

Canandaigua Town Board

Meeting Agenda

April 6, 2015

5:00pm

1. Call To Order and Pledge of Allegiance
 - Pledge led by Keith Cutri, Town Board Member
2. Roll Call
 - Town Clerk Confirmation meeting was properly advertised
3. Privilege of the Floor
4. Resolutions

RESOLUTION # 2015 – 93: BUDGET TRANSFER REQUEST TO FUND THE PART-TIME PLANNING AIDE POSITION

WHEREAS, the Town Board of the Town of Canandaigua has received a request from the Director of Development to fund the part-time position of Planning Aide (Attachment 1); and

WHEREAS, funds currently exist in the budget of the development office in order to fund the vacant position of part-time planning aide; and

WHEREAS, the Director of Development is recommending the transfer of \$ 9,198.00 from the 2015 Town of Canandaigua approved budget line identified as the position of Zoning Officer (A.8010.141) transferring to the budget line being created to be identified as the position of Zoning Planning Aide (A.8010.143); and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby approves of the budget transfer of \$ 9,198.00 from A.8010.141 to A.8010.143.

RESOLUTION # 2015 – 94: APPOINTMENT OF SARAH REYNOLDS TO THE POSITION OF PART-TIME PLANNING AIDE

WHEREAS, the Town Board of the Town of Canandaigua has received a request from the Director of Development to appoint Sarah Reynolds to the position of part-time Planning Aide; and

WHEREAS, the acceptance of applications for the position of part-time Planning Aide were published in an open, transparent process on the Town of Canandaigua website, published by mail chimp, and published in the Daily Messenger; and

WHEREAS, applications received for the position of part-time Planning Aide were given every consideration; and

WHEREAS, applications received were reviewed by the Ontario County Human Resources Department for approval to meet the minimum qualifications advertised by the job description under civil service; and

WHEREAS, the Ontario County Human Resources Department has found Sarah Reynolds meets such qualifications as required; and

WHEREAS, the Director of Development has conducted interviews, made reference checks, and is now recommending the appointment of Sarah Reynolds to the position of part-time Planning Aide at a rate of \$12 per hour up to 20 hours per week; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua appoints Sarah Reynolds to the position of part-time Planning Aide at a rate of \$12 per hour up to 20 hours per week.

- 5. Privilege of the Floor
- 6. Adjournment

Attachment 1 – Budget Transfer Request

REQUEST FOR BUDGET TRANSFER

Date: 3/26/2015

Department: DEVELOPMENT ZONING

Requested By: DOUG FINCH, DOD

Please provide a detailed explanation outlining the reason for this request:

FUND PLANNING AIDE POSITION (A: 8010.143)

Example: General/Expense	Town Board Elected	A.1010.110	\$100.00	A.1110.400	\$100.00
Zoning Personnel	Planning Aide Position	A.8010.141	\$9,198.-	A.8010.143	\$9,198.-

Approved By:

_____ Bookkeeper: Date & Signature: _____

✓ Budget Officer: Date & Signature: Patricia Kelly 3.31.2015

_____ Town Board: Date & Resolution #: _____

12 HR up to 20 HRS WK (6 MONTHS) April - Sept. 6,048 -

12.5 HR (possible) up to 20 HRS WK (3 MONTHS) Oct - Dec 3,150 -

= 9,198.-