

**Canandaigua Town Board**  
**Meeting Agenda**  
**January 11, 2016**  
**6:00pm**

1. Call To Order and Pledge of Allegiance
  - Pledge led by Keith Cutri, Town Councilman
2. Roll Call
  - Town Clerk Confirmation meeting was properly advertised
3. Circulation of Written Communications and Correspondence Call
  - Letter, Mercy Flight, 2015 Participation in Ontario County, December 2015
  - Newsletter, Mercy Flight, Joining Forces, Fall 2014
  - Newsletter, Good Health, Winter 2015
  - Letter, USA Payroll, 2016 Tax Facts – NY, December 2015
4. Privilege of the Floor
  - Parrone Engineering for Happiness House, Mr. Gary Smith  
Request to Amend the Local Law for the Happiness House PUD Zoning  
(Attachment 1)
5. Presentations
6. Public Hearings
  - Proposed Local Law Change - Text Code Amendment to Town Code Chapter 18,  
Section 2 & 3, Environmental Conservation Board; Chairman, Rules of Procedure,  
Records;  
Resolution No. 2016-42
  - Proposed Local Law Change – Requiring Property Owners receiving Town Supplied  
Public Water Service to Install a Pressure Reducing Valve.  
Resolution No. 2016-43
7. Priority Business
8. Reports of Town Officials and Department Heads – (Attachment 2)
  - A. Director of Parks & Recreation
  - B. Highway / Water Superintendent
  - C. Assessor
  - D. Development Director
  - E. Historian – to be provided on January 11
  - F. Town Clerk
  - G. Supervisor
    1. Monthly Financial Report for December 2015
      - a. Revenue & Expense Report – to be provided on January 11
      - b. EFPR Solutions Executive Summary – to be provided on January 11
      - c. Bank Reconciliation Report – to be provided on January 11
      - d. Overtime Report All Departments
      - e. Overtime Report –Highway & Water
9. Reports of Boards and Committees

10. Privilege of the Floor

11. Resolutions

*Continued Resolutions:*

**RESOLUTION NO. 2015-31: RECOMMENDATION FOR THE PURCHASE OF WASTE & RECYCLING EQUIPMENT**

**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**, it is the intent of the Town Board to accept this grant in order 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 16 x 24 building that meets the NYS Department of Environmental Conservation requirements for used electronics storage; estimated cost \$12,500.00; 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 \$35,000.00; and

**WHEREAS**, the DASNY grant requires the Town to pay for these purchases up front and seek subsequent reimbursement therefore the Supervisor/Budget Officer is recommending a temporary loan from the Contingency & Tax Stabilization reserve fund of \$50,000; and

**WHEREAS**, expenditures from the Contingency & Tax Stabilization reserve fund require 2/3 vote of the Town Board and written recommendation from the Supervisor with conditions for the amount to be expended; and

**WHEREAS**, the written recommendation from the Supervisor and the conditions for the amount to expend are included in this resolution; 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 \$50,000.00; and

**BE IT FURTHER RESOLVED**, that

1. The Canandaigua Town Board hereby approves a temporary loan from Contingency and Tax Reserve fund for the purchase of the specified equipment; 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 – 261: LANDSCAPING AND SOIL EROSION CONTROL SURETY  
2311 NYS ROUTE 332 (TAX MAP # 56.000-2-25.210 & 56.00-2-25.710)**

**WHEREAS**, the Town of Canandaigua Planning Board has granted final one stage site plan approval for commercial construction for a proposed 4,816 square foot building addition and parking lot expansion to the existing car dealership (Ontario Honda) located at 2311 NYS Route 332 (Tax Map # 56.000-2-25.210 & 56.00-2-25.710); and

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

**WHEREAS**, the project engineer (Venezia Associates) has provided a landscaping and soil erosion control estimate in the amount of \$ 208,194.81 (Attachment 3); 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; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby approve and accept a landscaping and soil erosion control surety in the form of a letter of credit in the amount of \$ 208,194.81.

**RESOLUTION NO. 2015 – 293: SHARED SERVICES AGREEMENT BETWEEN NYSDOT  
AND THE TOWN OF CANANDAIGUA**

**WHEREAS**, under certain circumstances the New York State Department of Transportation may provide emergency assistance to municipalities in the absence of a Governor's Emergency Declaration; and

**WHEREAS**, for services or materials that are valued at less than \$10,000 the NYS Comptroller rules allow NYSDOT to 'trade' services utilizing a simple one page agreement; and

**WHEREAS**, having such an agreement in place facilitates the ability to provide support more quickly when an emergency arises; and

**WHEREAS**, for this to occur, NYSDOT requires an executed Shared Service Agreement (SSA); (Attachment 4); and

**WHEREAS**, with an SSA in place, the NYSDOT will share assistance for a one-year term; and

**NOW THEREFORE BE IT RESOLVED**, that the Canandaigua Town Board hereby approves of the proposed SSA and authorizes the Town Highway Superintendent to execute the SSA; and

**BE IT FURTHER RESOLVED**, the Town Clerk shall return the signed SSA to NYSDOT before the December 23, 2015 due date. The SSA may be returned by email to [dawn.jindra@dot.ny.gov](mailto:dawn.jindra@dot.ny.gov).

*New Resolutions:*

**RESOLUTION NO. 2016-1: 2016 TOWN BOARD MEETING SCHEDULE**

**BE IT RESOLVED:**

1. As required by Town Law, §§62, 63 regular town board meetings will, throughout the year 2016, be held at 6pm of the 3<sup>rd</sup> Monday of each month. The following exception applies: February 8;
2. Special workshops may be called as required and allowed by Town Law;
3. Meetings will be held in the Town Hall, Lower Level Courtroom. (Town Law § 62);
4. The Town Clerk is hereby directed to post the Town Board meeting schedule on the official bulletin and on the Town's website and to provide copies of the schedule to the local media and the Clerk of the Ontario County Board of Supervisors.

**RESOLUTION NO. 2016-2: DESIGNATION OF 2016 HOLIDAYS**

**BE IT RESOLVED:**

1. During the year 2016, the following holidays will be observed and the Town Offices and the Waste and Recycling Center will be closed:  
New Year's Day, Friday, January 1;  
Martin Luther King Day, Monday, January 18;  
President's Day, Monday, February 15;  
Memorial Day, Monday, May 30;  
Independence Day, Monday, July 4;  
Labor Day, Monday, September 5;  
Columbus Day, Monday, October 10;  
Veteran's Day, Friday, November 11;  
Thanksgiving Day, Thursday, November 24;  
Day after Thanksgiving, November 25 (Required Floating Holiday for Eligible Employees);  
Christmas, observed on Monday, December 26.
2. In addition, four floating holidays will be observed (1 of the 4 floating holidays must be taken the day after Thanksgiving).
3. The Town Clerk is hereby directed to post the Town Board Holiday Schedule and Closings on the official bulletin and on the Town's website and to provide copies of the schedule to the local media and the Clerk of the Ontario County Board of Supervisors.

**RESOLUTION NO. 2016-3: DESIGNATION OF OFFICE DEPOSITORY**

**BE IT RESOLVED:**

1. Pursuant to Town Law, §64(1), the Canandaigua Town Board hereby designates the Canandaigua National Bank and Trust Co. or their successors; and
2. Lyons National Bank or their successors as the depositories in which all Town Officers shall deposit all Town Monies.

**RESOLUTION NO. 2016-4: INVESTMENT POLICY**

**BE IT RESOLVED:**

1. Pursuant to Town Law, §64(1), the Canandaigua Town Board hereby adopts the Town of Canandaigua Investment Policy as written (Attachment 5); and
2. Directs the Town Clerk to post and maintain the most recently approved Investment Policy in the designated folder on the shared (m) drive.

**RESOLUTION NO. 2016-5: DESIGNATION OF OFFICIAL NEWSPAPER & RADIO STATION**

**BE IT RESOLVED:**

1. As allowed by Town Law § 64(11), the Canandaigua Daily Messenger is hereby designated as the Official Town of Canandaigua newspaper;
2. Radio Station WISY (102.3 FM) is hereby designated as the official radio station for the Town of Canandaigua;
3. The Town Clerk shall provide a copy of this resolution to the Daily Messenger and Radio Station WISY.

**RESOLUTION NO. 2016-6: PAYMENT OF BILLS FOLLOWING TOWN BOARD AUDIT**

**BE IT RESOLVED:**

1. As allowed by Town Law §125, the Canandaigua Town Board hereby authorizes the Town Supervisor 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.

**RESOLUTION NO. 2016-7: PAYMENT OF BILLS PRIOR TO AUDIT**

**BE IT RESOLVED:**

1. As allowed by Town Law §118(2), the Canandaigua Town Board hereby authorizes the Town Supervisor to make payments of all bills 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.

**RESOLUTION NO. 2016-8: ESTABLISHMENT OF PETTY CASH ACCOUNTS**

**BE IT RESOLVED:**

1. Pursuant to Town Law, §64 (1-a), the Canandaigua Town Board does hereby establish petty cash accounts for the following officers in the amounts so indicated:

|                                         |                               |
|-----------------------------------------|-------------------------------|
| <b>Town Clerk</b>                       | <b>\$150.00</b>               |
| <b>Director of Parks and Recreation</b> | <b>Any amount up to \$150</b> |

2. Fiscal responsibility for petty cash accounts is the responsibility of the town officer.

**RESOLUTION NO. 2016-9: RULES OF PROCEDURE**

**BE IT RESOLVED:**

As required by Town Law, §63, the Canandaigua Town Board hereby:

1. Adopts the attached Rules of Procedure (Attachment 6);
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;

3. Directs the Town Clerk to post and maintain the most recently approved Rules of Procedure on the Town Clerk's legal bulletin board, on the Town of Canandaigua website and in the designated folder on the shared (m) drive.

#### **RESOLUTION NO. 2016-10: PROCUREMENT POLICY**

##### **BE IT RESOLVED:**

1. Pursuant to General Municipal Law, §104(b), the Canandaigua Town Board hereby adopts the Town of Canandaigua Procurement Policy as written (Attachment 7); and
2. Directs the Town Clerk to post and maintain the most recently approved Procurement Policy in the designated folder on the shared (m) drive.

#### **RESOLUTION NO. 2016- 11: ETHICS POLICY**

##### **BE IT RESOLVED:**

1. Pursuant to General Municipal Law, §806, the Canandaigua Town Board hereby adopts the Town of Canandaigua Ethics Policy as written (Attachment 8); and
2. Directs the Town Clerk to post and maintain the most recently approved Ethics Policy in the designated folder on the shared (m) drive.

#### **RESOLUTION NO. 2016-12: BID PURCHASES**

##### **BE IT RESOLVED:**

1. The Canandaigua Town Board hereby authorizes the purchase of material and equipment from the Ontario County Bid List.

#### **RESOLUTION NO. 2016-13: MILEAGE EXPENSE REIMBURSEMENT**

##### **BE IT RESOLVED:**

1. Pursuant to General Municipal Law, §77 (b), Town Law §116, the Canandaigua Town Board hereby establishes a mileage expense reimbursement rate of \$0.54/mile (at the time of this writing this is the federal mileage reimbursement rate); and
2. The Town of Canandaigua will provide reimbursement when a Town Vehicle is not available for use and a Town employee is required to travel for approved town business; and
3. Mileage reimbursement requests must be submitted within 30 days from the date of the trip; and
4. The Town Clerk shall post and maintain the most recently approved mileage expense reimbursement rate in the designated folder on the shared (m) drive.

#### **RESOLUTION NO. 2016-14: CONTRIBUTIONS TO EMERGENCY SERVICE PROVIDERS**

##### **BE IT RESOLVED:**

1. The Canandaigua Emergency Squad and Mercy Flight Central provide valuable emergency services to our community and the taxpayers of the Town of Canandaigua; and
2. In exchange for providing these services, the Town of Canandaigua will contribute \$3,500 to Mercy Flight Central and \$3,000 to the Canandaigua Emergency Squad; and
3. The Bookkeeper shall take the necessary steps to make these payments in February; and
4. Prior to payment, the Town Clerk shall provide 2 copies of this resolution to the Bookkeeper to include with the payments to the Canandaigua Emergency Squad and Mercy Flight Central.

**RESOLUTION NO. 2016-15: ONTARIO COUNTY HISTORICAL SOCIETY**

**BE IT RESOLVED:**

1. The Ontario County Historical Society provides services to our community and the taxpayers of the Town of Canandaigua; and
2. In exchange for providing these services, the Canandaigua Town Board hereby approves of a one-time donation of \$8,500 to the Ontario County Historical Society; and
3. The Bookkeeper shall take the necessary steps to make this payment in February; and
4. Prior to payment, the Town Clerk shall provide a copy of this resolution to the Bookkeeper to include with the payment to the Ontario County Historical Society.

**RESOLUTION NO. 2016-16: CITY OF CANANDAIGUA JULY 4<sup>TH</sup> CELEBRATION**

**BE IT RESOLVED:**

1. The City of Canandaigua provides an annual July 4<sup>th</sup> fireworks display for the enjoyment of our community; and
2. In exchange for providing this service, the Canandaigua Town Board hereby approves of a one-time donation of \$2,000 to the City of Canandaigua; and
3. The Bookkeeper shall take the necessary steps to make this payment prior to July 4; and
4. Prior to payment, the Town Clerk shall provide a copy of this resolution to the Bookkeeper to include with the payment to the Ontario County Historical Society.

**RESOLUTION NO. 2016-17: CANANDAIGUA TOWN BOARD APPOINTMENTS**

**BE IT RESOLVED:**

1. Pursuant to Town Law, §§267, 271, 116, the Canandaigua Town Board hereby makes the following appointments for a one-year term expiring on December 31, 2016:

Planning Board Chairperson – Mr. Thomas Schwartz  
Zoning Board of Appeals Chairperson – Mr. Terence Robinson  
Environmental Conservation Board Chairperson – Ms. Joyce Marthaller  
Parks and Recreation Committee – Ms. Alexandra Schenk

2. The Canandaigua Town Board hereby makes the following appointments with terms expiring December 31, 2020:

Planning Board – Ms. Karen Blazey  
Zoning Board of Appeals - Mr. David Emery  
Environmental Conservation Board – Ms. Kimberly Foreman  
Parks and Recreation Committee – Ms. Stephanie Kunes

3. The Canandaigua Town Board hereby makes the following appointments:

Environmental Conservation Board – Ms. Joyce Marthaller, Term ending 2019.  
Environmental Conservation Board – Mr. Justin Damann, Term ending 2021.  
Environmental Conservation Board – Mr. Mike Schiller, Term ending 2022.

**TOWN JUSTICE APPOINTMENT**

1. Pursuant to Town Law, §20(1)(a),(b), the Canandaigua Town Justices do hereby designate Ms. Cynthia Woolley as the Court Clerk.

#### **TOWN SUPERVISOR APPOINTMENTS**

1. Pursuant to Arts and Cultural Affairs Law, §57.07, the Canandaigua Town Supervisor does hereby designate Mr. Ray Henry as the town historian for a term expiring on December 31, 2016.
2. Pursuant to Town Law, §29(15), the Canandaigua Town Supervisor does hereby designate Ms. Kristine Singer as the part-time Bookkeeper for a term expiring on December 31, 2016.
3. Pursuant to Town Law, §42, the Canandaigua Town Supervisor does hereby designate Mr. Greg Westbrook as the Deputy Supervisor for a term expiring on December 31, 2016.
4. Pursuant to Town Law, §103(2), the Canandaigua Town Supervisor will serve as the Budget Officer for a term expiring on December 31, 2016.

#### **TOWN CLERK APPOINTMENTS**

1. Pursuant to Town Law, §30(10), the Canandaigua Town Clerk does hereby designate Ms. Barbara Henry as the Deputy Town Clerk;
2. Pursuant to Town Law, §30(10), the Canandaigua Town Clerk does hereby designate Ms. Judy Miller as the 2<sup>nd</sup> Deputy Town Clerk.

#### **HIGHWAY SUPERINTENDENT APPOINTMENT**

1. Pursuant to Town Law, §32(2), the Canandaigua Town Highway Superintendent does hereby designate Mr. Patrick Curran as the Deputy Highway Superintendent for a term expiring on December 31, 2016.

#### **RESOLUTION NO. 2016-18: DESIGNATION OF PROFESSIONAL SERVICE PROVIDERS**

##### **BE IT RESOLVED:**

1. Upon the approval of an mutually acceptable contract or service agreement, the Canandaigua Town Board hereby authorizes the appointment of the following professional service providers:

|                                 |                                           |
|---------------------------------|-------------------------------------------|
| Benefit Resources Inc           | Health Reimbursement Account Management   |
| Bond Financial                  | Health Care Administration                |
| BPD, Inc.                       | Bond Counsel                              |
| Derek Brocklebank               | Attorney for the Town                     |
| EFPR Solutions                  | Financial Management Services             |
| The Law Offices of Chris Nadler | Attorney for the Planning & Zoning Boards |
| MRB Group, P.C.                 | Engineering Services                      |
| Public Sector HR Consultants    | Human Resource Services                   |
| USA Payroll                     | Payroll Services                          |

#### **RESOLUTION NO. 2016-19: COUNTERSIGNING CHECKS**

##### **BE IT RESOLVED:**

1. Pursuant to Town Law, §§29(3), 30(9); 34(1), the Canandaigua Town Board hereby requires any check issued for an amount equal to or greater than \$5,000 to be signed by the Town Supervisor or Deputy Town Supervisor and the Town Clerk; and



2. The Town Clerk shall furnish a copy of this resolution to those employees designated as Town Bookkeeper and Finance Clerk 2 and to the Town's Accounting Service Provider, EFPR Solutions.

#### **RESOLUTION NO. 2016-20: 2016 CANANDAIGUA CONSOLIDATED WATER**

##### **BE IT RESOLVED:**

1. Pursuant to Town Law, §29 (3), the Canandaigua Town Board does hereby authorize the Bookkeeper to use a facsimile signature of the supervisor for the payment of bills previously approved by the Town Board; and
2. With the prior written authorization of the town supervisor, a facsimile signature may be utilized by the Finance Clerk 2 on payroll checks; and
3. The Town Clerk shall furnish a copy of this resolution to those employees designated as Town Bookkeeper and Finance Clerk 2.

#### **RESOLUTION NO. 2016-21: 2016 CANANDAIGUA CONSOLIDATED WATER DISTRICT RATES**

##### **BE IT RESOLVED:**

1. The Canandaigua Town Board does hereby establish the Canandaigua Consolidated Water District rates as described on Town of Canandaigua 2016 Fee Schedule (Attachment 9); and
2. A copy of this fee schedule shall be on file with the Town Clerk's office; and
3. The Town Clerk shall post a copy of the fee schedule on the Town's website and in the designated file located on the Town's shared (m) drive.

#### **RESOLUTION NO. 2016-22: 2016 CANANDAIGUA-FARMINGTON WATER & SEWER DISTRICT RATES**

##### **BE IT RESOLVED:**

1. The Canandaigua Town Board does hereby establish the Canandaigua-Farmington Water and Sewer District rates as described on Attachment 10; and
2. A copy of this fee schedule shall be on file with the Town Clerk's office; and
3. The Town Clerk shall post a copy of the fee schedule on the Town's website and in the designated file located on the Town's shared (m) drive.

#### **RESOLUTION NO. 2016-23: 2016 CANANDAIGUA-HOPEWELL WATER DISTRICT RATES**

##### **BE IT RESOLVED:**

1. The Canandaigua Town Board does hereby establish the Canandaigua-Hopewell Water District rate at \$4.10 per 1,000 gallons of water or a minimum fee of \$30.10 per billing cycle; and
2. These rates shall be on file with the Town Clerk's office; and
3. The Town Clerk shall post a copy of the fee schedule on the Town's website and in the designated file located on the Town's shared (m) drive.

#### **RESOLUTION NO. 2016-24: TEMPORARY ASSIGNMENT OF JUSTICES IN THE 7<sup>TH</sup> JUDICIAL DISTRICT**

**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 NO. 2016-25: 2015 FINANCIAL AUDITS**

##### **BE IT RESOLVED:**

Pursuant to Town Law §123, the Canandaigua Town Board does hereby authorize the completion of the following 2015 Financial Audits:

1. The Bonadio Group Agreed Upon Procedures audit at a cost not to exceed \$9500. (Attachment 11); and
2. The audit of the Town Clerks financial records by the EFPR Group at a cost not to exceed \$900 (Attachment 11); and
3. The audit of the Town Justices financial records by the EFPR Group at a cost not to exceed \$900 (Attachment 11); and
4. The Town Board hereby authorizes the Town Supervisor to execute the Bonadio contract and the Supervisor, the Town Clerk and the Town Justices to execute the EFPR Group contracts.

#### **RESOLUTION NO. 2016-26: DELEGATION OF POWERS TO THE SUPERVISOR**

##### **BE IT RESOLVED:**

1. As allowed by Town Law, §29(16), the Canandaigua Town Board hereby authorizes and delegates to the Town Supervisor powers and duties of day-to-day administration and supervision of all town and special district facilities and employees consistent with and in furtherance of any and all state and federal laws applicable thereto and with any and all local laws.
2. By this delegation the town board does not abdicate to the Supervisor or surrender to her the board's basic statutory responsibilities.

#### **RESOLUTION NO. 2016-27: CONTRACT APPROVAL FOR ATTORNEY FOR THE TOWN**

##### **BE IT RESOLVED:**

1. The Canandaigua Town Board hereby approves the 2016 contract (Attachment 12) for Derek Brocklebank, Attorney for the Town; and

2. The Canandaigua Town Board authorizes the Town Supervisor to take any and all necessary steps to execute the contract; and
3. The Town Clerk shall send the fully executed contract to the vendor and file a copy of the contract in a designated folder on the shared (m) drive.

**RESOLUTION NO. 2016-28: APPROVAL OF PROPOSED ENGINEERING RATES**

**BE IT RESOLVED:**

1. The Canandaigua Town Board hereby approves the 2016 engineering rates (Attachment 13) for the MRB Group.

**RESOLUTION NO. 2016-29: CONTRACT APPROVAL FOR FINANCIAL ACCOUNTING SERVICES**

**BE IT RESOLVED:**

1. The Canandaigua Town Board hereby approves the EFPR Municipal Finance Contract for certain financial accounting services (Attachment 14); and
2. The Canandaigua Town Board directs the Town Supervisor to take any and all necessary steps to execute the contract; and
3. The Town Clerk shall send the fully executed contract to the vendor and file a copy of the contract in a designated folder on the shared (m) drive.

**RESOLUTION NO. 2016-30: CONTRACT APPROVAL FOR HUMAN RESOURCE CONSULTING**

**BE IT RESOLVED:**

1. The Canandaigua Town Board hereby approves the HR Public Sector contract for human resource consulting services (Attachment 15); and
2. The Canandaigua Town Board directs the Town Supervisor to take any and all necessary steps to execute the contract; and
3. The Town Clerk shall send the fully executed contract to the vendor and file a copy of the contract in a designated folder on the shared (m) drive.

**RESOLUTION NO. 2016- 31: 2016 COMMITTEE APPOINTMENTS**

**BE IT RESOLVED:**

1. The Canandaigua Town Board hereby establishes the following committees:

| <i>Committee</i>                                               | <i>Committee Chair</i> | <i>Citizen Representative</i>                    | <i>Employee Liaison</i> |
|----------------------------------------------------------------|------------------------|--------------------------------------------------|-------------------------|
| Financial Planning                                             | G. Westbrook           | Proposed: J. Fralick                             | P. Helming              |
| Public Works                                                   | T. Fennelly            | A. Kraus                                         | J. Fletcher             |
| Technology                                                     | K. Reynolds            |                                                  | C. Lyon                 |
| Public & Employee Safety and Security; Improved Communications | K. Cutri               |                                                  | K. Brockett             |
| Personnel                                                      | P. Helming             |                                                  | M. Boyce / S. Pierce    |
| Citizens Implementation                                        | D. Finch               |                                                  |                         |
| Codes Committee                                                | D. Finch               | R. Brandt                                        |                         |
| Events Committee                                               | Dina Mangiamele        | Oksana Fuller, Proposed: Ed Varno, George Herron | R. Henry / D. Brewer    |

**RESOLUTION NO. 2016- 32: HANDICAP PARKING PERMIT ISSUING AGENT**

**BE IT RESOLVED:**

1. Pursuant to Vehicle and Traffic Law, §1203-a (1), the Canandaigua Town Board does hereby designate the Town Clerk and Deputy Town Clerks as the Town of Canandaigua handicap parking permit issuing agents; and
2. The Town Clerk shall post this designation and information on how to obtain a handicap parking permit on the Town's website.

**RESOLUTION NO. 2016- 33: MINORITY WOMEN BUSINESS ENTERPRISE (DIVERSITY) OFFICER**

**BE IT RESOLVED:**

1. The Canandaigua Town Board does hereby designate the Director of Development as the Town's Minority Women Business Enterprise (Diversity) Officer.

**RESOLUTION NO. 2016- 34: NYS GRANT GATEWAY ADMINISTRATOR**

**BE IT RESOLVED:**

1. The Town must be registered with the New York State's Grants Gateway to receive any state-administered grant money; and
2. The Canandaigua Town Board hereby designates the Director of Development as the Grants Gateway contact person and the person responsible for managing users of the Grant Gateway website.

**RESOLUTION NO. 2016- 35: APPROVAL TO BID ON HIGHWAY EQUIPMENT**

**WHEREAS**, the highway superintendent is seeking approval to request bids and contracts for the following equipment which is budgeted in line \_\_\_\_\_ of the 2016 adopted budget; and

**WHEREAS**, the equipment is ONE 2016 ten wheeled truck with snowplow equipment, ONE ¾ ton pick-up truck and ONE mowing tractor; and

**NOW THEREFORE BE IT RESOLVED**, the Canandaigua Town Board authorizes the Highway Superintendent to secure bids and draft contracts for the identified equipment.

**RESOLUTION NO. 2016-36: APPROVAL TO BID FIRE STATION ROOF REPLACEMENT**

**WHEREAS**, the fire station owned by the town of Canandaigua on Parkside Drive is due for replacing the roof in 2016 and

**WHEREAS**, the highway superintendent will be pursuing quotes for the roof and

**WHEREAS**, the cost for a roof replacement is included in Line \_\_\_\_\_ of the 2016 Adopted Budget; and

**NOW THEREFORE BE IT RESOLVED**, the Canandaigua Town Board does hereby approve of the highway superintendent seeking proposals for the replacement of the roof on the fire station.

**RESOLUTION NO. 2016-37: CONCEPTUAL DESIGN FOR HIGHWAY & TRANSFER FACILITIES**

**WHEREAS**, the Public Works committee has received a proposal from MRB Group for the conceptual design services of the highway garage and transfer station (Attachment 16); and

**WHEREAS**, the Public Works committee agrees with the proposal provided by MRB Group for the purpose of designing both facilities in the amount of \$ 17,500.00; and

**WHEREAS** the funds to pay for this service will be drawn from line \_\_\_\_\_ of the 2016 Adopted Budget; and

**NOW THEREFORE BE IT RESOLVED**, the Canandaigua Town Board does hereby approve of the MRB Group proposal and authorizes the Highway Superintendent to execute the contract for services.

**RESOLUTION NO. 2016 -38: ACCEPTANCE AND AUTHORIZATION TO ENTER INTO A STORM WATER CONTROL FACILITIES MAINTENANCE AGREEMENT FOR DLH CANDLEWOOD II, ALSO KNOWN AS PARKSIDE TOWNHOMES AND CANDLEWOOD APARTMENTS**

**WHEREAS**, the Town of Canandaigua Planning Board has approved one-stage site plan on May 13, 2014 for the construction of 7 buildings (34 townhome apartments) at 2450 County Road 28, (Tax Map # 70.00-1-18.210); and

**WHEREAS**, the construction of the townhomes has now been completed including a storm water control facility; and

**WHEREAS**, the attached agreement specifies the responsibilities of the land owner to properly maintain the facility and identifies the steps and procedures to be taken if corrective action is needed; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua approves and authorizes the Town Supervisor to execute the Candlewood Apartments Stormwater Control Facilities Maintenance Agreement with DLH Candlewood II, LLC (Attachment 17).

**RESOLUTION NO. 2016-39: HIRING TWO TRANSFER STATION EMPLOYEES**

**WHEREAS**, the Town of Canandaigua Transfer Station has two open part time positions for the Transfer Station and,

**WHEREAS**, Jim Fletcher, the Highway Superintendent, requires this position to be filled; and

**WHEREAS**, interviews were held on January 6th for interested candidates by Jim Fletcher, Highway Superintendent, Patrick Curran, Deputy Superintendent; and

**WHEREAS**, it was decided by the interview team that \_\_\_\_\_ and \_\_\_\_\_ possessed the qualifications necessary to fill this position;

**NOW THEREFORE BE IT RESOLVED**, that \_\_\_\_\_ and \_\_\_\_\_ be appointed to the part time labor position for the Town of Canandaigua Highway Department, effective on January 13, 2016, at a salary of \$9.50/hour, to be charged to the 2016 budget line A 8160.140 water and recycling labor part time and;

**BE IT FURHTER RESOLVED**, the hiring and start date are contingent upon the Supervisor's office receiving completed 'new employee' forms; and

**BE IT FURHTER RESOLVED** a copy of this resolution be sent to the Town HR Department, the new hires, Jim Fletcher and Ontario County Human Resources.

**RESOLUTION NO. 2016-40: PARKING LOT SURVEY & DESIGN FOR THE CANANDAIGUA MUNICIPAL PARKING LOT LOCATED OFF OF KEISTER AVENUE**

**WHEREAS**, The MRB Group has submitted a proposal for professional services for the Town of Canandaigua Municipal Parking Lot Design off of Keister Ave in the Hamlet of Cheshire (Attachment 18); and

**WHEREAS**, the services to be provided will be to survey the existing gravel lot and surrounding area; and

**WHEREAS**, once the survey was completed, MRB would produce a schematic site plan showing the improvements would be submitted to the town for review; and

**WHEREAS**, the proposed cost for this work will not exceed \$4500 and will be paid for from line \_\_\_\_\_ of the 2016 adopted budget; and

**NOW THEREFORE BE IT RESOLVED**, that the Canandaigua Town Board does hereby approve the portion of from MRB Group proposal for the survey and schematic site plan design only in the amount not to exceed \$ 4,500.00 to complete the said design of the Cheshire Parking lot.

**RESOLUTION NO. 2016-41: ACCEPTANCE OF THE TOWN OF CANANDAIGUA DRAFT ACTION WORKSHEETS FOR THE ONTARIO COUNTY MULTI-JURISDICTIONAL ALL HAZARD MITIGATION PLAN**

**WHEREAS**, the Town of Canandaigua is participating in the update of the Ontario County Multi-Jurisdictional All Hazard Mitigation Plan, and

**WHEREAS**, said update shall include steps for implementation to occur in the Town of Canandaigua, as described in the draft action worksheets presented to the Canandaigua Town Board, (Attachment 19); and

**WHEREAS**, the Canandaigua Town Board has reviewed the draft action worksheets and has determined that the described actions are necessary to reduce the potential for negative impacts from future flooding and other likely disasters, and now therefore be it,

**RESOLVED**, that the Canandaigua Town Board hereby accepts the draft action sheets and determines that they are suitable for inclusion in the updated Ontario County Multi- Jurisdictional All Hazard Mitigation Plan.

**RESOLUTION NO. 2016-42: SEQR DETERMINATION OF NON-SIGNIFICANCE AND APPROVAL OF TEXT CODE AMENDMENT TO TOWN CODE CHAPTER 18, SECTION 2 AND 3, ENVIRONMENTAL CONSERVATION BOARD**

**WHEREAS**, the Town Board of the Town of Canandaigua is considering (Local Law # \_\_\_\_\_ ) Text Code Amendments in Chapter 18 section 2 and 3, Environmental Conservation Board (ECB), pertaining to rules of procedure, record keeping, and the membership of the ECB; and

**WHEREAS**, this proposed text code amendment would remove the portion of § 18-3, requiring a recording secretary be selected from among Environmental Conservation Board members and would amend § 18-2 to increase the number of ECB members from five to seven:

Section One. Legislative Intent. The intent of this Local Law is to update, clarify, and amend § 18-3 of the Town of Canandaigua Town Code, and to increase the number of members on the Environmental Conservation Board.

§ 2. Town of Canandaigua Town Code § 18-3 is hereby amended to read in its entirety as follows:

At their annual organizational meeting, the Town Board shall designate a member of the ECB to act as Chairman thereof. The ECB shall adopt rules and procedures for its meetings. It shall keep accurate records of its meetings and activities to be filed with the Town Clerk and shall file an annual report as provided in § 18-6 of this chapter.

§ 3. Town of Canandaigua Town Code § 18-2 is hereby amended to read in its entirety as follows:

- A. The ECB shall consist of seven members to be appointed by the Town Board for a term of \_\_\_\_\_ years.**
- B. Vacancies on the ECB shall be filled in the same manner as the original appointment, except that a vacancy occurring other than by the expiration of term of office shall be filled only for the remainder of the unexpired term.**

§ 4. Severability Clause. The provisions of this local law are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this local law.

§ 5. Effective Date. This local law shall take effect immediately upon filing with the Secretary of State of the State of New York.

**WHEREAS**, the Town Board of the Town of Canandaigua determines said proposed Text Code Amendments are classified as an Unlisted Action under the SEQR Regulations per §617 of the NYS Department of Environmental Conservation Law; and

**WHEREAS**, the Town Board of the Town of Canandaigua held a public hearing on the proposed Text Code Amendments on January 11, 2016; 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 SEQR Regulations and the information contained in the Short Environmental Assessment Form Part 1 (Attachment 20); and

**WHEREAS**, the Town Board of the Town of Canandaigua has completed Part 2 and Part 3 of the Short Environmental Assessment Form (Attachment 20); and

**WHEREAS**, the Town Board of the Town of Canandaigua has included in the Town of Canandaigua 2016 Town Budget a recording secretary (A.8020.160) for the Environmental Conservation Board; and

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

**BE IT FURTHER RESOLVED**, the Town Supervisor 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.

**BE IT FINALLY RESOLVED**, the Town Board of the Town of Canandaigua hereby adopts Local Law # \_\_\_\_ to amend Chapter 18 section 2 and 3 pertaining to the Environmental Conservation Board as identified above.

**RESOLUTION NO. 2016-43: LOCAL LAW REQUIRING WATER CUSTOMERS TO INSTALL A PRESSURE REDUCING VALVE / SEQR**

**WHEREAS**, a resolution was duly adopted by the Town Board of the Town of Canandaigua for a public hearing to be held by said Town Board on January 11, 2016 at 6:00 p.m. at the Town Hall at 5440 Route 5 & 20W., Canandaigua, New York, to hear all interested parties on a proposed local law that would require Owners of property supplied with water by the Town of Canandaigua to install a Pressure Reducing Valve of a type and kind approved by the Town of Canandaigua, and

**WHEREAS**, notice of said public hearing was duly advertised in the official newspaper of the Town of Canandaigua and was also duly posted at the Town Hall, and



**WHEREAS**, said public hearing was held on January 11, 2016, at 6:00 p.m. at the Town Hall and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to said proposed local law, or any part thereof, and

**WHEREAS**, the Town Board of the Town of Canandaigua, after due deliberation, finds it in the best interests of the Town of Canandaigua to adopt said Local Law.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Canandaigua hereby adopts said Local Law No. #\_\_ of the Year 2016, and be it further

**RESOLVED**, that the Town Clerk be and she hereby is directed to enter said Local Law 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. 2016-44: CONTRACT APPROVAL FOR PLANNING BOARD AND ZONING BOARD OF APPEALS ATTORNEY**

**BE IT RESOLVED:**

1. The Canandaigua Town Board hereby approves the 2016 contract (Attachment 21) for Chris Nadler, Attorney for the Planning & Zoning Boards; and
2. The Canandaigua Town Board authorizes the Town Supervisor to take any and all necessary steps to execute the contract; and
3. The Town Clerk shall send the fully executed contract to the vendor and file a copy of the contract in a designated folder on the shared (m) drive.

12. Approval of the following Town Board Meeting Minutes:  
December 21, 2015

13. Approval of Charge Back Billing – Attachment 22

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