

**Canandaigua Town Board
Special Meeting Agenda
February 27, 2017
6:00pm**

Call To Order and Pledge of Allegiance

- Pledge led by Keith Cutri, Deputy Town Supervisor

Roll Call

- Town Clerk Confirmation meeting was properly advertised

Privilege of the Floor

Public Hearings:

Continued Public Hearings:

- Continued Public Hearing on a Text Code Amendment (Local Law) for the proposed addition to Town Code of Chapter 58 (Town Manager).

New Public Hearings:

- Public Hearing on a Text Code Amendment (Local Law) for the proposed addition of "Article III: Town Manager" to Chapter 60 (Residency Requirements) of Town Code and to add the definition of Town Manager to Town Code Section 1-16.

Resolutions:

Continued Resolutions:

RESOLUTION NO. 2017 – 073: ACCEPTANCE OF THE MONTHLY FINANCIAL REPORTS

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

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

WHEREAS, the Town Supervisor has provided the Town Board with hard copies and electronic copies of the January 2017 Monthly Revenue/Expense Control Report, Cash Summary Report, EFPR Solutions Executive Summary Report, as well as the and Highway/Water Department Overtime Report and All Department Overtime Report; and

WHEREAS, copies of these documents are included with this agenda and are identified as Attachment 1 to the agenda; this information is also on file with the Town Clerk's office; and

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

RESOLUTION NO. 2017 – 084: AUTHORIZATION OF ST PAULY TEXTILE AGREEMENT

WHEREAS, St. Pauly Textile Inc. has been in communication with the Highway Superintendent to allow the placement of a clothing collection bin to be located at the Town's Transfer Station; and

WHEREAS, the Town requested St. Pauly Textile Inc. to submit their agreement to the Town, submit their Certificate of Liability Insurance and NYS Workers' Compensation Insurance Certificate, and to sign the Town's Independent Contractor Supplemental Terms and Conditions agreement; and

WHEREAS, St. Pauly Textile Inc. has submitted the signed agreements and required certificates of insurance to the Town; and

WHEREAS, a copy of the signed agreements and insurance certificates are included with this agenda and are identified as Attachment 2 to the agenda; this information is also on file with the Town Clerk's office; and

NOW THEREFORE BE IT RESOLVED, that the Town Board hereby accepts the agreement with St. Pauly Textile Inc. and authorizes the Town Supervisor to execute the agreement.

New Resolutions:

PERSONNEL

- RESOLUTION NO. 2017 – 097 : SEQR DETERMINATION OF NON-SIGNIFICANCE AND ADOPTION OF A TEXT CODE AMENDMENT (LOCAL LAW # 1), ADDING CHAPTER 58 TO THE TOWN CODE KNOWN AS TOWN MANAGER
- RESOLUTION NO. 2017 – 098: SEQR DETERMINATION OF NON-SIGNIFICANCE AND ADOPTION OF A TEXT CODE AMENDMENT (LOCAL LAW # 2), AMENDING CHAPTER 60 AND SECTION 1-16 RELATING TO RESIDENCY REQUIREMENTS OF THE TOWN MANAGER
- RESOLUTION NO. 2017 – 099: APPROVAL OF TOWN MANAGER JOB DESCRIPTION

FINANCIAL PLANNING

- RESOLUTION NO. 2017 – 100: AUTHORIZATION FOR TOWN OF CANANDAIGUA TO PARTICIPATE IN NYS CONTRACT REPORTER FOR RFP NOTICE
- RESOLUTION NO. 2017 – 101: ACKNOWLEDGEMENT OF GRANT PROJECTS
- RESOLUTION NO. 2017 – 102: APPOINTMENT OF FINANCIAL PLANNING COMMITTEE CHAIR
- RESOLUTION NO. 2017 – 103: AUTHORIZATION TO ISSUE RFP FOR INSURANCE SERVICES
- RESOLUTION NO. 2017 – 104: APPOINTMENT OF CERTAIN INDIVIDUALS TO THE TOWN OF CANANDAIGUA'S FINANCIAL PLANNING COMMITTEE
- RESOLUTION NO. 2017 – 105: SEQR DETERMINATION OF NON-SIGNIFICANCE AND SETTING A PUBLIC HEARING ON LOCAL LAW TO AUTHORIZE THE TOWN OF CANANDAIGUA TO USE BEST VALUE AS THE BASIS FOR AWARDED PURCHASE CONTRACTS PURSUANT TO NYS GENERAL MUNICIPAL LAW §103

PUBLIC WORKS

- RESOLUTION NO. 2017 – 106: SUBMISSION OF E-WASTE ANNUAL REPORT
- RESOLUTION NO. 2017 – 107: SUBMISSION OF TRANSFER STATION ANNUAL REPORT
- RESOLUTION NO. 2017 – 108: APPROVE PURCHASE OF FORD F-350
- RESOLUTION NO. 2017 – 109: APPROVAL OF LOADER LEASE RENEWAL

TECHNOLOGY

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PUBLIC SAFETY & SECURITY

COMPREHENSIVE PLANNING (Citizens' Implementation Committee)

- RESOLUTION NO. 2017 – 110: AUTHORIZATION TO SIGN DOCUMENTS RELATIVE TO WATER QUALITY IMPROVEMENT PROJECT ON ROUTE 5 & 20

RESOLUTION NO. 2017 – 097: SEQR DETERMINATION OF NON-SIGNIFICANCE AND ADOPTION OF A TEXT CODE AMENDMENT (LOCAL LAW # 1), ADDING CHAPTER 58 TO THE TOWN CODE KNOWN AS TOWN MANAGER

WHEREAS, the Town Board of the Town of Canandaigua is considering a Text Code Amendment(s) to add Chapter 58 to the Town Code of the Town of Canandaigua to be titled, "Town Manager"; and

WHEREAS, the above described proposed Text Code Amendment(s) identified are included with this agenda and are identified as Attachment 3 to the agenda; this information is also on file with the Town Clerk's office; and

WHEREAS, the Town Board of the Town of Canandaigua determines said proposed Text Code Amendments are 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 held a public hearing on the proposed Text Code Amendment(s) on February 13, 2017, and February 27, 2017; 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 Text Code Amendments; 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 Text Code Amendments; and

BE IT FURTHER RESOLVED, the Town Supervisor 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 hereby adopts Local Law No. 1 of the Year 2017; 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, the community to adopt said Local Law; 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. 1 of the Year 2017 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.

RESOLUTION NO. 2017 – 098: SEQR DETERMINATION OF NON-SIGNIFICANCE AND ADOPTION OF A TEXT CODE AMENDMENT (LOCAL LAW # 2), AMENDING CHAPTER 60 AND SECTION 1-16 RELATING TO RESIDENCY REQUIREMENTS OF THE TOWN MANAGER

WHEREAS, the Town Board of the Town of Canandaigua is considering a Text Code Amendment(s) to amend Chapter 60 and Section 1-16 of the Town Code of the Town of Canandaigua, relating to residency requirements and definitions for the position of Town Manager; and

WHEREAS, the above described proposed Text Code Amendment(s) identified are included with this agenda and are identified as Attachment 4 to the agenda; this information is also on file with the Town Clerk's office; and

WHEREAS, the Town Board of the Town of Canandaigua determines said proposed Text Code Amendments are 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 held a public hearing on the proposed Text Code Amendment(s) on February 27, 2017; 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 Text Code Amendments; 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 Text Code Amendments; and

BE IT FURTHER RESOLVED, the Town Supervisor 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 hereby adopts Local Law No. 2 of the Year 2017; 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 community to adopt said Local Law; 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. 2 of the Year 2017 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.

RESOLUTION NO. 2017 – 099: APPROVAL OF TOWN MANAGER JOB DESCRIPTION

WHEREAS, the Town Board of the Town of Canandaigua has created the position of Town Manager to serve as the chief administrative officer of the Town of Canandaigua; and

WHEREAS, the Town Board has developed a job description for the position of Town Manager in order to clearly define the role, responsibilities, and duties of the position; and

WHEREAS, the job description for the position of Town Manager is included with this agenda and is identified as Attachment 5 to the agenda; this information is also on file with the Town Clerk's office; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby approve the attached job description for the position of Town Manager; and

BE IT FURTHER RESOLVED, the personnel officer shall provide a copy of the Town Manager job description to the Ontario County Department of Human Resources, and place a copy in the official list of job descriptions for the Town of Canandaigua.

RESOLUTION NO. 2017 – 100: AUTHORIZATION FOR TOWN OF CANANDAIGUA TO PARTICIPATE IN NYS CONTRACT REPORTER FOR RFP NOTICE

WHEREAS, the New York State Contract Reporter, located at www.nyscr.ny.gov, is New York States official source for contracting opportunities; and

WHEREAS, municipalities may advertise bid requests on the NYS Contract Reporter; and

WHEREAS, advertising on the NYS Contract Reporter will benefit the Town of Canandaigua by increasing the audience viewing bid requests, therefore fostering competition and resulting in the Town receiving the best price; and

WHEREAS, the agency shall designate a Registered User to manage and maintain the Town's account; and

WHEREAS, in order to register for an account the Registered User must agree to the Policies & Disclaimers and Terms of Service Agreement; and

WHEREAS, Policies & Disclaimers and Terms of Service Agreement documents are included with this agenda and are identified as Attachment 6 to the agenda; this information is also on file with the Town Clerk's office; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby:

1. Approves the use of the NYS Contract Reporter to advertise bid requests;
2. Designates Town Clerk, Jean Chrisman, as the Registered User;
3. Authorizes the Town Clerk to create an account and agree to the site Policies & Disclaimers and Terms of Service Agreement.

RESOLUTION NO. 2017 – 101: ACKNOWLEDGEMENT OF GRANT PROJECTS

WHEREAS, the Town Board has requested the Grant Administrator provide a listing of the grant projects and status of those projects undertaken since 2014; and

NOW THEREFORE BE IT RESOLVED, the Town Board acknowledges the following chart of grant activity since 2014 for the Town of Canandaigua, and on behalf of the residents of the Town of Canandaigua.

YEAR	DESCRIPTION	STATUS	AMOUNT
2014	CDBG: close out process, monitoring visit award Economic Dev project	Awarded / Funded	\$ 575,000
2014	PDR: Catalpa Acres w/Finger Lakes Land Trust	Awarded/ Funded	\$ 2,000,000
2014	CDBG: Purdy Mobile Rd Sanitary Expansion	Awarded / Funded	\$ 550,000
2014	Outhouse Park: grant closeout	Awarded/ Funded	\$ 200,000
2014	DEC: MS4 grant implementation w/ CLWC and City of Canandaigua	Awarded / Funding in progress	\$ 44,500
2015	Unified Court: grant closeout for security	Awarded / Funded	\$ 4,800
2015	TAP Award: MUO-1	Declined	\$ 553,204

2015	NY Sun – Solar / Unified	Awarded / Funded	\$ 2,500
2015	DEC: Water Quality Improvement Projects w/ CLWC and City of Canandaigua	Awarded/ Funding in progress	\$ 100,000
2015	DOS: Water Quality Improvement Projects w/ CLWC and City of Canandaigua	Awarded / Funding in progress	\$ 300,000
2016	Ag & Mkts: Agriculture Enhancement Plan	Awarded / Funded	\$ 25,000
2016	DASNY: Deuel Road Reconstruction Senator Nozzolio / Helming	Awarded / Funding in progress	\$ 100,000
2016	DANSY: Transfer Station Improvements Senator Nozzolio / Helming	Awarded	\$ 50,000
2016	PDR: Brock Acres w/Finger Lakes Land Trust	Awarded (after resubmission)	\$ 2,000,000
2016	PDR: Kim-Mar Farms	Declined (possible re-submission)	\$ 1,254,451
2016	TAP: Auburn Trail	Pending	\$ 2,479,023
2017	UPWP: MUO-1 feasibility study, transportation, multi-modal, complete streets, and lighting	Pending approval	\$ 80,000
2017	LGRMF: Digital Archive conversion grant	Pending	\$ 29,946
2017	Urban Forestry: Miller Park	Pending	\$ 50,000
2017	Invasive Species: Hemlock Woolly Adelgid	Pending	\$ 50,000
		TOTAL:	\$ 10,448,424
		AWARDED:	\$ 5,951,800
		PENDING:	\$ 2,688,969

RESOLUTION NO. 2017 – 102: APPOINTMENT OF FINANCIAL PLANNING COMMITTEE CHAIR

WHEREAS, the Town Board wishes to appoint a Town Board member to the Financial Planning Committee; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby appoints Linda Dworaczyk to serve as the Chairperson of the Financial Planning Committee.

RESOLUTION NO. 2017 – 103: AUTHORIZATION TO ISSUE RFP FOR INSURANCE SERVICES

WHEREAS, the Town Board of the Town of Canandaigua is considering the issuance of a Request for Proposals (RFP) for the insurance brokerage and related services; and

WHEREAS, the Town Board has reviewed the attached RFP; and

WHEREAS, a copy of the RFP is included with this agenda and is identified as Attachment 7 to the agenda; this information is also on file with the Town Clerk's office; and

NOW THEREFORE BE IT RESOLVED, the Town Board authorizes the Town Clerk to release the RFP for insurance brokerage and related services.

RESOLUTION NO.2017 – 104: APPOINTMENT OF CERTAIN INDIVIDUALS TO THE TOWN OF CANANDAIGUA'S FINANCIAL PLANNING COMMITTEE

WHEREAS, the Town Board of the Town of Canandaigua (herein after referred to as Town Board) wishes to appoint certain individuals to the Town of Canandaigua's Financial Planning Committee; and

NOW THEREFORE BE IT RESOLVED, the Town Board hereby appoints: _____, Ms. Samantha Pierce, and Mr. Doug Finch as members of the Town of Canandaigua's Financial Planning Committee.

RESOLUTION NO. 2017 – 105: SEQR DETERMINATION OF NON-SIGNIFICANCE AND SETTING A PUBLIC HEARING ON LOCAL LAW TO AUTHORIZE THE TOWN OF CANANDAIGUA TO USE BEST VALUE AS THE BASIS FOR AWARDING PURCHASE CONTRACTS PURSUANT TO NYS GENERAL MUNICIPAL LAW §103

WHEREAS, the Town Board of the Town of Canandaigua (herein after referred to as "Town Board") is considering a local law that would authorize the Town of Canandaigua to use Best Value as the basis for awarding purchase contracts; and

WHEREAS, the Town Board would like to hear from residents about the proposed local law; and

WHEREAS, a copy of the above described proposed Local Law is included with this agenda and is identified as Attachment 8 to the agenda; this information is also on file with the Town Clerk's office; and

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

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby establishes a public hearing to be held on March 20, 2017 at 6:00 pm at the Canandaigua Town Hall located at 5440 Route 5 & 20 West, Canandaigua, NY 14424, and;

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

RESOLUTION NO. 2017 – 106: SUBMISSION OF E-WASTE ANNUAL REPORT

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

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

WHEREAS, the 2016 annual report shall be submitted before March 1, 2017; and

WHEREAS, the completed 2016 Annual Report for NYS Electronic Waste Collection Sites is included with this agenda and is identified as Attachment 9 to the agenda; this information is also on file with the Town Clerk's office; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby approves the 2016 Annual Report for NYS Electronic Waste Collection Sites and directs the Highway Superintendent to submit the report before March 1, 2017.

RESOLUTION NO. 2017 – 107: SUBMISSION OF TRANSFER STATION ANNUAL REPORT

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

WHEREAS, the 2016 annual report shall be submitted to both the Regional and Central offices before March 2, 2017; and

WHEREAS, the completed 2016 Permitted Transfer Station Annual Report is included with this agenda and is identified as Attachment 10 to the agenda; this information is also on file with the Town Clerk's office; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby approves the 2016 Permitted Transfer Station Annual Report and directs the Highway Superintendent to submit the report before March 2, 2017.

RESOLUTION NO. 2017 – 108: APPROVE PURCHASE OF FORD F-350

WHEREAS, Resolution No. 2016-314 authorized the Highway Superintendent to request quotes for the purchase of a ¾ ton pickup truck; and

WHEREAS, Quote #22640 from Van Bortel Ford is included with this agenda and is identified as Attachment 11 to the agenda; this information is also on file with the Town Clerk's office; and

WHEREAS, Quote #22640 details the purchase of a 2017 Ford F-350 XL for \$32,833.67, the cost of which was calculated using Onondaga County Bid #7974 2017PU SRW; and

WHEREAS, GML § 103 (16) authorizes a political subdivision to purchase apparatus, materials, equipment and supplies, through the use of contract let by any other political subdivision; and

WHEREAS, the Town of Canandaigua Procurement Policy states that if the Town is purchasing off any properly let municipal contract, the Town is not required to engage in competitive bidding, and

WHEREAS, the 2017 adopted budget line D.5130.200 (Machinery/Capital Equipment) includes funds for the purchase of a ¾ ton pickup truck; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby approves the purchase of a 2017 F-350 XL from Van Bortel Ford for \$32,833.67 and authorizes the Highway Superintendent to execute this purchase.

RESOLUTION NO. 2017 – 109: APPROVAL OF LOADER LEASE RENEWAL

WHEREAS, the current contract to lease a 2016 John Deere 644k Wheel Loader has matured on January 28, 2017; and

WHEREAS, John Deere Financial has offered the Town a Renewal Lease Schedule for the term beginning January 28, 2017 and ending January 28, 2018; and

WHEREAS, the renewal payment is \$2,396.00 per month; and

WHEREAS, the 2017 adopted budget includes funds to lease a wheel loader in budget line D.5130.200; and

WHEREAS, the Renewal Lease Schedule is included with this agenda and is identified as Attachment 12 to the agenda; this information is also on file with the Town Clerk's office; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby approves the Renewal Lease Schedule and directs the Highway Superintendent to sign.

RESOLUTION NO. 2017 – 110: AUTHORIZATION TO SIGN DOCUMENTS RELATIVE TO WATER QUALITY IMPROVEMENT PROJECT ON ROUTE 5 & 20

WHEREAS, the Town Board of the Town of Canandaigua, working with the Canandaigua Lake Water Shed Council Manager, has accepted easements for the construction of a Sucker Brook wetland restoration and water quality improvement project, the majority of which is located at 5575 State Route 5 & 20; and

WHEREAS, the Town Board has authorized a contract for engineering services in an amount of \$ 18,000 to be reimbursable through a grant associated with the project; and

WHEREAS, it is the understanding of the Town Board that engineering, equipment rental, and legal costs are reimbursable to the Town of Canandaigua through the awarded grants; and

WHEREAS, the Town Board understands the acquisition of land costs are being funded in part by matching contributions from the Town and City of Canandaigua; and

WHEREAS, the explanation of costs is included with this agenda and is identified as Attachment 13 to the agenda; this information is also on file with the Town Clerk's office; and

NOW THEREFORE BE IT RESOLVED, the Town Board hereby authorizes the Town Supervisor and the Town Highway Superintendent to sign any and all documents for permit applications relative to the construction of the water quality improvement project.

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)

Abstract dated totaling 02/21/2017 totaling \$544,233.86
General fund \$4,599.90
Highway fund \$841.91

Water fund \$3,296.05
Fire Protection districts \$535,486.00

Privilege of the Floor

Other Business

Privilege of the Floor

Executive Session, as requested

Adjournment

ATTACHMENT 1



280 Kenneth Drive, Suite 100 | Rochester, NY 14623 | P 585.486.0725 | TF 800.546.7556 | F 585.486.0726 | E info@EFPRSolutions.com | EFPRSolutions.com

CLIENT MEMO

To: Canandaigua Town Board Date: February 8, 2016

Client: Town of Canandaigua

From: Bob Fox and Tina DeNigro

January 2017 Revenue/Expense Control Report for Board

We are providing you with the January 2017 Revenue/Expense Control Reports as of January 31, 2017.

EXECUTIVE SUMMARY

BALANCE SHEET

- Bank statements have been reviewed and reconciled as of January 31, 2017

REVENUES

- Receipts recorded on the Daily cash sheet totaled \$2,955,848.07 and included the following receipts:
 - Town Clerk - \$26,869.38 - including \$15,147.03 in water revenues, \$5,535 in park rent, \$2,097.00 in site development and several other normal revenues
 - Town Justice receipts of \$23,684.50
 - Development Office - \$5,351.28 applied against accounts receivable.
 - NYS Mowing - \$5,180.00
 - Property Taxes - \$2,749,246.81
 - Special Assessments - \$63,072.92
 - Metered Sales - \$77,640.94
 - Other - \$4,802.24

EXPENDITURES

- We would expect the available balances in each fund to be about 91.67% at the end of January
 - General Fund – Expenditures to date are \$230,269.52 against a budget of \$3,280,333 which leaves 92.98% available.
 - Highway Fund – Expenditures to date are \$157,952.76 against a budget of \$4,295,864 which leaves 96.32% available.
 - Water Fund – Expenditures to date are \$124,948.31 against a budget of \$953,042 which leaves 86.89% available.

TOWN OF CANANDAIGUA
CASH SUMMARY
December 31, 2016

FUND #	No.	FUND ACCOUNT	DEBITS	CREDITS	12/31/2016 BALANCES	PETTY CASH	CNB #4328 DIST. ACCT.	CNB #4476 INVEST ACCT.	CNB #4670 PARKS FUND	CNB #0130 PURDY ROAD	CNB #4425 TRUST & AGENCY
A	200	CASH - CHECKING	87,180.16	87,282.16	8,153.32		8,153.32				
A	202	CASH - INVESTMENTS	269,084.06	181,830.06	3,422,529.74			3,422,529.74			
A	210	PETTY CASH			250.00	250.00					
A	230	CASH - C/T RESERVE - INVESTMENT									
A	231	CASH - CONTINGENT/TAX RESERVE									
A	232	CASH - REPAIR RESERVE - INVESTMENT			535,000.00			535,000.00			
A	233	CASH - TECHNOLOGY RESERVE- INVESTMENT			155,000.00			155,000.00			
A	234	CASH - OPEN SPACE RESERVE - INVESTMENT			57,402.97			57,402.97			
A	235	CASH - NYS EMPLOYEE SYST RES. - INVESTMENT			600,000.00			600,000.00			
CM	201	CASH	9,048.44		225,000.00			225,000.00			
					742,357.83				742,357.83		
D	200	CASH - CHECKING	133,360.20	133,360.20							
D	202	CASH - INVESTMENTS	209,907.42	241,522.72	245,774.19			245,774.19			
D	230	CASH - HIGHWAY EQUIP. RESERVE - INVESTMENTS			375,000.00			375,000.00			
D	231	CASH - HIGHWAY EQUIP. RESERVE									
D	232	CASH - HIGHWAY IMP. RES. - INVESTMENTS			375,000.00			375,000.00			
D	233	CASH - HIGHWAY IMP. RES.									
D	235	CASH - SNOW/ICE RM/RD REPAIR RESERVE			200,000.00			200,000.00			
F	200	CASH - CHECKING	5,669.69	5,669.69	(36.00)		(36.00)				
F	202	CASH - INVESTMENTS	6,632.71	7,265.55	1,321,509.49			1,321,509.49			
H	200	CASH - CHECKING									
H	201.251	CASH - PURDY EFC			116,106.65						
H	202.17	CASH - outhouse PARK								116,106.65	
H	202.NOTT	CASH - NOTT ROAD CAPIAL PROJECT			38,066.05			38,066.05			
S	200	CASH - CHECKING									
S	202.241	CASH - INVESTMENTS - NOTT RD. EXT. #6 WATER			2,103.52			2,103.52			
S	202.241A	CASH - INVESTMENTS - ANDREWS-NORTH RD WATER			(380.34)			(380.34)			
S	202.241B	CASH - INVESTMENTS - CANADAIGUA-FARMINGTON WATER			(2,156.92)			(2,156.92)			
S	202.243	CASH - INVESTMENTS - EXT. 8 WEST LAKE SOUTH			6,815.33			6,815.33			
S	202.244	CASH - INVETMENTS - EXT. 9 CRAMER RD. WATER			489.34			489.34			
S	202.245	CASH - INVESTMENTS - HOPKINS STREET WATER			(1,096.00)			(1,096.00)			
S	202.245A	CASH - INVESTMENTS - WEST LAKE WATER (BENEFIT BASIS)			19,191.25			19,191.25			
S	202.245.B	CASH - INVESTMENTS - MCINTYRE RD. WATER		4,116.00	2,526.19			2,526.19			
S	202.246	CASH - INVESTMENTS - EXT. 10 WYFELLS RD.			(8,384.24)			(8,384.24)			
S	202.246A	CASH - INVESTMENTS - CANADAIGUA-BRISTOL JOINT WATER		36,831.29	54,801.12			54,801.12			
S	202.246B	CASH - INVESTMENTS - EMERSON ALLEN TL RD. WATER			(5.47)			(5.47)			
S	202.247	CASH - INVESTMENTS - CANADAIGUA CONSOLIDATED			14,266.63			14,266.63			
S	202.247A	CASH - INVESTMENTS - EXT. 11 ADAMS RD. WATER			(4,880.99)			(4,880.99)			
S	202.247.B	CASH - INVESTMENTS - EXT. 36 COUNTY RD. #30 WATER		10,037.50	82,266.78			82,266.78			
S	202.248	CASH - INVESTMENTS - RISSER RD. WATER			355.67			355.67			
S	202.248A	CASH - INVESTMENTS - HOPKINS-GRIMBLE WATER		8,118.75	11,775.84			11,775.84			
S	202.248C	CASH - INVESTMENTS - CANADAIGAU HOPEWELL WATER			4,619.72			4,619.72			
S	202.249	CASH - INVESTMENTS - PARRISH RD. EXT. WATER			14,511.96			14,511.96			
S	202.249A	CASH - INVESTMENTS - NOTT RD. EXT. #40 WATER		4,147.00	(949.54)			(949.54)			
SD	200	CASH - CHECKING									
SD	202.241	CASH - INVESTMENTS - RT. 332 DRAINAGE			163,290.12			163,290.12			
SD	202.241A	CASH - INVESTMENTS - LAKEWOOD MEADOWS DRAINAGE			24,759.56			24,759.56			
SD	202.243	CASH - INVESTMENTS - ASHTON DRAINAGE			17,191.71			17,191.71			
SD	202.244	CASH - INVESTMENTS - FOX RIDGE DRAINAGE			29,130.06			29,130.06			
SD	202.245	CASH - INVESTMENTS - LANDINGS DRAINAGE			9,423.87			9,423.87			
SD	202.246	CASH - INVESTMENTS - OLD BROOKSIDE DRAINAGE			12,991.08			12,991.08			
SD	202.247	CASH - INVESTMENTS - LAKESIDE ESTATES DRAINAGE			6,490.54			6,490.54			
SD	202.248	CASH - INVESTMENTS - WATERFIRD POINT DRAINAGE			13,347.57			13,347.57			
SD	202.249	CASH - INVESTMENTS - STABLEGATE DRAINAGE			18,073.73			18,073.73			
SF	200	CASH - CHECKING									
SF	202.241	CASH - INVESTMENTS - FIRE PROTECTION DISTRICT			106,763.71			106,763.71			
SL	200	CASH - CHECKING	1,121.90	1,121.90							
SL	202.241	CASH - INVESTMENTS - CENTERPOINT LIGHTING			167.14			167.14			
SL	202.242	CASH - INVESTMENTS - FOX RIDGE LIGHTING		809.47	5,283.36			5,283.36			
SL	202.243	CASH - INVESTMENTS - LANDINGS LIGHTING			5,369.18			5,369.18			
SL	202.244	CASH - INVESTMENTS - LAKEMEADOW LIGHTING		28.39	9,237.77			9,237.77			
SL	202.245	CASH - INVESTMENTS - FALLBROOK PARK LIGHTING		116.90	7,968.45			7,968.45			
SS	202.241	CASH - INVESTMENTS - PURDY ROAD SEWER	18,210.00	36,420.00							
TA	200	CASH	209,708.16	204,103.90	263,609.80						
TE	202	CASH - INVESTMENTS			75,586.69			75,586.69			263,609.80
V	202.3	CASH - INVESTMENTS - Parrish Rd. Ext. #13			3,100.39			3,100.39			
			949,922.74	962,948.62	9,388,235.96	250.00	8,117.32	8,257,794.36	742,357.83	116,106.65	263,609.80
BANK STATEMENT BALANCES					9,409,902.01	250.00	24,139.75	8,261,055.14	742,357.83	116,106.65	265,992.64
DEPOSITS IN TRANSIT					-		3,257.78	(3,257.78)			
OUTSTANDING CHECKS (Schedule attached)					(21,666.05)		(19,280.21)	0.00			
IDENTIFIED DIFFERENCES TO BE ADJUSTED								0.00			(2,385.84)
OUTSTANDING TRANSFER								(3.00)			3.00
BALANCE ON KVS BOOKS											
DIFFERENCE					9,388,235.96	250.00	8,117.32	8,257,794.36	742,357.83	116,106.65	263,609.80
Bank reconciliation prepared by EFPR Solutions, reviewed by Tina DeNigro & Bob Fox							0.00				

DISBURSEMENTS ACCOUNT

PAYROLL

<u>CK. #</u>	<u>AMOUNT</u>	<u>CLEARED</u>
--------------	---------------	----------------

15678	196.89
2342	89.95
16026	25.00
16038	75.00
16271	59.50
16273	76.15
16276	57.71
16279	490.08
16280	188.39
16281	415.80
16282	188.39
16284	46.17
16287	59.50
16289	76.15
2411	341.16

19,280.21

2,385.84

Date Prepared: 01/03/2017 11:22 AM
Report Date: 01/03/2017

TOWN OF CANANDAIGUA

Voucher Summary Report

PUR4095 1.0
Page 3 of 4
Prepared By: SINGER

Voucher No. Cash Account	Vendor Cd Vendor Name	Invoice No.	Inv. Date	Sub-Description	Voucher Amt.	Disc. Amt. Taxable	Check ID	Period PO No.	Year	Check No.	Account No.	Amount
Fund	Cash Item				Regular	Prepaid	Wire Transfer	Outstanding	Paid	Total		
----- Direct Pay -----												
A - GENERAL FUND												
0200..				TOWN	2,231.68	0.00	0.00	0.00	0.00	2,231.68		
	Fund Total				2,231.68	0.00	0.00	0.00	0.00	2,231.68		
F - WATER FUND												
0200..				TOWN	1,026.10	0.00	0.00	0.00	0.00	1,026.10		
	Fund Total				1,026.10	0.00	0.00	0.00	0.00	1,026.10		
SL - LIGHTING DISTRICTS												
0200..				TOWN	0.00	0.00	0.00	0.00	0.00	0.00		
	Fund Total				0.00	0.00	0.00	0.00	0.00	0.00		
TA - TA FUND												
0200..				TOWN	341.16	0.00	0.00	0.00	0.00	341.16		
	Fund Total				341.16	0.00	0.00	0.00	0.00	341.16		
Grand Totals					3,598.94	0.00	0.00	0.00	0.00	3,598.94		
Grand Total Regular, Prepaid, Wire Transfer and Direct Pay					3,598.94	0.00	0.00	0.00	0.00	3,598.94		
----- Direct Pay -----												
A - GENERAL FUND				TOWN	2,231.68	0.00	0.00	0.00	0.00	2,231.68		
F - WATER FUND				TOWN	1,026.10	0.00	0.00	0.00	0.00	1,026.10		
SL - LIGHTING DISTRICTS				TOWN	0.00	0.00	0.00	0.00	0.00	0.00		
TA - TA FUND				TOWN	341.16	0.00	0.00	0.00	0.00	341.16		
Grand Totals					3,598.94	0.00	0.00	0.00	0.00	3,598.94		
Grand Total Regular, Prepaid, Wire Transfer and Direct Pay					3,598.94	0.00	0.00	0.00	0.00	3,598.94		

Utility Absence 12/31/16
G.L. paid 1/3/17 exp
paid 1/3/17 exp

Revenue / Expense Control Report Parameters

Report ID: MON TB RPT

Year: 2017 Include Beg. Encumbrance: Yes

Period: 1 To: 1 Apply to Budget Columns: No

Description: Display Apply % to Original Budget: No

Spacing: Single Print Parent Account: No

Acct Status: Active Grand Totals on Separate Page: No

Suppress Zero Accts.: None Include Req: No

Summary Only: No Use Alt Fund: No

% Fiscal Year: 100 Exclude Rev Brackets: Yes

Account Table:

Alt. Sort Table:

Sort:	Sort	Subtotal	Page Break	Subheading
1	Fund	Yes	Yes	Yes
2	Type	Yes	Yes	Yes
3	Function	Yes	No	Yes
Subtotal/Page Break Expenses Only:		Yes		

TOWN OF CANANDAIGUA

Revenue / Expense Control Report

Fiscal Year: 2017 Period From: 1 To: 1

Account No.	Description	Original Budget	YTD Adjusted Budget	Curr. Month Total Rev / Exp	YTD Actual Rev / Exp	YTD Available Balance	Percent Rem. Balance
Fund A	GENERAL FUND						
Type R	Revenue						
A.1001	REAL PROPERTY TAXES	284,637.00	284,637.00	284,086.81	284,086.81	550.19	0.19
A.1030	SPECIAL ASSESSMENT/PILOT	20,924.00	20,924.00	1,364.43	1,364.43	19,559.57	93.48
A.1090	PENALTY ON TAXES	11,000.00	11,000.00	0.00	0.00	11,000.00	100.00
A.1120	NON PROPERTY SALES TAX	1,415,000.00	1,415,000.00	0.00	0.00	1,415,000.00	100.00
A.1170	CABLE TV FRANCHISE FEES	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00
A.1255	TOWN CLERK FEES	1,000.00	1,000.00	235.35	235.35	764.65	76.46
A.1603	VITAL STATISTICS FEE	4,000.00	4,000.00	440.00	440.00	3,560.00	89.00
A.2001	PARK & RECREATION FEES	75,000.00	75,000.00	5,535.00	5,535.00	69,465.00	92.62
A.2110	ZONING FEES	25,000.00	25,000.00	1,050.00	1,050.00	23,950.00	95.80
A.2120	SOIL EROSION CONTROL	10,000.00	10,000.00	150.00	150.00	9,850.00	98.50
A.2148	RETURNED CHECK FEE	20.00	20.00	0.00	0.00	20.00	100.00
A.2192	CEMETERY SERVICES	500.00	500.00	0.00	0.00	500.00	100.00
A.2302	SERVICES/OTHER GOVERNMENTS	9,000.00	9,000.00	760.00	760.00	8,240.00	91.56
A.2401	INTEREST & EARNINGS	6,000.00	6,000.00	647.07	647.07	5,352.93	89.22
A.2410	RENTAL OF REAL PROPERTY	12,070.00	12,070.00	3,150.00	3,150.00	8,920.00	73.90
A.2544	DOG LICENSES	18,000.00	18,000.00	686.00	686.00	17,314.00	96.19
A.2590	SITE DEVELOPMENT FEES	75,000.00	75,000.00	2,207.00	2,207.00	72,793.00	97.06
A.2591	CONSTRUCTION DEBRIS FEES	11,000.00	11,000.00	1,419.00	1,419.00	9,581.00	87.10
A.2610	FINES & FORFEITED BAIL	80,000.00	80,000.00	23,684.50	23,684.50	56,315.50	70.39
A.2651	RECYCLING REVENUE	12,000.00	12,000.00	397.81	397.81	11,602.19	96.68
A.2660	SALE OF REAL PROPERTY	0.00	0.00	0.00	0.00	0.00	100.00
A.2665	SALE OF EQUIPMENT	0.00	0.00	0.00	0.00	0.00	100.00
A.2680	INSURANCE RECOVERIES	0.00	0.00	0.00	0.00	0.00	100.00
A.2701	REFUND PRIOR YEARS EXP	0.00	0.00	0.00	0.00	0.00	100.00
A.2705	GIFTS & DONATIONS	0.00	0.00	0.00	0.00	0.00	100.00
A.2770	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	100.00
A.3001	NYS AID PER CAPITA	28,000.00	28,000.00	0.00	0.00	28,000.00	100.00
A.3005	ONTARIO CITY MORTGAGE TAX	325,000.00	325,000.00	0.00	0.00	325,000.00	100.00
A.3040	NYS AID TAX/ASSESSMENTS	0.00	0.00	0.00	0.00	0.00	100.00
A.3089	ST AID.OTHER	0.00	0.00	0.00	0.00	0.00	100.00
A.3092	ST AID.PLANNING STUDIES	0.00	0.00	0.00	0.00	0.00	100.00
A.3820	NYS YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	100.00
A.5031	INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	100.00
A.5031.CM	INTERFUND TRANSFERS	162,000.00	162,000.00	0.00	0.00	162,000.00	100.00
A.5031.H	INTERFUND TRANSFERS CAPITAL	0.00	0.00	0.00	0.00	0.00	100.00
A.5031.TE	INTERFUND TRANSFERS.EXPENDABLE TRUST	0.00	0.00	0.00	0.00	0.00	100.00

Date Prepared: 02/08/2017 10:40 AM
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 Alt. Sort Table:

TOWN OF CANANDAIGUA

Revenue / Expense Control Report

Fiscal Year: 2017 Period From: 1 To: 1

GLR0130 1.0
 Page 2 of 68
 Prepared By: TINA

Account No.	Description	Original Budget	YTD Adjusted Budget	Curr. Month Total Rev / Exp	YTD Actual Rev / Exp	YTD Available Balance	Percent Rem. Balance
Fund A	GENERAL FUND						
Type R	Revenue						
A.5031.V	INTERFUND TRANSFERS.DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	100.00
A.9000	APPROPRIATED FUND BALANCE FOR BUDGET	620,182.00	620,182.00	0.00	0.00	620,182.00	100.00
A.9230	TAX STABILIZATION RESERVE FOR BUDGET	0.00	0.00	0.00	0.00	0.00	100.00
A.9235	NYISERS RESERVE	0.00	0.00	0.00	0.00	0.00	100.00
Total Type R	Revenue	3,280,333.00	3,280,333.00	325,812.97	325,812.97	2,954,520.03	90.07

TOWN OF CANANDAIGUA

Revenue / Expense Control Report

Fiscal Year: 2017 Period From: 1 To: 1

Account No.	Description	Original Budget	YTD Adjusted Budget	Curr. Month Total Rev / Exp	YTD Actual Rev / Exp	YTD Available Balance	Percent Rem. Balance
Fund A	GENERAL FUND						
Type E	Expense						
Function 1010							
A.1010.110	TOWN BOARD.ELECTED	19,472.00	19,472.00	1,310.61	1,310.61	18,161.39	93.27
A.1010.400	TOWN BOARD CONTRACTUAL	1,020.00	1,020.00	0.00	0.00	1,020.00	100.00
Total Function 1010		20,492.00	20,492.00	1,310.61	1,310.61	19,181.39	93.60
Function 1110							
A.1110.110	JUSTICES.ELECTED	47,912.00	47,912.00	3,685.54	3,685.54	44,226.46	92.31
A.1110.120	JUSTICES.COURT CLERK, PT	16,000.00	16,000.00	1,252.41	1,252.41	14,747.59	92.17
A.1110.130	JUSTICES.COURT CLERK, SUB	0.00	0.00	0.00	0.00	0.00	100.00
A.1110.140	JUSTICES.COURT CLERK, PT	12,730.00	12,730.00	623.20	623.20	12,106.80	95.10
A.1110.200	JUSTICES.CAPITAL.EQUIPME	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00
A.1110.400	JUSTICES.CONTRACTUAL	16,185.00	16,185.00	1,140.00	1,140.00	15,045.00	92.96
Total Function 1110		95,327.00	95,327.00	6,701.15	6,701.15	88,625.85	92.97
Function 1220							
A.1220.110	SUPERVISOR.ELECTED	56,000.00	56,000.00	2,153.85	2,153.85	53,846.15	96.15
A.1220.120	SUPERVISOR.DEPUTY	2,000.00	2,000.00	153.84	153.84	1,846.16	92.31
A.1220.121	SUPERVISOR	27,050.00	27,050.00	2,080.76	2,080.76	24,969.24	92.31
A.1220.131	SUPERVISOR.BOOKKEEPER	0.00	0.00	0.00	0.00	0.00	100.00
A.1220.141	TYPIST	0.00	0.00	0.00	0.00	0.00	100.00
A.1220.142	SUPERVISOR ACCT CLERK	0.00	0.00	0.00	0.00	0.00	100.00
A.1220.400	CONFIDENTIAL SECRETARY	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 1220		88,150.00	88,150.00	4,388.45	4,388.45	83,761.55	95.02
Function 1310							
A.1310.141	ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 1310		0.00	0.00	0.00	0.00	0.00	100.00
Function 1320							
A.1320.400	AUDITOR.CONTRACTUAL	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00
Total Function 1320		10,000.00	10,000.00	0.00	0.00	10,000.00	100.00
Function 1330							

Date Prepared: 02/08/2017 10:40 AM
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TOWN OF CANANDAIGUA

Revenue / Expense Control Report

Fiscal Year: 2017 Period From: 1 To: 1

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 Prepared By: TINA

Account No.	Description	Original Budget	YTD Adjusted Budget	Curr. Month Total Rev / Exp	YTD Actual Rev / Exp	YTD Available Balance	Percent Rem. Balance
Fund A	GENERAL FUND						
Type E	Expense						
Function 1330							
A.1330.110	TAX COLLECTOR.ELECTED	0.00	0.00	0.00	0.00	0.00	100.00
A.1330.140	TAX COLLECTOR..	0.00	0.00	0.00	0.00	0.00	100.00
A.1330.400	TAX	0.00	0.00	0.00	0.00	0.00	100.00
	COLLECTOR.CONTRACTUAL						
Total Function 1330		0.00	0.00	0.00	0.00	0.00	100.00
Function 1340							
A.1340.120	BUDGET OFFICER.PERSONAL SERVICES	3,000.00	3,000.00	115.39	115.39	2,884.61	96.15
A.1340.400	BUDGET.CONTRACTUAL	31,000.00	31,000.00	0.00	0.00	31,000.00	100.00
Total Function 1340		34,000.00	34,000.00	115.39	115.39	33,884.61	99.66
Function 1345							
A.1345.400	PURCHASING.CONTRACTUAL	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00
Total Function 1345		4,500.00	4,500.00	0.00	0.00	4,500.00	100.00
Function 1355							
A.1355.120	ASSESSOR.PERSONAL SERVICES	64,505.00	64,505.00	4,961.92	4,961.92	59,543.08	92.31
A.1355.131	ASSESSOR.AIDE FT	0.00	0.00	0.00	0.00	0.00	100.00
A.1355.132	ASSESSOR.REAL PROPERTY AIDE FT	43,281.00	43,281.00	3,296.80	3,296.80	39,984.20	92.38
A.1355.134	ASSEROR.OFFICE SPECIALIST 1	0.00	0.00	0.00	0.00	0.00	100.00
A.1355.140	ASSESSOR.DATA COLLECTORS	0.00	0.00	0.00	0.00	0.00	100.00
A.1355.150	ASSESSOR.BAR REVIEW SALARY	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00
A.1355.200	ASSESSOR.CAPITAL.EQUIPME NT	500.00	500.00	0.00	0.00	500.00	100.00
A.1355.400	ASSESSOR.CONTRACTUAL	24,780.00	24,780.00	3,419.35	3,419.35	21,360.65	86.20
A.1355.410	ASSESSOR.VEHICLE EXPENSE	0.00	0.00	0.00	0.00	0.00	100.00
A.1355.420	ASSESSOR.BAR REVIEW CONTRACTUAL	500.00	500.00	0.00	0.00	500.00	100.00
A.1355.430	ASSESSOR	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 1355		135,066.00	135,066.00	11,678.07	11,678.07	123,387.93	91.35
Function 1410							

Date Prepared: 02/08/2017 10:40 AM
 Report Date: 02/08/2017
 Account Table:
 Alt. Sort Table:

TOWN OF CANANDAIGUA

Revenue / Expense Control Report

Fiscal Year: 2017 Period From: 1 To: 1

GLR0130 1.0
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 Prepared By: TINA

Account No.	Description	Original Budget	YTD Adjusted Budget	Curr. Month Total Rev / Exp	YTD Actual Rev / Exp	YTD Available Balance	Percent Rem. Balance
Fund A	GENERAL FUND						
Type E	Expense						
Function 1410							
A.1410.110	TOWN CLERK.ELECTED	56,681.00	56,681.00	4,360.08	4,360.08	52,320.92	92.31
A.1410.131	TOWN CLERK.DEPUTY F/T	34,778.00	34,778.00	2,648.80	2,648.80	32,129.20	92.38
A.1410.141	TOWN CLERK.DEPUTY P/T	18,095.00	18,095.00	867.04	867.04	17,227.96	95.21
A.1410.142	TOWN CLERK.PT CLERK. TEMP	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00
A.1410.200	TOWN CLERK.CAPITAL EQUIPMENT	850.00	850.00	0.00	0.00	850.00	100.00
A.1410.400	TOWN CLERK.CONTRACTUAL	12,964.00	12,964.00	1,478.99	1,478.99	11,485.01	88.59
Total Function 1410		128,368.00	128,368.00	9,354.91	9,354.91	119,013.09	92.71
Function 1420							
A.1420.400	ATTORNEY.CONTRACTUAL	34,000.00	34,000.00	0.00	0.00	34,000.00	100.00
Total Function 1420		34,000.00	34,000.00	0.00	0.00	34,000.00	100.00
Function 1430							
A.1430.100	PERSONNEL.PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	100.00
A.1430.141	PERSONNEL.CLERK P/T	12,970.00	12,970.00	790.83	790.83	12,179.17	93.90
A.1430.142	PERSONNEL.CLERK P/T	0.00	0.00	0.00	0.00	0.00	100.00
A.1430.143	PERSONNEL..	0.00	0.00	0.00	0.00	0.00	100.00
A.1430.144	PERSONNEL.FINANCE CLERK II	41,600.00	41,600.00	2,905.60	2,905.60	38,694.40	93.02
A.1430.200	PERSONNEL.CAPITALEQUIP ENT	500.00	500.00	0.00	0.00	500.00	100.00
A.1430.410	PERSONNEL.CONTRACTUAL	3,450.00	3,450.00	0.00	0.00	3,450.00	100.00
A.1430.420	PERSONNEL.HUMAN RESOURCE	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00
Total Function 1430		70,520.00	70,520.00	3,696.43	3,696.43	66,823.57	94.76
Function 1440							
A.1440.400	ENGINEERING.CONTRACTUAL	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00
A.1440.402	ENGINEERING.HWY FACILITY	0.00	0.00	0.00	0.00	0.00	100.00
A.1440.404	ENGINEERING.WATER QUALITY IMP AREAS	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 1440		15,000.00	15,000.00	0.00	0.00	15,000.00	100.00
Function 1450							

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Fund A	GENERAL FUND						
Type E	Expense						
Function 1450							
A.1450.400	ELECTIONS.CONTRACTUAL	7,200.00	7,200.00	0.00	0.00	7,200.00	100.00
Total Function 1450		7,200.00	7,200.00	0.00	0.00	7,200.00	100.00
Function 1460							
A.1460.200	RECORDS MANAGEMENT.CAPITAL.EQUIPMENT	500.00	500.00	0.00	0.00	500.00	100.00
A.1460.400	RECORDS MANAGEMENT.CONTRACTUAL	15,150.00	15,150.00	0.00	0.00	15,150.00	100.00
A.1460.410	RECORDS MANAGEMENT..	0.00	0.00	0.00	0.00	0.00	100.00
A.1460.420	RECORDS MANAGEMENT GENERAL CODE	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 1460		15,650.00	15,650.00	0.00	0.00	15,650.00	100.00
Function 1470							
A.1470.1	ASSESSMENT REVIEW	0.00	0.00	0.00	0.00	0.00	100.00
A.1470.120	BOARD.PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	100.00
A.1470.4	BOARD.SALARY	0.00	0.00	0.00	0.00	0.00	100.00
A.1470.400	ASSESSMENT REVIEW	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 1470		0.00	0.00	0.00	0.00	0.00	100.00
Function 1620							
A.1620.200	BUILDINGS.CAPITAL.EQUIPMENT	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00
A.1620.203	BUILDING GROUNDS.CAPITAL IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	100.00
A.1620.400	BUILDINGS.CONTRACTUAL	155,688.00	155,688.00	724.50	724.50	154,963.50	99.53
A.1620.410	BUILDINGS.JANITORIAL	25,500.00	25,500.00	1,425.50	1,425.50	24,074.50	94.41
Total Function 1620		187,188.00	187,188.00	2,150.00	2,150.00	185,038.00	98.85
Function 1670							
A.1670.200	CENTRAL PRINTING.CAPITAL.EQUIPMENT	0.00	0.00	0.00	0.00	0.00	100.00

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Fund A	GENERAL FUND						
Type E	Expense						
Function 1670							
A.1670.400	PRINTING & MAILING.CONTRACTUAL	43,472.00	43,472.00	135.00	135.00	43,337.00	99.69
Total Function 1670		43,472.00	43,472.00	135.00	135.00	43,337.00	99.69
Function 1680							
A.1680.200	DATA PROCESSING.CAPITAL.EQUIPMENT	0.00	0.00	0.00	0.00	0.00	100.00
A.1680.400	DATA PROCESSING.CONTRACTUAL	42,940.00	42,940.00	5,910.06	5,910.06	37,029.94	86.24
Total Function 1680		42,940.00	42,940.00	5,910.06	5,910.06	37,029.94	86.24
Function 1910							
A.1910.400	UNALLOCATED INSURANCE	120,000.00	120,000.00	0.00	0.00	120,000.00	100.00
Total Function 1910		120,000.00	120,000.00	0.00	0.00	120,000.00	100.00
Function 1920							
A.1920.400	MUNICIPAL ASSOCIATION DUES	5,000.00	5,000.00	1,350.00	1,350.00	3,650.00	73.00
Total Function 1920		5,000.00	5,000.00	1,350.00	1,350.00	3,650.00	73.00
Function 1930							
A.1930.400	JUDGEMENTS & CLAIMS	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 1930		0.00	0.00	0.00	0.00	0.00	100.00
Function 1940							
A.1940.200	PURCHASE OF LAND/RIGHT OF WAY.EQUIP & CAP OUTLAY	50,000.00	50,000.00	29,800.00	29,800.00	20,200.00	40.40
A.1940.400	PURCHASE OF LAND/RIGHT OF WAY.CONTRACTUAL	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00
Total Function 1940		57,500.00	57,500.00	29,800.00	29,800.00	27,700.00	48.17
Function 1990							
A.1990.400	CONTINGENCY	130,000.00	130,000.00	0.00	0.00	130,000.00	100.00

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Fund A	GENERAL FUND						
Type E	Expense						
Function 1990							
Total Function 1990		130,000.00	130,000.00	0.00	0.00	130,000.00	100.00
Function 3120							
A.3120.120	CONSTABLE PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	100.00
A.3120.400	CONSTABLE CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 3120		0.00	0.00	0.00	0.00	0.00	100.00
Function 3310							
A.3310.200	TRAFFIC CAPITAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	100.00
A.3310.400	TRAFFIC CONTRACTUAL	96,923.00	96,923.00	0.00	0.00	96,923.00	100.00
Total Function 3310		96,923.00	96,923.00	0.00	0.00	96,923.00	100.00
Function 3510							
A.3510.400	DOG CONTROL CONTRACTUAL	28,100.00	28,100.00	0.00	0.00	28,100.00	100.00
Total Function 3510		28,100.00	28,100.00	0.00	0.00	28,100.00	100.00
Function 4010							
A.4010.120	HEALTH OFFICER PERSONAL SERVICES	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00
Total Function 4010		1,200.00	1,200.00	0.00	0.00	1,200.00	100.00
Function 4020							
A.4020.100	REGISTRAR PERSONAL SERVICES	2,050.00	2,050.00	0.00	0.00	2,050.00	100.00
A.4020.400	REGISTRAR CONTRACTUAL	235.00	235.00	0.00	0.00	235.00	100.00
Total Function 4020		2,285.00	2,285.00	0.00	0.00	2,285.00	100.00
Function 4540							
A.4540.400	AMBULANCE CONTRACTUAL	7,500.00	7,500.00	6,500.00	6,500.00	1,000.00	13.33
Total Function 4540		7,500.00	7,500.00	6,500.00	6,500.00	1,000.00	13.33
Function 5010							

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Fund A	GENERAL FUND						
Type E	Expense						
Function 5010							
A.5010.110	HIGHWAY SUPT.ELECTED	71,877.00	71,877.00	5,529.00	5,529.00	66,348.00	92.31
A.5010.120	HIGHWAY.DEPUTY	3,008.00	3,008.00	231.38	231.38	2,776.62	92.31
A.5010.130	HIGHWAY ACCOUNT CLERK	31,824.00	31,824.00	2,424.00	2,424.00	29,400.00	92.38
A.5010.131	HIGHWAY.FINANCE CLERK II FT	0.00	0.00	0.00	0.00	0.00	100.00
A.5010.200	HIGHWAY.CAPITAL.EQUIPME T	0.00	0.00	0.00	0.00	0.00	100.00
A.5010.400	HIGHWAY CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 5010		106,709.00	106,709.00	8,184.38	8,184.38	98,524.62	92.33
Function 5182							
A.5182.400	STREET LIGHTING CONTRACTUAL	35,500.00	35,500.00	0.00	0.00	35,500.00	100.00
Total Function 5182		35,500.00	35,500.00	0.00	0.00	35,500.00	100.00
Function 6410							
A.6410.410	PUBLICITY CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	100.00
A.6410.420	PUBLICITY.PARK	3,700.00	3,700.00	0.00	0.00	3,700.00	100.00
A.6410.430	CONTR TRAILS ADMIN.MAPS	300.00	300.00	0.00	0.00	300.00	100.00
Total Function 6410		4,000.00	4,000.00	0.00	0.00	4,000.00	100.00
Function 7020							
A.7020.121	RECREATION.DIRECTOR	25,500.00	25,500.00	1,961.54	1,961.54	23,538.46	92.31
A.7020.141	RECREATION.SR LIFEGUARD	0.00	0.00	0.00	0.00	0.00	100.00
A.7020.400	RECREATION CONTRACTUAL	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00
Total Function 7020		30,000.00	30,000.00	1,961.54	1,961.54	28,038.46	93.46
Function 7110							
A.7110.121	PARKS.MAINTENANCE ASSISTANT	37,000.00	37,000.00	0.00	0.00	37,000.00	100.00
A.7110.130	PARK.LABORER F/T	76,465.00	76,465.00	6,569.98	6,569.98	69,895.02	91.41
A.7110.131	LABORER SEASONAL.PERSONAL SERVICES	21,400.00	21,400.00	0.00	0.00	21,400.00	100.00
A.7110.142	REC.ATTENDANTS GATEHOUSE	17,000.00	17,000.00	0.00	0.00	17,000.00	100.00

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Fund A	GENERAL FUND						
Type E	Expense						
Function 7110							
A.7110.143	PARK LABORER P/T	0.00	0.00	0.00	0.00	0.00	100.00
A.7110.200	PARK CAPITAL EQUIPMENT	13,750.00	13,750.00	0.00	0.00	13,750.00	100.00
A.7110.201	PARK CAPITAL IMPROVEMENT	162,000.00	162,000.00	0.00	0.00	162,000.00	100.00
A.7110.203	PIERCE PARK CAPITAL IMPROVEMENTS - RESTROOMS	0.00	0.00	0.00	0.00	0.00	100.00
A.7110.240	PARK UPLANDS - CAPITAL IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	100.00
A.7110.400	PARK CONTRACTUAL	51,900.00	51,900.00	0.00	0.00	51,900.00	100.00
A.7110.401	PARK LUMBER & HARDWARE	0.00	0.00	0.00	0.00	0.00	100.00
A.7110.402	PARK TREE & LANDSCAPE	34,000.00	34,000.00	0.00	0.00	34,000.00	100.00
A.7110.403	PARK SUPPLIES & REPAIRS	0.00	0.00	0.00	0.00	0.00	100.00
A.7110.404	PARK PAINT & SUPPLIES	0.00	0.00	0.00	0.00	0.00	100.00
A.7110.405	PARK AUTO PARTS/SUPPLIES	0.00	0.00	0.00	0.00	0.00	100.00
A.7110.406	PARK CLEANING SUPPLIES	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 7110		413,515.00	413,515.00	6,569.98	6,569.98	406,945.02	98.41
Function 7140							
A.7140.141	PLAYGROUND/RECREATION.LI FEGUARDS	38,000.00	38,000.00	0.00	0.00	38,000.00	100.00
A.7140.142	PLAYGROUND/RECREATION.S PECIALIST	17,400.00	17,400.00	0.00	0.00	17,400.00	100.00
A.7140.143	PLAYGROUND/RECREATION.R EC ASSISTANT	0.00	0.00	0.00	0.00	0.00	100.00
A.7140.200	PLAYGROUND/RECREATION.C APITAL EQUIPMENT	6,500.00	6,500.00	0.00	0.00	6,500.00	100.00
A.7140.400	PLAYGROUND/RECREATION.C ONTRACTUAL	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00
A.7140.410	PLAYGROUND/RECREATION.D AY CAMP WITH CITY	11,100.00	11,100.00	0.00	0.00	11,100.00	100.00
Total Function 7140		77,500.00	77,500.00	0.00	0.00	77,500.00	100.00
Function 7410							
A.7410.400	LIBRARY CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 7410		0.00	0.00	0.00	0.00	0.00	100.00
Function 7450							
A.7450.410	MUSEUM CONTRACTUAL	10,000.00	10,000.00	10,000.00	10,000.00	0.00	0.00

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Fund A	GENERAL FUND						
Type E	Expense						
Function 7450							
Total Function 7450		10,000.00	10,000.00	10,000.00	10,000.00	0.00	0.00
Function 7510							
A.7510.120	HISTORIAN.PERSONAL SERVICES	3,121.00	3,121.00	0.00	0.00	3,121.00	100.00
A.7510.400	HISTORIAN.CONTRACTUAL	2,100.00	2,100.00	0.00	0.00	2,100.00	100.00
Total Function 7510		5,221.00	5,221.00	0.00	0.00	5,221.00	100.00
Function 7550							
A.7550.400	CELEBRATIONS.CONTRACTUAL	3,500.00	3,500.00	2,000.00	2,000.00	1,500.00	42.86
Total Function 7550		3,500.00	3,500.00	2,000.00	2,000.00	1,500.00	42.86
Function 7989							
A.7989.400	FLTV 12.SUPPORT	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 7989		0.00	0.00	0.00	0.00	0.00	100.00
Function 8010							
A.8010.123	ZONING.DIR DEVELOPMENT	85,233.00	85,233.00	6,556.38	6,556.38	78,676.62	92.31
A.8010.141	ZONING.INSPECTOR P/T	5,000.00	5,000.00	160.00	160.00	4,840.00	96.80
A.8010.142	ZONING.OFFICE SPECIALIST 1	0.00	0.00	0.00	0.00	0.00	100.00
A.8010.143	ZONING.PLANNING AIDE	19,500.00	19,500.00	1,333.13	1,333.13	18,166.87	93.16
A.8010.144	ZONING.OFFICE SPECIALIST I	31,200.00	31,200.00	2,333.89	2,333.89	28,866.11	92.52
A.8010.145	ZONING.ZONING INSP F/T	39,270.00	39,270.00	3,020.76	3,020.76	36,249.24	92.31
A.8010.200	ZONING INSPECTOR.CAPITAL.EQUIPME NT	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00
A.8010.201	CEO.EQUIPMENT	0.00	0.00	0.00	0.00	0.00	100.00
A.8010.210	VEHICLE	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00
A.8010.400	ZONING INSPECTOR.CONTRACTUAL	1,500.00	1,500.00	300.00	300.00	1,200.00	80.00
A.8010.401	CEO.CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	100.00
A.8010.403	DIRECTOR OF DEVELOPMENT.CONTRACTUAL	3,850.00	3,850.00	27.75	27.75	3,822.25	99.28
A.8010.410	VEHICLE EXPENSE	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 8010		209,553.00	209,553.00	13,731.91	13,731.91	195,821.09	93.45

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Fund A	GENERAL FUND						
Type E	Expense						
Function 8020							
A.8020.120	BOARD.PERSONAL SERVICES	13,000.00	13,000.00	0.00	0.00	13,000.00	100.00
A.8020.140	STENOGRAPHER	5,000.00	5,000.00	165.50	165.50	4,834.50	96.69
A.8020.150	PT.PERSONAL SERVICES						
A.8020.160	PLANNING..ECB PERS SVCS BOARD	4,200.00	4,200.00	0.00	0.00	4,200.00	100.00
A.8020.400	PLANNING..ECB STENOGRAPHER	1,900.00	1,900.00	110.00	110.00	1,790.00	94.21
A.8020.410	MISCELLANEOUS CONTRACTUAL	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00
A.8020.412	ENGINEERING CONTRACTUAL	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00
A.8020.420	PLANNING.COMP PLAN	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00
A.8020.422	PLANNING.AG PLAN	0.00	0.00	0.00	0.00	0.00	100.00
A.8020.424	PLANNING.OPEN SPACE & CONSERVATION PLAN	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00
A.8020.426	PLANNING.MIXED USE OVERLAY PLANNING	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00
A.8020.450	PLANNING.SITE DESIGN AND DEV CRITERIA UPDATE ENVIRONMENTAL CONSULT BOARD	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00
Total Function 8020		167,100.00	167,100.00	275.50	275.50	166,824.50	99.84
Function 8040							
A.8040.120	ZONING BOARD OF APPEALS.PERSONAL SERVICES	5,066.00	5,066.00	0.00	0.00	5,066.00	100.00
A.8040.140	ZONING BOARD OF APPEALS SECRETARY.PERSONAL SERVICES	1,591.00	1,591.00	28.40	28.40	1,562.60	98.21
A.8040.400	ZONING BOARD OF APPEALS CONTRACTUAL	18,000.00	18,000.00	0.00	0.00	18,000.00	100.00
Total Function 8040		24,657.00	24,657.00	28.40	28.40	24,628.60	99.88
Function 8140							
A.8140.121	STORMSEWERS	0.00	0.00	0.00	0.00	0.00	100.00
A.8140.200	STORMSEWERS.CAPITAL.EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00
A.8140.400	STORMSEWERS.CONTRACTUAL	8,500.00	8,500.00	0.00	0.00	8,500.00	100.00
Total Function 8140		9,500.00	9,500.00	0.00	0.00	9,500.00	100.00

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Fund A	GENERAL FUND						
Type E	Expense						
Function 8160							
A.8160.130	WASTE & RECYCLING	56,000.00	56,000.00	4,459.83	4,459.83	51,540.17	92.04
A.8160.140	MEO.PERSONAL SERVICES						
A.8160.140	WASTE & RECYCLING LABORS	18,500.00	18,500.00	1,110.61	1,110.61	17,389.39	94.00
A.8160.200	PT.PERSONAL SERVICES						
A.8160.200	WASTE & RECYCLING	600.00	600.00	0.00	0.00	600.00	100.00
A.8160.201	EQUIPMENT						
A.8160.201	WASTE & RECYCLING.GRANT	0.00	0.00	0.00	0.00	0.00	100.00
A.8160.400	IMPROVEMENTS						
A.8160.400	WASTE & RECYCLING	83,250.00	83,250.00	0.00	0.00	83,250.00	100.00
A.8160.400	CONTRACTUAL						
Total Function 8160		158,350.00	158,350.00	5,570.44	5,570.44	152,779.56	96.48
Function 8664							
A.8664.121	CODE ENFORCEMENT	64,500.00	64,500.00	4,961.54	4,961.54	59,538.46	92.31
A.8664.122	CODE ENFORCEMENT	16,532.00	16,532.00	1,226.24	1,226.24	15,305.76	92.58
A.8664.124	CODE ENFORCEMENT	58,500.00	58,500.00	4,500.00	4,500.00	54,000.00	92.31
A.8664.125	CODE ENFORCEMENT.. F/T	0.00	0.00	0.00	0.00	0.00	100.00
A.8664.200	CODE	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00
A.8664.400	ENFORCEMENT.CAPITAL.EQUI						
A.8664.400	PMENT						
A.8664.400	CODE	7,815.00	7,815.00	890.00	890.00	6,925.00	88.61
A.8664.400	ENFORCEMENT.CONTRACTUA						
A.8664.400	L						
Total Function 8664		148,847.00	148,847.00	11,577.78	11,577.78	137,269.22	92.22
Function 8810							
A.8810.400	CEMETERIES CONTRACTUAL	11,000.00	11,000.00	0.00	0.00	11,000.00	100.00
Total Function 8810		11,000.00	11,000.00	0.00	0.00	11,000.00	100.00
Function 8989							
A.8989.400	CDGA LAKE MANAGEMENT	29,000.00	29,000.00	19,912.00	19,912.00	9,088.00	31.34
A.8989.400	PLAN						
Total Function 8989		29,000.00	29,000.00	19,912.00	19,912.00	9,088.00	31.34
Function 9010							
A.9010.800	NYS RETIREMENT	121,000.00	121,000.00	0.00	0.00	121,000.00	100.00
Total Function 9010		121,000.00	121,000.00	0.00	0.00	121,000.00	100.00

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Fund A	GENERAL FUND						
Type E	Expense						
Function 9010							
Function 9030							
A.9030.800	SOCIAL SECURITY/MEDICARE	90,000.00	90,000.00	5,818.36	5,818.36	84,181.64	93.54
Total Function 9030		90,000.00	90,000.00	5,818.36	5,818.36	84,181.64	93.54
Function 9040							
A.9040.800	WORKERS COMPENSATION	44,500.00	44,500.00	32,670.97	32,670.97	11,829.03	26.58
Total Function 9040		44,500.00	44,500.00	32,670.97	32,670.97	11,829.03	26.58
Function 9050							
A.9050.800	UNEMPLOYMENT INSURANCE	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00
Total Function 9050		12,000.00	12,000.00	0.00	0.00	12,000.00	100.00
Function 9055							
A.9055.800	DISABILITY INSURANCE	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00
Total Function 9055		2,500.00	2,500.00	0.00	0.00	2,500.00	100.00
Function 9060							
A.9060.810	MEDICAL/DENTAL INSURANCE	136,000.00	136,000.00	10,343.59	10,343.59	125,656.41	92.39
A.9060.820	HOSPITAL/MEDICAL BUY-OUT	6,000.00	6,000.00	384.60	384.60	5,615.40	93.59
A.9060.830	HSA ACCOUNT	44,000.00	44,000.00	18,150.00	18,150.00	25,850.00	58.75
A.9060.840	HOSPITAL/MEDICAL RETIREE BENEFIT	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 9060		186,000.00	186,000.00	28,878.19	28,878.19	157,121.81	84.47
Function 9901							
A.9901.900	INTERFUND TRANSFER	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 9901		0.00	0.00	0.00	0.00	0.00	100.00
Function 9950							
A.9950.900	TRANSFER-HIGHWAY FUND	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 9950		0.00	0.00	0.00	0.00	0.00	100.00

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Fund A	GENERAL FUND						
Type E	Expense						
Function 9950							
Total Type E	Expense	3,280,333.00	3,280,333.00	230,269.52	230,269.52	3,050,063.48	92.98
Total Fund A	GENERAL FUND	0.00	0.00	95,543.45	95,543.45	(95,543.45)	100.00

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Fund CD Type R	SPECIAL GRANTS Revenue						
CD.5031	INTERFUND REVENUE	0.00	0.00	0.00	0.00	0.00	100.00
Total Type R	Revenue	0.00	0.00	0.00	0.00	0.00	100.00

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Fund CD	SPECIAL GRANTS						
Type E	Expense						
Function 8684							
CD.8684.200	PLANNING & MANAGEMENT DEVT	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 8684		0.00	0.00	0.00	0.00	0.00	100.00
Total Type E	Expense	0.00	0.00	0.00	0.00	0.00	100.00
Total Fund CD	SPECIAL GRANTS	0.00	0.00	0.00	0.00	0.00	100.00

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Fund CM	MISCELLANEOUS (SPECIFY)						
Type R	Revenue						
CM.2001	PARK & RECREATION FEES	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00
CM.2189	HOME & COMMUNITY SERVICE INCOME	0.00	0.00	0.00	0.00	0.00	100.00
CM.2401	INTEREST & EARNINGS	0.00	0.00	52.06	52.06	(52.06)	100.00
CM.2705	GIFTS & DONATIONS	0.00	0.00	0.00	0.00	0.00	100.00
CM.2770	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	100.00
CM.5031	INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	100.00
CM.9000	APPROPRIATED FUND BALANCE FOR BUDGET	122,000.00	122,000.00	0.00	0.00	122,000.00	100.00
Total Type R	Revenue	162,000.00	162,000.00	52.06	52.06	161,947.94	99.97

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Fund CM							
Type E							
Function 7110	MISCELLANEOUS (SPECIFY)						
	Expense						
CM.7110.200	PARKS AND RECREATION.CAPITAL.EQUIPM ENT/CAPITAL	0.00	0.00	0.00	0.00	0.00	100.00
CM.7110.400	PARK.CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 7110		0.00	0.00	0.00	0.00	0.00	100.00
Function 9901							
CM.9901.900	INTERFUND TRANSFER	162,000.00	162,000.00	0.00	0.00	162,000.00	100.00
Total Function 9901		162,000.00	162,000.00	0.00	0.00	162,000.00	100.00
Total Type E	Expense						
Total Fund CM	MISCELLANEOUS (SPECIFY)						
		0.00	0.00	52.06	52.06	(52.06)	100.00

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Fund D	HIGHWAY FUND						
Type R	Revenue						
D.1001	REAL PROPERTY TAXES	826,853.00	826,853.00	826,853.00	826,853.00	0.00	0.00
D.1120	NON PROPERTY SALES TAX	2,585,000.00	2,585,000.00	0.00	0.00	2,585,000.00	100.00
D.2189	HOME & COMMUNITY SERVICE INCOME	0.00	0.00	0.00	0.00	0.00	100.00
D.2302	SERVICES/OTHER GOVERNMENTS	127,531.00	127,531.00	5,180.00	5,180.00	122,351.00	95.94
D.2303	SALE OF FUEL	0.00	0.00	0.00	0.00	0.00	100.00
D.2401	INTEREST & EARNINGS	0.00	0.00	0.00	0.00	0.00	100.00
D.2650	SALE OF SCRAP MATERIALS	0.00	0.00	0.00	0.00	0.00	100.00
D.2665	SALE OF EQUIPMENT	102,000.00	102,000.00	0.00	0.00	102,000.00	100.00
D.2680	INSURANCE RECOVERIES	0.00	0.00	0.00	0.00	0.00	100.00
D.2701	REFUND PRIOR YEARS EXPENSES	0.00	0.00	0.00	0.00	0.00	100.00
D.2797	OTHER LOCAL GOVERNMENTS	0.00	0.00	0.00	0.00	0.00	100.00
D.3501	NYS STATE AID CHIPS	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00
D.3589	OTHER STATE AID	0.00	0.00	0.00	0.00	0.00	100.00
D.4960	FEMA - EMERGENCY DISASTER	0.00	0.00	0.00	0.00	0.00	100.00
D.5031	INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	100.00
D.9000	APPROPRIATED FUND	454,480.00	454,480.00	0.00	0.00	454,480.00	100.00
D.9230	BALANCE FOR BUDGET	0.00	0.00	0.00	0.00	0.00	100.00
D.9230	HGWAY EQUIP RESERVE FOR BUDGET	0.00	0.00	0.00	0.00	0.00	100.00
D.9231	HIGHWAY EQUIPMENT	0.00	0.00	0.00	0.00	0.00	100.00
D.9232	RESERVE	0.00	0.00	0.00	0.00	0.00	100.00
D.9232	HGWAY IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	100.00
D.9232	RESERVE FOR BUDGET	0.00	0.00	0.00	0.00	0.00	100.00
Total Type R	Revenue	4,295,864.00	4,295,864.00	832,033.00	832,033.00	3,463,831.00	80.63

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Fund D	HIGHWAY FUND						
Type E	Expense						
Function 1710							
D.1710.400	HWY.CONTRACTUAL	53,500.00	53,500.00	229.00	229.00	53,271.00	99.57
Total Function 1710		53,500.00	53,500.00	229.00	229.00	53,271.00	99.57
Function 5110							
D.5110.130	GENERAL REPAIRS.WAGES F/T						
D.5110.200	GENERAL REPAIRS.CAPITAL.EQUIPMENT	558,903.00	558,903.00	0.00	0.00	558,903.00	100.00
D.5110.400	GENERAL REPAIRS.CONTRACTUAL	1,643,621.00	1,643,621.00	0.00	0.00	1,643,621.00	100.00
D.5110.410	TRAINING & MEMBERSHIP DUES	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 5110		2,202,524.00	2,202,524.00	0.00	0.00	2,202,524.00	100.00
Function 5112							
D.5112.200	IMPROVEMENTS.CAPITAL.EQUIPMENT	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 5112		0.00	0.00	0.00	0.00	0.00	100.00
Function 5130							
D.5130.200	MACHINERY.CAPITAL.EQUIPMENT	403,500.00	403,500.00	2,661.20	2,661.20	400,838.80	99.34
D.5130.210	SHOP EQUIPMENT.NEW RADIOS	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400	MACHINERY.CONTRACTUAL..						
D.5130.400.101	MACHINERY.CONTRACTUAL.C AR #1	255,250.00	255,250.00	909.25	909.25	254,340.75	99.64
D.5130.400.102	MACHINERY.CONTRACTUAL.C AR #2	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.103	MACHINERY.CONTRACTUAL.C AR #3	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.104	MACHINERY.CONTRACTUAL.C AR #4	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.105	MACHINERY.CONTRACTUAL.C AR #5	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.106	MACHINERY.CONTRACTUAL.C AR #6	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.107	MACHINERY.CONTRACTUAL.C AR #7	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.201	MACHINERY.CONTRACTUAL.TRUCK #1	0.00	0.00	0.00	0.00	0.00	100.00

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Fund D	HIGHWAY FUND						
Type E	Expense						
Function 5130							
D.5130.400.202	MACHINERY, CONTRACTUAL, TR UCK #2	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.203	MACHINERY, CONTRACTUAL, TR UCK #3	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.204	MACHINERY, CONTRACTUAL, TR UCK #4	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.205	MACHINERY, CONTRACTUAL, TR UCK #5	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.207	MACHINERY, CONTRACTUAL, TR UCK #7	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.208	MACHINERY, CONTRACTUAL, TR UCK #8	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.209	MACHINERY, CONTRACTUAL, TR UCK #9	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.210	MACHINERY, CONTRACTUAL, TR UCK #10	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.211	MACHINERY, CONTRACTUAL, TR UCK #11	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.213	MACHINERY, CONTRACTUAL, TR UCK #13	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.214	MACHINERY, CONTRACTUAL, TR UCK #14	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.215	MACHINERY, CONTRACTUAL, TR UCK #15	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.216	MACHINERY, CONTRACTUAL, TR UCK #16	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.217	MACHINERY, CONTRACTUAL, TR UCK #17	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.218	MACHINERY, CONTRACTUAL, TR UCK #18	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.219	MACHINERY, CONTRACTUAL, TR UCK #19	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.230	MACHINERY, CONTRACTUAL, TR UCK #30	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.231	MACHINERY, CONTRACTUAL, TR UCK #31	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.244R	MACHINERY, CONTRACTUAL, TR UCK #44	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.306	MACHINERY, CONTRACTUAL, G RADER #6	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.308	MACHINERY, CONTRACTUAL, LO ADER #8	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.312	MACHINERY, CONTRACTUAL, G RADER #12	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.313	MACHINERY, CONTRACTUAL, TR UCK #13L	0.00	0.00	0.00	0.00	0.00	100.00

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Fund D	HIGHWAY FUND						
Type E	Expense						
Function 5130							
D.5130.400.320	MACHINERY.CONTRACTUAL.EX CAVATOR #20	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.321	MACHINERY.CONTRACTUAL.EX CAVATOR #21	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.323	MACHINERY.CONTRACTUAL.BA CKHOW #23	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.324	MACHINERY.CONTRACTUAL.EX CAVATOR #24	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.326	MACHINERY.CONTRACTUAL.TR ACTOR #26	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.327	MACHINERY.CONTRACTUAL.TR ACTOR #27	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.328	MACHINERY.CONTRACTUAL.TR ACTOR #28	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.329	MACHINERY.CONTRACTUAL.TR ACTOR #29	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.332	MACHINERY.CONTRACTUAL.TR AILER #32	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.335	MACHINERY.CONTRACTUAL.M OWER #35	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.336	MACHINERY.CONTRACTUAL.M OWER #36	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.340	MACHINERY.CONTRACTUAL.S WEEPER #40	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.350	MACHINERY.CONTRACTUAL.R OLLER #50	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.351	MACHINERY.CONTRACTUAL.FL USH TRAILER #51	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.352	MACHINERY.CONTRACTUAL.F ORKLIFT #52	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.353	MACHINERY.CONTRACTUAL.TR AILER #53	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.354	MACHINERY.CONTRACTUAL.D OZER #54	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.356	MACHINERY.CONTRACTUAL.B US #56	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.357	MACHINERY.CONTRACTUAL.D OZER #57	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.358	MACHINERY.CONTRACTUAL.TR AILER #58	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.359	MACHINERY.CONTRACTUAL.M OWER #59	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.360	MACHINERY.CONTRACTUAL.F ORKLIFT #60	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.361	MACHINERY.CONTRACTUAL.BA CKHOW #61	0.00	0.00	0.00	0.00	0.00	100.00

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Fund D	HIGHWAY FUND						
Type E	Expense						
Function 5130							
D.5130.400.362	MACHINERY.CONTRACTUAL.TR AILER #62	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.363	MACHINERY.CONTRACTUAL.LO ADER #63	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.364	MACHINERY.CONTRACTUAL.M OWER #64	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.365	MACHINERY.CONTRACTUAL.EX CAVATOR #65	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.366	MACHINERY.CONTRACTUAL.EX CAVATOR #66	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.367	MACHINERY.CONTRACTUAL.UT ILITY VEHICLE #67	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.368	MACHINERY.CONTRACTUAL.M OWER #68	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.401	MACHINERY.CONTRACTUAL.W ATER TRUCK #1	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.402	MACHINERY.CONTRACTUAL.W ATER TRUCK #2	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.400.403	MACHINERY.CONTRACTUAL.W ATER TRUCK #3	0.00	0.00	0.00	0.00	0.00	100.00
D.5130.410	MACHINERY.FUEL METERING	200,750.00	200,750.00	0.00	0.00	200,750.00	100.00
Total Function 5130		859,500.00	859,500.00	3,570.45	3,570.45	855,929.55	99.58
Function 5142							
D.5142.130	SNOW REMOVAL.WAGES F/T	374,340.00	374,340.00	75,976.21	75,976.21	298,363.79	79.70
D.5142.400	SNOW REMOVAL.CONTRACTUAL	400,000.00	400,000.00	0.00	0.00	400,000.00	100.00
Total Function 5142		774,340.00	774,340.00	75,976.21	75,976.21	698,363.79	90.19
Function 9010							
D.9010.800	NYS RETIREMENT	120,000.00	120,000.00	0.00	0.00	120,000.00	100.00
Total Function 9010		120,000.00	120,000.00	0.00	0.00	120,000.00	100.00
Function 9030							
D.9030.800	SOCIAL SECURITY/MEDICARE	65,000.00	65,000.00	5,681.66	5,681.66	59,318.34	91.26
Total Function 9030		65,000.00	65,000.00	5,681.66	5,681.66	59,318.34	91.26
Function 9040							

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Fund D	HIGHWAY FUND						
Type E	Expense						
Function 9040							
D.9040.800	WORKERS COMPENSATION	30,500.00	30,500.00	40,268.87	40,268.87	(9,768.87)	(32.03)
Total Function 9040		30,500.00	30,500.00	40,268.87	40,268.87	(9,768.87)	(32.03)
Function 9050							
D.9050.800	UNEMPLOYMENT INSURANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00
Total Function 9050		2,000.00	2,000.00	0.00	0.00	2,000.00	100.00
Function 9055							
D.9055.800	DISABILITY INSURANCE	500.00	500.00	0.00	0.00	500.00	100.00
Total Function 9055		500.00	500.00	0.00	0.00	500.00	100.00
Function 9060							
D.9060.810	MEDICAL/DENTAL INSURANCE	117,700.00	117,700.00	9,567.88	9,567.88	108,132.12	91.87
D.9060.820	HOSPITAL/MEDICAL BUY-OUT	6,000.00	6,000.00	461.52	461.52	5,538.48	92.31
D.9060.830	HSA ACCOUNT	32,520.00	32,520.00	20,150.00	20,150.00	12,370.00	38.04
D.9060.840	HOSPITAL/MEDICAL RETIREE BENEFIT	31,780.00	31,780.00	2,047.17	2,047.17	29,732.83	93.56
Total Function 9060		188,000.00	188,000.00	32,226.57	32,226.57	155,773.43	82.86
Function 9785							
D.9785.600	LEASE EQUIPMENT.PRINCIPAL	0.00	0.00	0.00	0.00	0.00	100.00
D.9785.700	LEASE EQUIPMENT.INTEREST	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 9785		0.00	0.00	0.00	0.00	0.00	100.00
Function 9950							
D.9950.900	TRANSFER HW EQUIPMENT RESERVE	0.00	0.00	0.00	0.00	0.00	100.00
D.9950.905	TRANSFER HW IMPROVE.RESERVE	0.00	0.00	0.00	0.00	0.00	100.00
D.9950.910	TRANSFER HW SNOW/ICE.RESERVE	0.00	0.00	0.00	0.00	0.00	100.00
D.9950.915	INTERFUND TRANSFERS.SEWER CAP	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 9950		0.00	0.00	0.00	0.00	0.00	100.00

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Fund D							
Type E	HIGHWAY FUND						
Function 9950	Expense						
Total Type E	Expense	4,295,864.00	4,295,864.00	157,952.76	157,952.76	4,137,911.24	96.32
Total Fund D	HIGHWAY FUND	0.00	0.00	674,080.24	674,080.24	(674,080.24)	100.00

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Account No.	Description	Original Budget	YTD Adjusted Budget	Curr. Month Total Rev / Exp	YTD Actual Rev / Exp	YTD Available Balance	Percent Rem. Balance
Fund F	WATER FUND						
Type R	Revenue						
F.2140	WATER RENTS	500,000.00	500,000.00	92,787.97	92,787.97	407,212.03	81.44
F.2141	TRANSMISSION CHARGES	0.00	0.00	0.00	0.00	0.00	100.00
F.2142	WATER SALES	2,200.00	2,200.00	0.00	0.00	2,200.00	100.00
F.2144	WATER SERVICES/METER SALES	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00
F.2146	RETURNED CHECK FEE	0.00	0.00	0.00	0.00	0.00	100.00
F.2148	PENALTY ON WATER	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00
F.2401	INTEREST & EARNINGS	0.00	0.00	0.00	0.00	0.00	100.00
F.2680	INSURANCE RECOVERIES	0.00	0.00	0.00	0.00	0.00	100.00
F.2701	REFUND PRIOR YEARS EXPENSE	0.00	0.00	0.00	0.00	0.00	100.00
F.5031	INTERFUND TRANSFERS	395,529.00	395,529.00	0.00	0.00	395,529.00	100.00
F.9000	APPROPRIATED FUND BALANCE FOR BUDGET	30,313.00	30,313.00	0.00	0.00	30,313.00	100.00
Total Type R	Revenue	953,042.00	953,042.00	92,787.97	92,787.97	860,254.03	90.26

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Account No.	Description	Original Budget	YTD Adjusted Budget	Curr. Month Total Rev / Exp	YTD Actual Rev / Exp	YTD Available Balance	Percent Rem. Balance
Fund F	WATER FUND						
Type E	Expense						
Function 1380							
F.1380.400	FISCAL AGENT FEES.CONTRACTUAL	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00
Total Function 1380		1,500.00	1,500.00	0.00	0.00	1,500.00	100.00
Function 1990							
F.1990.400	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 1990		0.00	0.00	0.00	0.00	0.00	100.00
Function 8310							
F.8310.110	WATER	0.00	0.00	0.00	0.00	0.00	100.00
F.8310.120	ADMINISTRATOR.WAGES	15,606.00	15,606.00	1,200.46	1,200.46	14,405.54	92.31
F.8310.131	SUPERINTENDENT.SALARY	155,306.00	155,306.00	7,123.42	7,123.42	148,182.58	95.41
F.8310.132	MOTOR EQUIPMENT.OPERATOR	0.00	0.00	0.00	0.00	0.00	100.00
F.8310.133	EQUIPMENT.OPERATOR	0.00	0.00	0.00	0.00	0.00	100.00
F.8310.134	CLERK.WAGES	0.00	0.00	0.00	0.00	0.00	100.00
F.8310.200	LABORER.WAGES	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00
F.8310.201	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	100.00
F.8310.400	PUMP STATION.CAPITAL	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00
F.8310.410	MAINTENANCE.T/HOPEWELL	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00
F.8310.420	LEGAL SERVICES	16,000.00	16,000.00	0.00	0.00	16,000.00	100.00
F.8310.422	METER	0.00	0.00	0.00	0.00	0.00	100.00
F.8310.423	READING.CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	100.00
F.8310.424	VEHICLE & REPAIR	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00
F.8310.450	TRAINING & MEMBERSHIP DUES	1,500.00	1,500.00	93.00	93.00	1,407.00	93.80
Total Function 8310	ENGINEERING	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00
Function 8320							
F.8320.400	WATER PURCHASES	425,000.00	425,000.00	105,219.43	105,219.43	319,780.57	75.24
F.8320.420	UTILITIES	51,000.00	51,000.00	0.00	0.00	51,000.00	100.00
Total Function 8320		476,000.00	476,000.00	105,219.43	105,219.43	370,780.57	77.90
Function 8340							
Total Function 8340							

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Account No.	Description	Original Budget	YTD Adjusted Budget	Curr. Month Total Rev / Exp	YTD Actual Rev / Exp	YTD Available Balance	Percent Rem. Balance
Fund F	WATER FUND						
Type E	Expense						
Function 8340							
F.8340.440	SERVICES & MAINTENANCE	186,830.00	186,830.00	4,814.08	4,814.08	182,015.92	97.42
F.8340.450	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 8340		186,830.00	186,830.00	4,814.08	4,814.08	182,015.92	97.42
Function 8397							
F.8397.200	WATER CAPITAL PROJECTS: EQUIP & CAP OUTLAY	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 8397		0.00	0.00	0.00	0.00	0.00	100.00
Function 9010							
F.9010.800	NYS RETIREMENT	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00
Total Function 9010		20,000.00	20,000.00	0.00	0.00	20,000.00	100.00
Function 9030							
F.9030.800	SOCIAL SECURITY/MEDICARE	12,000.00	12,000.00	646.52	646.52	11,353.48	94.61
Total Function 9030		12,000.00	12,000.00	646.52	646.52	11,353.48	94.61
Function 9040							
F.9040.800	WORKERS COMPENSATION	5,000.00	5,000.00	3,039.16	3,039.16	1,960.84	39.22
Total Function 9040		5,000.00	5,000.00	3,039.16	3,039.16	1,960.84	39.22
Function 9050							
F.9050.800	UNEMPLOYMENT INSURANCE	500.00	500.00	0.00	0.00	500.00	100.00
Total Function 9050		500.00	500.00	0.00	0.00	500.00	100.00
Function 9055							
F.9055.800	DISABILITY INSURANCE	100.00	100.00	0.00	0.00	100.00	100.00
Total Function 9055		100.00	100.00	0.00	0.00	100.00	100.00
Function 9060							

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Fund F	WATER FUND						
Type E	Expense						
Function 9060							
F.9060.810	MEDICAL/DENTAL INSURANCE	23,200.00	23,200.00	1,692.24	1,692.24	21,507.76	92.71
F.9060.820	HOSPITAL/MEDICAL BUY-OUT	0.00	0.00	0.00	0.00	0.00	100.00
F.9060.830	HSA ACCOUNT	4,000.00	4,000.00	1,120.00	1,120.00	2,880.00	72.00
F.9060.840	HOSPITAL/MEDICAL RETIREE BENEFIT	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 9060		27,200.00	27,200.00	2,812.24	2,812.24	24,387.76	89.66
Function 9950							
F.9950.900	INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	100.00
F.9950.900.250	INTERFUND TRANSFERS...PURDY PROJECT CDBG	0.00	0.00	0.00	0.00	0.00	100.00
F.9950.900.251	INTERFUND TRANSFERS...PURDY EFC	0.00	0.00	0.00	0.00	0.00	100.00
F.9950.900.NOTT	INTERFUND TRANSFERS...NOTT ROAD CAPITAL PROJECT	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 9950		0.00	0.00	0.00	0.00	0.00	100.00
Total Type E	Expense	953,042.00	953,042.00	124,948.31	124,948.31	828,093.69	86.89
Total Fund F	WATER FUND	0.00	0.00	(32,160.34)	(32,160.34)	32,160.34	100.00

ATTACHMENT 2

Memo

To: Canandaigua Town Board
From: Jim Fletcher, Highway & Water Superintendent
Date: February 27, 2017
Re: St. Pauly Textile, Inc. Clothing Collection Shed Agreement

On February 13, 2017 the Canandaigua Town Board was asked to approve the Clothing Collection Shed Agreement with St. Pauly Textile. At that time the Board questioned the statement, "our company pays the organization for every pound that we pickup," and requested more information.

The Clothing Collection Shed Agreement states, "As you are aware, our current relationship is built on a system that allows local organizations to provide a valuable community service while raising funds by collecting donated clothing and selling that clothing to our company. To assist local collection efforts, St. Pauly Textile, Inc. provides a clothing drop-off shed on your location. The organization then collects clothing through donations from the community. Our company pays the organization for every pound that we pickup."

On February 14, I spoke with a representative at St. Pauly Textile, Inc. The representative stated that the Town of Canandaigua is classified as a property owner. The local organization that coordinates donations for this drop-off location is the local American Legion. The representative confirmed that the local American Legion has received all payments for donations collected at this site beginning December 7, 2011. The representative stated that St. Pauly Textile, Inc is required by law to document the property owner's consent which is why the Town received this request.

ATTACHMENT 3

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

DRAFT

Local Law No. _____ of the year 20¹⁷

A local law Establishment of Town Manager Position

(Insert Title)

Creating Chapter 58, Town Manager

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

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

of Canandaigua _____ as follows:

see attached

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

TOWN OF CANANDAIGUA
LOCAL LAW # ____ OF 2017

ATTACHMENT "A"

TOWN MANAGER

SECTION ONE. The following Chapter shall be added to the Town of Canandaigua Town Code as Chapter 58, immediately after Chapter 56 (Records), and immediately before Chapter 60 (Residency Requirements):

§ 58-1. Title. This Chapter shall be known as "Town Manager" of the Town of Canandaigua, New York.

§ 58-2. Purpose. Position established.

The Town Board, in accordance with § 58 of the Town Law of the State of New York, hereby establishes the position of Town Manager. The purpose is to provide the most economical and effective overall direction, coordination and control of the day-to-day activities and operation of the Town of Canandaigua.

§ 58-3. Appointment; term of office.

Said position shall be filled by appointment by the Town of Canandaigua Town Board by a majority vote of the voting strength of said Board. Said Town Manager shall serve at the pleasure of the Town Board.

§ 58-4. Removal of the Town Manager. The Town Board may remove the Town Manager at any time by a majority vote of its members. If requested, a public hearing shall be granted by the Town Board within 30 days following notice of removal. During the interim, the Town Board may suspend the manager from duty, but shall continue the manager's salary and, if the removal becomes final, shall pay said salary in accordance with any employment agreements, if applicable.

§ 58-5. Powers and duties.

The Town Manager of the Town of Canandaigua, New York, shall be the chief administrative officer of the town and shall have the following powers and duties:

- A. Serve in a confidential and policy advisory position to the Town Board in connection with all town business and affairs.
- B. Research and provide to the Town Board such materials and information, including reports, as may be necessary to provide the Board with information upon which it can make decisions.
- C. Oversee and implement the Town's personnel policies in a fair and equitable fashion in accordance with applicable laws and regulations. Appoint or suspend or remove all town appointed employees only after first receiving direction by the Town Board.

- D. Assist the Town Board in identifying its financial, personnel and material needs and problems.
- E. Undertake studies of Town needs and operations and make recommendations to the Board concerning the same.
- F. Conduct a continuing study of all functions and activities of the Town for purposes of devising ways and means of obtaining greater efficiency and economy.
- G. From time to time, make recommendation to the Town Board as to measures or programs which will improve the efficiency or economy of the Town government.
- H. Serve as a liaison to the Town's financial advisors.
- I. Keep abreast of available grants-in-aid from the other levels of government, pursue such revenue sources and make and follow through on all grant and aid applications and inquiries.
- J. Supervise the purchase of services, materials, supplies, equipment and letting of contracts.
- K. See that all inquiries by residents of the Town or other interested persons are referred to the appropriate Town official or department head for investigation or response.
- L. Coordinate communication from the Town to the public, updates to the Town's website and the issuance of media/press statements and written communications to the public.
- M. Attend the meetings of the Town Board, as needed, and assist in the preparation of the agenda of such meetings.
- N. Attend all regular and special Board meetings and participate in the same.
- O. Consult with and assist the Town Attorney in the preparation of any resolutions, ordinances or local laws requiring their services.
- P. Prepare suggested or recommended resolutions for Town Board action.
- Q. Make preliminary review of budget requests and make recommendation concerning them to the Town Board. May be appointed the Town Budget Officer by the Town Supervisor in accordance with NYS Town Law §103(2).
- R. Preliminarily review for Town Board action all invoices received by the town.
- S. Assist the Town Board in all billings and collections to the extent allowed by law.
- T. Make continuing review and reports to the Town Board of all existing and proposed capital projects.

U. Make organizational studies using such techniques as work distribution, workflow charting, task analysis, random sampling, work measurement studies, statistical analysis and system analysis.

V. Evaluate the effectiveness of operating programs in achieving organization objectives.

W. Make recommendations to develop and maintain sound organization structures, to improve management methods and procedures and to the effective use of manpower, money and materials.

X. Develop liaison and cooperative arrangements with other governmental bodies, with regional organizations, with local institutions and with private organizations; attend meetings of the Town Zoning Board of Appeals and Town Planning Board meetings as he may choose or as requested by the Town Board; and report pertinent matters to the Town Board.

Y. Prepare for approval of the Town Board and other town agencies informational releases of significant action as well as other communications to town residents, the public or other public agencies where and when directed to by the Town Board.

Z. Perform such other powers and duties as may be prescribed, modified or revoked from time to time by the Town Board by resolution.

§ 58-6. Vacancy. Any vacancy in the office of the Town Manager shall be filled within 60 days after the effective date of such vacancy by the Town Board.

§ 58-7. Salary and expenses.

The Town Manager is an employee of the Town and shall be compensated by an annual salary as set by the Town Board and participation in health and dental benefits. All expenses incidental to the Town Manager's duties that are not prepaid by the Town shall be reimbursed.

SECTION TWO. Severability. The provisions of this local law are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this local law.

SECTION THREE. Effective Date. This local law shall take effect immediately upon its filing with the NYS Secretary of State.

(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 20¹⁷ of the (County)(City)(Town)(Village) of Canandaigua was duly passed by the Town Board _____ 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 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. (Elective Chief Executive Officer*)

* 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: _____

Agency Use Only [If applicable]	
Project:	Text Code Amendment - Town Mgr
Date:	February 27, 2017

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?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PRINT FORM

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.

<input checked="checked" type="checkbox"/> 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.	
<input type="checkbox"/> 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.	
Town of Canandaigua, Town Board	February 27, 2017
Name of Lead Agency Greg Westbrook	Date Town Supervisor
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer <i>W. G. - VP</i>
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT FORM

ATTACHMENT 4

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 17

A local law TO AMEND TOWN CODE CHAPTER 60 RELATING TO RESIDENCY REQUIREMENTS
(Insert Title)
FOR THE POSITION OF TOWN MANAGER AND TO ADD THE DEFINITION OF TOWN
MANAGER TO TOWN CODE SECTION 1-16.

Be it enacted by the TOWN BOARD of the
(Name of Legislative Body)

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

of CANANDAIGUA as follows:

SEE ATTACHMENT "A"

(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 17 of the (County)(City)(Town)(Village) of CANANDAIGUA was duly passed by the TOWN BOARD on _____ 20 17, 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.

* 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: _____

TOWN OF CANANDAIGUA
LOCAL LAW # ____ OF 2017

ATTACHMENT "A"

Be it enacted by the Town Board of the Town of Canandaigua as follows:

SECTION ONE. Authority. This Local Law is enacted pursuant to the authority of the Municipal Home Rule Law authorizing Towns to adopt a Local Law which may amend or supersede any provision of the Town Law in relation to its own property, affairs, or government or in relation to any of the other enumerated subject matters in Law, unless there is a specific State legislative restriction on such amendment or supersession.

SECTION TWO. Supersession of State Law. The Town Board of the Town of Canandaigua hereby supersedes the provisions of New York State Public Officers Law § 3(1) and New York State Town Law § 23 for purposes of the residency requirements for the Town Manager of the Town of Canandaigua.

SECTION THREE. A new Article shall be added to Town Code Chapter 60. Said new Article shall immediately follow Article II (Code Enforcement Officer). Said new Article shall be known as "Article III: Town Manager" and shall include a new section 60-3. The text of the new § 60-3 shall be as follows:

In the Town of Canandaigua, Ontario County, the provisions of Public Officers Law § 3(1), and Town Law § 23 requiring a person to be a resident or elector of the Town of Canandaigua is hereby superseded and shall not prevent a person from holding the office of Town Manager in the Town of Canandaigua, provided that such person shall reside in the County of Ontario or an adjoining county thereof or relocate to the same within 180 days of his or her appointment.

SECTION FOUR. The following definition shall be added to Town Code § 1-16:

TOWN MANAGER. The official appointed by the Town Board to serve as chief administrative officer of the Town of Canandaigua pursuant to Chapter 58 of the Canandaigua Town Code.

SECTION FIVE. Severability. The provisions of this Local Law are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this Local Law.

SECTION SIX. Effective Date. This Local Law shall take effect immediately upon its filing with the New York State Secretary of State.

Project: Text Code Amendment - Chp 60

Date: February 27, 2017

Short Environmental Assessment Form
Part 2 - Impact Assessment

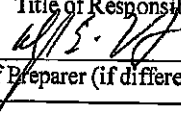
Part 2 is to be completed by the Lead Agency.

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7. Will the proposed action impact existing:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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.

<input checked="" type="checkbox"/> 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.	
<input type="checkbox"/> 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.	
Town of Canandaigua, Town Board _____ Name of Lead Agency	February 27, 2017 _____ Date
Greg Westbrook _____ Print or Type Name of Responsible Officer in Lead Agency	Town Supervisor _____ Title of Responsible Officer
_____ Signature of Responsible Officer in Lead Agency	 _____ Signature of Preparer (if different from Responsible Officer)

PRINT FORM

ATTACHMENT 5

Job Description
Town Manager
Town of Canandaigua

POSITION SUMMARY

The Town Manager shall be the chief administrative officer of the Town and shall implement and administer all laws, town code, resolutions, and policies adopted by the Town Board and shall perform such other duties as may be required by the Town Board or law. The Town Manager shall be responsible to the Town Board and shall have the following powers and duties as defined in Town of Canandaigua, Town Code Chapter 58:

- A. Serve in a confidential and policy advisory position to the Town Board in connection with all town business and affairs.
- B. Research and provide to the Town Board such materials and information, including reports, as may be necessary to provide the Board with information upon which it can make decisions.
- C. Oversee and implement the Town's personnel policies in a fair and equitable fashion in accordance with applicable laws and regulations.
- D. Assist the Town Board in identifying its financial, personnel and material needs and problems.
- E. Undertake studies of Town needs and operations and make recommendations to the Board concerning the same.
- F. Conduct a continuing study of all functions and activities of the Town for purposes of devising ways and means of obtaining greater efficiency and economy.
- G. From time to time, make recommendation to the Town Board as to measures or programs which will improve the efficiency or economy of the Town government.
- H. Serve as a liaison to the Town's financial advisors.
- I. Keep abreast of available grants-in-aid from the other levels of government, pursue such revenue sources and make and follow through on all grant and aid applications and inquiries.
- J. Supervise the purchase of services, materials, supplies, equipment and letting of contracts.
- K. See that all inquiries by residents of the Town or other interested persons are referred to the appropriate Town official or department head for investigation or response.
- L. Coordinate communication from the Town to the public, updates to the Town's website and the issuance of media/press statements and written communications to the public.

- M. Attend the meetings of the Town Board, as needed, and assist in the preparation of the agenda of such meetings.
- N. Attend all regular and special Board meetings and participate in the same.
- O. Consult with and assist the Town Attorney in the preparation of any resolutions, ordinances or local laws requiring their services.
- P. Prepare suggested or recommended resolutions for Town Board action.
- Q. Make preliminary review of budget requests and make recommendation concerning them to the Town Board. May be appointed the Town Budget Officer by the Town Supervisor in accordance with NYS Town Law §103(2).
- R. Preliminarily review for Town Board action all invoices received by the town.
- S. Assist the Town Board in all billings and collections to the extent allowed by law.
- T. Make continuing review and reports to the Town Board of all existing and proposed capital projects.
- U. Make organizational studies using such techniques as work distribution, workflow charting, task analysis, random sampling, work measurement studies, statistical analysis and system analysis.
- V. Evaluate the effectiveness of operating programs in achieving organization objectives.
- W. Make recommendations to develop and maintain sound organization structures, to improve management methods and procedures and to the effective use of manpower, money and materials.
- X. Develop liaison and cooperative arrangements with other governmental bodies, with regional organizations, with local institutions and with private organizations; attend meetings of the Town Zoning Board of Appeals and Town Planning Board meetings as he may choose or as requested by the Town Board; and report pertinent matters to the Town Board.
- Y. Prepare for approval of the Town Board and other town agencies informational releases of significant action as well as other communications to town residents, the public or other public agencies where and when directed to by the Town Board.
- Z. Perform such other powers and duties as may be prescribed, modified or revoked from time to time by the Town Board by resolution.

ESSENTIAL JOB FUNCTIONS

Town Board

The Town Manager serves as the principal advisor to the five member Town Board, including the position of Town Supervisor, on a variety of technical and administrative issues regarding budget, funding, development of procedures for effective management, long-range planning, development of goals and appropriate programs and the establishment of open and candid public relations/awareness programs. Keeps Town Board informed of appropriate information and is responsible to the Town Board for the administration of all day to day town operations, applying extensive knowledge of a wide variety of Town government functions.

Develops and/or oversees development and implementation of town wide policies, regulations and procedures, and measures progress of town wide goals. Ensures that Town Code is enforced and that the provisions of all contracts, permits, and privileges granted by the Town are observed and actively managed. Supervises the adoption and implementation of the Comprehensive Plan, Land Development regulations and any amendments or revisions as directed by the Town Board.

Shall develop and recommend the annual budget calendar to the Town Board. May be appointed the Budget Officer, and shall either get ready or assist with the preparation and submission of the annual budget and capital program to the Town Board. Initiates programs and formulates short and long term strategic plans as needed to enhance the achievement of goals pertaining to all Town functions and services. This will often include approval of major expenditures and approval of budget proposals and amendments after being directed by the Town Board, in order to ensure the financial integrity of the Town. Reviews, evaluates and enhances the intergovernmental relationships and financial arrangements for the Town's best interest.

Works closely with the appropriate departments and financial advisors to analyze and forecast both current and future years' revenues and expenditures, including providing budget estimates with future years' revenue and cost projections as necessary. Ensures fiscal responsibility through oversight of the town-wide annual operating budget, and closely monitors compliance with Town Board approved capital improvement plan. Provides regular quarterly reports to the Town Board on the financial status of the operating budget and capital plan.

Reviews all items that come before the Town Board and makes recommendations on pertinent items to assure coordination of all functions of Town government. Ensures that all laws, acts, provisions or regulations as directed by the Town Board shall be executed faithfully.

Attends, takes part in discussions but does not have voting rights at all Town Board meetings. Attends other meetings including committee meetings, Planning, Zoning, or Environmental Conservation Board meetings as needed.

Performs or directs investigations, studies, and surveys as needed by the Town Board. Shall make such other reports as the Town Board may require concerning the operations of Town departments, offices, and agencies subject to the Town Manager's direction and supervision.

Fully advises and reports to the Town Board on administrative activities, the financial condition and future needs of the Town and makes such recommendations to the Town Board concerning the affairs of the Town as the Town Manager deems desirable or as requested by the Town Board.

Shall perform such other duties as are specified in the Town Charter or may be required by the Town Board.

SUPERVISE OPERATIONS

Administers the day to day operations of the Town and provides administrative oversight of all Town Board appointed positions. Directly supervises the positions of: Assessor, Director of Development, Historian, Director of Parks and Recreation, Health Officer, Code Enforcement, Zoning Inspector, Planning Aide, Office Specialist, Clerk, and Finance Clerk. Provides Administrative support and budgetary financial oversight, on behalf of the Town Board; to the appointed positions of Registrar of Vital Statistics, Receiver of Taxes, Record Access Manager, and Water Superintendent.

As directed by the Town board, appoints, evaluates and provides training for those under his/her charge. When deemed necessary for the good of the Town, suspend or remove all Town employees and appointed administrative officers pursuant to State Law, Town Law, and Town personnel policies after first receiving direction from the Town Board.

Makes recommendations for appointments and removal of relevant positions and memberships on committees to the Town Board.

Encourages an attitude of cooperation among staff which makes most efficient use of resources and results in a service orientation to the community.

COMMUNITY AND CUSTOMER SERVICE

Meets with private citizens, civic groups, and business organizations to provide information on Town policies, programs and activities. Represents the Town on State, regional, local policy development or advisory committees as required or as necessary for the benefit of the Town.

Assures the prompt investigation of citizens' questions and/or complaints regarding the functions of departments or any function of the Town as appropriate.

Ensures the establishment of programs which maintain effective working relationships within the Town and with other governmental agencies and civic organizations.

Develops programs and mechanisms to enhance community relations by providing a high level of customer service and follow-up.

PREFERRED QUALIFICATIONS

Education and Experience Requirement

Master's degree in public administration or related. At least ten years participation and/or experience working with elected officials. Experience should include reporting directly to an elected board.

At least five years experience having a working knowledge of Town, County, and State codes and regulations. Extensive knowledge of municipal organization and functions and related federal, state, and local laws, rules and regulations and special programs.

Experience should also include progressively responsible experience in municipal management, or an equivalent combination of education and relevant management experience.

KNOWLEDGE, SKILLS, ABILITIES, EXPERIENCE REQUIRED

- Extensive knowledge of the theory, principles and practices of public administration.
- Extensive knowledge of municipal organization and functions and related federal, state, and local laws, rules regulations and special programs.
- Ability to understand policy, and implement policy decisions as directed by the Town Board.
- Extensive experience should include general state or local government administration.
- Ability to write and understand town code, take directive from the Town Board as a whole and then execute those directives.
- Ability to understand general municipal regulations, land use planning, and have a solid understanding of budgetary principals.
- Ability to make recommendations to the Town Board regarding opportunities for efficiency improvements, and the evaluation of current programs.
- Ability to communicate with the general public.
- Ability to sustain operations and perspective of the governmental mission.
- Ability to formulate and implement sound clerical and fiscal policy and procedures.
- Ability to prepare and monitor a balanced budget.
- Ability to plan, direct, and coordinate the work of appointed employees.
- Ability to plan and prepare grants and monitor resultant programs and/or activity.
- Ability to express ideas effectively, orally and in writing.
- Ability to gain and retain effective working relationships with town employees, the Town Board, and other public officials and the community at large.
- Ability to manage capital expenditures and administrative budgets.
- Ability to sustain operations and perspective of the governmental mission.
- Must be a United States Citizen or eligible to work in the United States.
- Able to speak clearly and persuasively in positive or negative situations.
- Must have demonstrated experience in finance, budgeting, cost control, infrastructure, and maintain an efficient operation.

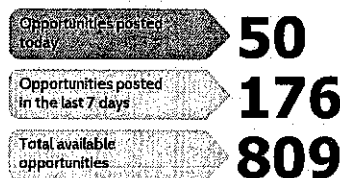
- Demonstrated experience in dealing with media, intergovernmental organizations, and the public.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMAND:

- May be required to work hours other than the regular Town Hall hours including nights, weekends, holidays, and emergency situations as needed.
- Physical Requirements: Tasks involve some unassisted lifting, carrying, pushing, and/or pulling of moderately heavy objects up to 25 pounds. Tasks involve stooping, kneeling, crouching, crawling, climbing, and balancing. Tasks may involve extended periods of time at a keyboard, with extended periods of visual concentration.
- Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of documentation, accounts, and reports.
- Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Includes considerable public relations activities. Must communicate efficiently and effectively in Standard English.
- Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and town administration operations that range from moderate to complex levels.
- Intelligence: Requires the ability to analyze and interpret problems, and draw valid conclusions in task processing and prioritization. Requires the ability to coordinate accurate completion of multiple tasks within established time frames, i.e., moderate to long range planning principles and techniques.
- Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; interpret graphs.
- Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.
- Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and compiling data, in operating modern office equipment, and in manipulating field equipment.
- Interpersonal Temperament: Requires the ability to work with people from a variety of departments in both giving and receiving instructions. Requires the ability to apply consistent tact and courtesy in frequent public contact. Must be able to perform under stress of deadlines.
- Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).
- Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, e.g., direct, cold, rain, fumes.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability. This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, the Town Board reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment. The Town of Canandaigua is an equal opportunity employer.

ATTACHMENT 6



*NYS' official source of contracting opportunities
Bringing business and government together*

The New York State Contract Reporter

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POLICIES & DISCLAIMERS

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C. Links to Third Party Web Sites and Third Party Transactions

This web site provides links to sites of government agencies and other organizations maintained by third parties. A link does not constitute an endorsement, express or implied, of the content, viewpoint, accuracy, opinions, policies, products, services, or accessibility of that web site. Links to third-party web sites are provided as a convenience to the user; the Department does not control, endorse or recommend their content. Once you link to another web site from this web site, including one maintained by the State of New York, you are subject to their terms and conditions of that web site. The third party web sites and users of those sites are solely responsible for compliance with the copyright and intellectual property laws and the compilation and use of any and all information on the third party web site.

The Department does not assure the accuracy of any information provided by a third party that is available on the Department's web sites, including representations available through the "accommodations" page or representations made by local organizations or private businesses.

The Department has no responsibility relating to any transactions undertaken or contractual relationships entered into between third parties through or as a result of links to third party web sites or representations made on or through the Department's web sites, including representations available through the "accommodations" page.

D. Third Party Web Site Links to This Web Site

Linking by third party web sites to this web site is strictly prohibited unless the Department grants express written consent. All requests to link to this site should be directed to wmead@esd.ny.gov.

E. Accessibility

If you have any questions or concerns about the accessibility of any part of this Web site please contact us via email at wmead@esd.ny.gov.

2. PRIVACY**Definitions**

The following definitions apply to, and appear in italics, in this privacy policy:

Personal Information shall have the meaning set forth in section 202 of the State Technology Law.

State Agency Web site shall have the meaning set forth in section 202 of the State Technology Law.

User shall have the meaning set forth in section 202 of the State Technology Law.

SUMMARY OF PRIVACY POLICY

ESD respects your privacy. ESD will not collect personal information about you when you visit our web sites, unless you choose to provide us with that information. Exceptions to this policy are when such information is required for law enforcement investigations or in the case of hackers, or others who might attempt to do harm to ESD's system. ESD will not retain "cookies" except for what is necessary to run the system. ESD may archive web server activity logs or related summaries at our discretion for an indefinite period to be used to study site usage and to aid in our efforts to improve all aspects of our sites. ESD will retain e-mail communications long enough to allow us to appropriately respond.

If you do submit personal information and requests via this web site, that information may be used only by ESD or its affiliates and only: (1) in the compilation of data for use only by the ESD and its affiliates; or (2) to provide you with information or materials about ESD or New York State or to distribute prizes. This information will not be shared with any other organization.

Where appropriate, ESD may add additional terms and conditions of use and privacy for certain interactive events or programs. In such circumstances, access to the additional terms and conditions will be conspicuously displayed.

A. Information Collected Automatically When You Visit this Web Site

When visiting this web site ESD automatically collects and stores the following information about your visit:

- i. The internet Protocol address and domain name of your internet service provider. The internet protocol address is a numerical identifier assigned either to your internet service providers or directly to your computer, which can be used to direct internet traffic to you;
- ii. The type of browser and the operating system on which that the browser is running.
- iii. The referring web site you visited prior to coming to this web site and from which any web page on this site was linked.
- iv. System date. The date and time you visited ESD's site.
- v. The web pages or services on the ESD's site you accessed
- vi. Status. The status code the server returned to the user.
- vii. Content length. The content length, in bytes, of any document sent to you.
- viii. Method. The request method used.
- ix. Universal Resource Identifier (URI). The location of a resource on the server.
- x. Query string of the URI. Anything after the question mark in a URI.
- xi. Protocol. The transport protocol and the version used.

None of the foregoing information is deemed to constitute personal information. The information that is collected automatically is used to improve this web site's content and to help ESD understand how users are interacting with the web site. This information is collected for statistical analysis, to determine what information is of most and least interest to our users, and to improve the utility of the material available on the web site. The information is not collected for commercial marketing purposes and ESD is not authorized to sell or otherwise disclose the information collected from the web site for commercial marketing purposes.

B. Cookies

Cookies are simple text files stored on your web browser to provide a means of distinguishing among users of this web site. The use of cookies is a standard practice among Internet web sites. To better serve you, we occasionally use "session cookies" to enhance or customize your visit to this web site. Session cookies can be created automatically on the device you use to access this state agency web site, and generally do not contain personal information and do not compromise your privacy or security. We may use the cookie feature to store a randomly generated identifying tag on the device you use to access this web site. Depending upon your system settings, session cookies may be erased during operation of your browser or when your browser is closed.

You may be able to personalize your computer with respect to this web site and permit a "persistent cookie" to be stored on your computer's hard drive. If not currently available, this option may be available in the future. A persistent cookie would allow the web site to tailor information presented to you based on your past needs and interests. ESD would use persistent cookies only with your permission.

The software and hardware you use to access the web site allows you to refuse new cookies or delete existing cookies. Refusing or deleting these cookies may limit your ability to take advantage of some features of this web site.

C. Information Collected When You E-mail or Complete a Transaction

During your visit to this web site you may send an e-mail to ESD. Your e-mail address and the contents of your message will be collected. The information collected is not limited to text characters and may include audio, video, and graphic information formats included in the message. Your e-mail address and the information included in your message will be used to respond to you, to address issues you identify, to improve this web site, or to forward your

message to another State agency for appropriate action. Your e-mail address is not collected for commercial purposes and the ESD is not authorized to sell or otherwise disclose your e-mail address for commercial purposes.

During your visit to this web site you may complete a transaction such as a survey, registration, or order form. The information, including personal information, volunteered by you in completing the transaction is used by ESD to operate ESD's programs, which include the provision of goods, services, and information. The information collected by ESD may be disclosed by ESD for those purposes that may be reasonably ascertained from the nature and terms of the transaction in which the information was submitted.

Unless for a children's contest, ESD does not knowingly collect personal information from children or create profiles of children through this web site. Users are cautioned, however, that the collection of personal information submitted in an e-mail will always be treated as though it was submitted by an adult or with parental approval and supervision, and may, unless exempted from access by federal or State law, be subject to public access. The Agency strongly encourages parents and teachers to be involved in children's Internet activities and to provide guidance whenever children are asked to provide personal information on-line.

D. Information and Choice

As noted above, ESD does not collect any personal information about you unless you provide that information voluntarily by sending an e-mail, responding to a survey, or completing an on-line form. You may choose not to send us an e-mail, respond to a survey, or complete an on-line form. While your choice not to participate in these activities may limit your ability to receive specific services or products through this web site, it will not normally have an impact on your ability to take advantage of other features of the web site, including browsing or downloading information.

E. Disclosure of Information Collected Through This Web Site

The collection of information through this web site and the disclosure of that information are subject to the provisions of the Internet Security and Privacy Act. ESD will only collect personal information through this web site or disclose personal information collected through this web site if the user has consented to the collection or disclosure of such personal information. The voluntary disclosure of personal information to ESD by the user, whether solicited or unsolicited, constitutes consent to the collection and disclosure of the information by ESD for the purposes for which the user disclosed the information to ESD, as was reasonably ascertainable from the nature and terms of the disclosure.

However, ESD may collect or disclose personal information without consent if the collection or disclosure is: (1) necessary to perform the statutory duties of ESD, or necessary for ESD to operate a program authorized by law, or authorized by state or federal statute or regulation; (2) made pursuant to a court order or by law; (3) for the purpose of validating the identity of the user; or (4) of information to be used solely for statistical purposes that is in a form that cannot be used to identify any particular person.

Further, the disclosure of information, including personal information, collected through this web site is subject to the provisions of the Freedom of Information Law and the Personal Privacy Protection Law.

ESD may disclose personal information to federal or state law enforcement authorities to enforce its rights against unauthorized access or attempted unauthorized access to ESD's information technology assets

F. Retention of Information Collected Through this Web Site

The information collected through this web site is retained by ESD in accordance with the records retention and disposition requirements of the New York State Arts & Cultural Affairs Law. Information on the requirements of the Arts & Cultural Affairs Law may be found at <http://www.archives.nysed.gov>. In general, the Internet services logs of ESD, comprising electronic files or automated logs created to monitor access and use of Agency services provided through this web site, will be retained for several backup cycles and then destroyed unless relevant audit, documentation requirements have not been met or unless appropriate review and verification has been completed. Information, including personal information, that you submit in an e-mail or when you complete a survey, registration form, or order form is retained in accordance with the records retention and disposition schedule established for the records of the program unit to which you submitted the information. Information concerning these records retention and disposition schedules may be obtained through the Internet privacy policy contact listed in this policy.

G. Access to Correction of Personal Information Collected via this Web Site

Any user may submit a request to ESD to determine whether personal information pertaining to that user has been collected through this web site. Any such request shall be made in writing and must be accompanied by reasonable proof of identity of the user. Reasonable proof of identity may include verification of a signature, inclusion of an identifier generally known only to the user, or similar appropriate identification. The address to which such requests should be made is:

Counsel's Office
Empire State Development
Albany, N. Y. 12445

Within five(5) business days of the receipt of a proper request ESD will attempt to provide a response or access to the personal information; deny access in writing, explaining the reasons therefore; or acknowledge the receipt of the request in writing, stating the approximate date when the request will be granted or denied, which date shall not be more than thirty (30) days from the date of the acknowledgment.

In the event that ESD has collected personal information pertaining to a user through the state agency web site and that information is to be provided to the user pursuant to the user's request, the privacy compliance officer shall inform the user of his or her right to request that the personal information be amended or corrected under the procedures set forth in section 95 of the Public Officers Law.

H. Confidentiality & Integrity of Personal Information

ESD is strongly committed to protecting personal information collected through this web site against unauthorized access, use or disclosure. Consequently, ESD limits employee access to personal information collected through this web site to only those employees who need access to the information in the performance of their official duties. Employees who have access to this information follow appropriate procedures in connection with any disclosures of personal information.

In addition, ESD has implemented procedures to safeguard the integrity of its information technology assets, including, but not limited to, authentication, monitoring, auditing, and encryption. These security procedures have been integrated into the design, implementation, and day-to-day operations of this web site as part of our continuing commitment to the security of electronic content as well as the electronic transmission of information.

For web site security purposes and to maintain the availability of the web site for all users, the Agency employs software to monitor traffic to identify unauthorized attempts to upload or change information or otherwise damage this web site.

I. Privacy Policy Disclaimer

The information provided in this privacy policy should not be construed as giving business, legal, or other advice, or warranting as fail proof, the security of information provided through this web site.

J. Contact Information

For questions regarding this Internet privacy policy, please contact:

Counsel's Office
Empire State Development
Albany, N. Y. 12245
518-292-5120

Site Links

- [Find Contracts](#)
- [Advertise Opportunities](#)
- [NYS Business Registry](#)
- [Doing Business with NYS](#)
- [Create/request an account](#)



Empire State
Development



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TERMS OF SERVICE AGREEMENT

The New York State Contract Reporter

Welcome!

The New York State Contract Reporter ("NYSCR" or "Contract Reporter") is the official weekly newsletter, containing announcements of contracting opportunities in the estimated amount of \$50,000 or more with State entities, including but not limited to agencies, departments, boards, bureaus, commissions (a majority of whose members are appointed by the Governor), divisions, councils, committees and public benefit corporations and public authorities (a majority of whose members are appointed by the Governor). The Contract Reporter also contains announcements for the State University of New York and the City University of New York for contracts of \$50,000 or more.

Scope and Intent

This service is provided by Cogent Technologies, Inc., on behalf of the New York State Department of Economic Development, to Registered Users only. As part of our service, we agree to provide you with information subject to the terms of these Terms of Service Agreement. Upon notice published through the service, we may amend or modify these Terms of Service at any time. You agree that by registering with the Contract Reporter that you are entering into a legally binding agreement under which you agree to use the service in accordance with the Terms of Service Agreement.

This site is maintained and operated by Cogent Technologies, Inc. This site contains material that is protected by international copyright, trademark and other intellectual property laws. You may not modify, copy, reproduce, republish, upload, post, transmit or distribute in any way any material from this site including code and software. You may download material from this site for your private, non-commercial use only, provided you keep intact all copyright and other proprietary notices.

Reference to any specific commercial products, process, or service by trade name, trademark, manufacturer, or otherwise, within the Contract Reporter does not necessarily constitute or imply its endorsement, recommendation, or favoring by the Contract Reporter, Department of Economic Development, or the State of New York.

Neither the New York State Department of Economic Development, the New York State Contract Reporter, nor any agency, officer, or employee of the State of New York warrants the accuracy, reliability or timeliness of any information published on the Contract Reporter, nor endorses any content, viewpoints, products, or services linked from this system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information. Portions of such information may be incorrect or not current. Any person or entity that relies on any information obtained from this system does so at their own risk. Inquiries of a general nature may be made via email to the Contract Reporter.

Links to Third Party Sites

The Contract Reporter may link to other web sites. These include links to web sites operated by other entities, including but not limited to, government agencies, nonprofit organizations and private businesses and/or individuals. When you link to another site, you are no longer on the Contract Reporter and this Privacy Notice will not apply. When you link to another web site, you are subject to any privacy policies and/or terms of use for that new site.

YOUR OBLIGATIONS

Applicable Laws and this Agreement

The Registered User ("you") must comply with all applicable laws and this Agreement, as may be amended from time to time with or without advance notice, and the policies and processes explained in this Agreement.

Acceptable Use

Do not misuse services provided by the Contract Reporter ("our services"). You may access and use our services only as permitted by law. The Contract Reporter is to be accessed by you in an interactive manner using a web browser. It is not to be accessed in an automated or pre-programmed manner by any hardware or software device, program, routine or script that accesses the material in a bulk manner bypassing the interactive controls built into the site. You may not place a disproportionately large data or processing load on the Contract Reporter hardware, software or other infrastructure. We may suspend or stop providing our services to you if you do not comply with the terms or policies of our services or if our investigations identify any misconduct.

Using the Contract Reporter does not give you ownership of any intellectual property rights in our service or the content you access, except content you provide. These terms do not grant you the right to use any branding or logos used in the Contract Reporter. Do not remove, obscure, or alter any legal notices displayed in or along with our website.

Registration and Security

To become a Registered User, you must create a username and select a case sensitive password. You must also provide a valid email address to allow us to contact you with any messages, notices, or updates related to our services. You agree to provide the Contract Reporter with accurate, complete, and updated registration information. You also agree to annually update registration information. Failure to do so shall constitute a breach of this Agreement, which may result in immediate termination of your account.

You agree to the following terms upon registration:

1. You will not provide any false information on the Contract Reporter, or create an account for anyone other than yourself/ your business entity without permission.
2. You are permitted registration and access to one account.
3. If the Contract Reporter disables your account, you agree not to create or attempt to create another account without the Contract Reporter's explicit and written permission.
4. You agree to keep contact information accurate and up-to-date.
5. You will not share your password, let anyone else access or use your account, or conduct any activity or do anything else that might jeopardize the security or integrity of your account.
6. You will not transfer your account to anyone.

You agree to immediately notify the Contract Reporter of any known or suspected unauthorized use of your account, or any known or suspected breach of security, including loss, theft, or unauthorized disclosure of your password. You will be responsible for maintaining the confidentiality of your account password. You will never be asked to reveal your password to any representative or agent of the Contract Reporter, its owners or agents.

You are responsible for all usage or activity on the Contract Reporter account, including any use of the account by any third party, whether or not you authorized such use. Any fraudulent, abusive, or otherwise illegal

activity may be grounds for termination of the account, at the Department of Economic Development's sole discretion, and you may be referred to appropriate law enforcement agencies. Any unauthorized access to this system is prohibited and is subject to criminal and civil penalties under Federal, State and local laws.

Sharing Your Content and Information

As a Registered User, you own all of the content and information you post on the Contract Reporter. For content that is covered by intellectual property rights ("IP content"), you specifically give us the following permission: you grant the Contract Reporter a non-exclusive, irrevocable, transferable, sub-licensable, royalty-free, worldwide license to use, copy, modify, manage, edit, or handle any IP content that you post on the Contract Reporter ("IP License").

You must follow any policies for any services made available to you on the Contract Reporter.

Software Licenses

You will have no rights to, and no license is hereby granted to you by Cogent Technologies, Inc. or the Department of Economic Development for any proprietary software and related documentation, or any related enhancements or modifications, provided to you to access the Contract Reporter. You may not copy, sell, edit, distribute, modify, reverse engineer, or create derivative works from any software used to create, use or manage the Contract Reporter.

OUR OBLIGATIONS

Limitation of liability

Under no circumstances, including but not limited to, negligence, shall Cogent Technologies, Inc., New York State or its agencies, instrumentalities, or their directors, officers, or employees, including the Department of Economic Development, be liable for any direct, indirect, incidental, special or consequential damages that result from the use of, or the inability to use, the Contract Reporter or any reliance thereupon. The information contained therein is subject to typographical error. Information contained in this publication is intended only as notification of available bidding and contracting opportunities. The State of New York reserves all rights in connection with the Contract Reporter and the duplication of its contents, without the express written consent of the New York State Department of Economic Development, is prohibited.

If you are dissatisfied with the Contract Reporter, or with any of the Contract Reporter's terms and conditions, your sole and exclusive remedy is to discontinue using the Contract Reporter.

Privacy

The Contract Reporter, Cogent Technologies, Inc. and/or the New York State Department of Economic Development reserve the right to send electronic mail to you. This information will not be provided to third party vendors. This policy reflects procedures of the Department of Economic Development.

NYS Freedom of Information Law (FOIL)

All information collected at this site becomes a public record unless an exemption in law exists. Information reported to the Contract Reporter is subject to New York's public records law Sections 87-89 of the Public Officers Law, and may be made available on our web site and to other parties upon request.

Termination

Cogent Technologies, Inc., or the New York State Department of Economic Development may, in its sole discretion, terminate or suspend your access to all or part of the Contract Reporter service for reasons, including, without limitation, breach of the account agreement.

Acceptance

Upon registration, access to or use of the Contract Reporter, you acknowledge your acceptance to the above stated Terms of Service and agree to be bound by them.

Please read the Policies & Disclaimers page of this web site. Contact Us at the website with your Contract Reporter questions, comments, and suggestions.

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ATTACHMENT 7

REQUEST FOR PROPOSAL

INSURANCE BROKERAGE AND RELATED SERVICES

INTENT

The Town of Canandaigua (Town) is soliciting qualified firms or individuals to provide Insurance Brokerage and Related Services including, but are not limited to, insurance placement and servicing, risk exposure analysis, claims assistance and claims reporting, and general advice.

The purpose of this Request for Proposal (RFP) is to provide prospective municipal insurance brokers with essential information to enable them to prepare and submit a comprehensive proposal.

OVERVIEW

The Town of Canandaigua is seeking proposals to evaluate cost efficiencies and program options for an insurance brokerage firm to obtain insurance coverage and provide related services, to and on behalf of the Town. The services and policies proposed should include protection for all Town assets including buildings, vehicles, property, and equipment.

PROPOSAL DUE DATE

Proposals will be accepted up until **3:00 pm on March 10, 2017** in the Town Clerk's Office, Town of Canandaigua, 5440 Route 5 & 20 West, Canandaigua, NY 14424 and mailed to the attention of Jean Chrisman, Town Clerk.

PRE-PROPOSAL QUESTIONS

All questions must be submitted in writing via e-mail to jchrisman@townofcanandaigua.org no later than **March 3, 2017**.

The Town reserves the right to amend the RFP based on questions and issues raised at any time prior to the RFP submission deadline.

Please contact Jean Chrisman, Town Clerk to confirm your participation or intent to participate in the proposal process via e-mail at the address above.

AWARD CRITERIA

The award of a contract for the described services will be made by the Town of Canandaigua, Town Board and shall be based on the respondent's qualifications including, but not limited to, the following: cost of service, references, knowledge and interpretation of the Town's needs, and experience.

Respondents may be required to make a presentation of their qualifications to the Town Board in a public meeting.

PROPRIETY INFORMATION

The New York State Freedom of Information Law, Public Officers Law, Article 6, provides for public access to information. Public Officers Law, Section 87(d)(2) provides for exceptions to disclosure for records or portions thereof that are "trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information that the proposer wishes to have treated as proprietary and confidential trade information should be identified and labeled "Confidential" or "Proprietary" on each page at the time of submittal. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should be excepted.

RIGHT TO REJECT PROPOSALS

This RFP does not commit the Town to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP or to procure or contract for services. The Town intends to award a contract on the basis of the best interest and advantage to the Town, and reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proposers or to cancel this RFP in part or in its entirety, if it is in the best interest of the Town to do so.

CANCELLATION CLAUSES

Any violation of the terms, conditions, requirements and/or non-performance of the agreement resulting from this RFP shall result in immediate cancellation. The agreement may be cancelled by the Town for any other reason(s) upon sixty (60) days written notice.

ASSIGNMENT

The awarded vendor shall not assign the contract or any part thereof without the written approval from the Town.

LIABILITY REQUIREMENTS

a) Errors and Omissions Policy:

The successful company shall supply and maintain insurance which defends, indemnifies and holds harmless the Town, its officers, employees and agents from and against any and all liability, damages, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly out of acts or omissions hereunder by the contractor or third party under the direction or control of the contractor in an amount not less than \$1,000,000.

b) The successful company must furnish the Town with Certificates of Insurance with endorsement prior to commencement of work. The required coverage shall not be less than the following:

Public Liability/Property Damage	\$2,000,000 combined single limit
Automobile Liability	\$2,000,000 per occurrence

INSURANCE CERTIFICATES SHALL NAME THE TOWN OF CANANDIAUGA AS ADDITIONAL INSURED PARTY AND SHALL STATE THAT ALL COVERAGE BE PRIMARY TO ANY OTHER INSURANCE COVERAGE HELD BY THE TOWN.

BASIS OF PAYMENT

Payment will be made on an agreed upon basis after receipt of an itemized invoice in a form acceptable to the Town.

SCOPE OF WORK

The following is a list of the Town's **minimum** service guidelines and requirements. Proposal responses should address each of the following service areas and include any relevant additional services that your firm would offer.

- a) Solicit proposals from qualified insurance carriers for the Town's insurance coverage on an annual or as needed basis.
- b) Develop bid specifications to be submitted to the municipal marketplace for which proposals are sought.
- c) Evaluate proposals relative to compliance with insurance specifications, cost and ability of each carrier to perform as required including relative solvency.
- d) Provide a detailed report of solicited policy renewal options available to the Town of Canandaigua and prepare recommendations.
- e) Examine and approve issued policies for conformance with the Town of Canandaigua's specifications and the carrier's proposal.
- f) Provide an annual stewardship report, including insurance schedule, policy summaries, review of past year's activities and outlook for coming year's market conditions.
- g) Assist the Town in determining funding mechanisms for new or newly discovered exposures.
- h) Assist the Town in drafting insurance specifications for contracts and agreements as requested.
- i) Provide assistance in tandem with the Town of Canandaigua's legal counsel.
- j) Provide insurance certificates, as needed, to others pertaining to the Town of Canandaigua's coverage.
- k) Advise the Town on new developments in the field of insurance and/or bonding.
- l) Develop a complete understanding of the Town's areas of liability exposure.
- m) Evaluate existing insurance coverage and claims history in order to make recommendations on any modifications to the Town's current program.
- n) Provide loss control services.
- o) Provide related services to enhance current loss control and risk management programs

QUALIFICATION REQUIREMENTS

The following list is the minimum vendor qualification requirements.

- 1) At least 5 years experience providing similar services to a firm or Town of similar size.
- 2) At least 3 references for clients currently/previously served.
- 3) At least two of the references to be a city, town or county government of similar size.

PROPOSAL FORMAT

Your proposal should include the following:

- 1) Detailed information on how you or your firm meets the Scope of Work and Qualification Requirements sections as listed herein. The proposal should address each item as listed in each section and numbered/labeled identical to this RFP.

Proposals must address the following items:

- a) Describe the full range of administrative services your firm would provide and how each is necessary for the overall risk management program's success.
 - b) Describe, in detail, the programs and services your firm will provide relating to the Town's safety programs.
 - c) Describe your firm's role in the management of claims and the procedures for claim reporting to the carriers.
 - d) Describe the insurance marketing expertise of the servicing office with regard to municipalities and a sample marketing plan.
 - e) Describe your claim tracking and claim review process
 - f) Provide a detailed description of any special, in-house services or systems available to the Town of Canandaigua.
- 2) Names, resumes and references of executives and managers to be assigned to the Town.
 - 3) Examples of other similar services.
 - 4) Detailed Cost Proposal section for each of the first three years.
 - 5) A completed and signed Exhibit A attached hereto.
 - 6) Provide one original and 7 copies of your response.

CITY CONTACT PERSON

If there are any questions concerning this Request for Proposal, please contact Jean Chrisman, Town Clerk at JChrisman@townofcanandaigua.org or by phone at: 585-394-1120.

GENERAL

New York Law and Venue

The contract/agreement resulting from this RFP shall be construed under the laws of the State of New York. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of this contract/agreement shall be brought in the Supreme Court of the State of New York, Ontario County.

Iran Divestment Act

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

EXHIBIT A: REQUEST FOR PROPOSAL SPECIFICATION

All terms, conditions and requirements as set forth in this Request for Proposal are acceptable as specified therein. Yes _____ No _____

If "NO", please provide a detailed description and/or explanation of any deviation in your proposal from the specification detailed in the Request for Proposal with your proposal response.

By submission of this proposal, each bidder, and each person signing on behalf of any bidder, and in the case of a joint bid, each party thereto as to its own organization, under penalty of perjury, certifies that to the best of its knowledge and belief:

A. the prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or any competitor; and

B. unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor; and

C. no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

The bidder certifies that this proposal is made without any connection with any other person making a proposal for the same purpose, and is in all respects fair and without collusion or fraud, and that no elected official or other officer or employee or person whose salary is payable in whole or in part from the Town of Canandaigua is directly or indirectly interested therein, or in any portion of the profits thereof.

As an authorized representative of the identified company, I accept all the terms and conditions identified in Request for Proposal except as identified.

Company Name and Address

Name & Title of Authorized Representative

Signature

Date

Phone Number

Email Address

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 17

A local law TO AUTHORIZE THE TOWN OF CANANDAIGUA TO USE BEST VALUE AS THE
(Insert Title)
BASIS FOR AWARDED PURCHASE CONTRACTS PURSUANT TO NEW YORK
STATE GENERAL MUNICIPAL LAW 103

Be it enacted by the TOWN BOARD of the
(Name of Legislative Body)

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

of CANANDAIGUA as follows:

SEE ATTACHMENT "A"

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

TOWN OF CANANDAIGUA
LOCAL LAW # ____ OF 2017

ATTACHMENT "A"

Be it enacted by the Town Board of the Town of Canandaigua, as follows:

SECTION ONE. Title. This Local Law shall be known as the Town of Canandaigua Best Value Contract Award Law.

SECTION TWO. Intent. The Town Board of the Town of Canandaigua desires to benefit from efficiencies to be gained through changes by New York State to the public contracting provisions of the General Municipal Law. Such statutory changes permit the Town of Canandaigua to adopt a local law that will authorize the use of a "best value" analysis in the context of awarding procurement contracts subject to New York State's municipal bidding requirements.

SECTION THREE. Best Value Authorization. In accordance with New York State General Municipal Law § 103, the Town of Canandaigua is hereby authorized to use best value, as that term is defined in New York State Finance Law § 163, as the basis for awarding a purchase contract or purchase contracts, including a contract or contracts for service work.

SECTION FOUR. Procedures. The Town Supervisor shall develop procedures that will govern the award of contracts on the basis of best value. These procedures shall be included in the Town of Canandaigua Procurement Policy and reviewed annually by the Town Board in conjunction with its annual review and approval of the Town of Canandaigua's Procurement Policy.

SECTION FIVE. Severability. The provisions of this Local Law are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this Local Law.

SECTION SIX. Effective Date. This Local Law shall take effect immediately upon its filing with the New York State Secretary of State.

(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 17 of the (County)(City)(Town)(Village) of CANANDAIGUA was duly passed by the TOWN BOARD on _____ 20 17, 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) (repassed after disapproval) by the _____ and was deemed duly adopted on _____ 20 ☐ ☐ ☐, in accordance with the applicable provisions of law.
(Name of Legislative Body)
(Elective Chief Executive Officer*)

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) (repassed after disapproval) by the _____ on _____ 20 _____.
(Name of Legislative Body)
(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) (repassed after disapproval) by the _____ on _____ 20 _____. Such local 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.
(Name of Legislative Body)
(Elective Chief Executive Officer*)

* 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: _____

Memo

To: Canandaigua Town Board
From: Public Works Committee
Date: February 27, 2017
Re: Best Value Local Law – Recommendation of Procedures

As stated in Section Four (4) of Attachment "A" to the Local Law Filing to authorize the Town of Canandaigua to use best value as the basis for awarding purchase contract pursuant to NYS General Municipal Law § 103, the Town Supervisor shall develop procedures that will govern the award of contracts on the basis of best value. After careful research and consideration, the Public Works Committee wishes to make a recommendation to the Town Board of such procedures.

Best Value Procurement Procedure

- A. On and after the effective date of this article, the Town Board may award purchase contracts on the basis of best value (including contracts for service work, but excluding any purchase contract necessary for the completion of a public works contract pursuant to Article 8 of the Labor Law) as authorized in GML § 103 and as defined in § 163 of the State Finance Law. Pursuant to the New York State Finance Law, "best value" shall be the contract which optimizes quality, cost and efficiency among responsive and responsible bidders.
- B. All awards based on best value shall require Town Board approval.
- C. Where the basis for award is the best value offer, the Town Board shall document, in advance of the initial receipt, the determination of the evaluation criteria, which, whenever possible, shall be quantifiable, the process to be used in the determination of best value and the manner in which the evaluation process and selection shall be conducted.
- D. The solicitation shall prescribe the minimum qualifications or requirements that must be met in order to be considered responsive and shall describe and disclose the general manner in which the evaluation and selection shall be conducted. Where appropriate, the solicitation shall identify the relative importance and/or weight of cost and the overall technical criteria to be considered by the Town Board in its determination of best value. Evaluation criteria may include, but shall not be limited to, cost of maintenance, proximity to the contractors, longer product life, product performance criteria, and quality of craftsmanship.
- E. All information gathered in the course of the bidding procedures of this local law shall be filed with the documentation supporting the subsequent purchase or public works contract.
- F. In the event that no best value election is made, purchase contracts will continue to be awarded to the lowest responsible bidder.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information							
Town of Canandaigua - Best Value proposed local law							
Name of Action or Project: Town of Canandaigua, local law adoption							
Project Location (describe, and attach a location map): Town Hall - 5440 Route 5 & 20 West, Canandaigua, NY 14424							
Brief Description of Proposed Action: This action would authorize the Town of Canandaigua to use best value as the basis for awarding purchase contracts pursuant to New York State General Municipal Law 103, and provide for procedures that would govern the award of contracts on the basis of best value.							
Name of Applicant or Sponsor: Town of Canandaigua, Town Board		Telephone: 585-394-1120 E-Mail: jfletcher@townofcanandaigua.org					
Address: 5440 Route 5 & 20 West							
City/PO: Canandaigua		State: NY	Zip Code: 14424				
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? 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.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">NO</td> <td style="text-align: center;">YES</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	NO	YES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NO	YES						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">NO</td> <td style="text-align: center;">YES</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input type="checkbox"/>	<input type="checkbox"/>						
3.a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres							
4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland							

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: <u>Town Board, Town of Canandaigua - Jim Fletcher</u> Date: <u>February 27, 2017</u> Signature: _____		

ATTACHMENT 9

ANNUAL REPORT FOR NYS ELECTRONIC WASTE COLLECTION SITES

Member: Town of Canandaigua | Year: 2016 | Cycle: Annual

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

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

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

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

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

Collection Site Information

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

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

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

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

Name: * Title:
James Fletcher Highway
Superintendent

Phone Number: * Ex te nsi on E-mail: *
585-394-3300 : jfletcher@townofcanandaigua.org

Mailing Address:

City: State: Postal (ZIP) Code:
- Select -

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

☐ Yes ☒ No

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

Name: * Title:
Jean Chrisman Town Clerk

Phone Number: * Ex te nsi on E-mail: *
585-394-1120 : jchrisman@townofcanandaigua.org

Mailing Address: *
5440 Routes 5 & 20

City: * State: * Country: * Postal (ZIP) Code: *
Canandaigua New York USA 14424

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

☒ Yes ☐ No

Important: All CEE weight accepted from any NYS consumer other than a business consumer at a

charge for which the entity has not been provided a premium service, must be reported as ineligible program weight in the table below.

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

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

☐ Small scale servers ☐ Televisions

Please check all that apply

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

Upload File:

January 9 2017 Transfer Station Fee Schedule.docx *File formats allowed: .doc .docx .xlsx .xlsx.*

Please limit to under 3 MB.

Electronic Waste Collected

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

Eligible Program Weight

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

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

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

Ineligible Program Weight

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

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

(if none, enter "0")

ELECTRONIC WASTE COLLECTED	QUANTITY COLLECTED - ELIGIBLE PROGRAM WEIGHT *	QUANTITY COLLECTED - INELIGIBLE PROGRAM WEIGHT *
Computers	3,289	0
Computer peripherals (CRT)	0	1,287
Computer peripherals (non-CRT)	7,912	0
Small electronic equipment	4,837	0
Small scale servers	277	0
Televisions (CRT)	0	25,818
Televisions (non-CRT)	3,213	0
Total	19,528	27,105

Electronic Waste Shipped Off-site

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

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

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

1. (if none, enter "0")

Facility Name	Full Address	State	Registration #
EWASTE+	7318 Victor-Mendon Rd, Victor, NY 14564	New York	00138
Computers *	Computer peripherals (CRT) *	Computer peripherals (non-CRT): *	Small electronic equipment *
3,289	0	7,912	4,837

Small scale servers *	Televisions (CRT) *	Televisions (non-CRT): *	Total Pounds
277	0	3,213	19,528

Total

19,528

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

1. (if none, enter "0")

Facility Name	Full Address	State	Registration #
EWASTE+	7318 Victor-Mendon Rd., Victor, NY 14564	New York	00138

Computers *	Computer peripherals (CRT) *	Computer peripherals (non-CRT) *	Small electronic equipment *
0	1,287	0	0

Small scale servers *	Televisions (CRT) *	Televisions (non-CRT) *	Total Pounds
0	25,818	0	27,105

Total

27,105

Electronic Waste Collection Site Certification

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

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

The certification and fee form must be received by the Department no later than March 1, 2017.

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

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

NYS Electronic Equipment Recycling & Reuse Act Certification & Fee Form, click this link to download

(130 kb PDF)

Response created on: Feb 9, 2017 at 08:03 AM CST by ksilverstrim@townofcanandaigua.org

Response last updated on: Feb 9, 2017 at 08:03 AM CST by ksilverstrim@townofcanandaigua.org

ATTACHMENT 10

PERMITTED TRANSFER STATION ANNUAL REPORT

(If you need assistance filling out this form please email swmannualreport@dec.ny.gov or call 518-402-8678.)

Complete and submit this form by March 2, 2017.

This annual report is for the year of operation from January 01, 2016 to December 31, 2016

SECTION 1 – GENERAL INFORMATION

FACILITY INFORMATION			
FACILITY NAME: Town of Canandaigua			
FACILITY LOCATION ADDRESS: 5440 Route 5 & 20	FACILITY CITY: 	STATE: NY	ZIP CODE: 14424
FACILITY TOWN: Canandaigua	FACILITY COUNTY: Ontario	FACILITY PHONE NUMBER: (585) 394-3300	
FACILITY NYS PLANNING UNIT: (A list of NYS <u>Planning Units</u> can be found at the end of this report). Ontario County			NYSDEC REGION #: 8
360 PERMIT #:(Refer to DEC Permit) 35R13	DATE ISSUED:	DATE EXPIRES:	NYS DEC ACTIVITY CODE OR REGISTRATION NUMBER: (Refer to DEC Permit) 35R13
FACILITY CONTACT: Jim Fletcher	<input checked="" type="checkbox"/> public <input type="checkbox"/> private	CONTACT PHONE NUMBER: (585) 394-3300	CONTACT FAX NUMBER: (585) 394-3767
CONTACT EMAIL ADDRESS: jfletcher@townofcanandaigua.org			
OWNER INFORMATION			
OWNER NAME: Town of Canandaigua	OWNER PHONE NUMBER: (585) 394-1120	OWNER FAX NUMBER: (585) 394-9476	
OWNER ADDRESS: 5440 Route 5 & 20	OWNER CITY: Canandaigua	STATE: NY	ZIP CODE: 14424
OWNER CONTACT: Town Clerk, Jean Chrisman	OWNER CONTACT EMAIL ADDRESS: jchrisman@townofcanandaigua.org		
OPERATOR INFORMATION			
OPERATOR NAME: <input checked="" type="checkbox"/> same as owner		<input type="checkbox"/> public <input type="checkbox"/> private	
PREFERENCES			
Preferred address to receive correspondence: <input checked="" type="checkbox"/> Facility location address <input type="checkbox"/> Owner address <input type="checkbox"/> Other (provide):			
Preferred email address: <input type="checkbox"/> Facility Contact <input type="checkbox"/> Owner Contact <input checked="" type="checkbox"/> Other (provide): Both - Facility and Owner Contacts			
Preferred individual to receive correspondence: <input type="checkbox"/> Facility Contact <input type="checkbox"/> Owner Contact <input checked="" type="checkbox"/> Other (provide): Both - Facility and Owner Contacts			

Did you operate in 2016? ☒ Yes; Complete this form.

☐ No; Complete and submit Sections 1 and 11. If you no longer plan to operate and wish to relinquish your permit/registration associated with this solid waste management activity, also complete the "Inactive Solid Waste Management Facility or Activity Notification Form" located at: <http://www.dec.ny.gov/chemical/52706.html>.

SECTION 2 - SOLID WASTE RECEIVED

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

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

☐ % Scale Weight

☐ % Estimated

☐ % Truck Count

☐ % Other (Specify: _____)

Type of Solid Waste	January (tons)	February (tons)	March (tons)	April (tons)	May (tons)	June (tons)	July (tons)
Asbestos							
Construction & Demolition (C&D) Debris	13.80	15.94	45.56	44.85	51.21	51.99	51.88
Industrial Waste (Including Industrial Process Sludges)							
Mixed Municipal Solid Waste (MSW) (Residential, Institutional & Commercial)	109.03	99.37	119.19	105.39	104.65	154.44	126.38
Oil/Gas Drilling Waste							
Petroleum Contaminated Soil							
Sewage Treatment Plant Sludge							
Treated Regulated Medical Waste							
Emergency Authorization Waste (Storm Debris)							
Other (specify)							
Tires							
Total Tons Received	122.83	115.31	164.75	150.24	155.86	206.43	178.26

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

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SECTION 2 - SOLID WASTE RECEIVED (continued)

Type of Solid Waste	Tip Fee (\$/ton)	August (tons)	September (tons)	October (tons)	November (tons)	December (tons)	Total Year (tons)	Daily Avg. (tons)
Asbestos								
Construction & Demolition (C&D) Debris		54.60	47.25	44.84	42.67	38.50	503.09	1.37
Industrial Waste (Including Industrial Process Sludges)								
Mixed Municipal Solid Waste (MSW) (Residential, Institutional & Commercial)		137.13	120.94	107.75	132.88	117.68	1434.83	3.92
Oil/Gas Drilling Waste								
Petroleum Contaminated Soil								
Sewage Treatment Plant Sludge								
Treated Regulated Medical Waste								
Emergency Authorization Waste (Storm Debris)								
Other (specify)								
Tires						4.85	4.85	0.01
Total Tons Received		191.73	168.19	152.59	175.55	161.03	1942.77	5.30

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

SECTION 3 – SERVICE AREA OF SOLID WASTE RECEIVED

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

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

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

100 % Road: Waste Type(s): Direct Haul 0 % Rail: Waste Type(s): _____
 0 % Water: Waste Type(s): _____ 0 % Other (specify: _____): Waste Type(s): _____

SERVICE AREA OF SOLID WASTE RECEIVED (where the waste is coming from)					
TYPE OF SOLID WASTE	SOLID WASTE MANAGEMENT FACILITY FROM WHICH IT WAS RECEIVED (Name & Address) OR "Direct Haul"	SERVICE AREA STATE OR COUNTRY	SERVICE AREA COUNTY OR PROVINCE	SERVICE AREA NYS PLANNING UNIT (See Attached List of NYS Planning Units)	TONS RECEIVED
Asbestos					
Construction & Demolition (C&D) Debris	Direct Haul	NY	Ontario County	Ontario County	503.09
Industrial Waste (Including Industrial Process Sludges)					

SERVICE AREA OF SOLID WASTE RECEIVED (where the waste is coming from)					
TYPE OF SOLID WASTE	SOLID WASTE MANAGEMENT FACILITY FROM WHICH IT WAS RECEIVED (Name & Address) OR "Direct Haul"	SERVICE AREA STATE OR COUNTRY	SERVICE AREA COUNTY OR PROVINCE	SERVICE AREA NYS PLANNING UNIT (See Attached List of NYS Planning Units)	TONS RECEIVED
Municipal Solid Waste (MSW) (Residential, Institutional & Commercial)	Direct Haul	NY	Ontario County	Ontario County	1,434.83
Oil/Gas Drilling Waste					
Petroleum Contaminated Soil					
Sewage Treatment Plant Sludge					
Treated Regulated Medical Waste (TRMW)*					
Emergency Authorization Waste (Storm Debris)					
Other (specify)					
Tires	Direct Haul	NY	Ontario County	Ontario County	4.85
TOTAL RECEIVED (tons):					1,942.77

* List generators that provide you Certificates of Treatment forms and quantities of TRMW from each _____
 If the solid waste type is not listed, use one of the "Other" lines and fill in the name of the waste. If more "Other" lines are needed, cross out an unused type and fill in the other solid waste name. If still more "Other" lines are needed, attach another copy of this page, cross out an unused type, and fill in the other solid waste name.

SECTION 4 - TRANSFER OR DISPOSAL DESTINATION

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

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

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

100 % Road: Waste Type(s): All waste types are included 0 % Rail: Waste Type(s): _____
 0 % Water: Waste Type(s): _____ 0 % Other (specify: _____): Waste Type(s): _____

TRANSFER OR DISPOSAL DESTINATION							
TYPE OF SOLID WASTE	SOLID WASTE MANAGEMENT FACILITY TO WHICH IT WAS SENT (Name & Address)	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	DESTINATION NYS PLANNING UNIT (See Attached List of NYS Planning Units)	AMOUNT TO TRANSFER DESTINATION (TONS)	AMOUNT TO DISPOSAL DESTINATION (TONS)	TOTAL YEAR (TONS)
Asbestos							
Construction & Demolition (C&D) Debris	Ontario County Landfill	NY	Ontario County	Ontario County		503.09	503.09
	1879 Route 5 & 20						
	Stanley, NY 14561						
Industrial Waste (Including Industrial Process Sludges)							

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TRANSFER OR DISPOSAL DESTINATION							
TYPE OF SOLID WASTE	SOLID WASTE MANAGEMENT FACILITY TO WHICH IT WAS SENT (Name & Address)	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	DESTINATION NYS PLANNING UNIT (See Attached List of NYS Planning Units)	AMOUNT TO TRANSFER DESTINATION (TONS)	AMOUNT TO DISPOSAL DESTINATION (TONS)	TOTAL YEAR (TONS)
Municipal Solid Waste (MSW) (Residential, Institutional & Commercial)	Ontario County Landfill	NY	Ontario County	Ontario County		1,434.83	1,434.83
	1879 Route 5 & 20						
	Stanley, NY 14561						
Oil/Gas Drilling Waste							
Petroleum Contaminated Soil							
Sewage Treatment Plant Sludge							
Treated Regulated Medical Waste							
Emergency Authorization Waste (Storm Debris)							
Other (specify)							
Tires	Ontario County Landfill, 1879 Route 5 & 20, Stanley, NY 14561	NY	Ontario County	Ontario County		4.85	4.85
					TOTAL SENT (tons): 1,942.77		

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

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SECTION 5 – PERMITTED TRANSFER STATION RECYCLABLE & RECOVERED MATERIALS

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

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

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

A. Service Area of Recyclable Material Received

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

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

SERVICE AREA OF RECYCLABLE MATERIAL RECEIVED (where the material is coming from):					
MATERIAL	SOLID WASTE MANAGEMENT FACILITY FROM WHICH IT WAS RECEIVED (Name & Address) OR "Direct Haul"	SERVICE AREA STATE OR COUNTRY	SERVICE AREA COUNTY OR PROVINCE	SERVICE AREA NYS PLANNING UNIT (See Attached List of NYS Planning Units)	TONS RECEIVED
Commingled Containers (metal, glass, plastic)					
Commingled Paper (all grades)					
Single Stream (total)	Direct Haul	NY	Ontario County	Ontario County	574.73
Brush, Branches, Trees, & Stumps					
Food Scraps					
Yard Waste (curbside)					
Other (specify)					
Bulk Metal	Direct Haul	NY	Ontario County	Ontario County	171.70
TOTAL RECEIVED (tons):					746.43

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

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

B. Material Recovered

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

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

100 % Road: Material(s): All materials 0 % Rail: Material(s):
 0 % Water: Material(s): 0 % Other (specify:): Material(s):

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

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

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

B. Material Recovered

GLASS RECOVERED					
RECOVERED MATERIAL	DESTINATION (Name & Address)	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	DESTINATION NYS PLANNING UNIT (See Attached List of NYS Planning Units)	TONS RECOVERED (out of facility)
Container Glass					
Industrial Scrap Glass					
Other Glass (specify)					
TOTAL GLASS RECOVERED (tons):					
METAL RECOVERED					
RECOVERED MATERIAL	DESTINATION (Name & Address)	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	DESTINATION NYS PLANNING UNIT (See Attached List of NYS Planning Units)	TONS RECOVERED (out of facility)
Aluminum Foil / Trays					
Bulk Metal (from MSW)	Empire Becks Recycling Solutions, Inc. 982 Route 21, Shortsville, NY 14548	NY	Ontario County	Ontario County	171.70
Bulk Metal (from CD debris)					
Enameled Appliances / White Goods					
Industrial Scrap Metal					
Tin & Aluminum Containers					
Other Metal (specify)					
TOTAL METAL RECOVERED (tons): 171.70					

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

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

B. Material Recovered

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

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

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

B. Material Recovered

MIXED MATERIAL RECOVERED					
RECOVERED MIXED MATERIAL	DESTINATION (Name & Address)	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	DESTINATION NYS PLANNING UNIT (See Attached List of NYS Planning Units)	TONS RECOVERED (out of facility)
Commingled Containers (metal, glass, plastic)					
Commingled Paper & Containers					
Single Stream (total)	Casella Recycling - Ontario	NY	Ontario County	Ontario County	574.73
	3555 County Road 49, Stanley, NY 14561				
Other (specify)					
TOTAL MIXED MATERIAL RECOVERED (tons):					574.73
ORGANIC MATERIAL RECOVERED					
RECOVERED MATERIAL	DESTINATION (Name & Address)	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	DESTINATION NYS PLANNING UNIT (See Attached List of NYS Planning Units)	TONS RECOVERED (out of facility)
Brush, Branches, Trees, & Stumps					
Food Scraps					
Yard Waste (curbside)					
Other (specify)					
TOTAL ORGANIC MATERIAL RECOVERED (tons):					

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

SECTION 6 – UNAUTHORIZED SOLID WASTE

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

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

Date Received	Type Received	Date Disposed	Disposal Method & Location

Radiation Monitoring

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

Identify Manufacturer _____ and Model _____ of fixed unit.

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

Identify Manufacturer _____ and Model _____ of fixed unit.

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

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

SECTION 7 - COST ESTIMATES AND FINANCIAL ASSURANCE DOCUMENTS

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

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

SECTION 8 - PROBLEMS

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

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

SECTION 9 - CHANGES

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

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

SECTION 10 - PERMIT/CONSENT ORDER REPORTING REQUIREMENTS

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

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

SECTION 11 - SIGNATURE AND DATE BY OWNER OR OPERATOR

Owner or Operator must sign, date and submit one completed form with an original signature to the appropriate Regional Office (See attachment for Regional Office addresses and Solid Waste Contacts.)

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

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

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

02/13/2017

Signature

Date

Jim Fletcher

Highway Superintendent

585 394 3300

Name (Print or Type)

Title (Print or Type)

Phone Number

5440 Route 5 & 20 West

Canandaigua

NY, 14424

Address

City

State and Zip

jfletcher@townofcanandaigua.org

Email (Print or Type)

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

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**Division of Materials Management
New York State Department of Environmental Conservation
Albany, New York 12233-7260**

TRANSFER STATION

A transfer station is a solid waste management facility where solid waste is received for the purpose of subsequent transfer to another solid waste management facility for further processing, treatment, transfer or disposal. Further information and a listing of the transfer stations are available online at <http://www.dec.ny.gov/chemical/23678.html>.

If your facility is authorized to process construction and demolition debris you need to submit a Construction & Demolition Debris Processing Facility Annual Report. If your facility is authorized to operate as a transfer station and to process construction and demolition debris you must submit both annual reports.

If your facility is authorized to operate as a recyclables handling and recovery facility you need to submit a Recyclables Handling and Recovery Facility Annual Report instead of a Transfer Station Annual Report. If your facility is authorized to operate as a transfer station and a recyclables handling & recovery facility you must submit both annual reports.

Forms for all solid waste management facilities can be found at <http://www.dec.ny.gov/chemical/52706.html> and a brief description of each type of facility can be found at <http://www.dec.ny.gov/chemical/8496.html>.

Annual Report

Submit the Annual Report no later than March 2, 2017.

Reporting of the information indicated on this Transfer Station Annual Report form is required pursuant to 6 NYCRR 360-1.4(c); 360-1.8(e)(1)(ii), (h)(8); 360-1.14(e)(2), (i)(1); 360-11.1(a), (b)(1)(iii); 360-11.4(h) and (j). Failure to provide the required information requested is a violation of Environmental Conservation Law. Timely submission of a properly completed form to the Department's Regional Office that has jurisdiction over your facility and to the Department's Central Office is required to meet the Annual/Quarterly Report requirements of 6 NYCRR Part 360.

Where the Annual Report requirements have been modified, appropriate Sections (as necessary to reflect the modification) must be completed and submitted with a copy of the Department's written notification which allows the modification.

Entries on the report forms should be either typewritten or neatly printed in black ink. Attach additional sheets if space on the pages is insufficient or supplementary information is required or appropriate.

Solid Waste Volume To Weight Conversion Factors

MATERIAL	EQUIVALENT	
Construction and Demolition Debris	1 cubic yard	0.75 tons
Compacted Solid Waste	1 cubic yard	0.5 tons
Uncompacted Solid Waste	1 cubic yard	0.1 tons

Recyclables Volume To Weight Conversion Factors

MATERIAL	EQUIVALENT		MATERIAL	EQUIVALENT	
GLASS - w hole bottles	1 cubic yard	0.35 tons	PLASTIC - PET - w hole	1 cubic yard	0.015 tons
GLASS - semi crushed	1 cubic yard	0.70 tons	PLASTIC - PET - flattened	1 cubic yard	0.04 tons
GLASS - crushed	1 cubic yard	0.88 tons	PLASTIC - PET - baled	1 cubic yard	0.38 tons
GLASS - uncrushed	55 gallon	0.16 tons	PLASTIC - styrofoam	1 cubic yard	0.02 tons
			PLASTIC - HDPE - w hole	1 cubic yard	0.012 tons
PAPER - high grade loose	1 cubic yard	0.18 tons	PLASTIC - HDPE - flattened 1	1 cubic yard	0.03 tons
PAPER - high grade baled	1 cubic yard	0.36 tons	PLASTIC - HDPE - baled	1 cubic yard	0.38 tons
PAPER - mixed loose	1 cubic yard	0.15 tons	PLASTIC - mixed (grocery bags)	45 gallon bag	0.01 tons
NEWSPRINT - loose	1 cubic yard	0.29 tons			
NEWSPRINT - compacted	1 cubic yard	0.43 tons	ALUMINUM - cans - w hole	1 cubic yard	0.03 tons
CORRUGATED - loose	1 cubic yard	0.015 tons	ALUMINUM - cans - flattened	1 cubic yard	0.125 tons
CORRUGATED - baled	1 cubic yard	0.55 tons	FERROUS METAL - cans whole	1 cubic yard	0.08 tons
			FERROUS METAL - cans	1 cubic yard	0.43 tons
			WHITE GOODS - uncompacted	1 cubic yard	0.10 tons
			WHITE GOODS - compacted	1 cubic yard	0.5 tons

SECTION 3 – SERVICE AREA OF SOLID WASTE RECEIVED

Identify the facility's service area by indicating the type of solid waste received, the Solid Waste Management facility (SWMF) from which it was received by your facility (or Direct Haul), the corresponding State/Country, the County/Province, and the NYS Planning Unit from which waste was received. **Refer to the list of NYS Planning Units that can be found at the end of this report.** The Total Tons Received reported below should equal the Total Tons Received in Section 2 (Solid Waste Received). DO NOT REPORT IN CUBIC YARDS!

Additional Service Area Guidance:

- 1) Direct hauled from the generator of the waste. In the case where the waste is hauled to your facility from the generator (i.e. hauled from residences, commercial establishments, etc.), "Direct Haul" is the appropriate response in Column 2 under "Service Area." Please report the tonnage by waste type and identify the state, county and planning unit where it was generated;
- 2) Sent to your transfer station from another solid waste management facility. Waste may be sent to your transfer station from another solid waste management facility. In this case, please report the tonnage by waste type from each sending solid waste management facility, as well as the sending facility's name, address, county, and the planning unit where the sending facility is located.

SECTION 5 – TRANSFER STATION RECYCLABLE & RECOVERED MATERIALS

A. Service Area of Recyclable Material Received

Identify the facility's service area by indicating the type of material received, the Solid Waste Management facility (SWMF) from which it was received by your facility (or Direct Haul), the corresponding State/Country, the County/Province, the NYS Planning Unit from which waste was received. **Refer to the list of NYS Planning Units that can be found at the end of this report.** DO NOT REPORT IN CUBIC YARDS!

Additional Service Area Guidance:

- 1) Direct hauled from the generator of the recyclables. In the case where the recyclables are hauled to your transfer station from the generator (i.e. hauled from residences, commercial establishments, etc.), "Direct Haul" would be the appropriate response in Column 2 under "Service Area". Please report the tonnage by material type and identify the state, county and planning unit where it was generated; or
- 2) Sent to your transfer station from another solid waste management facility. Recyclables may be sent to your transfer station from another solid waste management facility. In this case, please report the tonnage by material type from each sending solid waste management facility, as well as the sending facility's name, address, county, and the planning unit where the sending facility is located.

New York State Planning Units & Regions

When completing the annual report, please use the *Planning Unit* listed below that corresponds with the municipality and county. Note: The Planning Unit is not the DEC Region.

DEC Region	Planning Unit	County	Municipality
1	Glen Cove	Nassau	Glen Cove
	Hempstead		Hempstead
	Long Beach		Long Beach
	North Hempstead Solid Waste Management Authority		North Hempstead, except 10 villages (see below)
	Oyster Bay Solid Waste Disposal District		Oyster Bay, except 17 villages (see below)
	Babylon	Suffolk	Babylon
	Brookhaven		Brookhaven
	East Hampton		East Hampton
	Fishers Island Waste Management District		Fishers Island
	Huntington		Huntington
	Islip Resource Recovery Agency		Islip
	Riverhead		Riverhead
	Shelter Island		Shelter Island
	Smithtown		Smithtown
	Southampton		Southampton
	Southold		Southold, except Fishers Island
2	New York City	Bronx	Bronx
		Kings	Kings (Brooklyn)
		New York	New York (Manhattan)
		Queens	Queens
		Richmond	Richmond (Staten Island)
3	Dutchess County	Dutchess	
	Orange County	Orange	
	Putnam County	Putnam	
	Rockland County Solid Waste Management Authority (RCSWMA)	Rockland	
	Sullivan County	Sullivan	
	Ulster County Resource Recovery Agency (UCRRA)	Ulster	
	Westchester County	Westchester	
4	Colonie	Albany	Cohoes Colonie (Town) Colonie (Village) Menands
	Capital Region Solid Waste Management Partnership	Albany	Albany
			Altamont
			Berne
			Bethlehem
			Green Island
			Guilderland
			Knox
			New Scotland
			Rensselaerville
			Voorheesville
			Westerlo
		Rensselaer	East Greenbush

4	Eastern Rensselaer County Solid Waste Management Authority	Rensselaer	Rensselaer
			Castleton-on-Hudson
			Hoosick Falls
			Nassau (Village)
			Pittstown
			Schaghticoke
			Stephentown
			Valley Falls
			Berlin
			Grafton
			Inactive Members
	Columbia County	Columbia	All, except Town of Canaan
	Delaware County	Delaware	
	Greene County	Greene	
	Montgomery County	Montgomery	
	Otsego County	Otsego	
	Schoharie County	Schoharie	
	Schenectady County	Schenectady	
5	Clinton County	Clinton	
	Essex County	Essex	
	County of Franklin Solid Waste Management Authority (CFSWMA)	Franklin	
	Fulton County	Fulton	
	Hamilton County	Hamilton	
	Saratoga County	Saratoga	
	Warren County	Warren	
	Washington County	Washington	
6	Development Authority of the North Country (DANC)	Jefferson	
		Lewis	
		St. Lawrence	
	Oneida-Herkimer Solid Waste Authority	Oneida	
		Herkimer	
7	Broome County	Broome	
	Cayuga County	Cayuga	
	Chenango County	Chenango	
	Cortland County	Cortland	
	Madison County	Madison	
	Onondaga County	Onondaga	All municipalities, except Town and Village of Skaneateles (See below)
	Oswego County	Oswego	
	Tioga County	Tioga	
	Tompkins County	Tompkins	
8	Chemung County	Chemung	
	GLOW Region Solid Waste Management Committee	Genesee	
		Livingston	
	Monroe County	Monroe	
	Ontario County	Ontario	
	Orleans County	Orleans	
	Schuyler County	Schuyler	
	Seneca County	Seneca	
	Steuben County	Steuben	

	Wayne County	Wayne	
	Yates County	Yates	
9	Allegany County	Allegany	
	Cattaraugus County	Cattaraugus	
	Chautauqua County	Chautauqua	
	GLOW Region Solid Waste Management Committee	Wyoming	
	Niagara	Niagara	
	Northeast Southtowns Solid Waste Management Board (NEST)	Erie	Akron
			Alden
			Angola
			Aurora
			Blasdell
			Boston
			Brant
			Cheektowaga
			Clarence
			Colden
			Collins
			Concord
			Depew
			East Aurora
			Eden
			Elma
			Evans
			Farnham
			Gowanda
			Hamburg
			Holland
			Lackawanna
			Lancaster
			Marilla
			Newsstead
			North Collins
			Orchard Park
			Sardinia
			Sloan
			Springville
			Wales
			West Seneca
	Northwest Communities Solid Waste Management Board (NWCB)	Erie	Amherst
			Grand Island
			Kenmore
			Tonawanda
			Williamsville

Municipalities Not Currently Affiliated With a Recognized Planning Unit

DEC Region	County	Non-Member Municipality	
1	Nassau	North Hempstead	Great Neck Estates
			Great Neck Plaza
			Mineola
			New Hyde Park
			Old Westbury
			Plandome
			Plandome Manor
			Roslyn Harbor
			Westbury
			Williston Park
		Oyster Bay	Bayville
			Brookville
			Centre Island
			Cove Neck
			East Hills
			Glenwood
			Lattington
			Laurel Hollow
			Matinecock
			Mill Neck
			Muttontown
			Old Brookville
			Old Westbury
			Oyster Bay Cove
			Roslyn Harbor
			Sea Cliff
			Upper Brookville
4	Albany	Coeymans	
		Ravena (Village)	
		Watervliet	
	Rensselaer	Brunswick	
		North Greenbush	
		Sand Lake	
		Schodack	
		Troy	
	Columbia	Canaan	
7	Onondaga	Skaheatles (Town and Village)	
9	Erie	City of Buffalo	

New York State Department of Environmental Conservation
Division of Materials Management
Bureau of Permitting and Planning

MATERIAL MANAGEMENT PROGRAM CONTACTS

CENTRAL OFFICE

Bureau of Permitting and Planning
625 Broadway
Albany, NY 12233-7260
Phone: (518) 402-8678

For Submission of Annual Reports only:

Fax: (518) 402-9041

Email: For solid waste management facilities - swmfannualreport@dec.ny.gov

REGIONAL OFFICE ADDRESS & LEAD CONTACT PERSON

REGION 1 (Nassau, Suffolk)

Syed Rahman
SUNY @ Stony Brook
50 Circle Road
Stony Brook, NY 11790
Phone: (631) 444-0375

REGION 2 (Bronx, Kings, New York, Queens, Richmond)

Joseph O'Connell
47-40 21st Street
Long Island City, NY 11101-5407
Phone: (718) 482-4896

REGION 3 (Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester)

James Lansing
21 South Putt Corners Road
New Paltz, NY 12561
Phone: (845) 256-3123

REGION 4 (Albany, Columbia, Delaware, Greene, Montgomery, Otsego, Rensselaer, Schenectady, Schoharie)

Victoria Schmitt
1130 North Westcott Road
Schenectady, NY 12306
Phone: (518) 357-2243

REGION 5 (Clinton, Essex, Franklin, Fulton, Hamilton, Saratoga, Warren, Washington)

David Mt. Pleasant
232 Golf Course Road
Warrensburg, NY 12885
Phone: (518) 623-1230

REGION 6 (Herkimer, Jefferson, Lewis, Oneida, St. Lawrence)

Yuan Zeng
317 Washington Street
Watertown, NY 13601
Phone: (315) 785-2584

REGION 7 (Broome, Cayuga, Chenango, Cortland, Madison, Onondaga, Oswego, Tioga, Tompkins)

Thomas Annal
615 Erie Boulevard West
Syracuse, NY 13204
Phone: (315) 426-7419

REGION 8 (Chemung, Genesee, Livingston, Monroe, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne, Yates)

Greg MacLean
6274 East Avon-Lima Road
Avon, NY 14414
Phone: (585) 226-5408

REGION 9 (Allegany, Cattaraugus, Chautauqua, Erie, Niagara, Wyoming)

Peter Grasso
270 Michigan Avenue
Buffalo, NY 14203
Phone: (716) 851-7220

ATTACHMENT 11

Tuesday February 14th, 2017 9:16 AM



71 Marsh Rd East Rochester, NY 14445 585-586-7705 Fax 585-586-7706

Vehicle Purchase ProposalAttention: **Jim Fletcher**

Purchase Order#:

Town of Canandaigua

5440 State Route 5 and 20

Canandaigua NY14424

Phone: 585-394-3300 Fax: 585-394-3767

Mobile: 585-281-7113 Email: jfletcher@townofcanandaigua.org

Quote# 22640

Onondaga Bid 7974 2017PU SRW

Item Description	Code	Qty	Your Price	MSRP
2017 F-350 XL Super Cab 4x4 8' Box Delete	X3B	1	\$ 28,049.00	\$ 40,070.00
Race Red	PQ	1	\$ 0.00	\$ 0.00
6.2L 2 Valve Gas SOHC EFI NA V8 (Flex-Fuel)		1	\$ 0.00	\$ 0.00
TorqShift® Six-Speed Automatic (6R140) with SelectShift		1	\$ 0.00	\$ 0.00
Cloth 40/20/40 Split Bench - Crew Cab (XL Only) XL	1	1	\$ 283.50	\$ 315.00
Electronic Shift-on-the-Fly 4x4	213	1	\$ 166.50	\$ 185.00
Heater, Engine Block Std. in NYS	41H	1	\$ 0.00	\$ 0.00
TowCommand Integrated Trailer Brake Controller	52B	1	\$ 243.00	\$ 270.00
Splash Guards/Mud Flaps (Front)	61S	1	\$ 117.00	\$ 130.00
Splash Guards/Mud Flaps (Rear)	62S	1	\$ 0.00	\$ 0.00
DELETE *Pickup Box Delete (XL/XLT w/ 8 ft. Box only) Truck will come with an 8' standard pick up box (Onondaga Bid Only)	66DDEL	1	\$ 0.00	\$ 0.00
Upfitter Switches (4)	66S	1	\$ 148.50	\$ 165.00
Exterior Back-up Chime	76C	1	\$ 126.00	\$ 140.00
Tough Bed Spray-in bedliner	85S	1	\$ 445.50	\$ 495.00
Power Equip Group on XL Only (Reg & Super Cabs)	90L	1	\$ 823.50	\$ 915.00
SYNC® with MyFord®	91M	1	\$ 328.50	\$ 365.00
Daytime Running Lamps (Fleet only)	942	1	\$ 40.50	\$ 45.00
XL Value Package	96V	1	\$ 648.00	\$ 720.00
LT265/70Rx17E OWL AT (XL/XLT)	TCD	1	\$ 409.50	\$ 455.00
Axle, Limited Slip (Ratio 3.73) (6.2L XL/XLT/Lariat)	X3E	1	\$ 351.00	\$ 390.00
Weather tech Floor Mats 4 pc Set		1	\$ 123.67	\$ 176.67
Nerf Bars, Ext Cab		1	\$ 420.00	\$ 600.00
Delivery to Region 1	Reg 1	1	\$ 110.00	\$ 110.00
Term is Net 15 Days A.R.V. Delivery from factory to dealer is estimated at 16-20 weeks. This Quote Expires In 60 Days or final Order date, whichever comes first.	Total Price:		\$ 32,833.67	
Quantity on this Order: 1	Grand Total:		\$ 32,833.67	

To place an order please sign and date this proposal and return it to
Van Bortel Ford along with a valid Purchase Order, Voucher, or Letter of Intent. Thank You!

Accepted By: _____ Title _____ Date _____

Van Bortel Ford Inc (WBE) Federal ID 16-1609363 Salesperson: Josh Relyea Quote: 22640

ATTACHMENT 12



JOHN DEERE
FINANCIAL

Renewal Lease Schedule

Lease Schedule No.	030-0062856-002
Master Lease Agreement No.	0062856

Lessee: (Name & Address)	TOWN OF CANANDAIGUA 5440 STATE ROUTE 5 AND 20, CANANDAIGUA, NY 14424-9327					
Lessor:	DEERE CREDIT, INC. 6400 NW 86 th ST, PO BOX 6600, JOHNSTON, IA 50131-6600					
RENEWAL TERM						
Renewal Term Start Date	Renewal Term End Date	# Of Payments	Renewal Lease Payment Amount	*Sales/Use Tax	Total Renewal Lease Payment	Purchase Option Price
01/28/2017	01/28/2018	12	\$2,396.00	\$0.00	\$2,396.00	\$161,153.04
*If part of the regular scheduled lease payment						
PAYMENT TERMS			PAYMENT DUE AT SIGNING			
Due Date	1st Payment Due Date	Discount Rate	Renewal Payment		\$2,396.00	
28	02/27/2017	Internal Rate of Return minus 2 percent (2%)	Origination Fee		\$0.00	
Billing Period	Irregular Payments		Security Deposit		\$0.00	
<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Irregular			Total Due At Signing		SEE ATTACHED INVOICE	

"Master Agreement" shall mean the above referenced Master Lease Agreement. "Schedule" shall mean this Lease Schedule. "Lease" shall mean this Schedule and the Master Agreement. All of the terms and conditions set forth in the Master Agreement and any amendment, addendum, schedule or attachment thereto or hereto are hereby incorporated into and made a part of this Schedule.

Lease Payments. You agree to remit the Lease Payments (and applicable sales, use and property taxes) on the dates noted above and all other amounts when due to: DEERE CREDIT, INC., P.O. Box 4450, Carol Stream, IL 60197-4450.

Hourly Charges. You certify that the hour meter reading on each item of Equipment is accurate as of the date you sign this Schedule. If you use any Equipment during the Lease Term for more than the Hourly Limit indicated above for that item of Equipment, you will pay to us within 10 days of the Lease Term End Date (or any earlier termination of the Lease) an amount equal to the Excess Hour Charge for that item of Equipment for each hour in excess of the Hourly Limit. If the Lease is terminated, cancelled or extended for any reason, the Hourly Limit will be prorated by us in our sole discretion.

Purchase Option. You may purchase the Equipment on the Lease Term End Date (or the Renewal Term End Date) for the applicable Purchase Option Price (plus applicable Taxes including estimated property taxes), provided (1) you are not in default; (2) we receive written notice of your intent to purchase the Equipment at least 60 days before the Lease Term End Date (or the Renewal Term End Date); and (3) we receive the Purchase Option Price and any other amounts you owe us on or before the Lease Term End Date (or the Renewal Term End Date). Upon receipt of the Purchase Option Price, we will transfer to you all of our right, title and interest in such item(s) of Equipment AS-IS, WHERE-IS, WITHOUT ANY WARRANTY AS TO CONDITION OR VALUE.

Representations and Warranties. You represent and warrant to us, as of the date you signed this Schedule, that (1) the Equipment was selected by you; (2) the Equipment (including all manufacturer manuals and instructions) has been delivered to, and examined by, you; (3) the safe operation and the proper servicing of the Equipment were explained to you; (4) you received the written warranty applicable to the Equipment and understand that your rights under the written warranty may be limited; (5) the Equipment is unconditionally and irrevocably accepted by you as being suitable for its intended use; (6) the Equipment is in good condition and repair (operating and otherwise); (7) the Equipment shall be used only for the purpose indicated herein; (8) except as disclosed to us, neither you nor any person related to you will have an equity interest in the Equipment on the Lease Term Start Date; and (9) all information provided to us by you is true and correct.

You acknowledge and agree that: (1) we did not select, manufacture or supply any of the Equipment; (2) we acquired the Equipment at your direction; (3) you selected the supplier of the Equipment; (4) you are entitled to all manufacturer warranties ("Warranty Rights") and we assign all Warranty Rights to you, to the extent assignable; (5) you may request an accurate and complete statement of the Warranty Rights, including any disclaimers and limitations, directly from the manufacturer; and (6) you assign to us all your rights (but none of your obligations) under all purchase orders, purchase agreements or similar documents relating to the Equipment. You waive all rights and remedies conferred upon a lessee under Sections 508 – 522 of Article 2A of the Uniform Commercial Code.

Lease Payments may be based on the assumption that we will be entitled to certain tax benefits as the owner of the Equipment. If you take or fail to take any action that results in a loss of such tax benefits, you will pay us, on demand, the amount we calculate as the value of such lost tax benefits.

Miscellaneous. You agree that we can access any information regarding the location, maintenance, operation and condition of the Equipment, and you irrevocably authorize anyone in possession of such information to provide all of that information to us upon our request. You also agree to not disable or otherwise interfere with any information-gathering or transmission device within or attached to the Equipment. You permit us to monitor and record telephone conversations between you and us. By providing any telephone number, including a mobile phone number, to us, any of our affiliates or any debt collectors we retain, we, such affiliates and such retained debt collectors can contact you using that number, including calls using an automatic dialing and announcing device and prerecorded calls, and that such calls are not "unsolicited" under state or federal law. All of our rights under each Lease shall remain in effect after the expiration of the Lease Term or termination of the Schedule.

Lease Schedule – Equipment List

[illegible]



JOHN DEERE
FINANCIAL

Physical Damage/Liability Insurance

Lease Schedule No.	030-0062856-002
Master Lease Agreement No.	0062856

Lessee: (Name & Address)	TOWN OF CANANDAIGUA 5440 STATE ROUTE 5 AND 20, , CANANDAIGUA, NY 14424-9327
Lessor:	DEERE CREDIT, INC. 6400 NW 86 th ST, PO BOX 6600, JOHNSTON, IA 50131-6600

LIABILITY INSURANCE on the above referenced Lease Schedule (the "Schedule") to the above referenced Master Lease Agreement will be provided by the following insurance agency:

Name of Agency:	Phone Number of Agency:
Mailing Address of Agency	Fax Number of Agency

PHYSICAL DAMAGE INSURANCE on the Schedule will be provided by the following agency:



Name of Agency:	Phone Number of Agency:
Mailing Address of Agency	Fax Number of Agency

If an insurance certificate is available, it should be provided in place of the above information

ADDITIONAL INSURED and LOSS PAYEE:

Deere Credit, Inc.
Its Successors &/or Assigns
6400 NW 86th St
Johnston, IA 50131

The undersigned agrees and understands that, pursuant to the provisions of Section 6 of the Master Lease Agreement, the undersigned must at all times (1) maintain public liability insurance, covering personal injury and property damage for not less than \$1,000,000 per occurrence, naming us (and our successors and assigns) as additional insured; and (2) keep the Equipment insured against all risks of physical damage for no less than its Termination Value (as such term is defined in Section 7 of the Master Lease Agreement), naming us (and our successors and assigns) as sole loss payee.

LESSEE	TOWN OF CANANDAIGUA 5440 STATE ROUTE 5 AND 20 CANANDAIGUA, NY 14424-9327	
By: 	JAMES FLETCHER, HIGHWAY SUPERINTENDENT	
Date: 		

Office Use Only

Contact Date(s):	Contact Name:
Liability Insurance Company Policy #:	Liability Insurance Expiration Date
Liability Limits:	Notes:
Physical Damage Insurance Company and Policy #	Physical Damage Insurance Expiration Date
Insured Value:	Notes:
Loss Payee Deere Credit, Inc.? <input type="checkbox"/> Yes <input type="checkbox"/> Will Be Added	Verified By:

John Deere Financial Direct Pay-Recurring Enrollment

For Credit Card accounts and Installment Loans

Fax 800-826-9527

Or Mail: John Deere Financial, Attn: Payment Specialist, PO Box 5327, Madison, WI 53705

Lease

Fax to 800-254-0020

Or Mail: John Deere Financial, Attn: Lease Dept, PO Box 6600, Johnston, IA 50131-6600

Eligibility

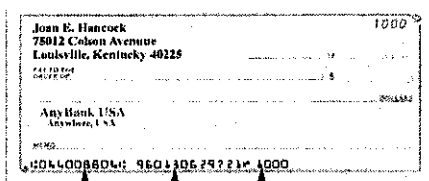
Your account with John Deere Financial must be **current** in order to enroll for the Direct-Pay Recurring payment option. Your account with your financial institution must allow automatic withdrawals.

How to Enroll

Complete and sign the authorization form below. Please be sure to provide all information requested.

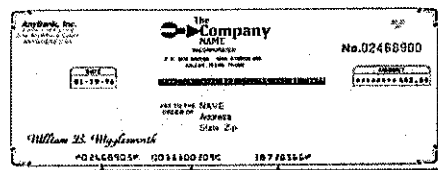
Bank & account information, whether it is a saving or checking account. For the typical checking accounts, the account information is located similar to the sample business or personal checks below:

Sample Personal Check



Routing & Transit Number Checking Acct Number Check Number

Sample Business Check



Check Number Routing & Transit Number Checking Acct Number

JOHN DEERE FINANCIAL DIRECT PAY-RECURRING AUTHORIZATION FORM

My signature below authorizes Deere Credit Services, Inc. and its affiliates, (the Company), to initiate debit entries to the checking/savings account below for the regularly scheduled payments or other amounts that I may owe the Company. This authorization is to remain in full force and effect until canceled by the Company, or by written notification from me, given in such time and manner as to allow the Company a reasonable opportunity to act upon it. If your account is closed due to an Add-On transaction, consolidation or corrected loan agreement and you have Direct Pay-Recurring, your enrollment and banking information will be transferred to your new account.

Bank Name

John Deere Financial Account Number

Bank City & State

Name on John Deere Financial Account

Name on Bank Account

Social Security Number/Federal Tax ID

9 digit Bank Routing and Transit #

Type of Account: ☐ Checking ☐ Savings

Bank Account Number

I request Direct Pay Recurring to begin with my payment due ____/____/____

I understand any payment due prior to the month I requested above, must be made in order to be eligible for Direct Pay Recurring.

Bank Account Owner Signature Date

Bank Account Owner Phone Number



Due Date:	2/27/2017
Total Due:	\$2,396.00

**JOHN DEERE FINANCIAL
LEASE ADMIN
PO BOX 6600
JOHNSTON, IA 50131-6600
Phone: 1-800-828-8297
Fax: 1-800-254-0020**

TOWN OF CANANDAIGUA
5440 STATE ROUTE 5 AND 20
CANANDAIGUA, NY 14424-9327

Deere Credit, Inc.
PO BOX 6600
Johnston, IA 50131-6600

[illegible]

Change of Address? Please call **Customer Service 800-828-8297**

TO ENSURE PROPER CREDIT, RETURN LOWER PORTION WITH YOUR PAYMENT

Invoice Number	Contract Number	TOWN OF CANANDAIGUA
MANUAL	030-0062856-002	5440 STATE ROUTE 5 AND 20 CANANDAIGUA, NY 14424-9327

Due Date: 2/27/2017
Total Due: \$2,396.00

Remit to: **Deere Credit, Inc.**
PO Box 6600
Johnston, IA 50131-6600

Amount Enclosed: _____

UNDERSTANDING YOUR INVOICE

Your Lease Invoice includes charges for the dates indicated. Please process your payment so it arrives prior to the date shown. Any questions concerning performance of your equipment should be directed to your local dealer. The following terms explain your invoice.

- **DUE DATE:** Total due on or before your contractual due date, after which late charges may be assessed.
- **TOTAL DUE:** The sum of your current periodic charge plus any previous amount due.
- **INVOICE NUMBER:** This number should be referenced on the face of any remittance.
- **DATE ISSUED:** Date invoice printed - all payments received after this date are not reflected on this invoice.
- **LAST PAYMENT RECEIVED:** The date of the last payment received prior to this invoice being issued. If your records show that you have made a payment that is not reflected on this invoice and was mailed more than 10 days prior to date issued, contact your bank to verify the check has cleared. Request a front and back copy and mail it to our Customer Service indicating your lease/contract number.
- **LESSEE'S REFERENCE NUMBER:** Any reference number provided by you such as: Purchase Order, Department, Cost Center Numbers, etc.
- **CONTRACT NUMBER:** This is your lease/contract number used to identify your account. This number should be given to Customer Service when making an inquiry and on all correspondence.
- **DESCRIPTION:** Description of leased equipment.
- **PAYMENT AMOUNT:** The payment due under the terms of your contract - PRIOR TO ASSESSMENT OF APPLICABLE SALES/USE TAXES. Your payments may be adjusted pursuant to the terms of the agreement and/or adjustments made to one or more of your equipment schedules.
- **LATE CHARGE:** Any contractual payment not made on, or before, its due date is subject to the assessment of late charges, as outlined in your agreement.
- **MISC. CHARGE:** Other charges due under the terms of your agreement.
- **SALES/USE TAX:** Sales/Use Tax assessed by your taxing authority and added to your contract payment.

Mailing Address Change:

Name _____
Street _____
City _____ State _____ Zip _____
Attention (if applicable) _____
Phone Number () _____ Contact Person _____

Please complete the following section if the **PHYSICAL LOCATION** of the lease equipment has changed. The information is required for tax purposes, and will not affect your mailing address.

Name _____
Street _____

ATTACHMENT 13

Sucker Brook Wetland Restoration and Enhancement at Route 5&20

Town of Canandaigua Budget

Funding for this project is provided by a 50/50 matching grant secured by the Canandaigua Lake Watershed Council through NYS Department of State. This grant requires the 50% local match through in-kind services, cash or the value of acquired land. This budget updates the previous budgets that have been presented to the Town and utilizes current cost estimates. This budget is in-line with the State grant budget estimates. The budget shows that the Town of Canandaigua will get reimbursed for all cash expenses (\$60,000) and partially reimbursed for existing labor and equipment usage.

Budget Item	Total Cost	State Funding	Local Match	Local Match Explanation
Land Easements	\$ 55,000.00		\$ 55,000.00	Match provided by the value of land for the 28 acres of permanent easements donated to the Town; no cash outlay
MRB and attorney (engineering, wetland consultant, permits, survey, appraisal/easement mapping and filing, historic/archeological survey)	\$ 20,000.00	\$ 20,000.00		Fully reimbursed by State grant
Labor provided by Town Highway Department for construction of project Budget estimate based on 3 MEOs working 40 hour weeks for 5 weeks at \$45/hr (includes wage and fringe benefits)	\$ 27,000.00	\$ 10,000.00	\$ 17,000.00	In kind match provided by existing labor
Equipment usage by Town Highway Department (includes rental and usage of existing Town equipment) Large Bulldozer rental \$9,000/month. Sheepfoot roller-\$4,000/month	\$ 36,000.00 (\$20,000- rental)	\$ 29,000.00	\$ 7,000.00	In kind match provided by existing equipment usage
Materials (culverts, rock rip rap, erosion control measures) purchased by Town using county bid	\$ 20,000.00	\$ 20,000.00		Fully reimbursed by State grant
Total	\$ 158,000.00	\$ 79,000.00	\$ 79,000.00	