

**Canandaigua Town Board
Meeting Agenda
February 9, 2015
6:00pm**

1. Call To Order and Pledge of Allegiance
 - Pledge led by Terry Fennelly, Town Board Member
2. Roll Call
 - Town Clerk Confirmation meeting was properly advertised
3. Circulation of Written Communications and Correspondence
 - Newsletter, Cornell University Cooperative Extension Ontario County, February 2015,
The Inside Dirt
 - Letter, January, 27, 2015, Town of Canandaigua, Pam Helming, Supervisor, Response to NYSDOH, Sheryl C. Robbins, Public Engineer 2, Community Water Supply, Notification of Monitoring & Reporting Violation
 - Letter, January 23, 2015, NYS Department of Health, Hyland Hartsbough, P.E., Approval Public Water Supply–Old Brookside Section 6
 - Letter, January 21, 2015, Cornell University, Cooperative Extension, Ontario County, Amy Morrissey, Program Assistant, Parenting Skills Workshop Series
 - Letter, Time Warner Cable, Chris Mueller, Director Local Franchising, Planned Service Changes
 - Letter, Cornell University, Cooperative Extension, Ontario County, Timothy S. Davis, Interim Executive Director, 4-H Camp Bristol Hills, 90th Season
 - Petition, January 13, 2015, State of New York Public Service Commission, Order Granting In Part Petition To Modify Electric Safety Standards
 - Letter, NYS Division of Homeland Security and Emergency Services, Susan A. Picarillo, Deputy Director for Recovery and Mitigation, January 12, 2015, FEMA Payment
 - Newsletter, NYS Legislative Commission on Rural Resources, Winter 2014-2015 Issue
4. Privilege of the Floor
5. Presentations
 - ❖ Chief Mark Marentette, City of Canandaigua, Annual Fire Report, Attachment #1, ~15 minutes
 - ❖ Steve Lewandowski, Consultant for Canandaigua Lake Watershed Association, Old Brookside Open Space Proposal to Combat Invasive Species, ~10 minutes
6. Public Hearings

Reminder: the Town Board has scheduled a 2.23.15 Public Hearing for the purpose of receiving feedback on the proposed Town Code Changes. Proposed Code Changes are available on the Town's website or from the Town Clerk's Office.
7. Priority Business
 - Public Works Committee Presentation & Recommendations for Town Campus Study Attachment #2

8. Reports of Town Officials and Department Heads
 - A. Director of Parks & Recreation – Attachment #3
 - B. Highway Superintendent – Attachment #4
 - C. Water Superintendent – Attachment #4
 - D. Assessor – Attachment #5
 - E. Development Director – Attachment #6
 - F. Historian – Attachment #7
 - G. Town Clerk – Attachment #8
 - H. Supervisor

9. Reports of Committees, Boards, and Commissions
 - A. Planning Board
 - B. Zoning Board of Appeals
 - C. Environmental Conservation Board
 - D. Public Works Committee
 - E. Technology Committee
 - F. Safety/Security Committee
 - G. Strategic Planning Committee
 - H. Citizens Implementation Committee
 - I. Personnel Committee

10. Privilege of the Floor

11. 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;

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

Tabled to the February 23, 2015 Town Board meeting.

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 – 47: ACCEPTANCE OF A CONSERVATION EASEMENT, LAKEWOOD MEADOWS, SECTION 6

WHEREAS, the Town of Canandaigua's Planning Board required as a condition of approval for Lakewood Meadows section nine, the recording of a conservation easement that should have previously been filed pertaining to an earlier section number six; and

WHEREAS, the property owner (S&J Morrell, Inc.) has agreed to give to the Town of Canandaigua a conservation easement on Tax Map # 112.04-1-2.988, 5.801 acres just to the east of Acorn Hill Drive; and

WHEREAS, the property owner did provide a signed document at the Town of Canandaigua Planning Board meeting on January 27, 2015 granting a conservation easement on the above described property; and

NOW THEREFORE BE IT RESOLVED, the town board of the Town of Canandaigua hereby accepts the Conservation Easement as described above and further described in Attachment 9 and directs the Town Clerk to take any and all necessary steps to ensure this Conservation Easement is properly executed and officially recorded.

RESOLUTION # 2015 – 48: ASSESSOR AIDE PROPOSED PAY RATE INCREASE

WHEREAS, the Town Assessor is recommending a pay adjustment based upon job experience, longevity with the Town, and comparable Ontario County pay rates for the current Assessor's Aide; and

WHEREAS, the Town Assessor is proposing an hourly rate increase from \$15.05 to \$16.05; and

WHEREAS, if the proposed pay rate is approved, the Assessor and the Budget Officer have identified items within the Assessor's budget lines that can be reduced or eliminated in order to cover the cost of the proposed pay increase; and

THEREFORE BE IT RESOLVED, that the Town Board hereby approves the hourly pay rate increase from \$15.05 to \$16.05 for Marlene Murnan, Assessor's Aide.

RESOLUTION # 2015 – 49: CANANDAIGUA LAKE WATERSHED ASSOCIATION PROPOSAL TO COMBAT INVASIVE SPECIES IN THE OLD BROOKSIDE OPEN SPACE AREA

WHEREAS, the Canandaigua Lake Watershed Association is requesting Town Board approval to conduct a test program designed to combat invasive species within a 4.45 acre designated area of the Town owned Old Brookside Open Space area; and

WHEREAS, if approved the Canandaigua Lake Watershed Association will cover all costs associated with the demonstration project up to \$5000; and

WHEREAS, the Town previously held a public informational meeting open to all interested citizens and mailed project information to nearby residents living within the Town and City; and

THEREFORE BE IT RESOLVED, that the Town Board hereby approves the proposed Canandaigua Lake Watershed Association plan to combat invasive species contingent upon the execution of a mutually acceptable Memorandum of Understanding between the Town and the Canandaigua Lake Watershed Association.

RESOLUTION # 2015 – 50: PROPOSED 2015 AGREEMENT BETWEEN THE TOWN OF CANANDAIGUA AND THE ONTARIO COUNTY HISTORICAL SOCIETY

WHEREAS, the Ontario County Historical Society (OCHS) and the Town of Canandaigua have a long standing agreement that includes OCHS providing certain services and programs in exchange for an annual payment of \$8,500 from the Town; and

WHEREAS, the services and programs are outlined in Attachment 10; and

WHEREAS, the proposed \$8500.00 request for payment was presented to the Town Board and the public during the 2015 Budget Workshops and Public Hearing; and

THEREFORE BE IT RESOLVED, that the Town Board hereby approves the proposed agreement and directs the Supervisor to take any and all necessary steps to execute said agreement and to authorize the payment of the \$8500.00 to the Ontario County Historical Society. This payment shall be made from line A.7450.410 of the budget.

RESOLUTION #2015- 51: ADMINISTRATIVE REQUEST TO TRANSFER FUNDS

WHEREAS, in order to provide more efficient Human Resource services and to better utilize the skills and experience of the Micro Computer Operator (MCO), the MCO was recently transferred from the Development Office to the Human Resource Office; and

WHEREAS, the Budget Officer is requesting Town Board approval to transfer the funding for this position from budget line A.8010.131 to A.14301.100; and

THEREFORE BE IT RESOLVED, the Town Board hereby authorizes the Budget Officer to move the funds currently budgeted for line A.8010.131 to A.14301.100.

12. Approval of the following Minutes:
January 20, 2015 Meeting Minutes
13. Approval of Charge Back Billing – N/A
14. 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)
15. Privilege of the Floor
16. Other Business
17. Privilege of the Floor
18. Executive Session, as requested
19. Adjournment