

**Canandaigua Town Board  
Meeting Agenda  
September 17, 2018  
6:00pm**

- Call To Order and Pledge of Allegiance
  - Pledge Led by Terry Fennelly, Town Councilman
- Roll Call
  - Town Clerk Confirmation meeting was properly advertised
- Circulation of Written Communications and Correspondence
  - Newsletter, The Inside Dirt, Cornell Cooperative Extension Ontario County, Volume 16, Issue 8, September 2018
  - Letter, Charter Communications, Mark Meyerhofer Director of Government Affairs, Upcoming Changes, August 31, 2018
  - Letter, Charter Communications, Mark Meyerhofer Director of Government Affairs, Upcoming Changes, August 15, 2018
- Privilege of the Floor
- Presentations
  - *None*
- Public Hearings

*Continued Public Hearings:*

- *None*

*New Public Hearings:*

- Public Hearing on a Text Code Amendment to Town Code Chapter SDD that would Remove the Chapter from Town Code; and SEQR Intent to Declare Lead Agency

*NOTE: This public hearing pertains to Reso# 2018 - 273*

- Public Hearing to Provide Opportunity for Property Owner and Code Enforcement Officer to Testify as to the Condition of and Proposed Remedies for the Building Located at 4459 County Road 50

*NOTE: No scheduled action associated with this public hearing, as the owner has obtained a building permit and is now in compliance*

- Priority Business
  - General discussion relating to the vacant position of Town Supervisor
  - Action (if any) relating to the vacant position of Town Supervisor
- Reports of Town Officials and Department Heads – Attachment #1
  - A. Director of Parks & Recreation
  - B. Highway / Water Superintendent
  - C. Assessor
  - D. Historian
  - E. Town Clerk
  - F. Town Manager
  - G. Supervisor / Deputy Supervisor

1. Monthly Financial Reports for August 2018
  - a. Revenue & Expense Report and Cash Summary Report
  - b. EFPR Solutions Executive Summary
  - c. Overtime Report – All Departments
  - d. Overtime Report – Highway & Water
- Reports of Committees, Boards and Commissions
  - A. Town Board Committees (as needed)
    - a. Finance – Councilwoman Dworaczyk
    - b. Planning – Councilman Fennelly
    - c. Environmental – Councilman Reynolds
    - d. Ordinance – Councilman Davis – Attachment #2
    - e. Economic Development – Co-Chairwoman Fuller – Attachment #3
  - B. Planning Board, Chairman Schwartz
  - C. Zoning Board of Appeals, Chairman Robinson
  - D. Environmental Conservation Board, Chairwoman Marthaller
  - E. Citizens' Implementation Committee, Chairwoman Reynolds
  - F. Parks & Recreation Committee, Chairman MacNeil
  - G. Special Events Committee, Chairwoman Fuller – Attachment #4
  - H. Complete Streets Committee, Chairman Davis
  - I. Agriculture Committee, Chairman Stryker
  - J. Drainage Committee, Chairman Oyler – Attachment #5
- Privilege of the Floor
- Resolutions

*Continued Resolutions:*

**RESOLUTION NO. 2018 – 246: AUTHORIZATION FOR TOWN SUPERVISOR TO EXECUTE INTERMUNICIPAL AGREEMENT BETWEEN CANANDAIGUA-HOPEWELL WATER DISTRICT OF THE TOWN OF CANANDAIGUA AND CANANDAIGUA-HOPEWELL WATER DISTRICT OF THE TOWN OF HOPEWELL**

**WHEREAS**, the Town Board of the Town of Canandaigua (herein after referred to as 'Town Board') wishes to enter into agreement with the Town of Hopewell to define responsibilities for the operations associated with the Town of Canandaigua and Town of Hopewell portions of the area currently served by the Canandaigua-Hopewell Water District; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby authorizes the Town Supervisor to execute the Intermunicipal Cooperation Agreement between Canandaigua-Hopewell Water District of the Town of Canandaigua and Canandaigua-Hopewell Water District of the Town of Hopewell; and

**BE IT FURTHER RESOLVED**, the Town Clerk is directed to provide a copy of this resolution and Intermunicipal Agreement to the Town Clerk of the Town of Hopewell, the Highway and Water Superintendents of the Towns of Canandaigua and Hopewell.

Attachment #6

*NOTE: The Water Superintendent, the Town Manager, and the Public Works Committee are all recommending tabling this resolution to an indefinite date in order to give more time to work through a new draft agreement.*

**RESOLUTION NO. 2018 – 254: AUTHORIZATION FOR TOWN SUPERVISOR TO EXECUTE  
MEMORANDUM OF UNDERSTANDING WITH LAND OWNER RELATING TO  
CANANDAIGUA FARMINGTON WATER DISTRICT AND CANANDAIGUA FARMINGTON  
TOWNLINERoad IMPROVEMENTS**

**WHEREAS**, the Town Board of the Town of Canandaigua (herein after referred to as 'Town Board') has been made aware of the need for certain improvements for the Canandaigua Farmington Water District including the need to run a new water line from the tank on Brickyard Road to Canandaigua-Farmington Townline Road; and

**WHEREAS**, the Town Board has previously authorized a study completed by Fisher Associates in 2013 to explore the connection of a trail known as the Auburn Trail from Farmington to Outhouse Park in the Town of Canandaigua; and

**WHEREAS**, staff working between the Towns of Canandaigua and Farmington have identified an opportunity to place the Auburn Trail on top of the water main that is needed to be run from the tank on Brickyard Road to Canandaigua Farmington Townline Road; and

**WHEREAS**, the water main and trail would need to cross private property owned by David Genecco; and

**WHEREAS**, the landowner has informed the Town of Canandaigua and the Town of Farmington of his willingness to provide an easement to the Towns of Canandaigua and Farmington for the construction of the water main and the trail provided the Towns assist with the construction of a roadway from Brickyard Road to Canandaigua Farmington Townline Road as part of an Improvement District consisting of properties currently owned by David Genecco; and

**WHEREAS**, the road would not be constructed until such time as David Genecco is ready for further development associated with a Tax Improvement District; and

**WHEREAS**, residents of the Town of Canandaigua shall incur no cost associated with the Tax Improvement District as all costs will be financed and paid for by the improvement district and subsequent development associated with the district; and

**WHEREAS**, Mr. Genecco wishes to enter into a memorandum of understanding associated with the future possible construction as part of the improvement district; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby authorizes the Town Supervisor to execute the memorandum of understanding with David Genecco; and

**BE IT FURTHER RESOLVED**, the Town Clerk is directed to provide a copy of this resolution and memorandum of understanding to Mr. Genecco, and the Town of Farmington.

Attachment #7

*NOTE: The Town Manager is recommending tabling this resolution to an indefinite date to give more time to work through some logistics associated with the proposal, and have additional conversations with the land owner.*

## *New Resolutions:*

### **FINANCE**

- Resolution No. 2018 – 263: Notice of Public Hearing on the Preliminary Budget of the Town of Canandaigua for the Year 2019
- Resolution No. 2018 – 264: Acceptance of Monthly Financial Reports
- Resolution No. 2018 – 265: Authorization of Financial Access for Certain Town of Canandaigua Officials
- Resolution No. 2018 – 266: Authorization for Town Manager to Execute Agreement with Systems Development Group for Image Mate Online – Town Wide Assessment Information

### **PLANNING**

- Resolution No. 2018 – 267: Approve Installing a Second Communication Line to the Highway Facility
- Resolution No. 2018 – 268: Approve Contract with Auctions International Inc.3
- Resolution No. 2018 – 269: Request to Surplus Highway Equipment
- Resolution No. 2018 – 270: Request to Surplus Miscellaneous Highway Materials
- Resolution No. 2018 – 271: Approve Contract Agreement for Snow and Ice Control on County Roadways
- Resolution No. 2018 – 272: Addendum to Water Supply Emergency Response Plan

### **ENVIRONMENTAL**

### **ORDINANCE**

- Resolution No. 2018 – 273: SEQR Determination of Non-Significance and Adoption of a Text Code Amendment to Town Code Chapter SDD that would Remove the Chapter from Town Code
- Resolution No. 2018 – 274: Adopting a Town of Canandaigua Site Design and Development Criteria
- Resolution No. 2018 – 275: Setting a Public Hearing on a Text Code Amendment to Town Code Chapter 190 and Chapter 1 that would Amend the Regulation of Storage of Vehicles on Property; and SEQR Intent to Declare Lead Agency

### **ECONOMIC DEVELOPMENT/GENERAL**

- Resolution No. 2018 – 276: Accepting the Resignation of Town Supervisor Gregory Westbrook
- Resolution No. 2018 – 277: Re-Appointment of Phyllis Goodwin to the Board of Assessment Review
- Resolution No. 2018 – 278: Authorization for Town Manager to Execute Intermunicipal Service Agreement with the Town of Bristol for Code Enforcement Services
- Resolution No. 2018 – 279: Declare Laserfiche as Official Town Record Copy
- Resolution No. 2018 – 280: Authorization for Town of Canandaigua Town Manager to Sign Stormwater Control Facilities Maintenance Agreement for 5932 Monks Road (Aegis Solar, LLC)
- Resolution No. 2018 – 281: Authorization for Town of Canandaigua Town Manager to Sign Drainage Easement Agreement for 2375 State Route 332 (Vision Nissan)

**RESOLUTION NO. 2018 – 263: NOTICE OF PUBLIC HEARING ON THE PRELIMINARY BUDGET OF THE TOWN OF CANANDAIGUA FOR THE YEAR 2019**

**WHEREAS, NOTICE IS HEREBY GIVEN** that the tentative budget of the Town of Canandaigua for the fiscal year 2019 including the Town's: general fund, highway fund, special improvement districts funds, lighting district funds, drainage district funds, and fire protection fund; has been completed in accordance with the Town of Canandaigua's adopted Budget Development Policy by the Town Manager/Budget Officer as well as filed in the office of the Town Clerk of the Town of Canandaigua, 5440 Route 5 and 20 West, Canandaigua NY 14424, where it is available for inspection by any interested person during office hours; and

**WHEREAS**, the tentative budget is also posted on the Town's website, [townofcanandaigua.org](http://townofcanandaigua.org); and

**WHEREAS**, the Town Board has reviewed the tentative budget and made changes and intends to declare the tentative budget as the preliminary budget; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua does hereby declare the tentative budget as the 2019 Town of Canandaigua Preliminary budget; and

**BE IT FURTHER RESOLVED**, the Town Board directs the Town Manager/Budget Officer to prepare for viewing the preliminary budget of the Town of Canandaigua for the fiscal year 2019, including the Town's: general fund, highway fund, special improvement districts funds, lighting district funds, and fire protection fund; and to file by September 26, 2018, in the office of the Town Clerk of the Town of Canandaigua, 5440 Route 5 and 20 West, Canandaigua NY 14424, where it is to be available for inspection by any interested person during office hours; and

**BE IT FURTHER RESOLVED**, the Town Board of Canandaigua does hereby establish a public hearing to be held on said preliminary budget on Monday, October 15, 2018 at 6:00 pm, (lower level meeting room at 5440 Route 5 & 20 West, Canandaigua, NY) showing such changes, alterations and revisions as shall have been made therein by the Town Board of the Town of Canandaigua. At such hearing, any person may be heard in favor of or against the preliminary budget as compiled or for or against any item or items therein contained; and

**BE IT FURTHER RESOLVED**, the following are the proposed 2019 salaries of certain Elected Town Officers of the Town of Canandaigua:

Supervisor	\$ 20,000.00
Town Board member(s)	\$ 5,064.00
Town Clerk	\$ 61,974.00
Highway Superintendent	\$ 73,315.00
Town Justice(s)	\$ 24,924.00

**BE IT FURTHER RESOLVED**, the Town Board of the Town of Canandaigua wishes to inform citizens that they have the right to provide written and oral comments and ask questions concerning the entire budget and the relationships of entitlement funds to the entire budget; and

**BE IT FINALLY RESOLVED**, that the Town Board of the Town of Canandaigua hereby directs the Town Clerk to post and provide notice of said public hearing.

*NOTE: Rather than attaching to this resolution, the 2019 tentative and preliminary budget(s) are available to view on the Town's website ([www.townofcanandaigua.org](http://www.townofcanandaigua.org)) under 'Budget' in their entirety.*

## **RESOLUTION NO. 2018 – 264: 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 position of Town Supervisor was vacated on September 7, 2018; and

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

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

Attachment #1

## **RESOLUTION NO. 2018 – 265: AUTHORIZATION OF FINANCIAL ACCESS FOR CERTAIN TOWN OF CANANDAIGUA OFFICIALS**

**WHEREAS**, the Town Board of the Town of Canandaigua (herein after referred to as 'Town Board') wishes to define certain roles and responsibilities relating to access to financial records, and authorization of signatories for Town of Canandaigua checks, and wire transfer access to Town of Canandaigua bank accounts; and

**WHEREAS**, pursuant to Town Law, §§29(3), 30(9), 34(1), the Town Board wishes to require any check issued for an amount equal to or greater than \$5,000.00 to be signed by two Town of Canandaigua officials in order to provide a system of checks and balances; and

**WHEREAS**, certain officials need access to Town of Canandaigua bank accounts in order to perform functions associated with day to day responsibilities; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua does hereby designate the following positions (individuals) as signatories on all Town of Canandaigua bank accounts: Town Supervisor (vacant), Town Clerk (Jean Chrisman), Town Manager (Doug Finch); and

**BE IT FURTHER RESOLVED**, the Town Board does hereby require any check issued for an amount equal to or greater than \$5,000.00 to be signed by at least two of the following: the Town Supervisor or Town Clerk or Town Manager; and

**BE IT FURTHER RESOLVED**, the Town Board does hereby declare the Town Clerk is the Administrator of all Town of Canandaigua Bank Accounts with Canandaigua National Bank and Trust Company; and

**BE IT FURTHER RESOLVED**, the Town Board authorizes position of Bookkeeper (Kris Singer) to have access to all Town of Canandaigua Bank accounts and shall further authorize access to be able to transfer monies associated with transactions approved by the Town Board provided that an electronic system of notification is in place with the bank to inform the Town Manager that such transfer transaction has occurred; and

**BE IT FURTHER RESOLVED**, the Town Board authorizes the Bookkeeper or Human Resource and Payroll Coordinator to use a facsimile signature of the Town Supervisor or Town Clerk for the payment of bills previously approved by the Town Board; and

**BE IT FURTHER RESOLVED**, the Town Board authorizes the Bookkeeper or Human Resources and Payroll Coordinator to use a facsimile signature of the Town Supervisor or Town Clerk for payroll checks; and

**BE IT FINALLY RESOLVED**, the Town Board directs the Town Clerk to provide a copy of this resolution to Canandaigua National Bank and Trust Company, the Town Clerk, Town Manager, Bookkeeper, and Human Resource and Payroll Coordinator.

**RESOLUTION NO. 2018 – 266: AUTHORIZATION FOR TOWN MANAGER TO EXECUTE AGREEMENT WITH SYSTEMS DEVELOPMENT GROUP FOR IMAGE MATE ONLINE – TOWN WIDE ASSESSMENT INFORMATION**

**WHEREAS**, Systems Development Group, Inc. (SDG) has been providing Image Mate Online for the benefit of residents of the Town of Canandaigua to view assessment information relative to properties in the Town of Canandaigua; and

**WHEREAS**, during the past year over 15,000 uses of the software have been accessed; and

**WHEREAS**, the Town Assessor is recommending the extension of the contract with SDG until December 31, 2018 for the year 2018 at a cost not to exceed \$ 1,080.00; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua does hereby approve a contract with SDG, Inc. for 2018 to provide software licensing and hosting services for Image Mate Online; and

**BE IT FURTHER RESOLVED**, the Town Manager is directed to execute the agreement with SDG, Inc. at a cost not to exceed \$1,080.00 to be paid from A.1355.400; and

**BE IT FINALLY RESOLVED**, the Town Clerk is directed to provide a copy of this resolution and the executed contract to the Town Assessor, and the Vendor.

Attachment #8

**RESOLUTION NO. 2018 – 267: APPROVE INSTALLING A SECOND COMMUNICATION LINE TO THE HIGHWAY FACILITY**

**WHEREAS**, the Highway Superintendent is requesting the connection of a second communication line to the fire panel in the Highway Facility as the current wireless phone connection does fail to communicate to the monitoring company from time to time; and

**WHEREAS**, the Highway Superintendent has received a quote from Billiter Electric in the amount of \$ 1,947.00 for labor, equipment and materials to install the second communication line; and

**WHEREAS**, the Highway Superintendent has not received more than one quote for the work to be performed as the Simplex alarm panel is proprietary; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board hereby approves the quote from Billiter electric for installing the necessary materials to connect the fire alarm panel to a second

communication line in an amount not to exceed \$ 1,947.00 to be charged against Town of Canandaigua KVS Account # H.1620.200.25; and

**BE IT FINALLY RESOLVED**, the Town Board directs the Highway Superintendent to sign the proposal with Billiter Electric.

Attachment #9

**RESOLUTION NO. 2018 – 268: APPROVE CONTRACT WITH AUCTIONS INTERNATIONAL INC.**

**WHEREAS**, the Highway Superintendent is proposing a new auction company to be utilized by the Town of Canandaigua for the purpose of selling surplus equipment and materials as they arise; and

**WHEREAS**, the company's name is Auctions International Inc. which is located in East Aurora, NY, and has no commission fee to the seller for any equipment and materials auctioned; and

**WHEREAS**, the Highway Superintendent has submitted to the Town's attorney for review and has received approval that this contract is acceptable for the Town Board to approve; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board hereby approves the contract between the Town of Canandaigua and Auctions International Inc.; and

**BE IT FINALLY RESOLVED**, the Town Board directs the Highway Superintendent to sign the contract with Auctions International Inc.

Attachment #10

**RESOLUTION NO. 2018 – 269: REQUEST TO SURPLUS HIGHWAY EQUIPMENT**

**WHEREAS**, KVS # 1416 a 2004 Sterling dump truck and plow equipment and Highway Facility network printer #1699 have outlived their useful life to the Town of Canandaigua and therefore are considered surplus; and

**WHEREAS**, the Highway Superintendent is requesting Town Board approval to add these items to the surplus list; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board hereby approves the Town Manager to remove these items from the fixed assets list and add them to the surplus list and recommends recycling, disposing of these items, or auctioning them as is deemed appropriate; and

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

**RESOLUTION NO. 2018 – 270: REQUEST TO SURPLUS MISCELLANEOUS HIGHWAY MATERIALS**

**WHEREAS**, During the past several months of unpacking and organizing of the new Highway Facility we have encountered obsolete filters, parts, and other items that serve no useful purpose to the Town of Canandaigua and are therefore considered surplus; and



**WHEREAS**, the Highway Superintendent is requesting Town Board approval to add these items to the surplus list; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board hereby approves the Highway Superintendent and recommends recycling, disposing of these items, or auctioning them as is deemed appropriate; and

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

**RESOLUTION NO. 2018 – 271: APPROVE CONTRACT AGREEMENT FOR SNOW AND ICE CONTROL ON COUNTY ROADWAYS**

**WHEREAS**, the Town of Canandaigua has received from Ontario County a contract agreement for snow and ice control services on County roadways for the period of 10/01/2018 to 09/30/2019; and

**WHEREAS**, the recommendation of the Highway Superintendent is to accept this contract with the understanding that the Town will submit the required Ontario County paperwork for the base reimbursement rate of \$5,700.00 per mile, an increase of \$100 per mile from the previous contract agreement; and

**NOW, THEREFORE BE IT RESOLVED**, the Canandaigua Town Board hereby approves the contract agreement with Ontario County for snow and ice control services and direct the Supervisor to execute said agreement.

Attachment #11

**RESOLUTION NO. 2018 – 272: ADDENDUM TO WATER SUPPLY EMERGENCY RESPONSE PLAN**

**WHEREAS**, the Water Superintendent of the Town of Canandaigua has provided an addendum to the Town of Canandaigua and Bristol water district emergency response plan and

**WHEREAS**, the addendum is to be used during drought conditions to notify our residents and supply customers outside of the town how the town will proceed with the transmission of water and

**WHEREAS** the Water Superintendent and MRB Group have assembled the necessary information and was submitted and approved by the NYS Department of Health; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua, approves the addendum to the Water Supply Master Plan on September 17, 2018.

Attachment #12

**RESOLUTION NO. 2018 – 273: SEQR DETERMINATION OF NON-SIGNIFICANCE AND ADOPTION OF A TEXT CODE AMENDMENT TO TOWN CODE CHAPTER SDD THAT WOULD REMOVE THE CHAPTER FROM TOWN CODE;**

**WHEREAS**, the Town Board of the Town of Canandaigua (herein after referred to as “Town Board”) is considering a Local Law to execute a text code amendment to Town Code Chapter §SDD that would remove from Town Code the Site Design and Development Criteria; and

**WHEREAS**, the Town Board of the Town of Canandaigua held a public hearing(s) on the proposed local law on September 17, 2018; and

**WHEREAS**, the Town Board determines said proposed action is classified as an Unlisted Action under the SEQRA Regulations per §617 of the NYS Department of Environmental Conservation Law; and

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

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

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

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

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

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

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

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

**BE IT FURTHER RESOLVED**, the Town Board of the Town of Canandaigua hereby adopts Local Law No. \_\_\_\_ of the Year 2018; and

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

**BE IT FINALLY RESOLVED**, the Town Board of the Town of Canandaigua hereby directs the Town Clerk to enter Local Law No. \_\_\_\_ of the Year 2018 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. 2018 – 274: ADOPTING A TOWN OF CANANDAIGUA SITE DESIGN AND DEVELOPMENT CRITERIA**

**WHEREAS**, the Town Board of the Town of Canandaigua (herein after referred to as 'Town Board') has directed the creation of specifications to provide minimum criteria for the design and construction of improvements within the Town; and

**WHEREAS**, the Town Board reserves the ability to enact and amend certain policies and procedures from time to time; and

**WHEREAS**, the Town of Canandaigua had established a Design Standards Project Team to identify the desired specifications and create a comprehensive document of criteria; and

**WHEREAS**, the Environmental Conservation Board, on September 6, 2018, reviewed this Site Design and Development Criteria and found it to be satisfactory; and

**WHEREAS**, the Planning Board, on August 28, 2018, reviewed this Site Design and Development Criteria and found it to be satisfactory; and

**WHEREAS**, the Zoning Board, on August 21, 2018, reviewed this Site Design and Development Criteria and found it to be satisfactory; and

**WHEREAS**, the Citizens' Implementation Committee, on April 4, 2018, reviewed this Site Design and Development Criteria and found it to be satisfactory; and

**WHEREAS**, the Completes Streets Team, on July 11, 2018, reviewed this Site Design and Development Criteria and found it to be satisfactory; and

**WHEREAS**, the CIC and the Design Standards Project Team are recommending the adoption of this Site Design and Development Criteria; and

**WHEREAS**, the criteria established is intended to provide minimum standards, which may aid in the submission of material in a uniform manner and attempt to expedite the various review and approval procedures; and

**NOW, THEREFORE, BE IT RESOLVED**, the Town Board recognizes the importance of establishing specifications and minimum criteria for design and construction of improvements within the Town; and

**BE IT FURTHER RESOLVED**, the Town of Canandaigua's Site Design and Development Criteria shall be an integral element in the planning and design of all construction, reconstruction, redesign, alteration, and upgrades and all new public and private development, recreational, and property rehabilitation projects within the Town; and

**BE IT FINALLY RESOLVED**, the Canandaigua Town Board does hereby approve, authorize, and acknowledge the Town of Canandaigua Site Design and Development Criteria as a Town Board enacted and established policy.

**RESOLUTION NO. 2018 – 275: SETTING A PUBLIC HEARING ON A TEXT CODE AMENDMENT TO TOWN CODE CHAPTER 190 AND CHAPTER 1 THAT WOULD AMEND THE REGULATION OF STORAGE OF VEHICLES ON PROPERTY; AND SEQR INTENT TO DECLARE LEAD AGENCY**

**WHEREAS**, the Town Board of the Town of Canandaigua (herein after referred to as “Town Board”) is considering a Local Law to execute a text code amendment to Town Code Chapter §190 that would amend existing regulations of the storage and abandonment of vehicles and associated definitions within Chapter §1-17; and

**WHEREAS**, the Town Board would like to hear from residents about the proposed Local Law; and

**WHEREAS**, the Town Board wishes to refer the proposed Local Law to the Town of Canandaigua Planning Board, Environmental Conservation Board, Zoning Board of Appeals, and the Ontario County Planning Board; and

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

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

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby establishes a public hearing for the proposed Local Law to be held on October 15, 2018 at 6:00 pm at the Canandaigua Town Hall located at 5440 Route 5 & 20 West, Canandaigua, NY 14424; and

**BE IT FURTHER RESOLVED**, the Town Board directs the Town Manager to refer the proposed Local Law and notification of SEQR intent to declare Lead Agency to the Town of Canandaigua Planning Board, Environmental Conservation Board, Zoning Board of Appeals, and the Ontario County Planning Board; and

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

Attachment #15

**RESOLUTION NO. 2018 – 276: ACCEPTING THE RESIGNATION OF TOWN SUPERVISOR GREGORY WESTBROOK**

**WHEREAS**, Gregory Westbrook, Town of Canandaigua Town Supervisor, has tendered his resignation effective September 7, 2018; and

**WHEREAS**, Mr. Westbrook has served as Town Supervisor beginning January 1, 2017 to fill the vacated seat left by Senator Pam Helming and then as elected Town Supervisor beginning January 1, 2018; and

**WHEREAS**, previous to his tenure as Supervisor, Mr. Westbrook served on the Planning Board, and then beginning January 1, 2012 he served as a Town Board member; and

**WHEREAS**, during Mr. Westbrook's tenure, the Town Board was involved with several projects in the Town of Canandaigua including the planning and construction of the new Highway Facility, shared services with the City of Canandaigua and surrounding municipalities, the Stormwater management and flood prevention projects along Sucker Brook; and

**WHEREAS**, Mr. Westbrook also participated in the review and adoption of the Town's Padelford Brook Greenway, Agricultural Enhancement Plan, the Sewer Master Plan, the Parks and Recreation Master Plan, and the Open Space, Conservation and Scenic Views Master Plan, and provided feedback on numerous Local Laws and Text Code Amendments including the local law which created the Town Manager position; and

**WHEREAS**, Mr. Westbrook represented the Town of Canandaigua on the Ontario County Board of Supervisors while he was the Town Supervisor; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board hereby accepts the resignation of Mr. Westbrook, and thanks him for his years of service to the Town of Canandaigua and residents, and wishes him well with future endeavors.

**RESOLUTION NO. 2018 – 277: RE-APPOINTMENT OF PHYLLIS GOODWIN TO THE BOARD OF ASSESSMENT REVIEW**

**WHEREAS**, Phyllis Goodwin's term on the Town of Canandaigua Board of Assessment Review will expire on September 30, 2018, creating a vacancy on said Board; and

**WHEREAS**, Mrs. Goodwin has expressed an interest in serving another 5 year term on the Board of Assessment Review; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby re-appoints Mrs. Goodwin to the Town of Canandaigua Board of Assessment Review effective October 1, 2018 through September 30, 2023; and

**BE IT FURTHER RESOLVED**, the Town Clerk shall furnish a copy of this resolution to Mrs. Phyllis Goodwin, the Town Human Resources department, and the Ontario County Office of Real Property.

**RESOLUTION NO. 2018 – 278: AUTHORIZATION FOR TOWN MANAGER TO EXECUTE INTERMUNICIPAL SERVICE AGREEMENT WITH THE TOWN OF BRISTOL FOR CODE ENFORCEMENT SERVICES**

**WHEREAS**, the Town of Bristol is in need of code enforcement services on an interim bases, and the Town of Canandaigua is able to provide code enforcement services on an interim bases until December 31, 2018; and

**WHEREAS**, the Town of Canandaigua and the Town of Bristol would both like to explore shared services relating to code enforcement in order to create greater efficiencies of operations; and

**WHEREAS**, the Town Manager of the Town of Canandaigua is recommending the Town of Bristol and the Town of Canandaigua enter into an Intermunicipal Service Agreement for a time period expiring December 31, 2018 in order to evaluate the sharing of services relating to code enforcement, building inspection, and fire inspection at a rate of \$1,500.00 per month; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua does hereby approve of an Intermunicipal Service Agreement for code enforcement, building inspection, and fire inspection services with the Town of Bristol; and

**BE IT FURTHER RESOLVED**, the Town Board directs the Town Manager to execute the Intermunicipal Service Agreement with the Town of Bristol for a period beginning immediately and expiring December 31, 2018 at a flat rate of \$5,250.00 (a rate of \$1,500.00 per month); and

**BE IT FURTHER RESOLVED**, the Town Board directs the Town Manager to track the time spent by Code Enforcement with the Town of Bristol in order to evaluate the time spent in Bristol versus the cost to the Town of Bristol; and

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

Attachment #16

**RESOLUTION NO. 2018 – 279: DECLARE LASERFICHE AS OFFICIAL TOWN RECORD COPY**

**WHEREAS**, Town Board of the Town of Canandaigua approved the purchase of the Laserfiche software and Kodak i3200 scanner in 2017 to start the conversion from a paper storage environment to an electronic storage environment; and

**WHEREAS**, the Records Management Officer / Town Clerk's office began scanning documents into the Laserfiche software in March 2018; and

**WHEREAS**, the Town of Canandaigua and the Records Management Officer shall maintain all digitally created records in their native digital format for the legally proscribed retention period for said records as described in the adopted MU-1 Schedule, Regulations of the Commissioner of Education Part 185.8, and Chapter 56 (Records) of the Town Code; and

**WHEREAS**, copies of records that have been scanned and are found in other formats, including paper, shall be deemed convenience copies and disposed of through the Records Management Officer's office when no longer needed for reference or other administrative purposes in accordance with the MU-1 Schedule; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby declares the scanned Laserfiche copy as the official record for the Town of Canandaigua; and

**BE IT FURTHER RESOLVED**, that documents scanned into the Laserfiche software can be destroyed by the Records Management Officer in accordance with the MU-1 Schedule.

**STORMWATER SURETY BLOCK:** Resolution No.2018-280 through 2018-281 may be blocked pertaining to surety acceptance for stormwater control facilities at the direction of Town Board.

**RESOLUTION NO. 2018 – 280: AUTHORIZATION FOR TOWN OF CANANDAIGUA TOWN MANAGER TO SIGN STORMWATER CONTROL FACILITIES MAINTENANCE AGREEMENT FOR 5932 MONKS ROAD (AEGIS SOLAR,LLC)**

**WHEREAS**, the Town of Canandaigua and Aegis Solar, LLC (the Leasee of Property at 5932 Monks Road, Canandaigua), wish to enter into a stormwater control facilities maintenance agreement to provide for the long-term maintenance and continuation of permanent stormwater control measures, located at 5932 Monks Road, as detailed in plans titled “Civil Drawings for Aegis Solar, LLC” last revised August 8, 2018 and approved by the Town of Canandaigua Planning Board on August 28, 2018, and;

**WHEREAS**, the Town of Canandaigua as an MS4 is required to obtain storm water control facilities maintenance agreements on new projects located within the Town of Canandaigua, and;

**WHEREAS**, the Town and the property owner desire that the permanent stormwater control measures be constructed, as detailed on the approved project plans, and thereafter be maintained, cleaned, repaired, replaced, and continued in perpetuity by the facility owner (Aegis Solar, LLC) in order to ensure optimum performance of the components, and;

**WHEREAS**, the facility owner (Aegis Solar, LLC) shall be responsible for all expenses related to the maintenance of the stormwater control measures; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua authorizes the Town Supervisor to sign the Stormwater Control Facilities Maintenance Agreement between the Town of Canandaigua and Aegis Solar, LLC for the stormwater facilities located at 5932 Monks Road.

Attachment #17

**RESOLUTION NO. 2018 – 281: AUTHORIZATION FOR TOWN OF CANANDAIGUA TOWN MANAGER TO SIGN DRAINAGE EASEMENT AGREEMENT FOR 2375 STATE ROUTE 332 (VISION NISSAN)**

**WHEREAS**, the Town of Canandaigua and 2418 State Route 332, LLC (the property owner of 2375 State Route 332, Canandaigua), wish to enter into a Drainage Easement Agreement to provide for the long term maintenance and continuation of permanent stormwater control measures, located at 2375 State Route 332, as detailed in plans titled “Vision Nissan Canandaigua, Preliminary/Final Resubdivision of Lot R-2” last revised August 1, 2018 and approved by the Town of Canandaigua Planning Board on August 21, 2018, and;

**WHEREAS**, the Town of Canandaigua as an MS4 is required to obtain storm water control facilities maintenance agreements on projects located within the Town of Canandaigua, and;

**WHEREAS**, the Town and the property owner desire that the existing drainage system, as detailed on the approved project plans, thereafter be maintained, cleaned, repaired,

replaced, and continued in perpetuity by the property owner (2418 State Route 332, LLC) in order to ensure optimum performance of the components, and;

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua authorizes the Town Manager to sign the Drainage Easement Agreement between the Town of Canandaigua and 2418 State Route 332, LLC for the existing drainage system located at 2375 State Route 332.

Attachment #18

- Approval of the following Town Board Meeting Minutes:  
August 20, 2018 Joint Meeting  
August 20, 2018 Regular Meeting  
September 5, 2018
- Payment of the Bills  
Abstract Claim Fund Totals presented by Town Clerk  
Voucher Summary Report for Town Board signatures  
(By signing, Town Board members represent they have reviewed the purchases for compliance with the Town's approved policies & approve of the prepared Voucher Summary Report and the attached invoices)

Utility Abstract dated 9/11/2018 totaling \$12,832.17

General fund \$6,793.53  
Highway fund \$536.68  
Water districts \$4,378.76  
Lighting districts \$1,123.20

Abstract dated 9/11/2018 totaling \$801,007.35

General fund \$149,440.92  
Local Solid Waste Management Plan \$567.15  
Highway fund \$544,880.73  
Capital projects \$56,913.21  
Water districts \$44,388.10  
TA fund \$4,817.24

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



# ATTACHMENT 1

Dennis Brewer, Director of Parks and Recreation, report for September 17, 2018 Town Board meeting.

End of Season: We had to close the beach at Onanda Park for five days because of blue/green algae but were able to open for the last six days of the season. We had enough lifeguards to keep the beaches open.

CAMP-ANANDAIGUA: We had another successful camp with ARC. There were between eight and eleven individuals taking part in the program.

Eagle Scout Project: On September 8, Josiah Dutcher worked on his project at the Wolverton/Red Dock Cemetery. He had a number of Navy Sea Bees, scouts and others help him with the project. The area was cleared and a rail fence installed. It was an amazing job and something that will last for many years.

Events: \_David Korpiel and I are working on having two or three events during the winter. These might be such things as skating or a bus trip for families.

Senior Tour: We will have our final senior tour of the year to Cortland Country Music Park on October 11.

Minutes: The minutes from the Park and Recreation Committee on August 29 are enclosed.

Meeting: The next Parks and Recreation Committee meeting will be on September 26 at 6:00 at town hall.

DRAFT MINUTES  
TOWN OF CANANDAIGUA  
PARKS AND RECREATION/TRAILS  
MEETING AUGUST 29, 2018  
LEONARD R. PIERCE PARK

Members Present: Mark MacNeil, Karen Parkhurst, Dennis Brewer, Stephanie Kunes, Adeline Rudolph, Dave Korpiel

1. Approved current minutes from July meeting.
2. Dennis gave his director's report.
  - The Ring of Fire is Saturday, September 1, 2018. There will be a bonfire at Onanda Park, no flares.
  - The Onanda Park Beach is closed due to blue algae. Hope to have it opened for Labor Day weekend.
  - We held the ARC camp for approximately 10 youths. A successful and rewarding event.
  - The bus trip to Alexandria Bay was very successful. 11 Canandaigua residents participated.
  - Work will begin on Wolverton Cemetery shortly. It will not be open to the public since it is located on private property.
  - The Halloween Party will be held on Saturday, October 27, 2018, at Onanda Park. There will be more discussion and planning at the September meeting.
3. There was a short discussion about signs – they will be consistent throughout all of the parks and also consistent with other town signs.
4. Pierce Park update – mulch has been spread on the playground at Pierce Park. All of the mulch was delivered to Pierce Park and will be transferred to other parks as needed.
5. There was an extended discussion about offering winter programs for youth. It was agreed that we will look at one trip during that time frame. And there was also a discussion about having open skates at Canandaigua Civic Center twice during the winter months – January and March. These will be family activities.
6. Trails Update – No real information available. Work on the trail from Outhouse Park to County Rd. 30 is currently in progress.
7. Disc Golf update – we hope to obtain 4 sets of discs to either loan out or rent to residents and perhaps have disc golf tournaments. Ultimate frisbee was also suggested as an activity.
8. The Parks and Recreation Master Plan Update will be discussed at the September 4<sup>th</sup> CIC meeting. Dennis will provide a summary of work already completed or on the schedule.
9. Senior Program update – It is hoped that the town budget will include a line item for senior programs. We will again offer bus trips. The final senior bus trip for 2018 will be a trip to Cortland Country Music Park on October 11, 2018. No other updates.
10. We hope to have an article about Parks and Recreation in each town newsletter.

Next meeting will be held at Town Hall at 6 pm on September 26th, 2018.

Respectfully submitted,

Karen Parkhurst

## Report of Highway and Water superintendent

### Highway

1. Wells Curtis road has been completed.
2. Striping of the roads will be done in September
3. We will be moving into paving work on shoulders of roads all over the town that need it.

### Water

1. Water main on county road 10 is now completed.
2. Continue to work on the upcoming water tanks and booster station

### Other items

1. Storm water project on County road 30 is complete. We will open the weir structure once grass is established in the areas of disturbance.

## Assessor's Report September 17, 2018

So far we have had four of the eleven scheduled SCAR hearings. The hearing officer will not send the results until he has completed them for the whole county.

The State will be requiring residents receiving Enhanced STAR and/or the Senior Exemption to sign up for the Income Verification Program. I will post this information in the next newsletter, and applications will be sent out earlier than usual this year to give residents extra time.

Sales numbers in the Town YTD are 79 sales \$40,000 to \$1,375,000 with a median price of \$247,000.

Respectfully submitted,

*Christopher Lyon, IAO*

Town Historian's Report  
for September 17, 2018

1. The sale of the original "Cheshire" books is nearly gone and another 50 copies of the be ordered be the Ontario County Historical Society. **The next 50 copies should be received within a few days.**
2. I have been working with Saralinda Hooker of the Open Space Plan on the consideration of the Town's additional Historic and Cultural Resources which could and should be included on an updated version of the Cultural and Historic resource map. Of note, there are approximately 175 pre 1907 historic barns still in existence in the Town, and additionally, **+/- 365 pre-1920 built homes.** As you know we have counted 100 percent of the barns **and also as of now I finished all the houses. Just now am completing a review.**
3. We have completed the start-work on the Wovlerton Cemetery. Jay Dutcher's son, **Jason**, has a requested a group of "C.B.'s for aid in the project. **Last Saturday the field work was completed by the "C.B.'s" Navy, Boy Scouts, Rotary, and D. A. R. Peter Ellison's conservation work on the can now be completed.**
4. We have producing maps for "Millers Park". **The first Illustration will be a general observation of the agriculture of this area.**
5. **I plan on attending the APHNYS on October 1 - 3 , 2018, at 1111 Jefferson Rd in Rochester for approximately \$ 151.**
6. **Bero Architecture, PLLC will be visiting us for our Canandaigua Reconnaissance-Level Survey. Pending.**

Respectfully,

Ray Henry, Town Historian

**Itallics indicate NEW ilems!!!!!!!**

## **Town Clerk Report for the September 17, 2018, Town Board Meeting**

1. **Monthly Financial Report:** Revenues collected in the Town Clerk's office for the month of August 2018 totaled \$61,281.58.
2. **Resolution Identifying Scanned Records as Official Records for the Town:** Because of the scanned documents are being destroyed after they have been scanned into Laserfiche, the New York State Archives Department is encouraging the Town adopt a resolution stating that once the paper records have been scanned into Laserfiche, the scanned record is the official record.
3. **Resolutions:**
  - A. Laserfiche Scanned Records as Official Records for the Town

Please let me know if you have any questions.

Submitted by,

*Jean Chrisman*

Jean Chrisman  
Town Clerk

Account#	Account Description	Fee Description	Qty	Local Share
A.1255	Peddling & Soliciting	Peddling & Soliciting	2	600.00
		<b>Sub-Total:</b>		<b>\$600.00</b>
A.2001	Cabins / Halls / Pavilions	Onanda Halls/Lodging	7	3,150.00
	Onanda Cabin NON Residential Daily	Onanda Cabin NON Residential Daily	1	255.00
	Onanda Cabin NON Residential Weekly	Onanda Cabin NON Residential Weekly	7	3,045.00
	Onanda Cabin Residential Daily	Onanda Cabin Residential Daily	7	740.00
	Onanda Park Pavilion	Onanda Park Pavilions	8	650.00
	Outhouse Park Hall Full Day	Outhouse Park Hall Full Day	8	1,200.00
	Outhouse Park Pavilion	Outhouse Park Pavilion	3	135.00
	Park Rentals	Onanda Cabin Residential Weekly	2	1,165.00
	WL Schoolhouse Weekend	WL Schoolhouse Weekday	1	35.00
		WL Schoolhouse Weekend	3	180.00
		<b>Sub-Total:</b>		<b>\$10,555.00</b>
A.2192	Academy Cemetary	Cremation	1	350.00
		<b>Sub-Total:</b>		<b>\$350.00</b>
A.2590	Building Fee	Building Fee	3	346.00
		<b>Sub-Total:</b>		<b>\$346.00</b>
A.25	Conservation	Conservation	19	66.58
	Marriage Lic.	Marriage License Fees	10	175.00
	Misc. Fees	Copies	34	8.50
		Marriage Cert	12	120.00
		<b>Sub-Total:</b>		<b>\$370.08</b>
A1603	Misc. Fees	Death Cert	23	230.00
		<b>Sub-Total:</b>		<b>\$230.00</b>
A2001	Walk Ins	Onanda Receipts	42	4,270.00
		<b>Sub-Total:</b>		<b>\$4,270.00</b>
A2110	Plan & Zone	Zoning Fee	11	1,750.00
		<b>Sub-Total:</b>		<b>\$1,750.00</b>
A2120	Plan & Zone	Soil Erosion	4	600.00
		<b>Sub-Total:</b>		<b>\$600.00</b>
A2544	Dog Licensing	Exempt Dogs	1	0.00
		Female, Spayed	110	1,430.00
		Female, Unspayed	5	95.00
		Male, Neutered	111	1,443.00
		Male, Unneutered	3	57.00
	Late Fees	Late Fees	26	130.00
		<b>Sub-Total:</b>		<b>\$3,155.00</b>
A2590	Plan & Zone	Site Development	48	5,370.40
		<b>Sub-Total:</b>		<b>\$5,370.40</b>
A2591	Misc. Fees	Transfer Coupons	1342	3,216.00



Account#	Account Description	Fee Description	Qty	Local Share
			<b>Sub-Total:</b>	<b>\$3,216.00</b>
CL.2655	SWMP Sales	SWMP Sales	4	80.00
			<b>Sub-Total:</b>	<b>\$80.00</b>
CM-2001	Plan & Zone	Parks And Recreation	3	3,000.00
			<b>Sub-Total:</b>	<b>\$3,000.00</b>
S.2140.247	Rents Payments	Rents Payments	23	17,837.62
			<b>Sub-Total:</b>	<b>\$17,837.62</b>
S.2142.247	Water Sales	Water Sales	1	261.50
			<b>Sub-Total:</b>	<b>\$261.50</b>
S.2144.247	Service Hookups	Service Hookups	3	6,465.48
			<b>Sub-Total:</b>	<b>\$6,465.48</b>
S.2148.247	Penalty	Penalty	21	1,202.08
			<b>Sub-Total:</b>	<b>\$1,202.08</b>
			<b>Total Local Shares Remitted:</b>	<b>\$59,659.16</b>
Amount paid to: NYS Ag. & Markets for spay/neuter program				245.00
Amount paid to: NYS Environmental Conservation				1,152.42
Amount paid to: State Health Dept. For Marriage Licenses				225.00
<b>Total State, County &amp; Local Revenues:</b>		<b>\$61,281.58</b>		<b>Total Non-Local Revenues:</b>
				<b>\$1,622.42</b>

To the Supervisor:

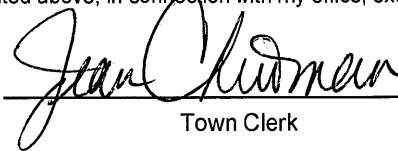
Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Jean Chrisman, Town Clerk, Town of Canadaigua during the period stated above, in connection with my office, excepting only such fees and monies, the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



Supervisor

9.5.18

Date



Town Clerk

9/4/18

Date

# **TOWN OF CANANDAIGUA**

## **TOWN MANAGER MONTHLY REPORT**

September 17, 2018

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### **PERSONNEL**

KUDOS: To all department heads and employees including Human Resource and Payroll Coordinator Samantha Pierce, and Bookkeeper Kris Singer for assistance with the preparation of the 2019 tentative Town of Canandaigua Town Budget.

KUDOS: A big Kudos to Town Historian Ray Henry, Zoning Officer Eric Cooper, the Navy Seabees, Eagle Scout Candidate Josh Dutcher, and Director of Parks and Recreation Dennis Brewer for all of their coordination with property owner to allow a local Eagle Scout project associated with the clean-up of Wolverton Cemetery. A special thank you to the property owner for allowing this effort, we will be acknowledging some of this work during the October Town Board meeting.

THANK YOU: A special thank you this month to Supervisor Greg Westbrook upon the occasion of his resignation of service to the Town of Canandaigua. Supervisor Westbrook certainly brought a business perspective to the office and challenged us all to think outside the box in an effort to increase efficiencies of operations. Thank you Greg for your service, and the untold hours of time you dedicated to the residents of the Town of Canandaigua.

### **FINANCE**

2019 BUDGET: As you are aware, the 2019 Tentative Town Budget has been prepared, and reviewed with the Town Board on September 5<sup>th</sup>. The changes requested by the Town Board have been made and a 'draft' 2019 Preliminary Town Budget has been posted to the Town's website. The proposed spending plan is \$11,890,683.00 with a tax levy rate of \$ 1.03 per thousand dollars of assessed value. The increase from \$ 0.91 to \$ 1.03 (\$ 0.12 cents) is directly related to the Highway Facility. The original proposed costs associated with the Highway Facility included a \$ 0.25 - \$ 0.31 increase in the tax rate. That cost was trimmed to \$ 0.22 through the construction of the project, and the 2019 proposed budget absorbs about half of that cost resulting in the \$ 0.12 increase. A copy of both the 2019 tentative and the draft 2019 preliminary budgets are posted on the Town's website under 'Budget'. Once you approve the final budget (planned for your October meeting) then we will print final versions of the document for your reference.

# **TOWN OF CANANDAIGUA**

## **TOWN MANAGER MONTHLY REPORT**

September 17, 2018

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### **GENERAL / DEVELOPMENT / PLANNING**

GRANTS: Over the course of the past two weeks, the Town of Canandaigua has made application for in excess of five million dollars in grants.

PDR APPLICATIONS: Sarah Reynolds has worked diligently to submit two Purchase of Development Rights (PDR) applications on behalf of the Town of Canandaigua to the New York State Department of Agriculture and Markets for the Round 16 Farmland Protection Implementation Grant Program. These very time intensive applications include answers to very detailed questions, easement information, development pressure, farmland use planning, mapping, and soil analysis reports. The Town's applications for this round includes the farming application of Pendleton Farms (Purdy property) at 1850 Sand Hill Road (186.86 acres); and the farming application of FaBa Farms (Bucher property) at 2666 Cooley Road (56.5 acres). Additionally, Finger Lakes Land Trust has submitted the farming application of Kim-Mar Farms (Stryker property) along CR 28 and Emerson Road. These parcels are all in the Town of Canandaigua's Strategic Farmland Protection Area, and also the Town of Canandaigua's Padelford Brook Greenway.

WATER GRANT: The Town of Canandaigua has completed a WIIA application for Drinking Water, completed by MRB – thank you Emily – for the big water improvement project. The application was successfully submitted on Thursday, September 6<sup>th</sup>. If awarded, the anticipated grant could be as much as just over three million dollars; and would certainly go a long way in helping to mitigate the cost of the NYS Department of Health mandated water improvement project. The impact to the resident could be a potential savings of as much as \$ 0.25 per thousand dollars of assessed value if the grant is awarded.

TECHNOLOGY: The long anticipated conversion to a new server was completed in late August. A huge thank you to Town Clerk Jean Chrisman and Tyler McMahon for helping to oversee this process and making other small technology improvements that have been needed to help us operating in an efficient manner. Now that the server conversion has been completed, we will now begin the process of the financial software accounting system conversion.

# **TOWN OF CANANDAIGUA**

## **TOWN MANAGER MONTHLY REPORT**

September 17, 2018

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POLITICAL SIGNS: Town of Gorham resident Floyd Rayburn on September 4<sup>th</sup> contacted me to criticize me for “not acting like the Town Manager and reprimanding code enforcement” relative to what he believes is a violation of the Town Code and size and placement of political signs. Floyd says there is no reason to change the Town Code that we just need to follow it. He believes only the Kitty Karle signs were in violation of Town Code. I did suggest to Floyd that he could file an interpretation application with the Zoning Board if he believes that we are in violation of our Town Code; however, he was unwilling to take that step. If the Town Board wishes to look at this section of Town Code further, perhaps it is something you may wish to refer to the Ordinance Committee. Floyd asked that I inform you of his comments.

Upcoming Meetings:

**Planning** – The next scheduled Planning Board meeting is September 25<sup>th</sup> at 6:00pm.

**Zoning** – The Zoning Board of Appeals next meets September 18<sup>th</sup> at 6:00pm.

**Environmental Conservation Board** – October 4<sup>th</sup> at 4:30pm.

**Agriculture Advisory Committee** – October 4<sup>th</sup> at 6:00pm.

**Citizens Implementation Committee** – September 18<sup>th</sup> at 9:00am (Uptown Feasibility Plan Update)



Doug Finch, Town Manager

## Revenue / Expense Control Report Parameters

Report ID: BD RPT 2

Year: 2018 Include Beg. Encumbrance: Yes

Period: 8 To: 8 Apply to Budget Columns: No

Description: Short Apply % to Original Budget: No

Spacing: Single Print Parent Account: Yes

Acct Status: Active Grand Totals on Separate Page: No

Suppress Zero Accts.: All Include Req: No

Summary Only: Yes 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	No	Yes
2	Type	Yes	No	Yes
3	Function	Yes	No	No
Subtotal/Page Break Expenses Only:		No		

# TOWN OF CANANDAIGUA

## Revenue / Expense Control Report

Fiscal Year: 2018 Period From: 8 To: 8

		Original Budget	YTD Adjusted Budget	Curr. Month Total Rev / Exp	YTD Actual Rev / Exp	YTD Available Balance	Percent Rev/Exp Balance
<b>Fund A</b>	<b>GENERAL FUND</b>						
<b>Type R</b>	<b>Revenue</b>						
Function 1001	REAL PROPERTY TAXES	294,637.00	294,637.00	0.00	293,972.62	664.38	99.77
Function 1030	IN LIEU OF TAXES	18,827.00	18,827.00	0.00	18,941.36	(114.36)	100.61
Function 1090	PENALTY ON TAXES	12,000.00	12,000.00	0.00	11,495.06	504.94	95.79
Function 1120	NON PROPERTY SALES TAX	1,600,000.00	1,710,000.00	0.00	945,144.62	764,855.38	55.27
Function 1170	CABLE TV FRANCHISE FEES	75,000.00	75,000.00	42,647.33	85,164.54	(10,164.54)	113.55
Function 1255	TOWN CLERK FEES	1,000.00	1,000.00	112.38	741.21	258.79	74.12
Function 1603	VITAL STATISTICS FEE	5,000.00	5,000.00	400.00	3,288.00	1,712.00	65.76
Function 2001	PARK & RECREATION FEES	87,500.00	87,500.00	23,585.46	77,550.46	9,949.54	88.63
Function 2110	ZONING FEES	25,000.00	25,000.00	850.00	12,900.00	12,100.00	51.60
Function 2120	SOIL EROSION CONTROL	8,000.00	8,000.00	600.00	2,250.00	5,750.00	28.13
Function 2148	RETURNED CHECK FEE	20.00	20.00	0.00	40.00	(20.00)	200.00
Function 2192	CEMETERY SERVICES	500.00	500.00	0.00	0.00	500.00	0.00
Function 2302	SERVICES/OTHER GOVERNMENTS	9,000.00	9,000.00	760.00	5,320.00	3,680.00	59.11
Function 2401	INTEREST & EARNINGS	6,000.00	6,000.00	727.93	6,012.31	(12.31)	100.21
Function 2410	RENTAL OF REAL PROPERTY	12,460.00	12,460.00	1,350.00	8,100.00	4,360.00	65.01
Function 2544	DOG LICENSES	18,000.00	18,000.00	2,041.00	10,067.00	7,933.00	55.93
Function 2590	SITE DEVELOPMENT FEES	77,000.00	77,000.00	6,805.40	35,310.38	41,689.62	45.86
Function 2591	CONSTRUCTION DEBRIS FEES	16,000.00	16,000.00	2,650.00	15,232.00	768.00	95.20
Function 2610	FINES & FORFEITED BAIL	85,000.00	85,000.00	(4,403.00)	42,921.00	42,079.00	50.50
Function 2651	RECYCLING REVENUE	15,000.00	15,000.00	2,697.50	13,599.98	1,400.02	90.67
Function 2665	SALE OF EQUIPMENT	7,500.00	7,500.00	0.00	8,100.00	(600.00)	108.00
Function 2701	REFUND PRIOR YEARS EXP	0.00	0.00	0.00	720.70	(720.70)	0.00
Function 2770	MISCELLANEOUS INCOME	2,000.00	2,000.00	12,647.11	12,669.63	(10,669.63)	633.48
Function 3001	NYS AID PER CAPITA	28,000.00	28,000.00	0.00	0.00	28,000.00	0.00
Function 3005	ONTARIO CITY MORTGAGE TAX	260,000.00	260,000.00	0.00	119,788.69	140,211.31	46.07
Function 3089	ST AID.OTHER	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
Function 3092	ST AID.PLANNING STUDIES	80,000.00	88,192.00	0.00	33,947.46	54,244.54	38.49
Function 5031	INTERFUND TRANSFERS	100,000.00	130,000.00	0.00	30,000.00	100,000.00	23.08
Function 9000	APPROPRIATED FUND BALANCE FOR BUDGET	406,317.00	467,317.00	0.00	0.00	467,317.00	0.00
Function 9236	TECHNOLOGY RESERVE FUNDS	0.00	45,000.00	0.00	0.00	45,000.00	0.00
<b>Total Type R</b>	<b>Revenue</b>	<b>3,284,761.00</b>	<b>3,538,953.00</b>	<b>93,471.11</b>	<b>1,793,277.02</b>	<b>1,745,675.98</b>	<b>50.67</b>

# TOWN OF CANANDAIGUA

## Revenue / Expense Control Report

Fiscal Year: 2018 Period From: 8 To: 8

		Original Budget	YTD Adjusted Budget	Curr. Month Total Rev / Exp	YTD Actual Rev / Exp	YTD Available Balance	Percent Rev/Exp Balance
Fund A Type E	GENERAL FUND Expense						
Total **TOWN BOARD.PERSONAL SERVICES		19,860.00	19,860.00	2,291.52	13,749.12	6,110.88	69.23
Total **TOWN BOARD.CONTRACTUAL		1,500.00	1,500.00	0.00	1,098.67	401.33	73.24
Function 1010	TOWN BOARD	21,360.00	21,360.00	2,291.52	14,847.79	6,512.21	69.51
Total **JUSTICES.PERSONAL SERVICES		79,432.00	79,432.00	8,292.07	51,126.39	28,305.61	64.36
Total **JUSTICES.EQUIPMENT		1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total **JUSTICES.CONTRACTUAL		16,185.00	16,185.00	295.00	7,215.81	8,969.19	44.58
Function 1110	JUSTICES	96,617.00	96,617.00	8,587.07	58,342.20	38,274.80	60.39
Total **SUPERVISOR.PERSONAL SERVICES		49,591.00	49,591.00	5,722.02	34,255.20	15,335.80	69.08
Total **SUPERVISOR.EQUIPMENT		0.00	0.00	0.00	0.00	0.00	0.00
Total **SUPERVISOR.CONTRACTUAL		2,100.00	2,100.00	70.00	214.60	1,885.40	10.22
Function 1220	SUPERVISOR	51,691.00	51,691.00	5,792.02	34,469.80	17,221.20	66.68
Total **TOWN MANAGER.PERSONAL SERVICES		92,597.00	92,597.00	10,684.26	64,105.56	28,491.44	69.23
Total **TOWN MANAGER.EQUIPMENT		0.00	0.00	0.00	0.00	0.00	0.00
Total **TOWN MANAGER.CONTRACTUAL		5,000.00	5,000.00	1,496.83	3,442.63	1,557.37	68.85
Function 1230	TOWN MANAGER	97,597.00	97,597.00	12,181.09	67,548.19	30,048.81	69.21
Total **AUDITOR.CONTRACTUAL		11,000.00	11,000.00	0.00	10,300.00	700.00	93.64
Function 1320	AUDITOR	11,000.00	11,000.00	0.00	10,300.00	700.00	93.64
Total **BUDGET OFFICER.PERSONAL SERVICES		3,000.00	3,000.00	346.17	2,077.02	922.98	69.23
Total **BUDGET OFFICER.CONTRACTUAL		27,000.00	27,000.00	2,000.00	14,900.00	12,100.00	55.19
Function 1340	BUDGET OFFICER	30,000.00	30,000.00	2,346.17	16,977.02	13,022.98	56.59
Total **PURCHASING.CONTRACTUAL		4,000.00	4,000.00	98.20	1,001.10	2,998.90	25.03
Function 1345	PURCHASING	4,000.00	4,000.00	98.20	1,001.10	2,998.90	25.03
Total **ASSESSOR.PERSONAL SERVICES		111,942.00	111,942.00	12,684.54	75,159.64	36,782.36	67.14
Total **ASSESSOR.EQUIPMENT		500.00	500.00	0.00	0.00	500.00	0.00
Total **ASSESSOR.CONTRACTUAL		35,080.00	35,080.00	3,744.50	11,698.25	23,381.75	33.35
Function 1355	ASSESSOR	147,522.00	147,522.00	16,429.04	86,857.89	60,664.11	58.88
Total **TOWN CLERK.PERSONAL SERVICES		122,763.00	122,763.00	13,035.09	75,815.24	46,947.76	61.76
Total **TOWN CLERK.EQUIPMENT		850.00	850.00	0.00	138.00	712.00	16.24
Total **TOWN CLERK.CONTRACTUAL		11,732.00	11,732.00	94.60	6,452.16	5,279.84	55.00

# TOWN OF CANANDAIGUA

## Revenue / Expense Control Report

Fiscal Year: 2018 Period From: 8 To: 8

		Original Budget	YTD Adjusted Budget	Curr. Month Total Rev / Exp	YTD Actual Rev / Exp	YTD Available Balance	Percent Rev/Exp Balance
<b>Fund A</b>	<b>GENERAL FUND</b>						
<b>Type E</b>	<b>Expense</b>						
Function 1410	TOWN CLERK	135,345.00	135,345.00	13,129.69	82,405.40	52,939.60	60.89
Total **ATTORNEY.CONTRACTUAL		24,000.00	24,000.00	(208.00)	8,397.28	15,602.72	34.99
Function 1420	ATTORNEY	24,000.00	24,000.00	(208.00)	8,397.28	15,602.72	34.99
Total **PERSONNEL.PERSONAL SERVICES		70,621.00	70,621.00	8,330.37	43,413.95	27,207.05	61.47
Total **PERSONNEL.EQUIPMENT		500.00	500.00	0.00	245.00	255.00	49.00
Total **PERSONNEL.CONTRACTUAL		6,750.00	6,750.00	0.00	2,251.58	4,498.42	33.36
Function 1430	PERSONNEL	77,871.00	77,871.00	8,330.37	45,910.53	31,960.47	58.96
Total **ENGINEERING.CONTRACTUAL		15,000.00	42,500.00	470.01	19,790.03	22,709.97	46.56
Function 1440	ENGINEERING	15,000.00	42,500.00	470.01	19,790.03	22,709.97	46.56
Total **ELECTIONS.PERSONAL SERVICES		0.00	0.00	0.00	0.00	0.00	0.00
Total **ELECTIONS.EQUIPMENT		0.00	0.00	0.00	0.00	0.00	0.00
Total **ELECTIONS.CONTRACTUAL		7,200.00	7,200.00	0.00	0.00	7,200.00	0.00
Function 1450	ELECTIONS	7,200.00	7,200.00	0.00	0.00	7,200.00	0.00
Total **RECORDS MANAGEMENT.EQUIPMENT		10,944.00	10,944.00	0.00	4,449.00	6,495.00	40.65
Total **RECORDS MANAGEMENT.CONTRACTUAL		14,150.00	14,150.00	0.00	2,437.23	11,712.77	17.22
Function 1460	RECORDS MANAGEMENT	25,094.00	25,094.00	0.00	6,886.23	18,207.77	27.44
Total **PUBLICSERVINFO.CONTRACTUAL.PERSONAL SERVICES		0.00	0.00	0.00	0.00	0.00	0.00
Total		20,000.00	20,000.00	12.37	242.40	19,757.60	1.21
**PUBLICSERVINFO.CONTRACTUAL.CONTRACTUAL							
Function 1480	PUBLICSERVINFO.CONTRACTUAL	20,000.00	20,000.00	12.37	242.40	19,757.60	1.21
Total **BUILDINGS.PERSONAL SERVICES		0.00	0.00	0.00	0.00	0.00	0.00
Total **BUILDINGS.EQUIPMENT		45,000.00	45,000.00	1,656.80	15,844.80	29,155.20	35.21
Total **BUILDINGS.CONTRACTUAL		172,928.00	172,928.00	9,539.64	93,886.84	79,041.16	54.29
Function 1620	BUILDINGS	217,928.00	217,928.00	11,196.44	109,731.64	108,196.36	50.35
Total **CENTRAL PRINTING & MAILING.EQUIPMENT		0.00	0.00	0.00	0.00	0.00	0.00
Total **CENTRAL PRINTING & MAILING.CONTRACTUAL		43,472.00	43,472.00	266.17	11,593.84	31,878.16	26.67
Function 1670	CENTRAL PRINTING & MAILING	43,472.00	43,472.00	266.17	11,593.84	31,878.16	26.67
Total **CENTRAL DATA PROCESSING.PERSONAL		0.00	0.00	0.00	0.00	0.00	0.00



# TOWN OF CANANDAIGUA

## Revenue / Expense Control Report

Fiscal Year: 2018 Period From: 8 To: 8

		Original Budget	YTD Adjusted Budget	Curr. Month Total Rev / Exp	YTD Actual Rev / Exp	YTD Available Balance	Percent Rev/Exp Balance
Fund A Type E	GENERAL FUND Expense						
	Total **CENTRAL DATA PROCESSING.EQUIPMENT	25,000.00	70,000.00	1,152.99	6,850.99	63,149.01	9.79
	Total **CENTRAL DATA PROCESSING.CONTRACTUAL	41,940.00	41,940.00	760.37	23,445.64	18,494.36	55.90
	Function 1680 CENTRAL DATA PROCESSING	66,940.00	111,940.00	1,913.36	30,296.63	81,643.37	27.07
	Function 1910 UNALLOCATED INSURANCE	120,000.00	120,000.00	20,053.00	80,609.20	39,390.80	67.17
	Function 1920 MUNICIPAL ASSOCIATION DUES	1,850.00	1,850.00	0.00	1,350.00	500.00	72.97
	Function 1940 PURCHASE OF LAND	50,000.00	80,000.00	0.00	31,041.66	48,958.34	38.80
	Function 1990 CONTINGENCY	100,000.00	98,528.80	0.00	0.00	98,528.80	0.00
	Total **TRAFFIC.EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
	Total **TRAFFIC.CONTRACTUAL	99,923.00	99,923.00	339.00	24,958.11	74,964.89	24.98
	Function 3310 TRAFFIC	99,923.00	99,923.00	339.00	24,958.11	74,964.89	24.98
	Total **DOG CONTROL.CONTRACTUAL	22,000.00	22,422.00	0.00	22,422.00	0.00	100.00
	Function 3510 DOG CONTROL	22,000.00	22,422.00	0.00	22,422.00	0.00	100.00
	Total **REGISTRAR.PERSONAL SERVICES	2,300.00	2,300.00	0.00	1,087.50	1,212.50	47.28
	Total **REGISTRAR.CONTRACTUAL	235.00	235.00	0.00	0.00	235.00	0.00
	Function 4020 REGISTRAR	2,535.00	2,535.00	0.00	1,087.50	1,447.50	42.90
	Total **AMBULANCE.CONTRACTUAL	4,000.00	4,000.00	0.00	4,000.00	0.00	100.00
	Function 4540 MERCY FLIGHT	4,000.00	4,000.00	0.00	4,000.00	0.00	100.00
	Total **HIGHWAY.PERSONAL SERVICES	108,883.00	108,883.00	12,281.56	73,745.84	35,137.16	67.73
	Total **HIGHWAY.EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
	Total **HIGHWAY.CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00
	Function 5010 HIGHWAY	108,883.00	108,883.00	12,281.56	73,745.84	35,137.16	67.73
	Total **STREET LIGHTING.CONTRACTUAL	40,500.00	40,500.00	2,022.12	18,166.95	22,333.05	44.86
	Function 5182 STREET LIGHTING	40,500.00	40,500.00	2,022.12	18,166.95	22,333.05	44.86
	Total **PUBLICITY.CONTRACTUAL	1,700.00	1,749.20	0.00	1,749.20	0.00	100.00
	Function 6410 PUBLICITY	1,700.00	1,749.20	0.00	1,749.20	0.00	100.00
	Total **ECONOMIC DEVELOPMENT.CONTRACTUAL	25,000.00	25,000.00	0.00	171.62	24,828.38	0.69
	Function 6989 ECONOMIC DEVELOPMENT	25,000.00	25,000.00	0.00	171.62	24,828.38	0.69

# TOWN OF CANANDAIGUA

## Revenue / Expense Control Report

Fiscal Year: 2018 Period From: 8 To: 8

		Original Budget	YTD Adjusted Budget	Curr. Month Total Rev / Exp	YTD Actual Rev / Exp	YTD Available Balance	Percent Rev/Exp Balance
Fund A	GENERAL FUND						
Type E	Expense						
Total **RECREATION.PERSONAL SERVICES		26,010.00	26,010.00	3,001.14	18,006.84	8,003.16	69.23
Total **RECREATION.CONTRACTUAL		2,200.00	2,200.00	877.49	1,707.39	492.61	77.61
Function 7020	RECREATION	28,210.00	28,210.00	3,878.63	19,714.23	8,495.77	69.88
Total **PARK.PERSONAL SERVICES		125,298.00	125,298.00	20,129.66	91,727.47	33,570.53	73.21
Total **PARK.EQUIPMENT		120,250.00	146,250.00	5,393.84	34,925.05	111,324.95	23.88
Total **PARK.CONTRACTUAL		79,200.00	79,200.00	9,133.13	50,883.49	28,316.51	64.25
Function 7110	PARK	324,748.00	350,748.00	34,656.63	177,536.01	173,211.99	50.62
Total **PLAYGROUND/RECREATION.PERSONAL SERVICES		56,250.00	56,250.00	24,924.42	44,977.67	11,272.33	79.96
Total **PLAYGROUND/RECREATION.EQUIPMENT		0.00	0.00	0.00	0.00	0.00	0.00
Total **PLAYGROUND/RECREATION.CONTRACTUAL		16,300.00	16,300.00	1,742.32	14,782.90	1,517.10	90.69
Function 7140	PLAYGROUND/RECREATION	72,550.00	72,550.00	26,666.74	59,760.57	12,789.43	82.37
Total **MUSEUM.CONTRACTUAL		10,000.00	10,000.00	0.00	10,000.00	0.00	100.00
Function 7450	MUSEUM	10,000.00	10,000.00	0.00	10,000.00	0.00	100.00
Total **HISTORIAN.PERSONAL SERVICES		3,183.00	3,183.00	0.00	1,560.50	1,622.50	49.03
Total **HISTORIAN.CONTRACTUAL		1,100.00	1,100.00	68.00	68.00	1,032.00	6.18
Function 7510	HISTORIAN	4,283.00	4,283.00	68.00	1,628.50	2,654.50	38.02
Total **CELEBRATIONS.CONTRACTUAL		3,500.00	4,500.00	348.92	3,077.84	1,422.16	68.40
Function 7550	CELEBRATIONS	3,500.00	4,500.00	348.92	3,077.84	1,422.16	68.40
Total **ZONING.PERSONAL SERVICES		110,106.00	110,106.00	12,329.31	71,443.16	38,662.84	64.89
Total **ZONING.EQUIPMENT		21,200.00	25,200.00	0.00	23,990.00	1,210.00	95.20
Total **ZONING.CONTRACTUAL		2,200.00	2,200.00	0.00	596.74	1,603.26	27.12
Function 8010	ZONING	133,506.00	137,506.00	12,329.31	96,029.90	41,476.10	69.84
Total **PLANNING.PERSONAL SERVICES		24,100.00	24,100.00	742.56	13,835.35	10,264.65	57.41
Total **PLANNING.CONTRACTUAL		121,750.00	135,733.00	32,366.70	83,209.87	52,523.13	61.30
Function 8020	PLANNING	145,850.00	159,833.00	33,109.26	97,045.22	62,787.78	60.72
Total **ZONING BOARD/APPEALS.PERSONAL SERVICES		6,657.00	6,657.00	188.24	3,205.82	3,451.18	48.16
Total **ZONING BOARD/APPEALS.CONTRACTUAL		18,000.00	15,709.00	44.24	2,045.01	13,663.99	13.02

Date Prepared: 09/10/2018 05:24 PM

Report Date: 09/10/2018

Account Table:

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# TOWN OF CANANDAIGUA

## Revenue / Expense Control Report

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Prepared By: TINA

Fiscal Year: 2018 Period From: 8 To: 8

		Original Budget	YTD Adjusted Budget	Curr. Month Total Rev / Exp	YTD Actual Rev / Exp	YTD Available Balance	Percent Rev/Exp Balance
<b>Fund A</b>	<b>GENERAL FUND</b>						
<b>Type E</b>	<b>Expense</b>						
Function 8040	ZONING BOARD/APPEALS	24,657.00	22,366.00	232.48	5,250.83	17,115.17	23.48
Total **STORMSEWERS.PERSONAL SERVICES		0.00	0.00	0.00	0.00	0.00	0.00
Total **STORMSEWERS.EQUIPMENT		1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total **STORMSEWERS.CONTRACTUAL		1,500.00	1,500.00	0.00	80.00	1,420.00	5.33
Function 8140	STORMSEWERS	2,500.00	2,500.00	0.00	80.00	2,420.00	3.20
Total **WASTE & RECYCLING.PERSONAL SERVICES		78,164.00	78,164.00	7,872.29	44,333.74	33,830.26	56.72
Total **WASTE & RECYCLING.EQUIPMENT		37,100.00	37,100.00	0.00	37,100.00	0.00	100.00
Total **WASTE & RECYCLING.CONTRACTUAL		88,750.00	88,750.00	6,703.82	39,957.01	48,792.99	45.02
Function 8160	WASTE & RECYCLING	204,014.00	204,014.00	14,576.11	121,390.75	82,623.25	59.50
Total **CODE ENFORCEMENT.PERSONAL SERVICES		142,100.00	142,100.00	16,046.14	97,386.84	44,713.16	68.53
Total **CODE ENFORCEMENT.EQUIPMENT		1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Total **CODE ENFORCEMENT.CONTRACTUAL		7,315.00	7,315.00	249.47	2,619.69	4,695.31	35.81
Function 8664	CODE ENFORCEMENT	150,915.00	150,915.00	16,295.61	100,006.53	50,908.47	66.27
Total **CEMETERIES.EQUIPMENT		0.00	0.00	0.00	0.00	0.00	0.00
Total **CEMETERIES.CONTRACTUAL		11,000.00	11,000.00	1,875.00	2,850.00	8,150.00	25.91
Function 8810	CEMETERIES	11,000.00	11,000.00	1,875.00	2,850.00	8,150.00	25.91
Total **CDGA LAKE MGT PLAN.CONTRACTUAL		29,000.00	29,000.00	0.00	21,159.00	7,841.00	72.96
Function 8989	OTHER SERVICES	29,000.00	29,000.00	0.00	21,159.00	7,841.00	72.96
Function 9010	NYS RETIREMENT	122,000.00	122,000.00	0.00	0.00	122,000.00	0.00
Function 9030	SOCIAL SECURITY	90,000.00	90,000.00	11,867.36	61,474.09	28,525.91	68.30
Function 9040	WORKERS COMPENSATION	44,500.00	44,500.00	0.00	43,292.60	1,207.40	97.29
Function 9050	UNEMPLOYMENT INSURANCE	12,000.00	12,000.00	0.00	566.25	11,433.75	4.72
Function 9055	DISABILITY INSURANCE	2,500.00	2,500.00	0.00	1,069.16	1,430.84	42.77
Function 9060	HOSPITAL/MEDICAL INSURANCE	200,000.00	200,000.00	13,028.33	135,182.79	64,817.21	67.59
Total **SERIAL BONDS.PRINCIPAL		0.00	0.00	0.00	0.00	0.00	0.00
Total **SERIAL BONDS.INTEREST		0.00	110,000.00	0.00	0.00	110,000.00	0.00
Function 9710	SERIAL BONDS	0.00	110,000.00	0.00	0.00	110,000.00	0.00
<b>Total Type E</b>	<b>Expense</b>	<b>3,284,761.00</b>	<b>3,538,953.00</b>	<b>286,463.58</b>	<b>1,822,014.32</b>	<b>1,716,938.68</b>	<b>51.48</b>
<b>Total Fund A</b>	<b>GENERAL FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>(192,992.47)</b>	<b>(28,737.30)</b>	<b>28,737.30</b>	<b>0.00</b>

# TOWN OF CANANDAIGUA

## Revenue / Expense Control Report

Fiscal Year: 2018 Period From: 8 To: 8

		Original Budget	YTD Adjusted Budget	Curr. Month Total Rev / Exp	YTD Actual Rev / Exp	YTD Available Balance	Percent Rev/Exp Balance
<b>Fund CL</b>	<b>LOCAL SOLID WASTE MANAGMENT PLAN</b>						
<b>Type R</b>	<b>Revenue</b>						
Function 2655	SALES - OTHER -	0.00	0.00	0.00	520.00	(520.00)	0.00
	REPAIRS/REPLACEMENTS						
Function 2797	OTHER LOCAL GOVERNMENTS	0.00	89,680.00	0.00	89,680.64	(0.64)	100.00
<b>Total Type R</b>	<b>Revenue</b>	<b>0.00</b>	<b>89,680.00</b>	<b>0.00</b>	<b>90,200.64</b>	<b>(520.64)</b>	<b>100.58</b>
<b>Type E</b>	<b>Expense</b>						
Function 1480	PUBLICSERVINFO.CONTRACTU	0.00	50,000.00	3,126.05	3,597.75	46,402.25	7.20
	AL						
Function 8160	WASTE & RECYCLING	0.00	39,680.00	146.69	20,432.94	19,247.06	51.49
<b>Total Type E</b>	<b>Expense</b>	<b>0.00</b>	<b>89,680.00</b>	<b>3,272.74</b>	<b>24,030.69</b>	<b>65,649.31</b>	<b>26.80</b>
<b>Total Fund CL</b>	<b>LOCAL SOLID WASTE MANAGMENT PLAN</b>	<b>0.00</b>	<b>0.00</b>	<b>(3,272.74)</b>	<b>66,169.95</b>	<b>(66,169.95)</b>	<b>0.00</b>
<b>Fund CM</b>	<b>MISCELLANEOUS (SPECIFY)</b>						
<b>Type R</b>	<b>Revenue</b>						
Function 2001	PARK & RECREATION FEES	60,000.00	60,000.00	4,000.00	13,000.00	47,000.00	21.67
Function 2401	INTEREST & EARNINGS	0.00	0.00	52.20	415.61	(415.61)	0.00
Function 9000	APPROPRIATED FUND BALANCE FOR BUDGET	40,000.00	70,000.00	0.00	0.00	70,000.00	0.00
<b>Total Type R</b>	<b>Revenue</b>	<b>100,000.00</b>	<b>130,000.00</b>	<b>4,052.20</b>	<b>13,415.61</b>	<b>116,584.39</b>	<b>10.32</b>
<b>Type E</b>	<b>Expense</b>						
Function 9901	INTERFUND TRANSFER	100,000.00	130,000.00	0.00	30,000.00	100,000.00	23.08
<b>Total Type E</b>	<b>Expense</b>	<b>100,000.00</b>	<b>130,000.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>100,000.00</b>	<b>23.08</b>
<b>Total Fund CM</b>	<b>MISCELLANEOUS (SPECIFY)</b>	<b>0.00</b>	<b>0.00</b>	<b>4,052.20</b>	<b>(16,584.39)</b>	<b>16,584.39</b>	<b>0.00</b>
<b>Fund D</b>	<b>HIGHWAY FUND</b>						
<b>Type R</b>	<b>Revenue</b>						
Function 1001	REAL PROPERTY TAXES	865,343.00	865,343.00	0.00	865,343.00	0.00	100.00
Function 1120	NON PROPERTY SALES TAX	2,585,000.00	2,475,000.00	0.00	1,255,833.33	1,219,166.67	50.74
Function 2302	SERVICES/OTHER GOVERNMENTS	135,000.00	135,000.00	0.00	137,592.00	(2,592.00)	101.92
Function 2665	SALE OF EQUIPMENT	130,000.00	130,000.00	0.00	31,101.00	98,899.00	23.92
Function 2680	INSURANCE RECOVERIES	0.00	0.00	0.00	243.05	(243.05)	0.00
Function 3501	NYS STATE AID CHIPS	291,000.00	299,582.00	0.00	0.00	299,582.00	0.00
Function 3589	OTHER STATE AID	100,000.00	100,000.00	0.00	100,000.00	0.00	100.00
Function 5031	INTERFUND TRANSFERS	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00
Function 9000	APPROPRIATED FUND BALANCE FOR BUDGET	484,107.00	484,107.00	0.00	0.00	484,107.00	0.00
Function 9231	HIGHWAY EQUIPMENT RESERVE	0.00	192,890.97	0.00	0.00	192,890.97	0.00

# TOWN OF CANANDAIGUA

## Revenue / Expense Control Report

Fiscal Year: 2018 Period From: 8 To: 8

		Original Budget	YTD Adjusted Budget	Curr. Month Total Rev / Exp	YTD Actual Rev / Exp	YTD Available Balance	Percent Rev/Exp Balance
<b>Fund D</b>	<b>HIGHWAY FUND</b>						
<b>Type R</b>	<b>Revenue</b>						
<b>Total Type R</b>	<b>Revenue</b>	<b>4,690,450.00</b>	<b>4,781,922.97</b>	<b>0.00</b>	<b>2,390,112.38</b>	<b>2,391,810.59</b>	<b>49.98</b>
<b>Type E</b>	<b>Expense</b>						
Total **HWY.CONTRACTUAL		51,650.00	58,764.90	1,516.69	23,289.09	35,475.81	39.63
Function 1710	HWY LEGAL, ENGINEERING	51,650.00	58,764.90	1,516.69	23,289.09	35,475.81	39.63
Total **GENERAL REPAIRS.PERSONAL SERVICES		568,000.00	568,000.00	79,688.43	289,129.53	278,870.47	50.90
Total **GENERAL REPAIRS.EQUIPMENT		0.00	0.00	0.00	0.00	0.00	0.00
Total **GENERAL REPAIRS.CONTRACTUAL		1,688,300.00	1,688,300.00	184,762.32	440,465.25	1,247,834.75	26.09
Function 5110	GENERAL REPAIRS	2,256,300.00	2,256,300.00	264,450.75	729,594.78	1,526,705.22	32.34
Total **MACHINERY.EQUIPMENT		692,500.00	775,390.97	2,124.80	213,935.77	561,455.20	27.59
Total ***MACHINERY.CONTRACTUAL		233,350.00	233,350.00	9,990.12	120,047.16	113,302.84	51.45
Total **MACHINERY.CONTRACTUAL		454,100.00	454,100.00	26,789.65	220,034.54	234,065.46	48.46
Function 5130	MACHINERY	1,146,600.00	1,229,490.97	28,914.45	433,970.31	795,520.66	35.30
Total **SNOW REMOVAL.PERSONAL SERVICES		368,000.00	368,000.00	0.00	277,211.44	90,788.56	75.33
Total **SNOW REMOVAL.CONTRACTUAL		400,000.00	400,000.00	0.00	319,409.92	80,590.08	79.85
Function 5142	SNOW REMOVAL	768,000.00	768,000.00	0.00	596,621.36	171,378.64	77.69
Function 9010	NYS RETIREMENT	165,000.00	165,000.00	0.00	0.00	165,000.00	0.00
Function 9030	SOCIAL SECURITY	65,000.00	65,000.00	7,021.94	43,533.23	21,466.77	66.97
Function 9040	WORKERS COMPENSATION	33,500.00	34,967.10	0.00	34,967.10	0.00	100.00
Function 9050	UNEMPLOYMENT INSURANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Function 9055	DISABILITY INSURANCE	500.00	500.00	0.00	214.72	285.28	42.94
Function 9060	HOSPITAL/MEDICAL INSURANCE	201,900.00	201,900.00	12,756.55	125,152.38	76,747.62	61.99
<b>Total Type E</b>	<b>Expense</b>	<b>4,690,450.00</b>	<b>4,781,922.97</b>	<b>314,660.38</b>	<b>1,987,342.97</b>	<b>2,794,580.00</b>	<b>41.56</b>
<b>Total Fund D</b>	<b>HIGHWAY FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>(314,660.38)</b>	<b>402,769.41</b>	<b>(402,769.41)</b>	<b>0.00</b>
<b>Fund H</b>	<b>CAPITAL PROJECTS</b>						
<b>Type R</b>	<b>Revenue</b>						
Function 2397	CAPITAL PROJECTS - OTHER GOVT	0.00	75,000.00	0.00	0.00	75,000.00	0.00
Function 2710	PREMIUM & ACCRUED INTEREST ON OBLIGATION	0.00	(39,400.00)	70,000.00	70,000.00	(109,400.00)	(177.66)
Function 3097	STATE AID CAPITAL	0.00	137,465.00	0.00	37,342.65	100,122.35	27.17
Function 5031	INTERFUND TRANSFERS	0.00	368,400.00	0.00	0.00	368,400.00	0.00
Function 5710	SERIAL BONDS	0.00	0.00	3,430,000.00	3,430,000.00	(3,430,000.00)	0.00

# TOWN OF CANANDAIGUA

## Revenue / Expense Control Report

Fiscal Year: 2018 Period From: 8 To: 8

		Original Budget	YTD Adjusted Budget	Curr. Month Total Rev / Exp	YTD Actual Rev / Exp	YTD Available Balance	Percent Rev/Exp Balance
<b>Fund H</b>	<b>CAPITAL PROJECTS</b>						
<b>Type R</b>	<b>Revenue</b>						
Function 5730	BOND ANTICIPATION NOTES	0.00	12,769,045.00	0.00	0.00	12,769,045.00	0.00
<b>Total Type R</b>	<b>Revenue</b>	<b>0.00</b>	<b>13,310,510.00</b>	<b>3,500,000.00</b>	<b>3,537,342.65</b>	<b>9,773,167.35</b>	<b>26.58</b>
<b>Type E</b>	<b>Expense</b>						
Total **FISCAL AGENT FEES.CONTRACTUAL.WATER DISTRICT UPGRADES		0.00	270,500.00	355.00	355.00	270,145.00	0.13
Function 1380	FISCAL AGENT FEES	0.00	329,299.69	2,658.44	3,794.44	325,505.25	1.15
Total **ATTORNEY.CONTRACTUAL.WATER DISTRICT UPGRADES		0.00	150,000.00	0.00	0.00	150,000.00	0.00
Function 1420	ATTORNEY	0.00	203,945.99	0.00	1,364.00	202,581.99	0.67
Total **ENGINEERING.EXPENSE.OUTHUSE PARK		0.00	0.00	0.00	0.00	0.00	0.00
Total **ENGINEERING.EXPENSE.OUTHUSE PARK		0.00	0.00	0.00	0.00	0.00	0.00
Function 1440	ENGINEERING	0.00	1,188,759.32	16,366.24	116,136.76	1,072,622.56	9.77
Function 1620	BUILDINGS	0.00	187,000.00	(15,533.59)	171,295.51	15,704.49	91.60
Function 1940	PURCHASE OF LAND	0.00	98,787.90	0.00	54,002.39	44,785.51	54.66
Function 1989	ADMINISTRATION	0.00	128,154.51	0.00	490.44	127,664.07	0.38
Function 1990	CONTINGENCY	0.00	39,890.00	0.00	0.00	39,890.00	0.00
Function 1997	CONTINGENCY	0.00	781,437.80	0.00	0.00	781,437.80	0.00
Function 5132	HWY GARAGE	0.00	2,223,821.52	56,187.39	1,906,532.00	317,289.52	85.73
Total **WATER ADMINISTRATOR.CAPITAL.WATER DISTRICT UPGRADES		0.00	5,568,000.00	0.00	0.00	5,568,000.00	0.00
Function 8310	WATER ADMINISTRATOR	0.00	5,568,000.00	0.00	0.00	5,568,000.00	0.00
Function 8397	WATER CAPITAL PROJECTS	0.00	306,525.00	41,887.93	61,839.36	244,685.64	20.17
Function 8597	DRAIN & STORM, EQUIP & CAPITAL OUTLAY	0.00	182,488.81	23,181.23	26,931.07	155,557.74	14.76
<b>Total Type E</b>	<b>Expense</b>	<b>0.00</b>	<b>11,238,110.54</b>	<b>124,747.64</b>	<b>2,342,385.97</b>	<b>8,895,724.57</b>	<b>20.84</b>
<b>Total Fund H</b>	<b>CAPITAL PROJECTS</b>	<b>0.00</b>	<b>2,072,399.46</b>	<b>3,375,252.36</b>	<b>1,194,956.68</b>	<b>877,442.78</b>	<b>57.66</b>
<b>Fund S</b>	<b>WATER DISTRICTS</b>						
<b>Type R</b>	<b>Revenue</b>						
Function 1001	REAL PROPERTY TAXES	728,039.00	728,039.00	0.00	728,039.00	0.00	100.00
Function 1030	IN LIEU OF TAXES	16,783.00	16,783.00	0.00	16,783.00	0.00	100.00
Function 2140	WATER RENTS	600,000.00	600,000.00	142,394.40	473,619.82	126,380.18	78.94
Function 2142	WATER METER SALES	2,200.00	2,200.00	586.75	1,206.75	993.25	54.85

# TOWN OF CANANDAIGUA

## Revenue / Expense Control Report

Fiscal Year: 2018 Period From: 8 To: 8

		Original Budget	YTD Adjusted Budget	Curr. Month Total Rev / Exp	YTD Actual Rev / Exp	YTD Available Balance	Percent Rev/Exp Balance
<b>Fund S</b>	<b>WATER DISTRICTS</b>						
<b>Type R</b>	<b>Revenue</b>						
Function 2144	WATER SERVICES	20,000.00	20,000.00	850.00	8,220.00	11,780.00	41.10
Function 2148	RETURNED CHECK FEE	5,000.00	5,000.00	548.64	2,440.82	2,559.18	48.82
Function 2655	SALES - OTHER - REPAIRS/REPLACEMENTS	0.00	0.00	0.00	1,386.75	(1,386.75)	0.00
Function 2701	REFUND PRIOR YEARS EXP	0.00	0.00	0.00	2,420.56	(2,420.56)	0.00
Function 2770	MISCELLANEOUS INCOME	45,780.00	45,780.00	0.00	48,097.05	(2,317.05)	105.06
Function 5031	INTERFUND TRANSFERS	402,353.00	402,353.00	0.00	0.00	402,353.00	0.00
Function 9000	APPROPRIATED FUND BALANCE FOR BUDGET	13,785.00	780,925.26	0.00	0.00	780,925.26	0.00
<b>Total Type R</b>	<b>Revenue</b>	<b>1,833,940.00</b>	<b>2,601,080.26</b>	<b>144,379.79</b>	<b>1,282,213.75</b>	<b>1,318,866.51</b>	<b>49.30</b>
<b>Type E</b>	<b>Expense</b>						
Function 1380	FISCAL AGENT FEES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Function 8310	WATER ADMINISTRATOR	343,580.00	599,720.26	10,751.58	283,862.82	315,857.44	47.33
Function 8320	WATER PURCHASES	476,000.00	476,000.00	9,040.49	221,279.35	254,720.65	46.49
Function 8340	SERVICES & MAINTENANCE	155,220.00	151,220.00	15,700.74	93,934.88	57,285.12	62.12
Function 8350	COMMON WATER	274,783.00	274,783.00	0.00	234,288.94	40,494.06	85.26
Function 8397	WATER CAPITAL PROJECTS	0.00	515,000.00	0.00	0.00	515,000.00	0.00
Function 9010	NYS RETIREMENT	19,000.00	19,000.00	0.00	0.00	19,000.00	0.00
Function 9030	SOCIAL SECURITY	12,000.00	12,000.00	1,204.87	6,649.32	5,350.68	55.41
Function 9040	WORKERS COMPENSATION	5,900.00	5,650.00	0.00	4,995.30	654.70	88.41
Function 9050	UNEMPLOYMENT INSURANCE	500.00	500.00	0.00	0.00	500.00	0.00
Function 9055	DISABILITY INSURANCE	100.00	100.00	0.00	29.28	70.72	29.28
Function 9060	HOSPITAL/MEDICAL INSURANCE	24,700.00	24,950.00	1,240.91	17,695.67	7,254.33	70.92
Function 9710	SERIAL BONDS	118,271.00	118,271.00	0.00	56,331.00	61,940.00	47.63
Function 9903	TRANSFER/WATER- MAINTENANCE	402,386.00	402,386.00	0.00	0.00	402,386.00	0.00
<b>Total Type E</b>	<b>Expense</b>	<b>1,833,940.00</b>	<b>2,601,080.26</b>	<b>37,938.59</b>	<b>919,066.56</b>	<b>1,682,013.70</b>	<b>35.33</b>
<b>Total Fund S</b>	<b>WATER DISTRICTS</b>	<b>0.00</b>	<b>0.00</b>	<b>106,441.20</b>	<b>363,147.19</b>	<b>(363,147.19)</b>	<b>0.00</b>
<b>Fund SD</b>	<b>DRAINAGE DISTRICTS</b>						
<b>Type R</b>	<b>Revenue</b>						
Function 1030	IN LIEU OF TAXES	15,559.00	15,559.00	0.00	15,559.00	0.00	100.00
Function 9000	APPROPRIATED FUND BALANCE FOR BUDGET	75,000.00	75,000.00	0.00	0.00	75,000.00	0.00
<b>Total Type R</b>	<b>Revenue</b>	<b>90,559.00</b>	<b>90,559.00</b>	<b>0.00</b>	<b>15,559.00</b>	<b>75,000.00</b>	<b>17.18</b>
<b>Type E</b>	<b>Expense</b>						

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# TOWN OF CANANDAIGUA

## Revenue / Expense Control Report

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		Original Budget	YTD Adjusted Budget	Curr. Month Total Rev / Exp	YTD Actual Rev / Exp	YTD Available Balance	Percent Rev/Exp Balance
<b>Fund SD</b>	<b>DRAINAGE DISTRICTS</b>						
<b>Type E</b>	<b>Expense</b>						
Function 8520	MAINTENANCE	90,559.00	90,559.00	0.00	11,480.35	79,078.65	12.68
<b>Total Type E</b>	<b>Expense</b>	<b>90,559.00</b>	<b>90,559.00</b>	<b>0.00</b>	<b>11,480.35</b>	<b>79,078.65</b>	<b>12.68</b>
<b>Total Fund SD</b>	<b>DRAINAGE DISTRICTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,078.65</b>	<b>(4,078.65)</b>	<b>0.00</b>
<b>Fund SF</b>	<b>FIRE PROTECTION DISTRICTS</b>						
<b>Type R</b>	<b>Revenue</b>						
Function 1001	REAL PROPERTY TAXES	947,096.00	947,096.00	0.00	947,096.00	0.00	100.00
Function 9000	APPROPRIATED FUND BALANCE FOR BUDGET	0.00	25,000.00	0.00	0.00	25,000.00	0.00
<b>Total Type R</b>	<b>Revenue</b>	<b>947,096.00</b>	<b>972,096.00</b>	<b>0.00</b>	<b>947,096.00</b>	<b>25,000.00</b>	<b>97.43</b>
<b>Type E</b>	<b>Expense</b>						
Function 1989	ADMINISTRATION	0.00	25,000.00	0.00	25,000.00	0.00	100.00
Function 3410	FIRE	947,096.00	947,096.00	0.00	947,096.00	0.00	100.00
<b>Total Type E</b>	<b>Expense</b>	<b>947,096.00</b>	<b>972,096.00</b>	<b>0.00</b>	<b>972,096.00</b>	<b>0.00</b>	<b>100.00</b>
<b>Total Fund SF</b>	<b>FIRE PROTECTION DISTRICTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(25,000.00)</b>	<b>25,000.00</b>	<b>0.00</b>
<b>Fund SL</b>	<b>LIGHTING DISTRICTS</b>						
<b>Type R</b>	<b>Revenue</b>						
Function 1001	REAL PROPERTY TAXES	16,193.00	16,193.00	0.00	16,193.00	0.00	100.00
Function 9000	APPROPRIATED FUND BALANCE FOR BUDGET	5,060.00	5,060.00	0.00	0.00	5,060.00	0.00
<b>Total Type R</b>	<b>Revenue</b>	<b>21,253.00</b>	<b>21,253.00</b>	<b>0.00</b>	<b>16,193.00</b>	<b>5,060.00</b>	<b>76.19</b>
<b>Type E</b>	<b>Expense</b>						
Function 5182	STREET LIGHTING	21,253.00	21,253.00	1,132.59	8,006.76	13,246.24	37.67
<b>Total Type E</b>	<b>Expense</b>	<b>21,253.00</b>	<b>21,253.00</b>	<b>1,132.59</b>	<b>8,006.76</b>	<b>13,246.24</b>	<b>37.67</b>
<b>Total Fund SL</b>	<b>LIGHTING DISTRICTS</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,132.59)</b>	<b>8,186.24</b>	<b>(8,186.24)</b>	<b>0.00</b>
<b>Fund SS</b>	<b>SANITARY SEWER</b>						
<b>Type R</b>	<b>Revenue</b>						
Function 1030	IN LIEU OF TAXES	18,210.00	18,210.00	0.00	18,210.00	0.00	100.00
<b>Total Type R</b>	<b>Revenue</b>	<b>18,210.00</b>	<b>18,210.00</b>	<b>0.00</b>	<b>18,210.00</b>	<b>0.00</b>	<b>100.00</b>
<b>Type E</b>	<b>Expense</b>						
Function 9710	SERIAL BONDS	18,210.00	18,210.00	0.00	0.00	18,210.00	0.00
<b>Total Type E</b>	<b>Expense</b>	<b>18,210.00</b>	<b>18,210.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,210.00</b>	<b>0.00</b>
<b>Total Fund SS</b>	<b>SANITARY SEWER</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,210.00</b>	<b>(18,210.00)</b>	<b>0.00</b>
<b>Grand Total</b>		<b>0.00</b>	<b>2,072,399.46</b>	<b>2,973,687.58</b>	<b>1,987,196.43</b>	<b>85,203.03</b>	<b>95.89</b>



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TOWN OF CANANDAIGUA  
Revenue / Expense Control Report

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	Original Budget	YTD Adjusted Budget	Curr. Month Total Rev / Exp	YTD Actual Rev / Exp	YTD Available Balance	Percent Rev/Exp Balance
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**TOWN OF CANADAIGUA  
CASH SUMMARY  
August 31, 2018**

FUND #	No.	FUND ACCOUNT	8/31/2018		CNB #4328	CNB #4476	CNB #4670	CNB #4425
			BALANCES	PETTY CASH	DIST. ACCT.	INVEST ACCT.	PARKS FUND	TRUST & AGENCY
A	200	CASH - CHECKING	28,489.86		28,489.86			
A	202	CASH - INVESTMENTS	3,105,551.49			3,105,551.49		
A	210	PETTY CASH	250.00	250.00				
A	230	CASH - C/T RESERVE - INVESTMENT	-					
A	231	CASH - CONTINGENT/TAX RESERVE	535,000.00			535,000.00		
A	232	CASH - REPAIR RESERVE - INVESTMENT	155,000.00			155,000.00		
A	233	CASH - TECHNOLOGY RESERVE- INVESTMENT	12,402.97			12,402.97		
A	234	CASH - OPEN SPACE RESERVE - INVESTMENT	480,200.00			480,200.00		
A	235	CASH - NYS EMPLOYEE SYST RES. - INVESTMENT	225,000.00			225,000.00		
A	236	CASH - CAMPUS RESERVE	-			-		
CL	200	CASH - CHECKING	(15,950.00)		(15,950.00)			
CL	202	CASH - LOCAL SOLID WASTE MANANGEMENT PLAN	82,119.95			82,119.95		
CM	201	CASH	770,327.13				770,327.13	
D	200	CASH - CHECKING	16,885.56		16,885.56			
D	202	CASH - INVESTMENTS	1,397,112.29			1,397,112.29		
D	230	CASH - HIGHWAY EQUIP. RESERVE - INVESTMENTS	182,109.03			182,109.03		
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	1,074.10		1,074.10			
F	202	CASH - INVESTMENTS	1,323,632.25			1,323,632.25		
H	200	CASH - CHECKING	(64,199.29)		(64,199.29)			
H	202.18	CASH - SUCKER BROOK PROJECT	(67,544.43)			(67,544.43)		
H	201..26A	CASH - WATER DISTRICT UPGRADES	(7,920.00)			(7,920.00)		
H	202.25	CASH - HWY FACILITY PROJECT	4,336,788.60			4,336,788.60		
H	202.NOTT	CASH - NOTT ROAD CAPIAL PROJECT	-			-		
H	202.249B	CASH - COUNTY RD. 32 W1	118,593.34			118,593.34		
H	202.249C	CASH - WATER DISTRICT EXT 1 #42	(5,927.50)			(5,927.50)		
S	200.247	CASH - CHECKING	30,788.94		30,788.94			
S	202.241	CASH - INVESTMENTS - NOTT RD. EXT. #6 WATER	4,034.37			4,034.37		
S	202.241A	CASH - INVESTMENTS - ANDREWS-NORTH RD WATER	1,353.81			1,353.81		
S	202.241B	CASH - INVESTMENTS - CANADAIGUA-FARMINGTON WATER	34,894.36			34,894.36		
S	202.243	CASH - INVESTMENTS - EXT. 8 WEST LAKE SOUTH	101,506.33			101,506.33		
S	202.244	CASH - INVETMENTS - EXT. 9 CRAMER RD. WATER	3,008.34			3,008.34		
S	202.245	CASH - INVESTMENTS - PARRISH STREET WATER	4,491.39			4,491.39		
S	202.245A	CASH - INVESTMENTS - WEST LAKE WATER (BENEFIT BASIS)	48,516.15			48,516.15		
S	202.245.B	CASH - INVESTMENTS - MCINTYRE RD. WATER	8,387.19			8,387.19		
S	202.246	CASH - INVESTMENTS - EXT. 10 WYFELLS RD.	17,824.76			17,824.76		
S	202.246A	CASH - INVESTMENTS - CANADAIGUA-BRISTOL JOINT WATER	58,119.02			58,119.02		
S	202.246B	CASH - INVESTMENTS - EMERSON ALLEN TL RD. WATER	961.53			961.53		
S	202.247	CASH - INVESTMENTS - CANADAIGUA CONSOLIDATED	171,253.60			171,253.60		
S	202.247A	CASH- INVESTMENTS - EXT. 11 ADAMS RD. WATER	17,589.01			17,589.01		
S	202.247.B	CASH- INVESTMENTS - EXT. 36 COUNTY RD. #30 WATER	11,765.50			11,765.50		
S	202.248	CASH- INVESTMENTS - RISSE RD. WATER	365.67			365.67		
S	202.248A	CASH- INVESTMENTS - HOPKINS-GRIMBLE WATER	15,432.34			15,432.34		
S	202.248C	CASH- INVESTMENTS - CANANDAIGAU HOPEWELL WATER	67,720.88			67,720.88		
S	202.248D	CASH- INVESTMENTS - HICKOX ROAD WATER DISTRICT	4,733.00			4,733.00		
S	202.249	CASH- INVESTMENTS - PARRISH RD. EXT. WATER	11,773.46			11,773.46		
S	202.249A	CASH - INVESTMENTS - NOTT RD. EXT. #40 WATER	4,969.46			4,969.46		
SD	200	CASH - CHECKING	-		-			
SD	202.241	CASH - INVESTMENTS - RT. 332 DRAINAGE	170,790.12			170,790.12		
SD	202.241A	CASH - INVESTMENTS - LAKEWOOD MEADOWS DRAINAGE	28,865.31			28,865.31		
SD	202.243	CASH - INVESTMENTS - ASHTON DRAINAGE	14,594.91			14,594.91		
SD	202.244	CASH - INVESTMENTS - FOX RIDGE DRAINAGE	35,135.94			35,135.94		
SD	202.245	CASH - INVESTMENTS - LANDINGS DRAINAGE	4,928.87			4,928.87		
SD	202.246	CASH - INVESTMENTS - OLD BROOKSIDE DRAINAGE	16,996.64			16,996.64		
SD	202.247	CASH - INVESTMENTS - LAKESIDE ESTATES DRAINAGE	9,490.78			9,490.78		
SD	202.248	CASH - INVESTMENTS - WATERFORD POINT DRAINAGE	8,862.77			8,862.77		
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	69,726.06			69,726.06		
SL	200	CASH - CHECKING	-		-			
SL	202.241	CASH - INVESTMENTS - CENTERPOINT LIGHTING	6,532.25			6,532.25		
SL	202.242	CASH - INVESTMENTS - FOX RIDGE LIGHTING	9,486.85			9,486.85		
SL	202.243	CASH - INVESTMENTS - LANDINGS LIGHTING	1,255.18			1,255.18		
SL	202.244	CASH - INVESTMENTS - LAKEMEADOW LIGHTING	3,945.52			3,945.52		
SL	202.245	CASH - INVESTMENTS - FALLBROOK PARK LIGHTING	5,589.14			5,589.14		
SS	202.241	CASH - INVESTMENTS - PURDY ROAD SEWER	18,209.74			18,209.74		
TA	200	CASH	240,936.84					240,936.84
TE	202	CASH - INVESTMENTS	75,586.69			75,586.69		
V	202.3	CASH - INVESTMENTS - Parrish Rd. Ext. #13	-			-		
			14,542,491.80	250.00	(2,910.83)	13,533,888.66	770,327.13	240,936.84
<b>BANK STATEMENT BALANCES</b>			14,649,146.95	250.00	106,307.97	13,524,548.70	770,327.13	247,713.15
<b>DEPOSITS IN TRANSIT</b>			(0.00)		(9,340.00)	9,339.96	-	0.04
<b>OUTSTANDING CHECKS (Schedule attached)</b>			(106,655.19)		(99,878.84)			(6,776.35)
<b>IDENTIFIED DIFFERENCES TO BE ADJUSTED</b>			-		-	-		
<b>OUTSTANDING TRANSFER</b>			0.04		0.04			
<b>BALANCE ON KVS BOOKS</b>			14,542,491.80	250.00	(2,910.83)	13,533,888.66	770,327.13	240,936.84

## CLIENT MEMO

To: Canandaigua Town Board Date: September 10, 2018

Client: Town of Canandaigua

From: Bob Fox, Tina DeNigro, Shelby Bennett

August 2018 Revenue/Expense Control Report for Board

We are providing you with the August 2018 Revenue/Expense Control Reports as of August 31, 2018.

### EXECUTIVE SUMMARY

#### BALANCE SHEET

- Bank statements have been reviewed and reconciled as of August 31, 2018

#### REVENUES

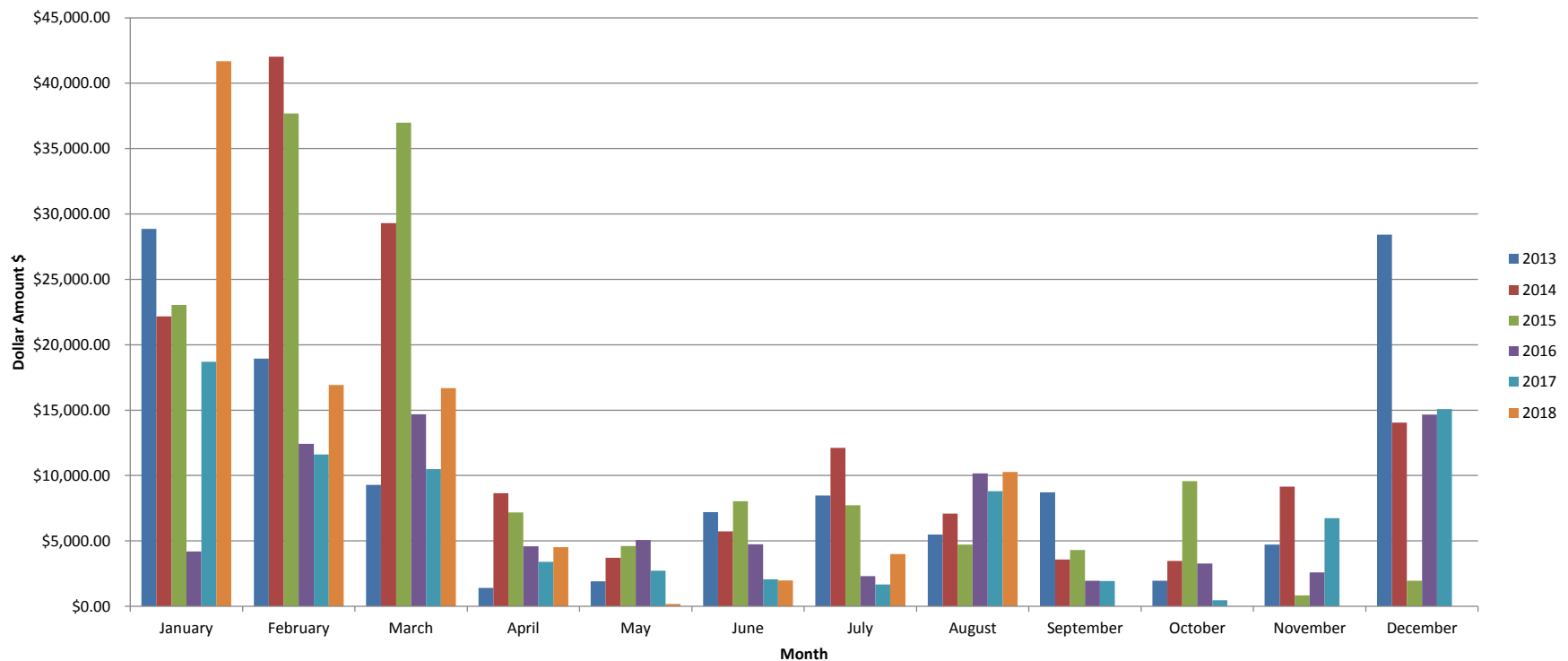
- Receipts recorded for August totaled \$3,709,964.16 and major receipts include the following:
  - Town Clerk - \$185,719.13 - including \$144,379.79 in water revenues, and \$27,610.46 in park and recreation fees
  - Development Office - \$4,406.00 applied against accounts receivable
  - Justice Fines & Fees- \$20,891.00
  - Franchise Fees - \$42,647.33
  - NYS Assessment Aid - \$9,850.54
  - Serial Bond (Hwy Facility) - \$3,430,000.00
  - Other - \$16,450.16

#### EXPENDITURES

- We would expect the available balances in each fund to be 33.33% at the end of August.
  - General Fund – Expenditures to date are \$1,822,014.32 against a revised budget of \$3,538,953 which leaves 51.48% available.
  - Highway Fund – Expenditures to date are \$1,987,342.97 against a revised budget of \$4,781,922.97 which leaves 41.56% available.
  - Water Fund – Expenditures to date are \$919,066.56 against a revised budget of \$2,601,080.26 which leaves 35.33% available.

	2013	2014	2015	2016	2017	2018
January	\$28,862.28	\$22,155.51	\$23,046.67	\$4,183.58	\$18,707.18	\$41,679.61
February	\$18,935.61	\$42,035.88	\$37,674.78	\$12,418.13	\$11,601.64	\$16,910.89
March	\$9,287.84	\$29,302.83	\$36,977.77	\$14,682.85	\$10,491.75	\$16,677.83
April	\$1,401.60	\$8,649.62	\$7,173.22	\$4,584.14	\$3,402.95	\$4,524.16
May	\$1,914.73	\$3,707.54	\$4,618.01	\$5,061.36	\$2,715.51	\$178.52
June	\$7,188.71	\$5,730.26	\$8,040.67	\$4,741.15	\$2,060.55	\$1,984.64
July	\$8,475.63	\$12,116.04	\$7,718.19	\$2,298.19	\$1,664.52	\$4,001.48
August	\$5,479.85	\$7,085.96	\$4,720.03	\$10,152.84	\$8,794.31	\$10,281.09
September	\$8,704.27	\$3,575.99	\$4,299.72	\$1,962.98	\$1,940.93	
October	\$1,948.35	\$3,476.09	\$9,558.24	\$3,273.32	\$459.55	
November	\$4,708.75	\$9,158.92	\$844.76	\$2,596.51	\$6,743.01	
December	\$28,423.96	\$14,038.96	\$1,957.16	\$14,667.81	\$15,086.85	

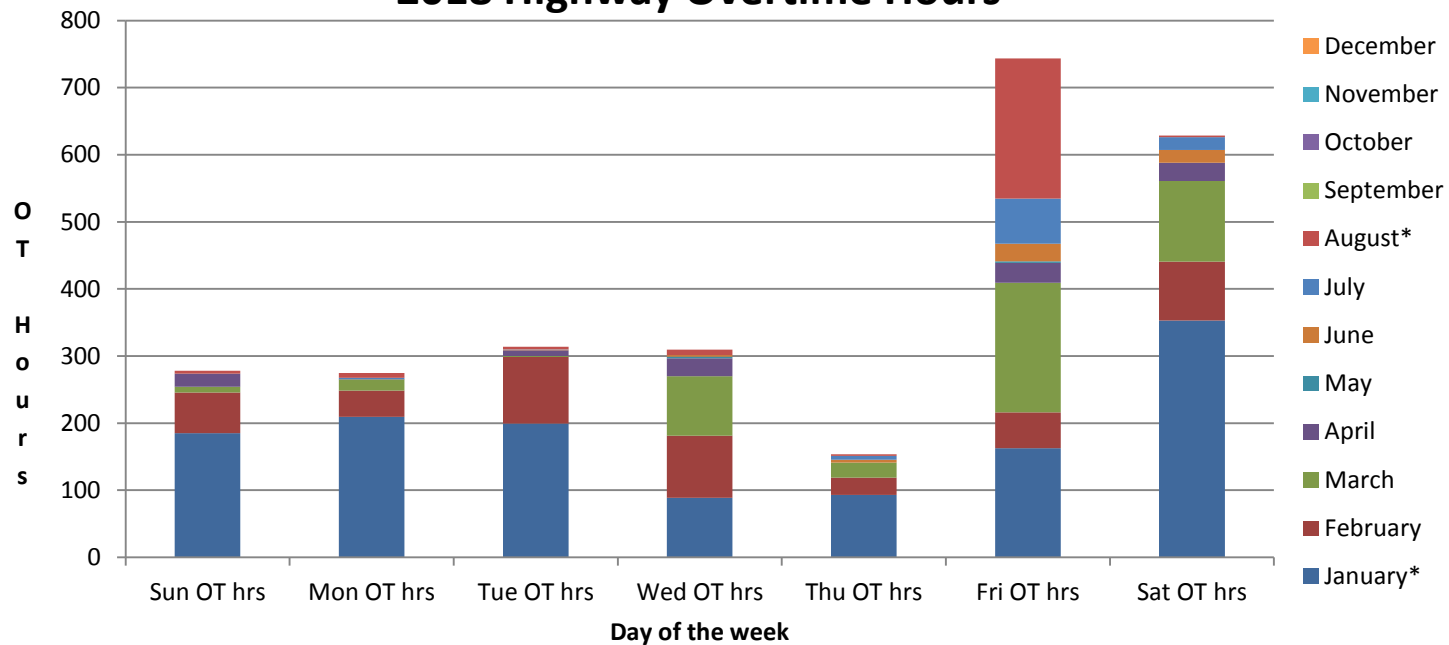
### Overtime Amounts for All Employees 2013-2018



	Sun OT hrs	Mon OT hrs	Tue OT hrs	Wed OT hrs	Thu OT hrs	Fri OT hrs	Sat OT hrs
<b>January*</b>	185	209.5	199.5	88.5	93	162.5	352.75
<b>February</b>	60.75	39	99	92.75	25.5	53.5	88
<b>March</b>	8.5	16.5	1.5	88.5	22.5	193	120.25
<b>April</b>	19.5	0	8.5	27	0	30	27
<b>May</b>	0	0	0	2.5	0	2	0
<b>June</b>	0	0.25	1	2	4.5	26.5	19
<b>July</b>	0	2.5	0.5	0	5.75	67.25	19.25
<b>August*</b>	4.5	7	3.75	8.25	2.25	208.75	2.25
<b>September</b>	0	0	0	0	0	0	0
<b>October</b>	0	0	0	0	0	0	0
<b>November</b>	0	0	0	0	0	0	0
<b>December</b>	0	0	0	0	0	0	0
	278.25	274.75	313.75	309.50	153.50	743.50	628.50

\*3 pay period month

## 2018 Highway Overtime Hours



# ATTACHMENT 2

# *Town of Canandaigua*

5440 Routes 5 & 20 West  
Canandaigua, NY 14424

## **ORDINANCE COMMITTEE**

**Monday, August 27, 2018 at 9:00 AM**

Rev. 9/4/2018

## **MEETING REPORT**

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<b>MEETING CALLED BY:</b>	<b>GARY DAVIS</b>
<b>MEMBERS PRESENT:</b>	<b>GARY DAVIS      TOM SCHWARTZ      ERIC COOPER</b> <b>BOB HILLIARD      SARAH REYNOLDS</b>
<b>MEMBERS ABSENT:</b>	<b>NONE</b>
<b>GUESTS:</b>	<b>JOHN CASEY</b>

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### **COMMITTEE BUSINESS**

- Review of Town Board Comments
  - Dumping
    - Chair Davis reported to the Committee that the proposed Dumping Law was adopted at the August 20 meeting.
- Continued Proposals
  - Vehicles
    - Committee reviewed the comments received from the Planning and Zoning Boards. Suggested revisions were minor. Discussion was had over the severity of the penalty. Consensus was to move forward with the proposal.
  - 220-9 Accessory Buildings
    - Committee reviewed the comments received from the Planning and Zoning Boards. It was clear more discussion is needed to address all concerns. Greater discussion will take place following the comments of the ECB.
  - Site Design and Development Criteria, Repeal from Code, Replace as Policy
    - Minimal Comments received from Boards. Will be on Town Board agenda for Public Hearing on September 17.
  - Swimming Pools
    - Discussion was had amongst the Committee on the methods to address the most recent comments of the Town Board. Committee will research how other communities handle this also the potential environmental impact. Discussion whether a limit is needed.
  - Conservation Subdivision
    - Brief overview of the issue for new members and guests. Staff will continue its review. Members were asked for their comments.
- New Proposals
  - Economic Development Committee

- Report of the Concept Mapping Team was provided to the Ordinance Committee. Committee was asked to review the suggested action items to potentially identify any Ordinance revisions that might support those goals.
- Agricultural Enhancement Zoning
  - 2016 Agricultural Enhancement Plan Zoning Audit was provided to members for their review. It is expected that these suggested changes will be included in a future proposal.
- Requests for Proposal
  - Special Use Permit for Signs
    - A question was raised regarding the necessity of 220-62.1. Town Board minutes from 2015 were provided sharing its history. Staff will continue its review.

**October 1, 2018 @ 9:00am**

**Adjournment**



# ATTACHMENT 3

September 10, 2018

To: Town Board

From: Oksana Fuller

Co-Chair, Town Economic Development

The Town Economic Development Team is working with Bob DiCarlo from FaBa Farms on Cooley Road to organize a tour of their farming operations. Not only is Agriculture in our Town a significant part of economic development but it is also our top Comprehensive Plan Goal.

As of now, the tour is scheduled for either Wednesday, October 3<sup>rd</sup> or October 10<sup>th</sup>. Time is not yet determined. We have the opportunity to view and understand all the farming operations, including the milking process, which usually does not start until 5:30 p.m. Perhaps a preliminary time would be from 4:30 to 6:00 p.m. Bob will give a presentation outlining some of the challenges farmers are facing today and of course, a question/answer period will follow.

We will be consulting with the ED Team for their availability. The tour invitation will be open to all the boards and committees once we finalize our plans.

Respectfully submitted,  
Oksana Fuller

# ATTACHMENT 4

September 10, 2018  
To: Town Board  
From: Oksana Fuller  
Chair, Town Events Committee

The Events Committee is currently in the planning stages for Halloween@Onanda Park. Invitations/Information have been sent out to last year's and possible new participants. Below is the September Town Newsletter article which also be part of the Press Release to the media.



## Halloween @ Onanda Park

Ghosts and Goblins, Witches and Wizards, Dragons and Dinosaurs, Princesses and Knights...the parade of kids in their costumes is as varied as one's imagination. Walking from one cabin to another, kids are entertained with a variety of activities...cut, fold and glue a bat or a witch to take home... pick a favorite pumpkin from the pumpkin patch, listen to Halloween stories, dress up as a firefighter, climb inside a fire truck, run after gigantic magic bubbles, play games, and all the while goody bags get filled with lots of treats. The end result is Big Smiles all the way home!

This year, a special added attraction will be Bristol Mountain's Mobile Aerial Adventure Park, an exciting and energizing climbing adventure for kids. "The Mobile Park has 8 unique and exciting elements. Participants are 6 feet above the ground and the climbing course is ideal for children ages 4 to 12. All participants are connected to a continuous safety system in full body harnesses so participants can never be unattached." Parents will need to sign a waiver for their child's participation.

The Town of Canandaigua's third annual Halloween@Onanda Park will be held on Saturday, October 27, 2018 from 2-5 p.m. at Onanda Park, 4965 County Road 16.

The Town of Canandaigua welcomes you to attend this FREE, FUN, Family-Friendly event which is Open to the Public. Wear your costumes and bring your children for a fun time of trick/treating, activities and crafts at the decorated lakeside cabins, sponsored by community organizations. Light refreshments are compliments of Wegmans.

For more information, please contact Dennis Brewer, Director of Parks and Trails at 585.394.1120.



**Town Board member, Kevin Reynolds, delights children with his Magic Bubbles.  
Photo by Julie Bertram**

**Town of Canandaigua Special Events Committee – Halloween @ Onanda Park**  
**Saturday, October 27, 2018 from 2-5 p.m.**

Dear Sponsors from 2017 Halloween @ Onanda Park,

We are planning the 2018 event and would appreciate your participation again this year. If you are interested, please review the details below and let me know as soon as possible of your interest. This year, we are adding one more hour to the event...2-5 p.m. **Bristol Mountain is setting up their Mobile Aerial Adventure Park and we want all kids to have the opportunity to use the equipment.** Details for “sponsors” of this free family event are as follows:

1. This event will be held **RAIN OR SHINE**. Please dress appropriately for an **OUTDOOR** event.
2. The event will be held on the lakeside...cabins and pavilion.
3. Choosing and decorating with a Halloween theme the **OUTSIDE** of your cabin at Onanda Park.
4. Decorating the cabins can be done any time before 1:30 p.m. on Saturday, October 27<sup>th</sup>. Onanda Park has been reserved. The Events Team will be at the park at noon. If you need help before noon, please contact us.
5. Provide treats. It does not have to be just candy...items relevant to your organization, school supplies, activity, games, crafts, etc. This is the Town’s third Halloween event. Last year, we had between 300/400 people attend. This number included parents. Please be prepared.
6. Participating Sponsors should dress in costume...nothing too scary ☺
7. Bring and post a sign showing who is sponsoring the cabin.
8. We are focusing our event for Primary and Elementary school children.
9. Parking for the event will be in the upland parking lot. Handicapped parking will be lakeside. Sponsors can park lakeside during the decorating phase. Please park on the upland area during the event. After the event, sponsors can again park lakeside to dismantle their decorated cabins.
10. Cabin sizes differ. Sponsors are encouraged to view their cabin ahead of time. All cabins are numbered and named. The Events Committee would be happy to organize a weekend or week day for a preview at Onanda Park. Contact information is listed below. Or, check them out at your convenience.
11. Costs for this event are whatever the sponsors would like to spend.
12. Time commitment for this event...Decorating the cabin any time on Saturday, 2 or 3 people from sponsoring organizations at the event from 1:30-6 pm, includes taking down decorations and participating in a quick cleanup.
13. The Sheriff’s department will have an officer on duty to direct people to parking and then to the park event. The committee will have people directing parking, as well as lakeside to cabins.
14. The Events Committee will produce and hand-out an informational “bookmark,” listing all the cabins and sponsors.
15. Wegmans was kind to sponsor refreshments...coffee, water, cider, apples, donut holes, mini hot dogs, etc.
16. Refreshments for sponsors will be provided...Wegmans sandwiches.
17. **This is a list of sponsors and their cabins from last year’s event...we may switch cabins depending on how many sponsors we have and their requirements.**

- #21 Rotary Pavilion** – Wegmans Refreshments
- #16/17 Wacona** (Arts and Crafts building) – Wood Library
- #14 Haeho** – Granger Homestead
- #13 Wequash** – Town Development, Assessor, MRB
- #12 Hayowentha** – Kiwanis
- #11 Wapoos** – Town Highway and Water department
- #8 Babcock Hall** – Cheshire Fire Department
- #5 Tilipe** – Rotary
- #4 Crouch Hall** – Storytelling
- #3 Abode** – Town Parks and Recreation Committee
- #2 Little House** - Cheshire Community Action Team (CCAT)

Onanda Park map - <http://townofcanandaigua.org/documents/files/Onanda%20Park%20Map.jpg>

Thank you,

Oksana Fuller, Town Events Committee Chair [lfemc@rit.edu](mailto:lfemc@rit.edu) Home: 585-394-2949 Mobile: 585-259-4458



**Town of Canandaigua**

# **Halloween @ Onanda**



**Saturday, October 27, 2018**  
**2 - 5 PM**

**Onanda Park – Lakeside Cabins**

**Bristol Mountain's Mobile Aerial Adventure Park and  
Decorated Cabins by Community Organizations**

**Trick/Treating, Refreshments, Games, Crafts, Stories, Bubble Magic**

# ATTACHMENT 5



# *Town of Canandaigua*

5440 Routes 5 & 20 West  
Canandaigua, New York 14424

## **DRAINAGE ADVISORY COMMITTEE**

*Established October 16, 2017*

**TUESDAY, JULY 10, 2018, 11:00 A.M.**

### **MINUTES—APPROVED**

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**Meeting Called by:** Charles Oyler, *Chairperson*

**Committee Member Present:** Richard Krebs

**Committee Member Excused:** Kathy Page

**Town Representatives:** James Fletcher, Town Highway Superintendent  
Greg Hotaling, MRB Group, D.P.C.  
Chris Jensen, Town Code Enforcement Officer  
Kevin Olvany, Canandaigua Lake Watershed Council

**Guests:** Gary Davis, Canandaigua Town Board Member,  
5170 Laura Lane  
John and Joanne Ryan, 5140 Laura Lane  
Thomas Schwartz, Canandaigua Planning Board  
Chairperson

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

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

#### **2. APPROVAL OF MINUTES OF JUNE 26, 2018**

The minutes of the June 26, 2018, meeting were approved as amended. The minutes will be posted upon the Drainage Advisory Committee web page and will be distributed to the Town Board members and Town staff via e-mail.

### **3. HILLCREST DRIVE DRAINAGE**

Mr. Oyler: Summarized the status of the Hillcrest Drive drainage mitigation project, i.e., acceptance of the plan is required from Keith Cutri (4963 Hillcrest Drive) for the diversion of stormwater runoff into a basin on his property, and from Greg Novak (4964 Hillcrest Drive) upon whose property much of the work would occur and from whom an access easement will be needed.

Mr. Oyler: Said that a meeting with Mr. Cutri originally scheduled for Wednesday, July 11, 2018, has been cancelled due to Mr. Cutri's unavailability and will be rescheduled. The annual meeting of the Hillcrest Drive Homeowners' Association will be held on Saturday, July 28, 2018, at which the drainage mitigation plan will be discussed.

### **4. TOWN OPEN HOUSE AND DISPLAYS**

Mr. Oyler: Noted that approximately 12 residents completed information forms at the recent Town Open House to report drainage issues on their properties. Mr. Jensen will add these addresses to the Drainage Advisory Committee master spreadsheet and have the revised sheet available at the next meeting for the committee to review.

### **5. DRAINAGE ISSUE: LAURA LANE**

*Attending:* Gary Davis, Canandaigua Town Board Member, 5170 Laura Lane; and John and Joanne Ryan, 5140 Laura Lane.

Mr. Oyler: Reported on his recent site visit to Laura Lane with Mr. Davis and Mr. and Mrs. Ryan. Mr. and Mrs. Ryan have cleared and mow back to a drainage swale to the north of their property. Mr. Oyler said that some of the other residents have not cleared their rear portions of their properties and that the existing Class C Blueline Stream north of the Laura Lane properties has filled in and requires maintenance.

Mr. Jensen: Reviewed the aerial photograph of the Laura Lane area with an overlay of the existing wetland which encroaches upon several of the Laura Lane properties.

Mr. Ryan: Said that a portion of his property always has been wet during certain times of the year because of the nearby wetland but that the stormwater runoff has been more pronounced on his property during the past three years.

Mr. Oyler: Suggested that cleaning the silt and debris from the stream could take care of most of the drainage concerns. He noted that a portion of the stream runs through property owned by the City of Canandaigua.

Mr. Fletcher: Said that it has been approximately 15 years since sediment was removed from the stream.

Mr. Davis: Reported that he spoke with New York State Department of Environmental Conservation (DEC) Regional Permit Administrator Scott Sheeley regarding the stream. He said that Mr. Sheeley explained that this is a Class C stream and would not require a DEC permit for maintenance. Mr. Davis said that the stream was originally about 36 inches deep but now has filled in.

Mr. Olvany: Said that a DEC permit may be needed if equipment must be brought onto the wetland which is adjacent to the stream.

Mr. Davis: Said that Mr. Sheeley offered to send a DEC representative to visit the site to determine the extent of the stream maintenance which is necessary to restore the flow of stormwater runoff. Mr. Olvany said that the DEC would first delineate the boundaries of the existing wetland.

Mr. Davis: Said that he would be willing to follow up with Mr. Sheeley and provide several dates and times for a DEC site visit. Mr. Oyler said that Drainage Advisory Committee members, Town staff and Laura Lane residents would be informed of the date and time of the visit.

Mr. Olvany: Explained that material removed from the stream cannot be deposited with the wetland. He said that a means to haul out the material would be needed.

Mr. Krebs: Discussed the use of cleaned-out sediment and possibly brought-in fill to create a berm at a determined location within the wetland area or perhaps on private property to remedy future flooding issues brought on by overflow, with DEC and property owner approval.

## **6. REPLACEMENT OF CULVERTS ON COUNTY ROAD 16**

Mr. Oyler: Sent an e-mail (with Town staff and committee members copied in) to Timothy McElligott, P.E., of the Ontario County Department of Public Works, asking for an update on the replacement of cross pipes and culverts on County Road 16.

## **7. CONSOLIDATION OF TOWN DRAINAGE DISTRICTS**

Mr. Oyler: Reported that he spoke with and wrote to Town Manager Doug Finch regarding the Committee's proposal to consolidate the existing Town drainage districts. Mr. Oyler said that Mr. Finch requested Town Attorney Christian Nadler to begin research on this.

**8. UPDATE ON FINGER LAKES COMMUNITY COLLEGE PROJECT**

Mr. Olvany: Reported that the Finger Lakes Community College (FLCC) project is moving forward and that he is awaiting approval of an Ontario County resolution to have the wetland delineated.

**9. NEXT STEPS**

- a. Follow-up by Mr. Davis, re: scheduling of a DEC site visit to the Class C Blueline Stream north of properties on Laura Lane.
- b. Consolidated Town-wide Drainage District information from Town Attorney Christian Nadler.

**10. NEXT MEETINGS AND ADJOURNMENT**

The meetings scheduled on July 24th and August 28th have been cancelled.

The next meeting of the committee will be:

***Tuesday, August 14, 2018                      11:00 a.m.      Canandaigua Town Hall***

Subsequent meetings will be:

Tuesday, September 11, 2018 11:00 a.m.	Canandaigua Town Hall
Tuesday, September 25, 2018 11:00 a.m.	Canandaigua Town Hall

The meeting was adjourned at 11:45 a.m.

Respectfully submitted,

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

**E-mail distribution:**

Krebs, Richard  
Oyler, Charles  
Page, Kathy

**cc. to:**

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

# *Town of Canandaigua*

5440 Routes 5 & 20 West  
Canandaigua, New York 14424

## **DRAINAGE ADVISORY COMMITTEE**

*Established October 16, 2017*

**TUESDAY, AUGUST 14, 2018, 11:00 A.M.**

### **MINUTES—DRAFT #1**

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<b>Meeting Called by:</b>	Charles Oyler, <i>Chairperson</i>
<b>Committee Members Present:</b>	Richard Krebs Kathy Page
<b>Town Representatives:</b>	Doug Finch, Town Manager James Fletcher, Town Highway Superintendent Greg Hotaling, MRB Group, D.P.C. Kevin Olvany, Canandaigua Lake Watershed Council Thomas Schwartz, Canandaigua Planning Board Chairperson
<b>Guests:</b>	None

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

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

#### **2. APPROVAL OF MINUTES OF JULY 10, 2018**

The minutes of the July 10, 2018, meeting were approved as amended. The minutes will be posted upon the Drainage Advisory Committee web page and will be distributed to the Town Board members and Town staff via e-mail.

#### **3. UPDATE ON FINGER LAKES COMMUNITY COLLEGE PROJECT**

Mr. Olvany: Reported that Ontario County has approved the wetland delineation of the Finger Lakes Community College (FLCC) project. The delineation will begin in the next few days. Following completion, a Request for Proposals (RFP) will be issue for the en-

gineering work. Grants and funding for the wetland delineation and the construction of the project have been approved.

Mr. Olvany: Said that a verbal commitment has been received from David Genecco—the adjacent property owner—for an easement through his property which will be required for this project.

#### **4. DRAINAGE AREA MAPPING STATUS**

Mr. Oyler: Said that the mapping and delineation of the drainage areas and drainage structures in the Town, being done by the Watershed Association, will be a key component of the Committee's work as we move forward, and will form the basis of the Committee's reports, i.e., identifying problem areas, what is needed to repair them, estimating the costs of drainage projects, and determining funding sources.

Mr. Olvany: Said that mapping along portions of the lakefront has been completed and that the Watershed Council staff will resume work in mid-September.

#### **5. REPLACEMENT OF CULVERTS ON COUNTY ROAD 16**

Mr. Oyler: Reported that a prompt response was received from Timothy G. McElligott, P.E., of the Ontario County Department of Public Works Engineering, regarding Mr. Oyler's request for an update on the County Road 16 culvert replacement project, as follows:

The plan for 2018 is to repair/replace three (3) culverts at the following locations:

1. CR 16 Culvert #36: Repair failed outlet @ #4417 CR 16, adjacent to Davidson Landing.
2. CR 16 Culvert #44: Replace failing corrugated metal culvert @ #4164 CR 16.
3. CR 16 Culvert #47: Replace failing corrugated metal culvert @ #4126 CR 16.

We've been working with the constituents at each of these locations for a few years and need to deliver on the work we promised. Culvert #36 is a 30-inch diameter reinforced concrete pipe of adequate size to pass the 50-year and 100-year events without overtopping. Outlet pipe sections have failed and have created issues with the highway embankment on the east side of CR 16 that must be repaired. Culverts #44 and #47 are 18-inch corrugated metal pipes that will be replaced with new 18-inch pipes.

We're installing the largest pipes we can and still avoid all of the existing underground utilities. The existing pipe bottoms are corroded and at each culvert a private utility is located inside each culvert that provides a means for the utility to cross CR 16. We're working with the constituents at each location to remove the private utility and relocate parallel to the new culverts.

No other culvert work is planned until we complete our hydrologic and hydraulic analysis of the culverts between NY 21 and Wyffels Road (59 total).

As for the hydrologic and hydraulic analysis, we've completed the data collection phase and will begin the analysis phase in the fall. Depending on workload, we may ultimately bring in a consulting firm to assist us with the analysis work. Once we complete the analysis work, we'll then develop a plan of action and define funding options. The goal is to begin work on drainage improvements in 2021.

—Timothy G. McElligott, P.E., July 20, 2018

## **6. HILLCREST DRIVE DRAINAGE**

Mr. Oylar: Reported on a meeting which he held with Gary Humes (4960 Hillcrest Drive) and Keith Cutri (4963 Hillcrest Drive) regarding the diversion of stormwater runoff into a basin on Mr. Cutri's property, resulting from the proposed work on the Novak property. This project has been proposed to the property owners following a series of meetings over the past few months by the Drainage Advisory Committee with the Hillcrest Drive residents. The project would require access easements from Mr. Cutri and from Greg Novak (4964 Hillcrest Drive) upon whose property much of the work would occur.

Mr. Fletcher: Reported on a meeting which he also had with Mr. Cutri. Mr. Fletcher explained that Mr. Cutri's property had been divided into two separate lots and that the stormwater basin is located on Lot #2A.

Mr. Fletcher: Said that some of the residents on Hillcrest Drive are not comfortable with a drainage project which would channel water onto the property of others. He also said that the Town has no easements over the properties on which the proposed work would be done.

Mr. Fletcher: Recommended that the proposed drainage project be referred to the property owners on Hillcrest Drive and/or to their homeowners' association for their approval. He said that at this point there is nothing more that the Town or the Drainage Advisory Committee can do without the approval of the property owners.



Mr. Oyler: Said that the drainage issues were first brought to the attention of the Town by Mr. Cutri which resulted in a project that has been developed by the Town engineering firm following a number of meetings with the residents.

Mr. Finch: Said that the Town has spent approximately \$5,000 on engineering plans for the proposed Hillcrest Drive drainage mitigation project.

Mr. Olvany: Suggested that either Mr. Cutri be requested to grant an easement on his property for the drainage work or that the Landings Drainage District be dissolved.

Ms. Page: Suggested that the property owners and the homeowners' association be informed of the situation and asked for their opinions.

Mr. Fletcher: Asked about the goal of an easement if it were to be obtained upon Mr. Cutri's property. Mr. Hotaling said that the Town expanded the drainage basin prior to Mr. Cutri having purchased the property.

Mr. Fletcher: Suggested that the Drainage Advisory Committee advise the homeowners' association of the need for the required easements over private property. He said that the onus should be on the property owners on Hillcrest Drive to agree to the drainage plan.

Mr. Oyler: Said that the property owners on Hillcrest Drive must agree on the implementation of the drainage plan now that the Drainage Advisory Committee has identified the problem and has developed a plan to correct it. Mr. Oyler will compose a letter to be sent to the Hillcrest Drive homeowners' association regarding this.

## **7. CONSOLIDATION OF DRAINAGE DISTRICTS**

Mr. Oyler: Discussed a report from Town Attorney Christian Nadler (July 25, 2018) in which Mr. Nadler discussed the process of consolidating the existing individual drainage districts into one Canandaigua Consolidated Drainage District (CCDD). The process would take approximately four months to complete and involve the requirements of New York State Town Law and New York State General Municipal Law regarding public notices, hearings and permissive referendums (*see attachment*).

Mr. Finch: Distributed 2019 Drainage district budget worksheets. Hillcrest Drive is located in the Landings Drainage District which has a fund balance of \$9,424 as of December 31, 2017. The most recent assessment on the properties within this district was in 2015 (*see attachment*).

Mr. Finch: Said that several Town Board members have questioned a tax levy for drainage work upon properties which do not have drainage issues and whose properties are not currently located in the established drainage districts. He said that there would be a question of Town Board support for a proposal to consolidate the existing drainage districts

and to levy taxes on properties upon which drainage district taxes are not currently levied.

Mr. Finch: Discussed the varying tax rates among the existing drainage districts, for example: \$3.57 per unit in 2018 in the Lakewood Meadows Drainage District and \$31.45 per unit in 2018 in the Waterford Point Drainage District.

Mr. Hotaling: Suggested that a Town-wide drainage district could be funded through a line item in the Town budget to avoid creation of a district and another layer of record-keeping.

Mr. Finch: Suggested that the Town could establish a Drainage Reserve Fund.

Mr. Olvany: Said that drainage issues are manifesting themselves more in the Town of Canandaigua and that services demanded by Canandaigua residents are higher than in other towns in the region.

Mr. Finch: Said that the tax rate would increase by 5 cents per \$1,000 of assessed value for the Town to raise \$250,000 (\$50 for the average assessed home in Canandaigua). He said that this tax increase would be in addition to all other taxes and assessments.

Mr. Olvany: Said that personnel and equipment costs would have to be considered. He said that a drainage line item in the budget would provide a local share of funding when seeking matching grant applications [for drainage projects].

Mr. Oyler: Said that the thought of consolidating the existing drainage districts could eventually lead to a Town-wide drainage district but that the consolidation of the existing districts may not be a good idea at this point due to push-back by the Town Board. He suggested ultimately the consideration of a drainage utility in the future as a way to cover the costs of drainage projects on a Town-wide basis.

Mr. Oyler: Said that the Committee would have a better idea of the locations of the drainage issues, the costs of mitigation, and the impact of the projects upon the Town budget following completion of the study of all the drainage systems in the Town with the use of the drainage area mapping discussed earlier in the meeting.

## **8. DRAINAGE ISSUE: LAURA LANE**

Mr. Oyler: Said that the watercourse on the north side of Laura Lane has become filled with silt and debris through the years. Water diverts onto private property following rains. Mr. Oyler said that cleaning the silt and debris from the stream could take care of most of the drainage concerns. He noted that a portion of the stream runs through property owned by the City of Canandaigua.

Mr. Oyler: Reported that Town Board Member Gary Davis received a Wetland Delineation Request Form from Scott E. Sheeley, Regional Permit Administrator, Division of Environmental Permits, New York State Department of Environmental Conservation, as follows:

Dear Mr. Davis:

In response to your phone call, I am forwarding a Wetland Delineation Request Form. The site of interest is located on the north side of Laura Lane in the Town of Canandaigua, Ontario County. The property is near or contains portions of State-regulated Freshwater Wetland CL-8. A permit is required for activities conducted within the wetland and within 100 feet of the wetland, including any stream modifications or drainage work.

To begin planning any project(s) within the wetland or within 100 feet of the fee of the wetland, you may request that the location of the wetland boundary be located on your property. To do this, you may fill out the attached Wetland Delineation Request Form and return it to our Bureau of Habitat. I've copied this e-mail to Mr. Scott Jones, who is the regional Bureau of Habitat manager.

Once the wetland boundary is delineated, further discussion of project options will be possible.

—Scott E. Sheeley, July 10, 2018

Mr. Oyler: Forwarded the Wetland Delineation Request Form to Mr. Olvany and to Mr. Jensen for assistance in completing and filing the form.

Mr. Olvany: Said that since a portion of the wetland is located within the City of Canandaigua, the City may not want the water to flow at a higher rate as it makes its way to Canandaigua Lake.

Mr. Fletcher: Said that the stream could possibly be cleaned and that a drainage structure could be installed downstream to hold back the velocity of the water.

Mr. Finch: Said that when the Drainage Advisory Committee reaches the point of identifying a possible solution to a drainage issue, the project should be referred to the Town Board for a decision and funding consideration.

## **9. NEXT STEPS**

- a. Laura Lane follow-up: Completion and filing of Wetland Delineation Request Form (Mr. Olvany, Mr. Jensen).

- b. Canandaigua Consolidated Drainage District (CCDD): Further discussion or follow-up.

## **10. NEXT MEETINGS AND ADJOURNMENT**

The meeting scheduled on August 28th has been cancelled.

The next meeting of the committee will be:

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

Subsequent meetings will be:

Tuesday, September 25, 2018	11:00 a.m.	Canandaigua Town Hall
Tuesday, October 9, 2018	11:00 a.m.	Canandaigua Town Hall
Tuesday, October 23, 2018	11:00 a.m.	Canandaigua Town Hall

The meeting was adjourned at 12:20 p.m.

Respectfully submitted,

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

Attachments:

Memo from Town Attorney Christian Nadler, re: Consolidation of Canandaigua Drainage Districts

2019 Drainage District Budget Worksheets

**E-mail distribution:**

Krebs, Richard  
Oyler, Charles  
Page, Kathy

**cc. to:**

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

# ATTACHMENT 6

INTERMUNICIPAL COOPERATION AGREEMENT BETWEEN  
CANANDAIGUA-HOPEWELL WATER DISTRICT OF THE TOWN OF CANANDAIGUA  
AND CANANDAIGUA-HOPEWELL WATER DISTRICT OF THE TOWN OF HOPEWELL

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This Inter-Municipal Cooperation Agreement dated as of \_\_\_\_\_, 2018, (the “Agreement”) is made between the **Town of Canandaigua**, on behalf of the Canandaigua-Hopewell Water District of the Town of Canandaigua, (“Canandaigua”), and the **Town of Hopewell**, on behalf of the Canandaigua-Hopewell Water District of the Town of Hopewell, (“Hopewell”), and

**WHEREAS**, Canandaigua and Hopewell, (collectively, the “Towns”), previously operated the above water districts pursuant to a written agreement, dated 9/19/1977, and entitled, “Agreement of Municipal Cooperation for Construction, Financing and Operation of Joint Water System”, which agreement expired by its own terms upon the retirement of all debt service, and

**WHEREAS**, the districts exist as separate legal entities notwithstanding that the water improvements were undertaken to maximize benefits within each water district, and

**WHEREAS**, the Towns continued to operate the water districts according to the customs previously established in 9/19/1977 agreement, and

**WHEREAS**, certain projects located on the Canandaigua-Hopewell Town Line Road, a/k/a County Road #10, have provided an opportunity for the Towns to review and consider the potential to achieve certain efficiencies by re-allocating administrative and operational responsibilities between the Towns, namely, the following:

- A. Designating Canandaigua as the exclusive administrative and operational entity for all water related issues within Canandaigua, except the pump station and building located in the Town of Canandaigua that serves the water tower located in the Town of Hopewell; and
- B. Designating Hopewell as the exclusive administrative and operational entity for all water related issues within Hopewell, including the water tower located in Hopewell that serves as the exclusive water storage facility for both the water districts, together with the pump station and building located in the Town of Canandaigua that pumps water to the tower located in the Town of Hopewell; and
- C. Designating Canandaigua as the administrative entity that will set rates and charge the residents of Canandaigua for all water related issues, and designating Hopewell as the administrative entity that will set rates and charge the residents of Hopewell for all water related issues; and

**WHEREAS**, it is the intent of the Towns that there shall continue to be full and complete cooperation between the Towns by and through the respective water districts, and by and through the Town Boards, in respect to the administration and operation of the water districts; and

**WHEREAS**, this Agreement is being entered into by the Towns pursuant to Article 5-G of the General Municipal Law, in furtherance of inter-municipal cooperation whereby the Towns intend

to set forth the respective rights and obligations of each Town through their respective water districts;

**NOW, THEREFORE**, in consideration of the mutual covenants and terms set forth herein, the Towns agree on behalf of their respective districts, as follows:

**I. ARTICLE I. OWNERSHIP OF IMPROVEMENTS**

- A.** Canandaigua will own all the water infrastructure improvements located within its boundaries except the pump station and building located in the Town of Canandaigua that pumps water to the Hopewell water tower.
- B.** Hopewell will own all the water infrastructure improvements located within its boundaries, as well as the pump station located in the Town of Canandaigua that pumps water to the Hopewell tower.
- C.** Mutual Cooperation. Neither Town shall interfere with the operation, maintenance and enjoyment of the water infrastructure by the other and neither Town shall perform any act that shall unreasonably interfere with the operation, maintenance and enjoyment of the water infrastructure of the other Town.
  - 1.** Prior Notice of Inability to Provide Water. Canandaigua agrees to provide prior notice to Hopewell of any inability to supply water to Hopewell as soon as said inability is known.
  - 2.** Finger Lakes Community College. Hopewell shall continue to administer the account for CMAC at the FLCC campus.
  - 3.** Expansion. It is understood that Hopewell and Canandaigua intend to expand and increase consumption in their respective water districts. Any such expansion(s) shall be subject to the consent of both Hopewell and Canandaigua, which consent shall not be unreasonably withheld.
- D.** Master Meters. Canandaigua shall install master meters at the Canandaigua and Hopewell municipal boundaries to be located at mutually agreeable locations at County Road #4 and County Road #10 with the Work to be performed by Canandaigua.
  - 1.** Hopewell shall have access to all master meter pits for the purpose of obtaining regular consumption data.
  - 2.** Canandaigua shall install outside sampling stations on all master meters.

**II. ARTICLE II. ADMINISTRATION**

- A.** Canandaigua shall serve as the exclusive administrative entity for all water related matters within the Canandaigua water.



- B.** Hopewell shall serve as the exclusive administrative entity for all water related matters within the Hopewell water district as well as for the water tower located in Hopewell and related pump station located in Canandaigua.
- C.** Within sixty (60) days of the execution of this Agreement, Hopewell shall transfer to Canandaigua that portion of its existing operation and maintenance funds Hopewell previously collected from users within the Town of Canandaigua, if any.
- D.** The cost of repairs, maintenance, and capital improvements shall be borne by the town where the work occurs, except that Hopewell and Canandaigua shall equally share such expense directly related to the water tower located in Hopewell that serves as the exclusive water storage for both water districts and the pump station located in the Town of Canandaigua.
- E.** Each Town shall adopt, from time to time, ordinances, rules and regulations for the operation of its special district and the use of water therein, and enforce compliance with such ordinances, rules and regulations. Each Town agrees to adopt, where appropriate, ordinances, rules and regulations that provide, at a minimum, the same rules and regulations as adopted by the other Town. Each Town agrees to enforce compliance with such ordinances, rules and regulations, and, moreover, agrees to do so upon notification from the other Town of a violation.
- F.** All Permits for connection into the water shall be issued by the town in which the connection is located.
- G.** Water Rates. Canandaigua shall charge Hopewell for the water transmitted through Canandaigua at a rate equal to the rate charged to Canandaigua per thousand gallons by the City of Canandaigua (“City”) plus a small charge for operation and maintenance of the master meters and other infrastructure through which said water passes to Hopewell.

### **III. ARTICLE III. OPERATIONAL CONTROL**

- A.** Effective immediately Canandaigua shall have operational control of all water related issues within Canandaigua, except the pump station and building located in Canandaigua that serves the water tower located in Hopewell.
- B.** Effective Immediately Hopewell shall have operational control of all water related issues within Hopewell, including the water tower located in Hopewell that serves as the exclusive water storage facility for both the water districts, together with the pump station and building located in Canandaigua that pumps water to the tower located in Hopewell.
- C.** The Towns agree that any future extension of either water district shall be subject to approval from both Towns which approval may not be unreasonably withheld.

- D. Each Town, its employees or representatives shall, at any time, be able to inspect all components of the water infrastructure within the service area of both water districts, and in the event of an emergency, or in order to insure the continued service of both water districts, each Town may take all reasonable steps for such purposes.

**IV. ARTICLE III. TRANSITION**

- A. Transition Date. The transition of all administrative matters shall be completed on or before January 1, 2019.
- B. Final Water Bills. Hopewell will bill all customers for the final quarter of 2018. Canandaigua shall bill those customers located in the Town of Canandaigua for the first quarter of 2019. Hopewell shall bill those customers located in the Town of Hopewell for the first quarter of 2019.
- C. Outstanding Account Balances. Canandaigua shall pay to Hopewell the total amount of outstanding account balances for accounts located in the Town of Canandaigua as of December 15, 2018. Subsequent to this payment Hopewell shall pay to Canandaigua any payments made to Hopewell on these outstanding account balances. Hopewell will execute such documents as are required to authorize Canandaigua to collect said outstanding balances directly from the customers or property owners.
- D. Customer Information. Hopewell shall provide accurate customer and account information to Canandaigua prior to the transition date. Hopewell shall provide contact information for maintenance personnel at the plazas located along Route 5 & 20.
- E. Meter Readings. Prior to the transition date Hopewell shall provide current meter readings from the end of the fourth quarter of 2018 so that Canandaigua can properly bill for the first quarter of 2019.
- F. System Infrastructure. Hopewell and Canandaigua will work together to share maps and locations in advance of the transition.

- V. **ARTICLE IV. RESPONSIBILITY FOR DAMAGES AND CLAIMS.** In the event any liability is assessed against either of the parties to this Agreement by any third-party arising out of the operation, repair, maintenance and/or construction of the water system, each district shall be liable for its own defense and payment of such claims.

- VI. **ARTICLE V. ADDITIONAL ASSURANCES.** The parties agree to enter into such additional agreements as may become necessary to fully effectuate the provisions of this Agreement and to provide for the mutual protection of all parties hereto.

- VII. **ARTICLE VI. MERGER CLAUSE AND MODIFICATIONS.** This agreement contains the entire agreement between the Towns, and any agreements hereafter made

between the Towns shall be ineffective to change this Agreement, unless such Agreement is signed by the authorized representatives of each Town.

VIII. **ARTICLE VII. COMPLIANCE WITH LAWS.** The parties shall comply with all Federal, State and Local Statutes, rules, regulations, orders and ordinances applicable to the performance of this Agreement.

IX. **ARTICLE VIII. TERM OF AGREEMENT.** The term of this Agreement shall be twenty (20) years and in no instance longer than permitted by law. The Towns may continue or renew this agreement and contract to provide for the continuous operation of the water districts notwithstanding the automatic expiration contained herein.

X. **ARTICLE IX. ARBITRATION.** Any controversy, claim, or cause of action arising out of or relating to this contract, or the breach of this Agreement, may be submitted to, and decided by arbitration, which arbitration shall be conducted in the County of Ontario and be administered by the American Arbitration Association in accordance with its then current commercial arbitration rules (or in accordance with such other procedures, if any, as the parties to this Agreement may mutually agree upon in writing). The decision in such arbitration shall not be final, non-appealable and binding on the parties unless agreed to by the Towns. In the event that any controversy, claim or cause of action arising out of or in relation to this contract is brought in any court by any party to this agreement, all costs and expenses (including, without limitation, reasonable attorney's fees and disbursements) paid or incurred by the prevailing party in such action shall be paid by the other party to the action.

**IN WITNESS WHEREOF**, each party has caused this Agreement to be signed by its duly authorized officer on the day first above written.

TOWN OF CANANDAIGUA, on behalf of  
the Canandaigua-Hopewell Water District of  
the Town of Canandaigua

By: \_\_\_\_\_  
Greg Westbrook, Town Supervisor

TOWN OF HOPEWELL on behalf of the  
Canandaigua-Hopewell Water District of the  
Town of Hopewell

By: \_\_\_\_\_  
Ted Bateman, Town Supervisor

**STATE OF NEW YORK                    )**  
**COUNTY OF ONTARIO                ) SS.**

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year 2018, before me, the undersigned personally appeared Greg Westbrook personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public

**STATE OF NEW YORK                    )**  
**COUNTY OF ONTARIO                ) SS.**

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year 2018, before me, the undersigned personally appeared Ted Bateman personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public

# ATTACHMENT 7

**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding is entered into this \_\_\_ day of \_\_\_\_\_, 201\_ by and between the Town of Canandaigua ("Town"), whose principal place of business is located at 5440 Routes 5 & 20; Canandaigua, NY 14424; and Frank D. Genecco, whose principal place of business is located at 1850 State Route 332 Canandaigua, NY 14424 and Leo Genecco & Sons, Inc., ("Genecco"), whose principal place of business is located at 1850 State Route 332; Canandaigua, NY 14424.

WHEREAS, the Town and Genecco have discussed certain public improvements to be made on parcels owned by Genecco located on Canandaigua-Farmington Townline Road, in the Town of Canandaigua. The parcels are identified as follows:

Tax Map ID # 55.02-3-119.100

(owned by Leo Genecco & Sons, Inc.)

Tax Map ID # 52.02-3-119.200

(owned by Frank D. Genecco)

The two parcels shall be collectively referred to herein as the "Property;" and

WHEREAS, the parties desire to set forth their mutual understanding of the proposed public improvements; and

NOW THEREFORE, the parties set forth the following terms and understandings:

**1. Binding Effect.** This Memorandum of Understanding is intended to be binding on the parties.

**2. Mutual Understanding.**

- a. Genecco shall purchase one of the following parcels on Purdy Road adjacent to the Property, which will give the Property road frontage and

access to Purdy Road: 5566 Purdy Road, 5560 Purdy Road, 5556 Purdy Road, 5552 Purdy Road, 5548 Purdy Road, 5544 Purdy Road, 5540 Purdy Road, 5536 Purdy Road, 5532 Purdy Road.

- b.** Genecco shall grant a 70' right-of-way easement for the Town to install and maintain a road across the Property that will connect Purdy Road and Canandaigua-Farmington Townline Road, starting from the parcel purchased pursuant to subparagraph (a), above, and proceeding across the Property to Canandaigua-Farmington Townline Road, as approximately shown on the Overview Map prepared by MRB Group, dated August, 2017, entitled "Concept Road and Transmission Main Towns of Canandaigua and Farmington Ontario County, New York." However, the road shall proceed in a southerly direction instead of an easterly direction as shown on said Map, with the intention of terminating at Purdy Road on the newly purchased parcel described in subparagraph (a), above.
- c.** The Town shall establish an improvement district to finance the construction of the road described in subparagraph (b), above, and shall take dedication of said road upon its completion.
- d.** Genecco shall grant an easement for the Town to install and maintain a water transmission main across the property, as shown in the attached Map, prepared by MRB Group, dated March, 2018, entitled "Permanent Easement to the Town of Canandaigua Ontario County, New York."

- e. Genecco shall grant an easement for the Town to provide public access across the Property for the Auburn Trail.
- 3. **Term of Agreement.** Unless otherwise agreed by the parties, or unless terminated earlier pursuant to §5 of this Memorandum of Understanding shall terminate 360 days from the date stated above.
- 4. **Confidentiality.** The parties agree that the agreements contained herein shall remain confidential until both parties agree that disclosure to the public is in the best interests of both parties. The parties shall consult with each other and must agree as to the timing, content, and form before disclosing any information related to this Memorandum of Understanding. However, either party may make a public disclosure related to this Memorandum of Understanding or the agreements contemplated herein if, in the opinion of its legal counsel, such disclosure is required by law.
- 5. **Termination.** This Memorandum of Understanding may be terminated by either party by written notice of termination to the other party in the event the other party commits a material breach of any agreement between the parties and fails to remedy such breach within fifteen (15) days from the date of notice of breach.
- 6. **Good Faith Negotiations.** Both parties agree to pursue this Memorandum of Understanding in good faith and to make their best efforts to cooperate in the process described herein. Both parties further agree to negotiate in good faith and make their best efforts to provide for the above-described agreement at the earliest practicable time.



7. **Exclusive Dealing.** During the term of this Memorandum of Understanding, neither party shall, directly or indirectly, through an owner, employee, or agent, enter into discussions with (or consummate an agreement with) any other party with respect to the subject matter contemplated herein.

8. **Parties.**

a. Town of Canandaigua

5440 Routes 5 & 20

Canandaigua, NY 14424

Attn: Doug Finch, Town Manager

dfinch@townofcanandaigua.org

b. Frank D. Genecco

1850 St. Rt. 332

Canandaigua, NY 14424

\_\_\_\_\_@\_\_\_\_\_

c. Leo Genecco & Sons, Inc.

1850 St. Rt. 332

Canandaiga, NY 14424

Attn: David Genecco

\_\_\_\_\_@\_\_\_\_\_

9. **Notices.** Any notices to be given under this Memorandum of Understanding shall be in writing, sent by registered or certified mail, postage prepaid, or by email followed by a confirmation letter sent via registered or certified mail, postage prepaid addressed to such party at the email addresses and mailing addresses stated in §8, above. Notices sent in accordance with this section shall be deemed effective on the date of dispatch.

IN WITNESS WHEREOF, the parties hereby execute this Memorandum of Understanding.

TOWN OF CANANDAIGUA

LEO GENECCO & SONS, INC.

\_\_\_\_\_  
Greg Westbrook, Supervisor

\_\_\_\_\_  
David Genecco, President

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

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

\_\_\_\_\_  
Frank D. Genecco

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

# ATTACHMENT 8



441 Trenton Ave.  
Utica, NY 13502  
(315) 798-1328

## **Software Licensing and Hosting Plan for the Town of Canandaigua's Image Mate Online**

**Effective Dates of Support: January 1, 2018 through December 31, 2018**

SDG shall provide telephone and email support during normal working hours, 8:30 am -5:00 pm EST, Monday through Friday. This support is intended to ensure that the Image Mate Online software is functioning as intended. SDG will respond in a timely manner to any support issue brought to our attention by government officials regarding the Image Mate Online software. SDG shall make available to the Town of Canandaigua Assessment Department all standard software enhancements, as defined below, to the Image Mate Online software currently owned by the Town. This software includes Image Mate Online as well as the RPS Version 4 data extraction utility as it pertains to Image Mate Online.

Image Mate Online shall be hosted at SDG facilities. The Town of Canandaigua shall own the license to Image Mate Online with the intent of public display via the Internet. SDG shall provide scheduled data updates to Canandaigua's Image Mate Online software. These updates are not limited to the Town. The Town may send real property data to SDG on an as needed basis. SDG will in turn update the Town's data within a reasonable time frame not to exceed two weeks.

### **Software Enhancement Classifications**

- 1) **Standard** – Software improvements to the current release for purposes such as increasing system performance or fixing reproducible software errors (bug fixes). The cost to the Town for these Standard software enhancements will be included in the fee paid by the Town to Systems Development Group for the software support plan.
- 2) **Custom** – This classification includes client requested software changes that would add or increase current system functionality. Work of this type will be billed at a rate of \$100 per hour. SDG's normal rate for enhancements of this type as identified by the New York State Office of General Services is set at \$147.00 per hour. The lower rate of \$100 per hour is guaranteed by SDG throughout the effective dates of this Software Support Plan, as noted above, when the Town accepts this Plan.

The Town agrees to pay SDG an annual fee of \$1,080 for this software support. This agreement will be reviewed annually and, if necessary, renegotiated by the Town of Canandaigua and SDG. SDG's current rate for all Software Support is currently at \$125 per hour. This rate is reduced to an annual charge for support when the Town accepts this plan.

This Agreement shall be construed and interpreted under and according to the laws of the State of New York.

Town of Canandaigua

Systems Development Group, Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_  
John Kelly, President/CEO

# ATTACHMENT 9



# CHANGE REQUEST

**BILLITIER ELECTRIC, INC.**

760 BROOKS AVE  
ROCHESTER, NY 14619

**CCN #****16****Date:**

8/24/2018

**Project Name:**

CANANDAIGUA HIGHWAY GARAGE

**Project Number:**

P0165

**Page Number:**

1

Client Address:

**MRB GROUP**

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

---

**Work Description**

PLEASE ISSUE A CHANGE ORDER TO OUR CONTRACT FOR THE FOLLOWING WORK COMPLETED: sUPPLY LABOR AND MATERIAL TO ADD 2-CAT5E PHONE LINES FROM DATA RACK TO FIRE PANEL . TERMINATIONS BY IP ADDRESSES BY OTHERS .

---

**Itemized Breakdown**

Description	Qty	Net Price U	Total Mat.	Labor U	Total Hrs.
#24- 4P TWISTED CABLE	1,000	0.26 E	260.00	6.00 M	6.00
<b>Totals</b>	<b>1,000</b>		<b>260.00</b>		<b>6.00</b>

---

**Summary**

General Materials		260.00
FIRE ALARM		867.00
Material Markup	(@ 15.000 %)	169.05
<b>Material Total</b>		<b>1,296.05</b>
GENERAL FOREMAN 2017-2018	(6.00 Hrs @ \$81.41)	488.46
SETUP AND COORDINATION	(2.00 Hrs @ \$81.41)	162.82
<b>Subtotal</b>		<b>1,947.33</b>
Final Adjustment		-0.33
<b>Final Amount</b>		<b>\$1,947.00</b>

ORIGINAL

# ATTACHMENT 10

# ONLINE AUCTION CONTRACT - AGREEMENT FOR SALE OF GOVERNMENT ASSETS BY ONLINE AUCTION

This Agreement made on \$ / 30 / 2018, between TOWN OF CANANDAIGUA, hereafter called "Seller", and Auctions International, Inc., 11167 Big Tree Road, East Aurora, NY 14052, hereafter called "Auctioneer":

The Auctioneer hereby agrees to use professional skills, knowledge, and experience to the best advantage of both parties in preparing for and conducting the sale. All auction items will be sold "As-Is, Where-Is", subject to the Seller's terms.

The Seller agrees to provide Titles, Keys and all other Proof of Ownership to customers who present a paid invoice from Auctions International, and release the purchased items once the Auctioneer has received full payment for the goods listed and described in detail on provided condition reports, and/or provided by electronic means to Auctioneer.

GOVERNMENT VEHICLES, MACHINERY, EQUIPMENT AND ALL OTHER SURPLUS ASSETS

The Seller agrees to provide merchantable title (with no liens or encumbrances) for motor vehicles, and agrees to write-in the purchase information on the back of any titles issued to purchasers (as required by law) . The Seller furthermore agrees not to sell listed merchandise before the term of the online auction is complete, under any circumstances.

The Auction is to be held online at [www.AuctionsInternational.com](http://www.AuctionsInternational.com), beginning and closing on mutually agreed dates and times. The terms and prices of this contract shall remain in effect for two (2) years after the agreement is executed, based on the needs of the Seller. Notwithstanding the foregoing, the Seller may terminate this contract at any time for convenience.

It is agreed that all listed merchandise be sold to the highest bidder, "as-is", "where-is", with no warranty expressed, implied or otherwise, and with the Government Seller retaining the right to reject any bids that are insufficient. Seller agrees to specify a minimum acceptable price on each rejected bid, which will be posted on the 'Past Prices' page of the Auctioneer's website.

Purchaser's will be required to pay a 4% buyer's premium for vehicles and equipment sold within two (2) years of the manufacture date, a 5% buyer's premium for vehicles and equipment within three (3) years of the manufacture date, or a 10% buyer's premium for all older equipment to be added to the successful high bid prices, which will constitute the Auctioneer's compensation for these services. There is **NO** commission charged to the seller.

The Auctioneer will conduct auction(s) at no-cost to the Seller, provided the Seller takes photos and descriptions of the merchandise, and provides this information to the Auctioneer's staff. The Auctioneer reserves the right to combine low-value merchandise into larger online auction lots as necessary, based on past experience with such items.

If requested by the Seller, the Auctioneer's staff will travel to the Seller's facilities to obtain photos and condition reports of the Seller's items, for the following listing fees: Thirty dollar (\$30) fee for each motorized vehicle/equipment, and Five dollar (\$5) fee for each auction lot that is not a motor vehicle. These listing fees will be deducted from the sale proceeds, before final payment is made to Seller.

The Auctioneer will mail a check to the Seller for all proceeds collected within fifteen (15) business days after the Seller approves the bids for the sale items and all monies are collected, along with an accounting summary. In the event of a bidder's refusal or failure to pay for their invoiced items, the Auctioneer will offer the unsold merchandise to the backup bidder, and the reneging bidder will be banned from future auctions. If the backup bidder does not take the merchandise for the backup bid price, then the merchandise will revert back to possession of the seller, after a reasonable time has been allowed for the backup bidder to get their payment to the Auctioneer. At the request of the Seller, any unsold merchandise can be re-listed in a future online auction. At no cost to the seller.

**INDEPENDENT STATUS.** That during the existence of this agreement, the Auctioneer shall remain an individual, independent contractor, retaining its separate identity and shall in no way be considered a division, department or agent of the Seller's agency or organization.

**WAIVER.** No waiver of any breach of any condition of the agreement shall be binding unless in writing and signed by the party waiving said breach. No such waiver shall in any way affect any other term or condition of this agreement or constitute a cause or excuse for a repetition of such or any other breach unless the waiver shall include the same.

**ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement among the parties with respect to the subject matter of this Agreement, and supersedes any and all prior understandings and agreements, whether written or oral, and all prior dealings of the parties with respect to the subject matter of this Agreement.

(X) \_\_\_\_\_  
Seller's Authorizing Signature

Jim Fletcher  
Highway Supt.  
Printed Name and Agency Title

585-394-3300  
Telephone Number

(X) 5440 STATE RT 5 & 20 WEST, CANANDAIGUA NY 14424  
 Seller's Agency Payment Address (Check will be made out and mailed to Seller, from Auctioneer, for payments received)

(x) lfletcher@townofcanandaque.org  
Seller's E-Mail Address.

(X) Robert J. Anderson Robert J. Anderson ONTARIO  
Auctioneer's Signature Auctioneer's Printed Name Seller's County



# ATTACHMENT 11

# Ontario County Public Works

William C. Wright, P.E.  
Commissioner of  
Public Works  
Office: (585) 396-4000

2962 County Road 48  
Canandaigua, New York 14424-9553  
www.co.ontario.ny.us  
email: dpw@co.ontario.ny.us

John E. Berry, P.E.  
Deputy Commissioner  
of Public Works  
Facsimile: (585) 396-4283

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HIGHWAY ~ ENGINEERING ~ WASTEWATER SYSTEMS & SEWERS ~ BUILDINGS & GROUNDS ~ PARKS ~ PUBLIC WORKS FINANCE

---

DATE: August 30, 2018

TO: Town Supervisors

CC: Highway Superintendents (Memo Only)

FROM: William C. Wright

RE: Snow Contracts

Enclosed is the contract agreement for snow and ice control services on County roadways. Pursuant to Resolution Number 522-2018, the rate of reimbursement for the period of 10/01/18-09/30/19 is \$5,700.00 per mile.

Please sign both original sets where applicable. Please note the Municipal Acknowledgment forms need to be notarized. Please return both sets to:

Department of Public Works  
2962 County Road 48  
Canandaigua, New York 14424

A fully executed agreement will be returned to you for your files.

THIS AGREEMENT, made the \_\_\_\_\_ day of \_\_\_\_\_, 2018 by and between

THE COUNTY OF ONTARIO, a municipal corporation of the State of New York, having an office and place of business at Ontario County, 20 Ontario Street, Canandaigua, New York 14424 (hereinafter referred to as the "County")

and

TOWN OF CANANDAIGUA, a municipal corporation of the State of New York, having an office at 5440 Routes 5 & 20 West, Canandaigua, New York 14424

(herein after referred to as the "Town")

WITNESSETH:

WHEREAS, the County desires to obtain snow and ice control services upon those designated County Roads or portions thereof set forth as in Schedule "A" which is attached hereto to provide for reasonable passage and movement of vehicles over such roads; and

WHEREAS, the Town is willing to furnish all necessary personnel, machinery, tools, supplies, materials and equipment to provide snow and ice control services subject to the terms of this Agreement.

NOW, THEREFORE, in consideration of the terms and conditions herein contained, the parties agree as follows:

FIRST: This Agreement shall commence on October 1, 2018 and shall expire on September 30, 2019, unless sooner terminated as herein provided.

SECOND: The Town agrees to furnish all necessary personnel, machinery, tools, supplies, materials and equipment to provide snow and ice control services upon those designated County Roads or portions thereof set forth as in Schedule "A" which is attached hereto. Said services shall be provided upon the paved portions of County roads as well as bridges on County roads.

SERVICES TO BE PROVIDED: The basic services elements (to include equipment, materials and labor) to be provided by the TOWN as part of this AGREEMENT are:

1. Snow watch and dispatching
2. Purchase and storage of salt and abrasive stockpiles.
3. Application of salt and abrasives.
4. Snow plowing, including winging back.
5. Field supervision of salting and plowing activities.
6. The Town shall observe its customary practice in connection with correction of damage to lawns and mailboxes, which is a direct result of snow removal operations.

All work to be performed in the manner consistent with the goal of providing a safe and passable roadway, given the constraints of operating resources and character of the snow event. The Ontario County Commissioner of Public Works, ("Commissioner") or his authorized representative shall review performance and offer suggestions and guidance to improve the efficiency and/or performance of the contractor. In the event that the County and Town jointly develop and agree upon a methodology to track costs, then upon request of the County, the Town shall track the costs of snow and ice control on County roads serviced under this Agreement.

THIRD: LEVEL OF SERVICE: The TOWN will be required to maintain a sufficient level of manpower, equipment, and materials to enable it to substantially meet the objectives of the Ontario County Snow and Ice Control Program. Upon request, the County will provide operational and training assistance for contractors in achieving consistent and safe road conditions for County motorists.

FOURTH: For the services performed pursuant to Paragraph "SECOND" above, the County shall reimburse the Town as follows:

The rate of reimbursement for the period beginning October 1, 2018 through September 30, 2019 shall be \$5,700.00 per mile. In the event of a County-declared snow emergency, the County may agree to pay for extended services, such as snow hauling from intersections, on a time/material basis. This would be accomplished in a work order where fees are established before the work commences. All parties to this agreement may re-open the contract by notice to the Commissioner of Public Works and/or Towns to address rapidly rising or falling commodity prices, such as fuel, salt or steel. Any decision to change rates must be approved by the Board of Supervisors.

FIFTH: The Town will receive one half (1/2) of the agreed upon amount no later than February 28 and the remainder of the amount no later than June 30 of each contract year.

SIXTH: Either party, upon twelve months' prior written notice, may terminate this Agreement at will. Subject to the availability of funds, the Town shall be compensated for services rendered under this Agreement prior to the effective date of such termination.

SEVENTH: Except in an emergency, the Town shall not assign, sublet, subcontract or otherwise dispose of this Agreement, or any right, duty or interest herein, without previous consent of the County. No assignment, subcontracting, subletting or other such disposition of the Agreement, either with or without such consent of the County, shall serve to relieve the Town of its obligations hereunder.

EIGHTH: The Town shall comply with all applicable federal, state and local laws, rules and regulations, including but not limited to all applicable provisions of the Labor Law, Worker's Compensation Law, State Unemployment Insurance Law, Federal Social security Law and any and all rules and regulations promulgated by the United States Department of Labor and/or the Industrial Commissioner of the State of New York and all amendments and additions hereto.

NINTH: The Town shall, at the commencement of the term hereof, obtain and maintain in continuous effect for the term of this Agreement, policies of insurance providing for coverage in the limits and subject to the conditions set forth in Schedule "B", attached hereto and made a part hereof. In addition, the Town agrees:

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Contractor shall indemnify and hold harmless the County, its officers, employees and agents from any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly or indirectly out of the negligent acts or omissions hereunder by the Contractor; and

(b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of the acts of omissions referred to in paragraphs (a) and to bear all other costs and expenses related thereto.

TENTH: All notices hereunder shall be in writing and shall be deemed given when delivered or mailed, postage prepaid, certified mail, return receipt, addressed as follows:

To the County:

Commissioner  
Ontario County Department of Public Works  
2962 County Road No. 48  
Canandaigua, New York 14424

with a copy to:

County Attorney  
20 Ontario Street, 3<sup>rd</sup> Floor  
Canandaigua, New York 14424

To the Town:

Town Clerk  
Town of Canandaigua  
5440 Routes 5 & 20 West  
Canandaigua, New York 14424

ELEVENTH: This agreement shall bind the successors, assigns and representatives of the parties hereto.

TWELFTH: This agreement and its attachments constitute the entire agreement between the parties with respect to the subject matter hereof and shall supersede all previous negotiations, commitments and writings. No change, modification or cancellation of this Agreement shall be effective except by an instrument in writing signed by a duly authorized representative of each of the parties.

THIRTEENTH: This Agreement shall not be enforceable until signed by all parties.

IN WITNESS WHEREOF, The County of Ontario and the Town of Canandaigua have executed this agreement in triplicate.

THE COUNTY OF ONTARIO

By \_\_\_\_\_  
Mary Krause  
County Administrator

By \_\_\_\_\_  
William C. Wright, P.E.  
Commissioner of Public Works

THE TOWN OF CANANDAIGUA

\_\_\_\_\_  
Gregory Westbrook – Town Supervisor

## SCHEDULE A

### Canandaigua

County Road 4 from Canandaigua City to County Road 10	1.12 miles
County Road 8 from NYS Route 332 to Canandaigua Farmington Town Line Road	1.65 miles
County Road 10 from County Road 4 to County Road 46	1.05 miles
County Road 16 in its entirety	8.70 miles
County Road 18 from Route 364 to Gorham Town Line	.93 miles
County Road 22 (Hanna Road) in its entirety	.47 miles
County Road 28 from North Street to Canandaigua Farmington Town Line	2.85 miles
County Road 30 from Canandaigua City Line to Brace Road	3.38 miles
County Road 32 from Fisher Hill Road to NYS Route 21	3.41 miles
County Road 46 from County Road 10 to Canandaigua City Line	.79 miles
Lakeshore Drive to Hopewell Townline	.22 miles
Total Mileage	24.57 miles

MUNICIPAL ACKNOWLEDGMENT

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) :ss.:

On the \_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_ before me personally appeared \_\_\_\_\_, known to me to be the person who executed the within instrument, who being duly sworn by me did depose and say that \_\_he resides at \_\_\_\_\_ in the Town of \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_; that \_\_he is \_\_\_\_\_ of \_\_\_\_\_, the Municipality described in said instrument; that, by authority of the Legislative Body of said Municipality, \_\_he is authorized to execute the foregoing instrument on behalf of the Municipality for the purposes set forth therein; and that, pursuant to that authority, \_\_he executed the foregoing instrument in the name of and on behalf of said Municipality, as the act and deed of said Municipality.

\_\_\_\_\_  
Notary Public

# ATTACHMENT 12



# **ADDENDUM**

**to the**

**Town of Canandaigua Water District  
Town of Bristol Water District**

**Water Supply Emergency Response Plan  
Dated: 12/31/13**

## **PREPARED BY:**

**MRB GROUP  
ENGINEERING, ARCHITECTURE & SURVEYING, D.P.C.  
145 CULVER ROAD  
ROCHESTER, NEW YORK 14620  
PHONE: (585) 381-9250  
FAX: (585)-381-1008  
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All Rights Reserved**



(Replace Section III, 1.G – “Drought” with the following:)

In the case of a major drought, our supplier, the City of Canandaigua would issue usage restrictions which we would comply with and pass along to our customers whatever they may be.

It may be necessary to implement necessary guidelines according to the following conditions:

	<u>Cramer Rd. Tank Operating Level</u>	<u>West Street PS</u>
<b>A. Stage I – Normal</b>	Between 32' - 26.5'	1 pump @ 24-hr
<b>B. Stage 2 – Alert</b>	Between 32' - 26.5'	1+ pump @ 24-hr
<b>C. Stage 3 – Warning</b>	Between 32' - 26.5'	2 pump @ 24-hr
<b>D. Stage 4 – Critical</b>	Less than 26.5'	2 pump @ 24-hr
<b>E. Stage 5 – Emergency</b>	Less than 13'	2 pump @ 24-hr

## Tank Operating Levels

High Water Level (Pump off) – 32-ft  
Low Water Level (Pump on) – 26.5-ft  
System 35 psi Level – 26-ft  
System 20 psi Level – 1.5-ft

## Response actions

The Plan provides stages of response actions to manage and mitigate the impacts indicated by each triggering criteria and condition. The response actions provide for a combination of best management practices for both water supply management and reduction in water demand. The response approaches are designed to be flexible so that there is an appropriate action to the specific drought situation occurring at a particular time.

The response actions included in each stage are cumulative, meaning that if Stage 2 is implemented than all of the measures in Stage 1 and 2 shall be implemented. Likewise, if ultimately Stage 5 is implemented, all of the measures in Stages 1, 2, 3, and 4 shall be implemented as well.

A brief description of the response actions for each stage of the Plan are specified below.

### Stage 1 (Normal) response actions

#### **1.A Target and public message**

**Target:** Achieve a **voluntary** reduction 10% of total daily water demand.

**Public message:** *Due to abnormally dry conditions this summer, we are asking all customers to voluntarily cut back on water use by 10% in order to stretch the available water supply. The water users should stop using water for non-essential purposes and conserve where possible in*

*case the dry period continues through the year. If everyone cooperates and the water supplies are not impacted anymore, we may avoid more stringent water restrictions. Wasting water hurts everyone.*

## **1.B Communication, coordination, and planning**

Communication, coordination, and planning activities include:

- A. Initiate public information outreach campaign to:
  - Prepare and distribute educational information
  - Notify customers of the water shortage, the need to conserve water, and the importance of significant water use reductions
  - Notify customers with large landscapes of irrigation restrictions
  - Provide customers with practical information on ways to improve water use efficiency
  - Implement customer meter reading program
  - Request customers to reduce their water use by the percentage listed above
- B. Notify Federal, State, and Local entities.
- C. Begin initial evaluation of potential temporary and/or long-term needs for infrastructure improvements and funding opportunities.

## **1.C Supply management best management practices**

Best management practices for supply management include:

- A. Reduce flushing of water mains.
- B. Initiate leak detection and repair program.
- C. Develop program for water waste patrols; hire and train staff.
- D. Initiate use of reclaimed water for non-potable purposes.

## **1.D Demand reduction best management practices**

Best management practices for demand reduction include:

- A. Water customers are requested to voluntarily limit the irrigation of landscaped areas to two days a week. Sundays and Thursdays for customers in with a street address ending in an even number (0, 2, 4, 6 or 8). Saturdays and Wednesdays for customers with a street address ending in an odd number (1, 3, 5, 7 or 9). Irrigate landscapes only between the hours of 12:00 midnight to 10:00 A.M. and 8:00 P.M. to 12:00 midnight on designated watering days.
- B. Water customers are requested to practice water conservation and to minimize or discontinue water use for non-essential purposes including:

1. Willfully or negligently wasting water;
2. Irrigation or sprinkling systems and devices that are not properly designed, installed, maintained, and operated to prevent wastage of water;
3. Irrigation or sprinkling of any yard, ground, premise, or vegetation unless the watering device is controlled by an automatic shut-off device, or a person is in immediate attendance of the hose or watering device;
4. Irrigation or sprinkling of lawns for a period that exceeds 15 minutes per station at one time, or a total of 30 minutes per station during a 24 hour day, if water is applied either through a sprinkler system or through a hose with or without a sprinkler device;
5. Irrigation or sprinkling of landscape areas, including parks, athletic fields, and golf courses, except otherwise provided under this Plan;
6. Use of water to wash down any sidewalks, walkways, driveways, parking lots, basketball courts, or other hard-surfaced areas;
7. Use of water for dust control;
8. Use of water to wash down buildings or structures for purposes other than immediate fire protection;
9. Flushing gutters or permitting water to run or accumulate in any gutter or street;
10. Use of water to fill, refill, or add to any indoor or outdoor swimming pools or Jacuzzi-type pools;
11. Use of water in a fountain or pond for aesthetic or scenic purposes except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system;
12. Installing or replacing an air-conditioning systems (including portable systems) without a water conservation device which is properly maintained;
13. Failure to repair a controllable leak(s) or faulty water fixture(s) within a reasonable period time; and
14. Use of water from hydrants for construction purposes without a permit or any other purposes other than firefighting.

## **Stage 2 (Alert) response actions**

### **2.A Target and public message**

**Target:** Achieve a **mandatory** reduction of 25% of total daily water demand.

**Public message:** *It is necessary to impose mandatory restrictions on water use to ensure that throughout the duration of this water shortage an adequate supply of water is maintained for public health and safety purposes. Our overall goal is to reduce water use by 25%, which can be achieved if everyone cuts back their outdoor watering and other non-essential uses. We are relying on cooperation and support of all water users to abide by all restrictions and to reach this goal. Otherwise, the shortage could deteriorate into a more serious emergency that requires household water allocations to avoid depleting that available water supply.*

### **2.B Communication, coordination, and planning**

Communication, coordination, and planning activities include:

- A. Increase public information outreach campaign to:
  - Notify customers of the mandatory reductions
  - Notify customers of the water shortage, the need to conserve water, and the importance of significant water use reductions
  - Generate publicity about customers demonstrating significant water savings
  - Consult with major customers to develop conservation plans
  - Publicize weekly water consumption graph/data
- B. Identify priorities for water supplies.
- C. Begin to coordinate with Federal, State, and Local entities and in particular the County Emergency Management Office (EMO).
- D. Initiate evaluation and plan for potential temporary and/or long-term needs for infrastructure improvements and funding opportunities.
- E. Develop strategy to mitigate revenue losses.

## **2.C Supply management best management practices**

Best management practices for supply management include:

- A. Discontinue flushing of water mains; for emergency purposes only.
- B. Intensify leak detection and repair program.
- C. Intensify program for water waste patrols.
- D. Use of reclaimed water for non-potable purposes.
- E. Plan for use of an alternative water source(s).

## **2.D Demand reduction best management practices**

Best management practices for demand reduction include:

- A. Water customers are required to limit the irrigation of landscaped areas to two days a week. Sundays and Thursdays for customers with a street address ending in an even number (0, 2, 4, 6 or 8). Saturdays and Wednesdays for customers with a street address ending in an odd number (1, 3, 5, 7 or 9). Irrigate landscapes with hose-end sprinklers or automatic irrigation systems, and only between the hours of 12:00 midnight to 10:00 A.M. and 8:00 P.M. to 12:00 midnight on designated watering days.
- B. Use of water to wash any motor vehicle, motorbike, boat, trailer, or other vehicle is prohibited except on designated watering days between the hours of 12:00 midnight and 10:00 A.M. and between 8:00 P.M. and 12:00 midnight. Such washing, when allowed,

shall be done with a hand-held bucket or a hand-held hose equipped with a positive shutoff nozzle for quick rinses. Vehicle washing may be done at any time on the immediate premises of a commercial car wash or commercial service station. Further, such washing may be exempted from these regulations if the health, safety, and welfare of the public are contingent upon frequent vehicle cleansing, such as garbage trucks and vehicles used to transport food and perishables.

- C. Use of water from hydrants shall be limited to firefighting related activities, or other activities necessary to maintain public health, safety, and welfare, except that use of water from designated fire hydrants for construction purposes may be allowed under special permit from the public water system.
- D. All restaurants are prohibited from serving water to patrons except upon request of the patron.
- E. Water customers are mandated to practice water conservation and to minimize or discontinue water use for non-essential purposes. Prohibitions include:
  - 1. Willfully or negligently wasting water;
  - 2. Irrigation or sprinkling systems and devices that are not properly designed, installed, maintained, and operated to prevent wastage of water;
  - 3. Irrigation or sprinkling of any yard, ground, premise, or vegetation unless the watering device is controlled by an automatic shut-off device, or a person is in immediate attendance of the hose or watering device;
  - 4. Irrigation or sprinkling of lawns for a period that exceeds 15 minutes per station at one time, or a total of 30 minutes per station during a 24 hour day, if water is applied either through a sprinkler system or through a hose with or without a sprinkler device;
  - 5. Irrigation or sprinkling of landscape areas, including parks, athletic fields, and golf courses, except otherwise provided under this Plan;
  - 6. Use of water to wash down any sidewalks, walkways, driveways, parking lots, basketball courts, or other hard-surfaced areas;
  - 7. Use of water for dust control;
  - 8. Use of water to wash down buildings or structures for purposes other than immediate fire protection;
  - 9. Flushing gutters or permitting water to run or accumulate in any gutter or street;
  - 10. Use of water to fill, refill, or add to any indoor or outdoor swimming pools or Jacuzzi-type pools;
  - 11. Use of water in a fountain or pond for aesthetic or scenic purposes except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system;
  - 12. Installing or replacing an air-conditioning systems (including portable systems) without a water conservation device which is properly maintained;
  - 13. Failure to repair a controllable leak(s) or faulty water fixture(s) within a reasonable period time; and
  - 14. Use of water from hydrants for construction purposes without a permit or any other purposes other than firefighting.

## **Stage 3 (Warning) response actions**

### **3A. Target and public message**

**Target:** Achieve a **mandatory** reduction of 35% of total daily water demand.

**Public message:** *The Town of Canandaigua faces a serious water emergency due to prolonged drought. To conserve the available water supply for the greatest public benefit while minimizing impacts on our local economy, it has become necessary to institute a water allocation program for all residential customers. Our goal is to reduce system water demand by 35%. While water allocation amounts are adequate for normal domestic needs, significant cuts to outdoor water use may be necessary to remain within set allocations. All customers are urgently asked to make every effort to conserve water and abide by watering restrictions or face further reductions in water allotments.*

### **3B. Communication, coordination, and planning**

Communication, coordination, and planning activities include:

- A. Intensify and expand public information outreach campaign to:
  - Notify customers of the water use allocations
  - Inform customers of ban on open burning
  - Expand and strengthen water conservation education, activities, and programs
- B. Identify priorities for water supplies.
- C. Coordinate with Federal, State, and Local entities, and in particular, the County Emergency management Office (EMO), and any mutual aid assistance.
- D. Coordinate with local health directors to assess public health treats and take appropriate actions.
- E. Provide regular situational reports to Federal entities and County EMO.
- F. Deploy temporary and/or long-term infrastructure improvements for water supply augmentation such as emergency interconnection, re-confirm arrangements for water hauling etc.
- G. Invoke ban on open burning.
- H. Increase customer service training for staff.
- I. Review and adopt enforcement rates and appeals board to process requests for exceptions.

### **3C. Supply management best management practices**

Best management practices for supply management include:



- A. Discontinue flushing of water mains; for emergency purposes only.
- B. Intensify leak detection and repair program.
- C. Intensify and expand program for water waste patrols; e.g. increase staff.
- D. Use of reclaimed water for non-potable purposes.
- E. Use of an alternative water source(s).

### **3D. Demand reduction best management practices**

Best management practices for demand reduction include:

- A. Implement Stage 3 water consumption allocations for all customers (see Table 4).
- B. Water customers are required to limit the irrigation of landscaped areas to one day a week. Sundays for customers with a street address ending in an even number (0, 2, 4, 6 or 8). Saturdays for customers with a street address ending in an odd number (1, 3, 5, 7 or 9). Irrigate landscapes with hand-held hoses, hand-held buckets, drip irrigation, or permanently installed automatic sprinkler system only. The use of hose-end sprinklers is prohibited at all times. Irrigation is limited to the hours of 12:00 midnight and 10:00 A.M. and between 8 P.M. and 12:00 midnight only.
- C. Use of water to wash any motor vehicle, motorbike, boat, trailer, or other vehicle is prohibited.
- D. The watering of golf course tees is prohibited unless the golf course utilizes a water source other than that provided by the public water system.
- E. The use of water for construction purposes from designated fire hydrants under special permit is to be discontinued.

## **Stage 4 (Critical) response actions**

### **4A. Target and public message**

**Target:** Achieve a **mandatory** reduction 50% of total daily water demand.

**Public message:** *Due to continuing deterioration and scarcity of the available water supply, all customers are subject to reduced water allocations. The current water shortage has become very severe. We must all continue to conserve water to the maximum extent possible and strive to maintain water use within our established water allocation limits as long as the drought endures in order to prevent a water crisis.*

### **4.B Communication, coordination, and planning**

Communication, coordination, and planning activities include:

- A. Continue to intensify public information outreach campaign to:
  - Notify customers of the water use allocations
  - Publicize daily water consumption graph/data
  - Open a centralized drought public outreach position for issues on conservation, water use allocations, etc.
  - Set-up and/or confirm emergency notification lists for high priority water users including health clinics, schools, stores and restaurants, and other large or critical users
- B. Identify priorities for water supplies.
- C. Coordinate with Federal, State, and Local entities, and in particular, the County Office of Emergency Services (EMO), and any mutual aid assistance.
- D. Coordinate with local health directors to assess public health threats and take appropriate actions.
- E. Provide regular situational reports to Federal entities and County EMO.
- F. Continue use of water supply augmentation measures such as emergency interconnection, use of existing water wells, use of new water wells, water hauling etc.
- G. Continue ban on open burning.
- H. Plan with local partners for potential movement of vulnerable populations out of areas with limited or no water supply.

#### **4C. Supply management best management practices**

Best management practices for supply management include:

- A. Discontinue flushing of water mains; for emergency purposes only.
- B. Intensify leak detection and repair program.
- C. Intensify program for water waste patrols and consider expansion to 24/7 with additional staff if necessary.
- D. Use of reclaimed water for non-potable purposes.
- E. Use of an alternative water source(s).

#### **4D. Demand reduction best management practices**

Best management practices for demand reduction include:

- A. Implement Stage 4 water consumption allocations for all customers (see Table 1).
- B. Irrigation of landscaped areas is prohibited.
- C. Use of water to wash any motor vehicle, motorbike, boat, trailer, or other vehicle is prohibited.
- D. The watering of golf course tees is prohibited.
- E. No application for new, additional, expanded, or increased-in-size water service connections, meters, service lines, pipeline extensions, mains, or water service facilities of any kind shall be approved, and time limits for approval of such applications are hereby suspended for such time as the drought response stage.

## **Stage 5 (Emergency) response actions**

### **5A. Target and public message**

**Target:** Achieve a **mandatory** reduction of over 50% of total daily water demand.

**Public message:** *The Town of Canandaigua is confronted with a critical water shortage emergency of unprecedented proportions. At this time, there exists barely enough drinking water for the most essential human health, sanitation, and safety needs. As a result, all outdoor water use is prohibited. We understand the hardship this extraordinary condition poses to every customer, and we appreciate the sacrifices people are making to ensure that water system does not run dry. Everyone is urgently requested to do whatever necessary to maintain water use within or below their allotted amount.*

### **5B. Communication, coordination, and planning**

Communication, coordination, and planning activities include:

- A. Continue to intensify public information outreach campaign to:
  - Notify customers of the water use allocations
  - Notify customers of public water points; e.g. for bottled water or portable water storage tanks
  - Notify vulnerable populations of potential movement/relocations
- B. Identify priorities for water supplies.
- C. Coordinate with Federal, State, and Local entities, and in particular, the County EMO, and any mutual aid assistance.
- D. Coordinate with local health directors to monitor and assess public health threats and take appropriate actions.

- E. Provide regular situational reports to Federal entities and County EMO.
- F. Continue use of water supply augmentation measures such as emergency interconnection, use of existing water wells, use of new water wells, water hauling etc.
- G. Continue ban on open burning.
- H. Plan with local partners for monitoring and potential movement of vulnerable populations out of areas with limited or no water supply.

### **5C. Supply management best management practices**

Best management practices for supply management include:

- A. Discontinue flushing of water mains; for emergency purposes only.
- B. Intensify leak detection and repair program.
- C. Intensify program for water waste patrols.
- D. Use of reclaimed water for non-potable purposes.
- E. Use of an alternative water source(s).

### **5D. Demand reduction best management practices**

Best management practices for demand reduction include:

- A. Implement Stage 5 water consumption allocations for all customers (see Table 1).
- B. Water use reduced to health and safety needs only. All other uses are prohibited

## **Water use allocations**

### **A. General**

In the event that water shortage conditions threaten public health, safety, and welfare, the designated official is authorized to allocate water according to the following water allocation plan in the Table listed below.

**Table 1: Stage water use allocations**

<b>Customer/connection type</b>	<b>Stage 1</b>	<b>Stage 2</b>	<b>Stage 3</b>	<b>Stage 4</b>	<b>Stage 5</b>
Residential	Normal or 200 gpcd	Normal or 100 gpcd	75 gpcd	50 gpcd	25 gpcd
Commercial/institutional	Normal	90% of average	85% of average	65% of average	50% of average
Landscape irrigation	Normal	90% of average	50% of average	0% of average	0% of average

Note: gallons per capita per day is gpcd

The residential water use allocations are based on water use priorities for health and safety and were calculated based on minimum domestic uses including drinking, cooking, personal washing, sanitation, and washing clothes. In addition, these water uses have been compared to actual data, in particular during the wintertime period. The Table below provides a more detailed presentation of the basis for the residential water uses and requirements for Stage 4, 5, and rationing water allocations.

**Table 2: Stage 4, 5, and rationing residential water use allocations requirements**

<b>Residential water uses</b>	<b>Stage 4 requirements (gpcd)</b>	<b>Stage 5 requirements (gpcd)</b>	<b>Rationing requirements (gpcd)</b>
Drinking	2.5	2.5	2.5
Cooking	5.0	2.5	2.0
Personal washing	15.0	12.5	7.5
Sanitation	5.0	2.5	1.5
Washing clothes	2.5	2.5	1.5
Cleaning home	5.0	2.5	0
Growing food/garden	15.0	0	0
Total	50	25	15

Residential customers may have some livestock, and will be entitled to an allocation to meet the needs of the animals. Residential customers with livestock should follow water conservation practices including repairing leaks, dripping faucets, practice of filling water tubs and tanks, and cleaning floors and equipment. The Table below provides a list of daily water needs of some common animals.

**Table 3: Water needs for farm animals**

<b>Type of animal</b>	<b>Daily water requirements (gallons per day)</b>
Horse	12
Cow	20-45
Beef animal	8-12
Swine/pig	3-5
Sheep/goats	2-4
Poultry/fowl (per 100)	8-15

---

# ATTACHMENT 13

7/19/18

## Local Law Filing

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

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

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

of CANANDAIGUA

Local Law No. \_\_\_\_\_ of the year 20<sup>18</sup>

A local law TO REMOVE CHAPTER SDD - SITE DESIGN AND DEVELOPMENT CRITERIA FROM  
(Insert Title)  
THE TOWN OF CANANDAIGUA TOWN CODE.

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<sup>18</sup> of the (County)(City)(Town)(Village) of CANANDAIGUA was duly passed by the TOWN BOARD on \_\_\_\_\_ 20<sup>18</sup>, 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<sup>□□</sup>, 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

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

(Seal)

TOWN OF CANANDAIGUA

LOCAL LAW # \_\_\_\_ OF 2018

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ATTACHMENT "A"

SECTION ONE. Chapter SDD-Site Design and Development Criteria is hereby removed from the Town Code of the Town of Canandaigua.

SECTION TWO. Effective Date. This Local Law shall take effect immediately upon filing with the NYS Secretary of State.

Project: Site Design Repeal

Date: 9/17/18

## *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:	<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"/>

Project: **Site Design Repeal**Date: **9/17/18**

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

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

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

- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- ☒ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Town Board, Town of Canandaigua

September 17, 2018

Name of Lead Agency

Date

Doug Finch

Town Manager

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

**PRINT FORM**

# ATTACHMENT 14

# *Town of Canandaigua*

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

*Established 1789*

## **SITE DESIGN AND DEVELOPMENT CRITERIA – *MAY 2018 DRAFT COPY***

### **ADOPTED BY THE TOWN BOARD ON:**

*DECEMBER 16<sup>TH</sup>, 2008*

### **AMENDED BY THE TOWN BOARD ON:**

*AUGUST 18<sup>TH</sup>, 2009*  
                    , 2018

*Prepared by*

Prepared by:

**MRB** | *group*  
Engineering, Architecture & Surveying, D.P.C.

The Culver Road Armory  
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Rochester, New York 14620  
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www.mrbgroup.com — e-mail: info@mrbgroup.com

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The following is an excerpt from the New York Education Law Article 145 Section 7209 and applies to this document.  
"It is a violation of this law for any person unless he is acting under the direction of a Licensed Professional Engineer or Land Surveyor to alter an item in any way. If an item bearing the Seal of an Engineer or Land Surveyor is altered, the Altering Engineer or Land Surveyor shall affix to the item his Seal and the Notation 'Altered by' followed by his signature and the date of such alteration and a specific description of the alteration".

## Amendment Record

[illegible]



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## **ARTICLE I – GENERAL INFORMATION**

### **1.0 GENERAL PURPOSE**

The purpose of these specifications is to provide minimum criteria for the design and construction of improvements within the Municipality, which, upon the satisfactory completion thereof, may be offered for dedication to the Town of Canandaigua for perpetual operation and maintenance. The information contained in this document is to be used in conjunction with the subdivision and site plan regulations provided in the Town of Canandaigua Code.

The criteria established is intended to provide minimum standards, which may be upgraded to serve the best interests of the municipality. The information in this booklet is provided to aid in the submission of material in a uniform manner and attempt to expedite the various review and approval procedures.

The Town of Canandaigua has been designated by the U.S. Environmental Protection Agency (EPA) as a small Municipal Separate Storm Sewer System (MS4). All projects within the Town of Canandaigua are, therefore, subject to the MS4's requirements. When required, the MS4 shall review the SWPPP to determine if all design considerations have been met. The MS4 is required to follow the same principles in the review of the SWPPP to ensure the equivalency of the design specification to the erosion and sediment control practices and performance criteria and the sizing criteria of post construction practices.

These criteria shall govern in all areas of private, public, industrial and commercial development and/or areas that will involve the connections to existing municipal systems.

It should be noted that the Town of Canandaigua currently has inter-municipal agreements with Ontario County, the City of Canandaigua, Town of Farmington, Town of Hopewell and the Town of Bristol regarding sanitary sewer and/or water installations and districts, which are required to be complied with as well.

The requirements contained herein may be waived or modified by the Planning Board if it is found that strict application of the requirement is not needed to meet the purposes of this manual, or that such modification or waiving of requirements would provide an upgrade over what would otherwise be required. The Planning Board shall consult with the Town Highway and Water Superintendent and others as appropriate.

## **ARTICLE II – DESIGN STANDARDS**

### **2.0 GENERAL**

- A. Proposed plans for development shall conform to the Town's Comprehensive Plan as adopted by the Town Board.
- B. The developer shall strive to comply with standards of good planning and adhere to the codes and ordinances of the Town as well as the rules of any agencies having jurisdiction over other aspects and phases of the project.
- C. The Developer of a parcel of land shall make improvements to the parcel in accordance with the approved plans or the minimum standards required in these regulations as applicable to a specific project.
- D. Where certain standards of development are not set forth, they shall be established by the Planning Board, following their review of the particular situation.
- E. Additional or higher design standards of improvements may be required in specific cases where the Planning Board believes it necessary to create conditions essential to the health, safety, and general welfare of the citizens of the Town.

### **2.1 STREET LAYOUT**

- A. Reasonable access shall be provided to all developed areas in a given tract of land. Under no circumstances shall a "Land Locked" parcel be created as part of land subdivision. A right-of-way must be provided at the time of the subdivision and reasonable access to existing streets provided.
- B. Streets shall be logically oriented, related to the existing topography and meet acceptable planning/engineering criteria, which will produce buildable lots and reasonable road grades.
- C. Minor streets shall be planned so as to discourage through traffic, but provide for excellent access to "connector" roadways with higher use classifications.
- D. Where a subdivision abuts or contains a major traffic street, the Planning Board may require that intermediate access streets, reverse-frontage lots or other treatments that will provide a reduction in the number of intersections with the major street and reasonable separation of local and through traffic.
- E. New, half or partial streets will not be permitted except where essential for reasonable subdivision of a tract in conformance with the other requirements and standards contained herein, and where, in addition, satisfactory assurance for dedication of the remaining part of the street can be secured.
- F. Wherever a tract to be subdivided borders on an existing half or partial street, the other part of the street shall be plotted within such tract.
- G. Dead-end streets shall be prohibited, except as stubs to permit future street extension into adjoining tracts or when designed as a cul-de-sac.

- H. Reserve strips that limit access to right-of-way or utility easements are prohibited. Reservations which encourage the extension of right-of-way and utilities may be required by the Town.
- I. Street names shall be submitted for approval to the County Planning Department, Postal Service and others designated by the Town Board to avoid duplications or use of similarly sounding or spelled names. A street, which is a continuation of an existing one, shall retain the same name.
- J. Further information regarding the design and development of streets is presented in Article IV Highway/Roadway Improvements and Appendices H of this manual.

## **2.2 STREET INTERSECTIONS**

- A. Streets shall be laid out to intersect as nearly as possible at right angles. No street shall intersect another at an angle of less than 75 degrees.
- B. Multiple intersections involving a junction of more than two streets shall be avoided.
- C. Streets entering opposite sides of another street shall be laid out either directly opposite one another or with a minimum off-set of 250 feet between their center lines.
- D. Where a subdivision abuts or contains an existing street of inadequate right-of-way width, additional right-of-way width will be required.

## **2.3 HAUL ROADS**

Haul roads may be required by the Planning Board, when applicable upon review with the Town Highway Superintendent, Town Board and Town Engineer.

## **2.4 EASEMENTS**

- A. Easements shall be provided for all utilities and/or sidewalks of a width necessary for installation, repair and/or replacement of said utility and/or sidewalks. The depth, type, size and location of a utility in addition to soil conditions will be considered when establishing an easement width.
- B. To the fullest extent possible, all easements shall be centered on or adjacent to rear or side lot lines.
- C. Where a development is traversed by a watercourse, the applicant may be required to provide to the Town at no cost a drainage easement or right-of-way conforming substantially with the line of such watercourse and of such width as will be adequate to preserve natural drainage and maintain the same.

## **2.5 ALLEYS**

Alleys are prohibited in residential developments. In commercial or industrial districts, alleys shall be a minimum width of 26 feet. Where such alleys dead-end, they shall be provided with a turnaround having an outside roadway diameter to allow emergency vehicle access.

## **2.6 RESERVATION AND DEDICATION OF LANDS FOR PUBLIC USE**

All applicants for subdivision or site development should also be aware that the Town of Canandaigua's code regarding "Reservation of Parkland" contained in both the Town's subdivision and zoning regulations shall apply.

## **2.7 EROSION SEDIMENT CONTROL**

### **A. General**

1. It is the Town's intent to control soil movement by employing effective erosion and sediment control measures before, during and after site disturbance.
2. Erosion and sediment control measures, both temporary and permanent, must be installed in conformance with the approved plan prior to any soil disturbance. A site inspection to verify compliance may be required prior to issuance of the Site Development Permit.
3. The Planning Board, Town Engineer, Town CEO, and/or Canandaigua Lake Watershed Council will evaluate submitted erosion and sediment control design plans against the most current edition of "New York Guidelines for Urban Erosion and Sediment Control" manual as prepared by the USDA - Soil Conservation Service. The Board, Town Engineer, Town CEO, and/or Canandaigua Lake Watershed Council may require additional controls and details not specifically outlined in the aforementioned manual.

### **B. Vegetative Controls**

1. To attain the Town's goals, vegetative measures should be used in a site design to control surface water runoff, provide soil stabilization methods and entrap soil sediments generated from the forces of erosion.
2. Site slopes shall be graded to be stable and provide control of any surface or subsurface water prior to vegetative plantings. All slopes greater than 3H: 1V are to be stabilized with a jute mesh erosion mat or equal.
3. Site disturbance, especially in sensitive areas, shall be kept at a minimum. Designs shall limit the removal of existing trees, hedgerows and indigenous plant cover.
4. Physiographic features such as drumlins, wetlands and forested areas shall be retained in their natural form whenever possible.

5. The Site Developer shall take whatever action is necessary to establish a stabilized vigorous stand of vegetative cover on all disturbed site soils immediately following the completion of the bulk earth movement.
6. If phasing is necessary to meet these conditions, the Developer shall present such in the development plans and the Stormwater Pollution Prevention Plan (SWPPP) for Town review.

C. Structural Controls

1. Some projects may require erosion and sediment controls that will be permanent in nature. If these measures are required to be constructed, they must be fully functional before upland site disturbance. Such structures may include but are not limited to siltation traps, storm check dams, stormwater management facilities, diversion swales and dikes.
2. All structural sediment controls including swales, berms, rip rap, etc. identified on the project plans shall be submitted with the supporting design of those controls to the Town for review.

D. Maintenance Measures

- 1, It is imperative that both the vegetative and structural components that are constructed be periodically reviewed and maintained for optimum erosion and sediment control before, during and after site disturbance.
2. Facilities must be cleaned, repaired and/or replaced as necessary to meet the original design criteria established in the project approval.

E. Erosion Control Guarantee

1. All projects must comply with the erosion control guidelines of this section. All projects are subject to an Erosion Control Bond, Letter of Credit or similar instrument of deposit and subsequent inspection at the developer/Owner's expense.
2. If the project under consideration involves possible dedication of constructed facilities to the Town, the Developer/Owner must provide a maintenance bond in the amount and for the duration as noted in Article of these criteria. Periodic stormwater inspections in excess/addition to those required by General SPDES Permit may be required by the Planning Board and/or Town CEO at the expense of the developer/Owner.

## 2.8 TRAILS/ SIDEWALKS

Walking trails and sidewalks when proposed or required, shall be designed (where possible) to connect with existing trail networks and sidewalks in the Town of Canandaigua or in conformance with the Town of Canandaigua Parks & Recreation Master Plan of 2018, and shall be subject to the approval of the Town. See Appendix H.

## **2.9 LANDSCAPING**

Adequate site landscaping may be required of the developer/owner on any lands developed in the Town of Canandaigua. If required, a landscape plan will need to designate plant species and locations on the plans. See Appendix G for Tree/Shrub Planting Details.

A landscaping plan shall include the following:

1. Be designed to conform to the standards and techniques set forth in the Town Code.
2. Visual impacts shall be considered for planting within sight distances.
3. Trees are to be planted a minimum of 5 feet from the edge of any easement.
4. There shall be no underground utilities within 10 feet of any proposed tree.
5. All tree plantings shall be a minimum of 2 ½" caliper or as specified in the Town Code.

## **2.10 STREET LIGHTING**

- A. Lighting facilities may be required along all new subdivision streets. Light spacing, fixtures, and underground conduit shall meet with the requirements set forth by the Town Code, Planning Board and Electric Corporation having jurisdiction in the service area. All lighting is required to be LED.
- B. The Planning Board may also require additional site lighting to be installed. All non-residential sites will be independently reviewed in regard to lighting systems and may be required to submit an illumination plan. Such a system shall be coordinated with the electrical utility system and designed to keep light from illuminating areas outside of the developed site per the Town Code.

## **2.11 SITE LIGHTING**

All proposed lighting systems on the parcel intended for development should be designed and installed in conformance with the Town Code.

## **2.12 ELECTRIC, TELEPHONE, CABLE TV OR OTHER BURIED CABLE UTILITY**

In every development, provisions shall be made for service from the private utility supply systems. All utilities serving a subdivision and a street lighting system shall be underground, rather than on poles, standard or towers. Underground conduit and cables shall be installed per the regulations of the Public Service Commission and a minimum of 2 feet below any drainage way.



## **2.13 GENERAL SITE CONSIDERATION**

General site considerations should include pedestrian and vehicular access and circulation, as well as provisions for handicapped access. Location, arrangement, size, architectural features, and design of buildings, lighting and signs, protection of adjacent properties and general public against noise, glare and unsightliness, or other objectionable features will also be considered by the Board.

## **ARTICLE III – WATERMAIN IMPROVEMENTS**

### **3.0 DESIGN CRITERIA**

#### **A. GENERAL**

1. Where public water supply, in the opinion of the Planning Board, is reasonably accessible, the developer shall provide and dedicate to the Town a complete water distribution system. The design and installation of said system shall be subject to the approval of the Planning Board and jurisdictional agencies.
2. Where public water supply is not within reasonable distance, an alternate supply, developed under the guidelines of the State Department of Health, shall be required. The Town does not guarantee or assume any liability for an individual water supply as shown on development plans.
3. If a private on-site system is to be used as a water supply for a development:
  - a) The individual source must have a minimum sustained flow of five gallons per minute of potable water.
  - b) There must be a minimum flow pressure of 20 pounds per square inch (PSI) at all fixtures in the proposed unit.
  - c) A certificate of water quantity from a New York State approved testing laboratory must be submitted to the Building Department before a building permit is issued.
  - d) The Town does not allow any interconnections between the municipal supply and an individual water supply system.
4. Water supply systems shall be designed (as a minimum) to conform with the latest edition of Ten States Standards.
5. Water supply system shall be designed to provide adequate domestic (average day and maximum day) usage and fire protection, while maintaining acceptable system pressures. Where public water supply is not accessible, an alternate private supply shall be furnished, which conforms to the New York State Health Department regulations (Subpart 5).
6. The Design Engineer shall submit an Engineers Report including calculations supporting all watermain and service sizes.
7. All watermains shall be a minimum of 8 inches, unless approved by the Water Superintendent.
8. See Appendix W for water related typical details.

B. HYDRANTS

1. Hydrants shall be spaced to comply with ISO and New York State Building Code requirements with a maximum 500-foot interval in subdivisions and 600-foot intervals in open spaces. See Appendix W.
2. Hydrants are to be placed close enough to all commercial buildings to meet New York State Fire Code of 300 feet which is measured from the furthest point of the building from the nearest fire hydrant.
3. Hydrants should be placed at all intersections where feasible.

C. VALVES

1. Valves shall be located such that no more than 30 dwelling units and no more than two hydrants need be out of service for repair of a watermain. Valves shall be provided at intersections and be no more than 800-feet apart along the watermain.
2. Additional valves may be required at creek and/or railroad crossings depending on network configuration and permit requirements.
3. Air release valves shall be provided at critical high points along the watermain.
4. Pressure reducing valves (PRVs) shall be designed and installed per Town of Canandaigua Specifications.

D. DEAD END MAINS

1. Dead end mains are discouraged within the Town.
2. Where they are unavoidable, a flushing hydrant (blow-off) shall be provided. Also, an auto-flushing hydrant may be required by the Town Water Superintendent in some locations.

E. WATER SERVICES

1. Provide minimum of 1-inch water service or as approved by the Town of Canandaigua Water Superintendent. Services shall be extended to the right-of-way line of all individual lots. Where an easement is provided, the service shall extend to the easement line, (or across utility easement). See Appendix W or Typical Service Plan.
2. All services shall be Type K copper without line couplings or 200-psi polyethylene pipe. Tracer wire is to be provided as per the detail (Appendix W). Meters shall be installed for each individual service and are to be purchased from the Town.

3. If the distance from the Right-of-Way to the house is over 500-feet, the owner or developer will be required to purchase a meter pit from the Town. Specific applications may be subject for review by the Town of Canandaigua Highway & Water Superintendent for a determination of need for an individual meter pit (see Appendix W).

### **3.1 MATERIAL SPECIFICATIONS**

#### **A. GENERAL**

The materials intended to establish the degree of excellence are herein included are deemed to be of satisfactory quality for installation within the Town. When alternative materials may be made available, their use may be permitted in limited test sections with the restriction that should these materials prove unsatisfactory through the test period as established by the Town, they shall be removed and replaced with those herein called for at no expense to the Town.

#### **B. WATERMAINS**

##### **1. Ductile Iron Pipe(DIP)**

DIP shall conform to AWWA C-151, minimum allowable thickness shall be Class 52. Pipe shall be cement lined in accordance with AWWA C-104 and shall have rubber gasket push-on joint in accordance with AWWA C-111. If soil conditions warrant, as a result of DIPRA Testing, polyethylene wrap shall be required.

##### **2. Polyvinyl Chloride (PVC)**

Shall conform to AWWA C-900, minimum Class 200 (DR14) with elastomeric gasket joints, integral bell and rubber rings locked in place, minimum depth 5'-0" with a minimum of six (6) inches of full sand encasement.

PVC pipe installation shall include either:

- a) Six (6) inch wide metallic tape placed over the center of the pipe on top of the 24-inch safety cover as manufactured by Line Guard III, Inc;
- b) Continuous #10 gauge copper wire attached to the pipe at 5-foot intervals with plastic ties with a minimum of 150 lbs tensile strength. Wire shall be attached to all cast fittings, hydrants and valve boxes to make a continuous traceable system.

3. High-Density Polyethylene (HDPE) Pipe

Upon review and discussion with the Town, may be considered for possible use in special circumstances, i.e. road & stream crossings. Shall be SDR-11 design shall be forwarded to the Town Water Superintendent for review and approval.

C. FITTINGS

Ductile iron shall meet AWWA C-153-11 Specifications, minimum Class 350, with mechanical or push-on joint, except for hydrant branches which shall be mechanical joint. Fittings shall be cement lined in accordance with AWWA C-104-13. Bolts and nuts shall be fluoropolymer coated "blue bolts".(Ass Tyler Union Fitting) All joints shall conform to the requirements of AWWA C-111.

PVC shall meet specifications of AWWA C-905 made from PVC Compound 12454-B (ASTM D1784) with gasket joints meeting ASTM D3139.

D. HYDRANTS

Shall be manufactured in accordance with AWWA C-502.

Hydrants shall be Mueller manufactured for 5 foot bury with breakaway flange construction and 6-inch mechanical joint inlet. Shoe and inlet shall be epoxy coated.

They shall open left, with a one and one-half inch (1-1/2") pentagon-operating nut.

All hydrants shall be painted red with bonnets painted as per the AWWA Hydrant Color Code as listed below:

<u>Bonnet Color</u>	<u>Flow Range (GPM)</u>
Blue	> 1500
Green	1000-1499
Orange	500-999
Red	< 500

All valve box covers shall be painted blue.

Hydrants shall be three-way with two (2) 2-1/2 inch hose nozzles and one (1) 4-1/2 inch pumper connection (quick disconnect), all with National Standard threads. Main valve openings shall be 5-1/4 inch with the total unit consisting of the tee, guard valve, hydrant and adaptors. (See Appendix W).

1. The main valve seat ring shall be bronze and screw into the bronze drain ring.
2. Stainless steel fasteners shall be used for all connections on hydrants and valves and fluoropolymer coated “blue bolts” for fittings.

E. FLUSHING HYDRANT – BLOWOFF

Shall be 2 inch self-draining, non-freezing with 5 foot bury, with all bronze parts designed to connect to a 2 inch main line outlet as manufactured by GIL Industries, Inc., Model Slim Line 2.

F. GATE VALVE AND BOX

1. All valves 12” or less shall be gate valves.
2. Gate valves shall conform to AWWA C-509 or latest revision, Resilient-seated wedge type epoxy coated gate valves with a non-rising stem; “o” ring packing, and open left. They shall be of the 350 psi test class with a minimum working pressure of 250 psi. Valves shall be manufactured by, Mueller Co., Model 2360, with MJ ends, a 2” square operating nut. Stainless steel bolts and nuts shall be utilized.
3. The valve ends shall depend on the type of pipe used and the particular use intended.
4. Valve boxes shall be Bibby-Ste-Croix model number VB3000 series, or approved equal, two-piece screw-type, cast-iron construction, valve box, with a 5-1/4 inch inside diameter and covers marked “WATER”.
5. If the valves are buried deep they must have an extension stem that can be reached with a 6 foot valve box key.

G. TAPPING SLEEVE AND VALVE

All valves shall have mechanical joint ends and be furnished with sufficient quantities of accessories. Valves shall open left and be manufactured by Mueller with epoxy coating.

H. ANCHORING FITTINGS

Anchoring pipe in accordance with ANSI-A21.4, or latest revision, shall be employed to anchor all hydrants to gate valves. The anchoring pipe shall be epoxy coated cement lined and provided with a rotating gland. There should be a minimum 18 inches between hydrant and gate valve. These anchoring pipes shall be Tyler 5-198 or proposed equal.

I. BUTTERFLY VALVES

All valves greater than 16” in diameter shall be butterfly type. All butterfly valves shall conform to AWWA C-504, or latest revision.

J. RESTRAINERS

Shall be manufactured of high strength ductile iron pipe and incorporate a full 360 degree support around the pipe. They shall be as manufactured by Megalug or Uni-Flange series 1500, 1300, 1350, or 1390 depending on the specific use.

K. WATER SERVICE MATERIAL

1. Corporations stop shall be Mueller H-15008 compression type.
2. Curb stops shall be Mueller H-15209 Mark II compression type.
3. Curb boxes shall be Mueller H-10334, 5 feet long with stainless steel rods and stainless steel keys. Curb boxes shall not be located within driveways.
4. Copper services shall be Type "K" ASTM B88
5. Plastic services shall be copper tube size (CTS) at 200 psi, with a minimum 1 inch pipe diameter (only used from curb box to unit and a continuous? #10 gauge copper tracer wire shall be included from the curb box to the structure). Sand bedding shall be provided as appropriate.
  - Polyethylene ASTM D-2737, PE 3408 per AWWA C-901 (Minimum 5'-0" depth and sand encasement required)
6. All services tapped into mains shall utilize Double Strap SS Saddle (Mueller) with a Mueller Corporation
7. Any services larger than 1" shall meet the minimum specifications of the Water Superintendent.
8. Refer to Appendix W.

L. METER PITS FOR INDIVIDUAL SERVICES

1. Individual meter pits, where required, shall be Mueller, Double Lid Style with Wabash cover W2. Cover shall be equipped to receive attachments for radio-read water meters.
2. Refer to Appendix W.

M. THRUST BLOCKS

Shall be cast in place 3000-psi concrete to dimensions as shown in Appendix W.

N. **PRESSURE REDUCING VALVES (PRV) AND VAULTS**

1. PRV Vaults where required by the Town of Canandaigua, shall be a minimum of 6'x16'x8' high, Lakeland precast concrete vault provided with 48"x48" aluminum hatch with aluminum ladder, sump recess, openings as required, seals, boots, stainless steel trim, dual pilots and dual strainers. Sentence here about coating or waterproofing the concrete vault? The steel vent pipe is to be painted blue.
2. The PRV vault shall also be equipped with a Ross 40WR-BP Pressure Reducing Valve and may require a Back Pressure Sustaining feature and reverse flow feature depending on the location in the water system.
3. Refer to Appendix W

O. **EQUIVALENTS**

1. Any material and manufacturer substitutes are to be provided in advance to the Town Water Superintendent for review and approval.
2. For any project it will be assumed that the Developer will furnish the exact materials specified on the plans and specifications unless the Developer files with the Town of Canandaigua Water Superintendent prior to any use in the development, the names and complete description of each article which he proposes to substitute for approval by the Town.
3. Any costs incurred by the Town or its representatives associated with the verification of substitute equipment and materials will be the responsibility of the Developer.

**3.2 INSTALLATION OF IMPROVEMENTS**

A. **HYDRANTS AND VALVES**

1. General
  - a) A hydrant unit shall consist of a hydrant, guard valve, mechanical joint tee, and anchor pipes.
  - b) Before hydrants or valves are installed, they shall be tested to determine if they are in working order.
  - c) Hydrants shall be set plumb with the break flange 3 inches above the finished grade. Hydrant weeps shall be surrounded by at least 10 cubic feet of crushed stone or gravel. If the ground water is higher than the drainage plug, the plug shall be closed and the crushed stone eliminated.



- d) Valve boxes shall be placed plumb over the operating nut of the valve and adjusted to the final grade.
- e) All hydrants shall be painted red and all valve box covers shall be painted blue.

## B. TESTING OF WATERMAIN

### 1. General

- a) Upon the satisfactory completion of the installation of the underground utilities, the Contractor shall test each of the installed facilities as herein specified. All utilities shall be pre-tested by the contractor before the Town witnesses the final tests. No test will be accepted unless witnessed by the Town. Records and date of these tests shall be submitted to the Town Water Superintendent as part of the record drawing information.
- b) Water used by the Developer during any testing procedures will be paid for by the Developer. All hydrants for water supply or testing use shall be operated only by the Town Water Department.

### 2. Pressure Tests

- a) The entire system, including services to the curb stops, shall be pressure tested at a minimum 1.5 times the working pressure or 200 psi whichever is greater for a period of two hours.
- b) The test pressure shall not vary by more than 5psi during the test period.
- c) No -pressure test will be allowed when temperature is less than 32 degrees, unless a heated shelter is provided for test equipment.
- d) A leakage test at operating line pressure shall be conducted for 24 hours in addition to the pressure test.
- e) These tests shall be performed in accordance with AWWA C-600 & C-605.
- f) The pressures at the point of testing shall be related to the highest elevation of the main.
- g) Refer to Appendix W for the listed test requirements.
- h) The Contractor shall provide all labor, materials, equipment, and instrumentation needed to perform the tests, including caps, plugs, blind flanges, bulkheads and temporary thrust restraint, as needed. The Contractor shall locate, identify and repair any leaks and/or other system deficiencies revealed during testing. See also item 5, below.

3. Disinfection

- a) Upon completion of the pressure testing, the main shall be disinfected in accordance with AWWA C-651 as applicable.

4. Samples

- a) After flushing the newly disinfected main, the Town of Canandaigua Water Department shall obtain samples of water and submit them to a laboratory approved by the New York State Department of Health.
- b) Upon the receipt of a satisfactory laboratory report, this information together with the Town Engineer's Certificate of Construction shall be submitted to the New York State Department of Health for approval.
- c) Upon receipt of the Approval of Completed Work from the Health Department, the water system shall be considered complete and may be accepted for service by the Town.

5. Defective Areas

- a) In any areas where satisfactory results of applied tests cannot be obtained, the defective portion of the system shall be located and replaced with new material.
- b) That portion of the system shall then be re-tested until satisfactory results are obtained. Use of repair clamps will not be permitted by the Town.

## **ARTICLE IV – HIGHWAY/ROAD IMPROVEMENTS**

### **4.0 DESIGN CRITERIA**

#### **A. ROADS**

1. The following designations will be used by the Town to classify roads and their respective design criteria (see Appendix H)
  - a) Town Collector & Town Collector Road (Complete Street)
  - b) Subdivision Road & Subdivision Road (Complete Street)
  - c) Rural Development Road
  - d) Non-dedicated Private Drive
2. The basic considerations of each road classification are as follows:
  - a) Town Collector Road (see Appendix H)
    - i. Provides connections to major roads and represents major traffic pattern throughout the Town.
    - ii. Design speed of 55 MPH
    - iii. High volume of traffic
    - iv. Provides access to subdivision roads
    - v. Relatively low density of development abutting such a road
    - vi. Represents typical road built or reconstructed by the Town Highway Department
  - b) Subdivision Road (see Appendix H)
    - i. Densities as are permitted by the current zoning provisions
    - ii. Design speeds of 30 MPH or less
    - iii. Low volume of traffic.
    - iv. Individual driveways at regular intervals.
    - v. Usually no effect on overall Town traffic pattern.
  - c) Rural Development Road (see Appendix H)
    - i. Density less than one-half units per acre.
    - ii. Low volume of traffic.
    - iii. Usually has no effect on overall Town traffic pattern.
    - iv. Design speed of 30 MPH or more

- d) Non-Dedicated Private Drive (see Appendix H)
  - i. Low volume of traffic
  - ii. Design speed of 30 MPH or less
  - iii. Has a minimum of 40-foot wide fee ownership on a street.
  - iv. Has no effect on overall Town traffic pattern
  - v. Maintenance covered by deed agreement or Homeowner's Association depending on number of units
- 3. Each of these roads has basic characteristics, which may be varied to be consistent with unique proposals of development and construction. The individual variations of the conditions will not be permitted if they sacrifice design safety or ability to maintain a proposed road type. Standard roads shall comply with the typical cross-sections shown in Appendices H.

## B. GENERAL ROAD DESIGN CONSIDERATIONS

### 1. Right-of-Way (R.O.W.)

- a) Minimum width 60-feet for dedicated roads.
- b) Private drive width depends on design constraints.
- c) Private underground utilities to be located on easements outside right-of-way limit.
- d) All dead end streets shall be constructed to the development property line and terminate with:
  - i. A hammerhead turnaround or a cul-de-sac designed in accordance with the standards in Appendix H of this manual.

### 2. Horizontal Alignment

- a) The following factors shall be incorporated into the design of each road type:
  - i. Sight distance must conform to minimum safe stopping sight distance per “Geometric Design of Highways and Streets”, AASHTO Latest Edition.
  - ii. No centerline intersection angles less than 75 degrees.
  - iii. Minimum centerline radius of 150-feet verified for design speed.
  - iv. Road pavement intersections shall have a minimum of 35-foot radius.
  - v. Access to future developments will be provided at the property lines.
  - vi. Tangent sections shall be used between curves to maintain the proper flow of traffic at design speeds.

3. Vertical Alignment

- a) The minimum length of vertical curves shall be based upon current AASHTO policy and address stopping sight distance, passing sight distance, riding comfort, and headlight sight distance.
- b) Vertical curves are required whenever the net change in grade exceeds 1 percent.

4. Sight Distance Requirements

- a) Refer to the most current edition of AASHTO, *A Policy on Geometric Design of Highways and Streets*, for sight distance and stopping distance requirements.

5. Road Grades

- a) Minimum – 0.7 percent with shoulders; 0.5 percent with gutters.
- b) Preferred Maximum Grade – 8 percent.
- c) Maximum – 12 percent – In particular areas in the southern portions of the Town grades up to 12% may be allowed. In these instances, grades over 8% may be allowed for short distances (500' maximum) subject to approval by the Highway Superintendent and the Planning Board. Such road design should be accompanied by an engineering evaluation that includes provisions for:
  - i. snow removal and storage,
  - ii. enhanced drainage facilities,
  - iii. widened shoulders,
  - iv. longer and flatter grades at intersections, with other features that would enhance safety and maintainability of the roadway.
  - v. Where road grades exceed 8%, the Town may require flared catch basins.

6. Leveling Areas

- a) Leveling areas shall be incorporated at all intersections for a minimum distance of 100-feet from the edge of the pavement and the grade shall not exceed three percent (3%).
- b) Leveling areas for driveways shall be a minimum distance of thirty (30) feet from the edge of highway right-of-way and the grade shall not exceed three percent (3%).

## 7. Road Widths

<b>Class</b>	<b>Pavement Width</b>	<b>R.O.W. Widths</b>	<b>Edge Treatment</b>	<b>Drainage</b>
Town Collector	24'	60'	3' paved shoulder + 2' stabilized shoulder  or 2' - 6" Concrete Gutter	Roadside Swale or  Storm Sewer
Town Collector (Complete Street)	24'	70'	5'-0" Bike Lane & Curb  or 5'-0" Bike Lane & 2'-6" Gutter	Storm Sewer
Subdivision Road (w/ concrete gutter)	22'	60'	2'-6" Conc. Gutter	Storm Sewer
Subdivision Road (w/ mountable curb)	26'	60'	Mountable Curb	Storm Sewer
Subdivision Road (Complete Street)	22'	70'	5'-0" Bike Lane & Curb  or 5'-0" Bike Lane & 2'-6" Gutter	Storm Sewer
Rural Development Road	22'	60'	3' shoulder  or 2.5 ft. Conc. Gutter	Roadside Swale  Storm Sewer
Private Drive	14' Min.	N/A	Req. approval	Req. approval

8. Special Considerations

- a) Subsoil Conditions – A Geotechnical Engineering Report of the existing roadway soils shall be provided for review.
- b) Where roadside swales exceed 5% and/or unsuitable soil conditions warrant, the swales shall be provided with a concrete channel.
- c) Underdrains – Underdrain shall be used under all concrete gutter, see Appendix H. Where subsurface conditions require underdrains may also be required in other locations. The method used shall be subject to the review of the Town Highway Superintendent.
  - i. All pipes shall be perforated and a minimum of four inches (4”) in diameter.
- d) Frontage Development – Where frontage development is to be approved along collector roads, the Planning Board may require that the roadside swale be enclosed in pipe along the fronts of the development. Such conduits shall be of the proper size to accommodate anticipated flows. A parallel access road may also be considered by the Planning Board and discussed during concept plan submittal.

C. ROAD DESIGN

1. General Requirements

The Design Engineer shall consider the proposed use of the road or street when preparing a design. The following criteria are listed as minimum standards to be considered by the designer. It is the intent of these requirements to obtain a road and a base that is stable and capable of supporting H-20 loading.

2. Minimum Design Standards for Each Road Type (see Appendix H)

a) Town Collector Road

- i. Tensar Triax TX160 to be provided.
- ii. Two 6-inch lifts of No. 2 crusher-run stone.
- iii. One 3-inch lift of Type 1 crusher-run stone.
- iv. Asphaltic concrete courses shall be 4 inches compacted of Type 1 base, 3 inch type 3 binder and 1 ½ inch compacted of Type 7F top.
- v. Stabilized shoulder constructed of crushed stone with a single seal of 0.4 gal/S.Y. hot bituminous liquid with 25#/S.Y. of 1st stone.

b) Subdivision Road

- i. Tensar Triax TX160 to be provided.
- ii. Two 6-inch lifts of No. 2 crusher-run stone.

- iii. One 3-inch lift of Type 1 crusher-run stone.
- iv. Asphaltic concrete courses shall be 3 inch Type 3 binder and 1 ½ inch of Type 7F.
- v. Concrete gutter per Appendix H.

c) Rural Development Road

- i. Tensar Triax TX160 to be provided.
- ii. Two 6-inch lifts of No. 2 crusher-run stone.
- iii. One 3-inch lift of Type 1 crusher-run stone.
- iv. Asphaltic concrete courses shall be 3 inch Type 3 binder and 1 ½ inch of Type 7F.
- v. Concrete gutter per Appendix H.

d) Non-Dedicated Private Drive

- i. Tensar Triax TX160 to be provided.
- ii. One 6-inch lifts of No. 2 crusher-run stone.
- iii. One 3-inch lift of type 1 crusher-run stone.
- iv. A private drive off a dedicated road shall:
  - Be designed to keep surface water flows from entering the travelway of the dedicated street.
  - Finish grade and seeding of the area are to be completed immediately upon completion of the private drive base.
  - Provide a paved surface from the edge of the existing pavement within the R.O.W. at least 30 feet toward the developed site.
  - No private drive should exceed a slope of 3 percent from the edge of the pavement to a point 30 feet into the property being developed.
  - Maximum grade shall be 10 percent.

## D. DRIVEWAY DESIGN REQUIREMENT

1. Design and location of driveways shall be in accordance with applicable Town Standards, County Standards and requirements of NYSDOT Policy and Standards for Entrances to State Highways.

a) Vertical Alignment

- i. Maximum grade shall not exceed 10%, unless a leveling area, as outlined below is provided.



- ii. Finish grade at right-of-way line shall be not more than 2 feet above finish grade at centerline and the driveway slope within the lot shall not be greater than 15%.
- iii. A leveling area of 3 percent maximum adjacent to the right-of-way shall be provided which is a minimum of 30 feet in length from the edge of the street pavement.
- iv. Driveway shall slope away from the edge of road pavement at the same slope as the road shoulder, and the slope shall extend at least the full width of the shoulder so as not to create a bump or depression in the shoulder area unless shown otherwise in Standard Details.
- v. All driveways shall be designed to avoid the sheeting of surface water runoff onto an adjacent highway.
- vi. All driveways shall be a paved a minimum of 30 feet extending from the edge of road pavement to the R.O.W. line, unless otherwise indicated by the Town Highway Superintendent.

b) Horizontal Alignment

- i. Minimum radius along the centerline of driveways shall be 60 feet.
- ii. Minimum radius along the inside edge of driveway shall be 35 feet unless shown otherwise in Appendix H.
- iii. All driveways shall be a paved a minimum of 30 feet extending from the edge of road pavement to the R.O.W. line, unless otherwise indicated by the Town Highway Superintendent.
- iv. Driveway turnaround areas, when practical, should be incorporated into all plans.
- v. All driveways are to be a minimum 10 feet from the property lines.
- vi. All driveways are to be a minimum distance of 43 feet from all intersections as measured from the shoulder.

c) Fire Department Requirements

- i. All common driveways regardless of length and individual driveways, which are longer than 500 feet, shall be constructed to support HS-20 loading and provide an emergency pull off area that is 30' x 80' at intervals of 250' for emergency access clearance from the edge of the driveway to any obstruction.
- ii. Plans and details of such driveways shall be submitted to the local Fire Department and Town Code Enforcement Officer for review.

#### E. DRIVEWAY CULVERTS

1. Design and location of driveway culverts shall be in accordance with applicable Town Standards and requirements of NYSDOT Policy and Standards for Entrances to State Highways. *These standards shall apply also to driveways entering on County and Town roads and streets.*
  1. Shall be provided along existing road frontage lots to properly convey roadside drainage. The culverts shall be supplied and installed at the discretion of the Town Highway Superintendent to the proper grade to allow the natural flow of water. All culverts installed shall be subject to the review of the Superintendent of Highways having jurisdiction on the road (Appendix H)
  2. Minimum of 12" diameter unless they are a part of a larger drainage course, which may require larger diameter pipes. Larger sizes to be determined by the Highway Superintendent, Developer's Engineer, or Town Engineer.
  3. The culverts shall extend a minimum of 3' beyond the edge of the access driveway and be provided with end sections or headwalls. The slope from the driveway edge to the culvert end section shall be graded and seeded to maintain the slope stability.
  4. Elevations to be set by NAVD 88 whenever possible.
  5. Culverts shall have a minimum of 12" of cover. If High Density Polyethylene (HDPE) pipe is utilized, 12 inches of cover per 12-inch diameter of pipe shall be provided.
  6. If Corrugated Metal Pipes (CMP) is used, culverts shall be bituminous coated inside and out.

#### F. CONCRETE GUTTERS

8" concrete gutters with a maximum invert depth of 1-1/2 inches below the pavement edge shall be provided along the edges of all Town Collector Roads and Subdivision Roads to be dedicated to the Town of Canandaigua. A typical cross-section is shown in Appendix H.

At the discretion of the Town Highway Superintendent, mountable curbing can be provided.

#### G. SIDEWALKS

Sidewalks are required by the Planning Board in all applications unless otherwise determined by the Planning Board as part of their review of applications. If required, sidewalks shall be concrete having 5' in width, 5" in thickness on a 6" thick base of Type 1 crusher-run. The blocks shall be 5' in length with bituminous expansion joints every 25'. The finish shall be consistent with the gutter specifications as listed in NYSDOT Specification Section 702 (Appendix H).

Concrete sidewalks through driveways shall be increased to a 6-inch thickness and shall include 6" x 6" wire mesh (10 gauge) for reinforcement.

## H. TRAILS

Walking trails in conformance with the Town of Canandaigua Parks and Recreation Master Plan of 2018 may be required by the Planning Board and shall be determined at the time of review. If required, walking trails shall be a minimum 6' in width, and consist of a 6 inch lift course of Type 2 crusher run stone, and a 2" top of stone-dust or 2" top of asphalt conforming to screenings & 1B (NYSDOT Table 703-4). Shared use paths (walkers and bicyclists) may require additional trail width. All trails shall be designed in conformance with the Federal Highway Administration recommendations (Appendix H).

## I. CUL-DE-SAC

1. The cul-de-sac shall be offset to the left whenever possible for ease of maintenance and traffic safety (Appendices H)
2. The pavement depth shall match the road type.
3. Roadways ending in cul-de-sacs shall not exceed 1,000-feet in length and shall terminate with either a cul-de-sac or a hammerhead turnaround (see Appendix H for design and radius requirements).
4. The pavement shall slope to the center of the cul-de-sac on subdivision and minor subdivision roads when stormwater pipes are provided. The outside edge of the pavement will have standard gutters or a 6-foot stabilized shoulder from the outside edge of the pavement. On Town Collector Roads and Rural Development Roads, the pavement may slope to the center of the cul-de-sac or to the right-of-way line. If the pavement slopes away from the center, both edges of the pavement will have stabilized shoulders consistent with the road type.

## J. MONUMENTS

1. Monuments shall be located at:
  - a) Point of curvature (P.C.) and point of tangent (P.T.) of all horizontal curves along one side of the right-of-way.
  - b) Shall have a maximum of 1,000 feet spacing along one side of right-of-way line.
  - c) Monuments shall be set by a licensed land surveyor before the final letter of credit amount is released by the Town.
  - d) Monuments shall be set to have a clear sight distance between two monuments and shall be flush with the finished grade.
  - e) The monuments shall be set, as a minimum, at all corners of the subdivision at final grade on one side of the streets and at all changes of direction in the right-of-way line.
  - f) The monuments shall be as shown in the detail in the Appendix G.

K. RESERVED LAND FOR FUTURE USE

Where land areas are reserved for future connections to adjacent parcels, all improvements, i.e., sanitary, storm, water, sidewalks, roads, will be constructed to the common property line.

**4.1 MATERIAL SPECIFICATIONS**

A. GENERAL

The materials intended to establish the degree of excellence are herein included are deemed to be of satisfactory quality for installation within the Town. When alternative materials may be made available, their use may be permitted in limited test sections with the restriction that should these materials prove unsatisfactory through the test period as established by the Town, they shall be removed and replaced with those herein called for at no expense to the Town.

B. CONCRETE GUTTERS AND SIDEWALKS

5. Concrete

- a) Shall be a minimum of 4000 psi (28-day strength) Class J concrete conforming to NYSDOT Specification Section 501.
- b) Air entraining admixture conforming to ASTM Specification C-260.
- c) Expansion joints shall conform to NYSDOT Specification 705-07.
- d) Curing and sealing compound – conforming to ASTM C-309, Type I, Class B for curing and sealing.

6. Concrete Gutters

- a) Shall conform to Item 624-2.02.
- b) A minimum compressive strength of 3,500 psi after 28 days
- c) Shall be a minimum of 6” thick.

C. ROAD MATERIALS

1. Sub-base and Base Courses

- a) Crusher run stone shall conform to NYSDOT Specification Section 304-2.02, Type 2.
- b) Aggregate shall conform to NYSDOT Gradation Table 703-4, size as specified.
- c) NYSDOT Specification 304-2.02 Type 4 gravel may be substituted for No. 2 and No. 3 crusher run (NYSDOT Gradation Table 703-4) if acceptable

subsoil conditions exist with the approval of the Superintendent of Highways and Town Engineer. The Design Engineer shall submit data justifying the use of gravel over specific subsoil conditions.

2. Bituminous Pavement

- a) Base course shall conform to NYSDOT Specification Section 401, Type 1 Base.
  - b) Binder course shall conform to NYSDOT Specification Section 401, Type 3 (Dense Binder).
  - c) Top course shall conform to NYSDOT Specification Section 401, Type 7F.
3. Tack Coat shall conform to NYSDOT Specification Section 407. The grade shall depend on the specific use intended.
  4. Premoulded Resilient Joint Filler shall conform to NYSDOT Specification Section 705-07.
  5. Underdrains shall be 4 or 6 inch (depending on conditions), perforated, SDR-35 PVC per NYSDOT 706-15, polyvinyl chloride per NYSDOT 706-18, or High Density Polyethylene Tubing per AASHTO M-252.
  6. Stabilized shoulders (Town Collector and Rural Development) shall be constructed to the dimensions shown on the typical sections. Construction methods shall conform to NYSDOT Specification 410-3.023. The base course shall consist of a wedge of Type 4 stone with a minimum thickness of 6-inches at the outside edge.

D. EQUIVALENTS

1. The mention of apparatus, articles or materials by name and such specific description of same as is made herein is intended to convey to the Developer and his Contractor an understanding of the degree of excellence required. The Town shall be the sole judge of the qualifications of the offerings and will determine all questions regarding the conformance of any offer outside the specifications.
2. Any material and manufacturer substitutes are to be provided in advance to the Town Highway Superintendent for review and approval.
3. For any project it will be assumed that the Developer will furnish the exact materials specified on the plans and specifications unless the Developer files with the Town of Canandaigua Highway Superintendent prior to any use in the development, the names and complete description of each article which he proposes to substitute for approval by the Town
4. Any costs incurred by the Town or its representatives associated with the verification of substitute equipment and materials will be the responsibility of the Developer.

## **4.2 INSTALLATION OF IMPROVEMENTS**

### **A. ROADS, GUTTERS AND SIDEWALKS**

#### **1. General**

- a) The Contractor shall not construct any surface improvements until the underground utilities have been installed, tested and approved by the Town.
- b) The Contractor shall obtain the necessary compaction densities as specified. All surface improvements shall be constructed to the shape and dimensions as shown on the typical sections (Appendix H) or on the approved plans.
- c) A greater road thickness and base may be required in those areas where particular soil conditions or traffic patterns require special considerations.

### **B. ROADS**

#### **1. General**

The following general rules apply:

- a) Underground utilities will be designed to be constructed outside the pavement area where possible.
- b) Where roads are designed on earth embankments or where utility trenches cross the pavement area, the area shall be compacted to 95% of the maximum dry density. The developer is required to provide third party compaction tests on any section of the road and forward the results to the Town Highway Superintendent. These tests shall be based on AASHTO Standard T-180, Method C. Field density tests shall be done by AASHTO Standard T-147.
- c) If groundwater, poor soil conditions, or any suspect ground conditions are encountered in the road base, the contractor shall remove such conditions and install drain pipe and/or crusher run stone to obtain a stable base.
- d) The contractor shall not proceed with the base construction until all underground utilities or casings affecting the road area are installed, tested, and approved by the Town.
- e) The subgrade shall be shaped to proper grades and compacted with a minimum of a 10-ton, three-wheeled roller or vibra-roller or as required by the Town of Canandaigua Highway Superintendent.
- f) All materials used for road construction shall conform to the latest Standard Specifications Construction and Materials of the New York State Department of Transportation Division of Construction and all revisions thereafter.

### C. SUBGRADE

1. The subgrade shall be graded to remove all unsatisfactory or unstable material. Where material is removed below the subgrade elevation, suitable granular material shall be used to bring the road to proper subgrade. Where ground water or poor soil conditions exist, the Developer shall be required to install perforated underdrain and crushed stone weeps to drain the base. The entire subgrade surface shall be thoroughly compacted and proof rolled in accordance with NYSDOT Specification 203-3.12.
2. Fabric filter material is required by the Town to stabilize the base and subbase before the Contractor proceeds to install same.

No movement shall be observed in the subgrade material as the roller passes. When the subgrade is completed, the Contractor shall so notify the Town Highway Superintendent and the Town Engineer for a base determination. Upon the review and written approval of the subgrade by the Town Engineer or his representative, the base material may be placed.

### D. BASE MATERIAL

1. Approved base materials shall be uniformly deposited and compacted in layers with a roller, according to NYSDOT Specifications. Rolling shall begin at the sides and continue toward the center and shall continue until there is no movement of the course ahead of the roller. After compaction, the top surface of this course shall not extend above the theoretical elevation for this course and when tested with a straight-edge 16 feet in length, any bump or depression over 1/4 inch from the theoretical grade line shall be satisfactorily eliminated.
2. When the base has been prepared to the satisfaction of the Town Highway Superintendent or his representative, the Developer may place the binder course, however, the Developer shall provide 48-hour notice to the Town Highway Superintendent or his representative prior to placement of the binder course.
3. If base conditions are changed as determined by the Town Highway Superintendent or his representative before the binder is placed, he may order the Developer to seal the stone with a rapid sealing liquid asphalt emulsion as specified in NYSDOT Specification 702 with 0.5 gallons per square yard as determined by the conditions and not more than 24 hours prior to placement of binder asphalt.
4. If the compaction of the base is questionable by the Town Highway Superintendent or his representative, it may require re-rolling or stone replacement by the Developer.

### E. BITUMINOUS PAVEMENT

1. Binder shall be placed and compacted to a minimum finished layer thickness of 2 inches with a self-propelled asphalt spreader and rolled according to NYSDOT Specifications 402-3.04 and 402-3.07. Before applying the top course, any irregularities in the binder course shall be eliminated but at no time will "cold patch" or "winter mix" be allowed on the binder for repair work.

2. Before the surface course is placed, the binder will be cleaned by the Developer and inspected by the Town Highway Superintendent or his representative to determine the condition of the pavement. A tack coat at the rate of 0.1 gallon/square yard before placing the surface shall be applied.
3. Surface Course shall be placed and compacted to a minimum finished layer thickness of 1 ½ inch with a self-propelled asphalt spreader and rolled in accordance with NYSDOT Specifications 402-3.04 and 402.3.07.

**F. TEMPORARY ROAD CONSTRUCTION**

1. Where construction sequences preclude the specified road construction items and these requirements for Certificates of Occupancy, a temporary road consisting of the specified road section less top surface course may be constructed.
2. This temporary road shall be reviewed by the Town Highway Superintendent and approved in writing prior to the issuance of any Certificate of Occupancy. The Town may accept dedication of the road if sufficient monies remain in the financial guarantee to top the road the next year.

**G. CONTINUANCE OF EXISTING ROAD**

1. When construction of a road is continued from an existing road or previous developed section, the pavements shall be joined with a triangular cut of at least 15 feet from edge of the pavement to the centerline of the old pavement. The intent of this provision is to eliminate any grade difference and make a smooth riding transition.
2. All pavement joints shall receive a tack coat before placing the binder or top course.

**H. STABILIZED SHOULDERS**

Stabilized shoulders shall be constructed to the dimensions shown on the typical sections. Construction methods shall conform to NYSDOT Specification 410-3.02. The base course shall consist of a wedge of crusher run stone with a single surface treatment. See Appendix H.

**I. UNDERDRAINS**

Underdrains shall be installed in conformance with NYSDOT Specification 605 and underdrain filter Type 1 per NYSDOT Specification 605-2.02.

**J. CONCRETE GUTTERS AND SIDEWALKS**

1. Concrete Gutters
  - a) Concrete gutters shall be a minimum of 6 inches in depth and constructed true to the shape, line and grade on a thoroughly compacted base. The gutters may be constructed using a slip form method or in-place form work.
  - b) Joints between sections shall be placed every 10 feet at right angles to the flow line and must be "wet struck" 1/8 inch wide and 3/4 inch deep. Full depth bituminous expansion joints shall be placed every 50 feet and at all structures or inlets.



- c) Gutters shall be broom finished before the joints are struck and the finish shall be consistent throughout the project.
- d) Gutters shall be cured and sealed by spraying with an approved curing and sealing compound at the rate recommended by the manufacturer.
- e) One coat of curing and sealing compound shall be applied when the work is complete and another coat after the gutters have set for 48 hours.
- f) The use of burlap or coverings for curing or protection is not acceptable until after the concrete has been sprayed and set.
- g) The gutters, prior to final paving, shall be flooded and checked for horizontal and vertical line and grade and finish. If any gutters are found to be constructed in an unacceptable manner by the Superintendent of Highways, they shall be removed and replaced.
- h) Gutter replacements shall conform to the existing gutter regarding finish and color.

## 2. Concrete Sidewalks

- a) Minimum 5 inches in thickness and constructed true to shape, line and grade. Sidewalks installed through driveways shall be 6 inches in depth and shall include 6" x 6" wire mesh (10 gauge) for reinforcement.
- b) Sidewalks shall be designed in conformance with the Americans with Disabilities Act (ADA) and the Federal Highway Administration.
- c) Minimum width shall be 5 feet or to match existing.
- d) The base shall be thoroughly compacted crusher run stone with a thickness of 6 inches. The base material shall extend 6 inches outside each edge of the concrete sidewalk.
- e) A cross slope of 1/4 inch per foot shall be maintained for positive drainage.
- f) Construction joints shall be wet struck at 5 foot increments and be 3/4 inch deep. Full depth bituminous expansion joints shall be placed every 25 feet and at all castings.
- g) Sidewalks shall be broom finished and have troweled edges with a corner radius of 1/4 inch. The finish shall be consistent throughout the project.
- h) Two coats of approved curing and sealing compound shall be applied. One coat immediately following the finish work and the second coat 48 hours later.

## 3. Testing

- a) The Contractor shall obtain in accordance with ASTM C-31 two samples from every other truck delivering concrete to the site and have the samples compression tested by an independent testing laboratory.

- b) Results of these tests shall be submitted to the Superintendent of Highways.

#### K. MONUMENTS

The monuments shall be installed at those locations shown on the approved final plat and as located in the field by a Licensed Land Surveyor. They shall be installed to a depth of at least 30 inches below finished grade with the top surface to be flush with finished grade. Upon the installation of the monuments the location shall be certified to the Town by a Licensed Land Surveyor as to their accuracy. See Appendix G.

#### L. FINAL GRADING

1. Upon satisfactory completion of the utilities and roads, the entire area within the right-of-way shall be raked, graded, seeded and mulched to the approved plans.
2. The site Contractor shall be responsible to fine grade the right-of-way and maintain erosion control. In those areas where home building has started, clean up, site maintenance and erosion control will then become the responsibility of the builder.
3. Debris and spoil banks created during the development (not home building) of the site shall be entirely removed and/or disposed of from the site. No burying of debris or material shall be allowed on approved or proposed building lots.

#### M. SIGNS

1. Street and traffic signs shall be supplied and installed by the Highway Department in accordance with standards outlined in the National Manual of Uniform Traffic Control Devices (including the New York State Supplement).
2. Signs and posts shall be ordered by the Highway Department for consistency throughout the Town. Upon receipt of signs, they shall be placed in the field by the Highway Department with sign, post and installation cost the responsibility of the Developer.

## **ARTICLE V – DRAINAGE IMPROVEMENTS**

### **5.0 DESIGN CONSIDERATIONS**

#### **A. GENERAL DESIGN CRITERIA**

This section provides guidance for the design of storm drainage facilities within the Town of Canandaigua Municipal Separate Storm Sewer System (MS4). These facilities shall be designed to collect and transport the run-off from streets, lawns, paved areas, roof areas, and upstream areas while meeting the MS4 requirements. The developer is required to:

1. Follow the most current edition of New York State Stormwater Design requirements located in the New York State Stormwater Management Design Manual.
2. Complete and submit an MS4 SWPPP Acceptance Form (Appendix ST-2.0) to the Town of Canandaigua MS4 Program Coordinator for approval.
3. File for the latest version of the State Pollutant Discharge Elimination System (“SPDES”) General Permit for Stormwater Discharges from Construction Activities and submit a Notice of Intent (NOI) form to obtain permit coverage. A copy of the MS4 Acceptance Form is to be submitted to NYSDEC with the NOI. A copy shall also remain within the approved SWPPP.

#### **B. HOUSE AND LOT STORM DRAINAGE**

1. Finished ground level adjacent to house foundation wall shall be a minimum of one (1') foot higher than the edge of pavement or shall provide a minimum slope of 2% away from the foundation to a swale, culvert, or other collection system. Provisions shall be made for draining positively the surface of each lot by proper grading and construction of swales, ditches or drains. These items shall receive the same careful design attention as the street drainage system (see Appendix G).
2. Provisions shall be made for discharging roof and basement drainage into the street drainage system. This shall be accomplished with the use of storm sewer laterals. When gravity discharge from the basement drain cannot be obtained, sump pumps with appropriate check valves shall be installed.
3. Where storm sewers are not available, roof and basement drainage shall be discharged to splash blocks and be directed away from neighboring properties and foundations.
4. No laundry, sanitary, or kitchen wastes shall be discharged to a storm drainage system. No drain connections from garage floors shall be permitted to enter drainage swales or a storm drainage system.
5. Storm drain laterals shall have outside cleanouts.

6. Rear yard swales shall have a minimum grade of 2%. Where this cannot be provided, a concrete gutter may be required. Under no conditions will a grade of less than 1% be allowed for drainage swales.
7. Yard inlets shall be provided along swales to collect runoff from a maximum distance of three (3) lots or four hundred (400') feet (in any one direction), whichever is less.
8. Additional design requirements can be found under the Town of Canandaigua Steep Slope Protection Law (Chapter 220, Section 220-8).

#### C. STORMWATER MANAGEMENT FACILITIES

1. Stormwater management facilities (SMF), such as (but not limited to) artificial ponds and wetlands, shall be required to mitigate the impact of land development on downstream properties and drainage systems.
2. Stormwater management facilities and erosion control measures in all new land development shall be provided in compliance with the MS4 and NYSDEC requirements; and where the Town Engineer determines it is necessary in order to provide proper drainage and/or erosion control.
3. The Town reserves the right to establish particular parameters in each individual instance. The following represents the basic philosophy regarding the design of stormwater management facilities:
  - a) Requirements of the New York State Department of Environmental Conservation (NYSDEC) shall be considered and shall be used in cases where they are more stringent than the requirements presented in this document.
  - b) SMF's shall be designed to discharge not more than 90% of Pre-Developed runoff rates under Post Developed conditions.
  - c) Best manageable practices shall be implemented where possible.
  - d) All detention/retention facilities designs shall evaluate the impacts of a 2-year, 10-year, 25-year, and 100-year design storm.
  - e) All SMF's shall be designed so that a 100-year storm event is routed through the principal spillway in lieu of utilizing the auxiliary/ emergency spillway.
  - f) New York State Dam Safety Regulations, where applicable.
  - g) No developed area shall discharge more stormwater into adjacent culverts and channels than occurs under a predeveloped/natural condition.
  - h) The flow capacity of channels and culverts immediately downstream from a development does not necessarily govern the total drainage system capacity downstream.

4. A plan view and details are required to show the stormwater management facilities location, size, inlet structures, and outlet structures, as well as any appurtenances. An access easement may be required to be provided around all portions of the stormwater management facilities or the stormwater management facilities may be located on land dedicated to the Town.
5. Under some instances, the Town may recommend and/or negotiate a fee in lieu of constructing an on-site stormwater treatment facility with the Developer, particularly when nearby downstream regional stormwater management facilities already exist and have the capacity to handle additional stormwater or site restrictions on the applicants' property inhibit the installation of such a facility or for other site related/stormwater related reasons as directed by the Town. This fee shall be used for either maintenance improvements to the existing downstream facility into which the proposed development would contribute stormwater, toward the maintenance and/or development of drainage channels, culverts, etc., or toward the possible creation of a new downstream regional stormwater management facility if there appears to be a need for one in the area.
6. Snow storage needs should be considered in the design of the SMF.

#### D. WATER QUALITY & QUANTITY REQUIREMENTS

1. The Town of Canandaigua is supportive of initiative to preserve water quality in all major streams, creeks, and tributaries. Water quality initiatives are designed to reduce the thermal impacts, sediment load, and intrusion of pollutants into sensitive streams that support fish and wildlife habitat. Water quality preservation measures shall be incorporated into all developments either through construction of man-made wetlands, mechanical purification methods, or cash contributions to regional water quality facilities.
2. All development in the Town of Canandaigua shall incorporate water quality preservation measures into the design of the project as follows:
  - a) If the total project disturbance is 1-acre or more, the project will be required to meet the MS4 and NYSDEC General Permit requirements.
  - b) If the project involves the creation of 5,000 square feet or more of cumulative parking area, the project will be required to provide water quality preservation measures and be designed to evaluate the impacts of at least a 10-year design storm.
3. All development in the Canandaigua Lake Watershed Area with a distance of 500 feet or more away from the Canandaigua Lake shall incorporate water quality preservation measures into the design of the project as follows:
  - a) If the total project disturbance is 20,000 square-feet or more, the project will be required to provide water quality preservation measures and be designed to manage the impacts of a 2-year design storm.

4. For all development within the Canandaigua Lake Watershed, water quality preservation measures shall be designed to provide Enhanced Phosphorous Treatment as outlined in chapter 10 of the New York State Stormwater Management Design Manual.
5. The required water quality treatment volume shall be calculated as described in the latest edition of the “New York State Stormwater Management Design Manual”.
6. The use of mechanical treatment systems shall be considered upon review by the Town Engineer. If such mechanical treatment systems be approved, the developer must submit a Maintenance Agreement to assure the long-term care and cleaning of any mechanical treatment systems approved.

## **5.1 MATERIAL SPECIFICAITONS**

### **A. GENERAL**

The materials presented herein are deemed to be of satisfactory quality for installation within the Town. When other materials may be made available, their use may be permitted in limited test sections with the restriction that should these materials prove unsatisfactory through the test period as established by the Town, they shall be removed and replaced with those heroin called for at no expense to the Town.

### **B. STORM DRAINS**

#### **1. General Requirements:**

- a) Minimum pipe size - 12 inch diameter\*
- b) Minimum velocity when flowing full - 3 fps
- c) Maximum manhole and catch basin spacing - 300 lineal feet.
- d) In general, only natural waterways may be continued in open channels. Street drainage and other parts of a storm sewer system shall be in closed conduit. When gradient and tributary runoff require conduit greater than 36 inches in diameter, then open channel design may be considered after review by the municipality.
- e) All pipes shall be smooth bore.

\*Any drains less than 12” must be justified with drainage calculations and shall be subject for review by the Town of Canandaigua Highway Superintendent and the Town Engineer.

#### **2. Reinforced Concrete Pipe (RCP)**

Shall be supplied in conformance with ASTM C-76 Class II. Joints shall be of the bell and spigot type with compression type joint ASTM C-443.

3. Polyvinyl Chloride (PVC) Pipe

Shall meet the requirements of ASTM D-3034 or ASTM F-679, minimum wall thickness SDR-35 with elastomeric gasket joint, ASTM D-3212. PVC pipe shall not be used as driveway culverts.

4. Corrugated Steel Pipe

All pipes shall be coated inside and outside and have joints made with connecting bands. Thickness gauge will be dependent on the load conditions, except that 16 gauge shall be the minimum allowable thickness.

5. High Density Polyethylene (HDPE)

All HDPE storm drainage pipes shall be corrugated with a N12 smooth interior and shall conform to AASHTO M-294. All fittings shall conform to ASTM D1248.

6. Storm Laterals

- a) PVC conforming to ASTM D-3034, with a wall thickness of SDR-35 and a minimum pipe diameter of 6 inches.
- b) Sump pumps and roof runoff shall discharge to storm laterals or, in the absence of storm sewers, to splash pads directed to side or rear yard drainage swales.

7. Catch Basin Leads

Shall be a minimum of 12 inches in diameter (see Appendix ST); cross-over pipes are to be 12 inch perforated. Catch basin leads shall only be connected to the storm sewers at manholes except in those areas where the storm sewer is 24 inches in diameter or greater. In these instances, the catch basin leads can connect directly to the pipe

- a) Reinforced Concrete Pipe.
- b) Polyvinyl Chloride Pipe (PVC).
- c) Corrugated Steel Pipe.

8. Underdrains

- a) Shall be a minimum of 4 inches in diameter, perforated polyethylene.
- b) Required on all Town Collector, Local and Industrial Roads unless determined to be unnecessary by the Town Highway Superintendent.

C. MANHOLES

- 1. All storm manholes shall be designed to accommodate the pipes entering and exiting the structures. A schedule of manhole diameters, inverts, and rim elevation shall be provided on the final plan

## 2. Manholes

- a) Precast reinforced concrete sections shall be manufactured in accordance with ASTM Specification C-478. Riser sections shall have tongue and groove ends and super "O" joints and gaskets conforming to ASTM C-443. Manhole bases may be pre-formed or poured in the field. Roof slabs shall be precast structural concrete, reinforced for H-20 loading and 30 percent impact loading. A 24-inch diameter hole shall be eccentrically located in the roof slab. In place of preformed openings in base sections, flexible manhole sleeves (rubber boots/A lok) cast directly into the base walls may be used with compatible pipe material.
- b) All manholes shall be sealed inside and outside completely with two coats of heavy-duty water repellent protective coating which complies with ASTM Specification D-450, Type B.
- c) Manholes constructed of other materials shall be considered for approval following a review of said manhole construction. In specifying these manholes, the Developer's Engineer shall submit adequate design data and/or shop drawings to substantiate the materials.

## 3. Manhole Ladders and Steps

- a) Manhole ladders or steps shall be provided in all sanitary and storm manholes and shall be constructed of one of the following materials.
  - i. Non-corrodible, aluminum magnesium alloy ladders, with intermediate supports at 5-foot intervals.
  - ii. Forged aluminum with drop front design and grooved tread surface.
  - iii. Nylon/Co-Polymer Polypropylene with steel reinforcement manhole steps.
  - iv. Cast iron steps shall not be used.
- b) Steps shall be cast into the walls of riser sections and shall be aligned in each section to form a continuous ladder with rungs equally spaced vertically in the assembled manhole at a distance of 12 inches apart. The first step shall be a maximum of 32 inches from the manhole cover. Step alignment less than 1" (vertical) alignment tolerance in all manholes.

## 4. Frames and Covers

### a) Storm Manhole Frames and Covers

Shall be Neenah R-1723 or East Jordan Casting No. 1203 with a vented cover or other approved equal. The inside diameter for clearance shall be a minimum of 24 inches.



b) Catchbasin Frames and Grates

- i. Shall be rectangular, galvanized (ASTM A-123) and sized to fit gutter inlets or field inlets. The gutter grates shall be NYSDOT size no. 9 to fit the catch basin inside dimensions of 24" x 24". The minimum field inlet shall be NYSDOT size no. 9 to fit a field inlet of 24" x 24" inside dimension.
- ii. Catch basin manholes shall be set to allow a NYSDOT size no. 9 grate to be installed.
- iii. Catch basins shall be placed at all low points and intersections with maximum spacing of 300 feet.
- iv. Frames and grates shall be as specified in NYSDOT Specification Drawing 655-6R1 and Section 655 of the NYSDOT Standard Specification Manual. All grates shall be bolted to the frames.

P. **EQUIVALENTS**

1. Any material and manufacturer substitutes are to be provided in advance to the Town Highway Superintendent for review and approval.
2. For any project it will be assumed that the Developer will furnish the exact materials specified on the plans and specifications unless the Developer files with the Town of Canandaigua Highway Superintendent prior to any use in the development, the names and complete description of each article which he proposes to substitute for approval by the Town
3. Any costs incurred by the Town or its representatives associated with the verification of substitute equipment and materials will be the responsibility of the Developer.

**5.2 INSTALLATION OF IMPROVEMENTS**

A. **PIPE INSTALLATION**

1. Line and Grade

All pipes and appurtenances of whatever character shall, when set, conform to the alignments and grades required by the Design Engineer. All of the required special castings and other fixtures that are indicated upon the plans, or that may be required during the progress of the work, shall be installed in their proper positions. Wye connections may be stone encased with the approval of the Town of Canandaigua.

2. Laying Pipe and Castings

The Contractor shall use suitable tools and appliances for the safe and convenient handling and laying of all utilities and appurtenances. All pipes and castings shall be carefully examined by the Contractor for defects and no pipe or casting which is known to be defective shall be laid. All PVC pipe shall be glossy with the manufacturer's marks legible. If defective pipe or castings should be discovered after being laid, these shall be removed and replaced with sound pipe or castings. The pipes shall be cleaned before they are laid and shall be kept clean until they are accepted with the completed work. All ends of the pipes shall be watertight capped to exclude water and debris from entering the pipes except during the actual pipe laying.

Sewers shall be built to the lines and grades between manholes as shown on the project drawings. The Contractor shall provide sufficient grade control to properly install the pipe and appurtenances. Sewer pipe shall be laid upgrade with spigots placed in the direction of flow. All pipes shall be fitted together to form a smooth, even invert. Pipes disturbed after laying shall be removed and relaid.

After the pipe has been placed and adjusted to line and grade, the bed shall be trimmed to support the pipe for its entire length. Material used for bedding shall be thoroughly compacted under the bottom and the haunches of the pipe. The trench shall then be backfilled to above the top of the pipe and carefully compacted to hold the pipe in position.

3. Cutting Pipe

Whenever it may be necessary to cut any straight pipe for any purpose, cutting shall be done to the satisfaction of the Engineer in such manner as will not cause any cracking of the pipe.

B. MANHOLE CONSTRUCTION

1. General

- a) Manholes shall be constructed of the size, type and at the locations shown on the Plans, or as designated by the Design Engineer in the field.
- b) The manhole bed shall be excavated level and include a minimum of 6 inches of crushed stone.
- c) Manhole risers and flat slab covers shall be precast reinforced units. Manhole bases may be precast "Monobase" or field poured with 3,500 psi concrete.
- d) Eccentric cone sections may be used on the top of manhole riser sections if the inside height dimension from the bench wall to the bottom of the eccentric section exceeds 8 feet.
- e) Interior and exterior concrete surfaces shall be sealed by the supplier and touched up or recoated by the Contractor with like material.

- f) Any pipe entering a manhole shall be neatly cut before installation in the manhole. Pipe shall not be "chipped off" after installation.
- g) All openings and joints in the manhole sections shall be completely filled once the sections are set, with non-shrink grout\* and enhanced with Xypex Admix, and after grout is cured, sealed with 2 coats of approved bitumastic coal tar sealer.

\*When PVC is used all openings around pipes shall be completely filled with 100 percent epoxy non-shrink grout.
- h) Before each barrel of the manhole is set, the joint shall be cleaned and the barrel correctly aligned, so that the steps form a continuous ladder. The first step shall be a maximum of 30 inches below finished grade and continue to the top of the bench wall.
- i) It is the intent of these specifications that manholes are constructed which will exclude all ground water, by means of carefully constructed foundations, tight barrel joints and the coating of the inside and outside of the manholes.

2. Frames and Covers

The frames shall be firmly set in a bed of not less than one full inch of cement mortar and adjusted to the finished grade. The manhole frame may be set directly on the concrete roof slab, providing the top will be at the proper grade; otherwise, precast concrete spacers or bricks shall be mortared to the roof slab to raise the frame to the proper grade. A maximum of three courses of spacers or bricks shall be used to adjust the frames and grates to the proper grade.

3. Inverts

Inverts shall be constructed in all manholes. The inverts may be constructed of the mainline pipe or brick (Grade SS) and shall be the depth of the pipe. When PVC material is used, all brick, concrete or other masonry material that interfaces with the PVC shall be adhered to the PVC with 100 percent epoxy non-shrink grout. Manholes with 2 or more inverts shall have a smooth transition of flow.

4. Drop Manholes

Wherever the invert of the entering sewer is more than 2 feet above the invert of the outlet sewer, it shall be connected with a vertical outside drop with a clean-out pipe half bricked up. When drops are placed, the entire excavation around the drop pipe shall be filled with stone encasement extending not less than 2 feet along the main sewer.

The clean-out opening in the barrel of the manhole shall be cut in after the manhole wall pipe is in place and the joint between the clean-out pipe and the manhole wall shall be thoroughly sealed with cement mortar on the inside and bituminous joint material on the outside.

5. Shallow Sewer Manholes

Where any manhole is less than 4 feet from invert to bottom of roof slab, the Contractor is to provide a manhole as shown in Appendix S. The roof slab shall be precast structural concrete reinforced to withstand a concentrated H-20 load plus 30 percent impact. The slab shall be formed to fit into the ends of the vertical pipe and shall have a full bearing for its entire circumference.

6. Sealing of Manholes

All manholes shall be sealed with two (2) coats of approved bitumastic coal tar sealer as applied by the manhole manufacturer to the entire interior and exterior surfaces in minimum dry thickness of 11 mils per coat. Application shall be in accordance with the coating manufacturer's recommendations and shall be certified thereto by the suppliers. Before placement in the field, abraded areas shall be touched up with two coats of like material by the Contractor. Covers and other exposed surfaces shall also be coated in the field. Improper materials or coating thickness shall be cause for rejection of manhole sections.

C. CATCH BASINS

1. General

- a) Catch basins shall be constructed as shown in the Appendix H or as shown on the plans for special conditions. Catch basins shall be constructed of precast concrete.
- b) All catch basins shall be coated inside and outside with two coats of heavy-duty coal tar sealer.
- c) Catch basins within the Canandaigua Lake Watershed shall be marked with a permanent metal storm drain marker which states "No Dumping – Drains to Lake," or similar text approved by the Town Highway Superintendent.

## **ARTICLE VI – EROSION & SEDIMENT CONTROL**

### **6.0 DESIGN CONSIDERATIONS**

#### **A. GENERAL**

In order to assure that the surrounding properties and watercourses will not be subjected to siltation or erosion the Developer shall be required to follow certain erosion control practices. Such procedures may include, but are not limited to:

1. All construction projects shall be designed, installed and maintained per the requirements set forth in the latest edition of the “New York Standards and Specifications for Erosion and Sediment Control Manual”.
2. A detailed construction sequence outlining the individual steps to be taken during construction shall be provided on the erosion and sediment control plan (see Appendix G for an example of a construction sequence).
3. Best management practices shall be utilized that are consistent with the latest edition of the “New York Guidelines for Urban Erosion and Sediment Control”.
4. Water quality measures shall be utilized during the construction of all projects that meet the requirements of Section 5.0 of this Article.
5. Erosion and sedimentation control plans should be designed to mitigate any impacts to downstream properties and receiving waters.
6. Where possible, a finished grade should be established and then top-soiled and seeded as quickly as possible.
7. Installing stormwater management facilities (SMF) prior to grading operations.
8. Installing and maintaining all perimeter erosion and sediment control measures prior to any ground disturbance such as silt fencing and temporary sedimentation basins at all points of storm water discharge from the property.
9. Minimize site disturbance by conserving as much natural vegetation as possible limiting the area of disturbances to the smallest practical area of land at any one time during development.
10. Provision for temporary vegetation and/or mulching to protect critical areas.
11. Provisions for adequate drainage and management facilities to treat, retain, and convey the increased runoff caused by changed soil and surface conditions during and after development.
12. Installation of permanent final vegetation and structures as soon as practical.
13. Provision of adequate protective measures when slopes in excess of 15% are graded; and minimizing such steep grading.
14. Provision for interceptor swales and sedimentation basins along the lower edges of all developments, and these shall be shown on the plans.

B. Development in the Canandaigua Lake Watershed (CLW):

1. Development that requires post construction water quality measures such as SMFs, the developer is required to provide daily observation of the site by a NYS Licensed Professional Engineer or a Certified Persons in Erosion and Sediment Control (CPESC). These observations are to be in conformance with the NYS SPDES General Permit (most recent version) and Town of Canandaigua MS4 requirements and shall continue until such time that the mass grading of that section or phase is completed and all stormwater management components of the approved project SWPPP are installed and functioning.
2. Development in the CLW that does not require post construction water quality measures but disturbs at least 1 acre and have been determined by the Town Code Enforcement Officer (CEO) to have a high erosion risk are required to provide observation of the site at least two times per week (separated by at least two calendar days) by NYS Licensed Professional Engineer or CPESC. These observations are to continue until such time that all stormwater management components of the approved project SWPPP are installed and functioning.
3. Reduced observation frequency shall be only authorized by the Town CEO with consultation of approved governing agencies (Watershed Inspector, Watershed Program Manager, Town Engineer, etc.) after written request by the developer. These observations do not relieve the developer of the stormwater requirements per the NYS SPDES General Permit (most recent version). The observer will report any site compliance issues or deficiencies to the Town CEO. The CEO reserves the right to review the qualifications of the observer.
4. Development in the CLW that will disturb more than 5 acres at one time and have received a 5-acre waiver (written approval) from the Town of Canandaigua (MS4) shall be required to coordinate the regular stormwater observations (required by the NYS SPDES General Permit) with the Watershed Inspector and the Watershed Program Manager.
5. Developments that disturb less than 5 acres at one time may be inspected periodically by the Watershed Inspector and Watershed Manager to verify that all SWPPP components are installed properly and that the site is not contributing to the contravention of water quality standards.

## **ARTICLE VII – SANITARY IMPROVMENTS**

### **7.0 DESIGN CRITERIA**

#### **A. GENERAL**

The materials intended to establish the degree of excellence are herein included are deemed to be of satisfactory quality for installation within the Town. When alternative materials may be made available, their use may be permitted in limited test sections with the restriction that should these materials prove unsatisfactory through the test period as established by the Town, they shall be removed and replaced with those herein called for at no expense to the Town.

#### **B. INDIVIDUAL ON-SITE WASTEWATER TREATMENT SYSTEMS**

##### **1. Individual On-site Wastewater Treatment Systems**

Where public sanitary sewers are not available, individual on-site wastewater treatment systems shall be designed and must conform to the minimum requirements established by the New York State Department of Health per Appendix 75-A of Part 75 Chapter 11 of Title 10 effective 12/1/90 or the latest revisions thereof and/or the Department of Environmental Conservation Design Standards for Wastewater Treatment Works (1996), and Town Code, respectively, and any other agency or authority with jurisdiction.

- a) Individual on-site wastewater systems proposed within the Canandaigua Lake Watershed must additionally conform to the requirements and procedures adopted by the Canandaigua Lake Watershed Commission and enforced by the Canandaigua Lake Watershed Inspector.
- b) Provisions may be required to make the individual house plumbing for connection to future sanitary sewer system.
- c) A “dry” sanitary sewer system may be required in those areas that are adjacent to proposed trunk sewers established in the Town of Farmington Sewer Master Plan.
- d) Leach lines shall not cross over or under water, gas or storm laterals, nor be located underneath the driveway area.
- e) Must be designed by a New York State Licensed Professional Engineer.

##### **2. Alternate Systems**

Alternate systems may be submitted for review by the New York State Department of Health with the following additional restrictions by the Town of Canandaigua:

- a) Any fill or built-up (Raised Bed) system shall have a taper section ending a minimum of 100 feet from any property line.

- b) Fill limits shall include a minimum 50% future expansion area.
- c) Fill systems require percolation tests, completed by a New York State Licensed Professional Engineer, in the in-situ fill and placed fill after it has been in place for at least six months and over at least one winter season.
- d) Detail plans for all individual on-site wastewater treatment systems associated with developments defined as subdivisions by the Public Health Law shall be subject to the approval of the New York State Department of Health.

#### C. PUBLIC SANITARY SEWERS

- 1. Generally, all public sanitary facilities and installations within the Town of Canandaigua are under the jurisdiction of the Ontario County Department of Public Works (Canandaigua Lake County Sewer District). Accordingly, all design, material, construction and testing shall be performed in accordance with and are subject to the standard specifications of and subject to acceptance by this Agency.
- 2. A small geographic area of the Town of Canandaigua is tributary to the Town of Farmington. In this area all design, material, construction and testing shall be performed in accordance with and are subject to the standard specifications of and subject to acceptance by the Town of Farmington Sewer Department.
- 3. Detail plans for all public sanitary sewage facilities are to meet the requirements of and are subject to the approval of the New York State Department of Health and the New York State Department of Environmental Conservation.



## **ARTICLE VIII – CONSTRUCTION REQUIREMENTS**

### **8.0 GENERAL**

Once the Planning Board has granted final approval and before the issuance of permits, the Developer, so as to assure the proper and timely completion of the required improvements, shall submit the following:

- tender of dedication and deeds to all streets
- easements
- agreements
- irrevocable Surety

Once this information is provided a preconstruction meeting is then scheduled.

#### **A. Pre-Construction Meeting**

1. A pre-construction meeting shall be requested by the Developer and scheduled through the Development Office and Code Enforcement Officer or a Town Representative prior to the start of construction of a development. The Developer, his Contractor and Design Engineer shall meet with all utility representatives, the Town Code Enforcement Officer, Town Engineer, appropriate Department representatives and project observers to discuss the overall project, its impacts and schedules. A schedule of construction shall be presented in writing at this meeting by the site contractor. Meeting minutes will also be taken and filed with the project as an accurate summary of the discussion.
2. Prior to scheduling a pre-construction meeting, the following items are to be completed:
  - a) Plans must be signed by all required parties.
  - b) If required by the Planning Board, a surety is to be provided to the Town Development Office for review and processing in accordance with Local Law 19 of 2017 Amending Chapter 174, Section 174-32(F).
  - c) Approved Stormwater Pollution Prevention Plan (SWPPP) and signed MS4 SWPPP Acceptance Form.
  - d) All required agreements and easements have been submitted for review.
  - e) State Historic Preservation Office (SHPO) compliance letter “No Impact” where applicable, is to be provided.
  - f) Building Permit application completed and submitted to the Development Office.
3. Developments within the Canandaigua Lake Watershed will require the attendance of the Canandaigua Lake Watershed Inspector and the Canandaigua Lake Watershed Program Manager at the pre-construction meeting.

B. Construction Schedule

The Developer shall provide a construction schedule showing the order in which work will be completed at the pre-construction meeting. The schedule shall be reviewed at the pre-construction meeting, revised and resubmitted if necessary. No work will begin until a schedule is acceptable to and is on file with the Town Development Office.

C. Permits

The Developer shall secure all necessary permits from the Town including Highway and Water Departments, and any other agency who may have authority over any work prior to the start of construction.

D. Offers of Dedication

The developer shall tender offers of dedication in a form satisfactory to the Town Attorney of all land included in streets, highways or parks, not specifically reserved by him. Approval of a Plan by the Planning Board shall not constitute an acceptance by the Town Board of the dedication of any street; highway, utility, park or other public's open space.

E. Surety/Letter of Credit – Large Projects

A Surety/Letter of Credit furnished for the installation of the required improvements shall be in the amount as determined by the applicants design professional, stamped and signed by a NYS Licensed Professional, and reviewed by the Town Engineer as to form, sufficiency and manner of execution. The Surety/Letter of Credit shall be issued in favor of the Town of Canandaigua and shall assure the complete installation of the required improvements within a specified period, not longer than three years. The Surety/Letter of Credit shall be issued to the Town for an initial minimum period of one year.

The Surety must be accepted by the Town Board before the Site Development Permit is issued.

The amount shall include but not be limited to the following items:

- Total estimated construction cost of all utilities, laterals, water services, roads, gutters, earthwork, drainage and stormwater mitigation improvements, etc.
- Minimum 10 percent contingency factor.
- Engineering and construction observation charges will be a minimum of 6 percent based on the project complexity and construction schedule.
- Street signs and surveyor's monuments.
- Record drawings & GIS information of installed facilities.

F. Special Sureties – Small Projects

1. General

Special Sureties shall be a form of surety guaranteeing that the plan is executed according to the final approval. In the event that the execution is not consistent with the approved plan the surety shall be exercised by the Town to construct the required elements.

- a) The Town Clerk may receive the Surety in the form of a Bank Check.
- b) The Surety shall be in the amount as determined by the applicants design professional, stamped and signed by a NYS Licensed Professional, and reviewed by the Town Development Office if under \$20,000.00 and if greater than \$20,000.00 reviewed by the Town Engineer, as to form, sufficiency and manner of execution.
- c) All special sureties require the review and approval of the Town Attorney prior to being processed.
- d) All special sureties received by the Town of Canandaigua will be reviewed and processed in accordance with Local Law 19 of 2017 Amending Chapter 174, Section 174-32(F) [including the most recent amendments] and must be accepted by the Town before the Site Development Permit is issued.

2. Erosion Control Guarantee

All projects shall provide an erosion control plan designed to meet the requirements of the New York State Department of Environmental Conservation or other authorities having jurisdiction. The developers engineer shall provide an engineer's estimate of the cost to execute the plan as approved by the Planning Board, for review. An Erosion Control Surety in an amount approved by the Town will be required prior to the issuance of a site development permit.

3. Landscaping Guarantee

The developer shall provide an estimate of the cost to execute the approved landscaping plan, as approved by the Planning Board, for review. A Landscaping Surety in an amount approved by the Town will be required prior to the issuance of a site development permit.

## 8.1 METHODS OF RELEASE OF FINANCING SECURITY

A. Surety/Letters of Credit – Large Projects

The procedure required for the release of funds is as follows:

- 1 Submission of periodic construction cost estimates by the Contractor and Developer to the Town of Canandaigua Code Enforcement Officer, Town Highway & Water Superintendent, and the Town Engineer.

2. The site shall be reviewed by the Town Code Enforcement Officer, Town Highway & Water Superintendent, Town Engineer, and Developer's agents to review the comparison of the work completed to the monetary value of the requested release of funds.
3. The Developer's Engineer, Developer, Town Code Enforcement Officer, Town Highway & Water Superintendent, and Town Engineer shall approve in writing all requests for release of funds up to 90 percent of the total amount of an item. (See Appendix G for Town of Canandaigua Letter of Credit Release Form)
4. The Town Engineer, upon completing a coordinated review with the Town Code Enforcement Officer and Town Highway & Water Superintendent, shall then submit a completed Town of Canandaigua Surety/ Letter of Credit Release Form, Applicants Engineers Estimate, and a letter of recommendation to the Town Development Office and Town Clerk. All releases are to be processed with the Town's Planning Board for recommendation to the Town's Fiscal Office for release of funds. Approval by the Town officials for authorized periodic payments is not to be construed as acceptance of the work completed to date.
5. Partial release from the Surety/Letter of Credit may be granted by the Planning Board as individual components of the subdivision development are completed. This shall not be construed as acceptance of the work by the Town.
6. If the required improvements are not completely installed within the period fixed or the extended period approved by the Planning Board or Town Board, the Town Board may declare the Surety/Letter of Credit in default and collect the amount payable thereunder. Upon receipt of such amount, the Town shall cause installation of the improvements covered by the Surety/Letter of Credit and as commensurate with the extent of building development that has taken place in the subdivision, not exceeding the monetary value of the Surety/Letter of Credit.

**B. Special Sureties – Small Projects**

The procedure required for the release of funds is as follows:

- 1 Submission of a request for release of a special surety by the applicant and/or representative is to be provided to the Town Development Office.
- 2 The site shall be monitored by the Town Code Enforcement Officer, Town Highway & Water Superintendent (where applicable), Town Engineer (if requested by the Town), and Developer's agents, to review the comparison of the work completed to the monetary value of the requested release of funds.

a) Erosion Control Guarantees

Release of the Erosion Control Guarantee shall be made following the completion of the approved work and the successful establishment of a permanent vegetative cover over all the disturbed areas.

b) Landscaping Guarantee

Release of the Landscaping Guarantee shall be made one year after verification of the successful planting and survival of the proposed elements.

3 Once the requested release is authorized by the Town Code Enforcement Officer:

a) If the requested surety amount is less than \$20,000

- The Town Code Enforcement Officer will
  - Prepare a letter of recommendation regarding the approved dollar amount to be released.
  - Sign the Town of Canandaigua Surety Release Form for Special Sureties.
  - Forward the letter of recommendation and signed surety release form to the Town Clerk.
- The Town Clerk will forward to the Planning Board for review and authorization.
- Once authorized by the Planning Board and returned to the Town Clerk, the release request will be processed in accordance with Local Law 19 of 2017 Amending Chapter 174, Section 174-32(F) [including the most recent amendments].

b) If the requested surety amount is greater than \$20,000

- The Town Code Enforcement Officer will forward his approval of the release to the Town Engineer.
- The Town Engineer will review the requested release amount with the approved estimate and prepare a letter of recommendation regarding the approved dollar amount to be released.
- The Town Engineer will forward the letter of recommendation and Town of Canandaigua surety release form to the Town Clerk.
- The Town Clerk will forward to the Planning Board for review and authorization.
- Once authorized by the Planning Board and returned to the Town Clerk, the release request will be processed in accordance with Local Law 19 of 2017 Amending Chapter 174, Section 174-32(F) [including the most recent amendments].

4 For Final Releases please refer to Article IIX Requirements for Dedication

## **8.2 FORMATION OF DISTRICTS**

- A. Between the interval of preliminary and final approvals of the land subdivision plat, the Developer shall:
1. Petition the Town Board for the creation of districts or extensions of districts as necessary for a given development. Those districts or extensions may include water, sewer, drainage, sidewalks, lighting and/or any particular district created for a specific purpose.
  2. Coordinate with Canandaigua Lake County Sewer District and/or the Town of Farmington Sewer Department, which manage sewage facilities within the Town of Canandaigua as the Town of Canandaigua does not operate and maintain sanitary sewer systems.
  3. In order to preserve the continuity and format of the application of the districts to the various governing authorities, the Town Attorney and Town Engineer are required to review the necessary documents and maps and the Town Clerk will be responsible for publication and filing requirements. All costs for the formation of these districts shall be paid by the Developer to the Town of Canandaigua within 30 calendar days of its receipt of a bill therefore.
  4. Required improvement districts must be extended or created by the Town Board before the signature of the Planning Board Chairperson may be affixed to the approved subdivision plan.

## **8.3 FORMATION OF EASEMENTS**

- A. If easements are required on a project, the following procedure will be followed:
1. The developer will have his NYS Professional Engineer and/or NYS Licensed Professional Surveyor prepare easement maps and legal descriptions of all of the easements associated with the development.
  2. The easements and legal descriptions are forwarded to the Town Engineer for technical review.
  3. After technical review by the Town Engineer, the easement maps and legal descriptions are sent to the Planning Board Attorney to assure that the appropriate legal language is incorporated into the documents.
  4. The Planning Board Attorney will then contact the developer's attorney to work out any concerns associated with the easement descriptions.

5. If any revisions to the easements are needed they are made by the developer's engineer or surveyor then resubmitted to the Planning Board Attorney for re-review. The Planning Board Attorney shall provide approved easements to the Town Board for review and acceptance.
6. Either the Planning Board Attorney or the Town Clerk will duly file the final easements and the charge of such will be borne by the developer.

#### **8.4 CONSTRUCTION OBSERVATION**

Before any construction begins on a subdivision or facilities to be dedicated to the Town, a pre-construction meeting in conformance with Section 9.0 must be held to address the Plans and intended improvements. The installation of improvements and development of any land shall be subject to construction observation at all stages by representatives of the Town. For such purposes free access shall be accorded and requested information shall be promptly submitted. All costs of construction observation, including testing of materials, shall be paid for solely by the Developer. The Developer in either the Surety/Letter of Credit or Check shall provide a sufficient sum for the project observation costs.

#### **8.5 HARDSHIPS**

Where the Planning Board finds that because of unusual circumstances of a proposed development extraordinary hardship may result from the strict compliance with these regulations. The applicant should refer to the Code of the Town of Canandaigua for procedure regarding this issue.

## **ARTICLE IX - REQUIREMENTS FOR DEDICATION**

### **9.0 GENERAL**

- A. Prior to the closing out of a project, the expiration of a surety, authorizing final release of a surety, and dedication to the Town, a final inspection is to be completed by the Town Highway & Water Superintendent, Code Enforcement Officer, and Town Engineer (upon request). The Town of Canandaigua Final Inspection Form (Appendix G) is to be completed and provided to the Town of Canandaigua Development Office, Town Clerk, and the Town Engineer for processing.
- B. In addition, prior to dedication taking place, the Town Attorney shall notify the Town in writing that all legal aspects of the project have been satisfied.

### **9.1 MONUMENTS**

Monuments shall have been set in their required locations and certified by the applicants NYS licensed Professional Land Surveyor.

### **9.2 GRADING**

Final grading and hydroseeding and mulching to achieve full stabilization shall be completed within the right-of-way and all spoil removed from the site.

### **9.3 LANDSCAPING**

All landscaping is to be completed as per the approved plans and inspected by the Town of Water and Highway Superintendent, Code Enforcement Officer, and Town Engineer when applicable.

### **9.4 STREET SIGNS**

Permanent street signs, of the same specifications as those of the Town Highway Department, shall be erected at each intersection by the Highway Department and paid for by the developer.

### **9.5 EASEMENTS & AGREEMENTS**

All easement and right-of-way descriptions, maps, deed(s), and stormwater maintenance agreements are to be provided to the Town Development Office, reviewed and approved by the Town Engineer and Town Attorney and accepted by the Town Board prior to authorizing final release of a surety, the expiration of a surety, and dedication to the Town.

### **9.6 RECORD DRAWINGS**

- A. Four (4) prints of the record drawings and one (1) CD digital copy of the information in compliance with the list of requirements below shall be submitted to the Development Office for processing. The Record Drawings are to be provided to the Highway & Water Superintendent, Code Enforcement Officer, and Town Engineer for review and approval.



- B. Once approved, four (4) copies of the record drawings and two (2) CD's containing the digital information is to be provided to the Town of Canandaigua Development Office for distribution (Development Office, Town Clerk, Town Engineer, and Highway & Water Superintendent).
- C. The following requirements are to be provided to insure consistency with the Town of Canandaigua GIS program and to facilitate addition to the Town of Canandaigua's GIS Online Website:
1. All survey data to be in NAD 83 coordinates. NY Central projection units – US Feet.
  2. All elevations to be based on NAVD 88 Othometric Heights.
  3. A minimum of one site benchmark will be established.
  4. All infrastructure dedicated to the Town of Canandaigua is to include but not limited to: monuments and pins delineating dedicated Town of Canandaigua properties, fire hydrants, storm & sanitary manholes, catch basins, water valves, curb stops, sewer cleanouts, light poles and stormwater management facilities.
  5. Delivered to the Town of Canandaigua in a .dwg format that include the following attributes with each structure:
    - Northing
    - Easting
    - Ortho Height
    - Point Code
    - Point I.D.
    - Material
    - Manufacturer
  6. All required points and attributes are to be included in separate files in either .csv or ascii format so that they can be processed and uploaded onto the Town of Canandaigua's GIS Program.
  7. Water line record information to be delivered in a .dwg format with attribute data to include length of line, material and size.
  8. Sanitary sewer line record information to be delivered in .dwg format with attribute data to include length of line, material, size, inlet line, outlet line, slope line, and flow direction arrows.

9. Storm sewer line record information to be delivered in .dwg format with attribute data to include length of line, material, size, inlet line, outlet line, slope line, and flow direction arrows.
10. All data is to be delivered to the Town of Canandaigua on a CD/DVD and a .dwg format digital file.

D. The following Record Drawing information shall be provided as described:

1. Locations and Elevations of all sanitary/storm manholes, catch basins, culvers, this includes invert and top elevations of *sanitary sewers*, watermain, storm sewers, slopes, size and lengths.
2. Locations and Elevations of all water system valves, curb boxes, fire hydrants, *sanitary sewer lateral and main connection at wyes*, *sanitary sewer clean-outs*, storm lateral, water service line and curb box, street signs.
3. Finished Elevations and slopes of road surfaces and gutters, including road name and curve table.
4. Locations and finished elevations of all dedicated stormwater management facilities and outfall structures.
5. Locations of all light poles and sidewalks.
6. Liber/page number of any easements or right-of-way and including floodplain numbers.
7. Any other significant details affecting the operation or maintenance of any system by the town or districts.
8. All record data and test results shall be supplied to the Town/Districts and are subjected to review and approval at least 15 days prior to any dedication procedure.

If the developer cannot provide the record information as detailed above the Town may elect to complete the record information at the Developer/owners expense.

## **9.7 MAINTENANCE GUARANTEE**

- A. The submission and acceptance of a two (2) year Maintenance Surety *or the use of 10 percent of the value of the dedicated items in the established Letter of Credit (LOC)* for the project, for all improvements to be offered to the Town for dedication. Maintenance sureties shall be written by a surety licensed to do business in New York State and they shall be in the amount of 10 percent of the dedicated items. [The Maintenance surety shall be approved as to form and content by the Town Attorney prior to any dedication procedure and final release of funds.]

## **9.8 DEDICATION PROCESS**

A. Prior to the Town Board taking dedication, the following items are to be completed:

1. A final inspection and completion of the Final Inspection Form (Appendix G) is to be performed by the Town of Canandaigua including Highway & Water Superintendent, Code Enforcement Officer, and Town Engineer (upon request from the Town), to confirm all proposed dedicated items have been completed and constructed per the approved plans and Town requirements.
2. The submission and acceptance of a two (2) year Maintenance Guarantee for all improvements to be offered to the Town for dedication. Maintenance sureties shall be written by a surety licensed to do business in New York State and they shall be in the amount of 10 percent of the dedicated items.
3. The submission of all testing results to the Town Development Office and Highway & Water Superintendent.
4. Acceptance of project Record Drawings and GIS information meeting the Town of Canandaigua requirements.
5. All R.O.W. descriptions, easement(s) and deed(s), bills of sale, maps, and agreements reviewed and approved by the Town Attorney and provided to the Town Board.

## **9.9 FINAL RELEASE OF SURETY**

A. Prior to final release from the Surety, the following items are required to be completed as described above:

1. A final site inspection and completion of the Town of Canandaigua Final Inspection Form (Appendix G).
2. A two (2) year Maintenance Guarantee & Acceptance by Town Board
3. Easements and Agreements Approved and filed
4. Certified Record Drawings & GIS Information
5. Acceptance of Dedication by Town Board
6. Payment of all outstanding fees

- B. If the required improvements are not completely installed within the period fixed, or the extended timeframe approved by the Town Board, or the submitted Final Inspection Form identifies deficiencies, the Town Board may declare the Surety or Maintenance Guarantee in default and collect the amount payable thereunder. Upon receipt of such amount, the Town shall install such improvements as were covered by the Surety or Maintenance Guarantee and are commensurate with the extent of building development, which has taken place in the subdivision, not exceeding in cost, however, the amount collected upon the Surety or Maintenance Guarantee.

## **ARTICLE X - GUIDELINES & REQUIREMENTS**

### **10.0 STEEP SLOPE PROTECTION LAW**

The purpose of the Steep Slope Protection Law is to conserve the sensitive environment of steep slope areas, and to regulate land use within these areas in a manner which protects the public interest by minimizing detrimental effects of land disturbance and development to steep slopes. All projects are comply with this section of the Town Code (§220-8).

### **10.1 SHORELINE DEVELOPMENT GUIDELINES**

These development guidelines are specific to development in the Residential Lake District (RLD) and apply to all projects that require site plan review in the RLD in accordance with Article VII of the Town of Canandaigua zoning Law.

### **10.2 RIDGELINE DEVELOPMENT GUIDELINES**

These development guidelines are designed to protect the natural scenic vistas and ridgelines. These guidelines apply to all projects that require site plan review in accordance with Article VII of the Town of Canandaigua zoning Law.

# ATTACHMENT 15

9/4/18

## 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 18

A local law TO AMEND TOWN CODE CHAPTER 190 RELATED TO ABANDONED, UNLICENSED,  
(Insert Title)  
OR JUNKED VEHICLES AND TO AMEND TOWN CODE SECTION 1-17, DEFINITIONS  
RELATED THERETO

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 18 of the (County)(City)(Town)(Village) of CANANDAIGUA was duly passed by the TOWN BOARD (Name of Legislative Body) on \_\_\_\_\_ 20 18, in accordance with the applicable provisions of law.

**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 \_\_\_\_\_ (Name of Legislative Body) on \_\_\_\_\_ 20 \_\_\_\_\_, and was (approved)(not approved) (repassed after disapproval) by the \_\_\_\_\_ (Elective Chief Executive Officer\*) and was deemed duly adopted 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 \_\_\_\_\_ (Name of Legislative Body) on \_\_\_\_\_ 20 \_\_\_\_\_, and was (approved)(not approved) (repassed after disapproval) by the \_\_\_\_\_ (Elective Chief Executive Officer\*) on \_\_\_\_\_ 20 \_\_\_\_\_.

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 \_\_\_\_\_ (Name of Legislative Body) on \_\_\_\_\_ 20 \_\_\_\_\_, and was (approved)(not approved) (repassed after disapproval) by the \_\_\_\_\_ (Elective Chief Executive Officer\*) 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 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

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

(Seal)

TOWN OF CANANDAIGUA  
LOCAL LAW # \_\_\_\_ OF 2018

---

ATTACHMENT "A"

SECTION ONE. Town Code Chapter 190, Vehicles, Abandoned, Unlicensed, or Junked, shall be replaced in its entirety with the following

§ 190-1. Purpose. The specific purpose of this chapter is to prohibit the placement or storage of abandoned, uninspected, unlicensed, inoperative or junked vehicles in the Town. The Town of Canandaigua hereby declares that the unrestrained accumulation of abandoned, uninspected, unlicensed, inoperative, discarded or junked vehicles is a hazard to the health, safety and welfare of the citizens of the Town, necessitating the regulation, restraint and elimination thereof.

§ 190-2. Abandoned, uninspected, unlicensed, inoperative, discarded or junked vehicles. The outside storage of abandoned, uninspected, unlicensed, inoperative, discarded or junked vehicles on privately owned properties within the Town of Canandaigua is a source of annoyance to members of the public and to owners and occupants of adjacent land. The outdoor storage of such vehicles on private property is unsightly and constitutes an attractive nuisance to children and a peril to their safety. This chapter is intended hereby to protect public health and safety and to curb the deterioration of the community environment.

§ 190-3 Storage or deposit.

A. It shall be unlawful for any person, firm or corporation, either as owner, occupant, lessee, agent, tenant or otherwise of property within the Town of Canandaigua, to store or cause or permit to be stored two or more abandoned, discarded or unregistered vehicles, or part or piece thereof that are in a state of major disrepair, or in the process of being stripped or dismantled, on any private property, unless:

- (1) Such vehicle is stored or deposited on premises legally used, operated and located for a junkyard; or
- (2) Such vehicle is stored in a completely enclosed building designed and approved for such purposes.
- (3) Such vehicle is the inventory or part of the inventory of a new or used motor vehicle dealer located in compliance with the ordinances and local laws of the Town of Canandaigua.
- (4) Such vehicle has been converted to and is actually used as a permanent building or structure for carrying on purposes in such manner and

circumstances as authorized by the local laws and ordinances of the Town of Canandaigua.

(5) Such vehicle is a Recreational Vehicle or boat trailer otherwise stored and used in compliance with the local laws and ordinances of the Town of Canandaigua.

B. It shall be lawful for owners of an active agricultural operation to store farm vehicles outdoors on a farm site, provided such equipment is screened to the fullest extent practical from adjacent residential properties and from along the public highways. No permit is required for the storage of farm vehicles which are part of an active agricultural operation. However, once active agricultural operations cease, the pieces of equipment shall be screened to the fullest extent practical from adjacent residential properties and from along the public highways or removed from the premises within 180 days.

§ 190-4. Notice of violation. After the Zoning Officer or Code Enforcement Officer has determined that a vehicle is being stored or abandoned on a parcel of real property in violation of this chapter, he/she shall send written notice of the violation to the owner of record and the occupant of the property, if any, directing the removal of such a vehicle or vehicles within 30 days of receipt of such notice.

§ 190-5. Enforcement. This chapter may be enforced by the Zoning Officer or Code Enforcement Officer of the Town of Canandaigua or by any law enforcement agency having jurisdiction within the Town of Canandaigua.

§ 190-6. Presumption. There shall be a presumption that a person who has received such a notice as described in § 190-4 above has stored, deposited, placed, abandoned or caused, consented or permitted the storage of such vehicles described in said notice.

§ 190-7. Special use permits. When extenuating circumstances exist or hardship conditions can be demonstrated, a special use permit may be granted to an individual for a specified period of time by application to the Planning Board. All applications must be made through the Town Development Office. The application may be approved for the reason stated by the applicant, provided that approval would not be detrimental to the health, safety or welfare of the Town. The applicant shall be required to offer such proof as a part of the process of getting approval for the application. Such a permit will be granted only after a hearing has been held on the merits of the application and findings of fact have been stated by the Planning Board in the resolution of approval.

§ 190-8. Penalties for offenses; other remedies.

A. A violator of this chapter shall be punishable as provided in the Vehicle and Traffic Law of the State of New York.

- B. In addition to the enforcement in a criminal proceeding by fine or imprisonment, this chapter may be enforced by instituting a special proceeding, as authorized by Article 4 of the Civil Practice Law and Rules, to compel compliance with the provisions of this chapter or to restrain by injunction any violation thereof or to obtain any other appropriate relief.
- C. A civil penalty of \$250 per day is hereby imposed for each day's violation of this chapter, which penalty may be collected in any judgment rendered in a proceeding of this chapter or in a separate civil action.

§ 190-9. Time limit for nonconforming uses. Notwithstanding any other provisions of this chapter, any automobile storage facility, automobile or other junkyard located in a residentially zoned district in existence at the effective date of this chapter shall, at the expiration of one year from such date, be discontinued.

§ 190-10. Amendments. The Town Board may from time to time on its own motion, on petition, or on recommendation from the Town Planning Board or Board of Appeals, and in accordance with the laws of the State of New York, amend, supplement, or repeal the provisions of this chapter.

§ 190-11. Conflict with other provisions. In their interpretation and application, the provisions of this chapter shall be held to be the minimum requirements adopted for the promotion of the public health, safety and general welfare. Whenever the requirements of this chapter are at variance with the requirements of any other lawfully adopted rules, regulations or ordinances, the most restrictive, or that imposing the higher standard, shall govern.

SECTION TWO. Town Code § 1-17, Definitions shall be revised as follows: the following definitions shall be replaced in their entirety with the following:

**COMMERCIAL VEHICLE**

Any registered vehicle used in conjunction with any business or trade, with the exception of the automobile of a salesman, professional person or the like.

**INOPERATIVE VEHICLE**

See "Abandoned Vehicle"

**JUNKED VEHICLE**

See "Abandoned Vehicle"

**MOTORCYCLE, SNOWMOBILE, ATV, JET SKI**

Unenclosed motor vehicles having seats or saddles for the use of riders.

**RECREATIONAL VEHICLE**

A vehicle type unit primarily designed as temporary living quarters for recreational, camping or travel use, which either has its own mode of power or is mounted on or drawn by another vehicle. The basic entities are:

- A. TRAVEL TRAILER. A registered vehicular portable unit, mounted on wheels, of such a size or weight as not to require special highway movement permits when drawn by a motorized vehicle, and of a body width of no more than eight feet and a body length of no more than 38 feet when factory equipped for the road.
- B. CAMP TRAILER. A registered portable unit mounted on wheels and constructed with collapsible partial side walls which fold for towing by another vehicle.
- C. TRUCK CAMPER. A portable unit, designed to be loaded onto, or affixed to, the bed or chassis of a truck. Truck campers are of two basic types:
  - (1) SLIDE-IN CAMPER. A portable unit designed to be loaded onto and unloaded from the bed of a pickup truck.
  - (2) CHASSIS-MOUNT CAMPER. A portable unit designed to be affixed to a truck chassis.
- D. MOTOR HOME. A registered vehicular unit built on a self-propelled motor vehicle chassis.

#### SEMI-TRACTOR

A short vehicle with a body containing only a cab for the driver, used to haul commercial, detachable trailers.

#### SEMI-TRACTOR-TRAILER

A combination trucking unit consisting of a semi-tractor and a trailer or semi-trailer.

#### VEHICLE STORAGE

The parking of a registered vehicle for a period in excess of nine consecutive days, unless otherwise restricted. The parking of an unregistered vehicle for any period of time, except as exempted herein. The incidental movement of a vehicle on or off the property shall not affect the calculation of the nine-day time period.

SECTION THREE. The following definitions shall be removed in their entirety from Town Code § 1-17:

#### VEHICLE HEIGHT

#### VEHICLE LENGTH

SECTION FOUR. Severability. If any portion of this Local Law shall be deemed by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the remainder of this Local Law shall remain in full force and effect.

SECTION FIVE. Effective Date. This Local Law shall be effective immediately upon its filing with the New York State Secretary of State.



# *Short Environmental Assessment Form*

## *Part 1 - Project Information*

### Instructions for Completing

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

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

<b>Part 1 - Project and Sponsor Information</b>			
Name of Action or Project: Local Law Amending the Regulation of Storage and Abandonment of Vehicles			
Project Location (describe, and attach a location map): Town of Canandaigua			
Brief Description of Proposed Action: The purpose of this local law is to amend Town Code chapter 190 and chapter 1-17 to amend existing regulations regarding the storage and abandonment of vehicles on property within the Town of Canandaigua.			
Name of Applicant or Sponsor: Town of Canandaigua		Telephone: 585-394-1120	
		E-Mail: ecooper@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.			<b>NO</b>  <input type="checkbox"/>
			<b>YES</b>  <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:			<b>NO</b>  <input type="checkbox"/>
			<b>YES</b>  <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			

5. Is the proposed action, a. A permitted use under the zoning regulations?	<b>NO</b>	<b>YES</b>	<b>N/A</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?  b. Are public transportation service(s) available at or near the site of the proposed action?  c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?  If No, describe method for providing potable water: _____	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: _____	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?  b. Is the proposed action located in an archeological sensitive area?	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?  b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES  b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	



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: _____ _____ _____	<b>NO</b>  <input type="checkbox"/>	<b>YES</b>  <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: _____ _____ _____	<b>NO</b>  <input type="checkbox"/>	<b>YES</b>  <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: _____ _____ _____	<b>NO</b>  <input type="checkbox"/>	<b>YES</b>  <input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor name: <u>Doug Finch, Town Manager</u> Date: <u>September 17, 2018</u> Signature: _____		

**State Environmental Quality Review  
LEAD AGENCY COORDINATION REQUEST**

This notice is issued pursuant to Part 617 of the implementing regulations pertaining to Article 8  
(State Environmental Quality Review Act) of the Environmental Conservation Law

**The Canandaigua Town Board seeks Lead Agency Status for the  
environmental review for the action described below:**

Project Number

Name of Action: Local Law Amending the Regulation of Storage and Abandonment of Vehicles

Location: 5440 Route 5 & 20 West Canandaigua, NY 14424

Description of the Action:

The purpose of this local law is to amend Town Code chapter 190 and chapter 1-17 to amend existing regulations regarding the storage and abandonment of vehicles on property within the Town of Canandaigua.

\_\_\_\_\_ This agency has no objection to the **Canandaigua Town Board** assuming Lead  
Agency Status for this action

\_\_\_\_\_ This Agency will seek Lead Agency Status

\_\_\_\_\_  
Print or Type Name of Responsible Officer

\_\_\_\_\_  
Signature of Responsible Officer

Please return to:

Town of Canandaigua, Town Clerk  
5440 Route 5 & 20 West  
Canandaigua, NY 14424

If no response is received within 30 calendar days from the date of this authorization by the Canandaigua Town Board (October 15, 2018), the Canandaigua Town Board will assume Lead Agency in accordance to 6 NYCRR Part 617.

# ATTACHMENT 16

**INTERMUNICIPAL SERVICE AGREEMENT  
BETWEEN THE TOWN OF CANANDAIGUA AND THE TOWN OF BRISTOL  
FOR THE PROVISION OF CODE ENFORCEMENT SERVICES**

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- 1. IDENTIFICATION OF PARTIES.** This Intermunicipal Service Agreement (“Agreement”) is made by and between the Town of Canandaigua (“Canandaigua”), whose principal place of business is located at 5440 Routes 5 & 20; Canandaigua, NY 14424, and the Town of Bristol (“Bristol”), whose principal place of business is located at 6740 County Road # 32; Canandaigua, NY 14424.
- 2. EFFECTIVE DATE.** This Agreement shall be effective as of September 18, 2018 through December 31, 2018; and maybe extended or modified by agreement of both the Town Board of the Town of Canandaigua and Town of Bristol.
- 3. SERVICES TO BE PROVIDED.** The Town of Canandaigua shall provide code enforcement, fire inspection, and building inspection services for the Town of Bristol as authorized and required by New York State law and the Town of Bristol Town Code. It is estimated the total hours shall not exceed approximately twenty hours per month in service to the Town of Bristol.
- 4. COSTS & EXPENSES**

  - a.** The Town of Bristol shall pay to the Town of Canandaigua a flat fee of \$5,250.00 (\$1,500.00 per month and pro-rated for September), as consideration for the administrative services performed by the Town of Canandaigua through December 31, 2018.
  - b.** The flat fee shall be paid in one (1) installment: the first payment shall be made on or before October 30, 2018.

- 5. PROSECUTION OF VIOLATIONS.** The Code Enforcement Officer of the Town of Canandaigua shall prosecute violations of the NYS Building Code or the Town of Bristol Town Code in the Town of Bristol Town Court. The Code Enforcement Officer of the Town of Canandaigua shall have discretion in whether and when to bring a proceeding and whether and when to settle a proceeding. Any fines collected in relation to violations occurring in the Town of Bristol shall be paid to the Town of Bristol Town Court.
- 6. COLLECTION & DISTRIBUTION OF FEES.** The Code Enforcement Officer of the Town of Canandaigua shall collect fees related to applications and inspections in the Town of Bristol according to a fee schedule established by the Town Board of the Town of Bristol. The Town of Canandaigua shall transmit any such fees collected to the Town of Bristol within thirty (30) days of collection.
- 7. MAINTENANCE OF RECORDS.** The Code Enforcement Officer of the Town of Canandaigua shall transmit such records as are required by law to the Town Clerk of the Town of Bristol within any time periods required by law. The Town of Bristol shall be responsible for maintenance of records relating to fire inspections, building inspections, and code enforcement once said records are transmitted to the Town of Bristol Town Clerk.
- 8. APPOINTMENT.** The Town Board of the Town of Bristol shall appoint the Code Enforcement Officers, Building Inspectors, and Fire Inspectors as its Code Enforcement Officers, Building Inspectors, and Fire Inspectors by resolution.
- 9. EMPLOYMENT STATUS.** The Code Enforcement Officers, Building Inspectors, and Fire Inspectors of the Town of Canandaigua shall remain as employees of

the Town of Canandaigua, and shall not be considered employees of the Town of Bristol.

**10. SUPERVISION.** Supervision of Code Enforcement Officers, Building Inspectors, and Fire Inspectors shall be the responsibility of the Town of Canandaigua. Any request for specific services shall be coordinated by the Town of Bristol with the Town Manager of the Town of Canandaigua.

**11. INSURANCE.** Each Town shall be responsible for the maintenance of its own insurance related to Code Enforcement, Building Inspections, and Fire Inspections. The Town of Bristol shall add the Town of Canandaigua as an additional insured on all relevant policies.

**12. NOTICES.** Any notices required by this Agreement shall be made in writing, and personally delivered, with a copy by email to the following addresses:

- a. If to the Town of Canandaigua:  
Town of Canandaigua  
5440 Routes 5 & 20  
Canandaigua, NY 14424  
ATTN: Doug Finch, Town Manager  
dfinch@townofcanandaigua.org
- b. If to the Town of Bristol:  
Town of Bristol  
6740 County Road # 32  
Canandaigua, NY 14424  
ATTN: Bob Green, Town Supervisor  
\_\_\_\_\_@\_\_\_\_\_

**13. TERM.** The term of this Agreement shall end December 31, 2018.

**14. TERMINATION.** Either Town can terminate this Agreement upon 30 days prior written notice to the other Town.

IN WITNESS WHEREOF, the parties hereby execute this Agreement, as duly authorized by the Town Board of the Town of Canandaigua and the Town Board of the Town of Bristol.

TOWN OF CANANDAIGUA

TOWN OF BRISTOL

---

Doug Finch  
Town Manager

---

Bob Green  
Town Supervisor

# ATTACHMENT 17



# *Town of Canandaigua*

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

APPENDIX: **ST - 3.0**

DATE: 2018

SCALE: N.T.S.

**MRB** | group

## *Town of Canandaigua*

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

### **STORMWATER CONTROL FACILITIES MAINTENANCE AGREEMENT**

WHEREAS, the Town of Canandaigua, having an address of 5440 Routes 5 & 20 West, Canandaigua, New York 14424 (Municipality) and Aegis Solar, LLC (Facility Owner), having an address of 5932 Monks Road, Canandaigua, NY 14424 want to enter into an agreement (this "Agreement") to provide for the long term maintenance and continuation of permanent stormwater control measures approved by the Municipality for the below named project, and

WHEREAS, the Municipality and the Facility Owner desire that the permanent stormwater control measures, as detailed on the approved project plans entitled "Civil Drawings for Aegis Solar, LLC", having drawing number(s) NO. 1, prepared by T. Fiebranz and last revised 8/8/2018, (the "Plans"), be built in accordance with the Plans and thereafter be maintained, cleaned, repaired, replaced, and continued in perpetuity in order to ensure optimum performance of the components. Reduced size versions of the Plans are attached hereto as Exhibit A.

Therefore, the Municipality and the Facility Owner agree as follows:

1. This Agreement binds the Municipality and the Facility Owner, its successors and assigns, to maintain the permanent stormwater control measures depicted in the Plans (as same may be amended), which are attached as Schedule A of this Agreement.
2. The Facility Owner shall maintain, clean, repair, replace and continue the stormwater control measures depicted on the Plans as necessary to ensure optimum performance of the measures to design specifications. If identified on the plans, the stormwater control measures shall include, but shall not be limited to, the following: drainage ditches, swales, dry wells, infiltrators, drop inlets, pipes, culverts, soil absorption devices, and retention ponds (collectively, the "Control Measures").
3. The Facility Owner shall be responsible for all expenses related to the maintenance of the Control Measures.
4. The Facility Owner shall provide for the periodic inspection of the Control Measures, not less than once in every five year period, to determine the condition and integrity of the Control Measures. The Facility Owner's obligations to inspect the Control Measures under this Section 4 shall commence upon the issuance of the first certificate of occupancy for the project depicted on the Plans. Each inspection shall be performed by a Professional Engineer, at the Facility Owner's choosing, so long as such Professional Engineer is licensed by the State of New York (the "Inspecting Engineer"). The Inspecting Engineer shall prepare and submit to the Municipality within 30 days of each inspection, a written report of the findings of his/her inspection including any recommendations necessary for the continued maintenance or repair of the Control Measures.

### **STANDARD SWMF MAINTENANCE AGREEMENT**

# *Town of Canandaigua*

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

APPENDIX: **ST - 3.1**

DATE: 2018

SCALE: N.T.S.

**MRB** | group

5. The Facility Owner shall grant Right of Entry to duly authorized representatives of the Town. Upon presentation of proper credentials, duly authorized representatives of the Town may enter at reasonable times upon the premises to inspect the implementation, condition or operation and maintenance of the Control Measures. Facility Owner shall allow persons working on behalf of the Town ready access to all parts of the premises for the purposes of inspecting the Control Measures. Persons working on behalf of the Town shall have the right to temporarily locate, on any stormwater facility or Control Measure in the Town, such devices as are necessary to conduct monitoring and/or sampling of the discharges from such Control Measures.

6. Except in an emergency situation, or as permitted by Section 7 below, The Facility Owner shall not authorize, undertake, or permit any material alteration, abandonment, modification, or discontinuation of the Control Measures except in accordance with written approval of the Municipality.

7. The Facility Owner shall undertake all necessary repairs, maintenance, or replacement of the Control Measures in accordance with the recommendations of the Inspecting Engineer, except to the extent such repairs, maintenance, or replacement are made necessary by the acts or omissions of the Municipality, including without limitation offsite grading. Such repair, maintenance, or replacement shall not require the approval of the Municipality. Repairs, maintenance, or replacements made necessary by the acts or omissions of the Municipality shall be undertaken by the Municipality as its cost and expense.

8. This Agreement shall be recorded in the Office of the County Clerk, County of Ontario.

9. If ever the Municipality determines that the Facility Owner has failed to maintain, clean, repair, replace, and continue the Control Measures in accordance with the Plans or has failed to undertake necessary corrective action in accordance with Section 7 above, the Municipality shall give the Facility Owner written notice of such a default. In the event the Facility Owner fails to cure such default within thirty (30) days from its receipt of such notice, the Municipality is authorized to undertake such steps as reasonably necessary for the preservation, continuation, or maintenance of the Control Measures, to charge the Facility Owner for the reasonable expenses of such steps, and to affix such expenses as a lien against the property (including reasonable attorney fees and other administrative costs incurred in executing such a lien); provided however that if the nature of the default is such that it cannot reasonably be cured within such thirty (30) day period, then so long as the Facility Owner commences to cure such default within such thirty (30) day period, and, thereafter, diligently, in good faith and expeditiously proceeds to cure such default before the Municipality may take action under this Section 9.

10. The parties agree and acknowledge that this Agreement shall cover not only the Control Measures set forth on the Plans, but it also shall cover any alterations or modifications to the Plans that may be approved by the Municipality after the execution of this Agreement.

11. This Agreement shall be binding upon, and inure to the benefit of, the respective successors and permitted assigns of the parties. This Agreement shall not be assignable by the Municipality but may be assigned or transferred by the Facility Owner.

# Town of Canandaigua

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

APPENDIX: **ST - 3.2**

DATE: 2018

SCALE: N.T.S.

**MRB** | group

12. All notices required or permitted hereunder shall be in writing and shall be sent to the parties at the following addresses:

If to the Municipality: Stormwater Program Manager  
Town of Canandaigua  
5440 Routes 5 & 20 West  
Canandaigua, New York 14424

If to the Facility Owner: XXXX Aegis Solar, LLC  
XXXX Noel Swanson  
XXXX 3250 Ocean Park Blvd, Suite 355  
XXXX Santa Monica, California 90405

With copies to: XXXX  
XXXX  
XXXX  
XXXX

Any such notices may be sent by: (a) certified mail, return receipt requested, or  
(b) a nationally recognized overnight courier

The above addresses may be changed by written notice to the other party. Any such notices shall be deemed effective upon receipts.

12. This agreement sets forth all of the agreements, conditions, and understandings between the Municipality and the Facility Owner concerning the maintenance of the Control Measures and supersedes any and all prior agreements and understandings between the parties with respect thereto.

13. This Agreement shall be governed exclusively by the laws of the State of New York, without giving effect to choice of laws or choice of laws rules or principles.

14. Issuance of the first certificate of occupancy or certificate of compliance for the project depicted on the Plans shall be deemed an acknowledgement by the Municipality that the Control Measures have been constructed in accordance with the Plans.

15. This Agreement may be executed in several counterparts, including by facsimile, each of which shall be an original and all of which shall constitute but one and the same instrument.

16. This Agreement may not be amended, changed, modified, altered, or terminated, except by an instrument in writing, signed by the parties hereto.

17. This Agreement is effective upon full execution by both parties.

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**STANDARD SWMF MAINTENANCE AGREEMENT**  
(CONTINUED)

# *Town of Canandaigua*

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

APPENDIX: **ST - 3.3**

DATE: 2018

SCALE: N.T.S.

**MRB** | group

The parties have entered into this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 201**8**

MUNICIPALITY  
TOWN OF CANANDAIGUA, NY

\_\_\_\_\_  
By:  
Title:  
Date:

FACILITY OWNER  
xxxxxxx *Aegis Solar, LLC*

*Mike Stanton*  
By: *Mike Stanton*  
Title: *Authorized Person*  
Date: *8/9/2018*

[REMAINDER OF PAGE INTENTIONALLY BLANK]

# Town of Canandaigua

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

APPENDIX: **ST - 3.4**

DATE: 2018

SCALE: N.T.S.

**MRB** | group

State of New York )  
County of Ontario ) ss.:

On the \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_ before me, the undersigned, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledge to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Signature and Office of individual taking acknowledgment

State of New York )  
County of Ontario ) ss.:

On the \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_ before me, the undersigned, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledge to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Signature and Office of individual taking acknowledgment

*See Attached*

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

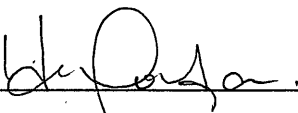
State of California  
County of Los Angeles

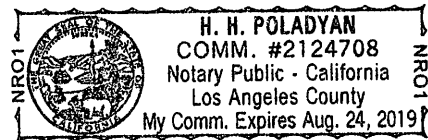
On August 9, 2018 before me, H. H. Poladyan, Notary Public  
(insert name and title of the officer)

personally appeared Mike Stanton,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in  
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature  (Seal)



*Stormwater Control Facilities Maintenance Agreement*

# ATTACHMENT 18

## **RECIPROCAL ACCESS EASEMENT AGREEMENT**

### **FOR MOTOR VEHICLE DRIVEWAY ACCSS THROUGH ADJOINING PARCELS**

This agreement dated August 21, 2018, by and between 2418 State Route 332, LLC, with an address of 770 Panorama Trail South, Rochester, NY 14625, the party of the first part, and 2418 State Route 332, LLC, with an address of 770 Panorama Trail South, Rochester, NY 14625, the party of the second part

#### **WITNESSETH:**

**WHEREAS**, the party of the first part owns in fee simple so much of the property commonly known and designated as 2375 State Route 332, Canandaigua, NY 14424, consisting of Lot R-2A as shown on the drawing entitled "Vision Nissan Canandaigua, Preliminary/Final Resubdivision of Lot R-2" ("Survey Map"), prepared by BME Associates, having drawing number 2427-19, annexed hereto and incorporated herewith; and

**WHEREAS**, the party of the second part owns in fee simple so much of the property commonly known and designated as 2375 State Route 332, Canandaigua, NY 14424, consisting of Lot R-2B as shown on the Survey Map referenced above; and

**WHEREAS**, the parties desire to create a permanent easement and right to use a certain paved area embracing a section of the common boundary between Lot R-2A and Lot R-2B, such section more particularly described and depicted in Schedule A ("Easement Property"), attached hereto and incorporated herein by reference, for the purpose of allowing each lot the benefit of motor vehicle access to their respective properties via New York State Route 332;

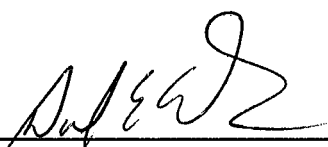
**NOW, THEREFORE**, in consideration of the grant of a mutual easement over the Easement Property, and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged:


1. First party conveys to the second party, its successors and assigns, a perpetual easement for motor vehicle access purposes to use in conjunction with any lawful use along and upon so much of that paved portion of the Easement Property which lies northerly of the common boundary line between the Lot R-2A and Lot R-2B as such boundary is identified in the Survey Map; and
2. Second party conveys to the first party, its successors and assigns, a perpetual easement for motor vehicle access purposes to use in conjunction with any lawful use along and upon so much of that paved portion of the Easement Property which lies southerly of the common boundary line between the Lot R-2A and Lot R-2B as such boundary is identified in the Survey Map.



3. It is mutually agreed that each party may use in common with the other party, the whole of said Easement Property, including that portion thereof situated on the property of the other party for ingress and egress of motor vehicle, pedestrians, and uses incidental to any lawful use of the property. No party shall allow its employees, invitees, clients, etc. to block or impede the free flow of traffic. Each party acknowledges that this grant of easement is made subject to easements, covenants and restrictions of record.
4. Each party shall park vehicles solely within the parking areas within the perimeter of the respective owner's parcel, and each shall direct the employees, invitees, guests, etc., to do the same.
5. The maintenance of the Easement Property and parking area shall be a shared responsibility of the parties with each party contributing equally to such maintenance. Decisions and expenditures regarding maintenance (paving, snow removal, painting/stripping, etc.) of the Easement Property shall be within the sole authority of the owner of Lot R-2B or his designee.
6. Each of the parties shall maintain liability insurance which, at a minimum, meet the standard in the industry for the particular types of uses for which the properties are used. The insurance policies shall name the owner of the adjoining parcels as an additional insured in connection with the use of the easement.
7. It is mutually covenanted and agreed by the parties that this agreement shall run with the land and inure to the benefit of and be binding upon the parties hereto, their heirs, distributees, legal representatives, successors and assigns.

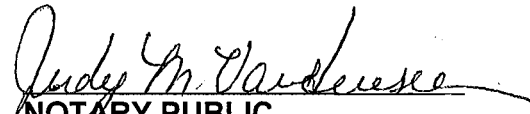
**N WITNESS WHEREOF**, this agreement has been signed as of the date and year first above written.

  
\_\_\_\_\_  
2418 State Route 332, LLC  
As Owner of Lot R-2A  
By: Daniel E. Edwards, Member

  
\_\_\_\_\_  
2418 State Route 332, LLC  
As Owner of Lot R-2B  
By: Daniel E. Edwards, Member

STATE OF New York )  
COUNTY OF Monroe ) SS.:

On August 21, 2018, before me, the undersigned, personally appeared **Daniel E. Edwards**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledge to me that he executed the same in his capacity, and that by his signature on the instrument, the individual or the person upon behalf of which the individual acted, executed the instrument.

  
NOTARY PUBLIC

STATE OF New York )  
COUNTY OF Monroe ) SS.:

JUDY M. VANHEUSEN  
Notary Public, State of New York  
No. 01VA5076295  
Qualified in Monroe County  
Commission Expires April 21, 2019

On August 21, 2018, before me, the undersigned, personally appeared **Daniel E. Edwards** personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledge to me that he executed the same in his capacity, and that by his signature on the instrument, the individual or the person upon behalf of which the individual acted, executed the instrument.

  
NOTARY PUBLIC

JUDY M. VANHEUSEN  
Notary Public, State of New York  
No. 01VA5076295  
Qualified in Monroe County  
Commission Expires April 21, 2019

## **DRAINAGE EASEMENT AGREEMENT**

This agreement dated August 21, 2018, by and between 2418 State Route 332, LLC, with an address of 770 Panorama Trail South, Rochester, NY 14625, ("Grantor") and the municipality known as the Town of Canandaigua, with an address of 5440 Routes 5 & 20 West, Canandaigua, NY 14424, ("Grantee"),

### **WITNESSETH:**

**WHEREAS**, the Grantor owns in fee simple the property commonly known and designated as 2375 State Route 332, Canandaigua, NY 14424, tax account no. 56.00-2-22.211, consisting of Lot R-2A and Lot R-2B as shown on the drawing entitled "Vision Nissan Canandaigua, Preliminary/Final Resubdivision of Lot R-2", prepared by BME Associates, having drawing number 2427-19, annexed hereto, and;

**WHEREAS**, Grantee desires to acquire an easement for the purpose of access to and maintenance of a retention pond and appurtenant drainage system upon lands more particularly described and depicted in Schedule A ("Easement Property"), attached hereto and incorporated herein by reference;


**NOW THEREFORE**, for good and valuable consideration by Grantee to Grantor, the covenants of Grantee herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor does hereby grant, and for and in consideration of the easement rights herein granted and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantee does hereby covenant and agree as follows:

1. **Grant of Easement.** Grantor does hereby grant and convey unto Grantee, its successors, assigns, lessees, licensees and agents, an easement upon the Easement Property, for the purpose of providing the maintenance of a retention pond and appurtenant drainage system. Subject to the other terms and conditions of this Easement Agreement, Grantee shall also have the right to remove impediments to operation and maintenance of the subject drainage system. Grantee further agrees all construction, reconstruction, operation, maintenance, removal, and any other activities which disturb the Easement Property will be coordinated with Grantor so as to minimize any disruption to Grantor's interest in the functionality of the subject drainage system.
2. **Purpose of Easement.** This easement is granted for the exclusive purpose of the maintenance of an existing drainage system.
3. **Operation and Maintenance.** The operation and maintenance of the drainage facilities described herein and located within the Easement Property shall be the responsibility of the Grantor; provided, however, that Grantee shall have the right to maintain the Easement Property in the event Grantee, in its sole discretion, determines to enter the Easement Property for its

maintenance. The Grantor acknowledges and agrees that the Grantee has the right to enter the Easement Property to maintain the drainage facilities.

4. **Covenants of Grantee.** Grantee hereby represents, covenants, and warrants in favor of Grantor, and its successors and assigns, as follows: Grantee shall protect the Easement Property, and the adjacent lands of Grantor over which Grantee may have rights of ingress and egress, from damage caused, in whole or in part, by acts or omissions of Grantee, its employees, agents, contractors, subcontractors, assigns, lessees, licensees and agents.
5. **Retained Rights.** Grantor shall have all rights to the Easement Property not granted hereby.
6. **Agreement Runs with the Land.** It is mutually covenanted and agreed by the parties that this agreement shall run with the land and inure to the benefit of and be binding upon the parties hereto, their heirs, distributes, legal representatives, successors and assigns.
7. **Miscellaneous.** This easement constitutes all agreements, understandings, and promises between the parties hereto, with respect to the subject matter hererof. This easement shall be of no force and effect until duly and validly executed by the parties hereto.

**IN WITNESS WHEREOF,** this agreement has been signed as of the date and year first above written.

  
\_\_\_\_\_  
2418 State Route 332, LLC  
By: Daniel E. Edwards, Member

\_\_\_\_\_  
Town of Canandaigua  
By:

STATE OF New York )  
COUNTY OF Monroe ) SS.:

On August 21, 2018, before me, the undersigned,  
personally appeared **Daniel E. Edwards**, personally known to me or proved to me on

the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledge to me that he executed the same in his capacity, and that by his signature on the instrument, the individual or the person upon behalf of which the individual acted, executed the instrument.

  
NOTARY PUBLIC

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

JUDY M. VANHEUSEN  
Notary Public, State of New York  
No. 01VA5076295  
Qualified in Monroe County  
Commission Expires April 21, 2019

On \_\_\_\_\_, 2018, before me, the undersigned, personally appeared \_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledge to me that he executed the same in his capacity, and that by his signature on the instrument, the individual or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
NOTARY PUBLIC