRACTUAL.TRUCK	0.00	14.99	0.00	14.99	0.00	0.00 %
DA100.5130.400.00231	MACHINERY.CONTRACTUAL.TRUCK	0.00	135.56	0.00	135.56	0.00	0.00 %
DA100.5130.400.00233	MACHINERY.CONTRACTUAL.TRUCK	0.00	2,016.08	0.00	2,016.08	0.00	0.00 %
DA100.5130.400.00234	MACHINERY.CONTRACTUAL.TRUCK	0.00	1,852.54	0.00	1,852.54	0.00	0.00 %
DA100.5130.400.00236	MACHINERY.CONTRACTUAL.TRUCK	0.00	156.42	0.00	156.42	0.00	0.00 %
DA100.5130.400.00238	MACHINERY.CONTRACTUAL.TRUCK	0.00	18,248.25	0.00	18,248.25	0.00	0.00 %
DA100.5130.400.00239	MACHINERY.CONTRACTUAL.TRUCK	0.00	2,345.46	0.00	2,345.46	0.00	0.00 %
DA100.5130.400.00240	MACHINERY.CONTRACTUAL TRUCK	0.00	2,028.34	0.00	2,028.34	0.00	0.00 %
DA100.5130.400.00313	MACHINERY.CONTRACTUAL.TRUCK	0.00	261.91	0.00	261.91	0.00	0.00 %

Fiscal Budget Report

For Fiscal: 2020 Period Ending: 08/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
DA100.5130.400.00320	MACHINERY.CONTRACTUAL.EXCAV	0.00	634.86	0.00	634.86	0.00	0.00 %
DA100.5130.400.00323	MACHINERY.CONTRACTUAL.BACKH	0.00	675.00	0.00	675.00	0.00	0.00 %
DA100.5130.400.00326	MACHINERY.CONTRACTUAL.TRACT	0.00	626.25	0.00	626.25	0.00	0.00 %
DA100.5130.400.00340	MACHINERY.CONTRACTUAL.SWEEP	0.00	329.00	0.00	329.00	0.00	0.00 %
DA100.5130.400.00355	MACHINERY.CONTRACTUAL.DOZER	0.00	82.47	0.00	82.47	0.00	0.00 %
DA100.5130.400.00359	MACHINERY.CONTRACTUAL.MOWE	0.00	799.48	0.00	799.48	0.00	0.00 %
DA100.5130.400.00361	MACHINERY.CONTRACTUAL.BACKH	0.00	810.29	0.00	810.29	0.00	0.00 %
DA100.5130.400.00363	MACHINERY.CONTRACTUAL.LOADE	0.00	53.18	0.00	53.18	0.00	0.00 %
DA100.5130.400.00366	MACHINERY.CONTRACTUAL.EXCAV	0.00	98.03	0.00	98.03	0.00	0.00 %
DA100.5130.400.00367	MACHINERY.CONTRACTUAL.UTILIT	0.00	191.64	0.00	191.64	0.00	0.00 %
DA100.5130.400.00369	MACHINERY.CONTRACTUAL.LOADE	0.00	684.64	0.00	684.64	0.00	0.00 %
DA100.5130.400.00371	MACHINERY.CONTRACTUAL.LOADE	0.00	774.43	0.00	774.43	0.00	0.00 %
DA100.5130.400.00374	MACHINERY.CONTRACTUAL.MOWE	0.00	158.72	0.00	158.72	0.00	0.00 %
DA100.5130.400.00403	MACHINERY.CONTRACTUAL.WATER	0.00	26.95	0.00	26.95	0.00	0.00 %
DA100.5130.400.0244R	MACHINERY.CONTRACTUAL.TRUCK	0.00	685.39	0.00	685.39	0.00	0.00 %
DA100.5130.410.00000	MACHINERY.FUEL METERING	190,000.00	190,000.00	0.00	51,160.98	138,839.02	73.07 %
DA100.5142.130.00000	SNOW REMOVAL.WAGES F/T	400,000.00	400,000.00	0.00	279,078.88	120,921.12	30.23 %
DA100.5142.400.00000	SNOW REMOVAL.CONTRACTUAL	415,000.00	424,911.00	0.00	214,743.39	210,167.61	49.46 %
DA100.9010.800.00000	NYS RETIREMENT	125,000.00	125,000.00	0.00	0.00	125,000.00	100.00 %
DA100.9030.800.00000	SOCIAL SECURITY/MEDICARE	72,500.00	72,500.00	0.00	40,744.13	31,755.87	43.80 %
DA100.9040.800.00000	WORKERS COMPENSATION	54,565.00	54,565.00	0.00	54,565.00	0.00	0.00 %
DA100.9050.800.00000	UNEMPLOYMENT INSURANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
DA100.9055.800.00000	DISABILITY INSURANCE	500.00	500.00	0.00	109.80	390.20	78.04 %
DA100.9060.810.00000	MEDICAL/DENTAL INSURANCE	135,000.00	133,800.00	0.00	76,110.86	57,689.14	43.12 %
DA100.9060.811.00000	DENTAL INSURANCE	13,000.00	13,000.00	0.00	8,181.03	4,818.97	37.07 %
DA100.9060.820.00000	HOSPITAL/MEDICAL BUY-OUT	4,000.00	4,000.00	0.00	2,370.24	1,629.76	40.74 %
DA100.9060.830.00000	HSA ACCOUNT	37,000.00	38,200.00	0.00	38,168.23	31.77	0.08 %
Expense Total:		3,999,070.00	3,274,252.38	0.00	1,726,053.00	1,548,199.38	47.28 %
Fund: DA100 - HIGHWAY Surplus (Deficit):		0.00	-258,682.38	0.00	856,144.40	1,114,826.78	430.96 %
Fund: DA230 - HWY EQUIPMENT RESERVE							
Revenue							
DA230.2401.00000	INTEREST & EARNING.EQUIPMENT	0.00	0.00	0.00	902.91	902.91	0.00 %
Revenue Total:		0.00	0.00	0.00	902.91	902.91	0.00 %
Fund: DA230 - HWY EQUIPMENT RESERVE Total:		0.00	0.00	0.00	902.91	902.91	0.00 %
Fund: DA232 - HWY IMPROVEMENT RESERVE							
Revenue							
DA232.2401.00000	INTEREST & EARNING.HWY IMPRO	0.00	0.00	0.00	878.23	878.23	0.00 %
Revenue Total:		0.00	0.00	0.00	878.23	878.23	0.00 %
Fund: DA232 - HWY IMPROVEMENT RESERVE Total:		0.00	0.00	0.00	878.23	878.23	0.00 %
Fund: DA235 - SNOW/ICE REMOVAL RD REPAIR RESERVE							
Revenue							
DA235.2401.00000	INTEREST & EARNING.SNOW&ICE R	0.00	0.00	0.00	992.28	992.28	0.00 %
Revenue Total:		0.00	0.00	0.00	992.28	992.28	0.00 %
Fund: DA235 - SNOW/ICE REMOVAL RD REPAIR RESERVE Total:		0.00	0.00	0.00	992.28	992.28	0.00 %
Fund: HH100 - CAPITAL PROJECTS							
Revenue							
HH100.2401.00018	INTEREST & EARNINGS.SUCKERBRO	0.00	0.00	0.00	105.62	105.62	0.00 %
HH100.2401.00027	INTEREST & EARNINGS.PENDLETON	0.00	0.00	0.00	1.75	1.75	0.00 %
HH100.2401.00029	INTEREST & EARNINGS.MWRR	0.00	0.00	0.00	8.23	8.23	0.00 %
HH100.5031.00028	INTERFUND TRANSFER.HWA ERADI	0.00	0.00	0.00	1,124.23	1,124.23	0.00 %
HH100.5031.00029	INTERFUND TRANSFER.MWRR	0.00	0.00	0.00	27,463.65	27,463.65	0.00 %
HH100.5730.0026W	BOND ANTICIPATION NOTES.WATER	0.00	0.00	0.00	1,508,036.00	1,508,036.00	0.00 %
Revenue Total:		0.00	0.00	0.00	1,536,739.48	1,536,739.48	0.00 %
Expense							
HH100.1380.400.0026W	FISCAL AGENT FEES.CONTRACTUAL.	0.00	0.00	0.00	2,829.83	-2,829.83	0.00 %

Fiscal Budget Report

For Fiscal: 2020 Period Ending: 08/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
HH100.1420.400.00027	LEGAL.CONTRACTUAL.PENDLETON	0.00	0.00	0.00	1,125.00	-1,125.00	0.00 %
HH100.1420.400.0026W	ATTORNEY.CONTRACTUAL.WATER D	0.00	0.00	0.00	1,020.00	-1,020.00	0.00 %
HH100.1440.200.00018	ENGINEERING.CAPITAL.EQUIPMENT	0.00	0.00	0.00	2,000.00	-2,000.00	0.00 %
HH100.1440.200.0026W	ENGINEERING.CAPITAL.EQUIPMENT	0.00	0.00	0.00	202,256.65	-202,256.65	0.00 %
HH100.1989.200.0026W	ADMIN.CAPITAL.EQUIPMENT.WDT	0.00	0.00	0.00	253.74	-253.74	0.00 %
HH100.5132.204.00025	HWY GARAGE.MISC.HWY FACILITY	0.00	0.00	0.00	-2.70	2.70	0.00 %
HH100.8160.100.00029	REFUSE & GARBAGE.PERSONAL SE	0.00	0.00	0.00	5,053.50	-5,053.50	0.00 %
HH100.8160.400.00029	REFUSE & GARBAGE.CONT.MWRR	0.00	0.00	0.00	918.50	-918.50	0.00 %
HH100.8310.200.0026W	WATER ADMIN.WATER TANKS & SU	0.00	0.00	0.00	86,969.00	-86,969.00	0.00 %
HH100.8310.201.0026W	WATER ADMIN.ELECTRIC SERVICE F	0.00	0.00	0.00	748.81	-748.81	0.00 %
HH100.8310.203.0026W	WATER ADMIN.ELECTRIC SERVICE F	0.00	0.00	0.00	17,549.43	-17,549.43	0.00 %
HH100.8310.204.0026W	WATER ADMIN.TRANSMISSION MAI	0.00	0.00	0.00	106,051.18	-106,051.18	0.00 %
HH100.8597.400.00018	DRAIN&STORM, EQUIP & CAPITAL.	0.00	0.00	0.00	880.22	-880.22	0.00 %
Expense Total:		0.00	0.00	0.00	427,653.16	-427,653.16	0.00 %
Fund: HH100 - CAPITAL PROJECTS Surplus (Deficit):		0.00	0.00	0.00	1,109,086.32	1,109,086.32	0.00 %
Fund: SD600 - RT 332 DRAINAGE DISTRICT							
Revenue							
SD600.2401.00000	INTEREST & EARNINGS.RT 332 DRAI	0.00	0.00	0.00	63.06	63.06	0.00 %
SD600.9000.00000	APPROPRIATED FUND BALANCE FO	75,000.00	75,000.00	0.00	0.00	-75,000.00	100.00 %
Revenue Total:		75,000.00	75,000.00	0.00	63.06	-74,936.94	99.92 %
Expense							
SD600.8520.400.00000	MAINTENANCE..RT 332 DRAINAGE	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00 %
Expense Total:		75,000.00	75,000.00	0.00	0.00	75,000.00	100.00 %
Fund: SD600 - RT 332 DRAINAGE DISTRICT Surplus (Deficit):		0.00	0.00	0.00	63.06	63.06	0.00 %
Fund: SD605 - LAKEWOOD MEADOWS DRAINAGE DISTRICT							
Revenue							
SD605.2401.00000	INTEREST & EARNINGS.LAKEWOOD	0.00	0.00	0.00	10.67	10.67	0.00 %
Revenue Total:		0.00	0.00	0.00	10.67	10.67	0.00 %
Fund: SD605 - LAKEWOOD MEADOWS DRAINAGE DISTRICT Total:		0.00	0.00	0.00	10.67	10.67	0.00 %
Fund: SD610 - ASHTON DRAINAGE DISTRICT							
Revenue							
SD610.2401.00000	INTEREST & EARNINGS.ASHTON DR	0.00	0.00	0.00	5.38	5.38	0.00 %
Revenue Total:		0.00	0.00	0.00	5.38	5.38	0.00 %
Fund: SD610 - ASHTON DRAINAGE DISTRICT Total:		0.00	0.00	0.00	5.38	5.38	0.00 %
Fund: SD615 - FOX RIDGE DRAINAGE DISTRICT							
Revenue							
SD615.2401.00000	INTEREST & EARNINGS.FOX RIDGE	0.00	0.00	0.00	12.98	12.98	0.00 %
Revenue Total:		0.00	0.00	0.00	12.98	12.98	0.00 %
Fund: SD615 - FOX RIDGE DRAINAGE DISTRICT Total:		0.00	0.00	0.00	12.98	12.98	0.00 %
Fund: SD620 - LANDINGS DRAINAGE DISTRICT							
Revenue							
SD620.2401.00000	INTEREST & EARNINGS.LANDINGS	0.00	0.00	0.00	2.81	2.81	0.00 %
Revenue Total:		0.00	0.00	0.00	2.81	2.81	0.00 %
Fund: SD620 - LANDINGS DRAINAGE DISTRICT Total:		0.00	0.00	0.00	2.81	2.81	0.00 %
Fund: SD625 - OLD BROOKSIDE DRAINAGE DISTRICT							
Revenue							
SD625.1030.00000	SPECIAL ASSESSMENT.OLD BROOKS	1,651.00	1,651.00	0.00	1,651.00	0.00	0.00 %
SD625.2401.00000	INTEREST & EARNINGS.OLD BROOK	0.00	0.00	0.00	5.07	5.07	0.00 %
SD625.9000.00000	APPROPRIATED FUND BALANCE FO	3,349.00	3,349.00	0.00	0.00	-3,349.00	100.00 %
Revenue Total:		5,000.00	5,000.00	0.00	1,656.07	-3,343.93	66.88 %

Fiscal Budget Report

For Fiscal: 2020 Period Ending: 08/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Expense							
SD625.8520.400.00000	MAINTENANCE..OLD BROOKSIDE D	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
Expense Total:		5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
Fund: SD625 - OLD BROOKSIDE DRAINAGE DISTRICT Surplus (Deficit)		0.00	0.00	0.00	1,656.07	1,656.07	0.00 %
Fund: SD630 - LAKESIDE ESTATES DRAINAGE DISTRICT							
Revenue							
SD630.2401.00000	INTEREST & EARNINGS.LAKESIDE ES	0.00	0.00	0.00	3.51	3.51	0.00 %
Revenue Total:		0.00	0.00	0.00	3.51	3.51	0.00 %
Fund: SD630 - LAKESIDE ESTATES DRAINAGE DISTRICT Total:		0.00	0.00	0.00	3.51	3.51	0.00 %
Fund: SD635 - WATERFORD POINT DRAINAGE DISTRICT							
Revenue							
SD635.2401.00000	INTEREST & EARNINGS.WATERFOR	0.00	0.00	0.00	3.27	3.27	0.00 %
Revenue Total:		0.00	0.00	0.00	3.27	3.27	0.00 %
Fund: SD635 - WATERFORD POINT DRAINAGE DISTRICT Total:		0.00	0.00	0.00	3.27	3.27	0.00 %
Fund: SD640 - STABLEGATE DRAINAGE DISTRICT							
Revenue							
SD640.2401.00000	INTEREST & EARNINGS.STABLEGATE	0.00	0.00	0.00	6.67	6.67	0.00 %
Revenue Total:		0.00	0.00	0.00	6.67	6.67	0.00 %
Fund: SD640 - STABLEGATE DRAINAGE DISTRICT Total:		0.00	0.00	0.00	6.67	6.67	0.00 %
Fund: SF450 - FIRE PROTECTION							
Revenue							
SF450.1001.00000	REAL PROPERTY TAXES.FIRE PROTE	1,143,820.00	1,143,820.00	0.00	1,143,820.00	0.00	0.00 %
SF450.2401.00000	INTEREST & EARNINGS.FIRE PROTE	0.00	0.00	0.00	273.36	273.36	0.00 %
Revenue Total:		1,143,820.00	1,143,820.00	0.00	1,144,093.36	273.36	0.02 %
Expense							
SF450.3410.400.00000	FIRE PROTECTION DISTRICT AGREE	1,143,820.00	1,143,820.00	0.00	1,118,820.00	25,000.00	2.19 %
Expense Total:		1,143,820.00	1,143,820.00	0.00	1,118,820.00	25,000.00	2.19 %
Fund: SF450 - FIRE PROTECTION Surplus (Deficit):		0.00	0.00	0.00	25,273.36	25,273.36	0.00 %
Fund: SL700 - CENTERPOINT LIGHTING DISTRICT							
Revenue							
SL700.1001.00000	REAL PROPERTY TAXES.CENTERPOI	1,800.00	1,800.00	0.00	1,800.00	0.00	0.00 %
SL700.2401.00000	INTEREST & EARNINGS.CENTERPOI	0.00	0.00	0.00	3.44	3.44	0.00 %
Revenue Total:		1,800.00	1,800.00	0.00	1,803.44	3.44	0.19 %
Expense							
SL700.5182.400.00000	UTILITIES ELECTRIC..CENTERPOINT	1,800.00	1,800.00	0.00	754.91	1,045.09	58.06 %
Expense Total:		1,800.00	1,800.00	0.00	754.91	1,045.09	58.06 %
Fund: SL700 - CENTERPOINT LIGHTING DISTRICT Surplus (Deficit):		0.00	0.00	0.00	1,048.53	1,048.53	0.00 %
Fund: SL705 - FOX RIDGE LIGHTING DISTRICT							
Revenue							
SL705.1001.00000	REAL PROPERTY TAXES.FOX RIDGE L	8,600.00	8,600.00	0.00	8,600.00	0.00	0.00 %
SL705.2401.00000	INTEREST & EARNINGS.FOX RIDGE	0.00	0.00	0.00	2.83	2.83	0.00 %
SL705.9000.00000	APPROPRIATED FUND BALANCE FO	2,200.00	2,200.00	0.00	0.00	-2,200.00	100.00 %
Revenue Total:		10,800.00	10,800.00	0.00	8,602.83	-2,197.17	20.34 %
Expense							
SL705.5182.400.00000	UTILITIES ELECTRIC..FOX RIDGE LIG	10,800.00	10,800.00	0.00	4,985.90	5,814.10	53.83 %
Expense Total:		10,800.00	10,800.00	0.00	4,985.90	5,814.10	53.83 %
Fund: SL705 - FOX RIDGE LIGHTING DISTRICT Surplus (Deficit):		0.00	0.00	0.00	3,616.93	3,616.93	0.00 %
Fund: SL710 - LANDINGS LIGHTING DISTRICT							
Revenue							
SL710.2401.00000	INTEREST & EARNINGS.LANDINGS L	0.00	0.00	0.00	0.49	0.49	0.00 %
Revenue Total:		0.00	0.00	0.00	0.49	0.49	0.00 %
Fund: SL710 - LANDINGS LIGHTING DISTRICT Total:		0.00	0.00	0.00	0.49	0.49	0.00 %

Fiscal Budget Report

For Fiscal: 2020 Period Ending: 08/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: SL715 - LAKEWOOD MEADOWS LIGHTING DISTRICT							
Revenue							
SL715.2401.00000	INTEREST & EARNINGS.LAKEWOOD	0.00	0.00	0.00	1.28	1.28	0.00 %
SL715.9000.00000	APPROPRIATED FUND BALANCE FO	250.00	250.00	0.00	0.00	-250.00	100.00 %
	Revenue Total:	250.00	250.00	0.00	1.28	-248.72	99.49 %
Expense							
SL715.5182.400.00000	UTILITIES-ELECTRIC.LAKEWOOD ME	250.00	250.00	0.00	99.60	150.40	60.16 %
	Expense Total:	250.00	250.00	0.00	99.60	150.40	60.16 %
	Fund: SL715 - LAKEWOOD MEADOWS LIGHTING DISTRICT Surplus	0.00	0.00	0.00	-98.32	-98.32	0.00 %
Fund: SL720 - FALLBROOK PARK LIGHTING DISTRICT							
Revenue							
SL720.1001.00000	REAL PROPERTY TAXES.FALLBROOK	500.00	500.00	0.00	500.00	0.00	0.00 %
SL720.2401.00000	INTEREST & EARNINGS.FALLBROOK	0.00	0.00	0.00	1.35	1.35	0.00 %
SL720.9000.00000	APPROPRIATED FUND BALANCE FO	700.00	700.00	0.00	0.00	-700.00	100.00 %
	Revenue Total:	1,200.00	1,200.00	0.00	501.35	-698.65	58.22 %
Expense							
SL720.5182.400.00000	UTILITIES ELECTRIC.FALLBROOK PA	1,200.00	1,200.00	0.00	686.40	513.60	42.80 %
	Expense Total:	1,200.00	1,200.00	0.00	686.40	513.60	42.80 %
	Fund: SL720 - FALLBROOK PARK LIGHTING DISTRICT Surplus (Defici	0.00	0.00	0.00	-185.05	-185.05	0.00 %
Fund: SS800 - SANITARY SEWER							
Revenue							
SS800.1030.00000	SPECIAL ASSESSMENTS..PURDY/MO	18,210.00	18,210.00	0.00	18,210.00	0.00	0.00 %
SS800.2401.00000	INTEREST & EARNINGS.SEWER	0.00	0.00	0.00	7.30	7.30	0.00 %
	Revenue Total:	18,210.00	18,210.00	0.00	18,217.30	7.30	0.04 %
Expense							
SS800.9710.600.00000	SERIAL BONDS.PRINCIPAL.PURDY/	18,210.00	18,210.00	0.00	0.00	18,210.00	100.00 %
	Expense Total:	18,210.00	18,210.00	0.00	0.00	18,210.00	100.00 %
	Fund: SS800 - SANITARY SEWER Surplus (Deficit):	0.00	0.00	0.00	18,217.30	18,217.30	0.00 %
Fund: SW500 - CANANDAIGUA CONSOLIDATED WATER DISTRICT							
Revenue							
SW500.1001.00000	REAL PROPERTY TAXES.CANDGA CO	525,000.00	525,000.00	0.00	525,000.00	0.00	0.00 %
SW500.2140.00000	WATER RENTS.CANDGA CONS WD	700,000.00	700,000.00	0.00	162,160.85	-537,839.15	76.83 %
SW500.2142.00000	WATER METER SALES.CANDGA CON	10,000.00	10,000.00	0.00	1,212.76	-8,787.24	87.87 %
SW500.2144.00000	WATER SERVICES.CANDGA CONS W	15,000.00	15,000.00	0.00	10,454.00	-4,546.00	30.31 %
SW500.2148.00000	PENALTY ON WATER.CANDGA CON	5,000.00	5,000.00	0.00	873.62	-4,126.38	82.53 %
SW500.2401.00000	INTEREST & EARNINGS.CANANDAI	0.00	0.00	0.00	736.69	736.69	0.00 %
SW500.5031.00000	INTERFUND TRANSFERS.CANDGA C	24,652.00	24,652.00	0.00	14,072.20	-10,579.80	42.92 %
SW500.9000.00000	APPROPRIATED FUND BALANCE FO	107,822.00	107,822.00	0.00	0.00	-107,822.00	100.00 %
	Revenue Total:	1,387,474.00	1,387,474.00	0.00	714,510.12	-672,963.88	48.50 %
Expense							
SW500.1380.400.00000	FISCAL AGENT FEES.CANDGA CONS	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
SW500.1910.400.00000	UNALLOCATED INS.CONTRACTUAL.	7,200.00	7,200.00	0.00	7,200.00	0.00	0.00 %
SW500.1990.400.00000	CONTINGENCY.CONTRACTUAL.CAN	41,352.00	41,352.00	0.00	0.00	41,352.00	100.00 %
SW500.8310.120.00000	WATER ADMIN.SUPER.SALARY.CAN	28,000.00	28,000.00	0.00	16,592.64	11,407.36	40.74 %
SW500.8310.121.00000	OFFICE SPECIALIST I.CDGA CONS W	18,720.00	18,720.00	0.00	10,519.50	8,200.50	43.81 %
SW500.8310.131.00000	WATER ADMIN.MAINASST.CANDGA	161,217.00	161,217.00	0.00	84,836.95	76,380.05	47.38 %
SW500.8310.200.00000	WATER ADMIN.CAP EQUIP.CANDGA	45,000.00	88,553.59	0.00	76,767.55	11,786.04	13.31 %
SW500.8310.400.00000	WATER ADMIN.CONTRACTUAL.CAN	2,000.00	2,000.00	0.00	1,290.51	709.49	35.47 %
SW500.8310.410.00000	WATER ADMIN.LEGAL SERVICES.CA	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00 %
SW500.8310.420.00000	WATER ADMIN.METER READING.C	25,000.00	25,000.00	0.00	13,103.52	11,896.48	47.59 %
SW500.8310.423.00000	WATER ADMIN.VEHICLE GPS.CAND	1,500.00	1,500.00	0.00	179.50	1,320.50	88.03 %
SW500.8310.424.00000	WATER ADMIN.TRAINING & DUES.C	3,000.00	3,000.00	0.00	810.00	2,190.00	73.00 %
SW500.8310.450.00000	WATER ADMIN.ENGINEERING.CAN	67,500.00	67,500.00	0.00	8,192.50	59,307.50	87.86 %
SW500.8320.400.00000	WATER PURCHASES.CONT.CANDGA	520,000.00	520,000.00	0.00	205,962.04	314,037.96	60.39 %
SW500.8320.420.00000	WATER PURCHASES.UTILITIES.CAN	51,000.00	51,000.00	1,476.47	26,684.89	24,315.11	47.68 %

Fiscal Budget Report

For Fiscal: 2020 Period Ending: 08/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
SW500.8340.440.00000	SERVICES & MAINT.SERVICES & MA	147,000.00	148,707.39	0.00	42,794.35	105,913.04	71.22 %
SW500.8397.200.00000	WATER CAP PROJECTS.CAP EQUIP.C	100,000.00	100,000.00	0.00	2,499.13	97,500.87	97.50 %
SW500.8397.400.00000	WATER CAPITAL PROJECTS.CONT.CA	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
SW500.9010.800.00000	NYS RETIREMENT..CANDGA CONS	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
SW500.9030.800.00000	SOCIAL SECURITY...CANDGA CONS	16,000.00	16,000.00	0.00	7,773.60	8,226.40	51.42 %
SW500.9040.800.00000	WORKERS COMPENSATION...CAND	8,185.00	8,185.00	0.00	8,185.00	0.00	0.00 %
SW500.9050.800.00000	UNEMPLOYMENT INSURANCE.CAN	500.00	500.00	0.00	0.00	500.00	100.00 %
SW500.9055.800.00000	DISABILITY INSURANCE...CANDGA C	100.00	100.00	0.00	21.96	78.04	78.04 %
SW500.9060.810.00000	HOSPITAL/MEDICAL INSURANCE.CA	18,000.00	18,000.00	0.00	12,976.19	5,023.81	27.91 %
SW500.9060.811.00000	DENTAL INSURANCE.CANDGA CON	2,000.00	2,000.00	0.00	1,287.06	712.94	35.65 %
SW500.9060.820.00000	HOSPITAL/MEDICAL INSURANCE.B	2,000.00	2,000.00	0.00	1,185.12	814.88	40.74 %
SW500.9060.830.00000	HOSPITAL/MEDICAL INS.HSA ACCO	9,700.00	9,700.00	0.00	7,974.17	1,725.83	17.79 %
SW500.9730.600.00000	BAN.PAYWATERPROJ.DEBT.CDGACO	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00 %
Expense Total:		1,387,474.00	1,432,734.98	1,476.47	536,836.18	895,898.80	62.53 %
Fund: SW500 - CANANDAIGUA CONSOLIDATED WATER DISTRICT S		0.00	-45,260.98	-1,476.47	177,673.94	222,934.92	492.55 %
Fund: SW505 - CANANDAIGUA BRISTOL JOINT WATER DISTRICT							
Revenue							
SW505.1001.00000	REAL PROPERTY TAXES.CANDGA BR	9,918.00	9,918.00	0.00	9,918.08	0.08	100.00 %
SW505.1030.00000	SPECIAL ASSESSMENT.CANDGA BRI	17,761.00	17,761.00	0.00	17,761.00	0.00	0.00 %
SW505.2401.00000	INTEREST & EARNINGS.CANANDAI	0.00	0.00	0.00	32.05	32.05	0.00 %
SW505.2770.00000	MISCELLANEOUS INCOME	42,814.00	42,814.00	0.00	42,813.84	-0.16	0.00 %
SW505.9000.00000	APPROPRIATED FUND BALANCE FO	0.00	1,147.00	0.00	1,147.00	0.00	0.00 %
Revenue Total:		70,493.00	71,640.00	0.00	71,671.97	31.97	0.04 %
Expense							
SW505.8340.400.00000	SERVICES & MAINTENANCE.CONT.C	0.00	250.00	0.00	250.00	0.00	0.00 %
SW505.8350.400.00000	COMMON WATER.CONTRACTUAL.C	5,000.00	5,897.00	0.00	897.00	5,000.00	84.79 %
SW505.9710.600.00000	SERIAL BONDS BRISTOL.PRINCIPAL	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
SW505.9710.700.00000	SERIAL BONDS BRISTOL.INTEREST.C	40,575.00	40,575.00	0.00	20,287.50	20,287.50	50.00 %
SW505.9903.900.00000	TRANSFER/WATER-MAINT.CANDGA	4,918.00	4,918.00	0.00	4,918.00	0.00	0.00 %
Expense Total:		70,493.00	71,640.00	0.00	26,352.50	45,287.50	63.22 %
Fund: SW505 - CANANDAIGUA BRISTOL JOINT WATER DISTRICT Su		0.00	0.00	0.00	45,319.47	45,319.47	0.00 %
Fund: SW515 - CANANDAIGUA-FARMINGTON WATER DISTRICT							
Revenue							
SW515.1001.00000	REAL PROPERTY TAXES.CANDGA-FA	183,500.00	183,500.00	0.00	183,500.00	0.00	0.00 %
SW515.2401.00000	INTEREST & EARNINGS.CANANDAI	0.00	0.00	0.00	45.07	45.07	0.00 %
Revenue Total:		183,500.00	183,500.00	0.00	183,545.07	45.07	0.02 %
Expense							
SW515.8350.400.00000	FARM.COMMON WATER.CONTRAC	182,760.00	182,760.00	0.00	179,786.00	2,974.00	1.63 %
SW515.8389.400.00000	CDGA.COMMON WATER.CONTRAC	740.00	740.00	0.00	0.00	740.00	100.00 %
Expense Total:		183,500.00	183,500.00	0.00	179,786.00	3,714.00	2.02 %
Fund: SW515 - CANANDAIGUA-FARMINGTON WATER DISTRICT Sur		0.00	0.00	0.00	3,759.07	3,759.07	0.00 %
Fund: SW520 - ANDREWS - NORTH ROAD WATER DISTRICT							
Revenue							
SW520.1001.00000	REAL PROPERTY TAXES.ANDREWS -	18,500.00	18,500.00	0.00	18,500.00	0.00	0.00 %
SW520.2401.00000	INTEREST & EARNINGS.ANDREWS -	0.00	0.00	0.00	4.76	4.76	0.00 %
Revenue Total:		18,500.00	18,500.00	0.00	18,504.76	4.76	0.03 %
Expense							
SW520.8350.400.00000	FARM.COMMON WATER.CONT.AN	6,304.00	6,304.00	0.00	6,202.00	102.00	1.62 %
SW520.8389.400.00000	CDGA.COMMON WATER.CONTRAC	1,994.00	1,994.00	0.00	0.00	1,994.00	100.00 %
SW520.9710.600.00000	SERIAL BONDS.PRINCIPAL.ANDREW	9,800.00	9,800.00	0.00	9,745.00	55.00	0.56 %
SW520.9710.700.00000	SERIAL BONDS.INTEREST.ANDREWS	402.00	402.00	0.00	0.00	402.00	100.00 %
Expense Total:		18,500.00	18,500.00	0.00	15,947.00	2,553.00	13.80 %
Fund: SW520 - ANDREWS - NORTH ROAD WATER DISTRICT Surplus		0.00	0.00	0.00	2,557.76	2,557.76	0.00 %

Fiscal Budget Report

For Fiscal: 2020 Period Ending: 08/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: SW525 - MCINTYRE ROAD WATER DISTRICT							
Revenue							
SW525.1001.00000	REAL PROPERTY TAXES.MCINTYRE	7,200.00	7,200.00	0.00	7,200.00	0.00	0.00 %
SW525.2401.00000	INTEREST & EARNINGS.MCINTYRE	0.00	0.00	0.00	4.27	4.27	0.00 %
SW525.9000.00000	APPROPRIATED FUND BALANCE FO	552.00	552.00	0.00	0.00	-552.00	100.00 %
	Revenue Total:	7,752.00	7,752.00	0.00	7,204.27	-547.73	7.07 %
Expense							
SW525.8340.400.00000	SERVICES & MAINTENANCE.CONT.	777.00	777.00	0.00	0.00	777.00	100.00 %
SW525.9710.600.00000	SERIAL BONDS.PRINCIPAL.MCINTYR	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
SW525.9710.700.00000	SERIAL BONDS.INTEREST.MCINTYRE	3,808.00	3,808.00	0.00	1,904.00	1,904.00	50.00 %
SW525.9903.900.00000	TRANSFER/WATER-MAINTENANCE.	1,167.00	1,167.00	0.00	1,167.00	0.00	0.00 %
	Expense Total:	7,752.00	7,752.00	0.00	3,071.00	4,681.00	60.38 %
	Fund: SW525 - MCINTYRE ROAD WATER DISTRICT Surplus (Deficit):	0.00	0.00	0.00	4,133.27	4,133.27	0.00 %
Fund: SW530 - EMERSON ALLEN TOWNLINE RD WATER DISTRICT							
Revenue							
SW530.1001.00000	REAL PROPERTY TAXES.EMERSON A	19,200.00	19,200.00	0.00	19,200.00	0.00	0.00 %
SW530.2401.00000	INTEREST & EARNINGS.EMERSON A	0.00	0.00	0.00	4.41	4.41	0.00 %
	Revenue Total:	19,200.00	19,200.00	0.00	19,204.41	4.41	0.02 %
Expense							
SW530.8389.400.00000	COMMON WATER.CONTRACTUAL.E	6,418.00	6,418.00	0.00	4,756.00	1,662.00	25.90 %
SW530.9710.600.00000	SERIAL BONDS.PRINCIPAL.EMERSON	6,000.00	6,000.00	0.00	6,000.00	0.00	0.00 %
SW530.9710.700.00000	SERIAL BONDS.INTEREST.EMERSON	6,782.00	6,782.00	0.00	6,782.00	0.00	0.00 %
	Expense Total:	19,200.00	19,200.00	0.00	17,538.00	1,662.00	8.66 %
	Fund: SW530 - EMERSON ALLEN TOWNLINE RD WATER DISTRICT S	0.00	0.00	0.00	1,666.41	1,666.41	0.00 %
Fund: SW535 - EX 36 - COUNTY ROAD #30 WATER DISTRICT							
Revenue							
SW535.1001.00000	REAL PROPERTY TAXES.COUNTY RO	16,257.00	16,257.00	0.00	16,257.00	0.00	0.00 %
SW535.2401.00000	INTEREST & EARNINGS.EX 36 - COU	0.00	0.00	0.00	6.85	6.85	0.00 %
	Revenue Total:	16,257.00	16,257.00	0.00	16,263.85	6.85	0.04 %
Expense							
SW535.8340.400.00000	SERVICES & MAIN.CONT.CO RD #30	793.00	793.00	0.00	0.00	793.00	100.00 %
SW535.9710.600.00000	SERIAL BONDS.PRINCIPAL.EX 36 - C	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
SW535.9710.700.00000	SERIAL BONDS.INTEREST.CO RD #30	9,275.00	9,275.00	0.00	4,637.50	4,637.50	50.00 %
SW535.9903.900.00000	TRANSFER/WATER-MAINTENANCE.	1,189.00	1,189.00	0.00	1,189.00	0.00	0.00 %
	Expense Total:	16,257.00	16,257.00	0.00	5,826.50	10,430.50	64.16 %
	Fund: SW535 - EX 36 - COUNTY ROAD #30 WATER DISTRICT Surplu	0.00	0.00	0.00	10,437.35	10,437.35	0.00 %
Fund: SW540 - HOPKINS GRIMBLE WATER DISTRICT							
Revenue							
SW540.1001.00000	REAL PROPERTY TAXES.HOPKINS G	12,000.00	12,000.00	0.00	12,000.00	0.00	0.00 %
SW540.2401.00000	INTEREST & EARNINGS.HOPKINS G	0.00	0.00	0.00	6.01	6.01	0.00 %
SW540.9000.00000	APPROPRIATED FUND BALANCE FO	1,038.00	1,038.00	0.00	0.00	-1,038.00	100.00 %
	Revenue Total:	13,038.00	13,038.00	0.00	12,006.01	-1,031.99	7.92 %
Expense							
SW540.8340.400.00000	SERVICES & MAIN.CONT.HOPKINS	200.00	200.00	0.00	0.00	200.00	100.00 %
SW540.9710.600.00000	SERIAL BONDS.PRINCIPAL.HOPKINS	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
SW540.9710.700.00000	SERIAL BONDS.INTEREST.HOPKINS	5,438.00	5,438.00	0.00	2,718.75	2,719.25	50.00 %
SW540.9903.900.00000	TRANSFER/WATER-MAINTENANCE.	2,400.00	2,400.00	0.00	2,400.00	0.00	0.00 %
	Expense Total:	13,038.00	13,038.00	0.00	5,118.75	7,919.25	60.74 %
	Fund: SW540 - HOPKINS GRIMBLE WATER DISTRICT Surplus (Defici	0.00	0.00	0.00	6,887.26	6,887.26	0.00 %
Fund: SW545 - HICKOX ROAD WATER DISTRICT							
Revenue							
SW545.1001.00000	REAL PROPERTY TAXES.HICKOX ROA	3,500.00	3,500.00	0.00	3,500.00	0.00	0.00 %
SW545.2401.00000	INTEREST & EARNINGS.HICKOX RO	0.00	0.00	0.00	1.74	1.74	0.00 %
	Revenue Total:	3,500.00	3,500.00	0.00	3,501.74	1.74	0.05 %

Fiscal Budget Report

For Fiscal: 2020 Period Ending: 08/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Expense							
SW545.8350.400.00000	COMMON WATER.CONTRACTUAL.	478.00	478.00	0.00	0.00	478.00	100.00 %
SW545.9903.900.00000	TRANSFER/WATER-MAINTENANCE.	3,022.00	3,022.00	0.00	522.00	2,500.00	82.73 %
Expense Total:		3,500.00	3,500.00	0.00	522.00	2,978.00	85.09 %
Fund: SW545 - HICKOX ROAD WATER DISTRICT Surplus (Deficit):		0.00	0.00	0.00	2,979.74	2,979.74	0.00 %
Fund: SW550 - NOTT RD EXT. 40 WATER DISTRICT							
Revenue							
SW550.1001.00000	REAL PROPERTY TAXES.NOTT RD EX	6,089.00	6,089.00	0.00	6,089.00	0.00	0.00 %
SW550.2401.00000	INTEREST & EARNINGS.NOTT RD EX	0.00	0.00	0.00	4.78	4.78	0.00 %
Revenue Total:		6,089.00	6,089.00	0.00	6,093.78	4.78	0.08 %
Expense							
SW550.8340.400.00000	SERVICES & MAINTENANCE.CONTR	467.00	467.00	0.00	0.00	467.00	100.00 %
SW550.9710.600.00000	SERIAL BONDS.PRINCIPAL.NOTT RD	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
SW550.9710.700.00000	SERIAL BONDS.INTEREST.NOTT RD	1,922.00	1,922.00	0.00	961.00	961.00	50.00 %
SW550.9903.900.00000	TRANSFER/WATER-MAINTENANCE.	700.00	700.00	0.00	700.00	0.00	0.00 %
Expense Total:		6,089.00	6,089.00	0.00	1,661.00	4,428.00	72.72 %
Fund: SW550 - NOTT RD EXT. 40 WATER DISTRICT Surplus (Deficit):		0.00	0.00	0.00	4,432.78	4,432.78	0.00 %
Fund: SW555 - CO RD 32 EXT. 41 WATER DISTRICT							
Revenue							
SW555.1001.00000	REAL PROPERTY TAXES.CO RD 32 EX	12,070.00	12,070.00	0.00	12,070.00	0.00	0.00 %
SW555.2401.00000	INTEREST & EARNINGS.CO RD 32 E	0.00	0.00	0.00	5.08	5.08	0.00 %
SW555.5031.00000	INTERFUND TRANSFERS.CO RD 32 E	0.00	0.00	0.00	877.52	877.52	0.00 %
Revenue Total:		12,070.00	12,070.00	0.00	12,952.60	882.60	7.31 %
Expense							
SW555.8340.400.00000	SERVICES & MAIN.CONT.CO RD 32	814.00	814.00	0.00	0.00	814.00	100.00 %
SW555.9795.900.00000	INTERFUND LOAN...CO RD 32 WATE	10,536.00	10,536.00	0.00	2,456.20	8,079.80	76.69 %
SW555.9903.900.00000	TRANSFER/WATER-MAINTENANCE.	720.00	720.00	0.00	720.00	0.00	0.00 %
Expense Total:		12,070.00	12,070.00	0.00	3,176.20	8,893.80	73.69 %
Fund: SW555 - CO RD 32 EXT. 41 WATER DISTRICT Surplus (Deficit)		0.00	0.00	0.00	9,776.40	9,776.40	0.00 %
Report Surplus (Deficit):		0.00	-437,465.90	-4,165.85	2,427,491.65	2,864,957.55	654.90 %

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: AA100 - GENERAL FUND						
Revenue	4,042,370.00	3,377,550.00	662.85	1,635,796.89	-1,741,753.11	51.57 %
Expense	4,042,370.00	3,542,663.23	3,352.23	1,496,397.82	2,046,265.41	57.76 %
Fund: AA100 - GENERAL FUND Surplus (Deficit):	0.00	-165,113.23	-2,689.38	139,399.07	304,512.30	184.43 %
Fund: AA231 - CONTINGENT/TAX RESERVE						
Revenue	0.00	0.00	0.00	2,654.34	2,654.34	0.00 %
Fund: AA231 - CONTINGENT/TAX RESERVE Total:	0.00	0.00	0.00	2,654.34	2,654.34	0.00 %
Fund: AA232 - CAMPUS REPAIR RESERVE						
Revenue	0.00	0.00	0.00	656.41	656.41	0.00 %
Fund: AA232 - CAMPUS REPAIR RESERVE Total:	0.00	0.00	0.00	656.41	656.41	0.00 %
Fund: AA233 - TECHNOLOGY RESERVE						
Revenue	0.00	0.00	0.00	52.51	52.51	0.00 %
Fund: AA233 - TECHNOLOGY RESERVE Total:	0.00	0.00	0.00	52.51	52.51	0.00 %
Fund: AA234 - OPEN SPACE RESERVE						
Revenue	0.00	0.00	0.00	3,464.74	3,464.74	0.00 %
Fund: AA234 - OPEN SPACE RESERVE Total:	0.00	0.00	0.00	3,464.74	3,464.74	0.00 %
Fund: AA235 - NYS EMPLOYEE SYSTEM RESERVE						
Revenue	0.00	0.00	0.00	952.78	952.78	0.00 %
Fund: AA235 - NYS EMPLOYEE SYSTEM RESERVE Total:	0.00	0.00	0.00	952.78	952.78	0.00 %
Fund: AA237 - BONDED INDEBTEDNESS RESERVE						
Revenue	0.00	0.00	0.00	423.16	423.16	0.00 %
Fund: AA237 - BONDED INDEBTEDNESS RESERVE Total:	0.00	0.00	0.00	423.16	423.16	0.00 %
Fund: AA238 - SOLID WASTE MANAGEMENT RESERVE						
Revenue	0.00	0.00	0.00	1,018.22	1,018.22	0.00 %
Fund: AA238 - SOLID WASTE MANAGEMENT RESERVE Total:	0.00	0.00	0.00	1,018.22	1,018.22	0.00 %
Fund: CL100 - LOCAL SOLID WASTE						
Revenue	61,912.71	61,912.71	0.00	5.61	-61,907.10	99.99 %
Expense	61,912.71	30,322.02	0.00	21,124.27	9,197.75	30.33 %
Fund: CL100 - LOCAL SOLID WASTE Surplus (Deficit):	0.00	31,590.69	0.00	-21,118.66	-52,709.35	166.85 %
Fund: CM100 - (CR) RECREATION.MISCELLANEOUS						
Revenue	160,000.00	160,000.00	0.00	12,723.83	-147,276.17	92.05 %
Expense	160,000.00	160,000.00	0.00	0.00	160,000.00	100.00 %
Fund: CM100 - (CR) RECREATION.MISCELLANEOUS Surplus (Deficit)	0.00	0.00	0.00	12,723.83	12,723.83	0.00 %
Fund: DA100 - HIGHWAY						
Revenue	3,999,070.00	3,015,570.00	0.00	2,582,197.40	-433,372.60	14.37 %
Expense	3,999,070.00	3,274,252.38	0.00	1,726,053.00	1,548,199.38	47.28 %
Fund: DA100 - HIGHWAY Surplus (Deficit):	0.00	-258,682.38	0.00	856,144.40	1,114,826.78	430.96 %
Fund: DA230 - HWY EQUIPMENT RESERVE						
Revenue	0.00	0.00	0.00	902.91	902.91	0.00 %
Fund: DA230 - HWY EQUIPMENT RESERVE Total:	0.00	0.00	0.00	902.91	902.91	0.00 %
Fund: DA232 - HWY IMPROVEMENT RESERVE						
Revenue	0.00	0.00	0.00	878.23	878.23	0.00 %
Fund: DA232 - HWY IMPROVEMENT RESERVE Total:	0.00	0.00	0.00	878.23	878.23	0.00 %
Fund: DA235 - SNOW/ICE REMOVAL RD REPAIR RESERVE						
Revenue	0.00	0.00	0.00	992.28	992.28	0.00 %
Fund: DA235 - SNOW/ICE REMOVAL RD REPAIR RESERVE Total:	0.00	0.00	0.00	992.28	992.28	0.00 %
Fund: HH100 - CAPITAL PROJECTS						
Revenue	0.00	0.00	0.00	1,536,739.48	1,536,739.48	0.00 %
Expense	0.00	0.00	0.00	427,653.16	-427,653.16	0.00 %
Fund: HH100 - CAPITAL PROJECTS Surplus (Deficit):	0.00	0.00	0.00	1,109,086.32	1,109,086.32	0.00 %

Fiscal Budget Report

For Fiscal: 2020 Period Ending: 08/31/2020

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: SD600 - RT 332 DRAINAGE DISTRICT						
Revenue	75,000.00	75,000.00	0.00	63.06	-74,936.94	99.92 %
Expense	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00 %
Fund: SD600 - RT 332 DRAINAGE DISTRICT Surplus (Deficit):	0.00	0.00	0.00	63.06	63.06	0.00 %
Fund: SD605 - LAKEWOOD MEADOWS DRAINAGE DISTRICT						
Revenue	0.00	0.00	0.00	10.67	10.67	0.00 %
Fund: SD605 - LAKEWOOD MEADOWS DRAINAGE DISTRICT Total:	0.00	0.00	0.00	10.67	10.67	0.00 %
Fund: SD610 - ASHTON DRAINAGE DISTRICT						
Revenue	0.00	0.00	0.00	5.38	5.38	0.00 %
Fund: SD610 - ASHTON DRAINAGE DISTRICT Total:	0.00	0.00	0.00	5.38	5.38	0.00 %
Fund: SD615 - FOX RIDGE DRAINAGE DISTRICT						
Revenue	0.00	0.00	0.00	12.98	12.98	0.00 %
Fund: SD615 - FOX RIDGE DRAINAGE DISTRICT Total:	0.00	0.00	0.00	12.98	12.98	0.00 %
Fund: SD620 - LANDINGS DRAINAGE DISTRICT						
Revenue	0.00	0.00	0.00	2.81	2.81	0.00 %
Fund: SD620 - LANDINGS DRAINAGE DISTRICT Total:	0.00	0.00	0.00	2.81	2.81	0.00 %
Fund: SD625 - OLD BROOKSIDE DRAINAGE DISTRICT						
Revenue	5,000.00	5,000.00	0.00	1,656.07	-3,343.93	66.88 %
Expense	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
Fund: SD625 - OLD BROOKSIDE DRAINAGE DISTRICT Surplus (Deficit):	0.00	0.00	0.00	1,656.07	1,656.07	0.00 %
Fund: SD630 - LAKESIDE ESTATES DRAINAGE DISTRICT						
Revenue	0.00	0.00	0.00	3.51	3.51	0.00 %
Fund: SD630 - LAKESIDE ESTATES DRAINAGE DISTRICT Total:	0.00	0.00	0.00	3.51	3.51	0.00 %
Fund: SD635 - WATERFORD POINT DRAINAGE DISTRICT						
Revenue	0.00	0.00	0.00	3.27	3.27	0.00 %
Fund: SD635 - WATERFORD POINT DRAINAGE DISTRICT Total:	0.00	0.00	0.00	3.27	3.27	0.00 %
Fund: SD640 - STABLEGATE DRAINAGE DISTRICT						
Revenue	0.00	0.00	0.00	6.67	6.67	0.00 %
Fund: SD640 - STABLEGATE DRAINAGE DISTRICT Total:	0.00	0.00	0.00	6.67	6.67	0.00 %
Fund: SF450 - FIRE PROTECTION						
Revenue	1,143,820.00	1,143,820.00	0.00	1,144,093.36	273.36	0.02 %
Expense	1,143,820.00	1,143,820.00	0.00	1,118,820.00	25,000.00	2.19 %
Fund: SF450 - FIRE PROTECTION Surplus (Deficit):	0.00	0.00	0.00	25,273.36	25,273.36	0.00 %
Fund: SL700 - CENTERPOINT LIGHTING DISTRICT						
Revenue	1,800.00	1,800.00	0.00	1,803.44	3.44	0.19 %
Expense	1,800.00	1,800.00	0.00	754.91	1,045.09	58.06 %
Fund: SL700 - CENTERPOINT LIGHTING DISTRICT Surplus (Deficit):	0.00	0.00	0.00	1,048.53	1,048.53	0.00 %
Fund: SL705 - FOX RIDGE LIGHTING DISTRICT						
Revenue	10,800.00	10,800.00	0.00	8,602.83	-2,197.17	20.34 %
Expense	10,800.00	10,800.00	0.00	4,985.90	5,814.10	53.83 %
Fund: SL705 - FOX RIDGE LIGHTING DISTRICT Surplus (Deficit):	0.00	0.00	0.00	3,616.93	3,616.93	0.00 %
Fund: SL710 - LANDINGS LIGHTING DISTRICT						
Revenue	0.00	0.00	0.00	0.49	0.49	0.00 %
Fund: SL710 - LANDINGS LIGHTING DISTRICT Total:	0.00	0.00	0.00	0.49	0.49	0.00 %
Fund: SL715 - LAKEWOOD MEADOWS LIGHTING DISTRICT						
Revenue	250.00	250.00	0.00	1.28	-248.72	99.49 %
Expense	250.00	250.00	0.00	99.60	150.40	60.16 %
Fund: SL715 - LAKEWOOD MEADOWS LIGHTING DISTRICT Surplus	0.00	0.00	0.00	-98.32	-98.32	0.00 %
Fund: SL720 - FALLBROOK PARK LIGHTING DISTRICT						
Revenue	1,200.00	1,200.00	0.00	501.35	-698.65	58.22 %
Expense	1,200.00	1,200.00	0.00	686.40	513.60	42.80 %
Fund: SL720 - FALLBROOK PARK LIGHTING DISTRICT Surplus (Deficit)	0.00	0.00	0.00	-185.05	-185.05	0.00 %

Fiscal Budget Report

For Fiscal: 2020 Period Ending: 08/31/2020

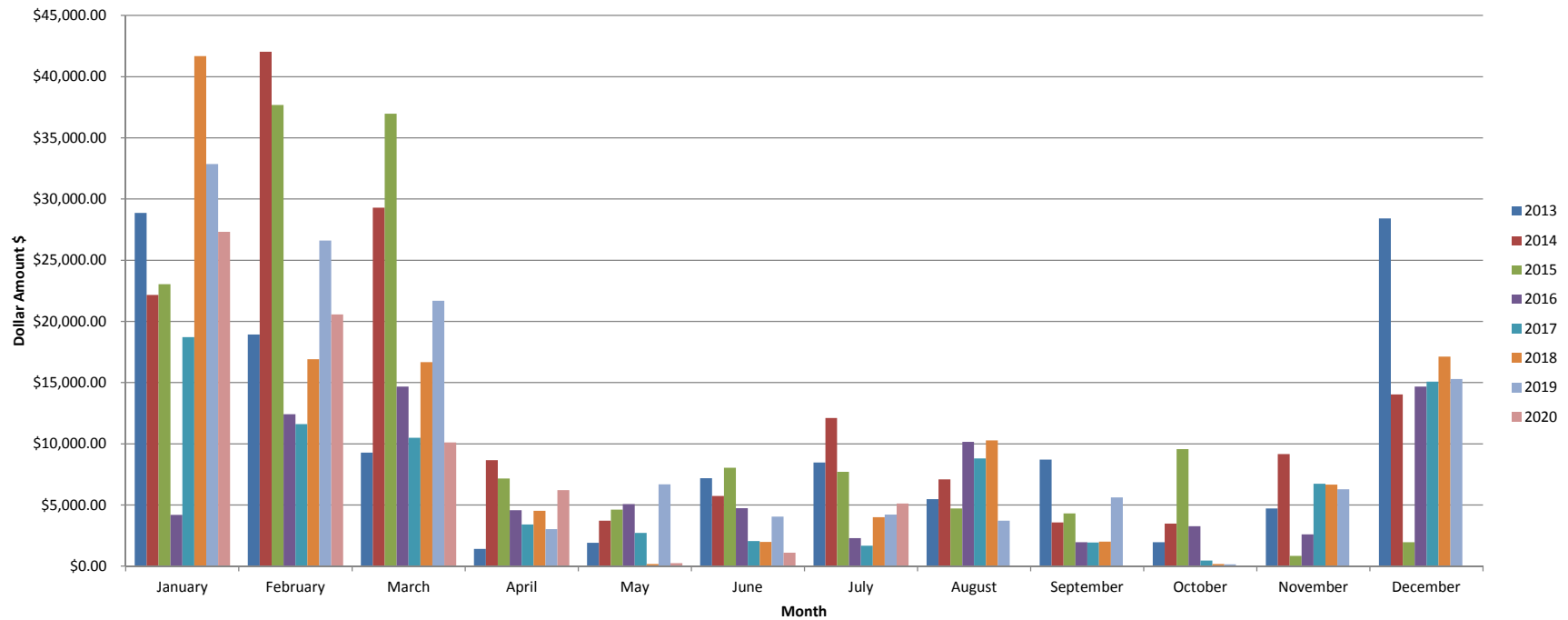
Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: SS800 - SANITARY SEWER						
Revenue	18,210.00	18,210.00	0.00	18,217.30	7.30	0.04 %
Expense	18,210.00	18,210.00	0.00	0.00	18,210.00	100.00 %
Fund: SS800 - SANITARY SEWER Surplus (Deficit):	0.00	0.00	0.00	18,217.30	18,217.30	0.00 %
Fund: SW500 - CANANDAIGUA CONSOLIDATED WATER DISTRICT						
Revenue	1,387,474.00	1,387,474.00	0.00	714,510.12	-672,963.88	48.50 %
Expense	1,387,474.00	1,432,734.98	1,476.47	536,836.18	895,898.80	62.53 %
Fund: SW500 - CANANDAIGUA CONSOLIDATED WATER DISTRICT S	0.00	-45,260.98	-1,476.47	177,673.94	222,934.92	492.55 %
Fund: SW505 - CANANDAIGUA BRISTOL JOINT WATER DISTRICT						
Revenue	70,493.00	71,640.00	0.00	71,671.97	31.97	0.04 %
Expense	70,493.00	71,640.00	0.00	26,352.50	45,287.50	63.22 %
Fund: SW505 - CANANDAIGUA BRISTOL JOINT WATER DISTRICT Su	0.00	0.00	0.00	45,319.47	45,319.47	0.00 %
Fund: SW515 - CANANDAIGUA-FARMINGTON WATER DISTRICT						
Revenue	183,500.00	183,500.00	0.00	183,545.07	45.07	0.02 %
Expense	183,500.00	183,500.00	0.00	179,786.00	3,714.00	2.02 %
Fund: SW515 - CANANDAIGUA-FARMINGTON WATER DISTRICT Sur	0.00	0.00	0.00	3,759.07	3,759.07	0.00 %
Fund: SW520 - ANDREWS - NORTH ROAD WATER DISTRICT						
Revenue	18,500.00	18,500.00	0.00	18,504.76	4.76	0.03 %
Expense	18,500.00	18,500.00	0.00	15,947.00	2,553.00	13.80 %
Fund: SW520 - ANDREWS - NORTH ROAD WATER DISTRICT Surplus	0.00	0.00	0.00	2,557.76	2,557.76	0.00 %
Fund: SW525 - MCINTYRE ROAD WATER DISTRICT						
Revenue	7,752.00	7,752.00	0.00	7,204.27	-547.73	7.07 %
Expense	7,752.00	7,752.00	0.00	3,071.00	4,681.00	60.38 %
Fund: SW525 - MCINTYRE ROAD WATER DISTRICT Surplus (Deficit):	0.00	0.00	0.00	4,133.27	4,133.27	0.00 %
Fund: SW530 - EMERSON ALLEN TOWNLINE RD WATER DISTRICT						
Revenue	19,200.00	19,200.00	0.00	19,204.41	4.41	0.02 %
Expense	19,200.00	19,200.00	0.00	17,538.00	1,662.00	8.66 %
Fund: SW530 - EMERSON ALLEN TOWNLINE RD WATER DISTRICT S	0.00	0.00	0.00	1,666.41	1,666.41	0.00 %
Fund: SW535 - EX 36 - COUNTY ROAD #30 WATER DISTRICT						
Revenue	16,257.00	16,257.00	0.00	16,263.85	6.85	0.04 %
Expense	16,257.00	16,257.00	0.00	5,826.50	10,430.50	64.16 %
Fund: SW535 - EX 36 - COUNTY ROAD #30 WATER DISTRICT Surplu	0.00	0.00	0.00	10,437.35	10,437.35	0.00 %
Fund: SW540 - HOPKINS GRIMBLE WATER DISTRICT						
Revenue	13,038.00	13,038.00	0.00	12,006.01	-1,031.99	7.92 %
Expense	13,038.00	13,038.00	0.00	5,118.75	7,919.25	60.74 %
Fund: SW540 - HOPKINS GRIMBLE WATER DISTRICT Surplus (Defici	0.00	0.00	0.00	6,887.26	6,887.26	0.00 %
Fund: SW545 - HICKOX ROAD WATER DISTRICT						
Revenue	3,500.00	3,500.00	0.00	3,501.74	1.74	0.05 %
Expense	3,500.00	3,500.00	0.00	522.00	2,978.00	85.09 %
Fund: SW545 - HICKOX ROAD WATER DISTRICT Surplus (Deficit):	0.00	0.00	0.00	2,979.74	2,979.74	0.00 %
Fund: SW550 - NOTT RD EXT. 40 WATER DISTRICT						
Revenue	6,089.00	6,089.00	0.00	6,093.78	4.78	0.08 %
Expense	6,089.00	6,089.00	0.00	1,661.00	4,428.00	72.72 %
Fund: SW550 - NOTT RD EXT. 40 WATER DISTRICT Surplus (Deficit):	0.00	0.00	0.00	4,432.78	4,432.78	0.00 %
Fund: SW555 - CO RD 32 EXT. 41 WATER DISTRICT						
Revenue	12,070.00	12,070.00	0.00	12,952.60	882.60	7.31 %
Expense	12,070.00	12,070.00	0.00	3,176.20	8,893.80	73.69 %
Fund: SW555 - CO RD 32 EXT. 41 WATER DISTRICT Surplus (Deficit)	0.00	0.00	0.00	9,776.40	9,776.40	0.00 %
Report Surplus (Deficit):	0.00	-437,465.90	-4,165.85	2,427,491.65	2,864,957.55	654.90 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
AA100 - GENERAL FUND	0.00	-165,113.23	-2,689.38	139,399.07	304,512.30
AA231 - CONTINGENT/TAX RESER	0.00	0.00	0.00	2,654.34	2,654.34
AA232 - CAMPUS REPAIR RESERVI	0.00	0.00	0.00	656.41	656.41
AA233 - TECHNOLOGY RESERVE	0.00	0.00	0.00	52.51	52.51
AA234 - OPEN SPACE RESERVE	0.00	0.00	0.00	3,464.74	3,464.74
AA235 - NYS EMPLOYEE SYSTEM F	0.00	0.00	0.00	952.78	952.78
AA237 - BONDED INDEBTEDNESS	0.00	0.00	0.00	423.16	423.16
AA238 - SOLID WASTE MANAGEN	0.00	0.00	0.00	1,018.22	1,018.22
CL100 - LOCAL SOLID WASTE	0.00	31,590.69	0.00	-21,118.66	-52,709.35
CM100 - (CR) RECREATION.MISCE	0.00	0.00	0.00	12,723.83	12,723.83
DA100 - HIGHWAY	0.00	-258,682.38	0.00	856,144.40	1,114,826.78
DA230 - HWY EQUIPMENT RESER'	0.00	0.00	0.00	902.91	902.91
DA232 - HWY IMPROVEMENT RES	0.00	0.00	0.00	878.23	878.23
DA235 - SNOW/ICE REMOVAL RD	0.00	0.00	0.00	992.28	992.28
HH100 - CAPITAL PROJECTS	0.00	0.00	0.00	1,109,086.32	1,109,086.32
SD600 - RT 332 DRAINAGE DISTRI	0.00	0.00	0.00	63.06	63.06
SD605 - LAKEWOOD MEADOWS D	0.00	0.00	0.00	10.67	10.67
SD610 - ASHTON DRAINAGE DIST	0.00	0.00	0.00	5.38	5.38
SD615 - FOX RIDGE DRAINAGE DIS	0.00	0.00	0.00	12.98	12.98
SD620 - LANDINGS DRAINAGE DIS	0.00	0.00	0.00	2.81	2.81
SD625 - OLD BROOKSIDE DRAINAC	0.00	0.00	0.00	1,656.07	1,656.07
SD630 - LAKESIDE ESTATES DRAIN	0.00	0.00	0.00	3.51	3.51
SD635 - WATERFORD POINT DRAI	0.00	0.00	0.00	3.27	3.27
SD640 - STABLEGATE DRAINAGE C	0.00	0.00	0.00	6.67	6.67
SF450 - FIRE PROTECTION	0.00	0.00	0.00	25,273.36	25,273.36
SL700 - CENTERPOINT LIGHTING C	0.00	0.00	0.00	1,048.53	1,048.53
SL705 - FOX RIDGE LIGHTING DIST	0.00	0.00	0.00	3,616.93	3,616.93
SL710 - LANDINGS LIGHTING DIST	0.00	0.00	0.00	0.49	0.49
SL715 - LAKEWOOD MEADOWS LI	0.00	0.00	0.00	-98.32	-98.32
SL720 - FALLBROOK PARK LIGHTIN	0.00	0.00	0.00	-185.05	-185.05
SS800 - SANITARY SEWER	0.00	0.00	0.00	18,217.30	18,217.30
SW500 - CANANDAIGUA CONSOLI	0.00	-45,260.98	-1,476.47	177,673.94	222,934.92
SW505 - CANANDAIGUA BRISTOL	0.00	0.00	0.00	45,319.47	45,319.47
SW515 - CANANDAIGUA-FARMIN	0.00	0.00	0.00	3,759.07	3,759.07
SW520 - ANDREWS - NORTH ROA	0.00	0.00	0.00	2,557.76	2,557.76
SW525 - MCINTYRE ROAD WATER	0.00	0.00	0.00	4,133.27	4,133.27
SW530 - EMERSON ALLEN TOWNI	0.00	0.00	0.00	1,666.41	1,666.41
SW535 - EX 36 - COUNTY ROAD #:	0.00	0.00	0.00	10,437.35	10,437.35
SW540 - HOPKINS GRIMBLE WATI	0.00	0.00	0.00	6,887.26	6,887.26
SW545 - HICKOX ROAD WATER DI	0.00	0.00	0.00	2,979.74	2,979.74
SW550 - NOTT RD EXT. 40 WATER	0.00	0.00	0.00	4,432.78	4,432.78
SW555 - CO RD 32 EXT. 41 WATE	0.00	0.00	0.00	9,776.40	9,776.40
Report Surplus (Deficit):	0.00	-437,465.90	-4,165.85	2,427,491.65	2,864,957.55

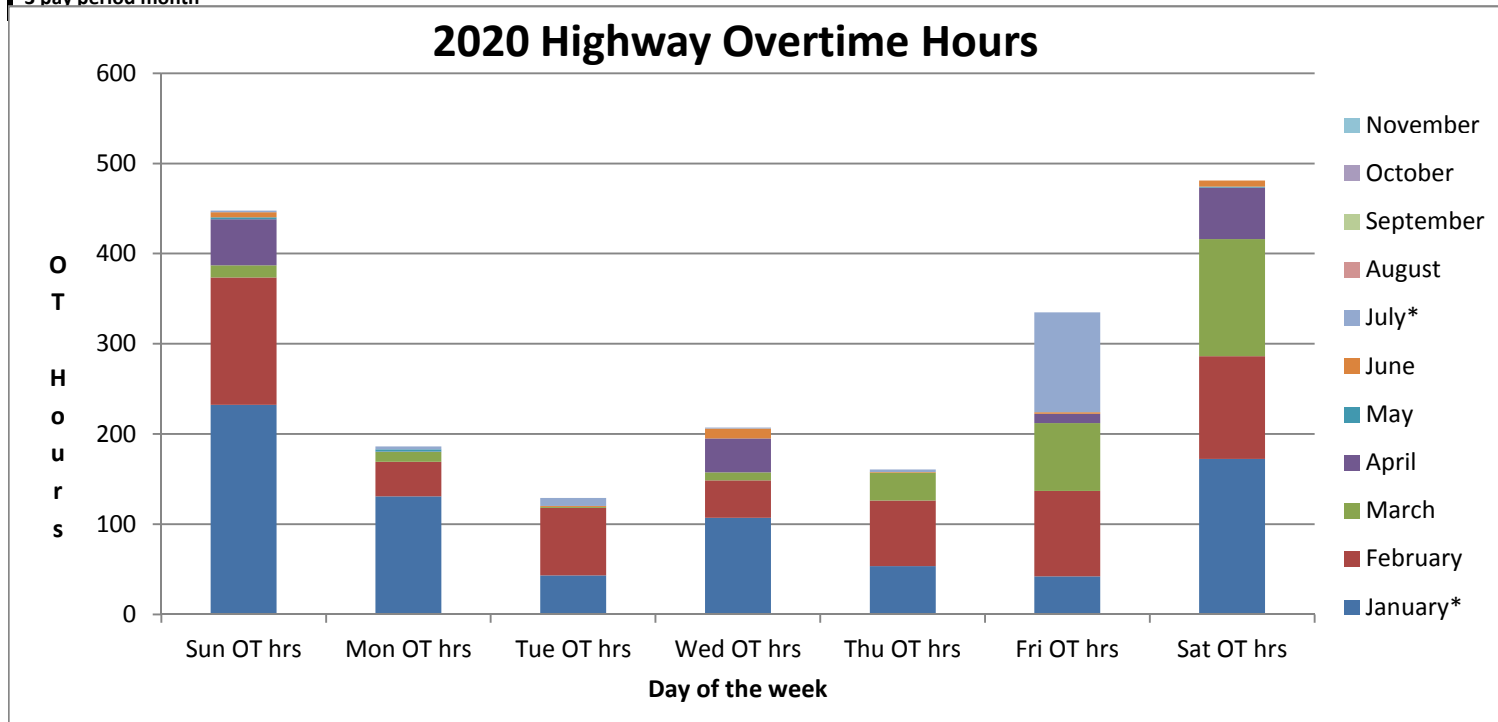
	2013	2014	2015	2016	2017	2018	2019	2020
January	\$28,862.28	\$22,155.51	\$23,046.67	\$4,183.58	\$18,707.18	\$41,679.61	\$32,857.11	\$27,324.64
February	\$18,935.61	\$42,035.88	\$37,674.78	\$12,418.13	\$11,601.64	\$16,910.89	\$26,602.24	\$20,572.14
March	\$9,287.84	\$29,302.83	\$36,977.77	\$14,682.85	\$10,491.75	\$16,677.83	\$21,675.11	\$10,122.18
April	\$1,401.60	\$8,649.62	\$7,173.22	\$4,584.14	\$3,402.95	\$4,524.16	\$3,033.55	\$6,204.17
May	\$1,914.73	\$3,707.54	\$4,618.01	\$5,061.36	\$2,715.51	\$178.52	\$6,696.39	\$236.97
June	\$7,188.71	\$5,730.26	\$8,040.67	\$4,741.15	\$2,060.55	\$1,984.64	\$4,053.52	\$1,112.97
July	\$8,475.63	\$12,116.04	\$7,718.19	\$2,298.19	\$1,664.52	\$4,001.48	\$4,222.09	\$5,123.36
August	\$5,479.85	\$7,085.96	\$4,720.03	\$10,152.84	\$8,794.31	\$10,281.09	\$3,710.81	
September	\$8,704.27	\$3,575.99	\$4,299.72	\$1,962.98	\$1,940.93	\$2,009.68	\$5,625.97	
October	\$1,948.35	\$3,476.09	\$9,558.24	\$3,273.32	\$459.55	\$173.01	\$145.03	
November	\$4,708.75	\$9,158.92	\$844.76	\$2,596.51	\$6,743.01	\$6,656.18	\$6,289.66	
December	\$28,423.96	\$14,038.96	\$1,957.16	\$14,667.81	\$15,086.85	\$17,126.83	\$15,295.31	
Totals	\$125,331.58	\$161,033.60	\$146,629.22	\$80,622.86	\$83,668.75	\$122,203.92	\$130,206.79	\$70,696.43

Overtime Amounts for All Employees 2013-2020



	Sun OT hrs	Mon OT hrs	Tue OT hrs	Wed OT hrs	Thu OT hrs	Fri OT hrs	Sat OT hrs
January*	232.25	131	43.25	107.25	53.5	42.25	172.25
February	141.25	38.25	74.75	41.5	72.75	94.5	114
March	13.5	11	1	8.75	31	75.5	129.75
April	51	0.25	0	37.75	0	10	57.25
May	2.25	2.5	0	0	0	0	1
June	5.5	0	1.25	11	0.5	2	6.75
July*	2	3.25	9	1	2.75	110.5	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
	447.75	186.25	129.25	207.25	160.50	334.75	481.00

*3 pay period month



ATTACHMENT 3

Town of Canandaigua

5440 Routes 5 & 20 West
Canandaigua, NY 14424

ORDINANCE COMMITTEE

Monday August 3rd, 2020, at 9:00 AM

Rev. 8/6/2020

MEETING REPORT

MEETING CALLED BY:	GARY DAVIS		
COMMITTEE MEMBERS:	GARY DAVIS	JOHN CASEY	
	CHUCK OYLER	TOM SCHWARTZ	BOB HILLIARD
SECRETARY:	ERIC COOPER (ABSENT)		
GUESTS:	TERRY FENNELLY	JARED SIMPSON	
	DOUG FINCH	BOB MINCER	

This meeting was held via Zoom. A video recording of the meeting is available for review in the Development Office.

PRIVILEGE OF THE FLOOR

Chair Davis opened the meeting at 9am.

COMMITTEE BUSINESS

- Airport Disclosure Statement

- Councilmember Davis introduced Bob Mincer, Manager of Strategic Assets and Airport Manager at Canandaigua Airport. Mr. Mincer had previously reached out to the Planning Board to request they investigate some solution to the potential conflict between proposed residential development and the airport. One solution discussed is a disclosure statement for new development.
- Councilmember Fennelly asked how the Town currently treats development and farmland disclosures. Mr. Finch noted how we put this on Site Plans, state required ag data statements.
- Councilmember Fennelly asked whether people would actually see those notes. Mr. Finch answered that they may initially but this becomes more difficult over time. Mr. Oyler asked whether these must be signed off on by the buyers. Mr. Finch noted that sometimes it may be depending on the rules.
- Councilmember Davis asked who would enforce this. Mr. Finch responded that the Town Board could prepare a local law similar to the On-Site Wastewater, but questioned whether the need to do so was apparent.
- Mr. Mincer briefly described the plans for expansion of the airport.
- Mr. Schwartz and Mr. Casey questioned the need for such an ordinance.
- Mr. Oyler requested that the Planning Board condition approval on the plans containing an appropriate note rather than requiring a deed disclosure statement. The Committee and guess agreed to this proposal.

- Watercourse Setback

- Mr. Oyler read an email from Eric Cooper, Town Planner, detailing the issue as it exists in Town Code today.
 - *“For background, we have been enforcing this 100 ft. setback faithfully for some time. In reviewing a recent permit, I originally denied it because it was within 100 ft. of the stream. The applicant discussed it further with me where he challenged my interpretation of Town Code, specifically that clause about “carrying water on an average of six months of the year”. In my diligence, I considered his objection.*
“While the Town does have a list of streams and watercourses, we do not keep track of how often each flows. Doing such a study would require continual monitoring of each stream for numerous year to find that average time carrying water. I contacted Kevin Olvany to see whether he had such information. He told me he did not, and that he has for some time objected to that clause which had now become an issue. I also reached out to NYS DEC to investigate whether they had that information and whether there was anything inherent in their definition of a Class C stream (as this stream and most are within the Town) that necessitates it carrying water for 6 months. As with Kevin, the DEC did not have that information and it is not inherent in their classification. Without that information, enforcement is an issue. As added context, this is a old section of code, dating back at least to 1985 in its current form so the intent and original use is unknown.
“To avoid future confusion, delay and objection to a section of Code that we do not have the information to enforce, I am suggesting that we define a “protected watercourse” that is essentially a copy of the DEC’s stream definitions and maps and require 100 ft. from such watercourse. Chris Jensen reviewed the draft as well and is good with current language.”
- Mr. Schwartz asked whether the Drainage Ditches in Uptown are still considered “protected watercourse.” Mr. Finch pulled up the map noting that they are considered a Class C stream. The question largely related to how the Town will enforce setback requirements on Watercourse that have been previously modified.
- The Committee agreed with moving the draft as prepared by Mr. Cooper and presented by Mr. Oyler forward.
- Councilman Davis asked how often DEC maps are updated. Mr. Oyler replied that they may be updated every few years. *Editor’s Note: DEC stream maps have generally not been updated since the 1970’s. GIS information was created in 2008.*

- **Zombie Property**

- Mr. Finch introduced the idea of Zombie properties to the Committee and the history of the Committee’s efforts on Property Maintenance. NYS provides a definition for zombie properties and has passed legislation in recent years in an effort to fight blight. He highlighted an example whereby a lender is required to establish a surety when entering the foreclosure process.
- Mr. Schwartz asked what the Town would do if the Bank does not communicate with the Town. Mr. Finch stated that if the Local Law is not complied with a lien would be placed on the property.
- Mr. Oyler requested information on fire and safety requirements for zombie properties. Mr. Finch responded that this could be a part of the Town’s zombie property law if the Committee wished to go to that extent.
- In discussion of existing problem properties, Mr. Finch noted that owner occupied properties would not be covered by a zombie property law.

- The Committee felt comfortable with moving forward with a draft Zombie Property Law and a draft would be prepared.
- Mr. Casey asked whether the Town was prepared to enforce this. Mr. Finch responded that with regards to lawn maintenance, the Town is. With regard to property improvements that is a question to be answered.
- **Permeable Pavers**
 - Mr. Casey introduced this issue. He notes that the ZBA looks favorably on using permeable pavers and the existing zoning code looks unfavorably on these materials despite their beneficial use. Mr. Hilliard echoed this.
 - Councilmember Fennelly questioned how this might be implemented, whether using the manufacturers data on permeability to discount lot coverage.
 - Mr. Finch brought up the history of the Lot Coverage regulations approved in 2015, where similar details were discussed. At that time, the Board decided to limit the inclusion of permeability due to its administrative difficulty and enforcement after the fact.
 - Mr. Hilliard suggested bringing in developers who the Town hears from often to help draft such a code.
 - Mr. Schwartz suggested that any code limits its applicability to driveway areas and a certain percentage of lot coverage.
- As the meeting drew to a close, Mr. Schwartz asked for an update on Short Term Rentals. Mr. Finch replied that we need a registration system and the Town can work towards that.

Upcoming Meetings:

- **September 8th, 2020 @ 9:00 am**
 - **TBD**

Adjournment @ 10:00 am

ATTACHMENT 4

Sarah Reynolds

From: Cathy Menikotz <cmenikotz@townofcanandaigua.org>
Sent: Monday, June 15, 2020 8:31 AM
To: Doug Finch; Jared Simpson; Linda Dworaczyk; Gary Davis; Terrence Fennelly; Jean Chrisman
Subject: Fwd: Re: Squaw Island
Attachments: image006.png

FYI and for communications binder.

From: Edward Randolph <neonkokugen@gmail.com>
To: Cathy Menikotz <cmenikotz@townofcanandaigua.org>
Date: Fri, 12 Jun 2020 17:17:52 -0400
Subject: Re: Squaw Island

Good afternoon,

I want to first thank you for taking the time for responding to my concerns. On your recommendation I decided to contact the DEC. I have been contacted by Natural Resource Supervisor Mark Gooding who is interested in supporting our efforts in changing the name of Squaw Island. Gooding explained to me the process would likely involve the city or town having to place a application to the USGS. Gooding has also expressed interest in communicating with all the involved parties, including the town of canandaigua in this effort. I have included a copy of the email sent to me by Mr. Gooding who has also expressed his support for its change.

Mr. Randolph,

I received your email requesting DEC assistance regarding a name change for Squaw Island. DEC supports a name change. However, I believe a request from the City would be the most appropriate and the DEC could provide a letter of support or other support as needed.

The first step is to request the change to the USGS – please use the following links for more information. <https://www.usgs.gov/core-science-systems/ngp/board-on-geographic-names/how-do-i> and https://www.usgs.gov/faqs/how-can-i-propose-a-name-change-a-natural-feature?qt-news_science_products=0#qt-news_science_products. The state process for name change request review is outlined at <http://www.nysm.nysed.gov/research-collections/geographic-names>

I have also informed DEC Executive, DEC Region 8 Regional Director and DEC Indian Nations Affairs Coordinator of your request so they are aware of the issue. Please contact me so we can discuss the matter and move together towards an acceptable resolution with all of the involved parties.

Regards - Mark




Mark Gooding

Natural Resources Supervisor, Region 8

New York State Department of Environmental Conservation

6274 East Avon-Lima Road, Avon, NY 14414

P: (585) 226-5466 | F: (585) 226-6323 | mark.gooding@dec.ny.gov

www.dec.ny.gov |  |  | 



On Thu, Jun 11, 2020, 10:31 AM Cathy Menikotz <cmenikotz@townofcanandaigua.org> wrote:

Good Morning Mr. Randolph,
Although Squaw Island is physically located within the Town of Canandaigua the property is not owned by the Town. The property is owned by New York State and managed by the New York State Department of Conservation and designated as a State Unique Area. I would suggest, therefore, that you forward your request to our State representatives who represent the geographic area encompassed by the island, Assemblyman Brian Kolb and New York State Senator Pam Helming and, perhaps, the DEC for further direction.

Regards,
Cathy Menikotz
Town of Canandaigua Supervisor

From: Edward Randolph <neonkokugen@gmail.com>
To: cmenikotz@townofcanandaigua.org,
gdavis@townofcanandaigua.org, ldworaczyk@townofcanandaigua.org,
tfennelly@townofcanandaigua.org, jsimpson@townofcanandaigua.org
Date: Wed, 10 Jun 2020 18:13:26 -0400
Subject: Squaw Island

Good Afternoon Members of Canandaigua Council,

I am contacting you in regards to Squaw Island Protected Area located in Canandaigua, NY. As you may know regarding current events consuming "Black Lives Matter" have pushed forth a lot of cities, towns and even states to review a lot of their personal hold on things such as monuments, street names and so on.

It has become a bit of a discussion regarding the name place of "Squaw Island". As you may be aware the term "Squaw" is a derogatory term that is meant to cast a Native American woman in a negative light. In 2015, the Seneca nation petitioned the city of Buffalo to change the name of their own Squaw Island to what is now known as Unity Island.

Seneca Nation President Maurice John Sr., and Chief G. Ava Hill of the Six Nations President of the Grand River wrote:

"The continued use and acceptance of the word 'Squaw' only perpetuates the idea that indigenous women and culture can be deemed as impure, sexually perverse barbaric and dirty ... Please do eliminate the slur 'Squaw' from your community."

I am contacting a multiple of individuals I hope will be able to assist in this matter. Including multiple Native American organizations and nations, the NYSECON who take care of the island, and also local and state officials.

I know after long discussions that my community has a united understanding in changing the horrible misunderstood history of this Island. We have in a conservative effort dubbed the idea of replacing the name as "Treaty Island" in respect to the 1794 treaty in Canandaigua, one of the longest running treaties between the United States and the Native American people.

I do not know your personal position on the matter, nor do I know if the Town of Canandaigua actually has the power to change this. I have contacted a multiple of Native American organizations, the New York State Department of Environmental Conservation, and now I am

||| contacting you in seeking out further information regarding this matter. I think together we can make Canandaigua a more welcoming and greater city than it already is.

Sarah Reynolds

From: Edward Randolph <neonkokugen@gmail.com>
Sent: Thursday, June 18, 2020 5:55 PM
To: dfinch@townofcanandaigua.org
Subject: Re: Squaw Island

Thank You,

I appreciate the quick response to this matter. I am happy to hear that the Town will be taking this matter seriously and are reaching out to the appropriate parties to hear the word of the Native American community. The fact that the local politicians have taken on this matter so quickly and taken the Native American community opinions so seriously is really a positive thing.

Thank you for your hard work and taking the time to respond to my personal email regarding this ongoing matter.

Thank you once again,
Edward Randolph

On Thu, Jun 18, 2020 at 4:32 PM <dfinch@townofcanandaigua.org> wrote:

Mr. Randolph,

Thank you so much for your email. We have received your correspondence, and we are looking to possibly draft a resolution in support of the name amendment for the July meeting.

I have sent an email to Peter Jemison with Ganondagan and was hoping to get a response from him with his thoughts before we take action on this matter.

Doug Finch, Town Manager

Town of Canandaigua

5440 Route 5 & 20 West

Canandaigua, NY 14424

Phone: (585)394-1120 ext. 2234

Email: dfinch@townofcanandaigua.org

**** If you need immediate assistance and are not able to reach me please contact Sarah Reynolds (sreynolds@townofcanandaigua.org) or by phone (585)394-1120 ext. 2232**

From: Jean Chrisman <jchrisman@townofcanandaigua.org>
Sent: Thursday, June 18, 2020 2:58 PM
To: 'Edward Randolph' <neonkokugen@gmail.com>
Cc: dfinch@townofcanandaigua.org
Subject: RE: Squaw Island

Good Afternoon Edward,

Thank you for reaching out to the Town with your email below. I have copied Town Manager Doug Finch on this response. He will be able to answer your questions.

Thanks again and have a great day.

Jean Chrisman

Town Clerk / Receiver of Taxes

Town of Canandaigua

5440 Route 5 & 20 West

Canandaigua NY 14424

(585) 394-1120 Ext 2225

Fax: (585) 394-9476

From: Edward Randolph <neonkokugen@gmail.com>
Sent: Thursday, June 18, 2020 12:05 PM
To: info@townofcanandaigua.org
Subject: Squaw Island

Good Afternoon,

I am sending you a message in regard to the issue regarding Squaw Island. I have sent messages to the town before regarding this and I know I was sent back information regarding the fact that the island is owned by the state and I thank you for that information. As I have spoken to the New York Department of Environmental Conservation and they support the efforts to change the name, as they are interested in speaking to both the Town and City.

The City a few days ago have decided they will also be taking up discussion regarding the changing of the name of Squaw Island, as many members have expressed their support to the idea. That discussion is on July 7th.

I have also been in discussion with Ganondagan regarding this matter and they have supported the idea of change.

I have spoken to the head of the Missing and Murdered Indigenous Women USA and they also have supported that this name must be changed, they will be voicing their support to the NY DEC.

As the island falls within the boundaries of the Town the opinions of the Town will likely have an important effect on this matter. Has the Town taken any steps in this regard to respond to the message I have sent previously? Is the Town going to be working with the City in the coming weeks regarding discussion on the changing of the names? What is the town's opinion regarding the fact that several Native organizations have pointed to the desire for change?

I thank you for taking the time to read this email. I hope that the interests of the Town, City and the Native Americans can come to an understanding on this matter. We live in tough times, but we can make positive changes.

Thank you,

Edward Randolph

Jean Chrisman
Town Clerk / Receiver of Taxes
Town of Canandaigua
(585) 394-1120 Ext 2225

From: [Edward Randolph](#)
To: dfinch@townofcanandaigua.org
Subject: Re: Squaw Island
Date: Monday, June 22, 2020 8:52:13 PM

Good Afternoon,

I was able to get in touch with Mr. Jemison. He is very happy that the Town is taking up the cause of changing the name of the island and has even written up a list of possible replacement names. I have provided him with your contact information and told him you are interested in speaking with him. I hope he will be contacting you soon.

You can also contact Mr. Jemison at jemisongerald@gmail.com if need be.

Thanks,
Edward Randolph

On Mon, Jun 22, 2020, 11:07 AM Edward Randolph <neonkokugen@gmail.com> wrote:
Good Morning,

I spoke to Peter Jemison a little over a week ago concerning this matter. I have not been able to contact him since progress has been made in this regard. I know the NY DEC and the Missing and Murdered Indigenous Women USA expressed they both were also going to be reaching out to Jemison as well though I don't know if they were successful in contacting him. I will include a copy of Jemison describing his feelings regarding the Squaw Island issue.

On Mon, Jun 22, 2020 at 10:18 AM <dfinch@townofcanandaigua.org> wrote:

Mr. Randolph,

I still have not heard from Peter Jemison. Have you had communication with him about this matter? Do you have anything you could forward to me?

Doug Finch, Town Manager

Town of Canandaigua

5440 Route 5 & 20 West

Canandaigua, NY 14424

Phone: (585)394-1120 ext. 2234

Email: dfinch@townofcanandaigua.org

*** If you need immediate assistance and are not able to reach me please contact Sarah Reynolds (sreynolds@townofcanandaigua.org) or by phone (585)394-1120 ext. 2232*

From: Edward Randolph <neonkokugen@gmail.com>
Sent: Thursday, June 18, 2020 5:55 PM
To: dfinch@townofcanandaigua.org
Subject: Re: Squaw Island

Thank You,

I appreciate the quick response to this matter. I am happy to hear that the Town will be taking this matter seriously and are reaching out to the appropriate parties to hear the word of the Native American community. The fact that the local politicians have taken on this matter so quickly and taken the Native American community opinions so seriously is really a positive thing.

Thank you for your hard work and taking the time to respond to my personal email regarding this ongoing matter.

Thank you once again,

Edward Randolph

On Thu, Jun 18, 2020 at 4:32 PM <dfinch@townofcanandaigua.org> wrote:

Mr. Randolph,

Thank you so much for your email. We have received your correspondence, and we are looking to possibly draft a resolution in support of the name amendment for the July meeting.

I have sent an email to Peter Jemison with Ganondagan and was hoping to get a response from him with his thoughts before we take action on this matter.

Doug Finch, Town Manager

Town of Canandaigua

5440 Route 5 & 20 West

Canandaigua, NY 14424

Phone: (585)394-1120 ext. 2234

Email: dfinch@townofcanandaigua.org

*** If you need immediate assistance and are not able to reach me please contact Sarah Reynolds (sreynolds@townofcanandaigua.org) or by phone (585)394-1120 ext. 2232*

From: Jean Chrisman <jchrisman@townofcanandaigua.org>

Sent: Thursday, June 18, 2020 2:58 PM

To: 'Edward Randolph' <neonkokugen@gmail.com>

Cc: dfinch@townofcanandaigua.org

Subject: RE: Squaw Island

Good Afternoon Edward,

Thank you for reaching out to the Town with your email below. I have copied Town Manager Doug Finch on this response. He will be able to answer your questions.

Thanks again and have a great day.

Jean Chrisman

Town Clerk / Receiver of Taxes

Town of Canandaigua

5440 Route 5 & 20 West

Canandaigua NY 14424

(585) 394-1120 Ext 2225

Fax: (585) 394-9476

From: Edward Randolph <neonkokugen@gmail.com>
Sent: Thursday, June 18, 2020 12:05 PM
To: info@townofcanandaigua.org
Subject: Squaw Island

Good Afternoon,

I am sending you a message in regard to the issue regarding Squaw Island. I have sent messages to the town before regarding this and I know I was sent back information regarding the fact that the island is owned by the state and I thank you for that information. As I have spoken to the New York Department of Environmental Conservation and they support the efforts to change the name, as they are interested in speaking to both the Town and City.

The City a few days ago have decided they will also be taking up discussion regarding the changing of the name of Squaw Island, as many members have expressed their support to the idea. That discussion is on July 7th.

I have also been in discussion with Ganondagan regarding this matter and they have supported the idea of change.

I have spoken to the head of the Missing and Murdered Indigenous Women USA and they also have supported that this name must be changed, they will be voicing their support to the NY DEC.

As the island falls within the boundaries of the Town the opinions of the Town will likely have an important effect on this matter. Has the Town taken any steps in this

regard to respond to the message I have sent previously? Is the Town going to be working with the City in the coming weeks regarding discussion on the changing of the names? What is the town's opinion regarding the fact that several Native organizations have pointed to the desire for change?

I thank you for taking the time to read this email. I hope that the interests of the Town, City and the Native Americans can come to an understanding on this matter. We live in tough times, but we can make positive changes.

Thank you,

Edward Randolph

Jean Chrisman
Town Clerk / Receiver of Taxes
Town of Canandaigua
(585) 394-1120 Ext 2225

**City of Canandaigua
RESOLUTION #2020-051**

A RESOLUTION SUPPORTING THE EFFORT TO RENAME SQUAW ISLAND

WHEREAS, Squaw Island, a wildlife management area under the jurisdiction of the New York State Department of Environmental Conservation (NYSDEC), is an island located in Canandaigua Lake, just outside of City Limits, that is visible from the City Pier; and

WHEREAS, while it is widely believed that the island got its name from its purported use as a place of refuge for Iroquois women during the Revolutionary War, the term “squaw” is considered to be a derogatory English term meant to cast Native American Women in a negative light; and

WHEREAS, recently, a member of the community approached City Council asking to have the name of Squaw Island changed, pointing out that other communities, including City of Buffalo, have taken similar action by renaming their own Squaw Island to what is now known as Unity Island in 2015; and

WHEREAS, the City has no jurisdictional authority to rename the island, as it lays in the Town of Canandaigua and under the jurisdiction of the NYSDEC; and

WHEREAS, despite not having the ability to change the name, City Council firmly believes that the offensive name “Squaw Island” should be changed to something more appropriate;

NOW, THEREFORE, BE IT RESOLVED, that City Council recognizes the derogatory and defamatory stigma attached to the name “Squaw Island,” and fully supports the efforts being made to have it renamed.

ADOPTED this 6th day of August, 2020.

ATTEST:

Nancy Abdallah
City Clerk/Treasurer

From: [Gerald Jemison](#)
To: [Edward Randolph](#); [Joe Stahlman](#); david.witt@dec.ny.gov; dfinch@townofcanandaigua.org
Subject: The Island
Date: Tuesday, July 28, 2020 4:34:07 PM

The name change I am proposing is
Skenoh Island the word in our language
means Health, Peace. It can serve as a greeting between people. This comes from
Onondowagah Gaweno translates
Language of the People of the Great Hill. That is what we Seneca refer to ourselves as
Onondowagah.
The word you have currently been using for the Island in the Mohawk language refers to
woman's private part.
The Canandaigua Treaty signed right up the hill from the Island was a treaty to create Peace
between the Six Nations and the United States of America.
In closing it has been a long time coming but this is the right time to give the Island a
respectful name.
We can work out the final spelling converting Seneca to an English spelling.
Nya weh (thank you)
G. Peter Jemison

ATTACHMENT 5



Town of Canandaigua , NY

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT00933 - 2020-07-21 KSJ Budget Transfers per TM

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000112	2020 Adopted Town Budget	2020-07-21 Budget Transfer per TM	7/21/2020

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
AA100.1410.200.00000	TOWN CLERK.CAPITAL.EQUIPM	2020-07-21 Budget Transfer per TM	850.00	-30.00	820.00
January: -2.50	April: -2.50	July: -2.50	October: -2.50		
February: -2.50	May: -2.50	August: -2.50	November: -2.50		
March: -2.50	June: -2.50	September: -2.50	December: -2.50		
AA100.3510.400.00000	DOG CONTROL CONTRACTUAL	2020-07-21 Budget Transfer per TM	24,600.00	30.00	24,630.00
January: 2.50	April: 2.50	July: 2.50	October: 2.50		
February: 2.50	May: 2.50	August: 2.50	November: 2.50		
March: 2.50	June: 2.50	September: 2.50	December: 2.50		

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000113	2020 Adopted Town Budget	2020-07-21 Budget Transfer per TM	7/21/2020

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
AA100.1010.400.00000	TOWN BOARD.CONTRACTUAL	2020-07-21 Budget Transfer per TM	250.00	200.00	450.00
January: 16.67	April: 16.67	July: 16.67	October: 16.67		
February: 16.67	May: 16.67	August: 16.67	November: 16.67		
March: 16.67	June: 16.67	September: 16.67	December: 16.63		
AA100.1990.400.00000	CONTINGENCY	2020-07-21 Budget Transfer per TM	62,000.00	-200.00	61,800.00
January: -16.67	April: -16.67	July: -16.67	October: -16.67		
February: -16.67	May: -16.67	August: -16.67	November: -16.67		
March: -16.67	June: -16.67	September: -16.67	December: -16.63		

Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2020 Adopted	2020 Adopted Town Budge	AA100.1010.400.00000	TOWN BOARD.CONTRACTUAL	250.00	200.00	450.00
		AA100.1410.200.00000	TOWN CLERK.CAPITAL.EQUIPMEN	850.00	-30.00	820.00
		AA100.1990.400.00000	CONTINGENCY	62,000.00	-200.00	61,800.00
		AA100.3510.400.00000	DOG CONTROL CONTRACTUAL	24,600.00	30.00	24,630.00
		2020 Adopted Total:		87,700.00	0.00	87,700.00
		Grand Total:		87,700.00	0.00	87,700.00



Town of Canandaigua , NY

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT00977 - 2020-08-03 KSJ BA for DA Medical

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000118	2020 Adopted Town Budget	2020-08-03 BA for DA Medical Expenses	8/3/2020

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
DA100.9060.810.00000	MEDICAL/DENTAL INSURANCE	2020-08-03 BA for DA Medical Expenses	135,000.00	-1,200.00	133,800.00
January: -100.00	April: -100.00	July: -100.00	October: -100.00		
February: -100.00	May: -100.00	August: -100.00	November: -100.00		
March: -100.00	June: -100.00	September: -100.00	December: -100.00		
DA100.9060.830.00000	HSA ACCOUNT	2020-08-03 BA for DA Medical Expenses	37,000.00	1,200.00	38,200.00
January: 100.00	April: 100.00	July: 100.00	October: 100.00		
February: 100.00	May: 100.00	August: 100.00	November: 100.00		
March: 100.00	June: 100.00	September: 100.00	December: 100.00		

Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After	
2020 Adopted	2020 Adopted Town Budge	DA100.9060.810.00000	MEDICAL/DENTAL INSURANCE	135,000.00	-1,200.00	133,800.00	
		DA100.9060.830.00000	HSA ACCOUNT	37,000.00	1,200.00	38,200.00	
		2020 Adopted Total:			172,000.00	0.00	172,000.00
		Grand Total:			172,000.00	0.00	172,000.00

ATTACHMENT 6

Date Prepared: 08/11/2020 01:13 PM
Report Date: 08/11/2020
Account Table:
Alt. Sort Table:

TOWN OF CANANDAIGUA
Expense Ledger

Fiscal Year: 2017 Period From: 1 To: 12 Trans. Date From: To:

Account No. Date	Vendor Code	Description Vendor Name/Description	PO No. / Trans No. Req (*)	Voucher No.	Check No.	YTD Appropriation	Req/Enc	Expenditure	YTD Unencumb
H.1420.400.249C		ATTORNEY.CONTRACTUAL.WATER DIST EXT #42, WOOLHOUSE-ROSSIER				0.00			
07/17/17	BROCK	BROCKLEBANK FIRM WATER DISTRICT #42		8385	9112		0.00	425.00	
08/21/17	BROCK	BROCKLEBANK FIRM EXT. \$42		8478	9219		0.00	15.00	
11/20/17	REEVEBR	REEVE BROWN PLCC EXTENSION 42		8880	9648		0.00	260.00	
									(700.00)
Grand Total						0.00	0.00	700.00	(700.00)

Date Prepared: 08/11/2020 01:14 PM
Report Date: 08/11/2020
Account Table:
Alt. Sort Table:

TOWN OF CANANDAIGUA
Expense Ledger

Fiscal Year: 2018 Period From: 1 To: 12 Trans. Date From: To:

Account No. Date	Vendor Code	Description Vendor Name/Description	PO No. / Trans No. Req (*)	Voucher No.	Check No.	YTD Appropriation	Req/Enc	Expenditure	YTD Unencumb
H.1420.400.249C		ATTORNEY.CONTRACTUAL.WATER DIST EXT #42, WOOLHOUSE-ROSSIER				10,000.00			
07/16/18	NADLER	LAW OFFICES OF CHRISTIAN M. NADLER EXTENSION #42		9895	10577		0.00	740.00	
Grand Total						10,000.00	0.00	740.00	9,260.00

ATTACHMENT 7



Town of Canandaigua , NY

Fund Balance Report

As Of 08/11/2020

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
SW500 - CANANDAIGUA CONSOLIDATED WATER DISTRICT	2,275,854.45	906,114.19	536,836.18	2,645,132.46
Report Total:	2,275,854.45	906,114.19	536,836.18	2,645,132.46

ATTACHMENT 8



Distributed Technology Group (DTG) Proposal To:

Town of Canandaigua

Attn. Jean Chrisman

5440 Route 5 & 20 West

Canandaigua, NY 14424

jchrisman@townofcanandaigua.org

Proposal for Cybersecurity Assessment and Plan

Distributed Technology Group (DTG)

Tom McCabe

585-755-7201

tmccabe@dtg.com

Introduction: Distributed Technology Group (DTG) is a local value-added reseller (VAR) focusing on Information Technology security and infrastructure solutions. DTG is based in Syracuse, NY, and is a NY State certified service-disabled veteran-owned small business.

As your RFP is asking for a comprehensive cybersecurity and risk management assessment and plan, DTG is working with our security partner CyFlare for our proposal. CyFlare, a top 100 Global Managed Security Services Provider (MSSP) based in Victor, NY, is a Security Operations Center (SOC) that focuses solely on providing security-based solutions to their customers including providing risk assessments and future planning. DTG and Cyflare have worked with several education and local county clients that can be made available for reference.

CyFlare has recently been awarded with Victor Technology Company of the year as a result of providing high value cyber security solutions in partnership with DTG.

Proposal Overview: DTG and CyFlare are proposing our consulting services to provide a comprehensive IT Cybersecurity Vulnerability Assessment which will include the following:

- Review of the current state of the Town's Information Technology (IT) Security environment
- Identify potential vulnerabilities in all areas of the Town
- Develop a mitigation plan / roadmap to address the identified vulnerabilities

DTG and CyFlare's security methodology generally follows the recommended industry best practices as detailed in the 'Framework for Improving Critical Infrastructure Cybersecurity' (developed by the National Institute for Standards and Technology (NIST)). This includes the following:

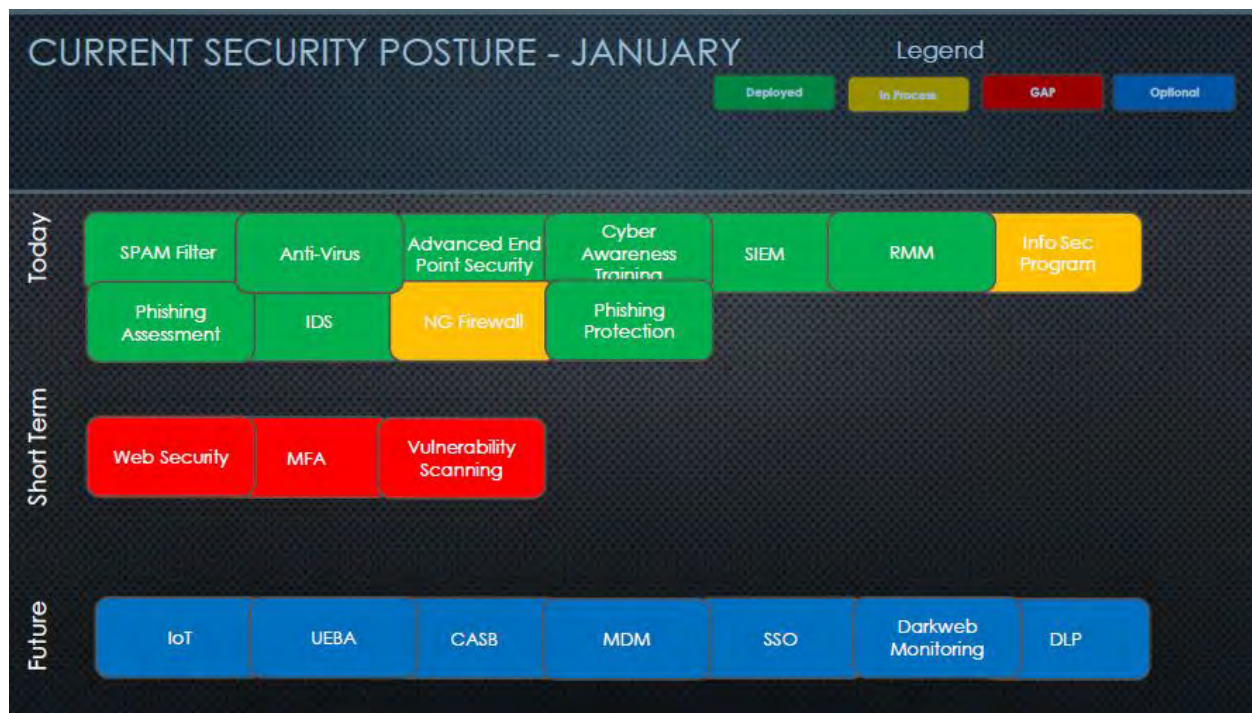
- 1) Describe the current cybersecurity posture
- 2) Describe their target state for cybersecurity (Sample provided as part of this response)
- 3) Identify and prioritize opportunities for improvement within the context of a continuous and repeatable process

If our proposal is selected and we continue to work with the Town on implementing the recommended plans, we will perform the following:

- 4) Implement planned solutions and assess progress toward the target state
- 5) Communicate among internal stakeholders about cybersecurity risk and solutions to address the risk.

The following is an example of an overview of a security assessment and a corresponding roadmap which illustrates where security solutions are currently deployed, where there are

gaps / weaknesses and recommended priority areas that should be addressed to progress toward the target state. Expanded sample reports are also attached.



DTG / CyFlare IT Cybersecurity Assessment: As part of our proposal, DTG / CyFlare's assessment will include a written report of the following items:

- Test for susceptibility to Advanced Persistent Threats (APTs) such as viruses, malware, Trojan horses, botnets and other targeted attack exploits. Evaluate the Town of Canandaigua's current threat posture including antivirus and Intrusion Detection and Prevention (IDP) capabilities.
- Review the Town's current Supervisory Control and Data Acquisition (SCADA) water systems for security vulnerabilities. As part of the SCADA assessment, we will provide an asset discovery scan to discover all items that are part of your system and perform a vulnerability scan on these specific items and the network they reside on. As we understand this area is critical to your residents, we will provide a separate specific assessment report based on our findings.
- Review wireless network system components for security vulnerabilities, validating system-specific configurations and known exploits.
- Validate system-specific configurations and review for known exploits. This includes firewalls, switches and routers, Microsoft Active Directory, email and file servers, web servers, wireless routers, VPN, VoIP and CCTV systems.
- Assess VoIP network system components for security vulnerabilities, validating system-specific configurations and reviewing for known exploits.

- Review existing IT policies and procedures and will generate a report that makes recommendations for changes and/or additional policy and procedure development.

DTG / CyFlare Proposed Vulnerability Assessment

The following will be completed as part of our proposed vulnerability assessment. Our approach includes these phases and associated tasks as well as the listed deliverables.

Phase 1

- External Penetration Test
- Foot-printing
- Black Box Host Discovery and Enumeration
- Hold Internet Accessible IPs Address True-up Meeting
- Perform Comprehensive Vulnerability Assessment of Internet Accessible Systems
- Provide client with exports of the vulnerability scans
- Hold Penetration Target Meeting
- Perform Penetration Test Activities on Identified Targets (Exploitation & Escalation)
- Immediate Communicate Significant Issues to client
- Perform Penetration Test Using Variable Source IP addresses
- Perform Testing without Restrictions on the Days and Times when Testing can Occur

Phase 2

- Review all of the data collected onsite
- Parse all of the network traffic
- Analyze the NESSUS / NMAP scans
- Build the inventory in Excel
- Compare the data collected to vulnerability databases and known exploits
- Rank and prioritizes all of the findings according to the risk and likelihood they would happen
- Provide recommendations on solutions to address identified gaps

Deliverable Materials

- Executive Summary
- Executive Presentation
- Technical Report
- Technical Presentation
- Roadmap / potential statements of works (SOWs) to implement the recommended security solutions and have DTG / CyFlare manage the solutions on an on-going basis.

As part of our proposal, we are requesting the following from Town personnel
Client Responsibilities

- Provide in scope IP addresses and network segments
- Attend status meetings as requested
- Assist with hardware / software required to complete the scope of work as mutually agreed

DTG / CyFlare Proposal / Statement of Work: If the Town decides to accept our proposal, please notify DTG (contact information below). DTG and CyFlare will formalize the items in our proposal as well as the below pricing into a formal Statement of Work (SOW) that would need to be signed by the Town.

DTG / CyFlare Proposal Pricing:

The purchase price for all of the specified items in our proposal is \$25,000.

The price includes all travel expenses and any other associated expenses incurred by DTG / CyFlare during the project.

Sample Reports:

As part of our proposal, we are attaching sample reports and plans that we have done for other clients with similar environments to yours.

Summary:

DTG and CyFlare would like to thank you for the opportunity to bid on your Request for Proposal for a Cybersecurity Assessment and Plan.

Please let us know if you have any questions concerning our proposal or if you would like to proceed with us toward a formal statement of work (SOW) for the project.

Thank you again and we very much look forward to working with you going forward.

Tom McCabe

Account Executive
Distributed Technology Group (DTG)
488 S. Warren Street, Suite 501
Syracuse, NY 13202
585-755-7201
tmccabe@dtg.com

Joe Morin

CEO
CyFlare
600 Fishers Station Road, Suite 125
Victor, NY 14564
585-326-2747
joe@CyFlare.com

Sarah Reynolds

From: David Foster <DFoster@dumac.com>
Sent: Thursday, July 16, 2020 2:08 PM
To: 'sreynolds@townofcanandaigua.org'
Subject: RE: DTG and CyFlare reference

Hi Sarah,

I provided feedback inline below in [blue](#).

David Foster

VP Information Services

DUMAC Business Systems, Inc.
(315) 898-2713 (Direct)
(315) 463-1010 (Office) | (315) 463-1980 (Fax)
19 Corporate Circle | East Syracuse, NY 13057

dumac.com



Notice: This E-mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. §§2510-2521, is confidential and may be legally privileged. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution, or copying of this communication is strictly prohibited. Please reply to the sender that you have received the message in error, then delete it. Thank you. This message (and any associated files) is intended only for the use of the individual or entity to which it is addressed and may contain information that is confidential, subject to copyright or constitutes a trade secret. Messages sent to and from us may be monitored. Internet communications cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. Therefore, we do not accept responsibility for any errors or omissions that are present in this message, or any attachment, that have arisen as a result of e-mail transmission. If verification is required, please request a hard-copy version. Any views or opinions presented are solely those of the author and do not necessarily represent those of DUMAC Business Systems, Inc.

From: Sarah Reynolds <sreynolds@townofcanandaigua.org>
Sent: Thursday, July 9, 2020 11:45 AM
To: David Foster <DFoster@dumac.com>
Subject: DTG and CyFlare reference

CAUTION! This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. For any questions please contact techservices@dumac.com

Hello Dave,

My name is Sarah Reynolds and I am the Administrative Coordinator for the Town of Canandaigua. We are considering hiring DTG and CyFlare to provide a cybersecurity assessment and plan for our municipality and are hoping you could answer a few questions for us about the two companies. I am available to talk until 1pm today (Cell: 509-496-6137) or you can email me any time if that's easier for you—the questions we have are below. Any other feedback you may have about either of the companies would be very much appreciated as well. Thank you in advance for your time.

1. What was communication like during the time you worked with DTG and CyFlare? Were they quick to respond to questions? Did they explain processes clearly and answer questions in easy to understand language?

I have worked with DTG for a very long time. They are always responsive to questions regarding quotes or billing. Cyflare is likewise responsive and assigned a Customer Success Manager to our account. He is our go-to and communicates in a very easily understood manner.

2. Did they provide regular (daily/weekly) reports or summaries of work during the project or was it only when asked?

I honestly can't remember the cadence of project reporting. I don't remember any issues with project updates. I'm sure if you stipulated how often and in what manner project progress should be reported they wouldn't have an issue adhering to it.

3. Do you feel that they were knowledgeable about cybersecurity in general? Were they able to meet your specific needs and offer appropriate advice when asked?

Cyflare has a diverse team of knowledgeable cybersecurity professionals. There have been times I thought their advice was too generic and not as specific or detailed as I had expected.

4. Is there anything you felt they should have done differently?

I really can't think of anything.

5. Anything else you think we should know?

I'm sure you already know to negotiate well and put them up against a competitor. We can jump on a call if you'd like to as well. Dave

Thank you for your time.

Sarah Reynolds

Administrative Coordinator

Town of Canandaigua

[Facebook](#) ~ [Website](#)

[Join Our Mailing List](#)

Please note that I am currently working remotely. Email is the best method to contact me.

I check voice messages on my office phone once per week.

O-585-394-1120 x2232

C-509-496-6137

From: [Barry, Sean F](#)
To: dfinch@townofcanandaigua.org
Cc: [Young, Brian H](#)
Subject: RE: DTG - CyFlare proposal to The Town of Canandaigua for Cybersecurity Assessment and Plan - References
Date: Monday, July 27, 2020 11:41:04 AM
Attachments: [image001.png](#)
[image002.png](#)

We've had a good experience with the DTG. Been doing business for a number of years and we also have been using CyFlare as our network "watchdog" for over 2 years. So far so good. We're actually about to up our engagement with CyFlare to include more security related services to supplement our County staff.

If you have any more questions about them just let me know. Happy to help.

Sean

From: dfinch@townofcanandaigua.org <dfinch@townofcanandaigua.org>
Sent: Monday, July 27, 2020 10:55 AM
To: Barry, Sean F <Sean.Barry@co.ontario.ny.us>
Cc: Young, Brian H <Brian.Young@co.ontario.ny.us>
Subject: FW: DTG - CyFlare proposal to The Town of Canandaigua for Cybersecurity Assessment and Plan - References

CAUTION: This message originated outside the Ontario County email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sean,

I hope all is well with you. I wanted to touch base with you to see if you could provide any feedback relative to your experience with DTG? We are checking references for possibly using them to conduct a cybersecurity assessment for the Town of Canandaigua.

Doug Finch, Town Manager
Town of Canandaigua
5440 Route 5 & 20 West
Canandaigua, NY 14424
Phone: (585)394-1120 ext. 2234
Email: dfinch@townofcanandaigua.org

*** If you need immediate assistance and are not able to reach me please contact Sarah Reynolds (sreynolds@townofcanandaigua.org) or by phone (585)394-1120 ext. 2232*

From: tmccabe@dtg.com <tmccabe@dtg.com>
Sent: Tuesday, July 21, 2020 5:23 PM

To: sreynolds@townofcanandaigua.org; dfinch@townofcanandaigua.org
Cc: 'Todd Wakefield' <todd@cyflare.com>; jchrisman@townofcanandaigua.org
Subject: DTG - CyFlare proposal to The Town of Canandaigua for Cybersecurity Assessment and Plan - References

Hi Sarah and Doug,

We wanted to check to see how things were going with your evaluation and the references we provided you.

Are you having any issues making contact with them? I would be happy to set up a call for you to discuss what they are doing with DTG and CyFlare if that would help move things forward.

Also, please let us know if there is anything else you need from us at this time?

Thank you,

Tom McCabe
Distributed Technology Group (DTG)

cell 585-755-7201
tmccabe@dtg.com
www.dtg.com

From: tmccabe@dtg.com <tmccabe@dtg.com>
Sent: Thursday, July 09, 2020 9:55 AM
To: sreynolds@townofcanandaigua.org
Cc: 'Todd Wakefield' <todd@cyflare.com>; dfinch@townofcanandaigua.org; jchrisman@townofcanandaigua.org
Subject: DTG - CyFlare proposal to The Town of Canandaigua for Cybersecurity Assessment and Plan - References

Good morning Sarah,

Per your request, here are two local references that DTG and CyFlare are currently providing on-going cybersecurity services to. Both organizations rely on CyFlare's Victor based Security Operations Center (SOC) to monitor their IT environments 7 days per week, 24 hours per day.

Please feel free to reach out to both Sean and Dave to get an understanding of how DTG and CyFlare are assisting their organizations in helping them protect their IT environments.

Sean Barry
CIO
Ontario County
585.396.4500
Sean.Barry@co.ontario.ny.us
70 Ontario Street

Canandaigua, NY 14424

Dave Foster

VP Information Services
DUMAC Business Systems, Inc.
(315) 898-2713 (Direct)

DFoster@dumac.com

19 Corporate Circle | East Syracuse, NY 13057

Thank you for taking the time to evaluate our proposal and please let us know if you need any additional information. We would welcome the opportunity to review our proposal with you and/or have you learn more about CyFlare's security capabilities by visiting their headquarters in Victor (either virtually or in person when possible).

Tom McCabe

Distributed Technology Group (DTG)

cell 585-755-7201

tmccabe@dtg.com

www.dtg.com

From: Sarah Reynolds <sreynolds@townofcanandaigua.org>

Sent: Tuesday, July 07, 2020 1:45 PM

To: tmccabe@dtg.com

Cc: 'Todd Wakefield' <todd@cyflare.com>; dfinch@townofcanandaigua.org;
jchrisman@townofcanandaigua.org

Subject: RE: DTG - CyFlare proposal to The Town of Canandaigua for Cybersecurity Assessment and Plan

Hello Tom,

Do you have any recent (in the last five years) references you could provide us with?

Thank you.

Sarah Reynolds

Administrative Coordinator

Town of Canandaigua

From: tmccabe@dtg.com <tmccabe@dtg.com>

Sent: Thursday, June 18, 2020 12:20 PM

To: dfinch@townofcanandaigua.org; jchrisman@townofcanandaigua.org

Cc: 'Todd Wakefield' <todd@cyflare.com>; 'Sarah Reynolds' <sreynolds@townofcanandaigua.org>;
'Kate Silverstrim' <ksilverstrim@townofcanandaigua.org>; 'Samantha Pierce'
<spierce@townofcanandaigua.org>

Subject: DTG - CyFlare proposal to The Town of Canandaigua for Cybersecurity Assessment and Plan

Hi Doug,

Per below, we wanted to check if you were progressing with your grants and evaluation and to see if you would like to set up a meeting to review our proposal?

As it's been a while, when appropriate, we should also discuss if anything has changed with your environment especially considering how things may have changed with the pandemic, including an increase of remote workers.

Please let us know your thoughts on next steps, thank you.

Tom McCabe

Distributed Technology Group (DTG)

cell 585-755-7201

tmccabe@dtg.com

www.dtg.com

From: dfinch@townofcanandaigua.org <dfinch@townofcanandaigua.org>

Sent: Thursday, May 21, 2020 11:34 AM

To: tmccabe@dtg.com; jchrisman@townofcanandaigua.org

Cc: 'Todd Wakefield' <todd@cyflare.com>; Sarah Reynolds <sreynolds@townofcanandaigua.org>;

Doug Finch <dfinch@townofcanandaigua.org>; 'Kate Silverstrim'

<ksilverstrim@townofcanandaigua.org>; Samantha Pierce <spierce@townofcanandaigua.org>

Subject: RE: DTG - CyFlare proposal to The Town of Canandaigua for Cybersecurity Assessment and Plan

Yes thank you, we are still evaluating and will be reaching out in the coming month as we look to firm up some of these grants.

Doug Finch, Town Manager

Town of Canandaigua

5440 Route 5 & 20 West

Canandaigua, NY 14424

Phone: (585)394-1120 ext. 2234

Email: dfinch@townofcanandaigua.org

*** If you need immediate assistance and are not able to reach me please contact Sarah Reynolds (sreynolds@townofcanandaigua.org) or by phone (585)394-1120 ext. 2232*

From: tmccabe@dtg.com <tmccabe@dtg.com>

Sent: Thursday, May 21, 2020 11:20 AM

To: jchrisman@townofcanandaigua.org; dfinch@townofcanandaigua.org

Cc: 'Todd Wakefield' <todd@cyflare.com>

Subject: DTG - CyFlare proposal to The Town of Canandaigua for Cybersecurity Assessment and Plan

Hi Jean and Doug,

We hope all of your employees and residents are staying safe.

We wanted to check in your Cybersecurity Assessment and Plan project to see if you were still considering our proposal? If yes, we wanted offer up a call to a conference call to review it as well as to discuss any questions you may have.

Thank you again for the opportunity to bid on your project and please let us know if/how you would like to proceed with it.

Tom McCabe

Distributed Technology Group (DTG)

cell 585-755-7201

tmccabe@dtg.com

www.dtg.com



From: tmccabe@dtg.com <tmccabe@dtg.com>

Sent: Friday, March 20, 2020 11:58 AM

To: jchrisman@townofcanandaigua.org

Cc: 'Joe Morin' <joe@CyFlare.com>; 'Todd Wakefield' <todd@cyflare.com>; 'DTG' <mark@dtg.com>

Subject: DTG - CyFlare proposal to The Town of Canandaigua for Cybersecurity Assessment and Plan

Jean,

Thank you for the opportunity to propose a Cybersecurity Assessment and Plan to your Town.

Attached is our proposal and sample assessments we have done for other organizations similar to yours.

Please let me know if you have any questions or if you would like to set up a meeting to review the proposal and discuss potential next steps.

Thank you again and I hope everyone in your town is staying safe during this unprecedented time.

Tom McCabe

Distributed Technology Group (DTG)

cell 585-755-7201

tmccabe@dtg.com

www.dtg.com



“This message may contain confidential, sensitive and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited.” --

ATTACHMENT 9

Jean Chrisman

From: Michele Rosenbaum <micheleruthe@yahoo.com>
Sent: Tuesday, June 30, 2020 3:37 PM
To: jchrisman@townofcanandaigua.org
Cc: Tom Gabruk; dfinch@townofcanandaigua.org
Subject: Petition for reduction of speed limit on Wells Curtice Rd to Town Board

Hi Jean,

I would like to petition the Town Board to reduce the speed limit on Wells Curtice Rd from 45 mph to 35 mph. There are many houses on our street, and now more than ever many adults with children and dogs, cyclists and even skate boarders. Many heavy construction trucks, landscaper trucks and motorcycles ignore the posted speed limits and speed through our street, using it as a cut through to Middle Cheshire or W Lake Rd. For safety, and the quiet enjoyment of our properties, we would like to see the speed limit reduced to be consistent with a quiet residential street, rather than an increasingly busy business thoroughfare. I personally was almost hit by a large van carrying multiple classic cars to West Lake Rd speeding down our street while I checked my mailbox.

Thank you for your consideration of our request.

Sincerely,

Michele Rosenbaum and Tom Gabruk
5401 Wells Curtice Rd

ATTACHMENT 10

June 11, 2020

Mr. Christian M. Nadler, Town Attorney
Town of Canandaigua, Planning Board
5440 Routes 5 & 20 West
Canandaigua, NY 14424

RE: FOX RIDGE SUBDIVISION, PHASE 5B-2
SIDEWALK EASEMENT REVIEW
TAX MAP NO. 097.1-009.211
CPN NO. 024-15
MRB PROJECT NO. 0300.12001.000 PHASE 049

Dear Mr. Nadler:

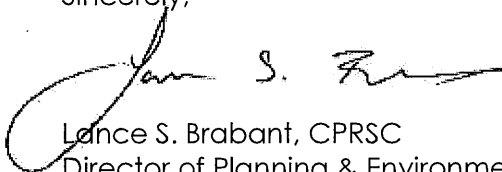
MRB Group has completed a review of the boundary description (Schedule A) of 5' wide Sidewalk Easements to the Town of Canandaigua and the Final Plat Plan dated April 16, 2015 last revised July 26, 2016, for easements to the Town of Canandaigua, prepared by Venezia Associates for the above referenced Fox Ridge Subdivision, Phase 5B-2.

Based on our review, the descriptions for the 5' wide Sidewalk Easements to the Town of Canandaigua as shown on Fox Ridge Phase 5B-2 Final Plat Plan, last revised July 26, 2016 are accurate and complete.

They have been forwarded to your attention for review and approval as required by the Town of Canandaigua. Please complete your review and forward your findings to the Town Development Office.

If you have any questions, comments or concerns regarding any of the above comments please call me at our office.

Sincerely,



Lance S. Brabant, CPRSC
Director of Planning & Environmental Services

C Doug Finch – Town Manager
 Eric Cooper – Town Planner
 Chris Jensen, P.E. - Code Enforcement Officer
 Jean Chrisman – Town Clerk
 Anthony Venezia, L.S. – Venezia Associates

SPECIAL NOTE: ORIGINAL APPROVAL OF THE FOX RIDGE SUBDIVISION WAS GRANTED BY THE TOWN OF CANANDAIGUA PLANNING BOARD ON JULY 25, 1989 FOR 146 LOTS (PHASE 2 THRU PHASE 5). PHASE 1, PREVIOUSLY APPROVED, CONTAINED 9 LOTS TOTAL. TOTAL PROPOSED LOTS FOR ALL PHASES IS 155. TOTAL LOTS ALLOWABLE UNDER ORIGINAL ZONING IS 157. PHASE 5B NOW CONSISTS OF 28 LOTS RESULTING IN A TOTAL OF 157 LOTS FOR THE ENTIRE PROJECT.

Middle Cheshire Road



Phase 5B-3
Area = 14.157 Acres

- EXISTING ZONING IS CLUSTERED 281 MINIMUM LOT SIZE: 15,000 SQ. FT. MINIMUM LOT WIDTH: Varies FT. MINIMUM LOT DEPTH: 150 FT. FRONT SETBACK: 60 FT. 1/2' REAR SETBACK: 20 FT. SIDE SETBACK: 10 FT. MAXIMUM BUILDING HEIGHT = 35 FEET TOTAL OF 6 SINGLE FAMILY LOTS FOR PHASE 5B-2
- THIS PROJECT IS NOT SITUATED IN ANY RECORDED FLOODPLAIN OR WETLAND AREA.
- DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES. ALL DISTANCES AND ELEVATIONS SHOWN ARE MEASURED IN DECIMAL FEET. VERTICAL DATUM IS NAVD 83. HORIZONTAL DATUM IS NYS COG.
- PROPERTY IS LOCATED IN FLOOD ZONE X PER FEMA COMMUNITY PANEL NUMBER 302098 0015 C MAP LAST REVISED MARCH 3, 1997

ALL EROSION CONTROL MEASURES SHALL BE INSTALLED AND INSPECTED BY THE TOWN CODE ENFORCEMENT OFFICER OR HIS/HERS REPRESENTATIVE PRIOR TO ANY PERMITS BEING ISSUED.
ALL SITE LIGHTING SHALL BE COMPLIANT WITH THE TOWN'S LIGHTING REGULATIONS, CHAPTER 105, SECTION B05 OF THE TOWN CODE.

Sidewalk Easements
Fox Ridge Phase 5B-2

All that tract or parcel of land situate in the Town of Canandaigua, County of Ontario, State of New York and being more particularly described as follows:

BEGINNING at a point in the west line of LaCrosse Circle, said point also being the northeast corner of Lot #28 of Fox Ridge Subdivision;

Thence North 77°57'15" West in the north line of Lot #28 a distance of 5.01 feet to a point;

Thence through lands of Fox Ridge Phase 5B-2 the following call:

North 07°55'38" East a distance of 243.70 feet to a point
South 82°04'22" East a distance of 5.00 feet to a point
South 07°55'38" West a distance of 244.06 feet to the POINT AND PLACE OF BEGINNING

BEGINNING at a monument in the east line of LaCrosse Circle, said monument also being the northeast corner of Lot #27

Thence through lands of Fox Ridge Phase 5B-2 the following call:

North 07°55'38" East a distance of 235.38 feet to a point
South 82°04'22" East a distance of 5.00 feet to a point
South 07°55'38" West a distance of 235.36 feet to a point

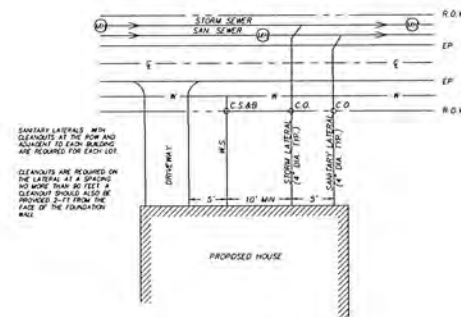
Thence North 79°54'30" West a distance of 5.00 feet to the POINT AND PLACE OF BEGINNING

CONDITIONS OF APPROVAL

APPROVAL OF THIS SUBDIVISION BY NYSDOH IS GRANTED ON CONDITION

- THAT THE PROPOSED FACILITIES FOR WATER SUPPLY AND SEWAGE COLLECTION AND/OR TREATMENT SHALL BE INSTALLED IN CONFORMITY WITH SAID PLANS.
- THAT NO LOT OR REMAINING LAND SHALL BE SUBDIVIDED WITHOUT PLANS FOR SUCH SUBDIVISION BEING SUBMITTED TO AND APPROVED BY THE NYSDOH DISTRICT OFFICE.
- THAT PLAN APPROVAL IS LIMITED TO 5 YEARS FROM THE APPROVAL DATE. TIME EXTENSIONS FOR PLAN APPROVAL MAY BE GRANTED BY THE NYSDOH DISTRICT OFFICE BASED UPON DEVELOPMENT FACTS AND THE HEALTH SUBDIVISION REGULATIONS IN EFFECT AT THAT TIME. A NEW PLAN SUBMISSION MAY BE REQUIRED TO OBTAIN A TIME EXTENSION.
- THAT THE APPROVED PLANS MUST BE FILED WITH THE ONTARIO COUNTY CLERK PRIOR TO OFFERING LOTS FOR SALE AND WITHIN 90 DAYS OF THE DATE OF PLAN APPROVAL.
- THAT ALL LOCAL AND STATE AGENCY RULES AND REGULATIONS SHALL BE COMPLIED WITH.

NEW YORK STATE DEPARTMENT OF HEALTH



TYPICAL LATERAL LAYOUT DETAIL

STORM AND SANITARY LATERALS WITH CLEANSOUTS AT THE ROW ARE REQUIRED FOR EACH LOT

SURVEY CERTIFICATION

I, ANTHONY A. VENEZIA, HEREBY CERTIFY THAT THE BOUNDARY AND TOPOGRAPHIC INFORMATION SHOWN ON THIS MAP IS BASED ON SURVEY DATA OBTAINED FROM AN INSTRUMENT SURVEY COMPLETED IN JULY 2014.

ANTHONY A. VENEZIA, L.S. # 000604 DATE 5/20/2014
5120 LAURA LANE CANANDAIGUA, NEW YORK 14424 PHONE (585) 396-3267
CHECKED BY A.V. 5/7/16

APPROVALS	
PLANNING BOARD CHAIRPERSON	DATE
TOWN ENGINEER	DATE
TOWN HIGHWAY & WATER SUPERINTENDENT	DATE

SITE DATA

SITE INFORMATION



Revisions			
NO.	DATE	DESCRIPTION	BY
1	4/14/15	100% DESIGN CONSIDERATION	AV
2	7/22/15	SCOPED BACKSIGHTS	AV
3	8/24/15	100% DESIGN CONSIDERATION	AV
4	7/22/16	DESIGN CONSIDERATION	AV
5	7/24/16	ADDITIONAL BACKSIGHTS CONSIDERATION	AV



Final Plat Fox Ridge Subdivision 5B-2

Owner
Venezia Group, LLC
5120 Laura Lane
Canandaigua, NY 14424
Phone: (585) 396-3267

Fox Ridge Subdivision
in the
Town of Canandaigua
County of Ontario
State of New York

www.veneziasurvey.com (585) 396-3267 Fax No. (585) 396-0131 E-mail: rocco@veneziasurvey.com

File# 8042
Scale: 1"= 50'
T.M. # 97-04-2-9.211
Date: 04/16/2015
Sheet: PL-1

2 of 11

VENEZIA
LAND SURVEYORS AND CIVIL ENGINEERS
"UNAUTHORIZED ALTERATION OF ANY MAP BEARING A LICENSED PROFESSIONAL CORRESPONDING LAND SURVEYOR'S SEAL IS A VIOLATION OF THE PROFESSIONAL ENGINEERING ACT."
"COPYRIGHT 2014 VENEZIA & ASSOCIATES. ALL RIGHTS RESERVED. UNAUTHORIZED REPRODUCTION IS A VIOLATION OF ALL APPLICABLE LAWS."
5120 Laura Lane Canandaigua New York, 14424

**SIDEWALK EASEMENT
FOX RIDGE SUBDIVISION/PHASE 5B-2**

THIS EASEMENT is made this _____ day of June, 2020, by and between **GERBER HOMES & ADDITIONS LLC**, a New York Limited Liability Company, having an address of 1260 Ridge Road, Ontario, NY 14519; **DOROTHY A. CUNNINGHAM**, residing at 3735 Lacrosse Circle, Canandaigua, NY 14424 and **STEVEN L. TWARDZIK & TINA L. TWARDZIK**, residing at 3736 Lacrosse Circle, Canandaigua, NY 14424 hereinafter referred to as the "Grantors"; and the **TOWN OF CANANDAIGUA**, a municipal corporation, having its main office at 5440 Routes 5 & 20, Canandaigua New York 14424, hereinafter referred to as the "Grantee."

The Grantors are the owners of certain premises known as the Fox Ridge Subdivision Phase 5B-2 located on La Crosse Circle in the Town of Canandaigua, Ontario County, New York, hereinafter referred to as the "Premises."

The Grantee is a municipal corporation which has determined that it is necessary for Town of Canandaigua purposes to obtain a sidewalk easement and right of way over a portion of the Premises as more fully described on Schedule A attached hereto and shown in the map prepared by Venezia Land Surveyors and Civil Engineers, dated April 16, 2015, attached hereto, hereinafter referred to as the "Easement Area."

The Easement Area is part of the Premises conveyed to Grantors by the following deeds:

(Lot 30) deed recorded May 28, 2020 in the Ontario County Clerk's Office in Liber 1451 of Deeds at Page 1;

(Lot 31) deed recorded August 30, 2019 in the Ontario County Clerk's Office in Liber 1434 of Deeds at Page 802;

(Lot 32) deed recorded October 8, 2019 in the Ontario County Clerk's Office in Liber 1437 of Deeds at Page 548;

(Lot 33) deed recorded April 12, 2019 in the Ontario County Clerk's Office in Liber 1426 of Deeds at Page 455;

(Lot 34) deed recorded April 2, 2019 in the Ontario County Clerk's Office in Liber 1425 of Deeds at Page 820;

(Lot 35) deed recorded August 30, 2019 in the Ontario County Clerk's Office in Liber 1434 of Deeds at Page 799;

In consideration of One Dollar (\$1.00), which has been waived, the mutual covenants set forth herein and other good and valuable consideration, the parties agree as follows:

The Grantors hereby grant, release and convey to the Grantee, its successors, assigns or special districts forever, a permanent sidewalk easement and right-of-way in, under and along the Easement Area for the purpose of a sidewalk right-of-way for the use of the general public and for the purpose of building, constructing, maintaining, using, operating, repairing, reconstructing and removing said sidewalks and making the required excavations therefore upon, over or across the Easement Area and inspecting the

Easement Area from time to time together with the right of the Grantee, its officers, employees, agents, servants or contractors, of ingress and egress to enter upon and along the Easement Area for the full and complete use, occupation and enjoyment of the easement hereby granted, and all rights and privileges incident thereto, including, but not limited to, any of the purposes hereinbefore specified.

To have and to hold the easement and right-of-way unto the Grantee and its successors and/or assigns forever.

The Grantee shall have the right and privilege at any time to enter upon and temporarily use an additional strip of land ten (10) feet in width immediately adjacent to each side of the permanent easement granted herein for the purpose of performing maintenance or repairs on said sidewalk. At the termination of a temporary occupancy hereby authorized, the Grantee will restore, at its expense, the lawn and shrubbery of the Easement Area and the area of the Premises so temporarily used only to as reasonably good condition as before insofar as it is feasible or reasonable to make such restoration.

Grantors for itself, its agents, distributees, heirs, successors and assigns covenants and agree that no buildings or structures shall be constructed nor trees planted, nor shall changes be made to the grade of the land within the Easement Area nor shall there be any excavating, filling, mining or blasting within the limits of said Easement Area without the prior written consent of the Grantee.

The Grantee, its successors, assigns, agents or contractors, may at any time remove all obstructions from the Easement Area, including trimming or removal of trees and shrubs, which it reasonably determines are interfering with the operation, use or maintenance of the sidewalk or part thereof without liability to the Grantors.

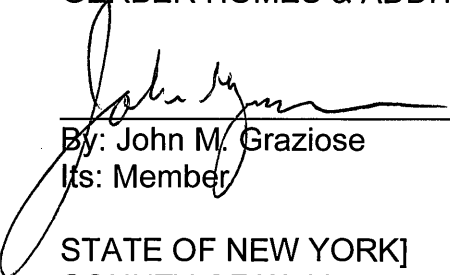
Grantors warrant that they have good and marketable title to the Premises, free from all liens or encumbrances, and the right to create this easement for the benefit of the Grantee. Grantors covenants that the Grantee shall quietly enjoy this easement and shall forever warrant and defend title against all claims against the Premises.

Grantee shall repair and maintain the sidewalk constructed under this Easement and keep it in good repair.

The parties have executed this easement as of the day and year first above written.

GERBER HOMES & ADDITIONS LLC

TOWN OF CANANDAIGUA


By: John M. Graziose
Its: Member

By: Doug Finch
Its: Town Manager

STATE OF NEW YORK]
COUNTY OF WAYNE] ss:

On the 12 day of June, 2020, before me, personally appeared **JOHN M. GRAZIOSE**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the individual upon behalf of which the individual acted, executed the instrument.

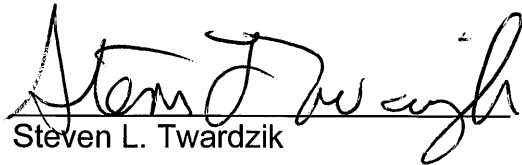

Notary Public

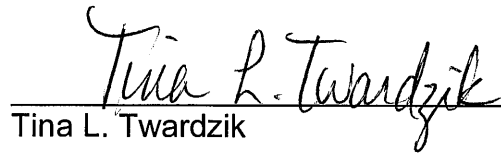
ROBIN L. THOMPSON
Notary Public, State of New York
Qualified in Ontario County
Commission Expires April 16, 2022

STATE OF NEW YORK]
COUNTY OF ONTARIO] ss:

On the _____ day of June, 2020, before me, personally appeared **DOUG FINCH**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that (s)he executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the entity upon behalf of which the individual acted, executed the instrument.

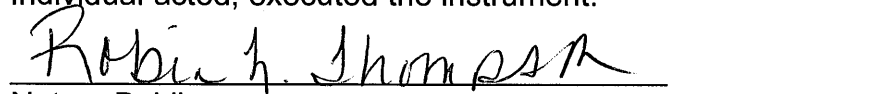
Notary Public

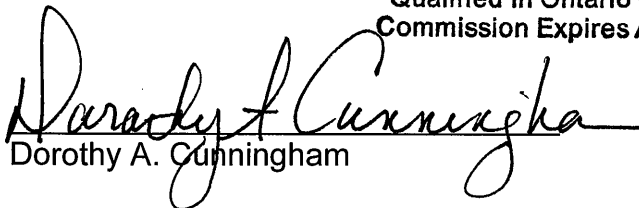

Steven L. Twardzik


Tina L. Twardzik

STATE OF NEW YORK]
COUNTY OF WAYNE] ss:

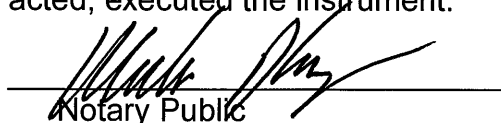
On the 9 day of June, 2020, before me, personally appeared **STEVEN L. TWARDZIK & TINA L. TWARDZIK**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the individual upon behalf of which the individual acted, executed the instrument.


Notary Public **ROBIN L. THOMPSON**
Notary Public, State of New York
Qualified in Ontario County
Commission Expires April 16, 2022


Dorothy A. Cunningham

STATE OF NEW YORK]
COUNTY OF ONTARIO] ss:

On the 12 day of June, 2020, before me, personally appeared **DOROTHY A. CUNNINGHAM**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that (s)he executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the entity upon behalf of which the individual acted, executed the instrument.


Notary Public

WILLIAM R. KENYON
Notary Public, State of New York
Ontario County #34-7239425
My Commission Expires 9-30-22



Combined Real Estate Transfer Tax Return, Credit Line Mortgage Certificate, and Certification of Exemption from the Payment of Estimated Personal Income Tax

See Form TP-584-I, Instructions for Form TP-584, before completing this form. Print or type.

Schedule A — Information relating to conveyance

Grantor/Transferor <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Estate/Trust <input type="checkbox"/> Single member LLC <input checked="" type="checkbox"/> Multi-member LLC <input type="checkbox"/> Other	Name (if individual, last, first, middle initial) (<input checked="" type="checkbox"/> mark an X if more than one grantor) Gerber Homes & Additions LLC		Social security number (SSN)
	Mailing address 1260 Ridge Road		SSN
	City Ontario	State NY	ZIP code 14519
	Employer Identification Number (EIN) 26-4486163		
	Single member's name if grantor is a single member LLC (see instructions)		Single member EIN or SSN
Grantee/Transferee <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Estate/Trust <input type="checkbox"/> Single member LLC <input type="checkbox"/> Multi-member LLC <input checked="" type="checkbox"/> Other	Name (if individual, last, first, middle initial) (<input checked="" type="checkbox"/> mark an X if more than one grantee) Town of Canandaigua		SSN
	Mailing address 5440 Route 5 & 20		SSN
	City Canandaigua	State NY	ZIP code 14424
	EIN		
	Single member's name if grantee is a single member LLC (see instructions)		Single member EIN or SSN

Location and description of property conveyed

Tax map designation – Section, block & lot (include dots and dashes)	SWIS code (six digits)	Street address	City, town, or village	County
		Lacrosse Circle	Canandaigua	Ontario

Type of property to be conveyed (mark an X in applicable box)

- | | |
|---|---|
| 1 <input type="checkbox"/> One- to three-family house | 6 <input type="checkbox"/> Apartment building |
| 2 <input type="checkbox"/> Residential cooperative | 7 <input type="checkbox"/> Office building |
| 3 <input type="checkbox"/> Residential condominium | 8 <input type="checkbox"/> Four-family dwelling |
| 4 <input type="checkbox"/> Vacant Land | 9 <input checked="" type="checkbox"/> Other <u>Easement</u> |
| 5 <input type="checkbox"/> Commercial/Industrial | |

Date of conveyance

month	day	year

Percentage of real property
conveyed which is residential
real property _____ %
(see instructions)

Condition of conveyance

(mark an X in all that apply)

- | | | |
|---|--|--|
| a. <input type="checkbox"/> Conveyance of fee interest | f. <input type="checkbox"/> Conveyance which consists of a mere change of identity or form of ownership or organization (attach Form TP-584.1, Schedule F) | i. <input type="checkbox"/> Option assignment or surrender |
| b. <input type="checkbox"/> Acquisition of a controlling interest (state percentage acquired _____ %) | g. <input type="checkbox"/> Conveyance for which credit for tax previously paid will be claimed (attach Form TP-584.1, Schedule G) | m. <input type="checkbox"/> Leasehold assignment or surrender |
| c. <input type="checkbox"/> Transfer of a controlling interest (state percentage transferred _____ %) | h. <input type="checkbox"/> Conveyance of cooperative apartment(s) | n. <input type="checkbox"/> Leasehold grant |
| d. <input type="checkbox"/> Conveyance to cooperative housing corporation | i. <input type="checkbox"/> Syndication | o. <input type="checkbox"/> Conveyance of an easement |
| e. <input type="checkbox"/> Conveyance pursuant to or in lieu of foreclosure or enforcement of security interest (attach Form TP-584.1, Schedule E) | j. <input type="checkbox"/> Conveyance of air rights or development rights | p. <input type="checkbox"/> Conveyance for which exemption from transfer tax claimed (complete Schedule B, Part 3) |
| | k. <input type="checkbox"/> Contract assignment | q. <input type="checkbox"/> Conveyance of property partly within and partly outside the state |
| | | r. <input type="checkbox"/> Conveyance pursuant to divorce or separation |
| | | s. <input type="checkbox"/> Other (describe) _____ |

For recording officer's use	Amount received	Date received	Transaction number
	Schedule B., Part 1 \$		
	Schedule B., Part 2 \$		

Schedule B – Real estate transfer tax return (Tax Law Article 31)**Part 1 – Computation of tax due**

1	Enter amount of consideration for the conveyance (if you are claiming a total exemption from tax, mark an X in the Exemption claimed box, enter consideration and proceed to Part 3) <input type="checkbox"/> Exemption claimed	1.		0	00
2	Continuing lien deduction (see instructions if property is taken subject to mortgage or lien)	2.			
3	Taxable consideration (subtract line 2 from line 1)	3.		0	00
4	Tax: \$2 for each \$500, or fractional part thereof, of consideration on line 3	4.		0	00
5	Amount of credit claimed for tax previously paid (see instructions and attach Form TP-584.1, Schedule G)	5.			
6	Total tax due* (subtract line 5 from line 4)	6.		0	00

Part 2 – Computation of additional tax due on the conveyance of residential real property for \$1 million or more

1	Enter amount of consideration for conveyance (from Part 1, line 1)	1.		
2	Taxable consideration (multiply line 1 by the percentage of the premises which is residential real property, as shown in Schedule A)	2.		
3	Total additional transfer tax due* (multiply line 2 by 1% (.01))	3.		

Part 3 – Explanation of exemption claimed on Part 1, line 1 (mark an X in all boxes that apply)

The conveyance of real property is exempt from the real estate transfer tax for the following reason:

- a. Conveyance is to the United Nations, the United States of America, the State of New York, or any of their instrumentalities, agencies, or political subdivisions (or any public corporation, including a public corporation created pursuant to agreement or compact with another state or Canada) a ☐
- b. Conveyance is to secure a debt or other obligation b ☐
- c. Conveyance is without additional consideration to confirm, correct, modify, or supplement a prior conveyance c ☐
- d. Conveyance of real property is without consideration and not in connection with a sale, including conveyances conveying realty as bona fide gifts d ☐
- e. Conveyance is given in connection with a tax sale e ☐
- f. Conveyance is a mere change of identity or form of ownership or organization where there is no charge in beneficial ownership. (This exemption cannot be claimed for a conveyance to a cooperative housing corporation of real property comprising the cooperative dwelling or dwellings.) Attach Form TP-584.1, Schedule F f ☐
- g. Conveyance consists of a deed of partition g ☐
- h. Conveyance is given pursuant to the federal Bankruptcy Act h ☐
- i. Conveyance consists of the execution of a contract to sell real property, without the use or occupancy of such property, or the granting of an option to purchase real property, without the use or occupancy of such property i ☐
- j. Conveyance of an option or contract to purchase real property with the use or occupancy of such property where the consideration is less than \$200,000 and such property was used solely by the grantor as the grantor's personal residence and consists of a one-, two-, or three-family house, an individual residential condominium unit, or the sale of stock in a cooperative housing corporation in connection with the grant or transfer of a proprietary leasehold covering an individual residential cooperative apartment j ☐
- k. Conveyance is not a conveyance within the meaning of Tax Law, Article 31, § 1401(e) attach documents supporting such claim) k ☐

*The total tax (from Part 1, line 6 and Part 2, line 3 above) is due within 15 days from the date conveyance. Make check(s) payable to the county clerk where the recording is to take place. For conveyances of real property within New York City, use Form TP-584-NYC. If a recording is not required, send this return and your check(s) made payable to the **NYS Department of Taxation and Finance**, directly to the NYS Tax Department, RETT Return Processing, PO Box 5045, Albany NY 12205-5045. If not using U.S. Mail, see Publication 55, *Designated Private Delivery Services*.

Schedule C – Credit Line Mortgage Certificate (Tax Law, Article 11)**Complete the following only if the interest being transferred is a fee simple interest.**This is to certify that: *(mark an X in the appropriate box)*

1. ☐ The real property being sold or transferred is not subject to an outstanding credit line mortgage.
2. ☐ The real property being sold or transferred is subject to an outstanding credit line mortgage. However, an exemption from the tax is claimed for the following reason:
- a ☐ The transfer of real property is a transfer of a fee simple interest to a person or persons who held a fee simple interest in the real property (whether as a joint tenant, a tenant in common or otherwise) immediately before the transfer.
 - b ☐ The transfer of real property is (A) to a person or persons related by blood, marriage or adoption to the original obligor or to one or more of the original obligors or (B) to a person or entity where 50% or more of the beneficial interest in such real property after the transfer is held by the transferor or such related person or persons (as in the case of a transfer to a trustee for the benefit of a minor or the transfer to a trust for the benefit of the transferor).
 - c ☐ The transfer of real property is a transfer to a trustee in bankruptcy, a receiver, assignee, or other officer of a court.
 - d ☐ The maximum principal amount secured by the credit line mortgage is \$3 million or more, and the real property being sold or transferred is **not** principally improved nor will it be improved by a one- to six-family owner-occupied residence or dwelling.

Note: for purposes of determining whether the maximum principal amount secured is \$3 million or more as described above, the amounts secured by two or more credit line mortgages may be aggregated under certain circumstances. See TSB-M-96(6)-R for more information regarding these aggregation requirements.

- e ☐ Other *(attach detailed explanation)*.
3. ☐ The real property being transferred is presently subject to an outstanding credit line mortgage. However, no tax is due for the following reason:
- a ☐ A certificate of discharge of the credit line mortgage is being offered at the time of recording the deed.
 - b ☐ A check has been drawn payable for transmission to the credit line mortgagee or his agent for the balance due, and a satisfaction of such mortgage will be recorded as soon as it is available.
4. ☐ The real property being transferred is subject to an outstanding credit line mortgage recorded in _____ (insert liber and page or reel or other identification of the mortgage). The maximum principal amount of debt or obligation secured by the mortgage is _____. No exemption from tax is claimed and the tax of _____ is being paid herewith. *(Make check payable to county clerk where deed will be recorded.)*

Signature (both the grantors and grantees must sign)

The undersigned certify that the above information contained in schedules A, B, and C, including any return, certification, schedule, or attachment, is to the best of their knowledge, true and complete, and authorize the person(s) submitting such form on their behalf to receive a copy for purposes of recording the deed or other instrument effecting the conveyance.


 Grantor signature **John M. Grazioplene**

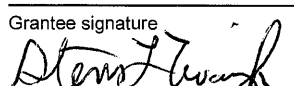
Title

 Grantee signature

Title


 Grantor signature **Dorothy A. Cunningham**

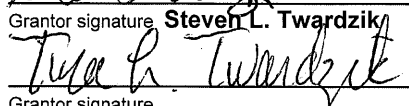
Title


 Grantor signature **Steven L. Twardzik**

Title


 Grantor signature **Tina L. Twardzik**

Title


 Grantor signature

Title

Reminder: Did you complete all of the required information in Schedules A, B, and C? Are you required to complete Schedule D? If you checked e, f, or g in Schedule A, did you complete Form TP-584.1? Have you attached your check(s) made payable to the county clerk where recording will take place? If no recording is required, send this return and your check(s), made payable to the **NYS Department of Taxation and Finance**, directly to the NYS Tax Department, RETT Return Processing, PO Box 5045, Albany NY 12205-5045. If not using U.S. Mail, see Publication 55, *Designated Private Delivery Services*.

Schedule D – Certification of exemption from the payment of estimated personal income tax (Tax Law, Article 22, § 663)

Complete the following only if a fee simple interest or a cooperative unit is being transferred by an individual or estate or trust.

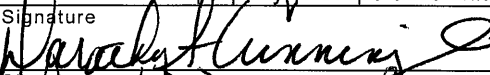

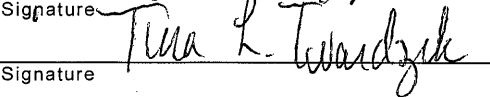
If the property is being conveyed by a referee pursuant to a foreclosure proceeding, proceed to Part 2, mark an X in the second box under **Exemption for nonresident transferors/sellers** and sign at bottom.

Part 1 – New York State residents

If you are a New York State resident transferors/sellers listed in Form TP-584, Schedule A (or an attachment to Form TP-584), you must sign the certification below. If one or more transferor/seller of the real property or cooperative unit is a resident of New York State, **each** resident transferor/seller must sign in the space provided. If more space is needed, please photocopy this Schedule D and submit as many schedules as necessary to accommodate all resident transferors/sellers.

Certification of resident transferors/sellers

This is to certify that at the time of the sale or transfer of the real property or cooperative unit, the transferor/seller as signed below was a resident of New York State, and therefore is not required to pay estimated personal income tax under Tax Law, § 663(a) upon the sale or transfer of this real property or cooperative unit.

Signature 	Print full name Dorothy A. Cunningham	Date 6-12-20
Signature 	Print full name Steven L. Twardzik	Date 6/11/2020
Signature 	Print full name Tina L. Twardzik	Date 6/10/2020
Signature	Print full name	Date

Note: A resident of New York State may still be required to pay estimated tax under Tax Law, § 685(c), but not as a condition of recording a deed.

Part 2 – Nonresidents of New York State

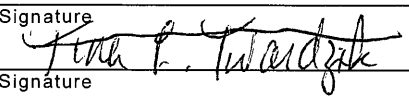
If you are a nonresident of New York State listed as a transferor/seller in Form TP-584, Schedule A (or an attachment to Form TP-584) but are not required to pay estimated personal income tax because one of the exemptions below applies under Tax Law, § 663(c), mark an X in the box of the appropriate exemption below. If any one of the exemptions below applies to the transferor/seller, that transferor/seller is not required to pay estimated personal income tax to New York State under Tax Law, § 663. **Each** nonresident transferor/seller who qualifies under one of the exemptions below must sign in the space provided. If more space is needed, please photocopy this Schedule D and submit as many schedules as necessary to accommodate all nonresident transferors/sellers.

If none of these exemption statements apply, you must complete Form IT-2663, *Nonresident Real Property Estimated Income Tax Payment Form*, or Form IT-2664, *Nonresident Cooperative Unit Estimated Income Tax Payment Form*. For more information, see *Payment of estimated personal income tax*, on Form TP-584-1, page 1.

Exemption for nonresident transferors/sellers

This is to certify that at the time of the sale or transfer of the real property or cooperative unit, the transferor/seller (grantor) of this real property or cooperative unit was a nonresident of New York State, but is not required to pay estimated personal income tax under Tax Law § 663 due to one of the following exemptions:

- ☐ The real property or cooperative unit being sold or transferred qualifies in total as the transferor's/seller's principal residence (within the meaning of Internal Revenue Code, section 121) from _____ Date _____ to _____ Date _____ (see instructions).
- ☐ The transferor/seller is a mortgagor conveying the mortgaged property to a mortgagee in foreclosure, or in lieu of foreclosure with no additional consideration.
- ☐ The transferor or transferee is an agency or authority of the United States of America, an agency or authority of New York State, the Federal National Mortgage Association, the Federal Home Loan Mortgage Corporation, the Government National Mortgage Association, or a private mortgage insurance company.

Signature	Print full name	Date
Signature 	Print full name	Date
Signature	Print full name	Date
Signature	Print full name	Date

GRANTOR ATTACHMENT TO TP-584

Name	Address	SSN
Dorothy A. Cunningham	3735 Lacrosse Circle, Canandaigua, NY 14424	129-54-5691
Steven L. Twardzik	3736 Lacrosse Circle, Canandaigua, NY 14424	077-38-3041
Tina L. Twardzik	3736 Lacrosse Circle, Canandaigua, NY 14424	052-40-8919

SCHEDULE A
SIDEWALK EASEMENT-FOX RIDGE PHASE 5B-2

ALL THAT TRACT OR PARCEL OF LAND, situate in the Town of Canandaigua, County of Ontario, State of New York and being more particularly described as follows:

BEGINNING at a point in the west line of LaCrosse Circle, said point also being the northeast corner of Lot #28 of Fox Ridge Subdivision;

Thence North 77° 57' 15" West in the north line of Lot #28 a distance of 5.01 feet to a point;

Thence through lands of Fox Ridge Phase 5B-2 the following calls:

North 07° 55' 38" East a distance of 243.70 feet to a point;

South 82° 04' 22" East a distance of 5.00 feet to a point;

South 07° 55' 38" West a distance of 244.06 feet to the POINT AND PLACE OF BEGINNING.

ALSO, ALL THAT TRACT OR PARCEL OF LAND, situate in the Town of Canandaigua, County of Ontario, State of New York and being more particularly described as follows:

BEGINNING at a monument in the east line of LaCrosse Circle, said monument also being the northwest corner of Lot #27,

thence through lands of Fox Ridge Phase 5B-2 the following calls:

North 07° 55' 38" East a distance of 235.18 feet to a point

South 82° 04' 22" East a distance of 5.00 feet to a point

South 07° 55' 38" West a distance of 235.36 feet to a point

Thence North 79° 54' 30" West a distance of 5.00 feet to the POINT AND PLACE OF BEGINNING.

Sidewalk Easements
Fox Ridge Phase 5B-2

All that tract or parcel of land situate in the Town of Canandaigua, County of Ontario, State of New York and being more particularly described as follows:

BEGINNING at a point in the west line of LaCrosse Circle, said point also being the northeast corner of Lot #28 of Fox Ridge Subdivision;

Thence North 77°57'15"West in the north line of Lot #28 a distance of 5.01 feet to a point;

Thence through lands of Fox Ridge Phase 5B-2 the following calls:

North 07°55'38"East a distance of 243.70 feet to a point

South 82°04'22"East a distance of 5.00 feet to a point

South 07°55'38"West a distance of 244.06 feet to the POINT AND PLACE OF BEGINNING

BEGINNING at a monument in the east line of LaCrosse Circle, said monument also being the northwest corner of Lot #27

Thence through lands of Fox Ridge Phase 5B-2 the following calls:

North 07°55'38"East a distance of 235.18 feet to a point

South 82°04'22"East a distance of 5.00 feet to a point

South 07°55'38"West a distance of 235.36 feet to a point

Thence North 79°54'30"West a distance of 5.00 feet to the POINT AND PLACE OF BEGINNING

ATTACHMENT 11

Read via email

August 5, 2020

Mrs. Jean Chrisman, Town Clerk
Town of Canandaigua
5440 Routes 5 & 20 West
Canandaigua, New York 14424

**RE: LAKESIDE ESTATES, SECTION 3, PHASE 1
DEDICATION REVIEW – SITE INSPECTION
TAX MAP NO: 126.00-1-9.111
CPN No.: 076-14
MRB PROJECT No.: 0300.12001.000 – PH 37**

Dear Mrs. Chrisman,

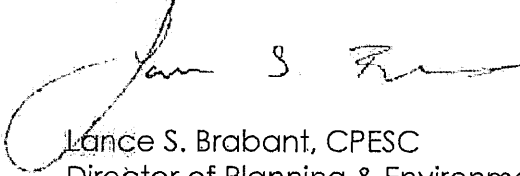
It is our understanding that the applicant is in the process of preparing documents for the dedication of Section 3, Phase 1 of Lakeside Estates, including the watermain, storm sewer system, and the roadway. Please find the below listing of items to be completed prior to the Town taking dedication:

1. A 2-year maintenance bond in the amount of \$10,654.34 as suggested in the MRB letter of recommendation dated June 5, 2019 is to be provided and filed with the Town Clerk.
2. The Dedication Form (Appendix G - 8.0) is to be filled out and signed.
3. Please note that utility record drawings have been received and approved.
4. GIS Data has been received.
5. All R.O.W. descriptions, easements, Deeds, Bill of Sale, and associated maps are to be reviewed and approved by the Town Attorney and filed with the Town Clerk.
6. A final inspection has been completed and the Inspection Form (Appendix G - 7.0) attached.

Please note that the Town of Canandaigua Highway & Water Superintendent performed a site inspection on Tuesday, August 4, 2020 of Section 3, Phase 1 of Lakeside Estates. Our findings of the items that need to be corrected are attached to this letter. These items are to be corrected by the applicant and then inspected by the Town for approval prior to dedication.

Please feel free to contact our office with any comments and/or questions you may have in this regard.

Respectfully submitted,



Lance S. Brabant, CPESC
Director of Planning & Environmental Services

Enclosures:

- Final Inspection Form (Appendix G-7.0)
- Email from Highway & Water Superintendent – Inspection
- Dedication Checklist
- Dedication Form (Appendix G-8.0)

C Doug Finch, Town Manager
 Jim Fletcher, Highway and Water Superintendent
 Chris Jensen, P.E., Code Enforcement Officer
 Eric Cooper, Planner
 Christian Nadler, Esq – Town Attorney
 Greg Hotaling, P.E., MRB

5440 Route 5 & 20 West
Canandaigua, NY 14424
(585) 394-1120
Fax (585) 394-9476
Established 1789

MRB | group

8/4/2020
DATE

Brabant, Lance

From: jfletcher@townofcanandaigua.org
Sent: Tuesday, August 04, 2020 11:29 AM
To: Brabant, Lance
Subject: FW: Bero const.

Lance

I have included some photos of what should be completed before dedication.

Remove the silt fence around the four catch basins

Fire hydrant it to be red

IN the first row middle photo the area around the catch basin should be graded and seeded.

Don't worry about the mini man hole in the driveway that is for me to discuss with the property owner.

The link is below.

James Fletcher

Town of Canandaigua

Highway and Water Superintendent

585-394-3300

From: Jim Fletcher <jfletcher2155@gmail.com>
Sent: Tuesday, August 4, 2020 11:11 AM
To: Jim Fletcher <jfletcher@townofcanandaigua.org>
Subject: Bero const.

<https://photos.app.goo.gl/SqeFLxwjQUF4PFd88>

Jim Fletcher

TOWN OF CANANDAIGUA

DEDICATION CHECKLIST FORM

RE: Lakeside Estates, Section 3, Phase 1
(PROJECT NAME)

Prior to the Town formally accepting dedication, the Town Clerk is to verify that the following items have been completed and provided. All original documents are to be provided to the Town Clerk prior to authorizing dedication.

- ☒ Final inspection completed by Town staff and the signed Appendix G – 7.0 form indicating a recommendation to accept dedication is to be provided:

Date completed Aug. 4, 2020

8/7/2020
Jim needs to sign

- ☐ Dedication Form Appendix G – 8.0 filled out, signed by Town staff, and provides a recommendation to accept dedication as no deficiencies were identified:

Date completed _____

8/7/2020
Jim needs to sign

- ☒ Town Engineer letter of recommendation regarding review of the Maintenance Bond amount provided:

date received June 5, 2019

See email from Eric 8/7/2020

- ☒ Record Drawings and GIS Information provided to, reviewed by, and deemed complete by Town Engineer and Town Staff:

Date approved MRE letter dated 6/25/19

- ☐ Town of Canandaigua Stormwater Maintenance Agreement signed, reviewed, and approved by Town Attorney, and provided to Town Clerk:

Date provided N/A

Signed easement documents for filing @ O.C.

- ☐ Confirmation that all easement maps and legal descriptions, land transfer documents, R.O.W. documents, etc. have been received and reviewed by the Town Attorney and Town Engineer and provided to the Town Clerk:

Date provided _____

4/25/2019
MRE letter

- ☐ Two Year Maintenance Bond provided by applicant and received by the Town Clerk in the amount recommended by the Town Engineer letter of recommendation:

Date provided 8/5/2020 \$10,654.34 LNB LOC

- ☐ Town Attorney's Resolutions to Accept Dedication meeting the attached requirements, received by Town Clerk.

8/7/2020
Eric to email to me

By signing this form, I attest that all of the above items have been provided, and that Acceptance of Dedication for the above referenced project should be added to the next Town Board Meeting Agenda.

Town Clerk's Signature and Title

Date

- ☐ If any of the above items are incomplete or have not been provided, please inform the following persons: Town Manager, Town Highway & Water Superintendent, Town Engineer, Town Code Enforcement Officer, and Town Attorney.

Town of Canandaigua

5440 Route 5 & 20 West
Canandaigua, NY 14424
(585) 394-1120
Fax (585) 394-9476
Established 1789

APPENDIX: **G - 8.0**

DATE: 2018

SCALE: N.T.S.

MRB | group

DEDICATION FORM

DATE: 8/5/2020

RE: Lakeside Estates, Section 3, Phase 1
(PROJECT NAME)

THE TOWN OFFICIALS LISTED BELOW, AS MAY BE APPROPRIATE, HAVE COMPLETED A FINAL INSPECTION OF THE ABOVE REFERENCED PROJECT AND RECOMMEND THE TOWN BOARD TAKE ACTION TO ACCEPT FOR DEDICATION THE BELOW DESCRIBED COMPONENTS.

☒ PUBLIC STREET(S)

☒ PUBLIC WATERMAIN AND/OR FIRE HYDRANTS

☒ STORM SEWERS

☐ LANDSCAPING

☐ STREET LIGHTS

☐ DRAINAGE FACILITIES/GREEN INFRASTRUCTURE

☐ SIDEWALKS

☐ PARKLAND/OPEN SPACE AREA

☐ OTHER (SPECIFY) _____

THIS RECOMMENDATION IS BASED UPON OUR UNDERSTANDING THAT THE FOLLOWING HAVE BEEN PROVIDED:

☒ A FINAL INSPECTION WAS COMPLETED AND THE TOWN OF CANANDAIGUA FINAL INSPECTION FORM (APPENDIX G-7.0) WAS COMPLETED AND SIGNED.

☐ ALL R.O.W. DESCRIPTIONS, EASEMENT(S) AND DEED(S), BILLS OF SALE, AND MAPS HAVE BEEN REVIEWED AND APPROVED BY THE ATTORNEY FOR THE TOWN AND PROVIDED TO THE TOWN BOARD.

☒ RECORD MAPS HAVE BEEN REVIEWED AND ACCEPTED BY THE HIGHWAY & WATER SUPERINTENDENT, CODE ENFORCEMENT OFFICER, AND TOWN ENGINEER.

☒ THE GIS DATA AS SPECIFIED WITHIN THE TOWN OF CANANDAIGUA SITE DESIGN AND DEVELOPMENT CRITERIA MANUAL HAS BEEN PROVIDED TO THE TOWN OF CANANDAIGUA AND TOWN ENGINEER.

☐ THE MAINTENANCE GUARANTEE HAS BEEN REVIEWED AND APPROVED BY THE ATTORNEY FOR THE TOWN AND BY THE TOWN ENGINEER AND HAS BEEN ACCEPTED BY THE TOWN BOARD.

☐ PAYMENT OF ALL FEES HAS BEEN PROVIDED TO THE TOWN BY THE APPLICANT.

☐ _____
HIGHWAY & WATER SUPERINTENDENT

DATE

☐ _____
CODE ENFORCEMENT OFFICER

DATE

☒ James S. Zimst MRB
TOWN ENGINEER

DATE

June 25, 2019

Mr. Chris Nadler, Town Attorney
Town of Canandaigua, Planning Board
5440 Routes 5 & 20 West
Canandaigua, NY 14424

**RE: LAKESIDE ESTATES SECTION 3
EASEMENT AND RECORD MAPPING REVIEW
TAX MAP No. 9126.00-1-59.110
CPN No. 19-024
MRB PROJECT NO.: 0300.12001.000 PHASE 160**

Dear Mr. Nadler:

MRB Group has completed a review of the boundary descriptions for the approved final subdivision plat for the above referenced project, prepared by David Hanley, L.S. for the following:

- Proposed Description, Warranty Deed, and Map of Lake Hill Drive Right of Way Extension
- Proposed Description and Map of a Watermain Easement
- Proposed Description and Map of Drainage & Access Easement #1
- Proposed Description and Map of Drainage & Access Easement #2
- Proposed Description and Map of Drainage & Access Easement #3
- Proposed Description and Map of Parcel B Conservation Easement

Based on our review of the above-referenced boundary descriptions and easement mapping, we find the documents to be accurate and complete.

Please note that the proposed HOA agreement and deed to the ponds (not reviewed by MRB) has been included in this submission.

This has been forwarded to your attention for review and approval as required by the Town of Canandaigua. Please complete your review and forward your findings to the Town Development Office.

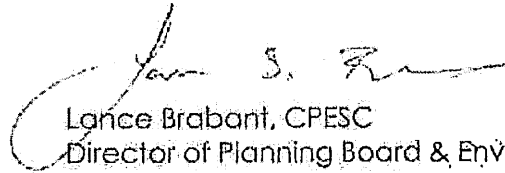
Please also note that MRB Group has completed a review of the provided record mapping for Lakeside Estates. We have no comments regarding the record mapping and recommend that the record mapping be approved.

MIREB group

Town of Canandaigua
RE: LAKESIDE ESTATES SECTION 3
June 25, 2019
Page 2 of 2

Please feel free to contact our office with any comments or questions you may have in this regard. Thank you.

Respectfully submitted,



Lance Brabant, CPESC
Director of Planning Board & Environmental Services

Cc: Doug Finch, Town Manager
Chris Jensen, P.E., Code Enforcement Officer
Jim Fletcher, Highway and Water Superintendent
Eric Cooper, Town Planner
Jean Chrisman, Town Clerk

June 5, 2019

Mrs. Jean Chrisman, Town Clerk
Town of Canandaigua
5440 Routes 5 & 20 West
Canandaigua, New York 14424

**RE: LAKESIDE ESTATES SECTIONS 3 & 4 – AMENDED FINAL SUBDIVISION PLAT
MAINTENANCE BOND - REVIEW
TAX MAP NO: 126.00-1-59.110
CPN No.: 19-024
MRB PROJECT No.: 0300.12001.000 – PH 160**

Dear Mrs. Chrisman,

It is our understanding that the applicant is in the process of dedicating the hammerhead turnaround, watermain, storm sewer system, and the roadway for the Lakeside Estates, Sections 3 & 4. Prior to dedication and closing out the Letter of Credit associated with this project, a 2-year maintenance bond is required to be provided to the Town.

As requested, MRB has completed a review of the approved Letter of Credit Estimate to determine the appropriate maintenance bond amount to be provided. These items were taken from the approved Letter of Credit Estimate for the project; the required maintenance bond amount immediately follows;

	<u>Total Construction Cost</u>	<u>10% Maintenance Bond Amount</u>
Hammerhead Turnaround	\$18,500.00	\$1,850.00
Watermain	\$13,330.00	\$1,333.00
Storm Sewer	\$38,931.50	\$3,893.15
Roadway	\$35,781.94	\$3,578.19
	\$106,543.44	\$10,654.34

Therefore a Maintenance Bond in the amount of **\$10,654.34** is recommended to be provided to and accepted by the Town of Canandaigua Town Board prior to dedication and prior to the closing out of the Letter of Credit. The maintenance bond for the items described above is to remain on file for a period of two (2) years from the time it is accepted by the Town of Canandaigua Town Board.

Please feel free to contact our office with any comments and/or questions you may have in this regard.

Respectfully submitted,



Lance S. Brabant, CPESC
Director of Planning & Environmental Services

MRB *group*

Town of Canandaigua
RE: LAKESIDE ESTATES SECTIONS 3 & 4
June 5, 2019
Page 2 of 2

Enclosures:

- LOC Estimate – dated December 4, 2014
- Hammerhead Turnaround Cost Estimate – email dated June 4, 2019

C Doug Finch, Town Manager
 Jim Fletcher, Highway and Water Superintendent
 Kristine Singer, Town Bookkeeper
 Chris Jensen, P.E., Code Enforcement Officer
 Eric Cooper, Planner
 Steve Bero, Bero Construction

Sanitary lines

NUM	LF	Slope	fall	material	diameter
L10	176.34'	5.47%	9.65'	SDR35-PVC	8"
L11	170.70'	3.08%	5.26'	SDR35-PVC	8"
L12	199.26'	1.97%	3.93'	SDR35-PVC	8"

storm lines

NUM	LF	slope	fall	material	diameter
L1	169.78'	6.19%	10.52'	HDPE	18"
L2	39.61'	9.49%	3.76'	HDPE	12"
L3	133.73'	5.84%	7.81'	HDPE	24"
L4	38.62'	13.77%	5.32'	HDPE	12"
L5	296.86'	5.07%	15.05'	HDPE	24"
L6	41.65'	7.70%	3.21'	HDPE	12"

Approvals:

	date
	date
	date

Legend

- pipe found
- ▴ conc. ROW Monument
- Sanitary Manhole
- storm manhole
- ◆ Drain Structure
- Lateral mkr.
- curb stop- water
- ⋈ gate valve- water
- △ hydrant
- ⊗ Sanitary cleanout
- flow direction
- × spot grade

Certification

I, David J. Hanley certify to:

1. Bero Contracting and Development Corp.;
2. The Town of Canandaigua, New York

That this survey was prepared on June 4, 2019 from the notes of an instrument survey completed by me on May 23, 2019 and from the reference documents noted hereon.

This as-built survey was prepared in accordance with the Minimum Standards of the Genesee Valley Land Surveyors Association adopted January 2017.

Right of Way monuments were set and positioned as shown. This map is not suitable for property conveyance.

David J. Hanley
N.Y.S. Lic. # 050379

June 11, 2018
Date



storm structure list

NUM	north	east	rim Z	code	descriptor	Inverts			
						north	south	east	west
2231	1 028 518.45	630 261.24	856.24	36	storm MH#1	849.24	847.94		848.64
2232	1 028 536.63	630 227.17	857.66	38	catch basin #0		854.56		854.86
2263	1 028 430.79	630 160.22	861.65	36	storm MH#2	856.50		856.45	856.50
2264	1 028 456.85	630 130.32	863.36	38	catch basin #1		860.26		
2284	1 028 343.36	630 014.64	871.97	36	storm MH#3			867.02	
2233	1 028 511.37	630 194.03		39	end sect(cbo)				858.07
2309	1 028 317.18	630 479.49		39	end sect(outfall)		832.89		
2239	1 028 581.40	630 244.78		41	culvert(north)	849.17			
2240	1 028 500.53	630 324.80		41	culvert(south)		843.50		
2312	1 028 296.51	630 547.33	832.71	141	pond struct.			826.70	829.15

Sanitary structure list

NUM	north	east	rim Z	code	descriptor	Inverts			
						north	south	east	west
2227	1 028 527.05	630 287.31	856.63	56	SMH Ex.			849.88	849.93
2262	1 028 415.96	630 157.69	863.89	56	SMH #1			855.19	855.24
2283	1 028 328.29	630 004.70	873.19	56	SMH #2			864.89	
2202	1 028 623.20	630 461.85	858.35	56	SMH & BM				845.95

Dave Hanley L.S.

223 BRISTOL STREET #118E
CANANDAIGUA, NY 14424
585-526-6050

water main plotted from contractor notes
stationing begins at centerline of West Lake Rd.
Hor. Datum NAD83 Vert. Datum NAVD88
control provided by Marks Engineering 585-486-6205

SURVEY MAP

As-Built Drawings
Prepared For

Bero Contracting and Development Corp.

Town of Canandaigua
County of Ontario

Lakeside Estates Subdivision

STATE OF NEW YORK
Section III Phase I

LOT 29

N/F Bero Contracting
and Development Corp.
Tax # 126.12-1-35.000
L 889 P 152
map #35122

Lot 29 connections

NUM	north	east	FG	code	description
2271	1 028 456.95	630 098.36	867.99	57	San CO
2270	1 028 467.55	630 092.73	870.39	58	San Lat
2272	1 028 473.53	630 098.64	870.20	45	stm lat
2274	1 028 449.52	630 090.22	868.06	73	curb stop
2273	1 028 461.10	630 081.71	871.16	76	Water lat

LOT 28

N/F Bero Contracting
and Development Corp.
Tax # 126.12-1-34.000
L 889 P 152
map #35122

Lot 28 connections

NUM	north	east	FG	code	description
2247	1 028 553.13	630 223.34	859.29	57	San CO
2236	1 028 565.14	630 214.84	860.12	58	San Lat
2234	1 028 528.75	630 191.52	859.93	73	curb stop
2248	1 028 546.09	630 185.72	861.44	76	Water lat

LOT 20
N/F Bero Contracting
and Development Corp.
Tax # 126.12-1-30.000
L 1267 P 138
map #20950

Emerald Hill Circle

LOT 22

N/F Bero Contracting
and Development Corp.
Tax # 126.12-1-33.000
L 889 P 152
map #35122

Lot 22 connections

NUM	north	east	FG	code	description
2268	1 028 391.68	630 125.44	866.33	57	San CO
2269	1 028 376.96	630 126.49	867.37	58	San Lat
2281	1 028 349.13	630 054.95	871.18	73	curb stop
2282	1 028 334.35	630 063.63	870.76	76	Water lat

LOT 21

N/F Bero Contracting
and Development Corp.
Tax # 126.12-1-32.000
L 889 P 152
map #35122

Lot 21 connections

NUM	north	east	FG	code	description
2249	1 028 469.61	630 230.17	860.82	57	San CO
2250	1 028 458.83	630 236.73	861.42	58	San Lat
2251	1 028 433.88	630 329.42	851.17	45	stm lat
2260	1 028 446.16	630 197.56	862.12	73	curb stop
2261	1 028 430.96	630 211.72	862.92	76	Water lat

LOT 'B'

proposed
to
Lakeside Estates H.O.A.
4.68 Acres +/-
Access and Drainage Easmt
to the Town of Canandaigua
covers entire lot

Scale 1"=60'

ATTACHMENT 12

Proposed Major Revisions to the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*

Note that these revisions have not been adopted by the Board of Regents. Local governments may not apply these revisions until the LGS-1 has been adopted and is issued on August 1, 2020. If adopted by the Board, the LGS-1 will supersede and replace Schedules CO-2, MU-1, MI-1, and ED-1, previously issued by the State Archives. Governing boards of local governments will have a five-month period – between August 1, 2020 when LGS-1 is issued and January 1, 2021 when the four existing schedules expire – to adopt LGS-1 by resolution.

Overall Changes/Introduction

- Consolidated Schedules CO-2, MU-1, MI-1, and ED-1 into a new LGS-1 Schedule. This allows expanded use of items by various local governments and ensures that schedule items are consistent for various local governments.
- Added a new requirement that local government must adopt the LGS-1 Schedule prior to using it even if the local government had previously adopted Schedules CO-2, MU-1, MI-1, or ED-1. The LGS-1 will supersede existing local government schedules and be issued August 1, 2020. Local governments will have until January 1, 2021 to adopt it. A model resolution will be available in the introduction to the Schedule and as a separate document on the State Archives website.
- Assigned new unique numbers to each item. There are references to former schedule numbers for each item. In addition, there are plans to provide a spreadsheet and database with cross references to the new and old item numbers on the State Archives website.
- Added a reference to NYS Department of Health’s vital records (e.g., birth, marriage, death, and burial transit records) to introduction, along with a summary of their retention and disposition requirements.
- Confirmed with New York City Department of Records and Information Services (DORIS) that retention periods for records of New York City public administrators are established by the DORIS. All other public administrators should follow the retention periods in the LGS-1.
- Removed references to specific types of media (e.g., videotapes) and made media neutral (e.g., video recordings).
- Updated references to Office of Victim Services (formerly Crime Victims Board), New York State Joint Commission on Public Ethics (formerly NYS Commission on Lobbying), NYS Gaming Commission (formerly NYS Racing and Wagering Board), Office of Real Property Tax Services (formerly Office of Real Property Services), and SED ACCES (formerly SED VESID).
- Ensured consistency with State General Schedule and agency-specific schedules where appropriate.
- Eliminated the “Miscellaneous” section and added items to the “General Administration” section. Some items from the “County Clerk” section were also added to the “General Administration” section.
- Updated legal references as appropriate.
- Updated references to specific forms.

General Administration

- Renamed this section, formerly titled “General.”
- Reduced the retention period for course registration records from 3 years to 0 after no longer needed. Made consistent with similar item in State General Schedule.
- Added a subitem to meeting files item to clarify and reduce retention of meeting notes.
- Added a new item for internal meeting records or those meetings not governed under Open Meetings Law.
- Added a new item to cover records of external group meeting files where employee is a representative of the government.
- Clarified the public access television item to distinguish from video recordings of public meetings.
- Increased the retention period to 5 years from 3 years for records covering photocopying and other reproductions. Satisfies the statute of limitations for criminal litigation involving copyright infringement (17 USC §507(b)).
- Split the training records item (ED-1, item 400) to allow for Continuing Teacher and Leader Education (CTLE) sponsors courses and workshops that have 8-year retention periods. Eligible entities include school districts, BOCES, teacher centers, local governments, and colleges/universities.
- Added a reference to “disadvantage-owned business” (DBE) records to the existing “minority and women-owned business” (MWBE) records schedule item.
- Added a note to voice recordings item: industrial development agencies must post recordings on website for at least 5 years.
- Updated the retention period for child abuse reports to age 55 based on Child Victims Act.
- Folded consent forms into publications and photos item.

Aging or Senior Services

- Expanded the retention of client files to account for minors.
- Added a new item for records of nutrition providers. Such providers are typically non-government and are regulated by the local government office for the aging, but in some cases these providers can be local government offices.

Archives/Records Management

- Made the items in this section consistent with similar items in State General Schedule.
- Revised the records disposition documentation item to include lists of records that have inadvertently been destroyed. 16 NYCRR, Sect 733.9 requires that a record be created each time records are destroyed or lost before their retention period expires and that a copy of this record be sent to the Public Service Commission.

Attorney, Counsel, or Public Defender

- Added a clarifying note regarding video and audio recording evidence.
- Reviewed the draft legal section of State General Schedule and made any necessary changes (e.g., added subpoenaed records, evidence logs).
- Expanded the subpoena item from ED-1 Schedule (item 403) for use by other local governments.

Building and Property Regulation

- Added a subitem to housing maintenance or building inspection records to accommodate minor building issues.
- Made zoning, mandatory planning review, and building permit types of records consistent by adding a subitem for incomplete applications.
- Added a new item to cover escrow accounts related to building projects. Builders and developers set up escrow accounts from which municipal professionals are paid for reviews and inspections that they perform.

Civil Defense/Disaster Preparedness

- Added a new subitem to disaster response and damage files to cover emergency distribution records for food, medical and other supplies, and equipment.
- Added a new item to cover test evacuation and mock disaster response records.
- Added a new item to cover disaster preparedness and emergency management training materials.
- Added a new item to include Federal Emergency Management Agency (FEMA) grants and a new cross reference to “general” grant records item.
- Added a new item to cover dam safety records.

Community College

- Updated the campus safety item to include additional document types per U.S. Department of Education, Office of Postsecondary Education's “The Handbook for Campus Safety and Security Reporting”, Chapter 9, and increased the retention period from 3 to 6 years after end of calendar year.
- Updated the campus safety item to cover any new requirements brought about by changes to the Campus Security Act (Clery Act (20 USC 1092(j)): missing person procedures including notification and emergency response, evacuation policy and procedures, and fire safety disclosure records on on-campus student housing.
- Added a new item to cover class assignments, homework, and the like.
- Added a new item to cover assignment of program (AOP) lists showing cumulative teaching hours and used in the assignment and selection of courses to teach.
- Reinstated the “radiation use log” item that appeared in previous schedule editions within this section.
- Increased the retention period of applicants who apply to community college who are not accepted or do not attend per 8 NYCRR 605.3(b)(2) (i.e., from 2 years to 3 years).
- Updated the student information system item to clarify retention period for student basic information and financial aid data.

Cooperative Extension Association

- Updated references to Expanded Food and Nutrition Education Program (EFNEP) to Supplemental Nutrition Assistance Program Education (SNAP-Ed) or Eat Smart New York (ESNY).
- Added a new item for 4-H membership records.

County Clerk

- Moved some items to General Administration section: chattel mortgages and conditional sales, assumed business name certificates, out-of-state or other unofficial vital records, census records, register of professions, notary public and Commissioner of deeds, and domestic partnership statement.
- Revised the assignment of real and personal property item and building loan item to eliminate the authorization that assignments of mortgages, which were previously covered by CO-2 Schedule item 177b, can be destroyed after a period of time. Instead, the revised item will specify that such assignments of mortgages should be managed consistent with CO-2 Schedule item 211, which requires permanent retention. No changes were made to item 211.
- Added language to the description of CO-2 Schedule item 194 to include certificate of honorable discharge of an exempt volunteer fireman. Also increased the retention period from 2 years to 5 years. If a volunteer fireman serves a full 5-year term, he/she is entitled to an honorable discharge.

Dog Identification and Control

- Removed references to Department of Agriculture and Markets. As of January 1, 2011, the New York State Department of Agriculture and Markets no longer provides dog tags, issues license renewals or maintains dog licensing data. Municipalities that were authorized to issue dog licenses assumed the dog licensing functions.
- Expanded the scope of reports to include animal population and control program and surcharge fees.
- Clarified the retention event for reports of rabies vaccinations so it reads "3 years after receipt or after certificate expires."
- Clarified the retention event for affidavit for spayed or neutered dog to be "no longer needed."

Election

- Added the following section note: items in this section pertain to elections not conducted as part of a general election. NYS Election Law § 1-102 states that the provisions of the law apply to elections "at the time of a general election." General elections occur on the first Tuesday of November and are usually administered by county boards of elections. Elections occurring any other time of the year would not be considered a general election (often called "special election") and would be administered by municipalities or school districts.
- Added a subitem for registration challenge records.
- Added a note that unused ballots of non-general elections are not considered records and can be destroyed when no longer needed. Added a subitem to cover unused general election ballots which must be retained a minimum of 6 months.

Electric and Gas Utility

- Added the following section note: this section covers records of a local government that generates its own power and/or operates its own electric and gas utilities.

- Added an item covering resident application to connect to municipal electric system which would mirror that of MU-1 Schedule item 229 which covers the public water supply connection application process.
- Expanded the subsidiary ledger or journal item to include general ledgers, general journals, and journal vouchers.
- Added an item to cover cash books.
- Added an item to cover "life or mortality study data [created] for depreciation purposes." 16 NYCRR 733.14(e) requires this be retained permanently.

Electronic Data Processing

- Renamed the section title to "Information Technology."
- Reduced the retention period for backup tapes and expanded to include other incremental backup periods.
- Made consistent with similar items in State General Schedule.
- Struck language that seemingly requires retention of the original records by the program unit as well as the IT unit for the "input records" item. Deleted language which indicates these are only for centralized data entry operations, as well as implication that records need to be kept by original unit.
- Added a new item to cover security breach notifications.
- Reduced the retention for computer system security records from 10 to 6 years.

Energy

- Clarified the retention event for weatherization client case files.
- Increased the retention period for interagency referral form from 1 to 6 years.

Environmental Health

- Ensured that stormwater systems are covered by items in this section. Some stormwater systems are separate from sewer systems.
- Added "including utilities" to billing records item description in Fiscal section. Clarifies that that item covers water meter readings/billing.
- Reduced the retention period from 10 years to 7 years for solid waste tonnage reports for solid waste management facilities. Confirmed with DEC that 6 NYCRR 360-1.14.(i)) clearly stipulates a 7-year retention period for these reports (part a.). Also, reduced retention of subitem b. to 7 years and increased retention of subitem e. to 7 years.
- Added a new item to cover retention of wastewater facility operation reports for a private wastewater facility. Expanded to include other utilities.
- Added a new item to cover local climate action plans.
- Added a subitem to MU-1 Schedule item 230 to cover records of annual inspection of each bottled and bulk water facility for certification purposes.
- Added a new item to cover audio-visual files, including video inspection of environmental facilities, public water supply, and wastewater disposal systems.
- Revised the community sanitation reports of operation and inspection item to allow earlier destruction of routine operation reports after 1 year (from 21 years).

- Added a new item to include inspection and health risk assessments for residential or commercial properties with a minimum of 1,100 gals. of oil or gasoline on the site that must be registered and monitored.
- Added a new item to cover radon detection records.
- Added a rabies subitem to cover wildlife vaccination records. Aligns with 10-year records retention requirement in United States Department of Agriculture, Animal and Plant Health Inspection Service (APHIS), retention schedule for Animal Diseases.
- Added a new item to cover junk yard license records.
- Added a subitem to reports regarding the public water supply for septic tank cleaner reports.

Executive, Supervisor, Mayor, Manager, and/or Administrator

- Added a new section called “Executive” which replaces the various executive-related sections.
- Folded all the various executive items into one item, including city or village mayors, town supervisors, county executives, managers, or administrators, county sheriffs, police chiefs, and school superintendents.
- Added calendar to the description of executive's office files.

Fiscal

- Added a note to introduction regarding False Claims Act
- Removed a note at beginning of "Banking and Investment" section. Sect. 239.7 of the Banking Law was repealed in 2002. MU-1 Schedule item 280 was revised to remove subitems a. and b. and keep only the 6-year retention period.
- Added a new item to cover electronic checks.
- Added a new item to cover requirements found in Governmental Accounting Standards Board (GASB) 45 and 75. GASB 45, or GASB Statement 45, is an accounting and financial reporting provision requiring government employers to measure and report the liabilities associated with other (than pension) postemployment benefits (or OPEB). Reported OPEBs may include post-retirement medical, pharmacy, dental, vision, life, long-term disability and long-term care benefits that are not associated with a pension plan.
- Added requests for proposals, vouchers, and bills to description of purchasing file item. Also added "equipment" to list of purchasing file item (e.g., materials, supplies, services, and equipment).
- Fixed the discrepancy in retention periods between CO-2/MI-1/ED-1 Schedule items for 1099 form, employer's copy of federal tax return, Employee's Withholding Exemption Certificate, and employer's copy of NYS income tax records (4 years) and MU-1 item (5 years). Retention period is now 4 years.
- Added a new item in “General Accounting and Miscellaneous” subsection to cover case files for each account containing court-controlled funds held by the fiscal office.
- Added a new item for “Budget” subsection regarding school budget notices mailed to voters and residents.
- Added a new item to cover records of universal telecommunications and information services (E-rate) program for schools and libraries.

- Added a new subitem to ED-1 Schedule item 105 (billing records) to cover student financial aid records.
- Added a new item to cover tuition reimbursement records for training related to and unrelated to an employee's job.
- Added a note to “Payroll” subsection: The copy of payroll, or payroll report, submitted to civil service office for certification or approval, is covered by item no. 685 in the Personnel/Civil Service section, Civil Service subsection. Employee benefit records, including declination statements for insurance plans and retirement systems, are covered by item no. 645 in the Personnel/Civil Service section, Personnel subsection.
- Clarified the description of employee's salary garnishments item to include pension loan paybacks and time buybacks and retention event to cover garnishments that were executed and withdrawn.
- Clarified the description of employee’s voluntary payroll deduction records to include deferred comp and health saving account requests.
- Added a note to payroll report submitted to external retirement systems that local governments may wish to retain the records longer for social security or retirement documentation purposes.
- Expanded the abstract of receipts, disbursements, and claims item.

Human Rights/Economic Opportunity

- Reduced the retention period of case file to 3 years to be consistent with recent reduction in retention period for Division of Human Rights (DHR) case files. The original retention period of 6 years was established to coincide with DHR case files retention period.
- Revised the case file description to exclude summary record which is covered under another item. Standardized the case files item across all 4 schedules.
- Reduced the retention period of periodic statistical or narrative activity or progress reports to 3 years based on EEO-04, Title 29, Ch XIV, CFR, Sect. 1602.32

Insurance/Self Insurance

- Added a subitem to workers' compensation case records item to address financial records and allow their earlier destruction.
- Eliminated "until the report on examination is filed" retention event for the insurance policy item.
- Incorporated “waivers of liability” into the existing “certificate of insurance” item.

Library/Library System

- Added a new item to cover interlibrary loan records.
- Added a new item for library card application records.
- Added a new item to cover program records including program enrollment lists and parental consent records.
- Added a new item to cover program and exhibit files.

Licenses and Permits

- Revised the “Notice of intent to apply for alcoholic beverage license” to reflect change in ABC §110-B so that renewals do not have to be submitted to the Town Clerk, only new

alcoholic beverage licenses are submitted to towns. NYC locations do still have to send in their renewals.

- Clarified the description of conservation licenses which could include “sporting” or “marine” licenses and added a subitem to cover Certification of Military Active Service Status form.

Miscellaneous (now part of General Administration section)

- Added a new item for photo release/consent forms.
- Added a subitem to Section 8 of the housing assistance records item to cover monthly reports.
- Added a new item for "notices of appearances" which are notices filed by persons appearing before a governing body in the capacity of representing another party.
- Two similar items for agricultural district establishment, change, or dissolution appear in the schedule: one in the “Miscellaneous” section and the other in the “Soil and Water Conservation District” section. Eliminated the “Soil and Water Conservation” section item and added a cross reference within that section instead.
- Expanded the use of annual environmental audit report records item to public benefit corporations who are subject to this statutory requirement.
- Added an appraisal note to chattel mortgages item.
- Removed "individual reporter designation records" from the lobbying activity records item.
- Added a new item for local governments who operate raffles, lotteries, or other fundraising game or events (rather than those that license the operation of those games by organizations per Games of Chance/Bingo/Lottery section of MU-1 Schedule).
- Added an item to cover copies of court orders of protection for student or employee at school or place of employment.

Museum

- Expanded the program and exhibit files item.
- Added a membership records item.

Personnel/Civil Service

- Added new items or subitems to cover Family and Medical Leave Act (FLMA) and Consolidated Omnibus Budget Reconciliation Act (COBRA) compliance records.
- Renamed the “health and life insurance” item to more broadly cover “employee benefit records” which also includes retirement records, beneficiary designation records, and health insurance pay-out program records.
- Added a new item for retirement incentive records.
- Added a new item for mentor teacher internship program records.
- Added a new item for annual or other periodic financial or ethics disclosure statements.
- Added a new item to include annual occupational injury and illness surveys submitted to Dept. of Labor.
- Added a new item to cover mini-PERB records case files. Local governments, under Section 212 of the Taylor Law, have the option to handle their own public employment

relations matters (except improper practice charges, which must be handled by Public Employment Relations Board (PERB)).

- Added a new item to cover employment verification requests received for employees, former employees, or individuals who are not employees.
- Added a new item to cover employee ethics records.
- Added a new item to cover workplace violence prevention program records.
- Added a new item to cover personnel records of local government 3rd party contractors (e.g., cafeteria workers) including fingerprint cards and related records.
- Added a new subitem to personnel case file. Teachers' personnel files must be retained 7 years per records retention requirement in NYS Education Law §3013.
- Added a subitem to personnel case file to authorize shorter retention of I-9 forms per 8 CFR 274a.2 (three years after the date of the hire or one year after the date the individual's employment is terminated, whichever is later).
- Increased the retention period for health and life insurance records to 6 years.
- Revised the retention period for training records related to teaching certification (ED-1 Schedule item 203). The retention will need to be "6 years after termination of employment, but no less than 7 years for records documenting professional development programs completed by employees in positions requiring teaching certification."
- Increased the retention period for employment applications and affirmative action records to 4 years. A 2004 Supreme Court decision (Jones v. Donnelley) suggests that a 4-year period applies if litigation is based on allegations of racial discrimination under U.S. Civil Rights Law.
- Increased the retention period (from 3 to 5 years) and eliminated part b. for driver's license review records to reflect changes to federal statute.
- Clarified the oath of office item to include "public officers."
- Made revisions to fully cover annual professional performance review (APPR) records:
 - Revised the retention for training records related to teaching certification.
 - Revised and added a subitem to the professional performance review records item.
 - Added a new item for staff evaluation rating verification report and related statement of confirmation.

Probation

- Added a new item to cover sex-offender records. These are separate from those found in the client case files.
- Added a new item to cover lists of probationers and other clients, which is similar to the list of registered sex offenders maintained by local probation departments and submitted to and received from NYS Division of Criminal Justice Services (DCJS).
- Added a new item to cover probation-related reports, studies, or data queries. Divided into four types: annual, quarterly/monthly, reports have legal or fiscal value, and reports that have no legal/fiscal value.
- Added a new item for probation client data system. Series should cover summary data on individuals, detailed data on individuals, and macros/queries.
- Added a subitem to case files to cover results of routine drug tests. Also added a subitem to cover monitoring of ignition locks for DWI drivers.

Public Access to Records

- Added a new item to cover public records exemptions for pistol license holders, as mandated under the NYSAFE Act, as well as other possible exemptions, excluding FERPA which is covered separately.
- Added the following note: “Records relating to access and disclosure of student education records under Family Educational Rights and Privacy Act of 1974 (FERPA) are covered by items no. 209 (Community College section) and 972 (School District and BOCES: Student Records subsection). Records relating to access and disclosure of private health information under Health Insurance Portability and Accountability Act (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH) are covered by item no. 756 (Public Health section).”

Public Administrator

- Added the following note: “Public administrators are responsible for handling the estates of decedents who have no close relatives or named executors eligible or willing to serve as the fiduciary of their estates. Public administrators serve in the City of New York, and in Erie, Monroe, Onondaga, Nassau, Suffolk, and Westchester Counties. In the counties not served by a public administrator, the public administrator’s function is carried out by the Chief Fiscal Officer of each county, usually the county treasurer. Retention periods for records of New York City public administrators are established by the New York City Department of Records and Information Services (DORIS). All other public administrators should follow the retention periods in this section.”

Public Health

- Lengthened the retention period for specified records related to prescription drugs subject to Medicaid Part D. Refer to 42 CFR 423.505(d) which requires a minimum retention period of 10 years.
- Revised existing items to cover preschool special education screening and assessment records and referrals and preschool special education claim records (Physically Handicapped Children's Program).
- Added a new item for OMH emergency admission forms completed pursuant to Mental Hygiene Law Sect. 9.45 (Emergency admissions for immediate observation, care, and treatment; powers of directors of community services).
- Reduced the retention period for mental health case files. An update to 14 NYCRR Part 599.11 reduces the retention period of case records from 10 years after discharge or last contact with patient, or 3 years after individual attains age 18, whichever is longer to 6 years from the date of the last service in an episode of service.
- Added a subitem to lead poisoning reports and screening results item covering negative results of screening, when not posted to summary record.
- Added a new item covering public health incident files, including records related to public health emergencies, communicable disease occurrences, and epidemics.
- Added a subitem to vaccine distribution records to include medical director standing orders with a shorter retention period. Standing orders programs authorize nurses and pharmacists to administer vaccinations according to an institution- or physician-approved protocol without a physician's exam.

- Eliminated the laboratory specimens items. These are not "records" subject to State Archives disposition approval.
- Added a new item to cover credential files. Some hospitals maintain credential files for all billable providers, including physicians, physical therapists, and others. A credential file is opened when a provider applies for hospital privileges.
- Lavern's Law, passed in 2018, impacts NYS Civil Practice Law and Rules (CPLR) §217-a and CPLR §214-a by extending the statute of limitations a patient has to file a medical malpractice lawsuit for a missed cancer diagnosis from 15 months (municipal hospitals) and 2.5 years (private, nonprofit hospitals or doctors), respectively, from date of medical error to date of discovery up to 7 years from date of the last treatment. This change impacts the retention period of items in the public health section, including patient case files. The retention period was updated to "7 years after death or discharge of patient, but not until 3 years after individual attains age 18."
- Added a new item to cover compliance and disclosure records for Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health Act (HITECH).
- Added a new item to cover alcoholism, substance abuse, and tobacco use prevention program records for youth and adults.
- Updated and clarified several "Laboratory" and "Miscellaneous" subsection items based on discussions with NYS DOH staff.
- Revised the retention for the film or tracing item. It indicates a retention of 6 years and notes that the retention pertains "when report of film or tracing is retained as long as medical case record." The item was revised, in part because the wording raises the question of what the retention is if the report isn't retained as long as the case records. The item was rewritten to cover films and tracings that have not been made part of a patient medical record with a retention of "6 years or 3 years after minor patient reaches age 18, whichever is longer" rather than simply 6 years (see 10 NYCRR 405.15(a)(5)).

Public Property and Equipment

- The Chapter 8 of the Laws of 2008 effectively revised Section 220 (3-a) of the Labor Law upon which the retention and disposition of contractor records item was based. The revised law lengthens the retention period of contractor records to five years after contract completion.
- Added a note to direct users to a legal definition of "capital construction projects."
- Added a subitem to "maintenance, testing, service, operational and repair records for equipment and vehicle" item to cover permits issued to allow vehicles to be used for various purposes, such as waste transporters, overweight loads, etc.
- Added a new item to cover annual environmental self-audits.
- Added a subitem to petroleum bulk storage registration records to cover documentation on underground piping that may be needed long after the registration has expired and the storage tank itself has been removed.
- Expanded the scope of asbestos abatement item to include lead abatement. Split the item into asbestos and lead abatement subitems.
- Updated the "building and facility security records" item to account for the issuance and cancellation of building or room keys or passes.

- Updated the school facility report card as its creation is no longer required. Because report cards were only mandated from 2001 to 2011, Archives staff determined these records don't have sufficient long-term historical value.
- Increased the retention for superseded property inventories.
- Moved the facility health and safety inspection records from “Personnel” section to “Public Property and Equipment” section and clarified the description of records and retention event.

Public Safety

- Clarified the existing law enforcement items to include license plate readers, body worn cameras, shot spotters, red light cameras, toll booth cameras, etc. Worked with NYS DCJS Municipal Police Training Council staff on this.
- Defined “case closure” for law enforcement investigation records.
- Made the life expectancy retention period consistent, i.e., 90 years.
- Added a new item to cover criminal background checks that police run for employment purposes.
- Updated the accreditation records for law enforcement item to reflect more accurate and reasonable need for these records. Worked with NYS DCJS staff on this.
- Added a new item for supplemental information on persons and places used for E-911 or CAD.
- Added a new item to cover bike helmet inspection records.
- Added a new item to cover community outreach and education program records.
- Added a new item to cover ride-along program records.
- Added a new item to cover burn injury reports.
- Added a new item to cover confidential information received, e.g., tip hotline.
- Added a new Length of Service Award Program (LOSAP) subsection, which pertains to both volunteer firefighters and volunteer ambulance workers, and updated LOSAP schedule items. Worked with Penflex, Inc. staff on this.
- Updated the retention periods based on extended statutes of limitations for child victims of sexual abuse (Child Victims Act, Chapter 11 of the Laws of 2019). Under the current law, after age 23, survivors no longer have the option to press charges against their abuser. The Child Victims Act changes the statute of limitations on child sexual abuse crimes to age 28 in criminal cases (CPL §30.10) and age 55 in civil cases (CPLR §208). This legislation has an impact on existing retention schedule items, including the case investigation record and the child abuse or maltreatment reports items.
- Added a new item to cover DMV photo request records. Federal law (18 USC §2721) limits release and use of personal information from state motor vehicle records; government agencies are permitted access for legitimate business reasons.
- Updated the training records item.
- Clarified the police blotter item. The term “blotter” is not legally defined and has different interpretations. The item is reworded to remove references to blotter and allow copies of records or data submitted to NYS DCJS to have less than a permanent retention status.
- Updated references to “NYSPIN” to say instead “eJustice NY Integrated Justice Portal.”

- Clarified the “missing person records” item. This item covers only those records where another has jurisdiction in the case.
- Revised the pistol permit item to include recertification under NYS SAFE Act, added reference to “pistol permit,” and added subitem c. for incomplete applications. It now requires recertification of pistol permits (NYC, Westchester, Suffolk, and Nassau counties) are exempt from recertification). This change was reviewed and approved by the State Police. Added a note to cross reference to FOIL exemption records.

Social Services (County)

- Created two separate sections to account for county social services department functions and records and those social service records held by other local governments: “Social Services (County)” and “Social Services (Other Than County).”
- Added a new item to cover welfare fraud complaint and investigation file.
- Added a new item to cover county records of reviews of youth and nursing facilities and other types of facilities regulated by the county.
- Added a new item to cover applications for foster home.
- Increased the retention period for records involving Medicare or Medicaid to 10 years per False Claims Act.
- Worked with the NYS Office of Children and Family Services (OCFS) to clarify retention events for several items.
- Split Home Energy Assistance Program (HEAP) case files into two: one covers regular benefit, emergency benefit, and clean and tune benefit with an increased retention period of 6 program years, including the current program year and the other covers Heating Equipment Repair and Replacement (HERR) and Cooling Assistance Component benefits with an increased retention period of 10 years (case record item).
- Increased the retention period for adoption subsidy to 10 years after child attains age 21 to cover any potential false claims that may be brought with regard to the subsidy (case record item).
- Updated the retention event for domestic violence residential program, safe home network, and safe dwelling records Domestic violence residential program records are governed by 18 NYCRR Section 452.9 (b) and are to be retained for 6 years "following termination of operation of the program." Domestic violence safe home network records and safe dwelling program records are addressed in 18 NYCRR Section 454.11 with reference back to Section 452.9 (b) to be retained for 6 years following termination of the operation of the program.

Soil and Water Conservation

- Added the following section note: Records documenting the establishment, change, or dissolution of agricultural district are covered by item no. 43 in General Administration section.

Taxation and Assessment

- Added a subitem to tax exemption or abatement file to cover records documenting exemptions under payments in lieu of taxes (PILOT).
- Added clarifying notes to assessment and tax rolls item to distinguish between the various types of rolls.

- Added a subitem to assessment and tax rolls item to cover non-warrant copies of tax rolls sent to cities and towns by the county, showing county taxes. These copies, with a retention period of 5 years, are required by Sect. 900.3 of NYS Real Property Tax Law.
- Added an item to cover non-official copies of tentative and final assessment rolls which local governments may maintain for administrative purposes.
- Added a subitem to tax collection item to account for a form that senior citizens can request to have a copy of their tax bill sent to a third-party designee. Once someone files this form, it stays in effect until it is revoked, the person dies, or the property is sold.

Transportation and Engineering

- Expanded the "handicapped parking permit records" item to cover all parking permits.
- Added a subitem to MU-1 Schedule item 609 in the "Airport" subsection to cover a security plan and airport registration, which are required by Transportation Law, Article 2 §14-M.
- Added a subitem to "project file for capital transportation improvement" to cover records related to New York State Department of Transportation-issued grants or the Consolidated Local Street and Highway Improvement (CHIPS) and Extreme Winter Recovery (EWR) programs.

School Districts and BOCES

Added references to Annual Professional Performance Review (APPR) wherever appropriate.

Administration

- Added a new item to cover questionnaires titled "Student Race & Ethnicity Update" which are sent to all parents.
- Added new items to make consistent with Community College section including for commencement records and alumni directory.
- Revised the residency determination records item to more accurately reflect how schools file records and their retention period. This item was removed from ED-1 Schedule's "Miscellaneous" section to the "Administration" section.
- Expanded the appeals to Commissioner of Education item, so not limited to those filed pursuant to NYS Education Law Sect. 310, but includes Sects. 3012-c and -d which relate to annual professional performance reviews (APPRs) and other appeals. This item was removed from ED-1 Schedule's "Miscellaneous" section to the "Administration" section.

Health

- Added a subitem to student health record item to include physician authorizations to resume athletic activity after a traumatic brain injury. By law, it has a permanent retention.

Instruction

- Added a new item to cover unused Regents exams.

- Increased the retention period for testing papers from 1 to 2 years per SED Test Security Unit request.

School Safety

- Added a section note indicating items removed to other sections, including building security records and video recordings to “Public Property and Equipment” section and child abuse or maltreatment reports to “General Administration” section.
- Updated the school violence and dangerous school records item to include Dignity for All Students Act (DASA) records.
- Updated the title and description of safety and emergency response plans.

Special Education

- Addressed an inconsistency in retention of health records in special education student file item and student health record item. Removed the reference to "health records," as these should be maintained with the student health records.

Student Records

- Added a note clarifying students covered under this item and filing of transgender names: This covers resident full-time students, including those receiving home instruction and non-resident full-time students paying tuition. The birth names of transgender and gender nonconforming students should be stored in a separate folder from the student’s permanent academic record in part "a" and kept confidential, but maintained permanently.
- Added the following section note: Provisions of the Common Core Implementation Reform Act (Chapter 56 of the Laws of 2014, Part AA, Subpart B), NYS Education Law § 305(45) and (46)), and SED’s implementing regulations (Section 104.3 of the Regulations of the Commissioner of Education), prohibit school districts and BOCES from including a student’s individual scores on a State administered standardized English language arts (ELA) or mathematics assessment for grades 3 through 8 on the student’s transcript, and from maintaining these scores in the student’s permanent record.
- Updated the “student records covering non-district students” item to include drivers’ education records and adult education records. Clarified the item by adding to note: “It also covers records of resident students taking high school equivalency or non-diploma courses and adult residents taking BOCES career and technical education courses.”
- Added references to “home schooling” as appropriate.
- Added a new item to cover student emergency contact record.
- Added references to "skills and achievement commencement credential" and "New York State career development and occupational studies (CDOS) commencement credential" and employability profile & career plan to item 275a.
- Added screening references to item 275b to English proficiency records, including home language questionnaire and English language proficiency identification assessment results.
- Added a subitem to student academic item (275) to cover unclaimed diplomas.

- Clarified the description for item 275i. The item pertains to instances such as a public school district which does not operate a high school (such as Menands and Maplewood) which only provides education through the 8th grade, receive records from high schools that their students attend (Watervliet, North Colonie, etc.). These children remain "students" of the district where they reside for state aid, special education, and other purposes. This duplicate recordkeeping also occurs on Long Island with those 4 central high school districts which only operate high schools. In this situation, both copies need to have a minimum retention because two separate local governments are keeping them. Also "high school" was amended to read "high school, middle, or intermediate school" because some districts only provide education through grade 6 and then send their students to a nearby middle or intermediate school in another district.
- Added a subitem to cumulative education record (275) to cover "proof of residency" records. Most recent proof of residency is usually filed with student records, and 6 years after graduation is consistent with retention of supporting documentation in 275b. Older proofs do not need to be retained for the same period of time once obsolete, but do still need to meet CPLR §213 requirements in case of litigation. Residency investigations and hearing records are covered under item 462.
- Added a new item to cover parental and other consents for release of student record information (per FERPA). Modeled item on existing item in Community College section.
- Eliminated the student's attendance exemption record item (ED-1 Schedule item 45). Federal statute it related too has been repealed (Public Law 94.142), although it morphed into federal Individuals with Disabilities Education Act (IDEA) which does not address this issue because all children are entitled to an IEP and thus there are no more attendance exemption records. Staff from SED's P12 Student Support Services says that everyone is entitled to an IEP (even if it is simply physical therapy), so this item is no longer needed.

Teacher Resource and Computer Training Center

- Updated the retention periods of training records items to reflect NYSED's requirements that Continuing Teacher and Leader Education (CTLE) sponsors' training records must be retained for at least 8 years (per <http://www.highered.nysed.gov/tcert/resteachers/ctlesponsorhome.html>).

(School) Transportation

- Added a subitem to cover records relating to training BOCES provides for school bus drivers who are not BOCES employees. Taking these courses is mandated by the state under Article 19-A of the Vehicle and Traffic Law.
- Added a new item to cover school bus photo violation monitoring system records.

Jean Chrisman

From: New York State Archives - Local Government Advisory Services
<sarah.durling@nysed.gov>
Sent: Monday, August 3, 2020 10:45 AM
To: jchrisman@townofcanandaigua.org
Subject: WNY Records Management Newsletter - August 2020 - Retention Schedule Announcement



*New York State
Archives*

**Western New York
Newsletter**

August 2020

It's Here, It's Here!

The LGS-1 Local Government Retention Schedule Has Been Launched

The LGS-1 local government retention schedule has arrived and is effective for use by local governments as of August 1, 2020.

This schedule consolidates and supersedes the previous four local government schedules - the CO-2, MU-1, ED-1 and MI-1. **A summary of the major revisions is available on our website.**

We are providing access to the schedule on our website in a variety of formats including:

- text searchable PDF
- full search and browse by section web pages
- a spreadsheet, and
- an MS Access database (by September)



Follow this link to download the schedule and supporting materials.

In a few weeks, a limited quantity of hard copies will be **available upon request.**

Reminders:

- Your government has to formally adopt the LGS-1 to be able to use it. **Follow this link to find a sample resolution your government can model theirs on.**

- **Your government must adopt the LGS-1 by January 1st, 2021.** The CO-2, MU-1, ED-1, and MI-1 will no longer be valid at that point and cannot be used to manage and dispose of your records.
- Webinars are being held to explain the changes to the schedule. They are being recorded. If you're interested in attending them but the timing doesn't work out for you, register anyway and the recording link will be sent to you when it's available. **You can register for the webinars at this link.**

If you have any questions, comments, or need assistance navigating the schedule, **please don't hesitate to get in touch.**

Reminder: New RMO Notification



We want to remind local governments that they need to notify the State Archives when they appoint a new Records Management Officer, as per State law (**part 185, 8NYCRR.**) When a new RMO is appointed, please send their name, position, and contact information to **your Regional Advisory Officer.**

2020-2021 LGRMIF Grants

As of yet we do not have any new information to share about the 2020-2021 LGRMIF grant awards. When information about the awards is available we will share it widely (and post it here, too!) Thank you so much for your patience and understanding.

Records Management Questions?

Contact:

Sarah E. Durling

New York State Archives

Regional Advisory Officer for Western New York Region

518.322.2555

sarah.durling@nysed.gov

www.archives.nysed.gov

Connect with us



New York State Archives - Government Records Services | 222 Madison Avenue, Albany, NY 12230

[Unsubscribe jchrisman@townofcanandaigua.org](mailto:jchrisman@townofcanandaigua.org)

ATTACHMENT 13

Bonadio & Co., LLP
171 Sully's Trail
Pittsford, New York 14534

In connection with your engagement to apply agreed-upon procedures to the Town of Canandaigua, New York (the Town) Justice Court's (the Justices) financial transactions for the period from January 1, 2019 through December 31, 2019, we confirm, to the best of our knowledge and belief, the following representations made to you during your engagement.

- 1) We are responsible for the presentation of the Justices' transactions.
- 2) For the period from January 1, 2019 through December 31, 2019, the Justices' transactions are in accordance with the controls established by the Town and New York State.
- 3) We are responsible for selecting the criteria and for determining that such criteria are appropriate for our purposes.
- 4) We have disclosed to you all known matters contradicting the Justices' transactions.
- 5) There have been no communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others affecting the Justices' transactions, including communications received between December 31, 2019 and the date of this letter.
- 6) We have provided you with access to all records that we believe are relevant to the Justices' transactions and the agreed-upon procedures.
- 7) We have responded fully to all inquiries made to us by you during the engagement.
- 8) No events have occurred subsequent to December 31, 2019 that would require adjustment to or modification of the Justices' transactions.

Very truly yours,

TOWN OF CANANDAIGUA, NEW YORK

Cathy Menikotz
Town Supervisor

David W. Prull
Justice

Walter W. Jones, Jr.
Justice

6/29/20
This review was developed as a result of a meeting — the time and date totally unknown to either justice so we were not in attendance. Therefore, our signatures do not reflect an approval or disapproval of this report.
DMPull - Justice
W. Jones Jr. 6/29/20

Agreed-Upon Procedures Schedule

Justice Court

- 1) Complete the Justice Court checklist as documented in Appendix 10 of the New York State Office of the State Comptroller "Annual Checklist for Review of Justice Court Records".

**TOWN OF CANANDAIGUA, NEW YORK
JUSTICE COURT DEPARTMENT**

**Independent Accountant's Report
On Applying Agreed-Upon Procedures
For the Year Ended December 31, 2019**

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

April XX, 2020

To the Town Board of the
Town of Canandaigua, New York:

We have performed the procedures enumerated below, which were agreed to by the Town of Canandaigua, New York (the Town) Justice Court (the Justices), solely to assist with the Town's and the Justices' compliance with the Town Law requirements for the period from January 1, 2019 through December 31, 2019. Management of the Town is responsible for the Town's and the Justices' compliance with those requirements. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Procedure #1

Complete the Justice Court checklist as documented in Appendix 10 of the New York State Office of the State Comptroller "Annual Checklist for Review of Justice Court Records".

Finding

See attached documentation of Appendix 10 checklist. Procedure performed without exception.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on compliance with Town Law requirements. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Town, the Town Board, and the Justices and is not intended to be and should not be used by anyone other than those specified parties.

Appendix 10 – Annual Checklist for Review of Justice Court Records

Name of Municipality:

Town of Canandaigua, New York Justice Court

Month Reviewed:

1/1/2019

Through

12/31/2019

Name of Justice:

Justice David W. Prull

Review Performed By:

Bonadio & Co., LLP

Date

3/2/2020

See accompanying Independent Accountant's Report on applying Agreed-Upon Procedures.

Annual Checklist for Review of Justice Court Records

Yes No

Cash Receipts Book

- ▶ Are pre-numbered receipt forms issued for all collections? ☒ ☐
- ▶ Are duplicate receipts kept for court records? ☒ ☐
- ▶ Are receipts recorded up-to-date? ☒ ☐

Last recorded receipt:

Fine # PF06844 Date 2/28/2020 Amount \$213
Bail # PB00036 Date 2/24/2020 Amount \$500

- ▶ Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection? ☒ ☐

- ▶ Are deposits identified? ☒ ☐

- ▶ Are duplicate deposit slips kept for court records? ☒ ☐

- ▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)? ☐ ☒ See comment 1 (attached)

- ▶ Are deposits recorded up-to-date? ☒ ☐

Last recorded deposit:

Fine Date 2/28/2020 Amount \$1,321
Bail Date 2/24/2020 Amount \$500

- ▶ Is the receipt book totaled and summarized at the end of each month? ☒ ☐

Last Month Totaled and Summarized January 2020

Cash Disbursements Book

- ▶ Are pre-numbered checks used for all disbursements other than petty cash? ☒ ☐
- ▶ Are all checks signed by the Justice? ☒ ☐
- ▶ Are canceled checks (or check images) returned with bank statements and kept for court records? ☒ ☐
- ▶ Are checks recorded up-to-date? ☒ ☐

Last recorded check:

Fine # 634 Date 2/3/2020 Amount \$13,270
Bail # 1096 Date 12/17/2019 Amount \$485

Bank Reconciliations

- ▶ Are bank accounts reconciled promptly after bank statements are received? ☒ ☐

Last Bank Reconciliation for Each Bank Account:

Date Performed 3/1/2020 *Month Ending* 1/31/2020

Additional Supporting Records

- ▶ Is a list of bail maintained? ☒ ☐
- ▶ Is a record of uncollected installment payments maintained? ☒ ☐

See accompanying Independent Accountant's Report on applying Agreed-Upon Procedures.

Annual Checklist for Review of Justice Court Records

Dockets and Case Files

- | | Yes | No |
|--|-------------------------------------|--------------------------|
| ▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Do dockets for disposed cases appear to be complete? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Do dockets for disposed cases agree with amounts reported? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Cash Book Reconciliation

- | | | |
|---|-------------------------------------|--------------------------|
| ▶ Is the cash book reconciled to the adjusted bank balances at the end of each month? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Does the cash book total agree with the bank reconciliation and supporting information? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Last Cash Reconciliation:

Date Performed 3/1/2020 Month Ending 1/31/2020

Reports to the Division of Criminal Justice Services

- | | | |
|---|-------------------------------------|-------------------------------------|
| ▶ Are reports made timely to the Division of Criminal Justice Services? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Has the court received any notices regarding late reporting?
If yes, why were the reports late and what corrective actions were taken? _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Reports to the Justice Court Fund

- | | | |
|---|-------------------------------------|-------------------------------------|
| ▶ Are reports made timely to the Justice Court Fund? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Do reported amounts agree with docket dispositions and case files? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Do reported amounts agree with cash receipt and disbursement books? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Last report submitted: Month Ending <u>1/31/2020</u> Date <u>3/1/2020</u> Amount <u>\$13,270</u> | | |
| ▶ Has the court received any notices regarding late reporting?
If yes, why were the reports late and what corrective actions were taken? _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

See accompanying Independent Accountant's Report on applying Agreed-Upon Procedures.

Annual Checklist for Review of Justice Court Records

Yes No

Reporting to the Department of Motor Vehicles - TSLED Program

- Has the court received any notices regarding pending cases?
If yes, why were the cases pending and what corrective actions were taken, if any _____

☐ ☒

Note: Cases over 60 days are eligible to be Scofflawed. TSLED sends a monthly listing of pending cases to the Court. The court should respond either manually or electronically to TSLED with the outcome of these pending cases.

- Are reports from TSLED to the court maintained and utilized?
Last TSLED Report Available: Date _____ *Available Online* _____

☐ ☒

See comment 3
(attached)

Note: Courts can access reports on-line from TSLED at any time.

- How many cases are shown as pending in the last TSLED report? _____ 2,694
- Is the number of pending cases reasonable? _____
 - How many cases are shown as pending for more than 90 days? _____ 1,652
 - What actions have been taken to dispose of these cases? _____

☒ ☐

Overall Evaluation

See attached information for additional documentation of certain questions or "no" answers.

See accompanying Independent Accountant's Report on applying Agreed-Upon Procedures.

Appendix 10 – Annual Checklist for Review of Justice Court Records

Name of Municipality:

Town of Canandaigua, New York Justice
Court

Month Reviewed:

1/1/2019

Through

12/31/2019

Name of Justice:

Justice Walter W. Jones Jr.

Review Performed By:

Bonadio & Co., LLP

Date

3/5/2020

See accompanying Independent Accountant's Report on applying Agreed-Upon Procedures.

Annual Checklist for Review of Justice Court Records

Yes No

Cash Receipts Book

- ▶ Are pre-numbered receipt forms issued for all collections? ☒ ☐
- ▶ Are duplicate receipts kept for court records? ☒ ☐
- ▶ Are receipts recorded up-to-date? ☒ ☐

Last recorded receipt:

Fine #	JF06383	Date	3/5/2020	Amount	\$340
Bail #	JB00019	Date	2/14/2020	Amount	\$1,000

- ▶ Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection? ☒ ☐

- ▶ Are deposits identified? ☒ ☐
- ▶ Are duplicate deposit slips kept for court records? ☒ ☐

- ▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)? ☐ ☒

- ▶ Are deposits recorded up-to-date? ☒ ☐

Last recorded deposit:

Fine Date	3/4/2020	Amount	\$1,853
Bail Date	2/14/2020	Amount	\$1,000

- ▶ Is the receipt book totaled and summarized at the end of each month? ☒ ☐

Last Month Totaled and Summarized January 2020

See comment 1
(attached)

Cash Disbursements Book

- ▶ Are pre-numbered checks used for all disbursements other than petty cash? ☒ ☐
- ▶ Are all checks signed by the Justice? ☒ ☐
- ▶ Are canceled checks (or check images) returned with bank statements and kept for court records? ☒ ☐
- ▶ Are checks recorded up-to-date? ☒ ☐

Last recorded check:

Fine #	1298	Date	2/6/2020	Amount	\$12,285
Bail #	1572	Date	1/21/2020	Amount	\$970

Bank Reconciliations

- ▶ Are bank accounts reconciled promptly after bank statements are received? ☐ ☒

Last Bank Reconciliation for Each Bank Account:

Date Performed 3/1/2020 *Month Ending* 1/31/2020

See comment 2
(attached)

Additional Supporting Records

- ▶ Is a list of bail maintained? ☒ ☐
- ▶ Is a record of uncollected installment payments maintained? ☒ ☐

See accompanying Independent Accountant's Report on applying Agreed-Upon Procedures.

Annual Checklist for Review of Justice Court Records

Dockets and Case Files Yes No

- ▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims? ✓ ☐
- ▶ Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address. ✓ ☐
- ▶ Do dockets for disposed cases appear to be complete? ✓ ☐
- ▶ Do dockets for disposed cases agree with amounts reported? ✓ ☐

Cash Book Reconciliation

- ▶ Is the cash book reconciled to the adjusted bank balances at the end of each month? ☐ ✓ See comment 2 (attached)
- ▶ Does the cash book total agree with the bank reconciliation and supporting information? ☐ ✓

Last Cash Reconciliation:

Date Performed 3/1/2020 Month Ending 1/31/2020

Reports to the Division of Criminal Justice Services

- ▶ Are reports made timely to the Division of Criminal Justice Services? ✓ ☐
- ▶ Has the court received any notices regarding late reporting? ☐ ✓

If yes, why were the reports late and what corrective actions were taken? _____

Reports to the Justice Court Fund

- ▶ Are reports made timely to the Justice Court Fund? ✓ ☐
- ▶ Do reported amounts agree with docket dispositions and case files? ✓ ☐
- ▶ Do reported amounts agree with cash receipt and disbursement books? ✓ ☐

Last report submitted: Month Ending 1/31/2020 Date 3/1/2020 Amount \$12,285

- ▶ Has the court received any notices regarding late reporting? ☐ ✓

If yes, why were the reports late and what corrective actions were taken? _____

See accompanying Independent Accountant's Report on applying Agreed-Upon Procedures.

Annual Checklist for Review of Justice Court Records

Yes No

Reporting to the Department of Motor Vehicles - TSLED Program

- Has the court received any notices regarding pending cases?
If yes, why were the cases pending and what corrective actions were taken, if any _____

☐ ☒

Note: Cases over 60 days are eligible to be Scoffl awed. TSLED sends a monthly listing of pending cases to the Court. The court should respond either manually or electronically to TSLED with the outcome of these pending cases.

- Are reports from TSLED to the court maintained and utilized?
Last TSLED Report Available: Date _____ Available Online _____

☐ ☒

See comment 3
(attached)

Note: Courts can access reports on-line from TSLED at any time.

- How many cases are shown as pending in the last TSLED report? _____ 2,694
- Is the number of pending cases reasonable? _____
 - How many cases are shown as pending for more than 90 days? _____ 1,652
 - What actions have been taken to dispose of these cases? _____

☒ ☐

Overall Evaluation

See attached information for additional documentation of certain questions or "no" answers.

See accompanying Independent Accountant's Report on applying Agreed-Upon Procedures.

Appendix 10 – Justice Court Comments to Checklist

1. Cash Receipts Book

- Per discussion with court personnel during the procedures in 2020, the Court Clerks post all deposits on Wednesdays and Fridays. However, there is only one Clerk working on both Wednesdays and Fridays (Justice Prull's Clerk works on Wednesdays and Justice Jones' Clerk works on Fridays). If the on-duty Clerk was to call out (due to weather, illness, etc.) on either of those days, then the deposits are not made until the following deposit day. This would put those deposits outside of the 72-hour timely deposit window. Per discussion with court personnel, there has been one recent instance of this situation occurring.

2. Bank and Cash Book Reconciliations

- Justice Jones' fine and fee bank account currently has an outstanding cash balance that has not been remitted to the Town. Per discussion with court personnel, this was due to an error in the Justice's failure to reconcile to the NYS e-pay system (online fine and fees payments). Per discussion with court personnel, due to a lag in the download of e-payments for a period of time, once the payments were downloaded from the website, there was an error in the system which caused the fees to not show up on the monthly report, ultimately resulting in the amounts not being remitted to the Town. Court personnel have worked to determine all fine/fee amounts to be remitted and are working with the State to determine how to proceed.

3. Reporting to Department of Motor Vehicles – TSLED Program

- The TSLED report is accessible online. Hard copies of these reports are not maintained on file.
- The Courts are not currently utilizing the TSLED reports.
- The TSLED report does not have the number of cases pending for more than 90 days reported as a separate item. The February 2019 report shows all pending cases since inception. This report was used to show the number of pending cases. The amount from the report showing cases pending 60 days was deducted to arrive at the amount of cases pending more than 90 days.

This results from auditors' failure to provide pertinent and timely procedural advice
why

Sarah Reynolds

From: Randall R. Shepard <rshepard@bonadio.com>
Sent: Monday, June 29, 2020 12:24 PM
To: Kristen Bartolotta; Nicholas Feligno; cberry@townofcanandaigua.org
Cc: Erica Gardino; 'Doug Finch'
Subject: RE: Court Rep Letter

Thank you Kristen. I trust that you are. I just copied Doug so that he could weigh in or reach out to the Judge to help spur this along.

Randy

From: Kristen Bartolotta <kbartolotta@townofcanandaigua.org>
Sent: Monday, June 29, 2020 8:25 AM
To: Randall R. Shepard <rshepard@bonadio.com>; Nicholas Feligno <nfeligno@bonadio.com>; cberry@townofcanandaigua.org
Cc: Erica Gardino <egardino@bonadio.com>; 'Doug Finch' <dod@townofcanandaigua.org>
Subject: RE: Court Rep Letter

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mr. Shepard, I have reminded Judge Prull again last week. I will remind him again when he stops in this week. I will also call him this morning. Sorry, I am not sure what else to do.

Kristen

Kristen Bartolotta, Court Clerk
Canandaigua Town Court
5440 Routes 5 & 20 West
Canandaigua, NY 14424
585-394-9040, Fax 394-7373
Office Hours: M, T, W 9am to noon, Thursdays 1-5

From: Randall R. Shepard <rshepard@bonadio.com>
Sent: Friday, June 26, 2020 7:44 AM
To: Kristen Bartolotta <kbartolotta@townofcanandaigua.org>; Nicholas Feligno <nfeligno@bonadio.com>; cberry@townofcanandaigua.org
Cc: Erica Gardino <egardino@bonadio.com>; Doug Finch <dod@townofcanandaigua.org>
Subject: RE: Court Rep Letter

Kristen
Good morning. Following up on the signed letter.

I'm copying Doug on this email as well to keep him in the loop.

Thank you.

Randy

From: Kristen Bartolotta <kbartolotta@townofcanandaigua.org>
Sent: Friday, June 19, 2020 12:00 PM
To: Nicholas Feligno <nfeligno@bonadio.com>; cberry@townofcanandaigua.org
Cc: Randall R. Shepard <rshepard@bonadio.com>; Erica Gardino <egardino@bonadio.com>
Subject: RE: Court Rep Letter

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I reminded Judge Prull the last time you emailed me. I will remind him again.

Kristen Bartolotta, Court Clerk
Canandaigua Town Court
5440 Routes 5 & 20 West
Canandaigua, NY 14424
585-394-9040, Fax 394-7373
Office Hours: M, T, W 9am to noon, Thursdays 1-5

From: Nicholas Feligno <nfeligno@bonadio.com>
Sent: Friday, June 19, 2020 9:16 AM
To: Kristen Bartolotta <kbartolotta@townofcanandaigua.org>; cberry@townofcanandaigua.org
Cc: Randall R. Shepard <rshepard@bonadio.com>; Erica Gardino <egardino@bonadio.com>
Subject: Court Rep Letter

Goodmorning!

I wanted to touch base and get an update on the Courts management representation letter. We still haven't received the signed letter after our previous conversation.

- Nick

Nicholas Feligno

The Bonadio Group

CPAs, Consultants & More

171 Sully's Trl., Pittsford, NY 14534

O: 585-417-3714 | F: 585-381-3131

10 offices in New York, Texas and Vermont

A Top 40 Firm nationwide

Bonadio.com | [Facebook](#) | [Twitter](#) | [Linkedin](#) | [eNewsletters](#)

Statement of Confidentiality

This electronic message may contain privileged or confidential information. If you are not the intended recipient of this e-mail, please delete it.

Sarah Reynolds

From: Kristen M. Bartolotta <KBartolo@nycourts.gov>
Sent: Monday, June 29, 2020 12:40 PM
To: Randall R. Shepard; Nicholas Feligno; Doug Finch; Cathy Menikotz
Attachments: Scan0004.pdf

Judge Prull & Judge Jones stopped in this morning to sign. I will leave the original in Cathy Menikotz's mailbox for her signature as well. Please let me know if you need any additional information. Sorry for the delay.

Kristen Bartolotta, Court Clerk
Canandaigua Town Court
5440 Routes 5 & 20 West
Canandaigua, NY 14424
585-394-9040, Fax 394-7373
Office Hours: M, T, W 9am to noon, Thursdays 1-5

Sarah Reynolds

From: dfinch@townofcanandaigua.org
Sent: Monday, June 29, 2020 1:12 PM
To: Randall R. Shepard
Cc: Jean Chrisman; 'Cathy Menikotz'; 'Gary Davis'; Jared Simpson; 'Linda Dworaczyk'; 'Terry Fennelly'; Doug Finch; 'Kate Silverstrim'; Samantha Pierce; Sarah Reynolds
Subject: FW:
Attachments: Scan0004.pdf

Randy,

Will you be able to present this to the Town Board, perhaps August meeting? Or do you wish to do it sooner? Will you be able to provide your perspective relative to the comments?

Doug Finch, Town Manager

Town of Canandaigua

5440 Route 5 & 20 West

Canandaigua, NY 14424

Phone: (585)394-1120 ext. 2234

Email: dfinch@townofcanandaigua.org

*** If you need immediate assistance and are not able to reach me please contact Sarah Reynolds (sreynolds@townofcanandaigua.org) or by phone (585)394-1120 ext. 2232*

From: Kristen M. Bartolotta <KBartolo@nycourts.gov>
Sent: Monday, June 29, 2020 12:40 PM
To: Randall R. Shepard <rshepard@bonadio.com>; Nicholas Feligno <nfeligno@bonadio.com>; Doug Finch <dod@townofcanandaigua.org>; Cathy Menikotz <cmenikotz@townofcanandaigua.org>
Subject:

Judge Prull & Judge Jones stopped in this morning to sign. I will leave the original in Cathy Menikotz's mailbox for her signature as well. Please let me know if you need any additional information. Sorry for the delay.

Kristen Bartolotta, Court Clerk

Canandaigua Town Court

5440 Routes 5 & 20 West

Canandaigua, NY 14424

585-394-9040, Fax 394-7373

Office Hours: M, T, W 9am to noon, Thursdays 1-5

ATTACHMENT 14

AGREEMENT

This Agreement ("Agreement") is entered into by and between the Town of Canandaigua ("Town"), with offices located at 5440 Routes 5 & 20, Canandaigua, NY 14424, and Cheshire Volunteer Fire Department, Inc. ("Fire Department") as of this ____ day of _____, 2020.

WHEREAS, the Fire Department has need for certain services related to the repair, maintenance, and upkeep of its vehicles; and

WHEREAS, the Town has the ability to provide some of the required services; and

WHEREAS, the Town and the Fire Department wish to formalize the terms and conditions by which said services will be provided;

NOW THEREFORE, in exchange for the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. FUEL SUPPLY. The Town will supply fuel to the Fire Department under the following terms and conditions:
 - a. The Town will supply fuel for the Fire Department's needs. The Town will use its fuel management system to track consumption.
 - b. The Town will invoice the Fire Department using the NYS OGS Fuel Bidding Price plus 0.20 cents per gallon for administrative costs. During the winter an additional charge will be added per gallon to account for any additives used to prevent freezing or gelling.
 - c. The Town reserves the right to cut off fuel supply at any time if the Town does not have an adequate amount of fuel to serve its own needs.
 - d. The Fire Department will pay each invoice in full within thirty (30) days. Any invoice not paid in full within thirty (30) days will be subject to a penalty of 1% interest per month. If any invoices are not paid in full within sixty (60) days the Town reserves the right to cut off fuel supply.
2. EQUIPMENT REPAIR. The Town will provide certain repair services to the Fire Department under the following terms and conditions:
 - a. The Town will perform repair services for the Fire Department's equipment including: brakes, coolant, air conditioning, wheel seals, oil changes, electrical repair, fuel, suspension, and any other mechanical repairs. The Town will not perform any welding, pump repairs, testing of pumps, or anything involving ladders or medical equipment.

- b. The Town will bill the Fire Department for all services performed at a rate of \$65.00 per hour and \$97.50 for overtime. Any materials supplied will be billed to the Fire Department at cost plus 3% for administrative expenses.
 - c. The Town reserves the right to refuse to perform services for any reason.
 - d. The Fire Department will pay each invoice in full within thirty (30) days. Any invoice not paid in full within thirty (30) days will be subject to a penalty of 1% interest per month.
- 3. INDEMNIFICATION. The Fire Department agrees to indemnify and hold harmless the Town for any fuel, materials, or services performed under this Agreement.
- 4. TERM. Unless extended by the parties in writing, this Agreement shall terminate on December 31, 2021.
- 5. MISCELLANEOUS.
 - a. ENTIRE AGREEMENT. The parties agree that this Agreement constitutes the entire agreement, and may not be altered, modified, amended or otherwise changed except upon written consent by each of the parties hereto.
 - b. SEVERABILITY. Should any provision or portion thereof be held invalid or unenforceable by a court of competent jurisdiction, the parties agree that the remaining provisions shall remain in full force and effect.
 - c. JURISDICTION AND VENUE. The parties agree that this Agreement shall be governed by and construed in accordance with the laws of the State of New York. Notwithstanding anything contrary contained herein, venue for any litigation resulting from this Agreement shall be New York State Supreme Court, Monroe County.
 - d. ATTORNEYS FEES. Should any action be brought by any party to enforce any provision of this Agreement, the prevailing party shall be entitled to recover, in addition to any other relief, reasonable attorneys' fees and costs and expenses of litigation or arbitration.

TOWN OF CANANDAIGUA

CHESHIRE VOLUNTEER FIRE
DEPARTMENT, INC.

By: _____
Doug Finch
Town Manager

By: _____
Name: _____
Title: _____

ATTACHMENT 15

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:			Telephone:	
			E-Mail:	
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?			NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO	YES
If Yes, list agency(s) name and permit or approval:			<input type="checkbox"/>	<input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, are adjoining or near the proposed action:				
<input type="checkbox"/> Urban	<input type="checkbox"/> Rural (non-agriculture)	<input type="checkbox"/> Industrial	<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential (suburban)
<input type="checkbox"/> Forest	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Aquatic	Other(Specify):	
Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	N/A <input type="checkbox"/> <input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest Agricultural/grasslands Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		

ATTACHMENT 16

ChalifouxLaw, pc

15 Fishers Road, Suite 125, Pittsford, NY 14534

June 29, 2020

Cathy Menikotz, Town Supervisor
Town of Canandaigua
5440 Routes 5 & 20
Canandaigua, New York 14424

Norman Teed, Town Supervisor
Town of Phelps
79 Main Street
Phelps, New York 14532

Mark Venuti, Town Supervisor
Town of Geneva
3750 County Road 6
Geneva, New York 14456

Brian Hemminger, Mayor
Village of Phelps
8 Banta Street, Suite 150
Phelps, New York 14532

Ted Bateman, Town Supervisor
Town of Hopewell
2716 County Road #47
Canandaigua, New York 14424

Fred Mink, Mayor
Village of Shortsville
6 East Main Street
Shortsville, New York 14548

Jeffery Gallahan, Town Supervisor
Town of Manchester
1272 County Road 7
Clifton Springs, New York 14432

William Hunter, Mayor
Village of Clifton Springs
1 West Main Street
Clifton Springs, New York 14432

Holly A. Adams, Esq.
County Attorney
County of Ontario
Municipal Building, 3rd Floor
20 Ontario Street
Canandaigua, New York 14424

Re: Retainer of Chalifoux Law, P.C.

Dear Supervisors, Mayors and County Attorney Adams:

I am happy to continue to represent the Towns, Villages and County listed above in the Finger Lakes Railway litigation. I am writing to confirm you would like to continue the joint representation in this matter, with the Towns and County sharing the fees and

expenses, each paying a one-sixth share. Of course, if any party would prefer to obtain separate counsel or elects not to participate in the defense of this appeal, please just let me know.

I apologize in advance for the formality of this Letter of Engagement. It is furnished to you in accordance with Part 1215 of the Joint Rules of the Appellate Division and there are several items that attorneys are required to include in such letters.

SCOPE OF REPRESENTATION

Chalifoux Law, P.C. agrees to continue representation of the above-listed Towns, Villages and County in connection with the appeal filed by Finger Lakes Railway Corp. in the Appellate Division, Fourth Department (Docket Number CA19-01721). Finger Lakes Railway Corp. is appealing the favorable decision the Respondents received in the Article 78 proceeding originally filed in Ontario County (Ontario Index Number: 115967-2017).

RESPONSIBILITIES

I have enclosed a Statement of Client's Rights and a Statement of Client's Responsibilities for your review. Our services will be rendered in accord with these rights.

Please be sure to advise us as to whether any document we have prepared and sent to you for your approval or review reflects your position, strategy and general expectations.

We may express opinions or beliefs concerning pending matters and the results that are anticipated, based upon our experience in matters of this nature. Any such statements are intended be an expression of opinion only, based on information available to us at the time, and must not be construed by you as a promise or guarantee of any particular result.

FEES, EXPENSES AND BILLING PRACTICE

We intend to submit one bill for all legal services rendered in this matter to the Town of Canandaigua, as we did in the past. I understand that the Town of Canandaigua will allocate the fees between the five Towns and the County of Ontario, collect payment and remit payment to this firm. All Towns and the County shall be responsible for a one-sixth (1/6) share of this firm's invoices.

With respect to the Villages, it is my understanding that the Towns will be responsible for charges incurred as a result of the representation of their respective Villages and will collect fees from the Villages as those parties may agree. We will submit a bill to the Town of Canandaigua approximately every sixty (60) days. Expenses will be separately stated on the bill and our fees will be charged on the basis of our time charged

at a rate of \$190.00 per hour for attorney services and \$100.00 per hour for any paralegal services.

If you ever have a question about an item on an invoice or feel that the invoice is unfair or excessive, please contact me and we can discuss it. I have never been unable to work out a billing issue to the satisfaction of my clients.

ARBITRATION

In the event that a dispute arises between us relating to our fees, you may have the right to arbitration of the dispute pursuant to Part 137 of the Rules of the Chief Administrator of the Courts, a copy of which will be provided to you upon request.

I truly look forward to continuing to provide legal services to your Towns, Villages and the County of Ontario.

Sincerely,

CHALIFOUX LAW, P.C.

Sheila Chalifoux

Sheila M. Chalifoux

Enclosures

I accept the foregoing terms of representation and hereby acknowledge receipt of a copy of this retainer agreement.

Dated: _____

By: _____

Cathy Menikotz, Town Supervisor
Town of Canandaigua

Dated: _____

By: _____

Mark Venuti, Town Supervisor
Town of Geneva

Dated: _____

By: _____
Ted Bateman, Town Supervisor
Town of Hopewell

Dated: _____

By: _____
Jeffrey Gallahan, Town Supervisor
Town of Manchester

Dated: _____

By: _____
Norman Teed, Town Supervisor
Town of Phelps

Dated: _____

By: _____
Brian Hemminger, Mayor
Village of Phelps

Dated: _____

By: _____
Frank Mink, Mayor
Village of Shortsville

Dated: _____

By: _____
William Hunter, Mayor
Village of Clifton Springs

Dated: _____

By: _____
Holly A. Adams, Esq.
County Attorney
County of Ontario

Statement of Client's Rights

1. You are entitled to be treated with courtesy and consideration at all times by your lawyer and the other lawyers and non-lawyer personnel in your lawyer's office.

2. You are entitled to have your attorney handle your legal matter competently and diligently, in accordance with the highest standards of the profession. If you are not satisfied with how your matter is being handled, you have the right to discharge your attorney and terminate the attorney-client relationship at any time. (Court approval may be required in some matters, and your attorney may have a claim against you for the value of services rendered to you up to the point of discharge.)

3. You are entitled to your lawyer's independent professional judgment and undivided loyalty uncompromised by conflicts of interest.

4. You are entitled to be charged reasonable fees and expenses and to have your lawyer explain before or within a reasonable time after commencement of the representation how the fees and expenses will be computed and the manner and frequency of billing. You are entitled to request and receive a written itemized bill from your attorney at reasonable intervals. You may refuse to enter into any arrangement for fees and expenses that you find unsatisfactory. In the event of a fee dispute, you may have the right to seek arbitration; your attorney will provide you with the necessary information regarding arbitration in the event of a fee dispute, or upon your request.

5. You are entitled to have your questions and concerns addressed promptly and to receive a prompt reply to your letters, telephone calls, emails, faxes, and other communications.

6. You are entitled to be kept reasonably informed as to the status of your matter and are entitled to have your attorney promptly comply with your reasonable requests for information, including your requests for copies of papers relevant to the matter. You are entitled to sufficient information to allow you to participate meaningfully in the development of your matter and make informed decisions regarding the representation.

7. You are entitled to have your legitimate objectives respected by your attorney. In particular, the decision of whether to settle your matter is yours and not your lawyer's. (Court approval of a settlement is required in some matters.)

8. You have the right to privacy in your communications with your lawyer and to have your confidential information preserved by your lawyer to the extent required by law.

9. You are entitled to have your attorney conduct himself or herself ethically in accordance with the New York Rules of Professional Conduct.

10. You may not be refused representation on the basis of race, creed, color, religion, sex, sexual orientation, age, national origin or disability.

Statement of Client's Responsibilities

1. The client is expected to treat the lawyer and the lawyer's staff with courtesy and consideration.

2. The client's relationship with the lawyer should be one of complete candor and the client should apprise the lawyer of all facts or circumstances of the matter being handled by the lawyer even if the client believes that those facts may be detrimental to the client's cause or unflattering to the client.

3. The client must honor the fee arrangement as agreed to with the lawyer to the extent required by law.

4. All bills tendered to the client for services rendered pursuant to the agreed upon arrangement regarding fees and expenses should be paid when due.

5. A client who discharges the attorney and terminates the attorney-client relationship must nevertheless honor financial commitments under the agreed to arrangement regarding fees and expenses to the extent required by law.

6. Although the client should expect that his or her letters, telephone calls, emails, faxes, and other communications to the lawyer will be answered within a reasonable time, the client should recognize that the lawyer has other clients who may be equally deserving of the lawyer's time and attention.

7. The client should maintain contact with the lawyer, promptly notify the lawyer of any change in telephone number, address, email, or other electronic contact information, and respond promptly to a request by the lawyer for information and cooperation.

8. The client must realize that the lawyer is required to respect only legitimate objectives of the client and that the lawyer will not advocate or propose positions that are unprofessional or contrary to law or the New York Rules of Professional Conduct.

9. The lawyer may decline to accept a matter if the lawyer has previous personal or professional commitments that will prohibit the lawyer from devoting adequate time to representing the client competently and diligently.

10. A lawyer is under no obligation to accept a client if the lawyer determines that the cause of the client is without merit, a conflict of interest would exist or a suitable working relationship with the client is not likely.

ATTACHMENT 17

AGREEMENT

BY AND BETWEEN

TOWN OF CANANDAIGUA, NY

AND

TOWN OF CANANDAIGUA

HIGHWAY EMPLOYEE'S ASSOCIATION

2019-2022

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
Agreement	3
1 - Unit	3
2 - Recognition	3
3 - Purpose.....	3
4 - No Strike	4
5 - Union Security and Dues Deduction	4
6 - Discipline and Discharge Procedures	4
7 - Town Affairs.....	6
8 - Wages	7
9 - Hours of Work - Overtime	7
10 - Holidays	9
11 - Vacation.....	10
12 - Information on Job Classification.....	11
13 - Health and Disability Benefits	12
14 - Bereavement Leave.....	13
15 - Sick Leave	14
16 - Jury Duty.....	15
17 - Promotions and Transfers	16
18 - Layoffs	16
19 - Organization Affairs.....	17
20 - Labor Management Committee.....	17
21 - Military Leave and Military Leave of Absence	17
22 - Volunteer Firefighters	18
23 - Deferred Compensation Plan.....	18
24 - Employee Recognition Program.....	18
25 - Uniforms and Work Boots.....	18
26 - Maintenance of Benefits.....	19
27- Scope of Agreement	19
Appendix A, B, C, and D - Wage Tables.....	21

AGREEMENT

AGREEMENT made this 15th day of October, 2018, and effective as of 1/1/2019, by and between the Town of Canandaigua, ("Employer") and the Town of Canandaigua Highway Employee's Association, ("Association"), affiliated with Local 1170 Communications Workers of America. This Agreement shall cover the period of 1/1/2019 through 12/31/2022.

All provisions set forth in the Town of Canandaigua Employee Handbook (last amended on April 15, 2019), shall govern all employees of the Town of Canandaigua EXCEPT as modified by this Agreement. The Association reserves the right to negotiate any changes made to the Employee Handbook which effect members of the Association, after the date of this agreement. The Town Board of the Town of Canandaigua reserves the right to make changes to the Employee Handbook relating to all other employees not covered by this agreement.

All provisions set forth in the Town of Canandaigua Code of Ethics, as amended from time to time, shall govern all employees of the Town of Canandaigua.

SECTION 1 - UNIT

This Agreement shall apply to all full-time and regular part time Motor Equipment Operators, Working Supervisors, Heavy Equipment Mechanic, Motor Equipment Operator IV's, Water Maintenance Assistants and Laborer's employed in the Town Highway, Water and Recycling Departments working at least fifteen (15) hours per week, ("Employee"). Temporary and seasonal employees working for a given period; Winter, Spring, Summer, Fall are excluded. The term "employee" shall mean members of the bargaining unit covered by this agreement. A full time employee shall be as defined by the Ontario County Department of Personnel and Civil service in terms of hours worked per week.

SECTION 2 - RECOGNITION

The Employer recognizes the Association as the bargaining agent for all full time and regular part time hourly Employees in the unit defined in section 1 in all matters pertaining to salaries, benefits, and other terms and conditions of employment.

SECTION 3 - PURPOSE

- A. It is the purpose of this Agreement to effectuate the provisions of Chapter 392 of the Laws of 1967 (The Public Employees' Fair Employment Act), to provide orderly collective negotiating relations between the Employer and the Association, to secure prompt and equitable disposition of grievances and to establish fair wages, hours and working conditions for the employees covered by this Agreement.
- B. The provisions of this Agreement shall be applied equally and to all employees in the

bargaining unit, without discrimination as to age, sex, sexual orientation, race, color, creed, national origin and/or handicap.

SECTION 4 - NO STRIKE

The Association, and the Employees in the Association, represent and re-affirm that neither has the right to strike and agree that neither will engage in a strike, nor cause, instigate, encourage or condone a strike.

SECTION 5 - UNION SECURITY AND DUES DEDUCTION

- A. All new full time and regular part time Employees, as defined in section 1, hired by the Town and covered by this Agreement, shall as a condition of employment, within 30 days of employment, pay or tender to the Association an amount equal to the periodic Association dues until an employee's termination or separation from the bargaining unit.
- B. The Employer, upon presentation of appropriate authorizations executed by Employee's covered by this bargaining agreement, will deduct membership dues from the pay of bargaining unit Employees, and distribute same to a trustee or agency designated by the Association.
- C. The Association agrees to indemnify and hold the Employer harmless from all matters of claims, demands, suits, actions, or other forms of liability which may arise against the Employer on the account of the deduction of Union dues hereunder and the paying over of the same to the Association, trustee or agency designated by the Association.

SECTION 6 - DISCIPLINE AND DISCHARGE PROCEDURES

The Town agrees that, in disciplining any employee covered by this agreement, it shall follow the provisions of Section 75, 76, and 77 of the New York State Civil Service Law. In addition, in any case where the Town seeks to terminate the employment of an employee covered by this agreement, that employee may, in lieu of a Section 75 Hearing, elect to have the matter submitted directly to binding arbitration as set forth in Step 3 of the grievance procedure and the appointed arbitrator shall determine whether or not just cause for the termination existed and the appropriate remedy.

SECTION 6.1 - GRIEVANCE PROCEDURE

The Association shall represent any Employee, or group of Employees, as described in section 1, on disputes and grievances as defined in this Agreement in accordance with the procedures established by this Agreement.

A Grievance shall be defined as an alleged violation, misrepresentation, or inequitable application of the terms of this Agreement.

For purposes only of the Grievance Procedure below, workdays include Mondays through Fridays, and exclude holidays, except that workdays for Employees at the Transfer Station shall also include Saturdays and Sundays. Time limits set forth in this Section are of the essence.

The Grievance Procedure is defined as follows:

Step 1:

- A. An employee who claims to have a Grievance shall present his grievance in writing to the Department Head, on an approved grievance form, in writing, within ten (10) working days after the occurrence.
- B. Within five (5) working days the Department head shall discuss the grievance with the Employee and the grievance committee of the Association and shall make such investigation, as he/she deems appropriate.
- C. Within ten (10) working days after presentation of the grievance, the Department Head shall make his decision and communicate the same in writing to the Employee and the Association.

Step 2:

- A. If the employee or Association presenting a grievance is not satisfied by the decision of the Department head, the employee may, within five (5) working days after the Department Head's decision, request a review and determination of his grievance by the Town Manager or his/her designee. Such request shall be in writing and contain a statement as to the specific nature of the grievance and facts relating to it.
- B. The Town Manager, or his/her designee, shall meet with the Association, or its designated grievance committee, within five (5) working days after receiving said written notification. The Town Manager or the Association may request the presence of the employee's immediate supervisor and such other personnel as deemed appropriate at the meeting.
- C. Within ten (10) working days after the close of said meeting, the Town Manager, or his designee, shall notify, in writing, the employee and the Association of his decision on said grievance.

Step 3:

- A. In the event no agreement is reached at step 2, the Association, upon written notice to

the Town, may appeal the Grievance to arbitration within twenty (20) working days after receipt of the Step 2 answer. The parties shall then endeavor to agree upon an arbitrator within ten (10) working days following the date of such notification.

- B. If the parties fail to agree upon such arbitrator, the Employer and the Association shall then request from New York State Public Employee Relations Board a panel of seven (7) names of suggested arbitrators. Any fees required by PERB shall be shared equally between the parties.
- C. The parties shall then select the impartial arbitrator from such list by each party alternatively removing one name from the list until but one name remains.
- D. The impartial arbitrator shall be bound by the terms of this Agreement.
- E. The expense of the impartial arbitrator selected, the hearing room, and the transcript of the testimony, if the parties mutually agree upon having the testimony of the hearing transcribed, shall be borne equally by the parties.
- F. The impartial arbitrator shall submit his decision within sixty (60) days after the hearing, unless time is extended by agreement by both parties.

SECTION 7 - TOWN AFFAIRS

The provisions of the Agreement shall not be construed to restrain or limit the Employer in any way other than the express provisions of this Agreement, and all of the authority, rights, and responsibilities possessed by the Employer are hereby reserved and retained, including but not limited to the right to determine the mission, purposes, objectives, and policies of the Employer; to determine the methods, means, and number of personnel required for the conduct of Employer operations and functions; the examination, selection, recruitment, hiring, appraisal, training, retention, promotion, assignment, or transfer of employees pursuant to law; to direct, deploy, and utilize work force; to establish specifications for each class of positions and to classify or reclassify and to allocate or reallocate new or existing positions in accordance with applicable law; and to discipline or discharge employees in accordance with applicable law and the provisions of this Agreement. All of these rights shall be recognized unless modified by the provisions of this Agreement or applicable law.

SECTION 8 - WAGES

A. Job Classification and wage rates:

The job classifications and wage rates assigned to each classification are attached hereto as Appendix A, B, C and D. The placement of an employee within the rate structure assigned to each job classification shall be determined by the Town upon hiring as detailed in section 8, C.

B. Wage Increases:

Effective January 1st of each of the years covered by this agreement, employees will have their wages increased as detailed Appendix A, B, C, and D based on job title and years of service as detailed in section 8, C. Wage rates are set one time annually during the Town Board's organizational meeting each January. Employees wage rates will be set based on the number of years of service to the Employer in the position that they are currently holding, and must have achieved the next full year of service prior to January 1st.

C. All employees with three or more years of service to the Employer will receive the full wage rate detailed in Appendix A and B for the respective year. Employees with two or fewer years of service will be paid as follows:

- At least two years, but less than three years of service will receive 95% of the published wage rate in Appendix A, B, C, and D.
- At least one year, but less than two years of service will receive 90% of the published wage rate in Appendix A, B, C, and D.
- At least six months of service, but less than one year of service will receive 85% of the published wage rate in Appendix A, B, C, and D.
- New employees and those employees with less than six months of service at the time of the annual organizational meeting in which wage rates are set will receive 75% of the published wage rate in Appendix A, B, C, and D. The Town Board of the Town of Canandaigua reserves the right to define pay rates for new employees governed by this agreement, based on experience or prior service, provided the rate is not more than the full wage rate detailed in Appendix A, B, C, and D.

SECTION 9 - HOURS OF WORK - OVERTIME

Section 9.1 - Work Schedules

- A. For all full-time Employees, the normal work week shall be eight (8) hours per day, Monday through Friday. The work week shall be forty (40) hours per week.
- B. For the full-time employee designated to the Transfer Station, the normal work week shall be six (6) hours on Sunday, fourteen (14) hours on Wednesday, ten (10) hours on Thursdays, and ten (10) hours on Saturday. The work week shall be forty (40) hours per week.

- C. Alternative work schedules maybe implemented by agreement between the Town and the Association.

The parties agree that from December 1, 2019 thru March 8, 2020, the work week shall be forty hours per week consisting of ten (10) hours per day, Monday thru Thursday for nine of the highway employees and Tuesday through Friday for nine of the highway employees as directed by the Town of Canandaigua Highway Superintendent.

The parties agree that from November 7, 2020 thru March 14, 2021, the work week shall be forty hours per week consisting of ten (10) hours per day, Monday thru Thursday for nine of the highway employees and Tuesday through Friday for nine of the highway employees as directed by the Town of Canandaigua Highway Superintendent.

The parties agree that from November 6, 2021 thru March 13, 2022, the work week shall be forty hours per week consisting of ten (10) hours per day, Monday thru Thursday for nine of the highway employees and Tuesday through Friday for nine of the highway employees as directed by the Town of Canandaigua Highway Superintendent.

During the term of the alternative work schedule above all references and/or computations in the Agreement based upon a Ten-hour work day shall be deemed to be or based upon a ten-hour work day and all references to a work week or week shall be deemed to be or based upon a four-day work week.

- D. All employees are required to use their designated key fob to clock in and out on the time clocks to show the daily hours worked.
- E. If an employee is scheduled for more than eight (8) hours in a day, he or she shall be paid for the number of hours regularly scheduled as it applies to the payment of sick, vacation, bereavement, comp time, etc. taken in such week.
- F. For the purpose of administering this Agreement, a day's pay shall be paid at the number of hours scheduled for that Employee for that day.

Section 9.2 – Overtime

- A. Except as hereinafter provided, all overtime more than the base work week will be paid at time and a half on the base hourly rate. The base workweek shall be deemed to be forty (40) hours. All hours worked or not shall be included in the base week. Jury duty leave, military leave, and leave for cancer screening, blood donations, and use of compensatory time off will not be included as time worked for the purpose of computing overtime.
- B. With pre-authorization from the Department Head, a non-exempt employee will have the option of being credited with "compensatory time" in lieu of overtime pay, up to a maximum of 40 hours banked at any time per year.

- C. Compensatory time must be taken in minimum blocks of two (2) hours. Prior notice of 48 hours, and approval of the Department Head, must be given. This notice period may be waived by the Department Head.
- D. Any compensatory time not used as of December 31st cannot be carried over into the next year. Employees will not receive cash payment for unused compensatory time unless as of December 31st an individual has less than 2 hours in their bank then the balance will be paid.
- E. An employee whose employment with the Town is terminated will receive cash payment for unused compensatory credits to which the employee is properly entitled at the employee's then current rate of pay.

Section 9.3 – Call In Pay

- A. In the event an employee is called in to work prior to the employee's regular starting time, or after the employee's regular quitting time and the employee has left the work-site, he or she shall be considered called in.
- B. A minimum of two (2) hours shall be paid for "call ins".
- C. All "call-ins," (except holiday call-ins), shall be paid for at the rate of time and one-half. Holiday "call-ins" for the purpose of this section are defined as the actual Holiday (not observed days) associated with the designated Holidays per section 10. Observed day "call-ins" shall be paid at time and a half. Holiday "call ins" shall be paid for at two times the basic rate of pay. The Employer specifically reserves the right to "call-in" Employees where it is deemed necessary to provide essential services to the public.

SECTION 10 – HOLIDAYS

All members of the Association shall be entitled to the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	Day after Thanksgiving
	Christmas Day

- A. Floating Holidays- in addition to the above designated holidays, a full time employee will be credited with (4) floating holidays equivalent to 32 hours of pay each January 1st. An employee must receive prior approval from the employee's Department Head to take a floating holiday. Floating holidays must be used in no less than 1 hour increments. Any floating holiday not used as of December 31st cannot be carried over into the next year and will be cancelled. An employee whose employment with the

Town is terminated for any reason, including retirement, will not receive cash payment for unused floating holidays.

B. New Hires, floating holidays will be credited to newly hired full time employees based upon date of hire as follows.

- Hired during 1st calendar quarter: 3 floating holidays
- Hired during 2nd calendar quarter: 2 floating holidays
- Hired during 3rd calendar quarter: 1 floating holidays
- Hired during 4th calendar quarter: 0 floating holidays

C. When a holiday falls on a Saturday, the employees shall receive the previous Friday off. When a holiday falls on a Sunday, the employees shall receive the following Monday off.

D. A Holiday occurring during a period of vacation or authorized leave, other than a leave of absence, shall not be included in computing such vacation time or authorized leave. The employee shall be credited for the holiday in place of the vacation day or authorized leave. An employee shall not be paid for both the holiday and vacation but may take the vacation day at another time.

E. The Employer reserves the right to require employees to work on holidays where it is deemed necessary to provide essential services to the public.

F. Holiday pay eligibility- an employee must work the employee's scheduled workday before and the employee's scheduled workday after a designated holiday in order to receive holiday pay. For example, if the designated holiday is Monday and the employee is scheduled to work the previous Friday and the following Tuesday, the employee must actually work that Friday and Tuesday to receive holiday pay for the Monday, unless the employee uses a vacation day, compensatory day, or floating holiday.

SECTION 11 - VACATION

A. A full-time employee will earn paid vacation leave in accordance with the following vacation schedule. An employee may take vacation leave only after it has been credited. The employee will be credited on the first day of January of each year for the leave earned in the previous year.

After completion of	Vacation Leave
1 year	80 hours
2 years	80 hours
3 years	88 hours
4 years	96 hours

5 years	104 hours
6 years	112 hours
7 years	120 hours
8 years	128 hours
9 years	136 hours
10 years	144 hours
11 years	152 hours
12 years	160 hours

- B. Part-Time Employees, excluding seasonal employees, with a regular work schedule of twenty (20) or more hours per week shall receive one week of paid vacation leave annually after completion of one year of service. The one-week granted shall be equal to the number of hours the employee is regularly scheduled to work, and will be credited on the employee's anniversary date of hire. Such employee may take the vacation in a one (1) week block. Vacation leave may not be carried over from year to year.
- C. Employees will not be granted vacation until they have satisfactorily completed a probationary period of one-year of service.
- D. Vacations will be based on current rate of weekly pay at the time the vacation is taken.
- E. An employee must receive prior approval, on no less than 48 hours' notice, from the employee's Department Head to take vacation leave. Vacation credits may not be used in increments of less than four (4) hours.
- F. Accumulation (carry over) - An employee may carry over a maximum 80 hours of vacation credits from one calendar year to the next, which must be used before the first day of April following the year in which they were credited. Any carry over vacation leave credits unused as of April 1st, will expire.
- G. Employees may cash out up to 80 hours of vacation payable in the first pay period in December. The employee must submit the request by November 15th on the proper form.
- H. New Employees - All new employees hired prior to July 1st of a calendar year, will receive a onetime credit of 80 hours of vacation time on the 1st day of July following the satisfactory completion of a one year probationary period. All new employees hired after July 1st of a calendar year, will be credited with 80 hours of vacation time on the first day of January following one full year of service.
- I. An employee who becomes hospitalized while on vacation leave may charge such

time in a hospital as authorized sick leave, up to a maximum of three days, provided proper documentation is submitted to and authorized by the Department Head.

- J. An employee who resigns, retires, is laid off, provides adequate notice of no less than two (2) weeks, or is dismissed, will receive cash payment for unused vacation leave to which the employee is properly entitled at the employee's then current rate of pay.
- K. Holidays during scheduled vacation- In the event a designated holiday occurs on an employee's normal workday and the employee is on paid vacation, the employee will receive holiday pay at the employee's normal rate of pay.

SECTION 12 - INFORMATION ON JOB CLASSIFICATION

Both the Employer and Association recognize that the final determination of job classifications is the responsibility of the Ontario County Department of Human Resources. However, the Employer agrees to give a copy of the list of relevant job classifications and job specifications that are distributed by said Civil Service Commission to the President of the Association.

SECTION 13 - HEALTH AND DISABILITY BENEFITS

Section 13.1 Health Insurance:

A. Health Plans provided:

All full-time employees as of date of hire are eligible by application to become subscribers to the Town's health insurance program, which include the following programs offered by Excellus. If the following plans are substantially changed or are no longer offered through Excellus, the Town will offer substantially equivalent or better options.

- Gold 18 (hybrid plan)
- Silver 2 HDHP
- Bronze 4 HDHP

B. Employee Contributions:

Employees shall contribute no less than 10% towards the monthly premium of the Silver 2 HDHP, or no less than 15% towards the monthly premium of the Gold 18(hybrid plan), or no less than 5% towards the monthly premium of the Bronze 4 HDHP. Employees will be responsible for 15% of any annual increase above the premiums applicable from the prior year.

Effective 7/1/2020, the Town of Canandaigua will offer the Gold 18 plan to all eligible employees but will contribute the same amount as is contributed to the Silver 2 plan. The remainder of the premium will be the responsibility of the

employee.

C. Health Savings or HRA Account:

The Town will make the following contributions semi-annually at a rate of 50% on January 1st and 50% on July 1st to the employee's HSA.

The Town will make the following contributions to the employees HSA or HRA

Tier	Gold 18	Silver 2	Bronze 4
Single	\$ 750.00	\$1,120.00	\$2,350.00
All other	\$1,500.00	\$2,240.00	\$4,700.00

D. Medical Insurance Buyout:

Employees may choose to forgo coverage under a Town-sponsored health insurance program in exchange for a cash buy out in lieu of receiving medical insurance benefits (Dental insurance shall not be included). Employees covered by the Town health insurance through a spouse (active or retired) are not eligible for this payment. This buy out provision is subject to the following conditions:

- a. The employee must provide documentation of comparable medical insurance in a manner and form to be determined by the Town and sign an appropriate waiver of health insurance coverage and waiver of liability to the Town.
- b. The Annual buy out amount shall be Two thousand dollars (\$2,000.00).
- c. Partial payment of the buyout will be made in the employee's regular biweekly paycheck for each pay period the employee is eligible for the buyout. This payment is in addition to the compensation to which the employee is otherwise entitled, and will be treated as part of gross income and subject to payroll taxes.
- d. In the event the employee loses coverage under the alternate insurance plan, the employee may resume coverage under a medical insurance plan made available through the Town. Coverage will begin on the first of the month immediately following the request for reinstatement, provided such request is made at least five business days prior to the first of the month and all eligibility requirements of the insurance plan are met.

Section 13.2 Dental Insurance:

Dental Insurance: All full-time employees as of date of hire are eligible by application to become subscribers to the Town's Dental insurance program, which shall include the following program offered by Excellus. If the following plan is substantially changed or is no longer offered through Excellus, the Town will offer substantially equivalent or better option.

- Excellus DBOC-1-26/26 plan

Employee contributions: All full-time employees shall contribute 25% towards the cost of the monthly premium. Any changes to plans or contribution strategies would be subject to further negotiation by the Employer and the Association.

Section 13.3 New York State Retirement:

- A. The Town will make available the New York State Employee's Retirement system pension plan to each eligible employee.
- B. The Town agrees to maintain the present retirement plan provided by law, including for the provision for the allowance for unused sick leave as provided by section 41-j of the New York State Retirement and Social Security Law.

SECTION 14 - BEREAVEMENT LEAVE

Each employee shall be entitled to up to Three (3) days leave with pay for the death of the following immediate family members:

- Spouse Child
- Parent (In law or step) Sibling
- Grandparent
- Daughter in law Son in Law
- Grand child
- Employees same sex partner

In the event of a death of a full time employee's family member not included in the definition of immediate family, the employee may take a paid leave of absence for one day from the employee's regularly scheduled work to attend the funeral. Such leave will not be subtracted from any of the employee's leave credits.

Extended bereavement leave- with authorization from the employee's Department Head, an employee may use vacation leave credits and/or personal leave credits to extend bereavement leave. The Department head will have discretion to extend the leave or not, based on the needs of the Department.

SECTION 15 - SICK LEAVE

- A. All full-time employees shall be entitled to accumulate eight hours of sick leave per month to a maximum of 1,500 hours. An employee will be credited with sick leave credits while on a paid leave of absence, but not while on an unpaid leave of absence.

- B. Each employee must notify his/her direct supervisor within an hour of the designated starting time of his or her tour of duty on any day, which he/she is sick. (Designated time of call-in shall be at the discretion of the supervisor, but must be within the one hour limitation).
- C. Any employee who is absent due to personal illness may be required to furnish a physician's certificate to justify his absence.
- D. For an absence of three or more consecutive days, employees will be required to furnish a physician's certificate stating the nature of the illness.
- E. In case of prolonged illness during which the employee, through accumulated sick leave, continues to receive wages, a certificate from the attending physician must be filed with the Department Head every 30 days.
- F. After all sick leave credits plus any accrued vacation have been used, an employee with a minimum of 5 years of continuous service, may be granted extended paid sick leave of up to thirty days, upon recommendation of the Department Head and the approval of the Town Board.
- G. A newly hired employee will not be credited with sick leave credits prior to completing six months of continuous employment, at which time a full-time employee will be credited with forty-eight (48) hours of paid sick leave.
- H. A full time employee who was hired prior to September 22, 2014 and who has one thousand five hundred hours of sick leave credits will be credited with eight hours of paid vacation leave each month in lieu of paid sick leave. This provision of vacation leave in lieu of sick leave does not apply to any employee hired after September 22, 2014.
- I. The Town will administer a New York State Disability Insurance program for the employees, with the employees responsible for paying the premium.
- J. An employee may use five (5) days sick leave with pay per year for family medical issues. The Town may request documentation, but nurse's note will be acceptable to verify the medical illness.
- K. An employee may use sick leave credits for personal illness or injury that inhibits the employee's work or for medical and dental appointments, which cannot be scheduled during non- work hours. Sick leave credits may not be used in increments of less than one hour.
- L. All employees will be provided with foul weather gear. Damaged foul weather gear shall be provided to the department head for replacement as soon as possible.

- M. For an employee injured on the job and entitled to Workers' Compensation ("C" benefits, the Town will pay to the employee the difference between the WC benefit amount that the injured employee is entitled to receive and the employee's regular salary, except the Town will pay to the employee his full regular base pay for the first 7 days that the employees is absent from work under a valid WC claim. If the employee is absent from work after the first 7 days then the Town, at the employee's option, may pay the employee his regular wages, up to 7 days, through the deduction of sick leave time. The employee must have sufficient amounts in his sick bank for such deduction. When or if the Town is reimbursed by the insurance carrier the portion of sick leave that is reimbursed will be credited back to the employee's sick leave bank. Any portion that is not reimbursed will remain as a deduction. After the initial 14 days from the date of injury, the Town will only pay to the employee the difference between the employee's regular wages and the Workers' Compensation amounts. At this time the employee will receive the WC benefits directly from the insurance carrier. The Town must be provided proof of actual WC benefits received or denied and the Town shall adjust payroll accordingly.

SECTION 16 - JURY DUTY

An employee who is required to serve on a jury or as a witness in a court case shall receive paid leave for the necessary period. Upon approval of the Department Head, employees requesting jury duty leave shall submit to the Clerk/Treasurer a copy of the Court Order or Subpoena along with any juror or witness fees or compensation. Employees receiving approved jury duty or court leave will not be required to turn in payments for expense reimbursements paid through the Court system (such as meal and mileage allowances).

SECTION 17 - PROMOTIONS AND TRANSFERS

- A. Whenever an opportunity for promotion occurs, or a job opening occurs in other than a temporary situation in any job classification, or job opening occurs as the result of the development or establishment of a new job classification, a notice of the opening shall be posted per the Employer's posting procedures.
- B. During this period employees who wish to apply for the open position including employees on layoff may do so. The application shall be in writing and it shall be submitted to the Superintendant of Highways or his or her designee as indicated on the notice.

SECTION 18 - LAYOFFS

The Employer, in its discretion, shall determine if lay-offs are necessary. If the Employer determines that lay-offs are necessary, lay-off and recall of competitive class employees shall be governed by the New York State Civil Service Law and the Ontario County Civil Service Rules.

Lay-offs in the non-competitive class or labor class shall take place in accordance with the below:

- A. Employees will be laid off first based on seniority regardless of classification with the Employee with least seniority being laid off first. Seniority will be based on full time employment.
- B. In the event two (2) or more Employees have the same seniority date, the Employee holding the highest rated position for the longest period shall have first seniority rights.
- C. In the event of a layoff two weeks notice will be given to the Employee.
- D. An employee laid off due to a lack of work or elimination of an operation shall have recall rights to their original job title or a job title they are qualified to perform as determined by Ontario County Department of Human Resources for a one (1) year period from the date of lay-off. The employees must notify the Town of their intent to accept or reject the recall offer within five (5) business days of receiving the notification from the Town by certified mail.

SECTION 19 - ORGANIZATION AFFAIRS

- A. The Employer shall afford officers up to 52 hours per year, with the Association paying the Employer for any additional hours used, except in the case of hearings, of on-duty status to process grievances and to consult with appropriate management officials, if the officers shall first request this of his supervisor and arrange to take the necessary time without material interference with his assigned duties. The provisions of this section shall apply to all aggrieved employees.
- B. Officers of the Association shall be allowed up to a total of 10 days per year, without pay, to attend Union conferences, conventions, or meetings, provided the department head approves such time off.
- C. Bulletin Boards: Bulletin boards shall be furnished, installed and maintained by the Town in locations on Town premises approved by the Town and accessible to employees in the bargaining unit for posting of notices relating to Union affairs.
- D. New Employee Orientation: The Association may arrange with the supervisor to meet with newly -hired employees as part of the overall orientation process for furnishing them with information about the Association. The meeting will be limited to a maximum of thirty (30) minutes and may be coupled with a relief or lunch period. Time spent during the basic scheduled work period for each employee will be paid as

time worked.

SECTION 20 – LABOR/MANAGEMENT COMMITTEE

A joint labor/management committee will be formed consisting of two (2) representatives of the Employer and two (2) officers of the Association. The committee will meet periodically at a mutually agreed time and place, or meetings may be called by either party upon reasonable notice. The purpose of the committee shall be to foster good labor relations; both the Employer and Association agree to act in a reasonable manner in all matters between the Town and the employees.

SECTION 21 – MILITARY LEAVE AND MILITARY LEAVE OF ABSENCE

- A. Military leave (New York State Law) - This section refers only to a paid leave for military service under New York State Law and does not effect an employee's entitlement to leave needed for military service under federal statute. The Town of Canandaigua recognizes the importance of the Military Reserve and National Guard, and will permit any employee the use of military leave to perform ordered military duty or required training. The Town will grant such leave with pay for up to twenty-two work days or thirty calendar days in a calendar year, whichever is greater. Such military leave beyond the twenty-two workdays or thirty calendar days in a calendar year will be unpaid, however accumulated vacation leave may, at the employee's option, be used at any time during the leave. In accordance with applicable New York State Law, the employee may keep all pay received for military service.
- B. Military Leave of Absence (Federal Law)- An unpaid leave of absence for a period of up to the federal statutory limits will be granted to an employee to serve in any of the Armed Forces of the United States. The Employee's accumulated vacation leave may, at the employee's option, be used at any time during such leave of absence.
- C. Leaves for Military Spouses (New York State Law)- In accordance with NYS Labor Law 202-I, the Town will grant an unpaid leave of absence of up to ten days to an employee (who works an average of twenty hours per week) whose spouse is a member of the armed forces of the United States, National Guard, or reserves who has been deployed during a period of military conflict, to a combat theater or combat zone of operations. This leave shall only be used when the employee's spouse is on leave from such deployment. This does not preclude the employee's option to use available paid leave upon approval of the employee's Department Head.

SECTION 22 – VOLUNTEER FIREFIGHTERS

At the discretion of the Department head, volunteer firefighters who are active members of organizations serving the Canandaigua Fire Protection District will be allowed to report to a fire during work hours without having to take the time unpaid or having to

utilize their paid time off. The Town will compensate the employee for the hours spent responding to an emergency during their normal work schedule.

The Department Head shall enjoy the discretion, up to a maximum of two (2) times per year, to permit an Employee to report for a half day (utilizing either paid time off, or taking the time unpaid) following a fire or emergency call received after 12:01 a.m.

SECTION 23 - DEFERRED COMPENSATION PLAN

The Town agrees to continue to facilitate the availability of any deferred compensation plan to Employees and shall allow Employees covered by this Agreement to participate in this plan.

SECTION 24 - EMPLOYEE RECOGNITION PROGRAM

The Town agrees that Employees will be recognized in the same manner and provided the same awards as other Town employees.

SECTION 25 - UNIFORMS AND WORK BOOTS

Employees are required to wear their provided uniforms at all times while on duty. Employees will be responsible to pay for uniforms that are lost or not returned to the Town.

The Town will provide an allowance up to \$150 per pair towards the purchase of work boots. The Town will give this allowance to employees when the need for new work boots is determined by the Safety Officer but not to exceed two pairs in a twelve month period. Employees are required to wear work boots at all times while on duty. The Town will determine the company that provides the work boots in order to set up proper payment.

SECTION 26 - MAINTENANCE OF BENEFITS

All conditions or provisions beneficial to employees now in effect which are not specifically provided for in this Agreement or which have not been replaced by provisions of this agreement shall remain in effect to the duration of this Agreement, unless mutually agreed otherwise between the Town and the Union.

SECTION 27 - SCOPE OF AGREEMENT

- A. This Agreement shall not be modified or amended unless in writing signed by both parties.
- B. If any section, subsection, sentence, clause, phrase or portion of the Agreement is for

any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof. Such section, subsection, sentence, clause, phrase or portion of the Agreement held invalid or unconstitutional would then be subject to re-negotiation.

- C. The parties intend that negotiations for a subsequent Agreement may commence by September 1, 2022. In the event the parties do not reach agreement for a new Agreement by December 31, 2022, the terms of this Agreement shall remain in force in accordance with applicable state law.

D. IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIREING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective officers.

TOWN OF CANANDAIGUA:

**TOWN OF CANANDAIGUA HIGHWAY
EMPLOYEE'S ASSOCIATION:**

TOWN MANAGER

PRESIDENT HIGHWAY ASSOCIATION

DATE

PRESIDENT LOCAL 1170 C.W.A

APPENDIX A

	2019 Wage Rate(s)
Group 1 - Motor Equipment Operators	\$ 26.44
Group 2 - Motor Equipment Operators IV Water Maintenance Assistants	\$ 27.41
Group 3 - Working Supervisors	\$ 28.76

APPENDIX B

	2020 Wage Rate(s)
Group 1 - Motor Equipment Operators	\$ 26.97
Group 2 - Motor Equipment Operators IV Water Maintenance Assistants	\$ 27.96
Group 3 - Heavy Equipment Mechanic Working Supervisors	\$ 29.34

APPENDIX C

	2021 Wage Rate(s)
Group 1 - Motor Equipment Operators	\$ 27.51
Group 2 - Motor Equipment Operators IV Water Maintenance Assistants	\$ 28.52
Group 3 -	\$ 29.93

Heavy Equipment Mechanic Working Supervisors	
---	--

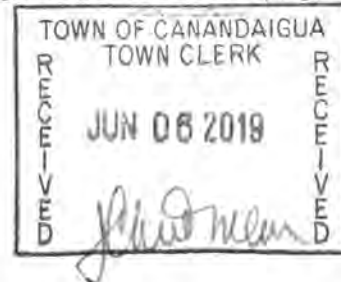
APPENDIX D

	2022 Wage Rate(s)
Group 1 - Motor Equipment Operators	\$ 28.06
Group 2 - Motor Equipment Operators IV Water Maintenance Assistants	\$ 29.09
Group 3 - Heavy Equipment Mechanic Working Supervisors	\$ 30.53

ATTACHMENT 18

June 5, 2019

Mrs. Jean Chrisman, Town Clerk
Town of Canandaigua
5440 Routes 5 & 20 West
Canandaigua, New York 14424



**RE: LAKESIDE ESTATES SECTIONS 3 & 4 – AMENDED FINAL SUBDIVISION PLAT
MAINTENANCE BOND - REVIEW
TAX MAP NO: 126.00-1-59.110
CPN No.: 19-024
MRB PROJECT NO.: 0300.12001.000 – PH 160**

Dear Mrs. Chrisman,

It is our understanding that the applicant is in the process of dedicating the hammerhead turnaround, watermain, storm sewer system, and the roadway for the Lakeside Estates, Sections 3 & 4. Prior to dedication and closing out the Letter of Credit associated with this project, a 2-year maintenance bond is required to be provided to the Town.

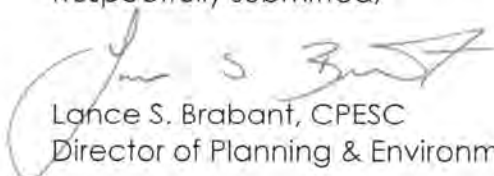
As requested, MRB has completed a review of the approved Letter of Credit Estimate to determine the appropriate maintenance bond amount to be provided. These items were taken from the approved Letter of Credit Estimate for the project; the required maintenance bond amount immediately follows;

	<u>Total Construction Cost</u>	<u>10% Maintenance Bond Amount</u>
Hammerhead Turnaround	\$18,500.00	\$1,850.00
Watermain	\$13,330.00	\$1,333.00
Storm Sewer	\$38,931.50	\$3,893.15
Roadway	\$35,781.94	\$3,578.19
	\$106,543.44	\$10,654.34

Therefore a Maintenance Bond in the amount of **\$10,654.34** is recommended to be provided to and accepted by the Town of Canandaigua Town Board prior to dedication and prior to the closing out of the Letter of Credit. The maintenance bond for the items described above is to remain on file for a period of two (2) years from the time it is accepted by the Town of Canandaigua Town Board.

Please feel free to contact our office with any comments and/or questions you may have in this regard.

Respectfully submitted,


Lance S. Brabant, CPESC
Director of Planning & Environmental Services

Enclosures:

- LOC Estimate – dated December 4, 2014
- Hammerhead Turnaround Cost Estimate – email dated June 4, 2019

C Doug Finch, Town Manager
 Jim Fletcher, Highway and Water Superintendent
 Kristine Singer, Town Bookkeeper
 Chris Jensen, P.E., Code Enforcement Officer
 Eric Cooper, Planner
 Steve Bero, Bero Construction

Sowinski, Collin

From: Brabant, Lance
Sent: Tuesday, June 04, 2019 12:00 PM
To: Sowinski, Collin
Subject: FW: Cost Estimate for Hammerhead Turn around Lake Hill Dr.

Lance Brabant, CPESC
Director of Planning & Environmental Services

MRB group

The Culver Road Armory
145 Culver Road, Suite 160
Rochester, NY 14620
(585) 381-9250 Phone
(585) 381-1008 Fax



The content of this email is the confidential property of MRB Group and should not be copied, modified, retransmitted, or used for any purpose except with MRB Group's written authorization. If you are not the intended recipient, please delete all copies and notify us immediately.

From: JBERO2@rochester.rr.com <JBERO2@rochester.rr.com>
Sent: Tuesday, June 04, 2019 10:55 AM
To: Brabant, Lance <Lance.Brabant@mrbgroup.com>
Subject: Cost Estimate for Hammerhead Turn around Lake Hill Dr.

Lance

Here is the Cost Estimate for the Hammerhead Turnaround at Lake Hill Dr. as you requested.

Stone, Fabric, and Labor -----	\$4500.00
Paving- Binder and Top -----	\$14,000.00
Total Cost -----	\$18,500.00

If there is anything else you need, please let us know.

John

John J Bero Bero Contracting and Dev. Corp.

PROJECT NAME: Lakeside Estates Section III - Phase I
 PROJECT #22-14-1037
 OWNER: Bero Contracting and Development
 TOWN OF Canandaigua

ENGINEER'S ESTIMATE

STATEMENT No. 1
 DATE:12/4/2014
 CONTRACTOR: N/A
 PERIOD ENDING: N/A

SECTION A - STORM SEWER AND FACILITIES								
ITEM								
NO.	DESCRIPTION	QUANTITY		UNIT PRICE	AMOUNT			
A-1	4' DIA. MANHOLE	2	EA	\$2,000.00	\$4,000.00			
A-2	24" CATCH BASIN	3	EA	\$1,200.00	\$3,600.00			
A-3	6" STORM LATERAL	357	LF	\$12.00	\$4,284.00			
A-4	12" HDPE STORM SEWER	130	LF	\$25.00	\$3,250.00			
A-5	24" HDPE STORM SEWER	582	LF	\$35.00	\$20,370.00			
A-6	12" END SECTION	4	EA	\$200.00	\$800.00			
A-7	24" END SECTION	1	EA	\$400.00	\$400.00			
A-8	STORM CLEANOUTS	4	EA	\$250.00	\$1,000.00			
	**(unit pricing for structures and pipe includes excav., fittings, & bedding)							
A-10	STORM TELEVISION	485	LF	\$1.50	\$727.50			
A-11	SYSTEM FLUSH (WATER)	1	LS	\$500.00	\$500.00			
		Total this Section			\$38,931.50			
SECTION B - WATER MAIN EXTENSION								
ITEM								
NO.	DESCRIPTION	QUANTITY		UNIT PRICE	AMOUNT			
B-1	CONNECTION TO EXISTING	1	EA	\$2,000.00	\$2,000.00			
B-2	12" PVC WATER MAIN	330	LF	\$15.00	\$4,950.00			
B-3	1" PE WATER SERVICE	138	LF	\$10.00	\$1,380.00			
B-4	HYDRANTS	1	EA	\$2,000.00	\$2,000.00			
B-5	CURB STOPS	4	EA	\$250.00	\$1,000.00			
B-6	MAIN TESTING	1	LS	\$1,500.00	\$1,500.00			
B-7	SYSTEM FLUSH (WATER)	1	LS	\$500.00	\$500.00			
	**(unit pricing for structures and pipe includes excav., fittings, & bedding)							
		Total this Section			\$13,330.00			

PROJECT NAME: Lakeside Estates Section III - Phase I
 PROJECT #22-14-1037
 OWNER: Bero Contracting and Development
 TOWN OF Canandaigua

ENGINEER'S ESTIMATE

STATEMENT No.: 1
 DATE: 12/4/2014
 CONTRACTOR: N/A
 PERIOD ENDING: N/A

SUMMARY									
CONTRACT									
	TOTAL SECTION A (Storm Sewer)				\$38,931.50				
	TOTAL SECTION B (Water Main)				\$13,330.00				
	TOTAL SECTION C (Site work)				\$35,781.94				
	TOTAL SECTION D (Pond)				\$11,750.00				
	TOTAL SECTION E (Miscellaneous)				\$13,411.60				
	SUBTOTAL				\$113,205.04				
	Contingencies (10%)				\$11,320.50				
	Construction Admin. / Inspection (6%)				\$7,471.53				
	TOTAL LETTER OF CREDIT				\$131,997.08				
APPROVED:					TOTAL CONSTRUCTION COST				
	Bero Contracting and Development								\$0.00
					LESS RETAINAGE				\$0.00
APPROVED:					LESS NET CONSTRUCTION DRAW				
	TOWN ENGINEER				AMOUNT DUE THIS RELEASE FOR:				\$0.00
					CONSTRUCTION				\$0.00
					TOWN FEE				\$0.00
					CONTINGENCIES				\$0.00
					OWNERS GUARANTEE				\$0.00
					PERFORMANCE GUARANTEE				\$0.00
					SURVEY				\$0.00
					INSPECTION				\$0.00
					TOTAL AMOUNT DUE THIS STATEMENT (UN				\$0.00
AMOUNT OF RELEASE					TOTAL ADJUSTED AMOUNT DUE THIS STAT				\$0.00
STATEMENT					RETAINED THIS STATEMENT				
No:	Amount			Date	RETAINED TO DATE				
1									
2					TOTAL ORIGINAL AMOUNT LETTER OF CRE				\$131,997.08
3									
4					RELEASED TO DATE INCLUDING THIS STAT				
5					CONTINGENCY ESTIMATES				\$0.00
6					INSPECTION ESTIMATES				\$0.00
7					OWNERS GUARANTEE				\$0.00
8					SURVEY				\$0.00
					RETAINAGE RELEASES				\$0.00
TOTAL OF					TOTAL DRAW TO DATE				\$0.00
RELEASE:				\$0.00					
					AMOUNT REMAINING IN LETTER OF CREDIT				\$0.00



Established 1865

Stephen V. DeRaddo
SVP / RETAIL LOAN OFFICER
35 William St., P.O. Box 380, Lyons, NY 14489
Tel. 315-946-8285 Fax 315-946-6215
It's all about *people*. LNB and you!

Beneficiary:
Town of Canandaigua
Canandaigua, New York

Effective Date: August 4, 2020
Expiration Date: August 17 2022

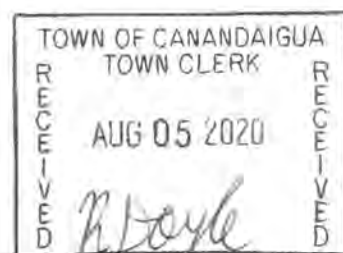
Irrevocable Letter of Credit No. 453
Amount: \$10,654.34

To whom it may concern:

At the request of and on the account of **Bero Contracting and Development Corp.**, Canandaigua, New York, hereinafter called Principal, we hereby issue this Letter of Credit in your favor and hereby authorize you to draw on The Lyons National Bank up to an aggregate amount of **\$10,654.34 (Ten Thousand Six Hundred Fifty Four and 34/100 Dollars)**, available by your draft at sight accompanied by the following documents:

- 1.) A copy of this Letter of Credit
- 2.) An invoice or statement indicating the excess cost or liability resulting from a default as described in 1, 2 & 3 below, or
- 3.) Your officially signed and acknowledged statement: "The attached invoice(s) or bills, for labor or material in the amount (\$_____) for the road maintenance of Lakeside Estates Subdivision Section 3 Phase IA"

This letter is issued in favor of the Town of Canandaigua (hereinafter called "Town") for any excess cost or liability resulting from a default in the maintenance of the roadway for the Lakeside Estates Subdivision Section 3 Phase IA by Bero Contracting and Development Corp.

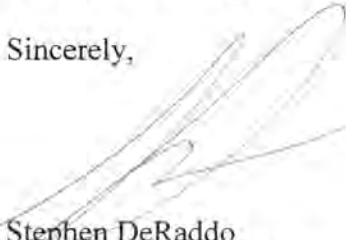


The following events shall constitute a default by the Principal under the terms of said contract:

- 1.) Failure to perform the maintenance work in accordance with the terms of the plans and specifications for the roadway on Section 3 Phase IA.

Drafts must be drawn and presented on or before August 17, 2022. Each draft must be endorsed with the statement that it is drawn against Letter of Credit No. 453 for Bero Contracting and Development Corp. This letter is Irrevocable.

Sincerely,



Stephen DeRaddo
Executive Vice President

STATE OF NEW YORK)
COUNTY OF ONTARIO) SS:

On this 01st day of June, 2019 before me personally appeared Stephen DeRaddo and he did say that he resides in Geneva, New York: that he is the Executive Vice President of The Lyons National Bank, the corporation described in, and which executed, the within instrument and that he signed his name thereto by order of the Board of Directors of said corporation.


Notary Public

JOSEPH F CHARLTON
Notary Public, State of New York
No. 01CH6316917
Qualified in Ontario County
Commission Expires Dec. 29, 2022

ATTACHMENT 19

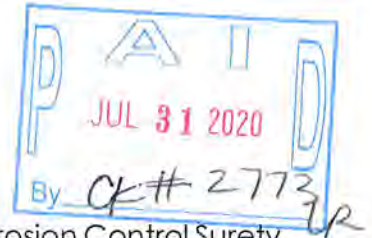
Town of Canandaigua

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

July 31, 2020

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

RE: VENEZIA ASSOCIATES FOR SCHUTT
NEW SINGLE-FAMILY DWELLING - EROSION CONTROL SURETY ESTIMATE REVIEW
TAX MAP NO. 140.07-1-5.100
CPN No. 2020-006
ADDRESS: 4526 COUNTY ROAD 16



Dear Mr. Finch,

Please be advised that I have completed a review of the submitted Erosion Control Surety Estimate dated February 14, 2020, prepared by Anthony Venezia, LS of Venezia Associates 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 **\$1,400 (One-Thousand Four Hundred Dollars and No Cents)**. 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,

Dale Zukaitis
Town of Canandaigua – Code Enforcement Officer

C Jean Chrisman, Town Clerk
Project Binder
Parcel Owner

APPROVED
Doug Finch – Town Manager
Date 7/31/20



Surety Estimate – Sediment and Erosion Control at 4526 West Lake Road

New Single Family Residence

Prepared by: Venezia and Associates

Prepared For: Schutt Residence

Section A: Erosion Control

Item Description	Estimated Quantity	Unit	Unit Price (\$)	Estimate
Silt Fence	250	LF	2.00	\$ 500.00
Stabilized Construction Entrance	1	EA	500	500.00
Seed /Straw Mulch	20,000	SF	0.02	\$ 400.00
TOTAL SECTION A				\$1,400.00

By Venezia and Associates

February 14, 2020

Anthony A. Venezia



ATTACHMENT 20

Town of Canandaigua

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

July 7, 2020

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

FILE

RE: MARATHON ENGINEERING FOR DAY
SEPTIC SYSTEM INSTALL AND SITE IMPROVEMENTS - EROSION CONTROL SURETY ESTIMATE REVIEW
TAX MAP No. 140.18-1-4.100
CPN No. 2020-029
ADDRESS: 4841 COUNTY ROAD 16

Dear Mr. Finch,

Please be advised that I have completed a review of the submitted Erosion Control Surety Estimate dated July 7, 2020, prepared by Robert Bringley PE of Marathon 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 **\$286 (Two-Hundred Eighty-Six Dollars and no Cents)**. 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.

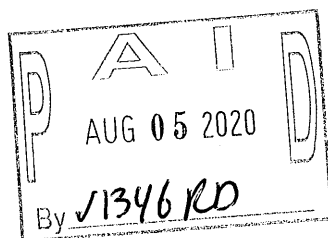
Any questions and/or comments you may have in this regard, please feel free to contact me at your earliest convenience.

Sincerely,



Chris Jensen
Town of Canandaigua – Code Enforcement Officer

C Jean Chrisman, Town Clerk
Project Binder
Property Owner

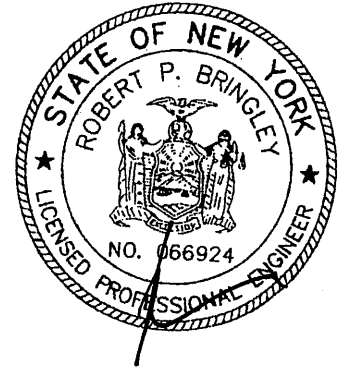


APPROVED

Doug Finch – Town Manager
8/7/20
Date



39 Cascade Drive / Rochester, NY 14614 / Phone (585) 458-7770



Date: July 7, 2020

Letter of Credit

Project: 4841 West Lake Road

Prepared For: Steven Day

Prepared By: Marathon Engineering

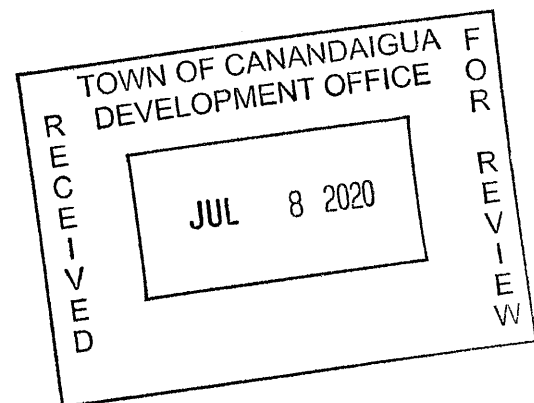
Summary of Costs

This is a budgetary Engineers estimate that represents the probable construction costs in 2020 dollars to complete the erosion control measures as shown on the design plans entitled "Driveway Reconstruction Plan" dated: 05/15/2020 prepared by Marathon Engineering. This is an Engineers estimate for only the erosion control measures as summarized and defined in this estimate.

Section #	Description	Cost (\$)
1	Erosion Control	260.00
Construction Cost:		\$ 260.00
5% Administrative and Engineer Fees:		\$ 13.00
5% Town Inspection Fee:		\$ 13.00
Total:		\$ 286.00

Section 1: Erosion Control

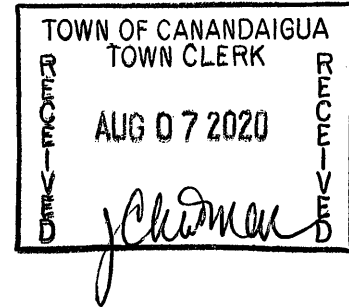
Item No.	Description	Qty	Unit	Unit Cost (\$)	Amount (\$)
2.1	Silt Fence	65	LF	4.00	260.00
Total Erosion Control:					\$ 260



ATTACHMENT 21

August 7, 2020

Eric Cooper
Town of Canandaigua
5440 Routes 5 & 20 West
Canandaigua NY 14424



Re: Grading Permit / Escrow Deposit
Lakewood Meadows Section 9D
Town of Canandaigua, County of Ontario

Dear Eric,

On behalf of our client, S & J Morrell we are submitting this request to be placed on the Town Board agenda of August 17, 2020 for approval of the escrow surety to issue a grading permit.

Background

As with all major projects, a Letter of Credit (LOC) is established by the developer; in an amount that is approved by the Town Engineer. Once the plans are fully signed, the bank will begin their process of issuing the LOC, which is then issued to the Town. Typically, at that point, construction begins as the Town is "protected" should the project not be completed.

MRB (the Town Engineer) has approved the LOC amount. MRB has also approved the Stormwater Pollution Prevention Plan (SWPPP) and recently signed the mylars. However, due to the elongated bank process, the bank is not expected to issue the Letter Of Credit for another few weeks. At that point, the LOC process would begin – this would mean grading for Lakewood Section 9D would start in mid-late fall at the earliest.

Proposal

S & J Morrell would like to begin grading work as soon as possible so the site can be stabilized before winter. Therefore, the following is proposed:

- S & J Morrell will provide a check to the Town for \$154,505, the amount of the grading and erosion control portion of the overall LOC. Note: this amount was determined by MRB to fully cover the Town's exposure during the grading process.
- This \$154,505 is placed into escrow by the Town
- The Town issues a grading permit for Section 9D, allowing the grading and erosion control work to be done:
- Concurrently, the Letter Of Credit process with the bank will continue and be completed. Then the "usual" LOC (covering all of the construction) will get established with the Town.

Grading Permit / Escrow Deposit
Lakewood Meadows Section 9D
Town of Canandaigua, County of Ontario
8/7/2020

- Full Construction Permits are then issued by the Town, allowing work beyond that included in the grading permit to begin
- The Town releases the \$154,505 from the escrow to S & J Morrell, as that amount is included in the LOC

Benefits

This approach will allow the area to be fully stabilized prior to winter, reducing erosion issues and providing a more aesthetically pleasing work site which is a benefit to not just the immediate neighbors, but the entire town. The overall time 9D is in construction is likely to be shortened as well, as more work will be able to be performed ahead of winter.

Risks

There are no additional risks to the Town – the check deposited by the developer is equal to the amount that will be in the Letter of Credit for grading (Earthwork).

Enclosed with this letter is the following:

- The letter from MRB approving the Grading Permit Escrow Deposit
- A check in the amount of \$154,505 for the Grading Permit Escrow Deposit

If you have any questions, or require additional information, please do not hesitate to contact our office.

Respectfully submitted,

Richard Tiede, Marathon Engineering

cc: Scott Morrell, S & J Morrell

August 6, 2020

Mrs. Jean Chrisman, Town Clerk
Town of Canandaigua
5440 Routes 5 & 20 West
Canandaigua, New York 14424

**RE: LAKEWOOD MEADOWS SUBDIVISION SECTION 9D
GRADING & EROSION CONTROL ESTIMATE REVIEW
TAX MAP No. 112.19-1-500.100
CPN No. 19-037
MRB PROJECT No.: 0300.12001.000 PHASE 165**

Dear Mrs. Chrisman,

Please be advised that it is our understanding that the applicant has requested a Grading Permit from the Town of Canandaigua. As part of the requirements, a surety is to be provided to the Town covering the costs of grading and erosion control items to be completed. Therefore, MRB Group has completed a review of the submitted Surety Estimate dated March 5, 2020 for the Final Subdivision Plans titled: Lakewood Meadows Subdivision, Section 9D, prepared by Marathon Engineering to determine the proper amount to be provided.

Based the quantities and unit prices identified in the Surety Estimate are consistent with the approved plans and private contractor pricing respectively. Therefore, we recommend that a Grading & Erosion Control Surety be approved in the amount of **\$154,505.00**. A copy of the Applicant's Engineers Estimate is enclosed for your file.

Please note that the original surety documentation regarding the establishment of the Surety is required to be submitted to the Town Clerk for processing. Once the original is received by the Town Clerk, all information will be forwarded to the Town Attorney for review prior to being placed onto the Town Board agenda.

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

Sincerely,



Lance S. Brabant, CPESC
Director of Planning & Environmental Services

Enclosures:

- Applicant's Engineers Estimate dated March 5, 2020

C Kate Silverstrim-Jensen, Town Bookkeeper
 Doug Finch, Town Manager
 Jim Fletcher, Highway and Water Superintendent
 Eric Cooper, Planner
 Chris Jensen, P.E., Code Enforcement Officer
 Richard Tiede, P.E. – Marathon Engineering
 Scott Morrell, Morell Builders



SECTION 1: EARTHWORK

Item No	Description	Qty	Unit	Unit Cost (\$)	Amount (\$)
1.1	Clearing and grubbing	1	LS	10,000.00	10,000.00
1.2	Cuts and fills	11,250	CY	3.50	39,375.00
1.3	Topsoil stripping to stockpile	3,000	CY	3.50	10,500.00
1.4	Topsoil excess to fill	5,000	CY	3.50	17,500.00
1.5	Place topsoil	3,000	CY	3.50	10,500.00
Total Earthwork:					\$ 87,875.00

SECTION 2: EROSION CONTROL

Item No.	Description	Qty	Unit	Unit Cost (\$)	Amount (\$)
2.1	Stabilized Construction Entrance	1	EA	2,000.00	2,000.00
2.2	Concrete Washout Area	1	EA	2,000.00	2,000.00
2.3	Silt Fence	2,124	LF	4.00	8,496.00
2.4	Silt Fence/Silt Sock at back of gutter as needed	842	LF	4.00	3,368.00
2.5	Stone Check Dams	30	EA	250.00	7,500.00
2.6	Temporary Sediment Trap (includes excavation, maintenance and restoration)	468	CY	4.25	1,989.00
2.7	Paved Inlet Protection	6	EA	175.00	1,050.00
2.8	Straw Matting	28,310	SF	1.50	42,465.00
2.9	Medium Stone Protection including Fabric	55	CY	76.00	4,180.00
Total Erosion Control:					\$ 73,048.00

\$66,630.00

Total: \$154,505.00