

# Canandaigua Town Board Meeting Agenda for January 31, 2022 6:00 PM

- Call To Order and Pledge of Allegiance
  - Pledge led by Councilwoman Adeline C. Rudolph
- Roll Call
  - Town Clerk Confirmation meeting was properly advertised
- Circulation of Written Communications – Attachment #1
  - Email from a Town resident regarding town board candidate interviews - 1-10-2022
  - Email from a Town resident regarding town board candidate interviews - 1-10-2022
  - Email from a Town resident regarding town board candidate interviews - 1-10-2022
  - Email from a Town resident regarding town board candidate interviews - 1-11-2022
  - Email from a Town resident regarding privilege of the floor at the 1-10-2022 Town Board meeting regarding Town Board candidate interviews - 1-11-2022
  - Email from a Town resident regarding town board candidate interviews - 1-12-2022
  - Email from Cheshire Volunteer Fire Department regarding new CVFD president - 1-11-2022
  - Email from a Town resident regarding use of unexpended funds - 1-13-2022
  - Letter from the Cheshire Community Action Team Board of Directors regarding use of unexpended funds - 1-13-2022
  - Letter from Mercy Flight Central thanking Town for Financial Contribution-1-20-2022
- Privilege of the Floor
- Priority Business

## TOWN SUPERVISOR APPOINTMENTS

1. Pursuant to Arts and Cultural Affairs Law, §57.07, the Canandaigua Town Supervisor does hereby designate Leif HerrGesell as the Town Historian for a term expiring on December 31, 2022.

- Presentations
  - Canandaigua Farmington Water District Project (Bill Davis, MRB Group)

## Continued Public Hearings:

- None

## ZOOM MEETING INFORMATION:

Please register in advance of this meeting using the following link:

[https://us02web.zoom.us/meeting/register/tZYqc-GtqTotH92PBu15q7\\_hCirh9kEvA6VV](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZYqc-GtqTotH92PBu15q7_hCirh9kEvA6VV)

After registering, you will receive a confirmation email containing information about joining the meeting.

*Please be aware all participants will be muted upon entry to the meeting and will only be able to speak after being acknowledged. Participants should use the "raise hand" feature or the chat box to request to speak. No screen sharing will be permitted. All meetings are recorded. Individuals will be removed from the meeting for inappropriate behavior.*

*New Public Hearings:*

- Public Hearing on a text code amendment to Town Code Chapter 174-19 (H) which would allow double-frontage lots on residential parcels and SEQR intent to declare lead agency.  
*(NOTE: This public hearing pertains to Resolution No.2022-058)*
- Public Hearing on proposed improvements to the Canandaigua-Farmington Consolidated Water District pursuant to Section 202-b of the New York State Town Law relating to proposed cost improvements to a revised estimate of \$13,000,000.00.  
*(NOTE: This public hearing pertains to Resolution No.2022-057)*
- Reports of Town Officials and Department Heads – Attachment #2
  - A. Highway / Water Superintendent
  - B. Assessor
  - C. Historian
  - D. Town Clerk
  - E. Planner
  - F. Human Resources & Parks Coordinator
  - G. Town Manager
  - H. Supervisor / Deputy Supervisor
    - 1. Monthly Financial Reports
      - 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 – Supervisor Simpson, Facilitator
    - b. Planning – Councilman Fennelly
    - c. Ordinance – Councilman Davis
    - d. Economic Development – Chairwoman Fuller
  - B. Planning Board - Chairman Oyler
  - C. Zoning Board of Appeals – Chairman Sahler
  - D. Environmental Conservation Board - Councilwoman Rudolph, Facilitator
  - E. Citizens' Implementation Committee - Chairwoman Bonshak
  - F. Parks & Recreation Committee - Chairman MacNeil
  - G. Special Events Committee - Chairwoman Fuller
  - H. Agriculture Committee - Chairman DiCarlo
- Privilege of the Floor
- EXECUTIVE SESSION: *At this time the Town Board is anticipated to enter a brief Executive Session to discuss the employment history of a particular person/corp, or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension with the Town Attorney and Town Manager.*
- Resolutions and Motions

*Continued Resolutions:*

➤ None

*New Resolutions:*

**FINANCE**

- Resolution No. 2022 – 047: ACCEPTANCE OF THE MONTHLY FINANCIAL REPORTS
- Resolution No. 2022 – 048: AUTHORIZATION TO ENCUMBER FUNDS FROM THE 2021 ADOPTED TOWN BUDGET TO THE 2022 ADOPTED TOWN BUDGET
- Resolution No. 2022 – 049: ACKNOWLEDGEMENT OF TOWN CLERK 2021 ANNUAL / MONTHLY RECEIPT REPORTS AND BANK RECONCILIATIONS
- Resolution No. 2022 – 050: APPROPRIATION AND ACKNOWLEDGEMENT OF UNASSIGNED FUND BALANCE TO CERTAIN FUNDS AND RESERVE FUNDS
- Resolution No. 2022 – 051: ACCEPTANCE OF MRB GROUP QUOTE TO PREPARE TRANSPORTATION IMPROVEMENT PROGRAM GRANT APPLICATION AND AUTHORIZATION OF TOWN MANAGER TO EXECUTE DOCUMENTS

**PLANNING / PUBLIC WORKS**

- Resolution No. 2022 – 052: PURCHASE FLEET DIAGNOSTIC EQUIPMENT
- Resolution No. 2022 – 053: AUTHORIZE PURCHASE OF NEW BANDIT INDUSTRIES WOOD CHIPPER
- Resolution No. 2022 – 054: AUTHORIZATION FOR HIGHWAY SUPERINTENDENT TO CONTRACT WITH NY STATE DOT FOR 2022 MOWING SERVICES ON ROUTE 332
- Resolution No. 2022 – 055: SETTING PAY RATE FOR WATER MAINTENANCE ASSISTANT
- Resolution No. 2022 – 056: AUTHORIZING THE CREATION OF A DEPUTY WATER SUPERINTENDENT POSITION
- Resolution No. 2022 – 057: APPROVING A REVISED COST ESTIMATE FOR INCREASES AND IMPROVEMENTS OF FACILITIES TO THE CANANDAIGUA-FARMINGTON CONSOLIDATED WATER DISTRICT

**ORDINANCE**

- Resolution No. 2022 – 058: SEQR DETERMINATION OF NON-SIGNIFICANCE AND ADOPTION OF A TEXT CODE AMENDMENT TO TOWN CODE CHAPTER 174-19 (H)

**ECONOMIC DEVELOPMENT / GENERAL**

- Resolution No. 2022 – 059: APPOINTMENT OF DR. CARL SAHLER AS ZONING BOARD OF APPEALS CHAIRMAN
- Resolution No. 2022 – 060: ACCEPTING RESIGNATION OF FULL-TIME ASSESSOR AND SETTING HOURLY RATE FOR PART-TIME ASSESSOR
- Resolution No. 2022 – 061: AUTHORIZING TOWN MANAGER TO CREATE A FULL TIME CLERK POSITION
- Resolution No. 2022 – 062: AUTHORIZING TOWN MANAGER TO CREATE AN ADDITIONAL OFFICE SPECIALIST I POSITION

- Resolution No. 2022 – 063: AUTHORIZING TOWN MANAGER TO CREATE (2) TWO TRANSFER STATION OPERATOR POSITIONS AND APPOINT INDIVIDUALS TO FILL POSITIONS
- Resolution No. 2022 – 064: AUTHORIZING TOWN MANAGER TO CREATE A TEMPORARY ASSESSOR POSITION
- Resolution No. 2022 – 065: AMENDING TOWN BOARD REMOTE PARTICIPATION POLICY
- Resolution No. 2022 – 066: AMENDING 2022 TOWN BOARD MEETING SCHEDULE
- Resolution No. 2022 – 067: SOIL EROSION AND SEDIMENT CONTROL SURETY FOR 5740 MORAN ROAD (TAX MAP # 111.00-1-75.200)
- Resolution No. 2022 – 068: SOIL EROSION AND SEDIMENT CONTROL SURETY FOR 4351 TICHENOR POINT DRIVE (TAX MAP # 126.16-1-1.100)
- Resolution No. 2022 – 069: SOIL EROSION AND SEDIMENT CONTROL SURETY FOR 4853 COUNTY ROAD 16 (TAX MAP # 140.18-1-6.000)

#### **RESOLUTION NO. 2022 – 047: 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 this month's 2021 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. 2022 – 048: AUTHORIZATION TO ENCUMBER FUNDS FROM THE 2021 ADOPTED TOWN BUDGET TO THE 2022 ADOPTED TOWN BUDGET**

**WHEREAS**, the Town Board of the Town of Canandaigua has adopted the 2021 Town of Canandaigua budget with certain appropriations relating to projects or orders that have begun in 2021 but for one reason or another, will continue into 2022; and

**WHEREAS**, it is necessary to encumber appropriations from the 2021 Town of Canandaigua budget into 2022 Adopted Town Budget for the items identified below:

| PO Number | Description                                | Balance      | GL Account           |
|-----------|--|--------------|----------------------|
| REQ00601  | Onanda Park Roof Replacements              | \$ 64,760.00 | AA100.7110.200.00000 |
| REQ00542  | Affordable Housing Strategies              | \$ 10,000.00 | AA100.8020.431.00000 |
| REQ00551  | inspectin of storm water pipes             | \$ 45,000.00 | SD600.8520.400.00000 |
| REQ00569  | Switch for Highway                         | \$ 3,061.58  | AA100.1680.200.00000 |
| REQ00581  | 250 Cellular Endpoints & HRE-LCD Registers | \$ 39,262.50 | SW500.8397.200.00000 |
| REQ00582  | HVAC software                              | \$ 8,100.00  | AA100.1620.404.00000 |
| REQ00586  | Onanda Park Kiosk Panels                   | \$ 263.00    | AA100.7110.400.00000 |
| REQ00586  | Onanda Park Kiosk Panels                   | \$ 264.00    | AA100.8020.428.00000 |
| REQ00586  | Onanda Park Kiosk Panels                   | \$ 263.00    | AA100.8020.450.00000 |
| REQ00369  | Onanda Park Improvements                   | \$ 2,953.42  | AA100.7110.400.00000 |
| REQ00544  | Meeting Room AV Equipment                  | \$ 10,153.00 | AA100.1680.200.00000 |

**WHEREAS**, the items identified above totaling \$184,080.50 are deemed to be in process; and

**NOW, THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby directs the appropriations identified above be encumbered for the purposes herein specified and authorizes the Town Manager and Finance Clerk to make the associated journal entries; and

**BE IT FURTHER RESOLVED**, the Town Clerk shall provide a copy of this resolution to the Finance Clerk and Town Manager.

Attachment #3

**RESOLUTION NO. 2022 – 49: ACKNOWLEDGEMENT OF TOWN CLERK 2021 ANNUAL / MONTHLY RECEIPT REPORTS AND BANK RECONCILIATIONS**

**WHEREAS**, in accordance with Town Law Section 62, the Town Clerk has provided the Town Board and the Town Supervisor with her annual accounting report as well as access to her accounting records; and

**WHEREAS**, members of the Town Board were provided an opportunity to review this information and complete the required annual audit prior to January 31, 2022; and

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

**RESOLUTION NO. 2022 – 50: APPROPRIATION AND ACKNOWLEDGEMENT OF UNASSIGNED FUND BALANCE TO CERTAIN FUNDS AND RESERVE FUNDS**

**WHEREAS**, the Town Board of the Town of Canandaigua (herein after referred to as ‘Town Board’) has adopted a Fund Balance Policy pertaining to Unrestricted (Unassigned) Fund Balance levels in the General Fund, Highway Fund, and all special districts; and

**WHEREAS**, the Town Manager has informed the Town Board the end of year (December 31, 2021) unassigned fund balance exceeds the policy limitations in the Town’s General and Highway Funds; and

**WHEREAS**, in order to be in compliance with the Town’s Fund Balance Policy and in preparation of the

End of Year Closing Policy and Procedures the Town Board wishes to consider appropriations of unassigned fund balance; and

**WHEREAS**, the Finance Committee has reviewed the unassigned fund balances and are recommending certain appropriations; and

**WHEREAS**, fourth quarter sales tax has come in above projected expectations at \$ 1,427,093 (2021 general fund budgeted amount \$1,875,000 with actual estimated amount \$3,521,116) ; and

**WHEREAS**, the Finance Committee also recognizes certain capital expenditures are in the planning stages which may benefit from additional fund balance appropriations to be considered later in 2022; and

**WHEREAS**, the Finance Committee is also recommending to leave the Highway Fund unassigned fund balance in place due to the volatile nature of the current market for materials and equipment, which may need to be utilized in 2022 to complete the projects which are scheduled and expenditures for oil, stone, and pipe are sustainably higher than in the past; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board hereby directs the Town Manager's Office to make the following appropriations of General Fund Unassigned Fund Balance to the following:

|        |                             |                 |  |
|--------|-----------------------------|-----------------|--|
| Debit  |                             |                 |  |
| AA100  | General Fund Unassigned     | \$ 1,000,000.00 |  |
| Credit |                             |                 |  |
| AA232  | Campus Repair Reserve       | \$ 125,000.00   |  |
| AA234  | Open Space Reserve          | \$ 250,000.00   |  |
| AA238  | Solid Waste Mgmt Reserve    | \$ 250,000.00   |  |
| DA230  | Highway Equipment Reserve   | \$ 125,000.00   |  |
| DA232  | Highway Improvement Reserve | \$ 125,000.00   |  |
| SW500  | CdgaFarmWaterDistrict       | \$ 125,000.00   |  |
|        |                             | \$ 1,000,000.00 |  |

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

**RESOLUTION NO.2022 – 51: ACCEPTANCE OF MRB GROUP QUOTE TO PREPARE TRANSPORTATION IMPROVEMENT PROGRAM GRANT APPLICATION AND AUTHORIZATION OF TOWN MANAGER TO EXECUTE DOCUMENTS**

**WHEREAS**, the Town of Canandaigua Town Board (herein after referred to as "Town Board") adopted the Uptown Canandaigua Transportation Corridor Feasibility Study in 2019; and

**WHEREAS**, in the Uptown Study were several recommendations for improvements to existing facilities in Uptown that would improve safety for non-vehicular travel such as sidewalk construction for pedestrians and bike lanes for cyclists and these improvements were recommended for North Road; and

**WHEREAS**, the Town Board is aware that North Road is slated for a complete reconstruction in the near future and there exists a grant opportunity that would provide monies for engineering and construction costs for the reconstruction of North Road with complete streets treatments; and

**WHEREAS**, the Town Engineer, MRB Group, has provided a proposal for professional services to prepare a grant application on behalf of the Town of Canandaigua to the Transportation Improvement Program for the reconstruction of North Road with Complete Streets components; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua authorizes the Town Manager to execute all documents relative to the acceptance of the MRB Group proposal dated January 18, 2022 for grant writing services for the 2022 Transportation Improvement Program with a cost not to exceed \$ 5,000.00; and

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

Attachment #4

#### **RESOLUTION NO. 2022 – 52: PURCHASE FLEET DIAGNOSTIC EQUIPMENT**

**WHEREAS**, the Town of Canandaigua Town Board (hereinafter referred to as “Town Board”) via resolution 2019-295A created a new position titled: Heavy Equipment Mechanic and appointed Jim Burke to the position via resolution 2020-085; and

**WHEREAS**, the Town of Canandaigua Highway Department saw a significant savings and experienced faster turn around times on repairs of critical equipment with the appointment of a Heavy Equipment Mechanic; and

**WHEREAS**, when there is a need to diagnose issues relating to a check engine light or code, the equipment must be transported to another facility to diagnose the issue, thus incurring vendor charges, the cost of staff time, and delays in repairs of critical equipment; and

**WHEREAS**, the Highway Superintendent solicited quotes for equipment that would allow the Heavy Equipment Mechanic to perform these services in-house and enable him to better perform his duties; and

**WHEREAS**, the Highway Superintendent is recommending purchasing the diagnostic scanning equipment from Fleet Pride for \$8,945.00 to be paid out of the 2022 budget line DA100.5130.400.

**NOW, THEREFORE BE IT RESOLVED**, the Town Board hereby authorizes the purchase of said equipment and authorizes the Highway Superintendent to execute the purchase and directs the Town Clerk to provide a copy of this resolution to the Town Manager and the Highway Superintendent.

Attachment #5

#### **RESOLUTION NO. 2022 – 53: AUTHORIZE PURCHASE OF NEW BANDIT INDUSTRIES WOOD CHIPPER**

**WHEREAS**, the Highway Superintendent dedicated funds in the 2022 budget to purchase a wood chipper; and

**WHEREAS**, the Highway Superintendent has spoken to the finance committee in December of 2021 explaining that to save the Town money on the purchase of the woodchipper that a letter of intent be given to the vendor to hold the price; and

**WHEREAS** the Highway Superintendent received a quote to purchase a Bandit Industries wood chipper from Kleis Equipment in the amount of \$ 40,260.00 using the Sourcewell Contract # 050119-BAN; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby authorizes the purchase one (1) Bandit 12 X wood chipper from Kleis Equipment to be paid from the budget line DA100.5130.200 for an amount not to exceed \$40,260.00; and

**BE IT FURTHER RESOLVED**; the Highway Superintendent is hereby authorized to execute the paperwork required to initiate this purchase.

Attachment #6

**RESOLUTION NO. 2022 – 54: AUTHORIZATION FOR HIGHWAY SUPERINTENDENT TO CONTRACT WITH NY STATE DOT FOR 2022 MOWING SERVICES ON ROUTE 332**

**WHEREAS**, the Town of Canandaigua has for many years mowed the right of way for the New York State Department of Transportation (DOT) on State Route 332 in the Town of Canandaigua; and

**WHEREAS**, the DOT has presented again to The Town of Canandaigua the annual mowing agreement for maintaining the right of way on State Route 332 from May 1, 2022 through November 30, 2022; and

**WHEREAS**, the annual revenue for mowing the NYS DOT right of way on Route 332 is \$5,180.00 for the 2022 mowing season; and

**NOW THEREFORE IT RESOLVED**, the Town Board of Canandaigua hereby approves the NYS DOT annual mowing agreement for Route 322 for 2022 and directs the Town Highway Superintendent to sign the agreement and provide an original copy to the Town Clerk for record keeping.

Attachment #7

**RESOLUTION 2022 – 55: SETTING PAY RATE FOR WATER MAINTENANCE ASSISTANT**

**WHEREAS**, the Highway Superintendent and the HR and Payroll Coordinator are requesting a pay increase for newly appointed Water Maintenance Assistant, Ryan Ferrini; and

**WHEREAS**, Ryan Ferrini comes to the Town of Canandaigua with additional Water Certifications and experience; and

**WHEREAS**, the Highway Superintendent and the HR and Payroll Coordinator are requesting to pay Ryan Ferrini \$24.00/hour in accordance with our 2022 Union Agreement; and

**NOW THEREFORE BE IT RESOLVED**, the Canandaigua Town Board hereby approves the pay adjustment for Ryan Ferrini at a rate of \$24.00/hour in accordance with the 2022 Union Agreement,



effective January 4, 2022, and directs that it be charged to the 2022 Adopted Budget Line SW500.8310.131; and

**BE IT FURTHER RESOLVED**, the Town Manager is authorized to execute all documents necessary; and

**BE IT FINALLY RESOLVED**, the Town Clerk is directed to provide a copy of this resolution to the Town Manager and the Human and Resources and Payroll Coordinator.

**RESOLUTION NO. 2022 – 56: AUTHORIZING THE CREATION OF A DEPUTY WATER SUPERINTENDENT POSITION**

**WHEREAS**, the Town of Canandaigua Town Board (hereinafter referred to as “Town Board”) is aware of the need for restructuring and the creation of certain positions in the Town of Canandaigua to promote efficiency; and

**WHEREAS**, the Highway and Water Superintendent has determined a need to create a Deputy Water Superintendent position to ensure the operations of the water department continue in the absence or inability of the Water Superintendent; and

**WHEREAS**, the Deputy Water Superintendent would act and is at that time vested with all the powers and duties of the Town Water Superintendent in the absence or inability of the Town Water Superintendent; and

**WHEREAS**, the 2022 adopted Town budget has approved funds in line SW500.8310.131 for the Deputy Water Superintendent position; and

**WHEREAS**, the Highway and Water Superintendent and the Town Manager request the Town Board to ask the County to create a Deputy Water Superintendent Position; and

**WHEREAS**, the Town Board wishes to create a Deputy Water Superintendent position within the Town organization; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua authorizes the Town Manager to create one (1) Deputy Water Superintendent position and execute any and all documents to create such position(s); and

**BE IT FINALLY RESOLVED**, the Town Clerk shall provide a copy of this resolution to the Town Manager, Highway and Water Superintendent, and the HR and Payroll Coordinator.

**RESOLUTION NO. 2022 – 57: APPROVING A REVISED COST ESTIMATE FOR INCREASES AND IMPROVEMENTS OF FACILITIES TO THE CANANDAIGUA-FARMINGTON CONSOLIDATED WATER DISTRICT**

**WHEREAS**, the Town Board of the Town of Canandaigua, by Resolution No. 2017-232, previously approved increases and improvements of the facilities of the Canandaigua-Farmington Consolidated Water District, consisting of the replacement of the existing Brickyard Road water storage tank, located

on Brickyard Road in the Town of Canandaigua, New York, with an elevated storage tank that includes a mixing system and the construction of a dedicated transmission main and valve vaults that connect the new tank to hydraulic grade Zone 2A at a total estimated cost to said district of \$9,036,000; and

**WHEREAS**, bids were received for this project and the total bids of the lowest bidders are in excess of \$9,036,000; and

**WHEREAS**, MRB Group, the Town's Engineer, had previously prepared a map, plan and cost estimate, dated July 2016, showing the proposed improvements consisting of the replacement of the existing Brickyard Road water storage tank, located on Brickyard Road in the Town of Canandaigua, New York, with an elevated storage tank that includes a mixing system and the construction of a dedicated transmission main and valve vaults that connect the new tank to hydraulic grade Zone 2A; and

**WHEREAS**, MRB Group has now prepared a revised cost estimate for these same increases and improvements, dated December 2021, taking into account the higher bids and various reasons given for such higher costs, namely:

- Steel prices have increased substantially (cost for plate steel has increased by 250% since August 2020);
- Elevated costs for concrete and steel (rebar);
- Subcontractor quotes for site work were very high, specifically citing the work to install the watermain under the access drive and concern over tree protection;
- MWBE participation goal was challenging to meet and quotes from MWBE subcontractors were very high; and

**WHEREAS**, the revised cost estimate shows the revised estimated costs of these 202-b improvements to be \$13,000,000; and

**WHEREAS**, the Town Board of the Town of Canandaigua duly adopted Resolution No. 2022-041 on January 10, 2022, setting a public hearing to consider said revised cost estimate for the increases and improvements, to be held at the Canandaigua Town Hall, 5440 Route 5 & 20 West, Canandaigua, New York, on the 16<sup>th</sup> day of February 2022, at 6:00 p.m.; and

**WHEREAS**, notice of said public hearing was duly published and posted in the manner provided by law and proof thereof has been submitted to the Town Board; and

**WHEREAS**, said public hearing was duly held at the time and place aforesaid, at which all persons interested were duly heard; and

**WHEREAS**, the Town Board has considered all the evidence given at such public hearing; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Board of the Town of Canandaigua, on behalf of the Canandaigua-Farmington Consolidated Water District, that, it is hereby found and determined to be in the public interest to provide for the aforesaid increases and improvements of the facilities of the Canandaigua-Farmington Consolidated Water District, as described in the preambles hereof, at a total estimated cost to said district of \$13,000,000, and the same is hereby authorized; and

**BE IT FURTHER RESOLVED**, the Town Board directs the Town Clerk to provide a copy of this resolution to the Town of Canandaigua Highway Superintendent, the Town Manager, and the Farmington Town Supervisor.

**RESOLUTION NO. 2022 – 58: SEQR DETERMINATION OF NON-SIGNIFICANCE AND ADOPTION OF A TEXT CODE AMENDMENT TO TOWN CODE CHAPTER 174-19 (H)**

**WHEREAS**, the Town Board of the Town of Canandaigua (herein after referred to as “Town Board”) is considering a Local Law to execute a text code amendment to Town Code Chapter §174-19 (H) that would allow double-frontage lots on residential parcels; and

**WHEREAS**, the Town Board of the Town of Canandaigua held a public hearing on the proposed local law on January 31, 2022; and

**WHEREAS**, the Town Board determines said proposed action 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 of the Town of Canandaigua has given consideration to the criteria for determining significance as set forth in § 617.7(c)(1) of the SEQR Regulations and the information contained in the Short Environmental Assessment Form Part 1; and

**WHEREAS**, the Town Board of the Town of Canandaigua has completed Part 2 and Part 3 of the Short Environmental Assessment Form; and

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

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

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

**BE IT FURTHER RESOLVED**, the Town Board of the Town of Canandaigua does hereby make a Determination of Non-Significance on the proposed action; and

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

**BE IT FURTHER RESOLVED**, the Town Board of the Town of Canandaigua, after due deliberation, finds it in the best interest of the Town of Canandaigua and the community to adopt said Local Law; and

**BE IT FURTHER RESOLVED**, the Town Board of the Town of Canandaigua hereby adopts Local Law No. \_\_\_\_ of the Year 2022; and

**BE IT FURTHER RESOLVED**, the Town Board of the Town of Canandaigua directs the Town Clerk to include SEQR, findings, and narrative of the Town Board of the Town of Canandaigua as it pertains to this Local Law for filing purposes; and

**BE IT FINALLY RESOLVED**, the Town Board of the Town of Canandaigua hereby directs the Town Clerk to enter Local Law No. \_\_\_\_ of the Year 2022 in the minutes of this meeting, and in the Local Law Book of the Town of Canandaigua, and to give due notice of the adoption of said Local Law to the Secretary of State of New York.

Attachment #8

**RESOLUTION NO.2022 – 59: APPOINTMENT OF DR. CARL SAHLER AS ZONING BOARD OF APPEALS CHAIRMAN**

**WHEREAS**, the Town Board wishes to fill the Chairman position on the Zoning Board of Appeals, and;

**WHEREAS**, Dr. Carl Sahler currently serves on the Zoning Board of Appeals and was recently reappointed for a term to expire on December 31, 2026, and;

**NOW THEREFORE BE IT RESOLVED**, that the Canandaigua Town Board hereby approves the appointment of Dr. Carl Sahler as the Zoning Board of Appeals Chairman set to expire December 31, 2022.

**RESOLUTION NO. 2022 – 60: ACCEPTING RESIGNATION OF FULL-TIME ASSESSOR AND SETTING HOURLY RATE FOR PART-TIME ASSESSOR**

**WHEREAS**, Pam Post has resigned from the full-time position of Assessor effective January 19, 2022; and

**WHEREAS**, Mrs. Post will be staying on as a part-time Assessor with the Town of Canandaigua to assist with the transition to a new Assessor and provide support where needed through April 1, 2022; and

**WHEREAS**, the Town Manager is requesting Mrs. Post be paid an hourly rate of \$40.00 effective January 20, 2022 for part-time service; and

**NOW, THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby accepts Mrs. Post's resignation as full-time Assessor; and

**BE IT FURTHER RESOLVED**, the Town Board approves payment of unused vacation and personal time with her last salaried paycheck; and

**BE IT FURTHER RESOLVED**, the Town Manager is authorized to execute any and all personnel

documents associated with the transition; and

**BE IT FINALLY RESOLVED**, the Town Board appreciates all of Mrs. Post's hard work throughout her employment and her assistance throughout the transition and approves an hourly rate of \$40.00 to be paid from account line AA100.1355.120.00000 through April 1, 2022.

**RESOLUTION NO. 2022 – 61: AUTHORIZING TOWN MANAGER TO CREATE A FULL TIME CLERK POSITION**

**WHEREAS**, the Town of Canandaigua Town Board (hereinafter referred to as "Town Board") is aware of the need for restructuring and the creation of certain positions in the Town of Canandaigua to promote efficiency; and

**WHEREAS**, there is a need for a Full Time Clerk position that will be shared between the Town Manager's Office and the Highway Department; and

**WHEREAS**, the Town Manager is recommending the creation of the Full Time Clerk position to keep up with the current demands of the Highway and Water Departments and the Town Manager's Office; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua authorizes the Town Manager to create one (1) Clerk, Full Time position and execute any and all necessary documents to create such position(s); and

**BE IT FINALLY RESOLVED**, the Town Clerk shall provide a copy of this resolution to the Town Manager and the HR and Payroll Coordinator.

**RESOLUTION NO. 2022 – 62: AUTHORIZING TOWN MANAGER TO CREATE AN ADDITIONAL OFFICE SPECIALIST I POSITION**

**WHEREAS**, the Town of Canandaigua Town Board (hereinafter referred to as "Town Board") is aware of the need for restructuring and the creation of certain positions in the Town of Canandaigua to promote efficiency within the Highway Department; and

**WHEREAS**, the current civil service position classified as Office Specialist 1 position is encumbered by the Senior Clerk; and

**WHEREAS**, the Town Manager is recommending to create an additional Office Specialist I position to keep up with the current demands of the Highway and Water Department; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua authorizes the Town Manager to create one (1) Office Specialist I position and execute any and all required documents to create such position(s); and

**BE IT FURTHER RESOLVED**, the Town Clerk shall provide a copy of this resolution to the Town Manager and the HR and Payroll Coordinator.

**RESOLUTION NO. 2022 – 63: AUTHORIZING TOWN MANAGER TO CREATE (2) TWO TRANSFER STATION OPERATOR POSITIONS AND APPOINT INDIVIDUALS TO FILL POSITIONS**

**WHEREAS**, the Town of Canandaigua Town Board (hereinafter referred to as “Town Board”) is aware of the need for restructuring and the creation of certain positions in the Town of Canandaigua to promote efficiency; and

**WHEREAS**, the Human Resource and Payroll Coordinator has determined the current job duties of the Laborers at the Transfer Station are more in line with the position classification of Transfer Station Operator; and

**WHEREAS**, the Human Resource and Payroll Coordinator is recommending the creation of (2) two Transfer Station Operator Positions; and

**WHEREAS**, the Human Resource and Payroll Coordinator is recommending reclassifying the current Laborers at the transfer station, Breckin Allgood and Sean Rubenstein, to the proposed Transfer Station Operator Positions; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua authorizes the Town Manager to create (2) two Transfer Station Operator positions and execute any and all documents to create such position(s); and

**BE IT FURTHER RESOLVED**, the Town Board authorizes Breckin Allgood and Sean Rubenstein to be re-classified as Transfer Station Operators; and

**BE IT FINALLY RESOLVED**, the Town Clerk shall provide a copy of this resolution to the Town Manager and the HR and Payroll Coordinator.

**RESOLUTION NO. 2022 – 64: AUTHORIZING TOWN MANAGER TO CREATE A TEMPORARY ASSESSOR POSITION**

**WHEREAS**, the Town of Canandaigua Town Board (hereinafter referred to as “Town Board”) is aware of the need for restructuring and the creation of certain positions in the Town of Canandaigua to promote efficiency; and

**WHEREAS**, the Town Board is aware of the Full Time Assessor Vacancy; and

**WHEREAS**, the Town Manager is recommending the creation of a Temporary Assessor Position to assist with the transition and provide support where needed; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua authorizes the Town Manager to create one (1) Temporary, Assessor position and execute any and all documents to create such position(s); and

**BE IT FINALLY RESOLVED**, the Town Clerk shall provide a copy of this resolution to the Town Manager and the HR and Payroll Coordinator.

#### **RESOLUTION NO. 2022 – 65: AMENDING TOWN BOARD REMOTE PARTICIPATION POLICY**

**WHEREAS**, the Town Board of the Town of Canandaigua adopted the Town Board Remote Participation Policy for the year 2022 at their organizational meeting on January 10, 2022; and

**WHEREAS**, the Town Attorney has recommended certain changes to make the policy more in line with current practices and in relation to current state law regarding town meetings; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby accepts the recommended changes to the Town Board Remote Participation Policy and directs the Town Clerk to provide a copy of this resolution to the Town Manager.

Attachment #9

#### **RESOLUTION NO. 2022 – 66: AMENDING 2022 TOWN BOARD MEETING SCHEDULE**

**WHEREAS**, the Town Board of the Town of Canandaigua set the Town Board meeting schedule for the 2022 calendar year at their organizational meeting on January 10, 2022; and

**WHEREAS**, the June 20, 2022, Town Board meeting falls on the observed holiday for Juneteenth and as Town offices are closed that day, the meeting needs to be rescheduled; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby reschedules the June 20, 2022 Town Board meeting to Monday, June 13, 2022 at 6:00 pm and directs the Town Clerk to amend the 2022 Town Board meeting schedule to reflect this change.

#### **RESOLUTION NO. 2022 – 67: SOIL EROSION AND SEDIMENT CONTROL SURETY FOR 5740 MORAN ROAD (TAX MAP # 111.00-1-75.200)**

**WHEREAS**, the Town of Canandaigua Planning Board has granted a site plan approval for the development of a single-family dwelling located at 5740 Moran Road (Tax Map # 111.00-1-75.200); 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 \$1,660.28 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 cash from Albert Hollis) in the total amount of \$1,660.28.

Attachment #10

**RESOLUTION NO. 2022 – 68: SOIL EROSION AND SEDIMENT CONTROL SURETY FOR 4351 TICHENOR POINT DRIVE (TAX MAP # 126.16-1-1.100)**

**WHEREAS**, the Town of Canandaigua Planning Board has granted a site plan approval for the relocation of a driveway located at 4351 Tichenor Point Drive (Tax Map # 126.16-1-1.100); 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 \$5,704.60 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 from KMD Construction & Restoration) in the total amount of \$5,704.60.

Attachment #11

**RESOLUTION NO. 2022 – 69: SOIL EROSION AND SEDIMENT CONTROL SURETY FOR 4853 COUNTY ROAD 16 (TAX MAP # 140.18-1-6.000)**

**WHEREAS**, the Town of Canandaigua Planning Board has granted a site plan approval for the development of a detached garage located at 4853 County Road 16 (Tax Map # 140.18-1-6.000); 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 \$2,066.33 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 from Element Construction Managers) in the total amount of \$2,066.33.

Attachment #12

- Approval of the following Town Board Meeting Minutes:  
January 10, 2022
- 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 1/7/2022 totaling \$ 153,375.82 (2021 Expenses)

|                    |               |
|--------------------|---------------|
| General Fund       | \$ 12,062.83  |
| Highway Fund       | \$ 394.22     |
| Capital Projects   | \$ 3,834.12   |
| Lighting Districts | \$ 1,257.62   |
| Water Districts    | \$ 135,827.03 |

Medical Abstract dated 1/20/2022 totaling \$ 1,475.00 (2022 Expense)

|              |             |
|--------------|-------------|
| General Fund | \$ 1,475.00 |
|--------------|-------------|

Town Board Abstract dated 1/31/2022 totaling \$ 472,665.74 (Final 2021 Expenses)

|                  |               |
|------------------|---------------|
| General Fund     | \$ 106,918.94 |
| Highway Fund     | \$ 298,310.55 |
| Capital Projects | \$ 13,049.50  |
| Water Districts  | \$ 54,386.75  |

Town Board Abstract dated 1/31/2022 totaling \$ 538,407.98 (2022 Expenses)

|                  |               |
|------------------|---------------|
| General Fund     | \$ 118,134.33 |
| Highway Fund     | \$ 156,973.33 |
| Capital Projects | \$ 110.00     |
| Water Districts  | \$ 262,150.32 |
| Custodial Funds  | \$ 1,040.00   |

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

# ATTACHMENT 1

**sreynolds@townofcanandaigua.org**

---

**From:** Doug Finch, Town Manager <dfinch@townofcanandaigua.org>  
**Sent:** Monday, January 10, 2022 3:51 PM  
**To:** Sarah Reynolds  
**Subject:** FW: Town Board Candidates

**Douglas E. Finch, Town Manager**

Town of Canandaigua  
5440 Route 5&20W  
Canandaigua, NY 14424  
Phone: (585)337-4728

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**From:** Susan Attia (attias@earthlink.net) <attias@earthlink.net>  
**Sent:** Monday, January 10, 2022 2:17 PM  
**To:** info@townofcanandaigua.org  
**Subject:** Town Board Candidates

To Doug Finch, Jared Simpson, and other Town Board Members:

As you interview candidates for the vacant interim town board position, I sincerely hope you'll consider choosing a Democrat. Someone like Ryan Staychock has proven popular with voters, and it would be a good faith gesture in these times of hyper-partisanship to add a non-Republican to the board.

I love living in this town, and I appreciate all you do. I hope you'll give my request serious consideration.

Thank you,

Susan Attia

5180 Quincy Circle

**From:** Doug Finch, Town Manager <dfinch@townofcanandaigua.org>  
**Sent:** Monday, January 10, 2022 3:51 PM  
**To:** Sarah Reynolds  
**Subject:** FW: Interview of potential board members

Douglas E. Finch, Town Manager  
Town of Canandaigua  
5440 Route 5&20W  
Canandaigua, NY 14424  
Phone: (585)337-4728

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

From: Kelli (kotis5@twcnny.rr.com) <kotis5@twcnny.rr.com>  
Sent: Monday, January 10, 2022 3:29 PM  
To: info@townofcanandaigua.org  
Subject: Interview of potential board members

To Whom It May Concern:

It has come to my attention that the board is conducting interviews of only some of the potential board members and that all the interviewees are republicans. I am not sure why the board is ignoring democrats and independents who could serve on the board, one of whom (Ryan Staychock) received 43% of the vote in the last election. This seems egregious and unfair to the voters in the town. To sidestep almost half of the population who voted in the last election does not seem very democratic. This position could have easily been filled by Mr. Staychock and should have been rather than wasting taxpayers time and efforts in having others request a seat on the board.

Please rethink your decision in this matter.

Kelli Otis  
Voter T/Canandaigua  
Sent from my iPhone

**sreynolds@townofcanandaigua.org**

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**From:** Doug Finch, Town Manager <dfinch@townofcanandaigua.org>  
**Sent:** Tuesday, January 11, 2022 8:43 AM  
**To:** Sarah Reynolds  
**Subject:** FW: January 10, 2022 Town Board Meeting Agenda

For communication binder please

**Douglas E. Finch, Town Manager**

Town of Canandaigua  
5440 Route 5&20W  
Canandaigua, NY 14424  
Phone: (585)337-4728

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**From:** seturner@frontiernet.net <seturner@frontiernet.net>  
**Sent:** Monday, January 10, 2022 8:20 PM  
**To:** Town of Canandaigua <info@townofcanandaigua.org>  
**Subject:** Re: January 10, 2022 Town Board Meeting Agenda

I watched the Town Board meeting tonight and am dumbfounded about the candidates you chose to interview for the interim position on the Board. Not ONE of the non-Republicans even deserved your consideration? Ryan Staychock was commended for "his years of dedicated service" on several committees and yet his service and experience didn't qualify him to be considered for even an interview? Kevin Reynolds, a former Board member, also didn't deserve an interview? Your decisions seem to indicate that your interest is in maintaining a Board made up of only Republicans. How does this show your constituents that you're serious about representing all of the residents?

I respectfully request that you re-open the interviews to include people who may have additional viewpoints and backgrounds.

Sue Turner  
5985 County Rd 16  
Canandaigua

On Thursday, January 6, 2022, 09:27:01 AM EST, Town of Canandaigua <[info@townofcanandaigua.org](mailto:info@townofcanandaigua.org)> wrote:



## January 10, 2022 Town Board Meeting Agenda

**PLEASE TAKE NOTICE THAT** the next Town of Canandaigua Town Board meeting will be held on Monday, December 20, 2021 at 6:00pm in the Onnalinda Room at the Town Hall (lower level) and also via Zoom. The Zoom information and the agenda with resolutions and attachments are linked below.

- [January 10, 2022 Town Board Agenda with Resolutions and Attachments](#)
- [Information on how to join the zoom meeting](#)

Please contact Doug Finch, Town Manager at [dfinch@townofcanandaigua.org](mailto:dfinch@townofcanandaigua.org) should you have any questions.

 Town Facebook

 Website

 YouTube

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You are receiving this email because you signed up to receive email communications from the Town of Canandaigua.

**Our mailing address is:**

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

[Add us to your address book](#)

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).



**From:** Doug Finch, Town Manager <dfinch@townofcanandaigua.org>  
**Sent:** Wednesday, January 12, 2022 1:21 PM  
**To:** Sarah Reynolds  
**Subject:** FW: Town Board seat

For communication binder

**Douglas E. Finch, Town Manager**

Town of Canandaigua  
5440 Route 5&20W  
Canandaigua, NY 14424  
Phone: (585)337-4728

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**From:** Lois Golbeck (loisnevinger@gmail.com) <loisnevinger@gmail.com>  
**Sent:** Tuesday, January 11, 2022 6:01 PM  
**To:** jsimpson@townofcanandaigua.org; tfennelly@townofcanandaigua.org; gdavis@townofcanandaigua.org; arudolph@townofcanandaigua.org  
**Cc:** Town Manager <dfinch@townofcanandaigua.org>  
**Subject:** Town Board seat

January 11, 2022

Dear Jared, Terry, Gary and Adeline,

My husband, Vincent, and I moved from Texas to Canandaigua in 2013, and from the moment we moved here, I have loved this town and felt it was the right move for us in our retirement.

Since both of us had been very involved with the Dallas community in our careers, we wanted to plug in to our town by attending the town board meetings. I remember thinking how pleased I was to see how it appeared everyone seemed to get along and care about making the town a better place. We also joined the town Democratic committee and started to become involved and I remember our committee supporting Pam Helming in her run for town supervisor, evidencing our bipartisanship. She later recruited me to join the new Special Events committee she was starting.

I remember volunteering at the first Halloween party at Onanda Park that our committee put on and sitting there enjoying seeing how much fun families were having on that beautiful fall day, being so inspired and feeling like I was living in a Norman Rockwell painting that I wrote a letter to the editor of the Daily Messenger to tell of my love for this town. But it grieves me to see how much things have changed in just a few short years.

Today our town board is entirely comprised of republicans with one empty seat left to be filled by appointment. Once I saw the list of interested candidates for this position I was encouraged to see the strength of several of them, especially some of the democrats and non-affiliated candidates who had particularly strong backgrounds to be a board member. So when I learned that none of them were even given an opportunity to interview after all the years of service they had given to this town in various capacities, I was appalled! How could this be that our town board could be so narrow minded and partisan in their approach? Do they not care that there are over 4,500 residents in our town who do not belong to their party? What happened to the campaign rhetoric of being a town board for all residents?

I just want to understand, are you eliminating any non-republican candidates just because you can or is it part of some other national republican strategy I have heard about to squelch any opportunity to hear another viewpoint at all levels



of our government? All my life I have been a non-confrontational person and found it hard to speak up when I have felt wronged. But this time with the blatant disregard for the voices of many residents, I feel I must speak up. If the situation were reversed and somehow we had an all democratic town board with one open seat, I would be mortified to think that we didn't even consider interviewing anyone who was not of our party. How else would our board have any credibility as existing for all residents and not just our own party?

I hope that you give these comments serious thought as you make your decision on how to fill this vacant seat. Are you really a valid town board existing in the interest of all residents or just a political puppet interested in being the only power in town? I sincerely hope not for it breaks my heart and truly impacts my interest in continuing to be a volunteer for this town. Our town could not operate as effectively as it does without the dozens of volunteers who give so generously to a variety of efforts. I hope your decision will be one that will inspire and not suppress the commitment of all residents to making this a better place to live.

Respectfully,

Lois Golbeck

**From:** Doug Finch, Town Manager <dfinch@townofcanandaigua.org>  
**Sent:** Thursday, January 13, 2022 11:11 AM  
**To:** Sarah Reynolds  
**Subject:** FW: Privilege of the Floor Statement, Town Board Meeting on January 11, 2022

For communication binder

**Douglas E. Finch, Town Manager**

Town of Canandaigua  
5440 Route 5&20W  
Canandaigua, NY 14424  
Phone: (585)337-4728

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**From:** k2everest@aol.com <k2everest@aol.com>  
**Sent:** Tuesday, January 11, 2022 9:32 PM  
**To:** jsimpson@townofcanandaigua.org; tfennelly@townofcanandaigua.org; gdavis@townofcanandaigua.org; arudolph@townofcanandaigua.org  
**Cc:** dfinch@townofcanandaigua.org  
**Subject:** Privilege of the Floor Statement, Town Board Meeting on January 11, 2022

Hello Town Supervisor Simpson, and Town Board Members Fennelly, Davis, and Rudolph,

Again, thank you for the privilege of the floor Monday evening. I'm inserting my statement so that you can personally use it as a reference moving forward so there is no misunderstanding of what was spoken. I do look forward to individually hearing back from each of you and understanding your thoughts and hopefully answers to those questions listed in the statement. I definitely would enjoy a personal meeting which is a long time coming, especially with Terry and Gary. A cup of coffee, a meal together, or in the office.....your choice. Hopefully, you do not view those with some opposing political views as adversaries such as many do, and likewise for me, to understand you as neighbors and all try to divert those that want to divide. One should support what they say, not just with words, but also through action. That starts with me.

Sincerely,

Vincent Golbeck  
585-500-5859

\*\*\*\*\*  
\*\*\*\*\*

Good evening, Town Board:

My name is Vincent Golbeck and reside at 4280 Lake Hill Dr., CDGA. I want to first congratulate you, Jared, and Adeline on your success. All of Canandaigua residents look forward to working with you and the rest of the town board.

I am here this evening to speak on a very important topic that can have an impact on our beloved community as well as an impact on current and future town board members moving forward. I would like the seven candidates that have/or being interviewed to know that my remarks are not a reflection of their strengths or an opinion of there worthiness of being a town board member. This is a larger issue that reflects who represents us on the town board today.

I know we all have our biases but please try to listen with an open mind and heart. All three town board candidates campaigned to be transparent and listen to all the people in the town. Just recently this month Jared and Adeline, you mentioned working with everyone in the town and it was interesting Adeline that you were quoted in the Democrat and Chronicle, "All of those things we're supposed to say, I really believe in personally." I hope that all of the town board members truly say what you believe. Terry, it brings to mind a discussion back on August 17, 2020 when there were some opposing viewpoints on a sensitive issue. I truly felt Terry that you were trying to make not only the best moral decision but one that was right. You stated that you were struggling on voting based on YOUR voters! I have to applaud your Town Attorney, Chris Nadler, when he gave you a non-bias piece of advice. Terry...you don't vote based on proportionate support –YOUR VOTE IS TO REPRESENT ALL THE PEOPLE.

Let me please remind everyone today and those who are watching and will be listening/reading about this in the future: There was an announcement by the Town of Canandaigua for those interested in applying **to be considered** for an interim town board seat, and to please send in an application and the Town Board would be making the selection at the first of the year to fill the seat until the local elections in November 2022.

There were 18 applications submitted: 11 republicans, 4 democrats, and 3 non-affiliated. For those who do not know, only **seven** which were all republicans were selected by the town board in closed Executive Session. Remember in the past election according to Ontario County Board of elections, one of the non-affiliated candidates who ran for town board, Ryan Staychock, received 43% ballot votes of the 2900 ballots that were cast (1250 ballots). In fact, the town board has two resolutions tonight recognizing Terrence Robinson (Resolution 2022-028) and Ryan Staychock (2022-035) for their many years of service that made this town what it is today, as well as several others. I point out these two public servants since they both had the passion to run for town office. Terrence was selected for an interview and Ryan was not. Also, another former non-affiliate voter, Kevin Reynolds, who served on numerous town committees and served the town board well for four years was **not chosen for an interview**. We all take pride in the number of hours that our residents commit to this town by serving on committee after committee in bringing well thought out solutions to the town board. But tonight, we have one sitting here, Karen Parkhurst who has given her loyalty to this town board, to our town and to other influential people, and yet is considered not worthy a simple interview! I stand here also to represent those that cannot be here on-line or in person, and there are many who are concerned about transparency and political maneuvering. Yes, making a choice is difficult. We recognize that you have the power and the authority to make the decision, but we are also challenging you to consider what is the right thing to do. **This is not a republican or democratic caucus decision. Yes, many of us have walked candidate petitions and yes 43% of those that submitted ballots to vote in November did cast at least one vote for a non-republican/democrat registered voter.**

Please consider making a morally right decision. I would like to make a sincere suggestion to the town board members because I suspect you have already heard from several back in December and probably will be hearing more within the next several weeks **that do not truly feel like they are being heard as several current town board members have suggested. (Back to say what you are supposed to say or do you really want to hear from everyone?)** You have all stated many times to please let you know if any of us have any concerns or ways to make this town better. Therefore, be prepared to answer all of those in the town that are concerned with your current process of selecting an interim town board member. Some questions could be: Why were only seven republicans selected for the interview process and do you feel this is truly fair? How did you consider a resolution for a non-affiliated resident who worked tirelessly for seven years when they are not worthy for an interview? How do you feel about those residents who give their heart and soul doing the best they can do to bring non bias viewpoints to their committee work and be told you're not getting an interview? Why didn't

you interview all 18 candidates. Could you not sacrifice some more of your time for that effort? I'm sure there will be many others.

We respectfully request that the Town Board opens the interview process back up. You never know, one of those you did not consider may surprise you. Disagreements are an inevitable, normal, and healthy part of relating to other people. I would encourage each of you to embrace that as you would with your own family and friends.

Thank you.

**sreynolds@townofcanandaigua.org**

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**From:** Doug Finch, Town Manager <dfinch@townofcanandaigua.org>  
**Sent:** Wednesday, January 12, 2022 1:04 PM  
**To:** Sarah Reynolds  
**Subject:** FW: Town Board Vacancy

For communication binder please

**Douglas E. Finch, Town Manager**

Town of Canandaigua  
5440 Route 5&20W  
Canandaigua, NY 14424  
Phone: (585)337-4728

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**From:** susan besaw (stbesaw@gmail.com) <stbesaw@gmail.com>  
**Sent:** Wednesday, January 12, 2022 12:11 PM  
**To:** jsimpson@townofcanandaigua.org; tfennelly@townofcanandaigua.org; gdavis@townofcanandaigua.org; arudolph@townofcanandaigua.org; dfinch@townofcanandaigua.org  
**Subject:** Town Board Vacancy

As an independent who has voted for both Republicans and Democrats in the many years I have lived in Canandaigua, I am outraged at recent information about the Town Board conduct. With one outstanding seat to be appointed, not voted, I understand the Republican held Board has declined to interview any qualified candidates unless they are Republican. What kind of representation of the diverse town does this behavior illustrate? Is the Board quite openly denying any bi-partisan value? Are Republicans so steeped in their own arrogance that they are unable to recognize any contributions to the town other than their own? If this behavior continues, you can be sure the Republican party has lost any possibility that I will cast my vote as a Republican in the future.

Susan T. Besaw

**Susan T. Besaw**  
**4270 Lake Hill Drive**  
**Canandaigua, NY 14424**  
[\*\*stbesaw@gmail.com\*\*](mailto:stbesaw@gmail.com)  
**585-703-4658**

**sreynolds@townofcanandaigua.org**

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**From:** Doug Finch, Town Manager <dfinch@townofcanandaigua.org>  
**Sent:** Wednesday, January 12, 2022 1:20 PM  
**To:** Sarah Reynolds  
**Subject:** FW: New CVFD President

For communication binder please

**Douglas E. Finch, Town Manager**

Town of Canandaigua  
5440 Route 5&20W  
Canandaigua, NY 14424  
Phone: (585)337-4728

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**From:** Chris Brown (chris.brown@cheshirevfd.com) <chris.brown@cheshirevfd.com>  
**Sent:** Tuesday, January 11, 2022 8:01 PM  
**To:** Doug Finch, Town Manager <dfinch@townofcanandaigua.org>  
**Cc:** Rick Roxin <rick.roxin@cheshirevfd.com>  
**Subject:** New CVFD President

Good evening Doug,

I just wanted to let you know that we have a new president this year, Rick Roxin. Rick has been with CVFD for a few years now and has shown his experience, commitment, and true leadership to the members of CVFD. Rick and I look forward to working with you, Supervisor Simpson and the town board this year, and as always we appreciate the continued support from the Town of Canandaigua. Please don't hesitate to reach out to either of us if you need anything.

Thanks,  
Chris

**Chris Brown**

Fire Chief  
Cheshire Volunteer Fire Dept.  
[chris.brown@cheshirevfd.com](mailto:chris.brown@cheshirevfd.com)  
Cell: 585-698-0489

**From:** Oksana Fuller (lffemc@rit.edu) <lffemc@rit.edu>  
**Sent:** Thursday, January 13, 2022 4:46 PM  
**To:** jsimpson@townofcanandaigua.org; Adeline Rudolph; 'Terry Fennelly';  
gdavis@townofcanandaigua.org  
**Cc:** Town Manager; Shawna Bonshak; Sarah Reynolds; Oksana Fuller  
**Subject:** Project proposals, RSM and CCAT  
**Attachments:** Final Town Appeal (1) JIM ROSE LETTER.docx

Dear Town Board Members,

I have been mulling over the request by TB to present ideas for projects to fund with the potential extra monetary funds we might have. I have two suggestions and would like your consideration for these projects.

1. Bite the bullet and finalize the purchase of RSM lakefront to preserve our natural resources and watershed. We do not need to have any park amenities at this time. Just preserving this lakefront is what is important. As was laid out in a presentation by the Town early in 2021, this project has no increase in taxes for the residents. We need to protect it as soon as possible. Since 2005, RSM wanted to have a marina there...next to an already established German Brother Marina. Being on the TB at that time, we fought really hard for that not to happen. Now, it is your turn, Town Board members, to protect this natural resource for posterity.
2. Cheshire Theatre and Meeting Hall. Ever since the 2003 Comp Plan and the Hamlet of Cheshire Master Plan, the 2011 Update and now, the 2021 Comp Plan Update, there has been no plan or even discussion to implement any goals or action steps for the hamlet. It is time to take action. That action could start with CCAT partnering with the town taking over the project and over the years finishing it. What a great benefit to the town, the hamlet and community-wide. It would be a historic community center and theatre. From that first step, a historic district could encourage economic development in the hamlet. We have preserved Onanda, Butler School House, Outhouse Park, etc. Part of economic development for the town has been renting these preserved and maintained places for special events, which the Cheshire Theatre and Meeting Hall would be another interesting venue. It is time to preserve the only property in the town that is listed on the National and NYS Historic Registry.

Let's accomplish some of these Cheshire goals. Donations could come if people were aware that this is a town project. CCAT has been going after grants to no avail. We are losing hope of ever getting funding before the whole place collapses. Truly, this would be a remarkable project for the town to undertake. CCAT would still help in any capacity the town would consider help. People have offered to donate but they are concerned by the age of people on the board. Hate to admit, but the CCAT board people are all up there in age.

I am including an attachment that one of our CCAT Board members, Jim Rose, wrote to the town Board in 2020 with the intent of CCAT partnering with the town. Unfortunately, with the start of the pandemic and

other town considerations, this project never came on the Agenda. This letter spells out the town's intent about the Hamlet of Cheshire in every Comp Plan since 2003, as well as the history of this historic building.

CCAT has architectural plans, Business plan, Projected costs, letters of support and Grant materials that give the whole picture of what CCAT has accomplished and the possibilities for the future. Please read it. You all are invited to tour this historic property at your convenience.

An exciting project our community will benefit from and leave a legacy which the town will be proud of.

Thank you for your consideration.

Oksana Fuller

CCAT Board member

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## **Letter to the Canandaigua Town Board Members Concerning the Cheshire Theatre Meeting Hall Project from the CCAT Board of Directors.**

The Cheshire Community Action Team (CCAT) a 501c3 community service organization is seeking to form a partnership with the Town of Canandaigua to preserve and restore for public use the 1898 Cheshire Theatre and Meeting Hall (commonly known as “The Cheshire Grange Hall”). While CCAT has successfully spearheaded grassroots efforts to both purchase and stabilize the building for historic preservation and use as a community hub, it has become increasingly apparent that to bring the project to fruition, resources beyond grassroots donations and gifts must be called upon. The CCAT Board sees this partnership as a means of accomplishing their goals for the community while at the same time fulfilling many of the goals outlined in the Comprehensive and Master Plans 2003-2021 developed by the Town Board and a myriad of Town panels that include History, Citizen Implementation, Economic Development, Environmental and Open Space committees, as well as many volunteers and paid staff within the Town over the course of nearly two decades.

### **The Building’s Historic Significance, Chronology, and Unique Characteristics<sup>1</sup>**

Built in 1898 by community volunteers specifically to provide a meeting place for the popular fraternal organization the Knights of the Maccabees (KOTM), the Cheshire Meeting Hall became the center for the thriving Cheshire community (settled circa 1812). In 1899, the politically powerful Patrons of Husbandry organization (Academy Grange #62 Chapter) began renting the building for meetings and events. Expanding its community role and importance, the Hall hosted many plays, dinners and productions produced by the Cheshire Amusement Company between 1911 and 1922. Playbills from this era include the names of a great many still recognizable family names prominent in Cheshire and the Town of Canandaigua.

Singularly of historic significance on a larger level is the fact the building was used by the Charles R. Lilly Post of the Grand Army of the Republic (Civil War veterans) from circa 1899-1928. During its residence at the Hall, the GAR hosted national and regionally significant events in honor of those Americans who left the farms of our area to serve in the Civil War.

In 1920, as the KOTM began to wane nationally, the now flourishing Patrons of Husbandry (Grange) purchased the building and under their auspices the Academy Grange #62 continued as a town and local community cultural hub, hosting dinners, dances, concerts, and celebrations through the early 1970’s. When the Grange organization membership waned and aged to the point that it could no longer maintain the facility, the building fell into private hands. During that period it was used as an antique store and then storage facility, falling into severe disrepair in the late 1990’s. In 2005, after this period of neglect and now slated for demolition, Cheshire residents Fred and Nancy Goodnow conceived and initiated a plan to save and eventually restore the Grange Hall. After overcoming a great many bureaucratic and financial hurdles for over four years, the newly formed Cheshire Community Action Team (CCAT) with State and local funding and private donations purchased the building for \$39,000 in March of 2009. Subsequently, over the course of the last 14 years, fundraisers, dinners, grants, sweat equity, and the generosity of many local citizens, have enabled CCAT to stabilize the building structurally, complete architectural/engineering studies as required by the Town, keep the project in the public eye, form a business plan and maintain the building in a holding pattern in anticipation of funding that would lead to the Phase 2 Restoration completion and occupancy.

Dr. Preston Pierce, Ontario County Historian and decade-long supporter of the project, states that the Cheshire Meeting Hall (with its unique 170 seat auditorium and stage) “is a rare, remaining rural theatre locally constructed to meet a variety of local needs for more than a century.” This has been indelibly underlined by the NYS Office of Parks, Recreation and Historic Preservation that designated the building so significant to American history that it is listed on the State Register of Historic Places (April 19, 2013)<sup>2</sup> and the National Register of Historic Places (June 12, 2013).<sup>2</sup>

### **Partnership and Fulfilling the Tenets of the Town/Cheshire Comprehensive and Master Plans**<sup>3</sup>

Since 2003, the Town has worked hard through its citizen committees, elected, and appointed officials to create a common vision for the future in a quest to obtain the highest quality of life possible for its residents in a managed and inclusive manner. In some rare cases, Town sanctioned projects and actions can address social needs, preserve history, create a strong sense of community, and greatly enhance an area both aesthetically and economically. The Cheshire Theatre and Meeting Hall project fulfills these positive actions while accomplishing so many of the goals outlined and recommended through the Comprehensive Plan(s) and the Master Plan(s). Examples of this abound in the public record:

#### Town of Canandaigua Comprehensive Plan 2002 Visions and Goals

- Expand the town’s active and passive recreational sites to meet the growing demand . . .
- Preserve the historic qualities of the Hamlet of Cheshire and enhance the ability of the hamlet to prosper and grow without sacrificing the character that makes it a special place.

#### TCCP Plan Recommendation Page IV-19 E. *Specific to Cheshire* (bullets points for discussion)

- Small, historic center for the rural community around it
- Proposed Responses: Hamlet revitalization . . . building reinvestment incentives . . . building rehabilitation . . . façade improvements

#### Hamlet Master Plan 2004

- *Specifically mentioned under Existing Conditions:* “The Grange #62 organization based in Cheshire is the oldest organization of its kind in Ontario County.
- Establishment of a Historic District
- Historic Designation: *note this has been completed by CCAT 2013-2014*<sup>3</sup>
- “Identifying and implementing” *multi-term* actions . . . *including but not limited to:*
  - “ . . . significant commitments of time and funding but are critical to sustain the hamlet into the future.”

#### Canandaigua Open Space, Conservation and Scenic Views Master Plan: 2017 (Final Version 2018)

*(Identification of)* Historic Sites: Town Historian Ray Henry (ret.)

- Historic barns, schoolhouses, cemeteries and other historic points are among the significant cultural resources in the Town. These compliment the open space resources that are the focus of this Master Plan.
- Map 12 (*Cheshire cluster*) : Cheshire Grange designated a State and National Register of Historic Places, #5 School (Company Store) Cheshire Community Church, Pine Bank Cemetery. (La Bella)

Through this wide ranging committee work over the last 17 years and evidenced by the acceptance of these reports, it is clear that there is both a tangible and tacit mandate within Town government/public opinion that is summed up in the 2018 Canandaigua Open Space, Conservation and Scenic Views Master Plan. This is in direct juxtaposition with the CCAT Board's current assessment of the "physical state" of the building, funding, and the crucial need to move this project into its final phase which includes completing the project, ultimately turning the building over for public use and serving as a multi-purpose hub for the Hamlet. In other words, CCAT and the Town are definitely on the same page when it comes to the CTMH and the greater subject of the improvement and enhancement of the Hamlet of Cheshire. With the rare existing stage/auditorium area and proposed basement dining/kitchen area the uses for this building include plays and cultural events, art workshops and exhibits in conjunction with the Ontario County Arts Council, yoga instruction, youth programs, rentable practice and rehearsal areas and community workshops. All activities that beyond the obvious quality of life issues will also open up greater opportunities for the budding business community in Cheshire.

### **Moving Forward: Timing and Solutions and the Truth. Creating a Living Time Capsule.**

In its most honest assessment of the status of the Cheshire Theatre and Meeting Hall Project, the CCAT Board unanimously agrees that it is time to look to the Town to help see this project through to its final phase and to insure that the building and its historic importance live for posterity. It is clear that to meet these objectives, CCAT must look to an entity with resources beyond those that are currently available within this now crucial timeframe. Given the average age of the CCAT Board members and current state of the building, this proposed action could be realistically classified as very urgent. With the resources available to the Town, the wisdom and experience of the CCAT Board and the management infrastructure already in place within Town and specifically the Parks and Recreation Department, the History Committee and newly appointed Town Historian, the CCAT Board believes that this project could reach fruition within a period that would stem further deterioration of the building, while simultaneously getting the CTMH "online" and available for public use.

To insure that this important, historic building endures for posterity and returns to its proper place as a community center for the Hamlet, the CCAT Board unanimously proposes that the Town take ownership of the property and all the artifacts contained therein. In exchange for this gift to the citizens of the Town the CCAT Board asks that the Town sees that the rehabilitation of the building is completed and that the building will be owned, maintained, and managed in a manner consistent with the shared goals of the original concept of the CTMH as outlined by the painstaking work completed by the CCAT Board and a great many others. It is important to note that throughout the transition the CCAT Board will totally commit to support the Town in its rehabilitation efforts, act as Steering Committee if needed and serve as a liaison with Hamlet citizens as the need arises.

Respectively Submitted by James Rose on Behalf of the CCAT Board August 12, 2020.

### **Sources Cited:**

<sup>1</sup> CCAT Archives. *Grange Purchase/Restoration Chronology of Events*. 2011

<sup>2</sup> Dr. Preston Pierce. *The Cheshire Meeting Hall*. 2022. P-2,-7

<sup>3</sup> Town of Canandaigua Comprehensive/Master Plan Pkg. 2003. 2004. 2011. 2017.

**Mercy Flight Central**  
CRITICAL CARE IN THE AIR

2420 Brickyard Road | Canandaigua, NY 14424

Tel: 585-396-0584 / Fax: 585-396-0585



Town of Canandaigua  
Cathy Menikotz  
5440 State Route 5 and 20  
Canandaigua, NY 14424

Dear Supervisor Menikotz,

Thank you for your recent donation of \$4,000.00 to Mercy Flight Central, received on 01/14/2022. Your gift has a direct impact right here in our community and we, and so many others, are deeply grateful.

We are humbled by the generosity of our community, day-in and day-out. We know that over the course of the last 29 years it has been you that helped enable our important mission to provide critical care air ambulance service to our neighbors in their greatest time of need.


*"We only get one chance to give someone a second chance."*

~ Jeff Bartkoski, President/CEO ~

Your support and belief in our mission is so important to us! With your partnership, we have impacted more than 16,000 patients and their families - giving hope and a second chance to so many. Your donations strengthen our teams and make us better equipped to respond to any call that comes in - regardless of trauma or illness. Thank you for serving alongside us with integrity, compassion and excellence!

From all of us at Mercy Flight Central, **THANK YOU** for your dedication and your belief in the difference we can make together in the lives of our community members.

Sincerely,

  
Jasmine A. DiSalvo  
Senior Director of Development

Cathy -  
Thank you very much! Teaming with  
our home town to support those in  
critical need for nearly 30 years. We are  
grateful for your support!  
Jeff Bartkoski  
President/CEO

No goods or services were furnished in consideration of your kind gift. Please retain this letter as your receipt. Please consult your tax advisor with any questions regarding this contribution. Your donation was made to the MFC Foundation LLC which is wholly owned by Mercy Flight Central, Inc. (the "Charity") and is treated by the Charity as a disregarded entity. The Charity is tax-exempt under Code Section 501(c)(3) and is not a private foundation under Code Section 509 (a). Our annual financial report may be obtained from the NYS Office of the Attorney General, Charities Bureau ATTN: FOIL Officer 120 Broadway, NY, NY 10271

# ATTACHMENT 2

## **Town Clerk Report for the January 31, 2022, Town Board Meeting**

1. **Monthly Financial Report:** Revenues collected in the Town Clerk's office for the month of December 2021 and Year End 2021 are attached. (see attached).
2. **Review of 2021 Town Clerk Records of Annual Report and Bank Statements:** Each January the Town Board is required by NYS Town Law §62 to review the Town Clerk's Annual Financial Report and cash receipt/bank reconciliation book. There is a resolution on the agenda to accept my 2021 records.
3. **Resolutions:**
  - a. Review and Acceptance of 2021 Town Clerk Receipts and Bank Statements
  - b. Surety – ABDB 4351 Tichenor Point Drive
  - c. Surety – Hoffend 4853 County Road 16
  - d. Surety – Hollis 5740 Moran Road

Please let me know if you have any questions.

Submitted by,

*Jean Chrisman*

Jean Chrisman

Town Clerk

| Account#   | Account Description                 | Fee Description                     | Qty   | Local Share       |
|------------|-------------------------------------|-------------------------------------|-------|-------------------|
| A.2001     | Cabins / Halls / Pavillions         | Onanda Halls/Lodging                | 9     | 2,930.00          |
|            | Park Rentals                        | Onanda Cabin Residential Weekly     | 1     | 300.00            |
|            |                                     | <b>Sub-Total:</b>                   |       | <b>\$3,230.00</b> |
| A1255      | Marriage Lic.                       | Marriage License Fees               | 4     | 70.00             |
|            |                                     | <b>Sub-Total:</b>                   |       | <b>\$70.00</b>    |
| AA100.1255 | Conservation                        | Conservation                        | 2     | 4.08              |
|            | Misc. Fees                          | Marriage Cert                       | 3     | 30.00             |
|            |                                     | <b>Sub-Total:</b>                   |       | <b>\$34.08</b>    |
| AA100.1603 | Misc. Fees                          | Death Cert                          | 22    | 220.00            |
|            |                                     | <b>Sub-Total:</b>                   |       | <b>\$220.00</b>   |
| AA100.2001 | BYS Fee                             | BYS Fee                             | 4     | 20.00             |
|            | Cart Fee                            | CC Cart Fee                         | 7     | 1.05              |
|            | Credit Card Processing Fee          | Credit Card Processing Fee          | 7     | 38.79             |
|            | Onanda Cabin NON Residential Weekly | Onanda Cabin NON Residential Weekly | 2     | 720.00            |
|            | Outhouse Park Hall Full Day         | Outhouse Park Hall Full Day         | 7     | 850.00            |
|            | WL Schoolhouse Weekend              | WL Schoolhouse Weekday              | 23    | 575.00            |
|            |                                     | WL Schoolhouse Weekend              | 2     | 80.00             |
|            |                                     | <b>Sub-Total:</b>                   |       | <b>\$2,284.84</b> |
| A.2110     | Plan & Zone                         | Zoning Fee                          | 5     | 900.00            |
|            | Shrot-Term Rental Registration      | Short-Term Rental Registration      | 1     | 100.00            |
|            |                                     | <b>Sub-Total:</b>                   |       | <b>\$1,000.00</b> |
| AA100.2120 | Plan & Zone                         | Soil Erosion                        | 7     | 1,050.00          |
|            |                                     | <b>Sub-Total:</b>                   |       | <b>\$1,050.00</b> |
| AA100.2148 | Misc. Fees                          | Returned Check Fee                  | 1     | 20.00             |
|            |                                     | <b>Sub-Total:</b>                   |       | <b>\$20.00</b>    |
| AA100.2544 | Dog Licensing                       | Exempt Dogs                         | 1     | 0.00              |
|            |                                     | Female, Spayed                      | 35    | 665.00            |
|            |                                     | Female, Unspayed                    | 7     | 189.00            |
|            |                                     | Male, Neutered                      | 22    | 418.00            |
|            |                                     | Male, Unneutered                    | 3     | 81.00             |
|            | Late Fees                           | Late Fees                           | 19    | 95.00             |
|            |                                     | <b>Sub-Total:</b>                   |       | <b>\$1,448.00</b> |
| AA100.2590 | Building Fee                        | Building Fee                        | 16    | 5,202.60          |
|            | Plan & Zone                         | Site Development                    | 10    | 1,846.40          |
|            |                                     | <b>Sub-Total:</b>                   |       | <b>\$7,049.00</b> |
| AA100.2591 | Misc. Fees                          | Transfer Coupons                    | 464.5 | 929.00            |
|            |                                     | <b>Sub-Total:</b>                   |       | <b>\$929.00</b>   |
| C. 2001    | Plan & Zone                         | Parks And Recreation                | 7     | 7,000.00          |
|            |                                     | <b>Sub-Total:</b>                   |       | <b>\$7,000.00</b> |
| SW500.2140 | Rents Payments                      | Rents Payments                      | 6     | 252.30            |

| Account#                            | Account Description | Fee Description | Qty               | Local Share        |
|-------------------------------------|---------------------|-----------------|-------------------|--------------------|
|                                     |                     |                 | <b>Sub-Total:</b> | <b>\$252.30</b>    |
| SW500.2142                          | Water Sales         | Water Sales     | 1                 | 34.75              |
|                                     |                     |                 | <b>Sub-Total:</b> | <b>\$34.75</b>     |
| SW500.2144                          | Service Hookups     | Service Hookups | 4                 | 2,500.00           |
|                                     |                     |                 | <b>Sub-Total:</b> | <b>\$2,500.00</b>  |
| SW500.2148                          | Penalty             | Penalty         | 2                 | 7.84               |
|                                     |                     |                 | <b>Sub-Total:</b> | <b>\$7.84</b>      |
| <b>Total Local Shares Remitted:</b> |                     |                 |                   | <b>\$27,129.81</b> |

Amount paid to: NYS Ag. & Markets for spay/neuter program 87.00

Amount paid to: NYS Environmental Conservation 69.92

Amount paid to: State Health Dept. For Marriage Licenses 90.00

**Total State, County & Local Revenues: \$27,376.73**

**Total Non-Local Revenues: \$246.92**

To the Supervisor:

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

Supervisor

Date

Town Clerk

Date

|                              |           |             |
|------------------------------|-----------|-------------|
| Pymt To Town Park & Rec Fees | Ck # 2533 | \$7,000.00  |
| Original Pymt To Town        |           | \$20,129.81 |
| Park Reservation W/Drwls     |           | \$46.47     |
| Pymt to Town Receipts        | Ck # 2536 | \$20,083.34 |

|               |         |   |
|---------------|---------|---|
| Infintech     | \$6.05  | \$5 Monthly Fee and 15¢ Per Transaction Cart Fee - Automatically Withdrawn from TC Checking Account |
| BYS Fee       | \$0.00  | This is invoiced directly to Town - rcv'd \$ invoice on (date)                                      |
| CC Processing | \$40.42 | Automatically Withdrawn from TC Checking Account  |
|               | \$46.47 |   |



| Account#   | Account Description                 | Fee Description                        | Qty | Local Share        |
|------------|-------------------------------------|--|-----|--------------------|
| A.2001     | Cabins / Halls / Pavillions         | Onanda Halls/Lodging                   | 124 | 29,075.00          |
|            | Park Rentals                        | Onanda Cabin Residential Weekly        | 32  | 13,085.00          |
|            |                                     | <b>Sub-Total:</b>                      |     | <b>\$42,160.00</b> |
| A1255      | Marriage Lic.                       | Marriage License Fees                  | 97  | 1,697.50           |
|            |                                     | <b>Sub-Total:</b>                      |     | <b>\$1,697.50</b>  |
| A2001      | Walk Ins                            | Onanda Receipts                        | 427 | 19,223.08          |
|            |                                     | <b>Sub-Total:</b>                      |     | <b>\$19,223.08</b> |
| AA100.0380 | AR Charge Back Billing              | AR Charge Back Billing                 | 7   | 2,042.50           |
|            |                                     | <b>Sub-Total:</b>                      |     | <b>\$2,042.50</b>  |
| AA100.1255 | Conservation                        | Conservation                           | 86  | 301.68             |
|            | Misc. Fees                          | Copies                                 | 38  | 9.50               |
|            |                                     | Marriage Cert                          | 139 | 1,390.00           |
|            | Peddling & Soliciting               | Peddling & Soliciting                  | 1   | 100.00             |
|            |                                     | <b>Sub-Total:</b>                      |     | <b>\$1,801.18</b>  |
| AA100.1603 | Geneology Cert.                     | Geneology cert                         | 2   | 22.00              |
|            | Misc. Fees                          | Death Cert                             | 350 | 3,500.00           |
|            |                                     | Geneology Fee                          | 3   | 33.00              |
|            |                                     | <b>Sub-Total:</b>                      |     | <b>\$3,555.00</b>  |
| AA100.2001 | Blue Heron Pavilion                 | Blue Heron Pavilion                    | 6   | 165.00             |
|            | BYS Fee                             | BYS Fee                                | 205 | 1,025.00           |
|            | Cart Fee                            | CC Cart Fee                            | 812 | 127.64             |
|            | CC Cart Fee                         | CC Cart Fee                            | 8   | 0.95               |
|            | Credit Card Processing Fee          | Credit Card Processing Fee             | 737 | 1,664.18           |
|            | General Lic.                        | Park Permit Res                        | 118 | 4,130.00           |
|            |                                     | Park Permits Non                       | 12  | 780.00             |
|            | Onanda Cabin NON Residential Daily  | Onanda Cabin NON Residential Daily     | 107 | 13,930.00          |
|            | Onanda Cabin NON Residential Weekly | Onanda Cabin NON Residential Weekly    | 60  | 24,485.00          |
|            | Onanda Cabin Residential Daily      | Onanda Cabin Residential Daily         | 18  | 1,410.00           |
|            | Onanda Park Pavilion                | Onanda Park Pavilions                  | 102 | 8,186.39           |
|            | Outhouse Park Hall Full Day         | Outhouse Park Hall Full Day            | 90  | 10,898.23          |
|            | Outhouse Park Pavilion              | Outhouse Park Pavilion                 | 53  | 2,100.00           |
|            | Pavilion rental                     | Pierce Park Pavilions                  | 33  | 720.00             |
|            | Refund Processing Fee               | Park Rental Cancelation Processing Fee | 2   | 100.00             |
|            | WL Schoolhouse Weekend              | WL Schoolhouse Weekday                 | 41  | 1,035.00           |
|            |                                     | WL Schoolhouse Weekend                 | 14  | 660.00             |
|            |                                     | <b>Sub-Total:</b>                      |     | <b>\$71,417.39</b> |
| AA100.2110 | Plan & Zone                         | Zoning Fee                             | 104 | 38,549.99          |
|            | Shrot-Term Rental Registration      | Short-Term Rental Registration         | 9   | 349.67             |
|            |                                     | <b>Sub-Total:</b>                      |     | <b>\$38,899.66</b> |
| AA100.2120 | Plan & Zone                         | Soil Erosion                           | 61  | 9,150.00           |
|            |                                     | <b>Sub-Total:</b>                      |     | <b>\$9,150.00</b>  |

| Account#   | Account Description | Fee Description      | Qty   | Local Share         |
|------------|---------------------|----------------------|-------|---------------------|
| AA100.2148 | Misc. Fees          | Returned Check Fee   | 4     | 80.00               |
|            |                     | <b>Sub-Total:</b>    |       | <b>\$80.00</b>      |
| AA100.2192 | Academy Cemetary    | Cremation            | 1     | 350.00              |
|            |                     | <b>Sub-Total:</b>    |       | <b>\$350.00</b>     |
| AA100.2544 | Dog Licensing       | Exempt Dogs          | 7     | 0.00                |
|            |                     | Female, Spayed       | 639   | 12,141.00           |
|            |                     | Female, Unspayed     | 77    | 2,079.00            |
|            |                     | Male, Neutered       | 608   | 11,552.00           |
|            |                     | Male, Unneutered     | 65    | 1,755.00            |
|            |                     | Replacement Tags     | 14    | 39.00               |
|            | Late Fees           | Late Fees            | 290   | 1,450.00            |
|            |                     | <b>Sub-Total:</b>    |       | <b>\$29,016.00</b>  |
| AA100.2590 | Building Fee        | Building Fee         | 347   | 70,861.80           |
|            | Plan & Zone         | Site Development     | 147   | 29,420.40           |
|            |                     | <b>Sub-Total:</b>    |       | <b>\$100,282.20</b> |
| AA100.2591 | Misc. Fees          | Transfer Coupons     | 12985 | 26,080.00           |
|            |                     | <b>Sub-Total:</b>    |       | <b>\$26,080.00</b>  |
| CM100-2001 | Plan & Zone         | Parks And Recreation | 50    | 50,000.00           |
|            |                     | <b>Sub-Total:</b>    |       | <b>\$50,000.00</b>  |
| SW500.2140 | Rents Payments      | Rents Payments       | 417   | 878,608.60          |
|            |                     | <b>Sub-Total:</b>    |       | <b>\$878,608.60</b> |
| SW500.2142 | Water Sales         | Water Sales          | 54    | 2,402.26            |
|            |                     | <b>Sub-Total:</b>    |       | <b>\$2,402.26</b>   |
| SW500.2144 | Service Hookups     | Service Hookups      | 36    | 37,877.41           |
|            |                     | <b>Sub-Total:</b>    |       | <b>\$37,877.41</b>  |
| SW500.2148 | Penalty             | Penalty              | 267   | 6,379.73            |
|            |                     | <b>Sub-Total:</b>    |       | <b>\$6,379.73</b>   |

**Total Local Shares Remitted: \$1,321,022.51**

Amount paid to: NYS Ag. & Markets for spay/neuter program 1,673.00  
 Amount paid to: NYS Environmental Conservation 5,812.32  
 Amount paid to: State Health Dept. For Marriage Licenses 2,182.50

**Total State, County & Local Revenues: \$1,330,690.33**

**Total Non-Local Revenues: \$9,667.82**

To the Supervisor:

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

Supervisor

Date

*Jean Chrisman*  
 Town Clerk

*1/21/2022*  
 Date

# Town of Canandaigua

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

## **Development Office 2021 Permit Information**

|                                  |  |                                       |
|----------------------------------|--|---------------------------------------|
| <b>RESIDENTIAL</b>               | <b>SINGLE FAMILY<br/>(includes erosion control permit)</b>         | <b>38</b>                             |
|                                  | <b>TOWNHOUSE UNITS - INDIVIDUAL<br/>DWELLINGS (# of Buildings)</b> | <b>19 Townhomes<br/>(8) Buildings</b> |
|                                  | <b>MANUFACTURED HOMES</b>  | <b>00</b>                             |
|                                  | <b>ALTERATIONS</b>   | <b>75</b>                             |
|                                  | <b>REPAIRS (includes roofs)</b>                                    | <b>112</b>                            |
|                                  | <b>ADDITIONS (includes decks)</b>                                  | <b>45</b>                             |
|                                  | <b>DEMOLITION</b>  | <b>3</b>                              |
|                                  | <b>ACCESSORY STRUCTURES</b>  | <b>38</b>                             |
|                                  | <b>SWIMMING POOLS &amp; HOT TUBS</b>                               | <b>33</b>                             |
|                                  | <b>DOCKS</b>   | <b>5</b>                              |
|                                  | <b>FENCE</b>   | <b>28</b>                             |
|                                  | <b>SOLAR (ACCESSORY)</b>   | <b>2</b>                              |
|                                  | <b>SOLAR (ROOFTOP)</b>   | <b>9</b>                              |
|                                  | <b>GENERATORS</b>  | <b>27</b>                             |
| <b>COMMERCIAL<br/>INDUSTRIAL</b> | <b>NEW STRUCTURES</b>  | <b>8</b>                              |
|                                  | <b>ALTERATIONS/REPAIR</b>  | <b>10</b>                             |
| <b>AGRICULTURAL</b>              | <b>NEW STRUCTURES</b>  | <b>5</b>                              |
| <b>SIGNS</b>                     | <b>NEW PERMITS</b>   | <b>7</b>                              |
| <b>OP. PERMITS</b>               | <b>NEW PERMITS</b>   | <b>28</b>                             |
| <b>EROSION CONTR.</b>            | <b>NEW PERMITS</b>   | <b>5</b>                              |

Total Permits Issued in 2021:

**497**

# Town of Canandaigua Development Permits

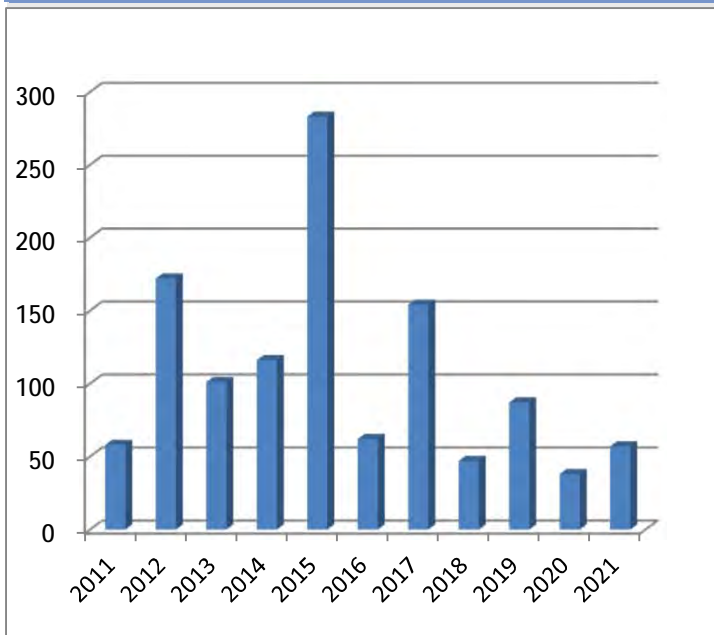
## Years 2011 - 2021

### Total New Dwelling Units

Single Family + Townhomes + Apartment Units + Manufactured Homes

| Year | Units |
|------|-------|
| 2011 | 58    |
| 2012 | 172   |
| 2013 | 101   |
| 2014 | 116   |
| 2015 | 283   |
| 2016 | 62    |
| 2017 | 154   |
| 2018 | 47    |
| 2019 | 87    |
| 2020 | 38    |
| 2021 | 57    |

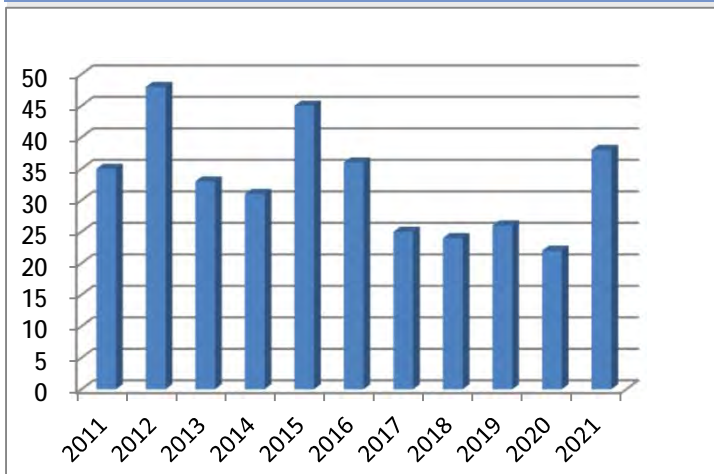
2011-2021



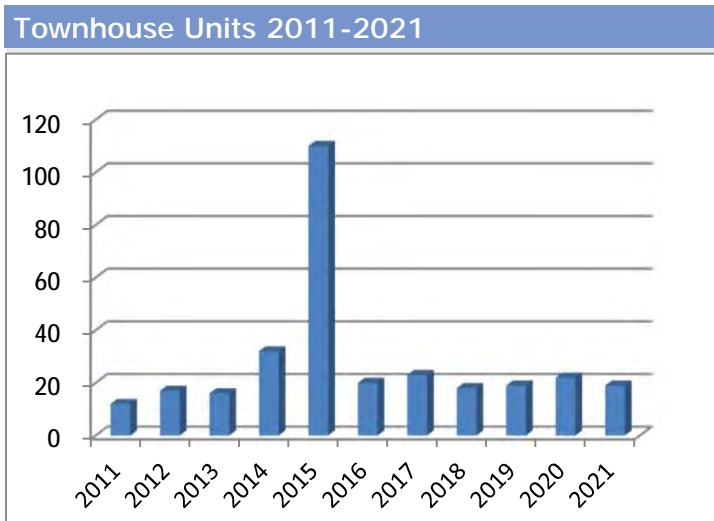
### Single Family Homes

| Year | Units |
|------|-------|
| 2011 | 35    |
| 2012 | 48    |
| 2013 | 33    |
| 2014 | 31    |
| 2015 | 45    |
| 2016 | 36    |
| 2017 | 25    |
| 2018 | 24    |
| 2019 | 26    |
| 2020 | 22    |
| 2021 | 38    |

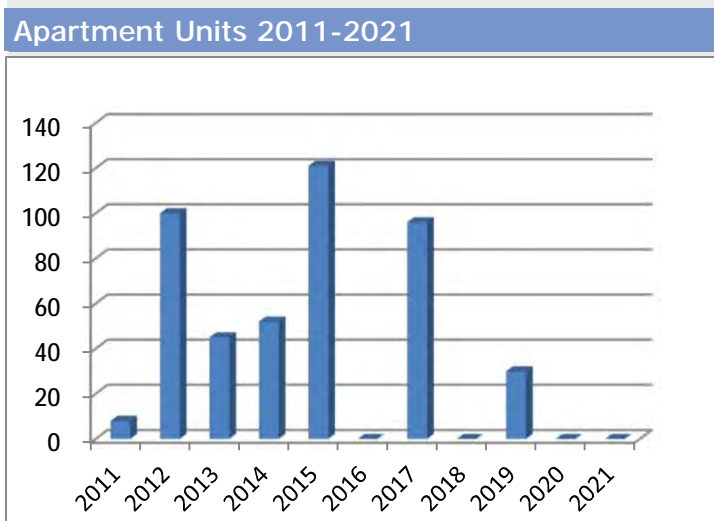
Single Family Homes 2011-2021



| Townhouse Units |     |
|-----------------|-----|
| 2011            | 12  |
| 2012            | 17  |
| 2013            | 16  |
| 2014            | 32  |
| 2015            | 110 |
| 2016            | 20  |
| 2017            | 23  |
| 2018            | 18  |
| 2019            | 19  |
| 2020            | 22  |
| 2021            | 19  |

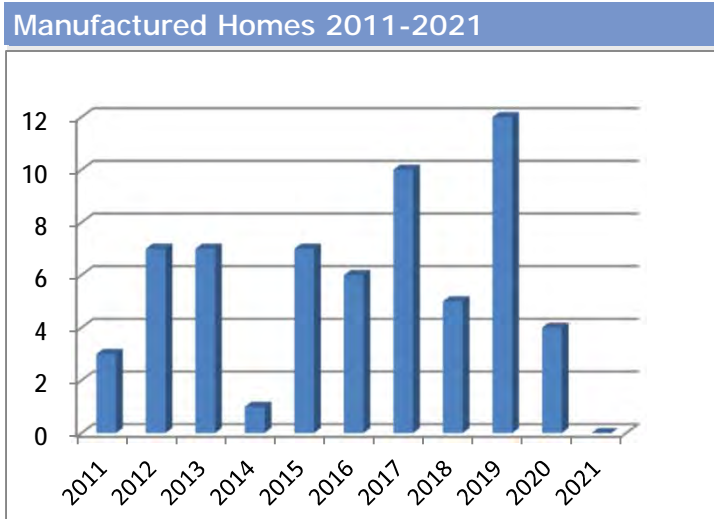


| Apartment Units |     |
|-----------------|-----|
| 2011            | 8   |
| 2012            | 100 |
| 2013            | 45  |
| 2014            | 52  |
| 2015            | 121 |
| 2016            | 0   |
| 2017            | 96  |
| 2018            | 0   |
| 2019            | 30  |
| 2020            | 0   |
| 2021            | 0   |

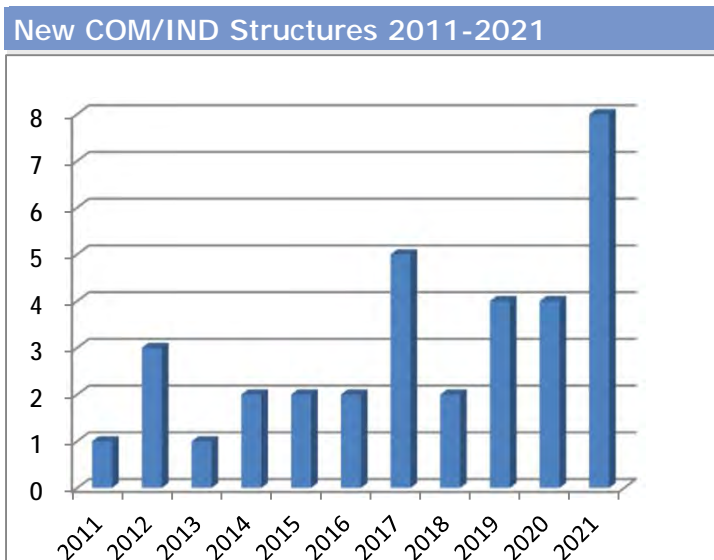


| Manufactured Homes |    |
|--------------------|----|
| 2011               | 3  |
| 2012               | 7  |
| 2013               | 7  |
| 2014               | 1  |
| 2015               | 7  |
| 2016               | 6  |
| 2017               | 10 |
| 2018               | 5  |
| 2019               | 12 |
| 2020               | 4  |
| 2021               | 0  |

(includes replacements)



| New COM/IND Structures |   |
|------------------------|---|
| 2011                   | 1 |
| 2012                   | 3 |
| 2013                   | 1 |
| 2014                   | 2 |
| 2015                   | 2 |
| 2016                   | 2 |
| 2017                   | 5 |
| 2018                   | 2 |
| 2019                   | 4 |
| 2020                   | 4 |
| 2021                   | 8 |



# Investment Authorization

This authorization form is in keeping with the Town Board's Investment Policy adopted by the Town Board of the Town of Canandaigua annually at their Organizational Meeting, in keeping with Article XIV. Process for Investments, and shall be authorized by two of the following people holding the positions of: Town Supervisor, Chair of the Finance Committee, Town Clerk, Town Manager or Finance Clerk.

To: Town of Canandaigua Town Board  
Authorized Banks of the Town of Canandaigua  
(Canandaigua National Bank, Lyons National Bank, or NYCLASS)

The following individuals do hereby authorize the investment of \$ 2,000,000.00

☒ For a term of 30 days at a rate of .18 % interest at CNB.

☐ Into a NYCLASS investment account.

The funds being invested are made up of monies from the following funds: \_\_\_\_\_

\$1,000,000 from General Fund (AA100) (NYCLASS 1004-0001)  
\$1,000,000 from Open Space Reserve (AA234) (NYCLASS 1004-0002)

Authorized by the following individuals (2 required):

Signature: [Signature]

Name: James E. Fink

Title: Town Manager

Date: 1/20/22

Signature: [Signature]

Name: Kate Silverstein-John

Title: Finance Clerk

Date: 1/20/2022

**East Bloomfield Fire District**  
**2021 Canandaigua Fire Protection District Call Summary**

| East Bloomfield Incident # | Date       | Location               | Incident Type/Situation Found        | Length (Hrs.) |
|----------------------------|------------|------------------------|--------------------------------------|---------------|
| 1                          | 1/1/2021   | Co. Rd. 30/Brace Rd.   | Wires Down                           | 0.23          |
| 3                          | 1/3/2021   | 2555 Cooley Rd.        | Fire type unknow (controled burn)    | 0.33          |
| 5                          | 1/5/2021   | 5855 Short Rd.         | Carbon Monoxide Incident             | 0.98          |
| 23                         | 1/30/2021  | 5901 Short Rd.         | EMS Assist - help lifting            | 0.82          |
| 37                         | 2/24/2021  | 5901 Short Rd.         | EMS Assist - help lifting            | 0.98          |
| 44                         | 3/5/2021   | New Michagan Rd.       | Wires Down                           | 0.33          |
| 52                         | 3/26/2021  | 3310 Hopkins Rd.       | Wires Down                           | 0.97          |
| 93                         | 6/4/2021   | Co. Rd. 30/Cooley Rd.  | MVA w/ injuries & Mercy flight LZ    | 2.10          |
| 94                         | 6/5/2021   | 3435 Hopkins Rd.       | EMS ECHO - CPR in progress           | 1.32          |
| 105                        | 6/21//21   | McCann Rd./Co. Rd. 30  | Tree in roadway (weather related)    | 0.65          |
| 108                        | 6/29/2021  | 5857 Rt. 5 & 20        | Possible structure fire              | 0.45          |
| 127                        | 7/20/2021  | 2601 Cooley Rd.        | MVA w/ injuries                      | 0.87          |
| 142                        | 8/16/2021  | 2551 Cooley Rd.        | Power line down                      | 1.12          |
| 174                        | 9/29/2021  | 2490 Cooley Rd.        | Smoke investigation - Controled burn | 0.35          |
| 180                        | 10/7/2021  | 2666 Cooley Rd.        | Carbon Monoxide Alarm                | 0.67          |
| 192                        | 10/30/2021 | 3020 Cooley Rd.        | Water Problem (Flooded basement)     | 0.88          |
| 193                        | 10/30/2021 | 3151 Hopkins Rd.       | Water Problem (Flooded basement)     | 1.62          |
| 198                        | 11/12/2021 | 5840 Rt. 5 & 20        | EMS Assist - help lifting            | 0.73          |
| 204                        | 11/18/2021 | 3301 Hopkins Rd.       | Smoke/Odor removal                   | 0.38          |
| 208                        | 11/27/2021 | Rt. 5 & 20/McCann Rd.  | Possible vehicle fire                | 0.62          |
| 209                        | 11/30/2021 | Rt. 5 & 20/Hopkins Rd. | MVA w/ injuries                      | 0.97          |
| <b>21 TOTAL</b>            |            |                        |                                      | <b>17.37</b>  |

| Year | Call Totals |
|------|-------------|
| 2019 | 23          |
| 2020 | 18          |
| 2021 | 21          |

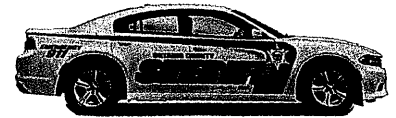
Average: 20.6/ year

**Current as of 12/31/2021**





# TRAFFIC REPORT



During the Month of December 2021, Deputies continued to work the Enhanced Law Enforcement traffic patrol in the Town of Canandaigua. During this time, Deputies worked a total of 50 hours conducting traffic operations. Combined, they initiated 71 traffic stops and issued 46 citations consisting of the following:

**State Route 332 - 26 citations**

- 8 Speed over 55mph
- 1 unlicensed operator
- 8 disobey traffic device
- 7 Speed in zone
- 2 Failed to change address

**County Road 30 - 4 citations**

- 3 illegal tint
- 1 disobey traffic control device

**State Route 21 South - 6 citations**

- 2 Speed over 55
- 1 aggravated unlicensed
- 1 unlicensed
- 1 illegal tint
- 1 disobey traffic device

**County Road 28 - 2 citation**

- 1 uninspected motor vehicle
- 1 disobey traffic device

**Nott Road - 1 citation**

- 1 Stop sign violation

**Middle Chesire Road - 2 citation**

- 1 disobey traffic device
- 1 illegal tint

**Cooley Road - 2 citations**

- 2 disobey traffic device

**County Road 32 - 1 citation**

- 1 Speed over 55

**Seneca Point Road - 2 citations**

- 1 uninspected motor vehicle
- 1 speed in zone

In addition to the above enforcement efforts, the deputies reported the following activity:

- Radar Emerson Road due to traffic complaints
- Assisted with a disturbance call
- Assisted with a hang up 911 call
- Assisted with a family trouble

Respectfully,

Dana Egburtson  
Sergeant, OCSO

# ATTACHMENT 3



Town of Canandaigua , NY

# Encumbrance Report

By Account Number

Encumbrance Date Range: 01/01/2022 - 01/01/2022

## AA100 - GENERAL FUND

### AA100.1620.404.00000 - BUILDINGS..HIGHWAYBLDG.CONTR.UTILITY.GENERAL

#### Type: Purchase Order

| Purchase Order       | Description<br>Item           | Vendor               | Status<br>Project Account Key | Issued Date<br>Post Date | Enc. Balance<br>Amount |
|----------------------|-------------------------------|----------------------|-------------------------------|--------------------------|------------------------|
| REQ00582-R1          | HVAC software                 | Siemens Industry Inc | Outstanding                   | 01/01/2022               | 8,100.00               |
|                      | New software for Highway HVAC |                      |                               | 01/01/2022               | 8,100.00               |
| Encumbrance Balance: |                               |                      |                               |                          | 8,100.00               |

### AA100.1680.200.00000 - DATA PROCESSING.CAPITAL.EQUIPMENT

#### Type: Purchase Order

| Purchase Order       | Description<br>Item                    | Vendor                             | Status<br>Project Account Key | Issued Date<br>Post Date | Enc. Balance<br>Amount |
|----------------------|--|------------------------------------|-------------------------------|--------------------------|------------------------|
| REQ00544-R1          | Meeting Room AV Equipment              | Langie Audio Visual Systems Co, Ir | Partially Received            | 01/01/2022               | 10,153.00              |
|                      | Meeting Room AV equipment installation |                                    |                               | 01/01/2022               | 10,153.00              |
| REQ00569-R1          | Switch for Highway                     | INTEGRATED SYSTEMS                 | Outstanding                   | 01/01/2022               | 3,061.58               |
|                      | Cisco cbs350-48fp-4x switch            |                                    |                               | 01/01/2022               | 2,177.58               |
|                      | SPF modules                            |                                    |                               | 01/01/2022               | 584.10                 |
|                      | Extended care service                  |                                    |                               | 01/01/2022               | 299.90                 |
| Encumbrance Balance: |  |                                    |                               |                          | 13,214.58              |

### AA100.7110.200.00000 - PARKS.NORMAL.CAP.MAINTENANCE.IMPROVEMENTS

#### Type: Purchase Order

| Purchase Order       | Description<br>Item                 | Vendor                              | Status<br>Project Account Key | Issued Date<br>Post Date | Enc. Balance<br>Amount |
|----------------------|-------------------------------------|-------------------------------------|-------------------------------|--------------------------|------------------------|
| REQ00601-R1          | Onanda Park Roof Replacements       | Superior Exteriors of the Finger La | Outstanding                   | 01/01/2022               | 64,760.00              |
|                      | Crouch and Holden Roof Replacements |                                     |                               | 01/01/2022               | 64,760.00              |
| Encumbrance Balance: |                                     |                                     |                               |                          | 64,760.00              |

### AA100.7110.400.00000 - PARK.CONTRACTUAL

#### Type: Purchase Order

| Purchase Order       | Description<br>Item             | Vendor             | Status<br>Project Account Key | Issued Date<br>Post Date | Enc. Balance<br>Amount |
|----------------------|---------------------------------|--------------------|-------------------------------|--------------------------|------------------------|
| REQ00369-R1          | Onanda Park Improvements        | MRB GROUP          | Partially Received            | 01/01/2022               | 2,953.42               |
|                      | Onanda Park Conceptual Planning |                    |                               | 01/01/2022               | 2,953.42               |
| REQ00586-R1          | Onanda Park Kiosk Panels        | East Graphics Inc. | Outstanding                   | 01/01/2022               | 262.99                 |
|                      | Kiosk Panels                    |                    |                               | 01/01/2022               | 262.99                 |
| Encumbrance Balance: |                                 |                    |                               |                          | 3,216.41               |

### AA100.8020.428.00000 - PLANNING.HISTORICAL PROJECT TEAM

#### Type: Purchase Order

| Purchase Order       | Description<br>Item      | Vendor             | Status<br>Project Account Key | Issued Date<br>Post Date | Enc. Balance<br>Amount |
|----------------------|--------------------------|--------------------|-------------------------------|--------------------------|------------------------|
| REQ00586-R1          | Onanda Park Kiosk Panels | East Graphics Inc. | Outstanding                   | 01/01/2022               | 264.02                 |
|                      | Kiosk Panels             |                    |                               | 01/01/2022               | 264.02                 |
| Encumbrance Balance: |                          |                    |                               |                          | 264.02                 |

### AA100.8020.431.00000 - PLANNING.AFFORDABLEHOUSING

## Encumbrance Report

Encumbrance Date Range: 01/01/2022 - 01/01/2022

## AA100 - GENERAL FUND

## AA100.8020.431.00000 - PLANNING.AFFORDABLEHOUSING

## Type: Purchase Order

| Purchase Order       | Description<br>Item                  | Vendor    | Status<br>Project Account Key | Issued Date<br>Post Date | Enc. Balance<br>Amount |
|----------------------|--------------------------------------|-----------|-------------------------------|--------------------------|------------------------|
| REQ00542-R1          | Affordable Housing Strategies        | MRB GROUP | Outstanding                   | 01/01/2022               | 10,000.00              |
|                      | Affordable Housing Advisory Services |           |                               | 01/01/2022               | 10,000.00              |
| Encumbrance Balance: |                                      |           |                               |                          | 10,000.00              |

## AA100.8020.450.00000 - PLANNING.ECB.CONTRACTUAL

## Type: Purchase Order

| Purchase Order       | Description<br>Item      | Vendor             | Status<br>Project Account Key | Issued Date<br>Post Date | Enc. Balance<br>Amount |
|----------------------|--------------------------|--------------------|-------------------------------|--------------------------|------------------------|
| REQ00586-R1          | Onanda Park Kiosk Panels | East Graphics Inc. | Outstanding                   | 01/01/2022               | 262.99                 |
|                      | Kiosk Panels             |                    |                               | 01/01/2022               | 262.99                 |
| Encumbrance Balance: |                          |                    |                               |                          | 262.99                 |

Total AA100 - GENERAL FUND: 99,818.00

## SD600 - RT 332 DRAINAGE DISTRICT

## SD600.8520.400.00000 - MAINTENANCE..RT 332 DRAINAGE DISTRICT

## Type: Purchase Order

| Purchase Order       | Description<br>Item                           | Vendor                    | Status<br>Project Account Key | Issued Date<br>Post Date | Enc. Balance<br>Amount |
|----------------------|---|---------------------------|-------------------------------|--------------------------|------------------------|
| REQ00551-R1          | inspectin of storm water pipes                | PRECISION TRENCHLESS, LLC | Outstanding                   | 01/01/2022               | 45,000.00              |
|                      | camara inspection of strom water pipes 332 DD |                           |                               | 01/01/2022               | 45,000.00              |
| Encumbrance Balance: |   |                           |                               |                          | 45,000.00              |

Total SD600 - RT 332 DRAINAGE DISTRICT: 45,000.00

## SW500 - CANANDAIGUA CONSOLIDATED WATER DISTRICT

## SW500.8397.200.00000 - WATER CAP PROJECTS.CAP EQUIP.CANDGA CONS WD

## Type: Purchase Order

| Purchase Order       | Description<br>Item                        | Vendor                    | Status<br>Project Account Key | Issued Date<br>Post Date | Enc. Balance<br>Amount |
|----------------------|--|---------------------------|-------------------------------|--------------------------|------------------------|
| REQ00581-R1          | 250 Cellular Endpoints & HRE-LCD Regis     | SCHMIDT'S WHOLESALE, INC. | Outstanding                   | 01/01/2022               | 39,262.50              |
|                      | 250 Cellular Endpoints & HRE-LCD Registers |                           |                               | 01/01/2022               | 39,262.50              |
| Encumbrance Balance: |  |                           |                               |                          | 39,262.50              |

Total SW500 - CANANDAIGUA CONSOLIDATED WATER DISTRICT: 39,262.50

Fund Summary

| Fund  | Amount     |
|---|------------|
| AA100 - GENERAL FUND                            | 99,818.00  |
| SD600 - RT 332 DRAINAGE DISTRICT                | 45,000.00  |
| SW500 - CANANDAIGUA CONSOLIDATED WATER DISTRICT | 39,262.50  |
| Report Total                                    | 184,080.50 |



Town of Canandaigua , NY

# Fiscal Year Close Register

## Purchase Orders

**Packet:** POPKT00207 - 2022-01-25 KSJ 2021 YE PO Proce  
**Issue Date Range:** 01/01/2021 - 12/31/2021  
**Fiscal Year End:** 12/31/2021  
**Budget:** 2021 Adopted - 2021 Adopted Budget

| PO Number                                       | PO Description                             | PO Status          | Vendor                                       | Issue Date | Total Amount      | Outstanding       | Action           | Create Budget Adj. |
|---|--|--------------------|--|------------|-------------------|-------------------|------------------|--------------------|
| REQ00369  | Onanda Park Improvements                   | Partially Received | MRB - MRB GROUP                              | 03/09/2021 | 12,000.00         | 2,953.42          | Void and Reissue |                    |
| REQ00601  | Onanda Park Roof Replacements              | Outstanding        | SUPEXT - Superior Exteriors of the Finger La | 08/16/2021 | 64,760.00         | 64,760.00         | Void and Reissue |                    |
| REQ00569  | Switch for Highway                         | Outstanding        | INTEGRATED - INTEGRATED SYSTEMS              | 10/27/2021 | 3,061.58          | 3,061.58          | Void and Reissue |                    |
| REQ00581  | 250 Cellular Endpoints & HRE-LCD Registers | Outstanding        | SCHMIDTS - SCHMIDT'S WHOLESALE, INC.         | 12/09/2021 | 39,262.50         | 39,262.50         | Void and Reissue |                    |
| REQ00586  | Onanda Park Kiosk Panels                   | Outstanding        | MOBILEGRAPH - East Graphics Inc.             | 12/20/2021 | 790.00            | 790.00            | Void and Reissue |                    |
| REQ00542  | Affordable Housing Strategies              | Outstanding        | MRB - MRB GROUP                              | 08/16/2021 | 10,000.00         | 10,000.00         | Void and Reissue |                    |
| REQ00544  | Meeting Room AV Equipment                  | Partially Received | LANGIE - Langie Audio Visual Systems Co, In  | 09/07/2021 | 29,888.00         | 10,153.00         | Void and Reissue |                    |
| REQ00582  | HVAC software                              | Outstanding        | SIEMENS - Siemens Industry Inc               | 12/15/2021 | 8,100.00          | 8,100.00          | Void and Reissue |                    |
| REQ00551  | inspectin of storm water pipes             | Outstanding        | PRECISION - PRECISION TRENCHLESS, LLC        | 10/12/2021 | 45,000.00         | 45,000.00         | Void and Reissue |                    |
| <b>Report Totals: Purchase Order Count: (9)</b> |  |                    |  |            | <b>212,862.08</b> | <b>184,080.50</b> |                  |                    |

Requisitions

Purchase Order Summary

| Action           | Count | Total Amount | Outstanding |
|------------------|-------|--------------|-------------|
| Void and Reissue | 9     | 212,862.08   | 184,080.50  |
| Report Totals:   | 9     | 212,862.08   | 184,080.50  |



# ATTACHMENT 4

January 18, 2022

Doug Finch, Town Manager  
Town of Canandaigua  
5440 Route 5 & 20 West  
Canandaigua, NY 14424

RE: PROPOSAL FOR PROFESSIONAL SERVICES – GRANT WRITING  
2022 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Dear Mr. Finch:

Thank you for the opportunity to provide the following proposal to assist the Town of Canandaigua with the submission of a 2022-Transportation Improvement Program project submittal, which focuses on the reconstruction of North Road.

The New York State Department of Transportation (NYSDOT) is currently soliciting projects for the 2022 Transportation Improvement Program (TIP). This application is a Federal Aid reimbursement program that charges regional agencies with the development of a multi-year Transportation Improvement Plan (TIP). The TIP identifies the timing and funding of all highway, bridge, transit, intelligent transportation system, bicycle, and pedestrian transportation projects scheduled for implementation in the region during the next four years using federal transportation funds.

The 2020-2024 TIP is slated to include transportation projects funded with approximately \$410 million of federal aid, supplemented by other state and local sources of funds. The **region's TIP is developed cooperatively by GTC and the New York State Department of Transportation (NYSDOT)**. GTC and NYSDOT typically conduct a complete update of the TIP every three years.

I. Background

It is our understanding that the Town of Canandaigua is interested in a project that will include full reconstruction of North Road with Complete Street components. Currently, North Road does not have any sidewalks or bike lanes and has been identified by the Town as needing repair.

Complete Streets have bicycle, pedestrian, and transit-supportive design elements that NYSDOT and GTC encourage.

II. Scope of Services and Compensation

The following scope has been developed based on the 2022 program guidance.

Project Submittal Tasks:

- Prepare application and all required attachments using a dedicated TIP online portal.
- Clearly defined project scope relative to the eligible categories including objectives, limits, and needs identification.
- Discernibly answering each of the grant's required sections with Town approval.
- Align project with DOT and GTC regional priorities.

*Total Compensation (hourly to not exceed) ..... \$5,000.00*

*The cost figures shown above represents the application submittal services portion of this project. If work including cost estimates needs to be completed, on consultation with the Town, a separate invoice may be issued under our General Engineering Services agreement. MRB Group shall submit monthly statements for services rendered during each invoicing period based on the efforts performed during that period. MRB Group Standard Rates are subject to annual adjustment.*

III. Additional Services

The following services may be provided by MRB Group at the request of the client. No additional services will be provided without the authorization of a client representative. Additional services include:

1. State Environmental Quality Review (SEQR) Compliance: Under 2022 program guidelines, SEQR review is not required, but encouraged. If the client wishes to commence with SEQR, our planning team can execute these services.

2. GIS/Mapping: Based upon existing design work, it is assumed that no mapping or other GIS services will be needed to advance the application. Should these services be required, our GIS team can provide them.
3. Grant Administration: Once awarded, MRB Group has a team of dedicated grants administration professionals who can support the Town in documentation, reimbursement request, and other compliance matters.
4. Design phase services or construction cost estimates
5. Survey, easement mapping, or descriptions

If this proposal is acceptable to you, please sign where indicated and return one copy to our office. Thank you for your consideration of our firm. We look forward to working with you on this project.

Respectfully Submitted,



Matt Horn  
Director, Municipal Services



James J. Oberst, P.E., LEED AP  
Executive Vice President / C.O.O.

\\mrbgroup.prv\Admindata\630006\Ltrs-Proposals\2022\mdh- T. Canandaigua TIP Grant Writing.docx

PROPOSAL ACCEPTED FOR THE TOWN OF CANANDAIGUA BY:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*

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

# ATTACHMENT 5



007-001-0000080017992

# FleetPride®

TRUCK & TRAILER PARTS

QUOTE  
80017992  
SOURCE POS

REMIT TO:  
FLEETPRIDE  
PO BOX 847118  
DALLAS TX 75284-7118

WWW.FLEETPRIDE.COM

ROCHESTER NY 1437 SCOTTSVILLE RD (585) 464-8584

| STORE NO. | SHIP LOC. | INVOICE TYPE | QUOTE | INVOICE DATE | INVOICE NUMBER |
|-----------|-----------|--------------|-------|--------------|----------------|
| 388       | ROC       | CHARGE SALE  |       | 10/18/21     | 80017992       |

SOLD TO TOWN OF CANANDAIGUA  
HIGHWAY DEPARTMENT  
5440 ROUTE 5 & 20 WEST  
CANANDAIGUA NY 14424  
(585) -394-3300

SHIP TO QQQ U U OOO TTTT EEEE  
Q Q U U O O T E  
Q Q U U O O T EEEE  
Q Q U U O O T E  
QQQ UUU OOO T EEEE

| CHECK NO. | SHIPPER NAME | ORIG. INVOICE NO. | FREIGHT | BILL OF LADING | TERMS  |
|-----------|--------------|-------------------|---------|----------------|--------|
|           |              |                   |         | DELIVERED      | NET 30 |

| PURCHASE ORDER NO. | REQUISITION/JOB NUMBER |               | ORDERED BY                      |  | ACCOUNT    | SALESMAN |
|--------------------|------------------------|---------------|---------------------------------|--|------------|----------|
| QUOTE              |                        |               |                                 |  | 366164     | 3523     |
| QUANTITY           | MFG. CODE              | PART NUMBER   | DESCRIPTION                     |  | UNIT PRICE | AMOUNT   |
| ORD.               | SHIPPED                |               |                                 |  |            |          |
| 1                  | 0                      | 9090 COJ10V9  | JALTEST CV KIT AND INFO V9 (EA) |  | 6,795.00   | 6,795.00 |
| B/O                |                        | 9090 COJ10V9  | Serial #???????                 |  |            |          |
|                    |                        |               | ** CANCELLED **                 |  |            |          |
| 1                  | 0                      | 9090 70100003 | JALTEST RUGGED PC (EA)          |  | 2,150.00   | 2,150.00 |
| B/O                |                        | 9090 70100003 | ** CANCELLED **                 |  |            |          |

THANKS FOR YOUR BUSINESS !! ANTHONY

BALANCE  
DUE \$8,945.00

| Parts & Service | Freight | Taxes  |
|-----------------|---------|--------|
| \$ .00          | \$ .00  | \$ .00 |

**Terms and Conditions:** By entering into a transaction with us you agree that the transaction is governed by our Terms and Conditions of Sale ("Terms"). No variation to the Terms shall be effective unless expressly agreed in writing and signed by a person with authority. Parts are subject to the manufacturer's warranty and labor is warranted against defects in materials or workmanship for 90 days. WE MAKE NO OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Damages for breach of any warranty are limited to the money received for the parts/labor. For additional information, go to <https://www.fleetpride.com/sale-terms-conditions/>

It is agreed that payment of the cash price is due within the terms stated above. A SERVICE CHARGE OF 1.5% per month (18% PER ANNUM) shall be due upon the amount of any charge which has not been paid when due. PLEASE PAY FROM THIS INVOICE.

CORES MUST BE RETURNED WITHIN 60 DAYS TO BE ELIGIBLE FOR CREDIT.

3087 ROC ROC\_D23X ASCHNEIDER 10/25/21 09.38.01

All Claims and returned goods MUST be accompanied by this bill.

RECEIVED BY

RECEIVED DATE

Page 1 of 1

File Copy

[\(/home/\)](/home/)  
Category  
Brands  
Cart (0)

Search...

GO

[\(/topic/shipping/\)](/topic/shipping/)

Flat Rate Shipping Starts at \$9.95



Same Day Shipping Available!

[\(/topic/shipping/\)](/topic/shipping/)

Electronics and Diagnostics [\(/category/5/electronics-and-diagnostics/\)](/category/5/electronics-and-diagnostics/) → Diagnostic Software for PC [\(/category/415/diagnostic-software-for-pc/\)](/category/415/diagnostic-software-for-pc/) → Jaltest Commercial Vehicle Diagnostics Kit W/ Panasonic CF-54

## Jaltest Commercial Vehicle Diagnostics Kit W/ Panasonic CF-54

[View Larger Image](#)

Part Number: TRI-CV-FKIT

Price: \$9,405.00

Quantity 1

[ADD TO CART](#)**In Stock**

| Description | Coverages |
|-------------|-----------|
|-------------|-----------|

Jaltest Commercial Vehicle Diagnostic Kit w/Panasonic CF-54 is the appropriate device to perform diagnostics on your on highway trucks, school buses, light commercial trucks, trailers, and reefer units. Jaltest Commercial Vehicle features multi-brand and multi-system diagnostics with a wide coverage on the different electronic systems installed on Commercial Vehicles.

- Information on connectors: Jaltest informs you about which connector to use and its location on the vehicle.





Jaltest Commercial Vehicle Software - One Year Renewal

(/product/34285/jaltest-c



oftware-one-year-renewal)

Jaltest Software Activation Commercial Vehicles License

(/product/34288/jaltest-software-activation-commercial-vehicles-license)

\$4,370.00



Jaltest Info - Annual Subscription

(/product/34294/jaltest-info-annual-subscription)

\$700.00



4.5/5



"Works great as listed."



11/15/21

"Wonderful it arrived today"

Excellent (//www.verified-reviews.com/reviews/uniquetruck.com) (//www.verified-reviews.com/reviews/uniquetruck.com) (//www.verified-reviews.com/reviews/uniquetruck.com)

Based on 146 Reviews

(//www.verified-reviews.com/reviews/uniquetruck.com)



(//www.verified-reviews.com/reviews/uniquetruck.com) Teresa D.

(tel:18007774855)

(800) 777-4855 (tel:18007774855)

(/account/)

(/topic/contactus/)



# ATTACHMENT 6

**Form C****EXCEPTIONS TO PROPOSAL, TERMS, CONDITIONS,  
AND SOLUTIONS REQUEST**Company Name: BANDIT INDUSTRIES, INC.

Any exceptions to the terms, conditions, specifications, or proposal forms contained in this RFP must be noted in writing and included with the Proposer's response. The Proposer acknowledges that the exceptions listed may or may not be accepted by Sourcewell or included in the final contract. Sourcewell will make reasonable efforts to accommodate the listed exceptions and may clarify the exceptions in the appropriate section below.

| Section/page | Term, Condition, or Specification | Exception | Sourcewell ACCEPTS |
|--------------|-----------------------------------|-----------|--------------------|
|              |                                   |           |                    |
|              |                                   |           |                    |
|              |                                   |           |                    |
|              |                                   |           |                    |
|              |                                   |           |                    |
|              |                                   |           |                    |
|              |                                   |           |                    |
|              |                                   |           |                    |

Proposer's Signature: Brenda LintDate: 4/29/19**Sourcewell's clarification on exceptions listed above:**

No Exceptions Noted



Contract Award  
RFP #050119



**FORM D**

**Formal Offering of Proposal**  
(To be completed only by the Proposer)

**RECYCLING AND REPURPOSING EQUIPMENT WITH RELATED ACCESSORIES, SUPPLIES, AND SERVICES**

In compliance with the Request for Proposal (RFP) for RECYCLING AND REPURPOSING EQUIPMENT WITH RELATED ACCESSORIES, SUPPLIES, AND SERVICES, the undersigned warrants that the Proposer has examined this RFP and, being familiar with all of the instructions, terms and conditions, general and technical specifications, sales and service expectations, and any special terms, agrees to furnish the defined products and related services in full compliance with all terms and conditions of this RFP, any applicable amendments of this RFP, and all Proposer's response documentation. The Proposer further understands that it accepts the full responsibility as the sole source of solutions proposed in this RFP response and that the Proposer accepts responsibility for any subcontractors used to fulfill this proposal.

Company Name: Bandit Industries, Inc. Date: April 28, 2019

Company Address: 6750 Millbrook Road

City: Remus State: MI Zip: 49340

CAGE Code/DUNS: 19-387-6869

Contact Person: Craig Davis Title: Sales Manager

Authorized Signature: Craig Davis Craig Davis  
(Name printed or typed)

**FORM E**

**CONTRACT ACCEPTANCE AND AWARD**



(Top portion of this form will be completed by Sourcewell if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

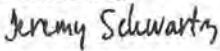
Sourcewell Contract #: 050119-BAN

Proposer's full legal name: Bandit Industries, Inc.

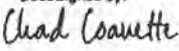
**Based on Sourcewell's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by Sourcewell.**

The effective date of the Contract will be July 15, 2019 and will expire on July 15, 2023 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the Sourcewell Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at Sourcewell's discretion.

**Sourcewell Authorized Signatures:**

DocuSigned by:  
  
C0FD2A139D08489  
SOURCEWELL DIRECTOR OF OPERATIONS AND  
PROCUREMENT/CPO SIGNATURE

Jeremy Schwartz  
(NAME PRINTED OR TYPED)

DocuSigned by:  
  
7E42B8F817A64CC  
SOURCEWELL EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coquette  
(NAME PRINTED OR TYPED)

Awarded on July 10, 2019

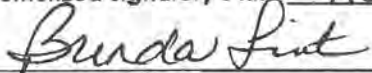
Sourcewell Contract # 050119-BAN

**Vendor Authorized Signatures:**

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments,

Vendor Name Bandit Industries Inc.

Authorized Signatory's Title Assistant Sales Manager

  
VENDOR AUTHORIZED SIGNATURE

Brenda Lint  
(NAME PRINTED OR TYPED)

Executed on 7/11, 2019

Sourcewell Contract # 050119-BAN



**Form F**

**PROPOSER ASSURANCE OF COMPLIANCE**

**Proposal Affidavit Signature Page**

**PROPOSER'S AFFIDAVIT**

The undersigned, authorized representative of the entity submitting the foregoing proposal (the "Proposer"), swears that the following statements are true to the best of his or her knowledge.

1. The Proposer is submitting its proposal under its true and correct name, the Proposer has been properly originated and legally exists in good standing in its state of residence, the Proposer possesses, or will possess before delivering any products and related services, all applicable licenses necessary for such delivery to Sourcewell members agencies. The undersigned affirms that he or she is authorized to act on behalf of, and to legally bind the Proposer to the terms in this Contract.
2. The Proposer, or any person representing the Proposer, has not directly or indirectly entered into any agreement or arrangement with any other vendor or supplier, any official or employee of Sourcewell, or any person, firm, or corporation under contract with Sourcewell, in an effort to influence the pricing, terms, or conditions relating to this RFP in any way that adversely affects the free and open competition for a Contract award under this RFP.
3. The Proposer has examined and understands the terms, conditions, scope, contract opportunity, specifications request, and other documents in this solicitation and affirms that any and all exceptions have been noted in writing and have been included with the Proposer's RFP response.
4. The Proposer will, if awarded a Contract, provide to Sourcewell Members the /products and services in accordance with the terms, conditions, and scope of this RFP, with the Proposer-offered specifications, and with the other documents in this solicitation.
5. The Proposer agrees to deliver products and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
6. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
7. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statute §13.591, Subd. 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals generally become public data. Minnesota Statute §13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
8. The Proposer understands that it is the Proposer's duty to protect information that it considers nonpublic, and it agrees to defend and indemnify Sourcewell for reasonable measures that Sourcewell takes to uphold such a data designation.

**[The rest of this page has been left intentionally blank. Signature page below]**



By signing below, Proposer is acknowledging that he or she has read, understands, and agrees to comply with the terms and conditions specified above.

Company Name: Bandit Industries, Inc.

Address: 6750 Millbrook Road

City/State/Zip: Remus, MI 49340

Telephone Number: (800) 952-0178

E-mail Address: brendalint@banditchippers.com

Authorized Signature: Craig Davis

Authorized Name (printed): Craig Davis

Title: Sales Manager

Date: 4/29/19

**Notarized**

Subscribed and sworn to before me this 29 day of April, 20 19

Notary Public in and for the County of Isabella State of MI

My commission expires: 07/2025

Signature: Laura Alexander

**Form P**

**PROPOSER QUESTIONNAIRE**  
**Payment Terms, Warranty, Products and Services, Pricing and Delivery, and Industry-Specific Questions**

Proposer Name: BANDIT INDUSTRIES, INC.

Questionnaire completed by: BRENDA LINT

**Payment Terms and Financing Options**

- 1) What are your payment terms (e.g., net 10, net 30)? **Our payment terms are net 30 days.**
- 2) Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?

**We offer several financing options including: BB&T Equipment Finance, Wells Fargo, National Cooperative Leasing, and US Bank. We understand that providing a lease to own option for municipalities is helpful if they do not have the full amount in their budgets for this type of equipment as it can be quite expensive.**

**Kathy Edwards is our Financing Manager and works closely with our sales reps and dealers to provide financing solutions for our customers.**

- 3) Briefly describe your proposed order process. Please include enough detail to support your ability to report quarterly sales to Sourcewell. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcewell Members' purchase orders.

**Once awarded, our approved Sourcewell pricing will be added to our on-line quoting/ordering system for the sales rep and dealers to access and provide a quotation to the customer. When the customer has approved the quotation and a PO is issued, our dealer will submit the order. All the orders processed through this on-line ordering system can be traced and reported on making it easy for us to pull the Sourcewell sales. If the customer is in an area handled by Bandit direct, our sales representative will submit the order through this same ordering system.**

- 4) Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell Members for using this process?

**We do not accept the p-card at this time.**

**Warranty**



- 5) Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may include in your response a copy of your warranties, but at a minimum please also answer the following questions.

**Our detailed warranty structure and procedures are attached and include the process for filing a warranty claim, who to contact for warranty information and the warranty guidelines for each product line. The warranty process will be handled through the local dealer for that area. Direct customers can call our warranty department to start the process.**

- Do your warranties cover all products, parts, and labor?  
**Parts only and labor is paid on a case by case basis.**
  - Do your warranties impose usage restrictions or other limitations that adversely affect coverage?  
**Yes – 6 months or 1,000 hours – whichever comes first.**
  - Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?  
**Only if approved prior by the warranty or service department.**
  - Are there any geographic regions of the United States for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell Members in these regions be provided service for warranty repair?  
**We will provide warranty repair in all areas.**
  - Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?  
**We recently changed our policy to better support our customers. We will handle all of the warranty claims for other OEM components so the customer will only have to deal with one person. We facilitate the warranty however the repairs and warranty decisions are still made by the OEM.**
  - What are your proposed exchange and return programs and policies?  
**This is not a standard practice for us to return or exchange equipment. There have been cases where we have replaced or exchanged a machine for the customer after we had exhausted all other possible means of repairing the machine.**
- 6) Describe any service contract options for the items included in your proposal.  
**We do not offer a service contract at this time. Our factory-trained servicemen are available to provide paid service work at our daily operating rate of \$135.00 per hour.**

#### **Pricing, Delivery, Audits, and Administrative Fee**

- 7) Provide a general narrative description of the equipment/products and related services you are offering in your proposal.  
**We are offering our complete line of whole tree chippers , Beast Recyclers horizontal grinders, Track Carriers for land clearing operations with forestry mower and stump grinder attachments, Arjes Shredders and Pronar trommel screens and stacking conveyors.**  
**A brochure of our product line is attached.**
- 8) Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. (Keep in mind that reasonable price and product adjustments can be made



during the term of an awarded Contract. See the body of the RFP and the Price and Product Change Request Form for more detail.)

**There are individual price sheets for each model offered in this proposal. Each price sheet lists the standard items included with each model with the base price of the machine. It then lists the optional items - for example: paint color, engine package, heavier feed systems, longer infeed conveyors, and loader options. After the customer has made the choices of power unit and any additional options from the list prices, they will receive a 12% discount from the total for a single purchase or a 15% discount if three or more units are ordered.**

- 9) Please quantify the discount range presented in this response. For example, indicate that the pricing in your response represents is a 50% percent discount from the MSRP or your published list.

**Members will receive a 12% discount for a single unit or 15% discount for ordering three or more units from list prices.**

- 10) The pricing offered in this proposal is

- \_\_\_\_\_ a. the same as the Proposer typically offers to an individual municipality, university, or school district.
- \_\_\_\_\_ b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
- \_\_\_XX\_\_\_ c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
- \_\_\_\_\_ d. other than what the Proposer typically offers (please describe).

- 11) Describe any quantity or volume discounts or rebate programs that you offer.

**Members will receive a 15% discount from list prices if three or more units are ordered.**

- 12) Propose a method of facilitating “sourced” products or related services, which may be referred to as “open market” items or “nonstandard options”. For example, you may supply such items “at cost” or “at cost plus a percentage,” or you may supply a quote for each such request.

**Does not apply to our proposal.**

- 13) Identify any total cost of acquisition costs that are **NOT** included in the pricing submitted with your response. This cost includes all additional charges that are not directly identified as freight or shipping charges. For example, list costs for items like installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.

**Does not apply to our proposal.**

- 14) If travel expense, delivery or shipping is an additional cost to the Sourcewell Member, describe in detail the complete travel expense, shipping and delivery program.

**Freight charges are additional. We do not inflate shipping costs for our dealers or customers. We receive a freight quote from several carriers, choose the most economical one and pass that on to the member. There may be an additional pre-delivery inspection fee at the discretion of the dealer. We do not support gouging for this fee and if the member feels they are being over-charged, it should be reported to Bandit.**

**If the machine is sold to a member supported by one of our dealers, the machine will be delivered to the dealer for pre-delivery inspection and then shipped to the customer. In some cases, the machine may ship direct to the customer. Either way, a free start-up training is provided going**



**through the maintenance, safety and operation of the equipment. In most cases, the dealer works with our start-up crew to provide the start-up training for the customer.**

**If the machine is sold direct from Bandit, we will go through the same procedure for the freight quotes, deliver the machine to the customer and provide the free start up training. We do not charge for additional travel expenses.**

- 15) Specifically describe those travel expense, shipping and delivery programs for Alaska, Hawaii, Canada, or any offshore delivery.

**The same procedure as above is followed for units sold in Alaska, Hawaii and Canada.**

- 16) Describe any unique distribution and/or delivery methods or options offered in your proposal.

**As mentioned above, we do not inflate our shipping charges for the customer. The freight quote we receive is the price that is passed on to the customer. Customers are welcome to pick the units up or use their own shipping companies if they choose. We do not have a standard shipping fee for this type of equipment because size and tolls and permits needed vary by state.**

- 17) Please specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell Members obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.

**All of the orders that come in through the Sourcewell pricing scheme on our on-line ordering system are flagged with a note stating the contract# and the date of the pricing used. I receive copies of these orders and can verify it matches the latest pricing scheme submitted to Sourcewell. At the end of the quarter, I compile all of the Sourcewell orders and report them.**

- 18) Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See RFP Section 6.29 and following for details.)

**Our administrative fee is 1% of the sale.**

### **Industry-Specific Questions**

- 19) Describe any key designs, processes or innovations that promote or enhance the safety, reduce downtime and simplify the operation of your equipment.

**-Patented Beast cuttermill that turns downward working with gravity reducing vibration and allows for lower owning and operating costs. The downward motion of our cuttermill also reduces the possibility of material being thrown reducing the risk to the operator or workers. Other mills that pound or hammer the material have high risks of material being thrown from the mill during operation.**

**-Bandit control panel that provides settings, operator manual and diagnostics of the machine.**



**-Our track carriers with forestry mower or stump grinder attachments feature a ROPS/FOPS certified operator cab.**

**-Bandit Whole Tree Chippers feature a patented slide box system, solid welded construction and heavy duty components to ensure long life and less downtime.**

- 20) Describe any service programs and products that are unique in the marketplace that you or your dealer network offer.

**Bandit provides on site service support by our factory trained service personnel. We also have the Bandit Tool Box located on our website that helps guide customers through common maintenance/service procedures.**

- 21) Describe the various types of configurations your equipment can be supplied in such as tracked, wheeled, electric, etc.

**Almost all of the equipment offered in this proposal is available as towable or self propelled. Along with those options – we also offer gas, diesel or electric power unit options and units with cab and loader options. Our line of Beast Recycler waste reduction machines come with a variety of teeth and screen options allowing the customer to produce the desired size of end product.**

**As mentioned earlier, all of our equipment is available with a variety of options unique to the customers needs. Shorter or longer discharges, infeed conveyors, paint colors, engines, cuttermills, teeth, screens, gates are all available to choose from. Our dealer and sales representatives are there to help you choose the configuration of each machine that will best fit your operation for high production and low operating costs. We feel the customer should be able to choose**

- 22) Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in this Proposal related to fuel efficiency, emission reductions, or other green/sustainability factors.

**All of our equipment adheres to the emission standards set forth by the EPA.**

- 23) If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.

**Earlier I provided a chart of the sales by year of our current Sourcewell contract. All of the sales from this contract are able to be tracked by our on-line ordering system and similar charts would be available.**

Signature: Brenda Lint Date: 4/29/19



# ATTACHMENT 7



## RIGHT-OF-WAY MOWING CONTRACT

for Route 332, Towns of Canandaigua and  
Farmington, Ontario County

|                  |                                  |
|------------------|----------------------------------|
| Contract Period: | May 1, 2022 to November 30, 2022 |
|------------------|----------------------------------|

|                       |   |
|-----------------------|---|
| Address Inquiries To: | Resident Engineer, Wayne /Ontario Residency |
|-----------------------|---|

### ... CONTRACT THROUGH 2022 SEASON ...

*NOTE WELL: The Resident Engineer shall be solely responsible for ensuring that the properly executed Certificates of Insurance are filed with him / her prior to commencement of any work.*

#### CONTRACT PERIOD

The contract covers a period the equivalent of one "Mowing Season" (typically April through October) during calendar year 2022.

#### PRICE

All prices are net, including all changes allowable for mowing and litter pick up. No additional charges such as mobilization, fuel, dump fees, etc. will be permitted.

#### TAX PROVISIONS

Purchases made by the State of New York are not subject to state or local sales taxes or federal excise taxes. There is no exemption from paying the New York State truck mileage, unemployment insurance, or federal social security taxes. The official State agency purchase order or voucher is sufficient evidence to qualify the transaction exempt from sales tax under section 116(a)(1), Tax Law. For tax free transactions under the Internal Revenue Code, the New York State registration number is 14740026K.

## CONTRACT PAYMENTS

Payments cannot be processed by State facilities until the contract work has been performed in satisfactory order. Payment will be based on any invoice used in the Town's normal course of business, however such invoice must contain sufficient data including but not limited to Contract No., description of material, quantity, unit and price per unit as well as Federal Identification Number.

The payment of interest on certain payments due and owed may be made in accordance with the criteria established by Chapter 153, Laws of 1984 (Article 11A of New York State Finance Law) and the Comptroller's Bulletin No. A-91.

## REQUEST FOR CHANGE

Any request by the Town regarding changes in part of the contract must be made in writing to the Resident Engineer of the Ontario / Wayne County Residency of the New York State Department of Transportation prior to effectuation.

## ADDITIONAL TERMS AND CONDITIONS

It is understood and agreed upon that all terms and conditions detailed in Appendix A – Standard Clauses for New York State Contracts, are made a part of the contract(s) set forth in this contract.

### **Definition: Highway Right-of-Way (ROW)**

A general term denoting land, property, or interest therein, usually in a strip, acquired for or devoted to a highway. Mowing limits along the Right-of-Way will generally extend no more than 30 feet from the edge of pavement.

# SCOPE OF WORK

## OBJECTIVE

The objective of this effort is to establish a mechanism through which an outside contractor will provide labor, tools, equipment, transportation, materials, and management oversight necessary to accomplish Mowing, along State highway Right-of-Way (ROW) as set forth in this Statement of Work and in accordance with the detailed specifications set forth later. **There is no "Over the Rail" mowing** included under this contracting effort.

Although no work is actually guaranteed, it is anticipated that a significant amount of work will be contracted for. The intent of a Work Order Agreement is to provide the NYSDOT Resident Engineer / Maintenance Supervisor with the flexibility to accomplish more work with less manpower. ROW Mowing is a necessary maintenance task which not only enhances the appearance of our highways, it provides for safety measures by improving sight lines and visibility of roadside warning signs. When contracted,

mowing will generally (but not necessarily) be called for in cycles. Typically, the Resident Engineer or Maintenance Supervisor will arrange with the Town in the early spring for areas to be maintained by contract over the course of the upcoming months. For example, the contractor might be notified in March of a certain tract or parcel that will require regular maintenance beginning May 1. This allows both the NYSDOT and the Town the opportunity to plan and schedule resources in advance for the season. They will then carry out the mowing operation.

## **SPECIFIC TASK REQUIREMENTS**

### ***Kick-Off Meeting***

The Town may be required by the Engineer(s) to participate in a “kick-off meeting” to be conducted at the NYSDOT residency; the purpose of which will be to establish “ground rules” regarding issuance of work orders and mutual expectations. This meeting will serve as a forum for each party to get acquainted, and to especially to ask questions of each other. At the conclusion of the “kick-off meeting”, the Town should have a clear idea of exactly what the Engineer’s expectations are with regard to performance of work so that there will be no misunderstandings. The Kick-Off Meeting should also be utilized to cover safety precautions.

### ***Work Area Safety***

The Town shall assume sole responsibility and duty to provide a safe work place for its employees and agrees that the State has no responsibility therefore, and that the Town shall indemnify and hold the State harmless for any claim for damages by employees of the Town against the State alleging that the State failed to provide a safe work area. The Town shall further furnish adequate protective equipment for its employees and shall ensure that extra quantities are available for official visitors to the work site.

### ***Support Items***

The Town shall provide any necessary support items to control and secure the site, and any remote storage and/or staging areas, and flag persons where required. The Town is responsible for the proper erection and safe application and removal of such items.

### ***Interference with Traffic***

The Town shall perform all work so as to minimize interference with or delay to vehicular and pedestrian traffic. The Town’s maintenance and protection of traffic shall conform to the requirements of the current NYSDOT Standard Specifications. Brief shoulder closures may be necessary to the performance of work under any relevant contract(s). No extra payment will be made for shoulder closures, and necessary shoulder closures must be kept to a minimum. No



lane closures are allowed. In the rare event that it becomes necessary to close a traffic lane, such closure and associated maintenance and protection of traffic will be performed by the State.

## **PROJECT MINIMUM, ORDERING, AND ADJUSTMENT**

Unless otherwise stipulated elsewhere, work under the agreement is to be ordered via issuance of a Standard 'Blanket' Purchase Order (hereafter "Work Order") by the appropriate Engineer, followed by subsequent verbal or written 'work orders'. The Town shall contact the Engineer within 72 hours of receipt of such Blanket Purchase Order in order to establish a date and time to conduct a **Project Scope Survey**. This survey will be a field meeting conducted jointly by the Engineer and the Town's Representative for the purpose of inspecting the mowing site to ascertain an agreed acreage to be maintained; and upon such agreement, they shall execute a **Project Scope Plan (see Exhibit A attached)**. A start work date which is acceptable to both parties will be set, a cycle will be established as necessary, and work will commence accordingly. If the Engineer and the Town Representative cannot come to agreement as to the size of the parcel, the project will be cancelled and maintenance of the parcel will be performed by State forces. Although it is recognized and understood that the Town and the Engineer may not always agree on parcel size as a result of the Project Scope Survey, it is expected that each party will each put forth good-faith efforts so as to reach amicable agreement on parcel sizes as often as possible.

Payment for the season's mowing will be through submission of Town's standard invoice to the Engineer. The Engineer will review the invoice for completeness and accuracy and if approved, a Standard Voucher will be prepared and forwarded to the State Comptroller for audit and release of payment.

## **MANAGEMENT, CONTROL, AND SCHEDULING OF WORK**

The Town shall manage the total work effort associated with any issued work orders to assure fully adequate and timely completion of work. Included in this function will be a full range of management duties including, but not limited to, planning, scheduling, and quality control. The Town shall provide an adequate staff of personnel with the necessary management expertise to assure performance of the work in accordance with sound and efficient management practices. The Town shall employ and maintain an adequate workforce to complete work in accordance with time and quality standards specified herein. The Town shall give its constant personal attention to the work while it is in progress, or it shall place the work in charge of a competent, English-speaking superintendent, who shall have authority to act for the Town, and who is acceptable to the Engineer.

The Town shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking of work in progress. The Town shall plan and schedule work to assure that labor and equipment are available to complete work requirements within specific time limits and in conformance with any quality standards set forth herein. Verbal reports

on the status of work in progress or scheduled shall be provided by the Town to the Engineer or his designee when requested.

In addition, the Town is to furnish work schedules to the Engineer, if called for, which shall indicate the type of work to be performed, the areas to be worked, and the estimated time to complete the work in each area. Once submitted and approved, the work shall be performed in accordance with the schedule, to facilitate the Department's inspection of work. Changes to the work schedule may be agreed upon in the event that inclement weather conditions prevent the Town from working on any scheduled day. The work schedule shall be in compliance with appropriate sections of Labor Law, and with prevailing Labor Union agreements, if applicable.

## **DEPARTMENT INSPECTION**

The Engineer may designate a Project Inspector(s) to observe the Town's field operations while contract work is being performed, to ensure that work is being progressed in accordance with specifications, terms, and conditions of the contract. When observations indicate improper work or questionable conditions, the Inspector will notify the Town's Quality Control Manager or Field Foreman, and request corrective action. The Department's Project Inspector shall have express authority to order stoppage of work at any time if, in his / her opinion, work is not being performed satisfactorily, or if unsafe working conditions are observed.

# **SPECIAL REQUIREMENTS AND SPECIFICATIONS**

## **PERMITS**

Towns performing work within the State Highway Right-of-Way shall be required to obtain a Highway Work Permit from the Department. The normal permit fees will be waived for Towns under this agreement; insurance requirements as outlined on the permit application PERM 33 will need to be followed. The Highway Work Permit may be obtained from the Resident Engineer, or from the Regional Traffic Engineer in the Rochester Regional Office.

## **INSURANCE**

The Town shall procure and maintain at its own expense and without compensation by the State, until final acceptance by the State of services provided by the contract, insurance for liability for damages imposed by law, of the kinds and in the amounts hereinafter provided, with insurance companies authorized to do such business in the State, covering all operations under the contract. Before commencing work, the Town shall furnish to the Engineer, a certificate or certificates of insurance in form satisfactory to the State showing compliance with this paragraph, which certificate or certificates shall name the State of New York as additional insured, and shall provide that the policies shall not be changed or canceled until thirty day written notice has been given to the State.

Each insurance carrier must be rated at least "A-" Class "VII" in the most recently published Best's Insurance Report. If, during the term of the policy, a carrier's rating falls below "A-" Class "VII", the insurance must be replaced no later than the renewal date of the policy with an insurer acceptable to the Department, and then currently rated at least "A-" Class "VII".

The Town shall be solely responsible for payment of all deductibles and self insured retention (if any) to which such policies are subject. Deductibles and self insured retention must be approved by the State. Such approvals shall not be unreasonably withheld.

***The Resident Engineer shall be solely responsible for ensuring that the properly executed Certificate(s) of Insurance is filed prior to ordering commencement of any work, and for assurance that such Certificate(s) is (are) kept.***

**The types and limits of insurance are as follows:**

1. COMMERCIAL GENERAL LIABILITY INSURANCE with a limit of not less than \$1,000,000 each occurrence. Such liability shall be written on the Insurance Service Office's (ISO) occurrence form CG0001, and shall cover liability arising from premises operations, independent Towns, products- completed operations, broad form property damage, personal and advertising injury, cross liability coverage, liability assumed in a contract (including tort liability of another assumed in a contract) and explosion, collapse & underground coverage. If such insurance contains an aggregate limit, the limit shall apply separately on a per-job, per-location basis.
2. WORKERS COMPENSATION, EMPLOYERS LIABILITY, DISABILITY BENEFITS as required by New York State. If employees will be working on, near, or over navigable waters, US Longshore and Harbor Workers Compensation Act endorsement must be included.
3. COMPREHENSIVE BUSINESS AUTOMOBILE LIABILITY INSURANCE with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any automobile including owned, leased, hired, and non-owned automobiles.

**DISPUTES**

All disputes concerning a question of fact which may arise under any resultant agreement shall be reduced to writing and delivered to the other party. In the case of the NYSDOT, disputes are to be directed to the Resident Engineer. Except as otherwise provided, any dispute concerning a question of fact which is not disposed of by agreement between the Resident Engineer and the Town shall be submitted to and decided by (first) the Regional Operations Engineer; (second) the Director, Office of Transportation Maintenance; and finally (third) an executive level designee of the Commissioner of Transportation. In the event of a dispute, all work shall continue to proceed without interruption. If the Town shall be unwilling to accept the decision of the Commissioner's designee, it shall be free to pursue normal legal remedies; but it will be specifically agreed that any and all reports made upon the

disagreement at issue shall be admissible as evidence in any court actions taken with respect to the matter. It is further understood and agreed that any court action shall take place in the City and County of Albany, New York.

## **ASSIGNMENT OF CONTRACT**

Pursuant to §138 State Finance Law, contracts with the State may not be assigned to any third party without the express written consent of the Contracting Agency. It is not our intent to allow assignment of contracts except under extraordinary circumstances. Assignment of the right to receive contract payments only does not require approval. Such assignments of payments should be filed directly with the State Comptroller and shall in no way relieve the Town of sole responsibility for performance under the terms of this contract.

## **CONTRACT TERMINATION AND REMEDIES**

The contract shall continue to remain in force and effect for the entire Contract Period specified unless terminated sooner in one of the following ways:

1. By Town for cause if the NYSDOT is in material breach of a term or terms of the contract which is/ are not remedied within thirty days of written notice given by the Town to NYSDOT;
2. By NYSDOT for cause if Town is in material breach (see sentence below note 4) of a term or terms of the contract which is / are not remedied within 30 days of written notice given by NYSDOT to the Town;
3. By NYSDOT for convenience whenever such termination shall be determined to be in the State's best interest, or as per Executory Clause contained in Appendix A;
4. By either party upon a mutual determination and agreement that continued performance under the contract is not feasible.

*(Note: Refusal of the Town to execute a Project Scope Plan shall not be considered material breach if taking on the work would extend the Town beyond the limits of available resources; nor if he considers the nature of a particular project to be potentially unduly dangerous to his employees; nor if the Town and the Engineer are unable to come to agreement on estimated project acreage.)*

In the event under number 4 above, both parties shall immediately be released of any and all further liabilities and/or obligations under the contract.

In the event of termination under numbers 1 or 3 above, the Town is entitled to actual, audit able damages exclusive of manufacturing costs or purchase cost of equipment. Anticipated profits will not be paid under any circumstances.

## **CONSEQUENTIAL DAMAGES**

In the event a dispute arises out of or relating to the agreement, in no event shall consequential, special, indirect, punitive, incidental, or other similar damages be awarded by any court, administrative agency, or tribunal hearing deciding said dispute between the parties beyond those damages set forth in the preceding section titled CONTRACT TERMINATION AND REMEDIES.

## **WORK DETAILS**

The work shall consist of: 1.) Mowing of the vegetation along the roadside rights-of-way which has been delineated by mowing stakes, fencing, or other means; 2.) any other ancillary work specifically called for herein or as required for the safe and efficient performance of tasks 1.) above.

Each mowing cycle shall be for the entire area within the designated mowing limits, including fences, roadway ditches, catch basins, medians, and interchanges, and areas adjacent to guide rails and signs. Mowing cycles shall be a maximum of 3 per calendar year.

ROW mowing shall be performed on all designated areas where vegetation exists beyond the shoulder or pavement edge(s) along the roadway and ramps of interchanges extending back to the designated staked, fenced, or otherwise delineated mowing limits, and shall proceed in the same general direction in a continuous manner until work is completed. All ROW mowing shall be accomplished to a nominal height of 5".

In bifurcated median areas where the roadways separate beyond normal median width, ROW mowing shall be performed on all areas where vegetation exists beyond the median shoulder or pavement edge along the roadway extending back to the designated mowing limits, unless directed by the Engineer.

## **EQUIPMENT AND SAFETY DEVICES**

All equipment utilized shall be in good working condition and shall be suitable for performing the work required. Operations shall conform to all OSHA regulations. The Town shall equip all vehicle units designated as work zone vehicles with rotating lights and fluorescent red / orange flags. Rotating lights shall be mounted on all mowing equipment and shall cover a 360° effective area. The dome lens shall be amber in color and have a minimum height of four inches. Flags shall be 24" x 24" and shall be constructed of a heavy-duty vinyl material with weighted edges and shall be mounted such as to be visible to traveling motorists.

All Town employees on the work site shall wear orange safety vests and hard hats which conform to OSHA regulations.

Either rotary or flail type mowers are acceptable, although flail type is clearly preferred for safety reasons. All rotary type mower attachments must be equipped with shields of metal or chain which will restrict foreign objects from being thrown out from the cutting unit enclosures.

Mowing equipment, service trucks, and other support vehicles are the only types of equipment that will be permitted on the project site(s). All-terrain vehicles or other off-road motorcycle type vehicles will not be permitted. While equipment is idle or not in use, it shall be parked or stored away from the outside shoulder of the roadway in an inconspicuous place behind the guide rail or outside the clear zone and as directed by the Engineer. All equipment and accessory items shall be furnished by the Town and approved by the Engineer.

## **DAMAGE TO HIGHWAY PROPERTY**

The Town shall carry out operations in such a manner so as not to damage the existing ground areas, trees, shrubs, signs, delineator posts or other roadside features. Care shall be taken not to mow during wet conditions where turf damage or ruts may occur. In the event that damage occurs to trees, shrubs, signs, delineator posts or other roadside features, the Town shall repair or replace some in like kind and at the direction of the Engineer at no cost to the Department.

## **WARNING SIGNS AND DESIGNATED WORK ZONES**

The Town shall provide and place warning signs to notify the traveling public of ROW mowing operations. Signs shall be 48" x 48" diamond shaped with black 8" letters on an orange background with a black border, and shall be either vinyl-backed roll-up, aluminum, plastic, fiberglass, or wood of good quality. Mesh type signs will not be allowed. All signage shall be in accordance with Parts 238 and 239 of the NYS Manual of Uniform Traffic Control Devices, or as directed by the Engineer.

There shall be four each of **MOWING AHEAD** signs and four each of **END ROAD WORK** signs to delineate a ROW mowing work zone on a multi-lane median-divided highway. There shall be two each of these signs to delineate a work zone on a highway which is not median-divided. The designated work zone for ROW mowing shall be a maximum of *two miles* in length with warning signs placed *750' prior* to the beginning of the work zone and *750' beyond* the end of the work zone. The Town may establish additional two mile work zones adjacent to the initial work zone to a maximum of *eight miles*, provided that work is being performed in each adjacent work zone. A supplemental plate with the message **NEXT [2,4,6,8] MILES** may be placed below the initial warning sign.

Warning signs on a median-divided highway shall be placed in a dual manner, one on the outside shoulder and one in the median, or inside shoulder of the roadway at both the beginning and end points of the designated work zone(s) for both directions of travel. If the roadway is not a median-divided highway, warning signs shall be placed on the right and left shoulders of the roadway at both the beginning and ending points of the designated work zones for both directions of travel. Warning signs shall also be placed on the entrance ramp of any interchange or roadway intersection that is located within a designated mowing or other work zone and shall be placed on the right shoulder of the ramp or side road *500' prior to the beginning* of the merge area or intersection. Where the length of the entrance ramp is less than 500', warning signs shall be placed at the beginning of the ramp.

Warning signs shall be securely mounted on multi-leg stands and shall be mounted a minimum of 18" above the shoulder or pavement (except rigid signs must be mounted at a height of not less than 5' above the shoulder or pavement). Sign stands constructed of a single post and that could swivel will not be allowed.

In the event that the paved shoulder area adjacent to the median barrier wall on a multi-lane median-divided highway is not of sufficient width to place advance warning signs in a proper manner, the advance warning signs shall be placed atop the median barrier wall for both directions of travel. This placement shall be achieved via a clamping device to be approved by the Engineer. *Warning signs shall not be attached to any other highway appurtenances, such as sign posts, delineator posts, or guide rail ends.*

A full complement of warning signs shall be utilized at all times. Warning signs to designate a work zone shall be put in place on the job site at the beginning of each workday prior to the beginning of operations and shall be moved as required as operations progress. Warning signs shall be removed from the job site after operations cease at the end of each workday. Failure to have proper warning signs displayed during operations will result in an immediate shut down of all operations until proper signing is achieved. As stated previously, a "shut down" is considered indicative of the Town's overall performance level, and repeated shutdowns may be considered *cause for termination of a contract*.

## **TOWN EMPLOYEES AND VEHICLES**

The Town's vehicles shall always move with, and not against, the flow of traffic. Vehicles shall enter and leave work areas in a manner which will not be hazardous to or interfere with normal traffic. Vehicles shall not park or stop except within work areas designated by the Engineer. Town's vehicles will be prohibited from crossing the roadway, and all pedestrian movement on the roadway will be limited to the protected work areas. Town's employees' personal vehicles shall not be parked within the ROW except in specified areas designated by the Engineer.

## **PRICE BREAKDOWN**

| Zone | Town        | Price per Center LM |
|------|-------------|---------------------|
| 1    | Canandaigua | \$ 370.00           |
| 2    | Farmington  | \$ 370.00           |

**EXHIBIT A: NYSDOT RIGHT-OF-WAY MOWING  
PROJECT SCOPE PLAN** for calendar year **2022**

**Route 332, Ontario County**

The parties to this Project Scope Agreement have examined the parcel(s) to be maintained under this Project, which is described as follows:

**County:** Ontario  
**Route:** 332  
**Median:** Yes

| <b>Town</b> | <b>Start reference marker</b> | <b>End reference marker</b> | <b>Total center lane miles</b> |
|-------------|-------------------------------|-----------------------------|--------------------------------|
| Canandaigua | 332 4401 2000                 | 332 4401 2035               | 3.5                            |
| Farmington  | 332 4401 2035                 | 332 4401 2070               | 3.5                            |

|   |  |
|---|--|
| <b>AGREED TO: Town of CANANDAIGUA</b><br><br><br><br><br><br><div style="display: flex; justify-content: space-between; margin-top: 20px;"><div>_____</div><div>_____</div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div>Town Representative</div><div>Date</div></div> | <b>AGREED TO: Town of FARMINGTON</b><br><br><br><br><br><br><div style="display: flex; justify-content: space-between; margin-top: 20px;"><div>_____</div><div>_____</div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div>Town Representative</div><div>Date</div></div> |
|---|--|

**ESTABLISHED CENTER LINE MILES BASED  
UPON MEASUREMENT**  
  
  

\_\_\_\_\_

\_\_\_\_\_

NYSDOT Engineer

Date



# ATTACHMENT 8

## Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

☐ County ☐ City ☒ Town ☐ Village  
(Select one:)

of Canandaigua

Local Law No. \_\_\_\_\_ of the year 20<sup>21</sup>

A local law To amend Town Code Chapter 174-19(H)  
(Insert Title)

Be it enacted by the Town Board of the  
(Name of Legislative Body)

☐ County ☐ City ☒ Town ☐ Village  
(Select one:)

of Town of Canandaigua as follows:

174-19 (H). Double-frontage lots are prohibited, except for residential parcels or where employed to prevent vehicular access to major traffic streets or where otherwise required by unusual topographic conditions. Where double-frontage lots are permitted, the Planning Board shall, as a condition of final plat approval, determine the front yard and rear yard portions of all such lots.

(If additional space is needed, attach pages the same size as this sheet, and number each.)

**(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)**

**1. (Final adoption by local legislative body only.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, in accordance with the applicable provisions of law.  
*(Name of Legislative Body)*

**2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer\*.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, and was (approved)(not approved) *(Name of Legislative Body)* (repassed after disapproval) by the \_\_\_\_\_ and was deemed duly adopted *(Elective Chief Executive Officer\*)* on \_\_\_\_\_ 20\_\_\_\_, in accordance with the applicable provisions of law.

**3. (Final adoption by referendum.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, and was (approved)(not approved) *(Name of Legislative Body)* (repassed after disapproval) by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_. *(Elective Chief Executive Officer\*)*

Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on \_\_\_\_\_ 20\_\_\_\_, in accordance with the applicable provisions of law.

**4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, and was (approved)(not approved) *(Name of Legislative Body)* (repassed after disapproval) by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_. Such local *(Elective Chief Executive Officer\*)* law was subject to permissive referendum and no valid petition requesting such referendum was filed as of \_\_\_\_\_ 20\_\_\_\_, in accordance with the applicable provisions of law.

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\* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

**5. (City local law concerning Charter revision proposed by petition.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the City of \_\_\_\_\_ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on \_\_\_\_\_ 20\_\_\_\_, became operative.

**6. (County local law concerning adoption of Charter.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the County of \_\_\_\_\_ State of New York, having been submitted to the electors at the General Election of November \_\_\_\_\_ 20\_\_\_\_, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

**(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)**

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph \_\_\_\_\_ above.

\_\_\_\_\_  
Clerk of the county legislative body, City, Town or Village Clerk or  
officer designated by local legislative body

(Seal)

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

**§ 174-19. Lot size and arrangement.**

- A. The Planning Board shall reduce the overall number of lots allowed below the maximum specified in Town Code upon findings that a reduction is needed to protect the health, safety and welfare of the community or the environment.
- B. Lot sizes and dimensions shall not be less than those specified in Chapter 220, Zoning, of the Code of the Town of Canandaigua unless the provisions thereof are to be modified by the Planning Board pursuant to Town Law § 278, as amended.
- C. Lot sizes and dimensions in excess of the minimum standards of Chapter 220, Zoning, shall be required by the Planning Board as needed to protect the health, safety or welfare of the community or the environment.
- D. No division of land shall result in any parcel becoming landlocked.
- E. Residential lots greater than three acres shall not have lot depths greater than 2 1/2 times the lot width except as may be specified in Chapter 220, Zoning, of the Town of Canandaigua Code.
- F. All blocks in a subdivision shall have a minimum length of at least 750 feet with a maximum length of 1,200 feet. Such blocks containing individual lots shall be at least two lot depths in width, except where reverse frontage may be employed along major highways. Modifications of the above requirements are possible in commercial and industrial developments.
- G. Side lot lines shall be substantially perpendicular to street lines.
- H. Double-frontage lots are prohibited, except for residential parcels or where employed to prevent vehicular access to major traffic streets or where otherwise required by unusual topographic conditions. Where double-frontage lots are permitted, the Planning Board shall, as a condition of final plat approval, determine the front yard and rear yard portions of all such lots.

**§ 174-19. Lot size and arrangement.**

- A. The Planning Board shall reduce the overall number of lots allowed below the maximum specified in Town Code upon findings that a reduction is needed to protect the health, safety and welfare of the community or the environment.
- B. Lot sizes and dimensions shall not be less than those specified in Chapter 220, Zoning, of the Code of the Town of Canandaigua unless the provisions thereof are to be modified by the Planning Board pursuant to Town Law § 278, as amended.
- C. Lot sizes and dimensions in excess of the minimum standards of Chapter 220, Zoning, shall be required by the Planning Board as needed to protect the health, safety or welfare of the community or the environment.
- D. No division of land shall result in any parcel becoming landlocked.
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# 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.

|  |  |                                    |  |
|--|--|------------------------------------|--|
| <b>Part 1 – Project and Sponsor Information</b>  |  |                                    |  |
| Name of Action or Project:<br>Town of Canandaigua- Local Law for Text Code Amendment to Town Code Chapter 174-19 (H)   |  |                                    |  |
| Project Location (describe, and attach a location map):<br>Town of Canandaigua   |  |                                    |  |
| Brief Description of Proposed Action:<br>The Town Board is considering a Local Law to execute a text code amendment to Town Code Chapter 174-19 (H) that would allow double-frontage residential lots.   |  |                                    |  |
| Name of Applicant or Sponsor:<br>Town of Canandaigua   |  | Telephone: 585-394-1120            |  |
|  |  | E-Mail: info@townofcanandaigua.org |  |
| Address:<br>5440 State Route 5 and 20 West   |  |                                    |  |
| City/PO:<br>Canandaigua, New York  |  | State:<br>NY                       | Zip Code:<br>14424                         |
| 1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?<br>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.   |  | NO<br><input type="checkbox"/>     | YES<br><input checked="" type="checkbox"/> |
| 2. Does the proposed action require a permit, approval or funding from any other government Agency?<br>If Yes, list agency(s) name and permit or approval:   |  | NO<br><input type="checkbox"/>     | YES<br><input type="checkbox"/>            |
| 3. a. Total acreage of the site of the proposed action? _____ acres<br>b. Total acreage to be physically disturbed? _____ acres<br>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:<br><input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)<br><input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):<br><input type="checkbox"/> Parkland |  |                                    |  |

|   |  |   |   |
|---|--|---|---|
| 5. Is the proposed action,<br>a. A permitted use under the zoning regulations?<br>b. Consistent with the adopted comprehensive plan?  | NO<br><br><input type="checkbox"/><br><br><input type="checkbox"/>                                 | YES<br><br><input type="checkbox"/><br><br><input type="checkbox"/>                                 | N/A<br><br><input type="checkbox"/><br><br><input type="checkbox"/> |
| 6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?   | NO<br><br><input type="checkbox"/>   | YES<br><br><input type="checkbox"/>   |   |
| 7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?<br>If Yes, identify: _____   | NO<br><br><input type="checkbox"/>   | YES<br><br><input type="checkbox"/>   |   |
| 8. a. Will the proposed action result in a substantial increase in traffic above present levels?<br>b. Are public transportation services available at or near the site of the proposed action?<br>c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?   | NO<br><br><input type="checkbox"/><br><br><input type="checkbox"/><br><br><input type="checkbox"/> | YES<br><br><input type="checkbox"/><br><br><input type="checkbox"/><br><br><input type="checkbox"/> |   |
| 9. Does the proposed action meet or exceed the state energy code requirements?<br>If the proposed action will exceed requirements, describe design features and technologies:<br>n/a _____  | NO<br><br><input type="checkbox"/>   | YES<br><br><input type="checkbox"/>   |   |
| 10. Will the proposed action connect to an existing public/private water supply?<br>If No, describe method for providing potable water: _____<br>n/a _____  | NO<br><br><input type="checkbox"/>   | YES<br><br><input type="checkbox"/>   |   |
| 11. Will the proposed action connect to existing wastewater utilities?<br>If No, describe method for providing wastewater treatment: _____<br>n/a _____   | NO<br><br><input type="checkbox"/>   | YES<br><br><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?<br>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<br><br><input type="checkbox"/><br><br><input type="checkbox"/>                                 | YES<br><br><input type="checkbox"/><br><br><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?<br>b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?<br>If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____<br>_____<br>_____   | NO<br><br><input type="checkbox"/><br><br><input type="checkbox"/>                                 | YES<br><br><input type="checkbox"/><br><br><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:<br><input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional<br><input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> 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                       | YES                      |
|  | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Is the project site located in the 100-year flood plan?  | NO                       | YES                      |
|  | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Will the proposed action create storm water discharge, either from point or non-point sources?<br>If Yes, <div style="margin-left: 20px;">           a. Will storm water discharges flow to adjacent properties?<br/><br/>           b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?         </div> If Yes, briefly describe:              | NO                       | YES                      |
|  | <input type="checkbox"/> | <input type="checkbox"/> |
|  | <input type="checkbox"/> | <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)?<br>If Yes, explain the purpose and size of the impoundment:  | NO                       | YES                      |
|  | <input type="checkbox"/> | <input type="checkbox"/> |
|  |                          |                          |
| 49. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?<br>If Yes, describe:  | NO                       | YES                      |
|  | <input type="checkbox"/> | <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?<br>If Yes, describe:  | NO                       | YES                      |
|  | <input type="checkbox"/> | <input type="checkbox"/> |
|  |                          |                          |
| <p><b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor/name: <u>Douglas E Finch</u> Date: _____</p> <p>Signature: _____ Title: <u>Town Manager</u></p>  |                          |                          |

Project:

Date:

## ***Short Environmental Assessment Form***

### ***Part 2 - Impact Assessment***

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

|  | <b>No, or<br/>small<br/>impact<br/>may<br/>occur</b> | <b>Moderate<br/>to large<br/>impact<br/>may<br/>occur</b> |
|--|--|---|
| 1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?  |  |   |
| 2. Will the proposed action result in a change in the use or intensity of use of land?   |  |   |
| 3. Will the proposed action impair the character or quality of the existing community?   |  |   |
| 4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?                      |  |   |
| 5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?            |  |   |
| 6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities? |  |   |
| 7. Will the proposed action impact existing:   |  |   |
| a. public / private water supplies?  |  |   |
| b. public / private wastewater treatment utilities?  |  |   |
| 8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?                                   |  |   |
| 9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?                     |  |   |
| 10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?  |  |   |
| 11. Will the proposed action create a hazard to environmental resources or human health?   |  |   |

Project:

Date:

## ***Short Environmental Assessment Form***

### ***Part 3 Determination of Significance***

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

---

Name of Lead Agency

---

Date

---

Print or Type Name of Responsible Officer in Lead Agency

---

Title of Responsible Officer

---

Signature of Responsible Officer in Lead Agency

---

Signature of Preparer (if different from Responsible Officer)

# ATTACHMENT 9

## TOWN OF CANANDAIGUA TOWN BOARD REMOTE PARTICIPATION POLICY

### I. Purpose

The purpose of this Policy is to allow members of the Town Board of the Town of Canandaigua and the general public to attend and participate in meetings of the Town Board or any of its committees by videoconferencing as identified in New York State Open Meetings Law, and to ensure that the public has an adequate opportunity to participate in the Town Board process.

### II. Definitions

(a) "Member" means a member of the Town of Canandaigua Town Board, including the Town Supervisor.

(b) "Meeting" means any meeting of the Town of Canandaigua Town or any of the Town Board's committees that are subject to this Policy.

~~(c) "Qualifying Event" means (i) personal illness including quarantine (self or mandated) to prevent the spread of an illness or disability; (ii) employment purposes; (iii) family or other emergency; or (iv) being located in a physical location greater than sixty miles away from the Canandaigua Town Hall at 5440 State Route 5 & 20 West, Canandaigua, New York at the time of the Meeting.~~

~~(d)~~(c) "Remote Means" means videoconferencing which includes audio and video.

~~(e)~~(d) "Secretary" means the Town Clerk of the Town of Canandaigua or the individual to whom the Town Clerk has designated responsibility for recording meeting minutes at Town Board meetings.

### III. Remote Attendance Permitted

(a) Subject to the limitations set forth in Section IV below, Town Board Members may attend any Meeting by Remote Means if the Member is prevented from physically attending the Meeting ~~because of a Qualifying Event.~~

(b) Members of the public will be permitted to participate remotely in any Meeting by Remote Means, for those meetings where remote participation is offered, the same as if the member of the public was present for the meeting in person, once recognized by the Chair.

### IV. Restrictions on Remote Attendance

(a) No Member may attend any portion of a Meeting by Remote Means unless:

~~(i) A quorum of the Town Board is physically present at the location of the Meeting during the entire duration of said Meeting, unless said Meeting is of a Town Board committee, in which case a quorum of the Committee must be physically present at the location of the Meeting or if a state of emergency has been issued by the Federal government or State government, or the Town Supervisor of the Town of Canandaigua or action by the Town Board of the Town of Canandaigua resulting in a need for remote participation in which case meetings may be held remotely (virtual) in their entirety.~~

~~(ii) He or she provides written notice to the Town Supervisor, Town Manager, and the Town Clerk specifying the Qualifying Event at least one week prior to the Meeting; and~~

~~(iii)~~(i) The Remote Means being utilized is fully functional, and shall allow:

(A) All Town Board Members to hear all communications taking place during the Meeting;

(B) Any persons in attendance at the Meeting to hear all communications taking place during the Meeting;

(C) All Town Board Members to see any documents displayed during the Meeting;

(D) Any persons in attendance at the Meeting to see any documents displayed during the Meeting; and

(E) The Secretary to hear all communications taking place during the Meeting.

~~(b) No Town Board Member may attend a meeting by Remote Means for any reason other than a Qualifying Event.~~

## V. Rules of Procedure When Remote Attendance Utilized

(a) When a Town Board Member attends any portion of a Meeting by Remote Means as permitted by this Policy:

(i) The minutes of the Meeting shall include the following:

(A) A statement that the Member attended the Meeting by Remote Means;

(B) The location from which the Member attended the Meeting

(C) A statement that the Remote Means were fully functional;

(D) The times, if any, during which the Member attending the Meeting by Remote Means left the Meeting.

(ii) Every Member of the Town Board shall be identified during all Board discussions so that all participants are aware of which Member is speaking at all times.

(b) A Town Board Member attending a Meeting by Remote Means shall:

(i) Be permitted to fully participate in the Meeting as if he or she were physically present, including the making or seconding of motions and voting on said motions, subject to the Town Board Rules of Procedure;

(ii) Advise the Secretary if he or she leaves or returns from the Meeting;

(iii) Advise the Secretary of all other persons in the same room as such Member attending by Remote Means and whether and to what extent such other persons are able to hear the discussions at the Meeting;

~~(iv) Allow the presence of the public at the location from which the Member is attending the Meeting by Remote Means, regardless of whether such location is public or private. The Member attending the Meeting by Remote Means shall make all reasonable efforts to comply with the Open Meetings Law regarding accessibility.~~

(c) If the Town Supervisor attends a Meeting by Remote Means, the Deputy Supervisor shall serve as chair of the Meeting. If the Deputy Supervisor is not present at the Meeting then the Town Board shall designate a Temporary Chair from the Members who are physically present at the Meeting.

## **VI. Applicability**

If any provision of this Policy conflicts with any provision of the Town Code of the Town of Canandaigua or New York State Law then the stricter provision shall prevail.

## **VII. Effective Date**

(a) This Policy was approved by the Canandaigua Town Board on July 19, 2021.

(b) This Policy shall become effective immediately upon approval by the Canandaigua Town Board, and shall remain in effect until otherwise

removed.

**VIII. Availability of Policy**

- (a)** This Policy shall be filed in the Office of the Town Clerk of the Town of Canandaigua.
- (b)** This Policy is hereby made a part of the Town of Canandaigua Town Board Rules of Procedure.



**From:** Doug Finch, Town Manager <dfinch@townofcanandaigua.org>  
**Sent:** Thursday, January 13, 2022 11:13 AM  
**To:** Sarah Reynolds  
**Subject:** FW: Town Board Remote Participation Policy

SR,

Could you make these changes in a redline document please for the 1/31 or 2/16 TB meeting?

**Douglas E. Finch, Town Manager**

Town of Canandaigua  
5440 Route 5&20W  
Canandaigua, NY 14424  
Phone: (585)337-4728

---

**From:** CHRIS NADLER (cnadler@cnadlerlaw.com) <cnadler@cnadlerlaw.com>  
**Sent:** Tuesday, January 11, 2022 7:25 PM  
**To:** Dfinch <dfinch@townofcanandaigua.org>  
**Subject:** Town Board Remote Participation Policy

Doug,

You may want to suggest to the Town Board that they amend their remote policy by:

1. Delete II(C)
2. Delete "because of a qualifying event" from III(a).
3. Delete IV(a)(i)
4. Delete IV(a)(ii)
5. Delete IV(b)
6. Delete V(b)(iv)

I think this will bring the Remote Participation Policy into alignment with the way we have been operating for the past two years as well as with what the current law will be if and when there are no more executive orders.

--  
Chris  
LAW OFFICES OF  
CHRISTIAN M. NADLER  
9 Mima Circle  
Fairport, NY 14450  
Phone # 585-315-4767

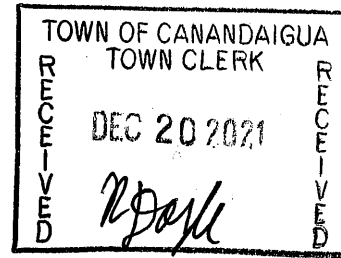
# ATTACHMENT 10

# Town of Canandaigua

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

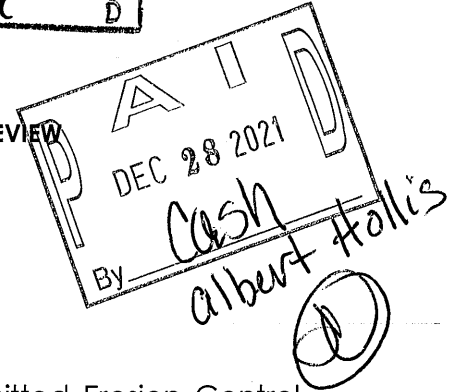
December 20, 2021

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



**RE: GREEN FOR HOLLIS**

**NEW SINGLE FAMILY DWELLING - EROSION CONTROL SURETY ESTIMATE REVIEW**  
**TAX MAP NO. 111.00-1-75.200**  
**CPN No. 2021-019**  
**ADDRESS: 5740 MORAN ROAD**



Dear Mr. Finch,

Please be advised that I have completed a review of the submitted Erosion Control Surety Estimate dated March 24, 2021, prepared by Michael G. Sponable PE of Greene Land Surveying PLLC 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 **\$1,660.28 (One-Thousand Six-Hundred Sixty Dollars and Twenty-Eight 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.

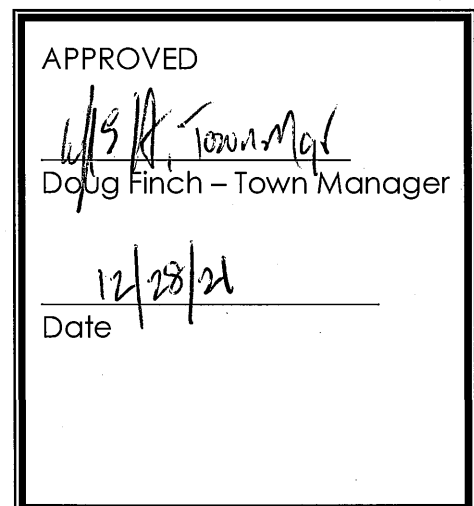
Any questions and/or comments you may have in this regard, please feel free to contact me at your earliest convenience.

Sincerely,

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

Chris Jensen  
Town of Canandaigua – Code Enforcement Officer

C      Jean Chrisman, Town Clerk  
Project Binder  
Parcel Owner



| UNITS |              |
|-------|--------------|
| LS    | Lump Sum     |
| LF    | Linear Feet  |
| EA    | Each         |
| SY    | Square Yards |
| CY    | Cubic Yards  |

Greene Land Surveying, PLLC  
403 East Miller Street  
Newark | NY | 14513

ALBERT HOLLIS  
5740 MORAN ROAD  
TOWN OF CANANDAIGUA

TOWN OF CANANDAIGUA  
DEVELOPMENT OFFICE

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| Erosion Control |                          |          |       |            |            |
|-----------------|--------------------------|----------|-------|------------|------------|
|                 | Description              | Quantity | Units | Unit Price | Total Cost |
| 1               | Silt Fence               | 140      | LF    | \$3.00     | \$420.00   |
| 2               | Check Dam/ Flow Diffuser | 6        | EA    | \$100.00   | \$600.00   |
| 3               | Retention Pond           | 0        | EA    | \$1,000.00 | \$0.00     |
| 4               | Seeds/Straw Mulch        | 32014    | SF    | \$0.02     | \$640.28   |
| 5               | Rain Garden              | 0        | EA    | \$500.00   | \$0.00     |
| TOTAL           |                          |          |       |            | \$1,660.28 |

*Michael G. Sponable*

Michael G. Sponable P.E. License No. 081578

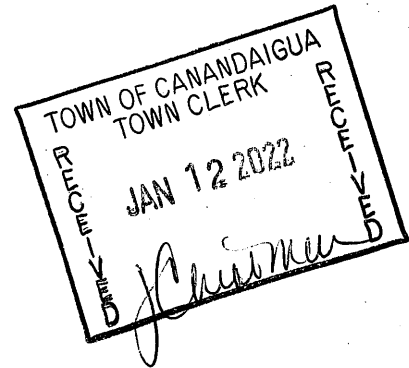
# ATTACHMENT 11

# Town of Canandaigua

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

January 12, 2022

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



**RE: VENEZIA FOR ABDB**

**TICHENOR POINT PRIVATE DRIVE RELOCATION - EROSION CONTROL SURETY ESTIMATE REVIEW**  
**TAX MAP NO. 126.16-1-1.100**  
**CPN No. 2021-060**  
**ADDRESS: 4351 TICHENOR POINT DRIVE**

Dear Mr. Finch,

Please be advised that I have completed a review of the submitted Erosion Control Surety Estimate dated January 22, 2022, prepared by Erin Joyce PE of Joyce Consulting Group 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 **\$5,704.60 (Five-Thousand Seven-Hundred Four Dollars and Sixty 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.

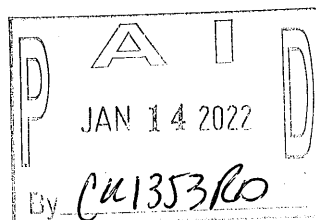
Any questions and/or comments you may have in this regard, please feel free to contact me at your earliest convenience.

Sincerely,

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

Chris Jensen  
Town of Canandaigua – Code Enforcement Officer

C      Jean Chrisman, Town Clerk  
Project Binder  
Parcel Owner



|   |
|---|
| APPROVED  |
| A handwritten signature in black ink, appearing to read "Doug Finch". |
| Doug Finch – Town Manager   |
| <u>1/20/22</u>  |
| Date  |



**Surety Estimate – Erosion and Sediment Control at Tichenor Point Driveway Relocation**

Prepared By:

Erin V. Joyce, PE

Prepared For:

ABDB Silver Springs, LLC

|                            |                    |
|----------------------------|--------------------|
| Section A: Erosion Control | \$ 5,186.00        |
| 10% Contingency:           | \$ 518.60          |
| <b>TOTAL ESTIMATE:</b>     | <b>\$ 5,704.60</b> |

Respectfully submitted by:

Erin V. Joyce, PE

22-Jan-22

| Section A: Erosion Controls           |                    |      |                 |                    |
|---------------------------------------|--------------------|------|-----------------|--------------------|
| Item Description:                     | Estimated Quantity | Unit | Unit Price (\$) | Estimate           |
| Perimeter Silt Fence (209.13*)        | 400                | LF   | 5.39            | \$ 2,156.00        |
| Permanent Lawn (601.1602*)            | 1375               | SY   | 1.84            | \$ 2,530.00        |
| Stabilized Construction Entrance      | 1                  | EA   | 500             | \$ 500.00          |
| Inlet Protection, Drop-In (209.1703*) | 0                  | EA   | 23.81           | \$ -               |
| <b>TOTAL SECTION A:</b>               |                    |      |                 | <b>\$ 5,186.00</b> |

Source: \*NYS DOT Weighted Average Item Price Report – January 1, 2018 to December 31, 2019 (Avg of all Regions)

Source: \*\*Town of Canandaigua Development Office

Sediment and Erosion Controls estimated per Site Grading and Driveway Layout Plan prepared by our office, revised through 08-20-2021

# ATTACHMENT 12

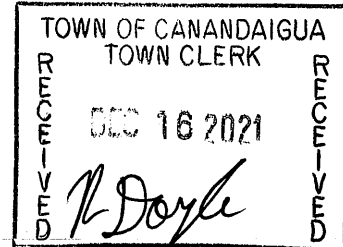


# Town of Canandaigua

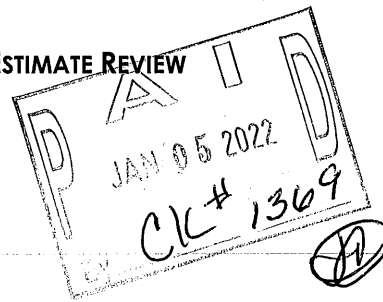
5440 Routes 5 & 20 West • Canandaigua, NY 14424 • (585) 394-1120

December 16, 2021

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



**RE: ELEMENT DESIGN FOR HOFFEND**  
**NEW DETACHED GARAGE - EROSION CONTROL SURETY ESTIMATE REVIEW**  
**TAX MAP NO. 140.18-1-6.000**  
**CPN No. 2021-017**  
**ADDRESS: 4853 COUNTY ROAD 16**



Dear Mr. Finch,

Please be advised that I have completed a review of the submitted Erosion Control Surety Estimate dated December 8, 2021, prepared by Erin V. Joyce PE 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 **\$2,066.33 (Two-Thousand Sixty-Six Dollars and Thirty-Three 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  
Parcel Owner





**Surety Estimate – Erosion and Sediment Control at 4853 West Lake Road**

Prepared By: Erin V. Joyce, PE  
Prepared For: Hoffend Residence - New Garage

|                            |                    |
|----------------------------|--------------------|
| Section A: Erosion Control | \$ 1,878.48        |
| 10% Contingency:           | \$ 187.85          |
| <b>TOTAL ESTIMATE:</b>     | <b>\$ 2,066.33</b> |

Respectfully submitted by:

Erin V. Joyce, PE

8-Dec-21

| Section A: Erosion Controls                     |                    |      |                 |                    |
|---|--------------------|------|-----------------|--------------------|
| Item Description:                               | Estimated Quantity | Unit | Unit Price (\$) | Estimate           |
| Perimeter Silt Fence (209.13*)                  | 195                | LF   | 5.39            | \$ 1,051.05        |
| Permanent Lawn (601.1602*)                      | 150                | SY   | 1.84            | \$ 276.00          |
| Erosion Control Blanket and Seed Mix (209.1901) | 150                | SY   | 3.2             | \$ 480.00          |
| Inlet Protection, Drop-In (209.1703*)           | 3                  | EA   | 23.81           | \$ 71.43           |
| <b>TOTAL SECTION A:</b>                         |                    |      |                 | <b>\$ 1,878.48</b> |

Source: \*NYS DOT Weighted Average Item Price Report – January 1, 2018 to December 31, 2019 (Avg of all Regions)

Source: \*\*Town of Canandaigua Development Office

Sediment and Erosion Controls estimated per Site Grading and Utility Plan prepared by our office, revised through 11-3/2021