

Canandaigua Town Board

Meeting Agenda

May 18, 2015

6:00pm

1. Call To Order and Pledge of Allegiance
 - Pledge led by Terry Fennelly, Town Councilman
2. Roll Call
 - Town Clerk Confirmation meeting was properly advertised
3. Circulation of Written Communications and Correspondence
 - Flyer, Southern Tier West Annual Local Government Conference
 - Newsletter, March 2015 Army Strong Community Center
 - Letter, Time Warner Cable, Chris Mueller, Director Local Franchising, Programming Updates, March 18, 2015
 - Newsletter, April 2015 Chamber Connection
 - Newsletter, April 2015 Army Strong Community Center
 - Flyer, Powered Industrial Truck Training, Ontario County Employee Safety Program
 - Newspaper Article, The Depression Years by Ray Henry
 - Flyer, Spring 2015 Regional Local Government Workshop
 - Report, NYS DOT CHIPS 2015-26 Enacted Budget
 - Letter, State Assembly of NY, reply from Brian Kolb re Resolution 2015-37 / tax cap
 - Copy of the 2015 Association of Towns membership certification certificate
 - Letter, Time Warner Cable, Chris Mueller, Director Local Franchising, Programming Updates April 1, 2015
 - Flyer, Lakeview Health Services 23rd Annual Lakeview Golf Classic, August 25, 2015
 - Newsletter, The Inside Dirt, April 2015
 - Newsletter, NYS Local Retirement System Employee Forum, Spring 2015
 - Letter, Time Warner Cable, Chris Mueller, Director Local Franchising, Programming Updates, May 6, 2015
 - Letter, US Salt, LLC, proposed propane storage facility, May 12, 2015
 - Notification, NYS DCJS, sex offender details, May 7, 2015
 - Annual Report, Anita Pietropaolo, Director of Development, UR Medicine/Thompson Health, Annual Report on Giving 2014
 - Report, NYS Dept of Health, Christopher Sicora, Inspection Summary Report for Onanda Park, May 12, 2015
4. Privilege of the Floor
5. Presentations
 - Erik Bond, Sr., CEO, Bond Financial Network, Annual Review & Proposal for Employee Healthcare Coverage (Medical only) ~ 15 minutes
 - Gillian Conde, Vice President, DePaul Communities, request for Payment in Lieu of Taxes (PILOT) ~ 15 minutes
 - **Cheshire Discussion *Scheduled to begin at 7:30 pm***
Robert Corcimiglia, P.E., NYS DOT, Cheshire Sidewalk Update
Town of Canandaigua – Cheshire Survey Results
6. Public Hearings
 - None scheduled
7. Priority Business
 - Strategic Planning Session
8. Reports of Town Officials and Department Heads – Attachment 1
 - A. Director of Parks & Recreation
 - B. Highway Superintendent

- C. Water Superintendent
- D. Assessor
- E. Development Director
- F. Historian
- G. Town Clerk
- H. Supervisor
- 1. Monthly Financial Report for March 2015
 - a. Revenue & Expense Report
 - b. EFPR Solutions Executive Summary
 - c. Bank Reconciliation Report
 - d. Overtime Report

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 2015-31: RECOMMENDATION FOR THE PURCHASE OF WASTE & RECYCLING EQUIPMENT

Tabled to the May 18, 2015 Town Board meeting.

WHEREAS, Senator Nozzolio on behalf of the Town of Canandaigua secured \$50,000 in funding from the Dormitory Authority of State of New York (DASNY); and

WHEREAS, the intent of this funding is to provide a means for the Town to upgrade certain Transfer Station operations and equipment; and

WHEREAS, the Public Works Committee was charged with determining the best use of these funds and is now recommending the Town Board authorize the following improvements and expenditures:

- A 14 x 20 building that meets the NYS Department of Environmental Conservation requirements for used electronics storage; estimated cost \$9,800.00; and a
- 250- gallon waste oil tank that meets the NYS Department of Environmental Conservation Petroleum Bulk Storage requirements; estimated cost \$2,500.00; and a
- Waste Trash Compactor; estimated cost \$26,700.00; and a
- 40-yard storage container; estimated cost \$8,300.00; and,

WHEREAS, the DASNY grant requires the Town to pay for these purchases up front and seek subsequent reimbursement therefore the Public Works Committee is recommending a temporary loan from Line _____ of the 2015 Adopted Budget to purchase this equipment; and

NOW THEREFORE BE IT RESOLVED, that the Canandaigua Town Board hereby authorizes the Highway Superintendent to make the purchases described above in accordance with the Town of Canandaigua Procurement Policy at a cost not to exceed \$ 47,300.00; and

BE IT FURTHER RESOLVED, 1. the Canandaigua Town Board hereby approves a temporary loan from Line _____ of the 2015 Adopted Budget for the purchase of this equipment with the understanding this line may not be overdrawn at any time; and 2. the Canandaigua Town Board hereby directs the Town Clerk to forward copies of this resolution to the Town Bookkeeper and EFPR Solutions.

RESOLUTION # 2015 – 77: SOIL EROSION CONTROL AND LANDSCAPE SURETY OLD BROOKSIDE, SECTION 6 (BUFFALO STREET EXTENSION)

WHEREAS, the Town of Canandaigua Planning Board has granted final subdivision approval for the project known as Old Brookside, Section 6 to be constructed along Buffalo Street Extension; and

WHEREAS, the Town of Canandaigua Planning Board has determined that a landscaping surety and a soil erosion control surety are to be provided and accepted by the Town Board prior to the issuance of building permits; and

WHEREAS, the project engineer (BME) has provided a soil erosion control and landscaping estimate in the amount of \$ 452,237.18 (Attachment 2); and

WHEREAS, the town engineer (MRB Group) has reviewed the proposed estimates and found them to be satisfactory to meet the conditions of approval and the work to be completed (Attachment 2) pending Town Board approval of the trail to be constructed; and

WHEREAS, the developer has submitted a letter of credit in the amount of \$ 452,237.18, which has been reviewed and approved by the Town Attorney (Attachment 2)); and

WHEREAS, the amount referenced includes surety for construction of a trail on town owned property on the west side of the Old Brookside subdivision; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby approve and accept a soil erosion control and landscaping surety in the form of a letter of credit in the amount of \$ 452,237.18 pertaining to the construction of Old Brookside Section 6 to be developed off Buffalo Street Extension.

New Resolutions:

RESOLUTION # 2015 – 116: REQUEST FOR PARTIAL EXEMPTION FROM REAL PROPERTY TAXES

WHEREAS, DePaul Trolley Station Housing Development Fund Company, Inc., a New York Not-for-Profit Corporation formed pursuant to Article XI of the Private Housing Finance Law, (“DePaul”), is developing a low income housing project to be located off County Road #28 on Ontario County Tax Map #70.11-1-31.000, (“Project”), and

WHEREAS, DePaul has requested an exemption from real property taxes, other than assessments for local improvement districts, pursuant to Section 577 of the Private Housing Finance Law, and

WHEREAS, DePaul has offered to enter into a Payment in Lieu of Taxes agreement, (“PILOT”), with the Town of Canandaigua (Attachment 3), and

WHEREAS, the County of Ontario and the Canandaigua City School District have participated in the review of the proposed exemption and PILOT agreement and do not have any objections, and

WHEREAS, the Town Board deems it proper to grant the Project exemption from real property taxes, other than assessments for local improvement districts, and deems it proper to enter into a PILOT Agreement for the Project,

NOW, THEREFORE, BE IT RESOLVED that:

1. The Town of Canandaigua hereby grants an exemption from real property taxes for the low income housing project to be located off County Road #28 on Ontario County Tax Map #70.11-1-31.000 to be developed and owned by DePaul Trolley Station Housing Development Fund Company, Inc.

2. The Town of Canandaigua hereby approves the Payment in Lieu of Taxes agreement with DePaul Trolley Station Housing Development Fund Company, Inc., a copy of which is attached hereto.

RESOLUTION # 2015 - 117: APPOINTMENT TO THE ENVIRONMENTAL CONSERVATION BOARD

WHEREAS, the Board of the Town of Canandaigua has received notice that Rocco Venezia has resigned his position with the Town of Canandaigua's Environmental Conservation Board; and

WHEREAS, the Town Board of the Town of Canandaigua would like to thank Rocco for his service to the Town of Canandaigua; and

WHEREAS, the Town Board wishes to fill the vacancy created on the Environmental Conservation Board; and

WHEREAS, the Town Board has advertised the vacancy that currently exists on the Environmental Conservation Board; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua appoint _____ to the unexpired term that is currently vacant on the Town of Canandaigua's Environmental Conservation Board.

RESOLUTION # 2015 - 118: APPROVAL AND ACCEPTANCE OF STORMWATER MAINTENANCE AGREEMENT TROLLEY STATION APARTMENTS

WHEREAS, the Town of Canandaigua Planning Board has granted one stage site plan approval for a 48 unit apartment complex to be constructed at 2464 County Road 28; and

WHEREAS, as part of the approval process a storm water maintenance agreement (Attachment 4) has been provided between the Town of Canandaigua, and DePaul Trolley Station Housing Development Fund Company, Inc. to provide for the long term maintenance and continuation of permanent storm water control measures; and

WHEREAS, the Facility Owner shall be responsible for all expenses related to maintenance; and

WHEREAS, the Town Attorney has reviewed of the language and offered his approval; and

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

does approve of the Storm Water Control Facility agreement between the Town of Canandaigua and DePaul Trolley Station Housing Development Fund Company, Inc.

RESOLUTION # 2015 - 119: APPROVAL AND ENTRANCE OF TOWN OF CANANDAIGUA CODE ENFORCEMENT OFFICERS INTO THE CEDAR PROGRAM

WHEREAS, the Town of Canandaigua would like to demonstrate participation in sharing municipal resources when and where appropriate; and

WHEREAS, such opportunity exists for Town of Canandaigua Code Enforcement to participate in the New York State Code Enforcement Disaster Assistance Response (CEDAR) program; and

WHEREAS, the CEDAR program provides volunteer code enforcement officials the ability to conduct rapid evaluations on buildings that have been damaged as a result of a disaster; and

WHEREAS, the program is available to all communities within New York State; and

WHEREAS, the CEDAR volunteers are provided with workman's compensation and indemnified by New York State while deployed; and

WHEREAS, Code Enforcement Officers from the Town of Canandaigua would like to participate in the program; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua approve and authorize the Town Supervisor to sign the employer release form allowing Town of Canandaigua Code Enforcement to participate in the CEDAR program.

RESOLUTION # 2015 - 120: SETTING A PUBLIC HEARING TO IDENTIFY AN AREA OF THE TOWN TO BE KNOWN AS A GREENWAY

WHEREAS, the Town of Canandaigua is experiencing an increase in development pressure on many natural resources in the northern portion of the Town of Canandaigua; and

WHEREAS, the Town of Canandaigua Planning Board is proposing a plan to help identify areas of wetlands, floodplains, agricultural and farming activity, statewide importance and prime soils, and wildlife corridors; through a plan to be known as the Padelford Brook Greenway (Attachment 5) ; and

WHEREAS, the Town of Canandaigua Planning Board held a public informational session on a proposed greenway on May 12, 2015; and

WHEREAS, at their meeting on May 12, 2015 the Town of Canandaigua Planning Board voted to strongly recommend to the Canandaigua Town Board the approval of the Padelford Brook Greenway; and

WHEREAS, the Town of Canandaigua Environmental Conservation Board is expected to review the Planning Board's recommendation at their meeting on June 4, 2015; and

WHEREAS, the Town Board of the Town of Canandaigua would like to give interested residents the ability to share comments on the proposal; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua does hereby establish a public hearing to be held at their next regularly scheduled June 15, 2015 at 6:00pm at the Canandaigua Town Hall.

RESOLUTION 2015 - 121: REQUEST TO BID ON A NEW COPIER

WHEREAS, the existing copier was purchased in 2008, is utilized by all departments, is experiencing multiple service calls, and has a count of 775,501 copies/prints; and

WHEREAS, it is the desire of the Town Board to have this copier replaced with a new color copier/scanner in order to maintain an efficient and effective working environment for the Town Staff and the delivery of quality product to our constituents and customers; and

WHEREAS, the Town Board previously approved Town Budget, Line A.1680.200 which includes \$7000.00 for the purchase of new equipment; and

NOW THEREFORE BE IT RESOLVED, the Town Board hereby approves of the Town Clerk preparing a Request for Quote for the purpose of soliciting bids in accordance with the adopted Procurement Policy for a new color copier.

RESOLUTION 2015 - 122: REQUEST TO BID ON TOWN HALL CARPETING AND FLOORING

WHEREAS, the Town Hall carpeting is the original floor covering installed when the building was built in 1996; and

WHEREAS, the carpeting is showing signs of normal wear and tear, including buckling in certain locations; and

WHEREAS, it is the desire of the Town Board to continue to provide a safe work environment that includes carpeting or flooring without buckles; and

WHEREAS, the Town Board previously approved budget line A.1620.400 for \$20,000 for Town Hall flooring; and

NOW THEREFORE BE IT RESOLVED, the Town Board hereby approves of the Town Clerk prepare a Request for Quote for the purpose of soliciting bids to replace the Town Hall carpeting.

RESOLUTION 2015 - 123: MODIFICATION OF THE TOWN OF CANANDAIGUA ORGANIZATIONAL CHART

WHEREAS, the Town Board adopted resolution #2015-105 approving the Town of Canandaigua's Organizational Chart dated April 2015; and

WHEREAS, after further review of the Organizational Chart an additional change is needed to remove 3 part-time laborers from under the Highway Superintendent (Attachment 6); and

NOW THEREFORE BE IT RESOLVED, the Town Board hereby approves the proposed medication and adopts the Organizational Chart dated May 2015.

RESOLUTION 2015 - 124: REQUEST TO SOLICIT PROPOSALS FOR THE INSTALLATION OF DOOR DEVICES TO IMPROVE ACCESSIBILITY TO TOWN HALL

WHEREAS, it is the desire of the Town Board to improve accessibility to Town Hall; and

WHEREAS, the existing entrance doors are recognized as handicap accessible, however the doors are not equipped with the mechanics necessary for hands-free, automated opening when needed; and

WHEREAS, the Town Board previously approved budget line A.1620.400 in the amount of \$30,000 for entrance door upgrades to improve accessibility; and

NOW THEREFORE BE IT RESOLVED, the Town Board hereby approves of the Highway Superintendent and the Town Clerk soliciting Requests for Proposals for the purpose of enhancing the existing doors with a hands free, automated opening device.

RESOLUTION 2015-125: ANNUAL MAINTENANCE AGREEMENT –BIEL’S DOCUMENT MANAGEMENT

WHEREAS, the Town Clerk is proposing to renew a one-year Annual Maintenance Agreement with Biel’s Document Management (Attachment 7) beginning June 4, 2015; and

WHEREAS, the existing viewer was purchased in 2004 and is 11 years old; and

WHEREAS, the cost of an Annual Maintenance Agreement covers two preventative maintenance visits and all parts and labor; and

WHEREAS, the Town Board previously approved budget line A.1460.400 which included \$550 for the annual maintenance agreement; and

NOW, THEREFORE, BE IT RESOLVED, the Town Board authorizes the Town Clerk to sign the one-year maintenance agreement with Biel’s Document Management for \$550.

RESOLUTION 2015-126: CONVEYANCE OF TRAFFIC ISLANDS TO FOX RIDGE HOMEOWNERS ASSOCIATION

WHEREAS, the Home Owner’s Association in the Fox Ridge subdivision, (“HOA”), has requested that the Town convey certain traffic islands located within the Fox Ridge subdivision, (“Subdivision”), to the HOA, and

WHEREAS, the Town has determined that the traffic islands are not needed for any municipal purpose, and

WHEREAS, the Town has additionally determined that the traffic islands are of nominal value, and

NOW, THEREFORE, BE IT RESOLVED that:

1. The conveyance of the traffic islands from the Town to the HOA is hereby authorized conditioned upon the Town reserving to itself any incidental easements for highway, utility, storm sewer, or like purpose.

2. The attorney for the Town is hereby authorized to prepare, execute, and deliver any deeds, easements, and/or documents necessary and/or incidental to the above.

RESOLUTION 2015-127: ANNUAL HEALTHCARE (MEDICAL) CONTRACT

WHEREAS, Bond Financial presented the Town with employee health care plan options (medical only) for the period of July 1, 2015 – June 30, 2016; and

WHEREAS, the Personnel Committee after evaluating this information recommends the Town Board continue offering employees the choice of the Excellus Simply Blue Gold 9 HDHP or the Simply Blue Silver HDHP plan options; and

WHEREAS, consistent with the Town Board recommendations noted on the October 8, 2014 Budget Meeting Minutes, the Personnel Committee further recommends employees hired January 1, 2015 and later should contribute 25% of the premium cost for both the Gold and Silver Plans; and

WHEREAS, the Personnel Committee also recommends employees hired prior to January 1, 2015 selecting the Silver Plan should contribute 10% of the cost increase in the healthcare premium; and those selecting the Gold Plan should pay the cost difference between the Gold and Silver plans; and

NOW THEREFORE BE IT RESOLVED, that the Town Board hereby accepts the recommendations of Personnel Committee and directs the Town Supervisor to take the necessary steps to secure the July 1, 2015 – June 30, 2016 healthcare contract.

RESOLUTION 2015-128: EMPLOYEE RECOGNITION PROGRAM

WHEREAS, it is the desire of the Canandaigua Town Board to recognize employees for their continuous employment with the Town of Canandaigua; and

WHEREAS, the Personnel Committee has recommended the implementation of an Employee Recognition Program (Attachment 8) that closely mirrors a program offered at another Ontario County municipality; and

NOW THEREFORE BE IT RESOLVED, that the Town Board hereby authorizes the implementation of the Employee Recognition Program pending review and approval of the proposed program by the Attorney for the Town.

RESOLUTION 2015-129: PURCHASE OF WATER MAIN MATERIALS

WHEREAS, the water superintendent for the Town of Canandaigua requested sealed bids for the water main materials for the improvement along route 21 north of Cheshire; and

WHEREAS, the water superintendent and the town clerk open the seal bids on May 6th at 9:00 am in the town hall; and

WHEREAS, Vellano Corporation was the low bid of \$ 111,652.20 for the water main materials; and

NOW THEREFORE, BE IT RESOLVED, the Town Board hereby approves awarding the bid to Vellano Corporation for water main materials in the amount of \$ 111,652.20.

RESOLUTION 2015-130: MEMORANDUM OF UNDERSTANDING WITH JOHNSON CONTROLS

WHEREAS, the highway superintendent met with a representative from Johnson Controls to discuss energy savings and upgrades to street lighting and HVAC of all town owned building and

WHEREAS Johnson Control wished to have a memorandum of understanding (Attachment 9) with the town of Canandaigua for a preliminary facility energy audit at no cost or obligation to the town of Canandaigua.

NOW THEREFORE, BE IT RESOLVED: a motion to allow the highway superintendent to sign a memorandum of understanding with Johnson Controls for a Facility Energy Audit.

RESOLUTION 2015-131: REQUEST TO HIRE MEO TRAINEE

WHEREAS, the highway superintendent is working with the Veterans Education Program for the purpose of hiring a military veteran to train for the position of Motorized Equipment Operator and

WHEREAS, the veteran will be working under a training schedule that will be managed by the Highway Superintendent and the Veterans Education Program for one year and during this first year of employment their wages will be paid by the military and

WHEREAS, at the completion of the training schedule the veteran will become a full time employee of the town of Canandaigua highway department.

NOW THEREFORE, BE IT RESOLVED, the highway superintendent be allowed to work with the Veteran Education Program to begin the process of a training schedule for the purpose of educating a veteran to become a full time employee after one year for the town of Canandaigua.

RESOLUTION 2015-132: REQUEST TO HIRE FINANCE CLERK II

WHEREAS, the Highway & Water Superintendent and the Town Supervisor have requested hiring a Finance Clerk II to assist with the completion of the daily tasks associated with the Highway, Water and Town Administrative Tasks; and

WHEREAS, on April 20, 2015 the Town Board established a budget line for such position; and

WHEREAS, the position of Finance Clerk II was published in the official newspaper, published on the Town of Canandaigua's website, sent out via mail chimp, and published on the Ontario County website; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby appoints _____ at a rate of \$ _____ per hour for a provisional appointment to the position of Finance Clerk II.

12. Approval of the following Minutes:
Town Board Meeting Minutes: April 20, 2015
Joint Board Meeting Minutes: April 27, 2015

13. Approval of Charge Back Billing – Attachment 10

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 the purchases for compliance with the Town's approved policies & 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