

**Canandaigua Town Board
Organizational Meeting Agenda
January 5, 2014
6:00pm**

1. Call To Order and Pledge of Allegiance
 - Pledge led by Greg Westbrook, Deputy Town Supervisor
2. Roll Call
 - Town Clerk Confirmation meeting was properly advertised
3. Circulation of Written Communications and Correspondence
 - N/A
4. Approval of the following Minutes:
December 22, 2014 Meeting Minutes
5. Approval of Charge Back Billing – N/A
6. 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 & approve of the prepared Voucher Summary Report and the attached invoices)
7. Privilege of the Floor
8. Public Hearings – N/A
9. Priority Business
10. Reports of Town Officials and Department Heads – N/A
11. Reports of Committees, Boards, and Commissions –N/A
12. Privilege of the Floor
13. Resolutions

Continued Resolutions

RESOLUTION 2014- 205: LETTER OF CREDIT FOR THE VILLAS SECTION 3

WHEREAS, the Town of Canandaigua Planning Board has granted final subdivision approval for development and construction of a 36 lot subdivision that includes 36 townhomes to be known as the Villas Section 3;

WHEREAS, the Town of Canandaigua Planning Board's conditions of approval dated April 23, 2013 require a landscaping and soil erosion surety to be established;

WHEREAS, the property owner's engineering firm has estimated an amount of \$ 319,150.32 for water mains, storm sewers, pavement, grading, and town guarantees;

WHEREAS, the town engineer has reviewed and approved of the estimate in a letter dated July 19, 2013, and confirmed November 3, 2014 (Attachment #2);

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby approves and accepts a landscaping soil erosion control surety in the form of a letter of credit for the amount of \$ 319,150.32.

RESOLUTION 2014- 232: APPROVAL OF CREDIT CARD POLICY

WHEREAS, the Canandaigua Town Board expressed an interest in providing a credit card payment option for the convenience of our customers; and

WHEREAS, the Town Board of the Town of Canandaigua requested a policy addressing: 1. the use of credit cards by the public for the payment of certain services; and 2. the use of Town owned credit cards and credit accounts by authorized Town employees; and

WHEREAS, on November 24, 2014, the Town Clerk presented the Town Board with a draft policy (Attachment 5) addressing both the use of credit cards by the public for the payment of certain services and the use of Town owned credit cards and accounts by authorized Town employees; and

THEREFORE BE IT RESOLVED, the Town Board hereby accepts the Policy and Procedure for the Use of Credit Cards and directs the Town Clerk to forward a copy of the policy to each department manager.

New Resolutions

RESOLUTION #2015-1: TOWN BOARD MEETING SCHEDULE

Moved By:

Seconded By:

Town Board meetings will be held at 6pm on the 2nd & 4th Monday of every month. The following exceptions apply: A meeting on January ___ will take the place of the January 12th and 26th meetings. Meetings will not be held on May 25 and October 12. Special workshops may be called as required and allowed by Town Law. Meetings will be held in the Town Hall, Lower Level Courtroom. (Town Law § 62)

RESOLUTION #2015-2: DESIGNATION OF HOLIDAYS

Moved By:

Seconded By:

The following holidays will be observed: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. In addition, four floating holidays will be observed. *The Waste & Recycling Center will be closed on all holidays observed by the Town of Canandaigua.*

RESOLUTION #2015-3: DESIGNATION OF OFFICE DEPOSITORY

Moved By:

Seconded By:

The Canandaigua National Bank and Trust Co. or their successors and Lyons National Bank or their successors are hereby designated as the depositories in which all Town Officers shall deposit all Town Monies. (Town Law § 64)

RESOLUTION #2015-4: INVESTMENT POLICY

Moved By:

Seconded By:

The Town of Canandaigua Investment Policy is hereby adopted as written (See Attachment 1).

RESOLUTION #2015-5: DESIGNATION OF OFFICIAL NEWSPAPER & RADIO STATION

Moved By:

Seconded By:

The Canandaigua Daily Messenger is hereby designated as the Official Town of Canandaigua newspaper. (Town Law § 64)

Radio station WISY (102.3 FM) is hereby designated as the official radio station for the Town of Canandaigua.

RESOLUTION #2015-6: PAYMENT OF BILLS FOLLOWING TOWN BOARD AUDIT

Moved By:

Seconded By:

The Supervisor is hereby authorized to make payments of all bills after audit & approval by the majority of the Town Board and issuance of a warrant by the Town Clerk. (Town Law 125)

RESOLUTION #2015-7 PAYMENT OF BILLS PRIOR TO AUDIT

Moved By:

Seconded By:

The Supervisor is hereby authorized to make payments without prior audit for public utility services such as gas, electric, water, sewer, fuel oil, and telephone services as well as for postage, freight and express charges (Town Law 118(2)).

RESOLUTION #2015-8 ESTABLISHMENT OF PETTY CASH ACCOUNTS

Moved By:

Seconded By:

Petty Cash Accounts are hereby established for the following offices in the amounts so indicated:

Town Clerk	\$150.00
Receiver of Taxes	Any amount up to \$200
Parks and Recreation	Any amount up to \$150

Fiscal responsibility for the petty cash account is the responsibility of the Department Head.

RESOLUTION #2015-9: EMPLOYEE WAGE RATES & PAYMENT SCHEDULE**Moved By:****Seconded By:**

The Town Board does hereby fix employee wages and frequency of payment as noted below:

Position	Wage Rate	Wage Calculated	Frequency
Court Clerk, PT	\$27.62	Hourly	Bi-weekly
Deputy Court Clerk, as needed	\$14.00	Hourly	Bi-weekly
Micro Computer Operator	\$18.46	Hourly	Bi-weekly
Budget Officer	\$4,394.00	Annual Stipend	Bi-weekly
Bookkeeper	\$26,000	Annual Salary	Bi-weekly
Planning Board, Chair	\$3,490.00	Annual Stipend	Quarterly
Planning Board Members	\$2,194.00	Annual Stipend	Quarterly
Planning Board Clerk P/T	\$13.93	Hourly	Bi-weekly
Zoning Board of Appeals, Chair	\$1,801.00	Annual Stipend	Quarterly
Zoning Board Members (4)	\$816.00	Annual Stipend	Quarterly
ZBA Alternate	\$68.00	Per Voting Meeting	Quarterly
ZBA Secretary P/T	\$14.20	Hourly	Bi-weekly
Environmental Conservation Board Members	\$25.00	Per Voting Meeting	Quarterly
Assess. Board of Review, Chair	\$500.00	Annual Stipend	Quarterly
Assess. Board of Review Members	\$250.00	Annual Stipend	Quarterly
Water Superintendent	\$15,300	Annual Stipend	Bi-weekly
Deputy Supervisor	\$2,000.00	Annual Stipend	Quarterly
Deputy Highway Superintendent	\$3,008.00	Annual Stipend	Bi-weekly
Deputy Town Clerk F/T	\$16.06	Hourly	Bi-weekly
Deputy Town Clerk P/T	\$14.54	Hourly	Bi-weekly
Registrar of Vital Statistics	\$1,800.00	Annual Stipend	Quarterly
Deputy Registrar of Vital Statistics	\$250.00	Annual Stipend	Quarterly
Health Officer	\$1,200.00	Annual Stipend	Quarterly
Town Historian	\$3,000.00	Annual Stipend	Quarterly
Code Enforcement Officer	\$52,000 - \$52,780.00	Annual Salary	Bi-Weekly
Code Enforcement Officer P/T	\$18.82	Hourly	Bi-weekly

Director of Development	\$80,340.00	Annual Salary	Bi-weekly
Office Specialist #1	\$15.25	Hourly	Bi-weekly
Assessor	\$62,000.00	Annual Salary	Bi-weekly
Assessor Aide, F/T	\$15.05	Hourly	Bi-weekly
Clerk (Reception), P/T	\$10.65	Hourly	Bi-weekly
Park-Laborer, F/T	\$11.97 - \$17.69	Hourly	Bi-weekly
Director of Parks & Recreation	\$20,000.00	Annual Stipend	Quarterly
Working Supervisors	\$26.63	Hourly	Bi-weekly
MEO IV	\$25.38	Hourly	Bi-weekly
Motor Equipment Operators	\$24.47	Hourly	Bi-weekly
Laborer, F/T	\$8.75 - \$14.00	Hourly	Bi-weekly
Laborer, P/T	\$8.75 - \$12.00	Hourly	Bi-weekly
Laborer, Seasonal	\$8.75 - \$12.00	Hourly	Bi-weekly

RESOLUTION #2015-10: RULES OF PROCEDURE

Moved By:

Seconded By:

The Town Board hereby adopts the attached Rules of Procedure (Attachment #2). In the absence of the adoption of its own rules of order, these rules shall apply to all boards and committees of the Town of Canandaigua. The Rules of Procedure will be posted on the Town Clerk's legal bulletin board, in the Town Hall Meeting Rooms and on the Town of Canandaigua website.

RESOLUTION #2015-11: PROCUREMENT POLICY

Moved By:

Seconded By:

The Procurement Policy (Attachment #3) is hereby adopted by the Town Board. This policy must be strictly adhered to by all Department Heads and Town staff empowered with the authority to make purchases on behalf of the Town.

RESOLUTION #2015-12: BID PURCHASES

Moved By:

Seconded By:

The Town of Canandaigua is hereby authorized to purchase material and equipment from the Ontario County Bid List.

RESOLUTION #2015-13: MILEAGE REIMBURSEMENT

Moved By:

Seconded By:

The Town of Canandaigua encourages all employees to utilize town owned vehicles while performing Town related duties. In the event a Town owned vehicle is not available, the Town will reimburse mileage at a rate in accordance with Internal Revenue Service regulations. At the

time of this writing, the 2015 federal mileage reimbursement rate is \$0.575/mile. Mileage reimbursement requests must be submitted within 30 days from the date of the trip.

RESOLUTION #2015-14: CONTRIBUTIONS TO COMMUNITY SERVICE PROVIDERS

Moved By:

Seconded By:

In exchange for providing valuable support services to our community, the following agencies will receive donations in the amounts specified:

Ontario County Historical Society be paid the sum of \$8,500.00 for the year.

Mercy Flight be paid the sum of \$3,500 for the year.

Canandaigua Emergency Squad be paid the sum of \$3,000.00.

The City of Canandaigua 4th of July Celebration \$2,000.00

RESOLUTION #2015-15: CANANDAIGUA TOWN BOARD APPOINTMENTS

Moved By:

Seconded By:

RESOLVED, that the Town Board does hereby appoint the following people to said respective positions:

Mr. Tom Schwartz shall be reappointed Chair of the Planning Board for a term ending December 3, 2015.

Mr. Charles Oyler shall be reappointed to the Planning Board for a term ending December 31, 2019.

Mr. Terrence Robinson shall be appointed chairperson of the Zoning Board of Appeals for a term ending December 31, 2015.

Mr. Kevin Reynolds shall be reappointed as Chairman of the Environmental Conservation Board for a term ending December 31, 2015.

Ms. Alexandra Schenk shall be reappointed as Chairwoman of the Parks and Recreation Committee for a term ending December 31, 2015.

Mr. Kevin Landrigan shall be reappointed as a member of the Parks and Recreation Committee for a term ending 12.31.2019.

RESOLUTION #2015-16 DESIGNATION OF PROFESSIONAL SERVICE PROVIDERS

Moved By:

Seconded By:

RESOLVED, that the following professional services be named subject to a Town Board approved contract:

Derek Brocklebank
MRB Group, P.C.
BPD, Inc.
Public Sector HR Consultants
EFPR Solutions

Attorney for the Town
Town Engineering Firm
Bond Counsel
Human Resource Personnel Consultants
Financial Management Services

RESOLUTION #2015-17: FIRE PROTECTION

Moved By:

Seconded By:

RESOLVED, in exchange for providing the fire protection services described in Attachment #4, to the Town of Canandaigua, the East Bloomfield-Holcomb Volunteer Fire Department shall be paid \$34,320.00 per year for 2015, 2016, and 2017.

RESOLUTION #2015-18: FEES

Moved By:

Seconded By:

RESOLVED, the Canandaigua Town Board hereby approves the 2015 Fee Schedule (See Attachment #6).

RESOLUTION #2015-19: COUNTERSIGNING CHECKS

Moved By:

Seconded By:

Any check over \$5,000 must be countersigned by the Town Clerk or Deputy Supervisor.

RESOLUTION #2015-20: WATER RATES

Moved By:

Seconded By:

WHEREAS, the Water Rates are established by the Town Board for the Canandaigua Consolidated Water Districts and Extensions thereof, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Canandaigua acting on behalf of the Canandaigua Consolidated Water District hereby establishes the Water Rates both per 1,000 gallons and per 100 cubic feet per the Rate Schedule for 2015 (Attachment #5); and

BE IT FURTHER RESOLVED that all rates shall be on file with the Town Clerk's office.

RESOLUTION #2015-21: TEMPORARY ASSIGNMENT OF JUSTICES IN THE 7TH JUDICIAL DISTRICT

Moved By:

Seconded By:

WHEREAS, towns and villages within the Seventh Judicial District for more than twenty years have consented to the temporary assignment of its justices to other town/village courts within the Seventh Judicial District should the need arise; and

WHEREAS, said assignment procedures administered by the Unified Court Systems have been very successful in streamlining this process when necessary; and

WHEREAS, the Unified Court System Seventh Judicial District is again requesting the consent of the town/villages within this District to the temporary assignment of its justices to provide in other town/village courts within the District as the need arises during the year 2015; and

WHEREAS, both Town Justice Prull and Town Justice Jones support and encourage the town to consent to this assignment procedure; now, therefore, be it

RESOLVED that the Canandaigua Town Board does hereby consent to take part in the temporary assignment of its justices to other town/village courts within the Seventh Judicial District should the need arise; and further

RESOLVED, that the Town Clerk is hereby directed to forward a copy of this resolution to the Unified Court System Seventh Judicial District, Town Justice David Prull and Town Justice Walter Jones.

RESOLUTION #2015-22: 2014 FINANCIAL AUDIT

Moved By: **Seconded By:**

WHEREAS, Town Law 123 requires the undertaking of a financial audit by either the Town Board or a public accountant; and

THEREFORE BE IT RESOLVED, the Town Board authorizes the completion of a 2014 Financial Audit by a public accounting firm at a cost not to exceed \$20,000. (Town Law 123)

RESOLUTION #2015-23: DELEGATION OF POWERS TO THE SUPERVISOR

Moved By: **Seconded By:**

WHEREAS, the Town Supervisor shall be delegated the power and duties of administration and supervision for Town or Special Improvement District functions to be performed on behalf of the Town Board and,

THEREFORE, the purpose of this provision is to allow the Town to function between Town board meetings. By this delegation, however, a Town board may not abdicate to the Supervisor or surrender to him the board's basic statutory responsibilities.

RESOLUTION #2015-24: CONTRACT APPROVAL FOR ATTORNEY FOR THE TOWN

Moved By: **Seconded By:**

RESOLVED, the Canandaigua Town Board hereby approves the 2015 contract (Attachment #7) for Derek Brocklebank, Attorney for the Town; and

FUTHERMORE, the Canandaigua Town Board directs the Town Supervisor to take any and all necessary steps to execute the contract.

RESOLUTION #2015-25: APPROVAL OF PROPOSED ENGINEERING RATES

Moved By: **Seconded By:**

RESOLVED, the Canandaigua Town Board hereby approves the 2015 Engineering rates (Attachment #8) for the MRB Group.

RESOLUTION #2015-26: CONTRACT APPROVAL FOR FINANCIAL CONSULTING

Moved By: **Seconded By:**

RESOLVED, the Canandaigua Town Board hereby approves the bpd Municipal Finance Contract for certain financial consulting services (Attachment #9); and,

FUTHERMORE, the Canandaigua Town Board directs the Town Supervisor to take any and all necessary steps to execute the contract.

RESOLUTION #2015-27: CONTRACT APPROVAL FOR HUMAN RESOURCE CONSULTING

Moved By:

Seconded By:

RESOLVED, the Canandaigua Town Board hereby approves the HR Public Sector contract for human resource consulting services (Attachment #10); and,

FUTHERMORE, the Canandaigua Town Board directs the Town Supervisor to take any and all necessary steps to execute the contract.

RESOLUTION #2015-28: APPROVAL OF MEMORANDUM OF UNDERSTANDING

Moved By:

Seconded By:

RESOLVED, the Canandaigua Town Board hereby approves the Memorandum of Understanding with the City of Canandaigua for the purpose of planting along the Switchback Trail (Attachment #11); and,

FUTHERMORE, the Canandaigua Town Board directs the Town Supervisor to take any and all necessary steps to execute the Memorandum of Understanding.

TOWN SUPERVISOR APPOINTMENTS

Deputy Supervisor	Greg Westbrook
Bookkeeper to the Supervisor	Kristine Singer
Town Historian	Ray Henry

COMMITTEE APPOINTMENTS

Committee	Town Representative	Board	Citizen Representative	Employee Liaison
Strategic Planning	G. Westbrook		TBD	TBD
Public Works	T. Fennelly		A. Kraus	J. Fletcher
Technology	R. Brandt		TBD	C. Lyon
Safety, Security & Communications	K. Cutri		TBD	D. Joseph / D. Brewer
Personnel	P. Helming		TBD	M. Boyce / M. Smith
Citizens Implementation	P. Helming		Add G. Davis to existing	D. Finch

TOWN BOARD APPOINTMENTS

Records Management Administrator	Jean Chrisman
Registrar of Vital Statistics	Jean Chrisman
Public Health Officer	Deborah Burger

TOWN CLERK APPOINTMENTS

Deputy Town Clerk, FT	Barb Henry
Deputy Town Clerk, PT	Judy Miller
Deputy Registrar	Barb Henry

HIGHWAY SUPERINTENDENT APPOINTMENTS

Deputy Highway Superintendent	Pat Curran
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TOWN JUSTICE APPOINTMENT

Clerk to Town Justice

Cynthia Woolley

Privilege of the Floor

Motion to Adjourn

Attachment #2

CANANDAIGUA TOWN BOARD RULES OF PROCEDURE January 2015

1. The organizational meeting of the Canandaigua Town Board will be held during the month of January of each year, pursuant to the provisions of Town Law. The Town Board shall hold at least one (1) regular meeting each month of the calendar year, the date(s) and time(s) to be decided upon at the organizational meeting.
2. The Town Supervisor shall be the Chair of the Board. In the absence of the Supervisor, the Deputy Supervisor shall act as the Chair of the Board.
3. The majority of the Town Board (3 members) shall constitute a quorum.

COMMITTEES

4. The Supervisor may from time to time create Committees of the Town Board as deemed necessary to assist the Board in the transaction of its business. The Supervisor shall appoint one or more members of the Board to serve on such Committee on an annual basis for a one year term.
5. The Town Board may from time to time also create and abolish advisory, Special Committees and/or Commissions. Any resolution creating an advisory Special Committee or Commission shall specify the powers and duties of the Special Committee or Commission.

MEETINGS

6. At each meeting the order of business shall be:
 1. Call to order and Pledge of Allegiance
 2. Roll Call
 3. Circulation of written communications and correspondence
 4. Privilege of the Floor
 5. Presentations
 6. Public Hearings
 7. Priority Business
 8. Reports of Town Officials and Department Heads
 9. Reports of Committees, Boards and Commissions
 10. Privilege of the Floor
 11. Resolutions and Motions
 12. Approval of the Minutes
 13. Approval of Charge Back Billing
 14. Payment of Bills
 15. Other Business
 16. Privilege of the Floor
 17. Executive session as needed
 18. Adjournment
7. The Chair shall preserve order and decorum at all meetings of the Board.
8. Every Board member, previous to his/her speaking shall address himself or herself to the Chair. When two or more members of the Board address the Chair at once, the Chairperson shall name the Board member who is to speak first. No Board member shall speak more than once on any question, until every Board member choosing to speak shall have spoken.
9. A Board member called to order shall immediately come to order, except that he/she will be permitted to explain. If an appeal shall be taken from a decision of the Chair, the Board shall decide the case by majority vote without debate.

PERMISSION FOR THE PUBLIC TO SPEAK BEFORE THE TOWN BOARD

10. Anyone from the public shall have the right to address the Board during the Privilege of the Floor portion of any Town Board meeting. Upon request a member of the audience may address the Town Board on a matter of public concern. The time allotted for

addressing the Board shall be limited to three minutes unless the Supervisor has granted prior approval for additional time.

MOTIONS AND RESOLUTIONS

11. General deadline for preparation and submission of formal Resolutions to the Town Clerk for consideration and/or action by the Town Board is noon the Monday immediately preceding the Town Board meeting. The Town Board hereby acknowledges, in its sole discretion, may continue to consider and/or act upon any and all business that may properly come before the Town Board at any duly convened meeting of the Town Board by request of a waiver of the rule and the approval of a majority of the board.
12. No motion shall be stated, debated, or put, unless it is seconded. When a motion is seconded, the Chair, before debate, shall state it. Any motion shall be reduced to writing if the Chair or any Board member requires it.
13. After a motion is stated, it shall be before the Board, any such motion may be withdrawn by the Councilperson offering the motion at any time prior to decision or amendment.
14. If any question in debate contains several distinct propositions, any Board member may have the same divided.
15. When a question is under debate, no motion may be received, except a motion to amend the question, to put the question, to postpone it indefinitely, to adjourn it to a specific day, to lay it on the table, to commit it to a committee, or a motion to adjourn the Board.
16. Votes, when recorded: The name of the Board member offering a motion or resolution, and the name of the Board members seconding the motion or resolution shall be entered into the minutes. The ayes and nays and abstentions upon any question shall be taken and entered in the minutes. Any such motion must be made by a Board member, be duly seconded and then be approved by an affirmative vote of a majority of the board.
17. No standing rule of order shall be rescinded, suspended or changed, or any additional rule of order be adopted thereto, except by unanimous vote of the members present and voting at a regular or special meeting.
18. Every Resolution and Local Law, as amended before the Board, shall be laid over until the next regular session of the Board if so demanded by any member of the Board. No further action may be taken on the Resolution or Local Law or its amendments, but limited discussion may occur at the discretion of the Supervisor. No member shall be required to tell his/her reason for the lay-over of the Resolution or Local Law. Any action on a laid-over Resolution or Local Law must take place at the next scheduled meeting. No Resolution or Local Law may be laid over a second time.
19. All questions of order not addressed specifically by these Rules of Procedure shall be decided by legal counsel for the Town based on the provisions of Robert's Rules of Order and applicable law.
20. A motion to adjourn, duly seconded, shall always be in order and shall be decided without debate by an affirmative vote of a majority of the Board.

AGENDA

21. The Supervisor will set the agenda. The Town Clerk will post the agenda on the official bulletin board. The Town Clerk or designee will post the agenda and resolutions on the website by 2:00 p.m. the Wednesday prior to a Town Board meeting.

MEETING PACKET

23. The Town Clerk and/or the Supervisor will gather all information relevant to the Town Board meeting, including the agenda, and place it in the Town Board folders by 2:00 p.m. the Wednesday prior to a meeting. Also, on the Wednesday prior to a meeting the agenda and supporting documents will be e-mailed to Board members and posted on the Town's website.

Town of Canandaigua Procurement Policy

The following resolution was offered by Councilperson Brandt, seconded by Councilperson Fennelly and unanimously adopted at the Town Board Meeting on June 28, 2010.

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, S103 or any other law; and

WHEREAS, comments have been solicited from those officers of the town involved with procurement;

NOW, THEREFORE BE IT RESOLVED:

That the Town of Canandaigua does hereby adopt the following procurement policies and procedures:

1. Every prospective, purchase of goods or services shall be evaluated to determine the applicability of GML, S103. Supervisor, Highway Superintendent, Town Clerk, Director of Development, Assessor, Director of Parks and Recreation, Parks Maintenance Supervisor, or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and part history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

2. All purchases of a) supplies or equipment which will exceed \$10,000 in the fiscal year or b) public works contracts over \$35,000 shall be formally bid pursuant to GML, S103.

3. All estimated *purchases of Goods*:

- Less than \$10,000 but greater than \$3,000 require a written request for a quote (RFQ) and written/fax quotes from 3 vendors.
- Less than \$3,000 but greater than \$1,000 require an oral request for the goods and oral/fax quotes from 2 vendors.
- Less than \$1,000 {but greater than \$250} are left to discretion of the Purchaser.

All estimated Public Works Contracts:

- Less than \$35,000 but greater than \$10,000 require a written RFQ and fax/proposals from 3 contractors.
- Less than \$10,000 but greater than \$3,000 require a written RFQ and fax/proposals from 2 contractors.
- Less than \$3,000 {but greater than \$500} are left to the discretion of the Purchaser.

Any written RFQ (Request for a Quote) shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

Any information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

The lowest responsive/responsible quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quoted be a bar to the procurement.

- 4) In the case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of the Town of Canandaigua require immediate action which cannot await the obtaining of quotes, or in the case when the Town Board determines that an emergency exists relative to an unsafe building in accordance with Chapter 65, Unsafe Buildings, of the Code of the Town of Canandaigua, contracts for public work or the purchase of supplies, material or equipment may be let by either the appropriate officer or by the Town Board of the Town of Canandaigua notwithstanding the purchasing methods set forth above.

Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a) Acquisition of professional services;
- b) Emergencies;
- c) Sole Source situations;
- d) Goods purchased from agencies for the blind or severely handicapped;
- e) Goods purchased from correctional facilities;
- f) Goods purchased from another governmental agency;
- g) Goods purchased at auction;
- h) Goods purchased for less than \$250.00;
- i) Public works contracts for less than \$500.00

This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

Attachment #4 East Bloomfield – Holcomb Fire Contract

TOWN OF CANANDAIGUA

2015 FEE SCHEDULE

No permit or certificate shall be issued, no approval shall be granted, no application shall be considered complete, no park reservation shall be confirmed, and no public hearing shall be scheduled or held until the fees, as established by the Town Board, have been paid in full.

Parks and Recreation		
<ul style="list-style-type: none"> • All cabins will be rented weekly when reservations are made prior to Memorial Day. • There is a two night minimum for all cabin rentals. • All rentals <u>MUST</u> be paid within 1 week of the time of the request. • To qualify for Town resident rates, the rental <u>MUST</u> be rented by the Town resident and the Town resident <u>MUST</u> be the primary user. • Only cancellations made <u>2 weeks</u> prior to arrival date will be eligible for refund. • All cabin rentals include a \$50 non-refundable charge. 		
Onaanda Park Cabins : Weekly - Rentals	Town Resident	Non-Resident
Saturday 3 pm to Saturday 10 am (2 weeks max)		
Upland Cabins: Litahni, Oawensa, Chowat, Gowana, Chule, Kiniks, Adsila	\$150.00	\$260.00
Lakeside Cabins: Anekule (7), Tilipe (5), Haeho (14), Wapoos (11), Wequash (13) and Little House (2)	\$175.00	\$335.00
Abode (3)	\$200.00	\$385.00
Hayowentha (12)	\$400.00	\$635.00
Onanda Park Cabins: Daily Rentals		
Upland Cabins: Litahni, Oawensa, Chowat, Gowana, Chule, Kiniks, Adsila	\$30.00	\$65.00
Lakeside Cabins: Anekule (7), Tilipe (5), Haeho (14), Wapoos (11), Wequash (13) and Little House (2)	\$45.00	\$75.00
Abode (3)	\$50.00	\$90.00
Hayowentha (12)	\$75.00	\$140.00

OFF SEASON RATES		
<u>April 1 – May 21 ; September 8 – October 31</u>		
<u>Onanda Park Cabins: Weekly Rates Only</u>		
Lakeside Cabins: Anekule (7), Tilipe (5), Haeho (14), Wapoos (11), Wequash (13) and Little House (2)	\$125.00	\$285.00
Abode (3)	\$150.00	\$335.00
Hayowentha (12)	\$350.00	\$585.00
	Town Resident	Non-Resident
Onanda Park Visitor Fees: Season Passes	\$35.00	\$65.00
Weekday per Vehicle	\$5.00	\$5.00
Weekends and Holidays per Vehicle	\$7.00	\$7.00
Daily Walk-In per Person	\$1.00	\$1.00
Gorham Lodge		
Rental from 1 pm to 10 am (1 day & 1 night)	\$400.00	\$400.00
Rental from 9 am to 9 pm (1 day)	\$300.00	\$300.00
Rental from 9am to 2 pm (1/2 day)	150.00	150.00
Rental from 3 pm to 9 pm (1/2 day)	\$150.00	\$150.00
Crouch Hall @ Onanda Park		
Rental from 9 am to 9 pm (1 day)	\$200.00	\$200.00
King Hall @ Onanda Park		
Rental from 9 am to 9 pm (1 day)	\$175.00	\$175.00

Pavilions @ Onanda Park	Rotary	\$85.00	\$85.00
	Holden	\$60.00	\$60.00
	Upland Pavilions (3)	\$50.00	\$50.00
West Lake Road Schoolhouse			
	Monday - Friday	\$35.00	\$35.00
	Saturday or Sunday	\$60.00	\$60.00
Outhouse Hall			
	Full Day	\$150.00	\$150.00
	Half Day	\$75.00	\$75.00
Outhouse Park Pavilion			
	Rental from 9 am to 9 pm (1 day)	\$45.00	\$45.00

Town Board	
Petition to Amend Zoning Map – Mixed Use Overlay Districts	\$50.00
Formal Rezoning Process	\$ 500.00

Development Office - Application Review:	
Zoning Board of Appeals	
Area Variance, Use Variance, Interpretation	\$100.00
Planning Board	
Special Use Permit (New / Renewal)	\$100.00
Sketch Plan	\$100.00

Site Plan for a single family residential lot	\$100.00
All other site plans	\$250.00 for each preliminary and final application
Additional charges - site plan for a Multiple Residential or Manufactured Home Park Development	An additional \$10.00 per dwelling unit
Lot Line Adjustments for each lot created	\$100 per lot
Major Subdivision (over 5 lots):	\$1,000.00 plus \$100/lot for each preliminary and final application
Minor Subdivision (under 5 lots):	\$250.00 plus \$50/lot for each preliminary and final application

Building Permits: Categories are as defined by the occupancy classifications described in the NYS Uniform Fire Prevention & Building Code.¹

- "Structural Alteration" includes windows, doors, load bearing modifications, etc.
- "Mechanical Improvements" include HVAC, electrical, heating, roofs, etc.

Residential: Construction, expansion or structural alteration of a of 1 or 2 Family Dwelling(s) and Manufactured Homes, including accessory structures	\$50.00 plus \$.20/ft ² (Minimum \$100)
Mechanical improvements and all other building permits for residential occupancy	\$50
Industrial occupancy: new construction, expansion or structural alterations	\$500 plus \$.30/ft ²
Mechanical improvements and all other building permits for industrial occupancy	\$500
Commercial, Institutional, Multiple Family and all other occupancies: new construction, expansion or structural alterations	\$200 plus \$.30/ft ²
Mechanical improvements and all other building permits for Commercial, Institutional, Multiple Family and all other occupancy classifications	\$200

Other Permits & Fees	
Issuance of Special Use Permit, , Site Development, Operating Permit, Minor Home Occupation , Septic System (outside the Canandaigua Lake watershed),	\$50.00
Ground Sign Permit, Building Sign Permit, Major Home Occupation, Soil Erosion & Sedimentation ² , MS4 acceptance certificate	\$150.00
POOL: above ground pool building permit	\$100.00
POOL: in ground pool building permit	\$ 150.00
POOL: inspection/re-inspection fee for each inspection	\$ 50.00
Fire Safety Re-Inspection	\$100.00
Certificate of Occupancy, Certificate of Compliance, Certificate of Pre-Existing Non-Conforming, Certificate of Non-conformity,	\$50.00
Open Building Permit Extension Fee, Release of Stop Work Order,	\$100.00
Park and Recreation Fee (Per Dwelling Unit)	\$1,000.00
Consultant Fees	See Town Code Chapter 111

¹ Floor or ground area shall be based on the outside dimensions; living area to include breezeway, mud-room, enclosed porch, attached garage, attic, and living area in basement. This calculation shall apply to both new and/or renovated space.

² See Zoning and/or Code Enforcement Officer for Permit Requirements

History:

Adopted by the Town Board of the Town of Canandaigua 6/6/77.

Amended in its entirety by resolution on 11/7/83, 6/11/90, and 05/08/95 except for those fees listed separately under local law

Further amended 4/3/07, 12/18/07, 3/3/09, 4/21/09; 12/15/10; 1/3/2011 2/13/12, 1/28/13, 1/6/14, and 4/28/14.

Administrative Fees	
Dog Licenses – 4 months or older	\$22
Spayed or Neutered	\$14
Birth Certificates	\$10
Copies (up to 11 x 17)	\$0.25
Map Copies	Per Ontario County Rates
Duplication of Meeting Recordings	\$1/Tape
Documents Sold in Disc Format	\$1.25/Disc
Death Certificates	\$10
Genealogy (1 search)	\$11
(2 or more searches)	\$22
Marriage Licenses	\$40
Returned Check Fee	\$20
Canandaigua Consolidated Water District Late Water Bill fees	10%

Attachment #11 – Memorandum of Understanding with the City of Canandaigua
Memorandum of Understanding Between the
City of Canandaigua and the Town of Canandaigua

WHEREAS, the City and Town of Canandaigua have a long history of cooperative relations, including sharing resources and personnel; and

WHEREAS, the recent construction of the Switchback Trail resulted in the loss of trees and other plant life; and

WHEREAS, both the City and Town of Canandaigua desire to work together to mitigate this loss of trees and other plant life; and

WHEREAS, both the City and Town desire to set forth the terms of this cooperative endeavor in the form of a Memorandum of Understanding.

NOW, THEREFORE, the City and Town of Canandaigua hereby agree as follows:

Scope of Work

- a. Purchase of Trees. The Town of Canandaigua shall order 50 deer resistant evergreen trees (Norway, Blue or White Spruce), each five to six feet in height for installation in 2015. The selected trees shall be acceptable to the City Public Works Director and Town Highway Superintendent.
- b. Cost sharing. The total estimated cost of the trees and incidentals is \$5,000, with said costs to be shared equally by the Town and City. Upon delivery of the trees, the Town of Canandaigua and the City of Canandaigua shall be equally invoiced.
- c. Delivery and Storage of the Trees. The trees shall be delivered and stored at a location agreed to by the City Public Works Director and the Town Highway Superintendent, if no agreement can be reached before the trees are ordered then the Town shall accept delivery and store the trees.
- d. Installation of Trees. The City Public Works Director and Town Highway Superintendent shall determine the date and time of installations in 2015, and the number of workers needed on each installation date, and shall provide half of that number of workers. The location of each tree to be planted shall be determined by the approved planting plan; however, exact locations may be adjusted depending on field conditions. Trees shall be outfitted with gator bags upon planting and filled with water.
- e. Willow Planting. Willow stakes and waddles will be planted by Town and City forces. Planting locations for the willows shall be determined by the approved planting plan, but may be adjusted depending on field conditions.
- f. Maintenance. Maintenance shall be limited to watering the trees during the first growing season. The City Public Works Director and Town Highway Superintendent shall develop a mutually acceptable watering schedule, which provides at a minimum that each municipality will be responsible for watering duties at least half of the time.
- g. Project Budget. The project budget is below.

	<u>TOTAL</u>	<u>Town</u>	<u>City</u>
Trees/Incidentals	\$5,000	\$2,500	\$2,500

IN WITNESS WHEREOF, the parties hereto have executed this memorandum of understanding the _____ day of _____, 2014.

City of Canandaigua

Town of Canandaigua