

**Canandaigua Town Board  
Meeting Agenda  
April 21, 2017  
2:00pm**

- Call To Order and Pledge of Allegiance
  - Pledge led by Terry Fennelly, Town Councilman
- Roll Call
  - Town Clerk Confirmation meeting was properly advertised
- Privilege of the Floor
- Public Hearings

*Continued Public Hearings: None*

*New Public Hearings: None*

- Privilege of the Floor
- Resolutions

*Continued Resolutions: None*

*New Resolutions:*

**RESOLUTION NO. 2017 – 167: SUPPORTING OUR VETERANS/PROCLAIMING MAY 2017 AS POPPY DAYS MONTH**

**WHEREAS**, the annual **POPPY PROGRAM** has been officially recognized and endorsed by governmental leaders since 1921; and

**WHEREAS**, every **POPPY** is handmade by a veteran and the proceeds of this worthy fundraising campaign are used exclusively for the benefit of veterans and the surviving families of deceased veterans; and

**WHEREAS**, the **POPPY PROGRAM** raises community awareness and respect for our veterans by educating the public about the symbol of the poppy; the 4 petals representing dedication, sacrifice, responsibility and compassion; and

**WHEREAS**, the red petals symbolize the outpouring of the blood; the black is symbolic of mud and desolation of all battlefields; the green symbolizes the forests, meadows and fields where Americans through the generations have given their lives to preserve our freedoms, and the steam represents the courage and determination of our brave warriors; and

**NOW THEREFORE BE IT RESOLVED**, the Canandaigua Town Board does hereby declare the Month of May 2017 "**POPPY DAYS MONTH**" in the Canandaigua Area; and

**BE IT FURTHER RESOLVED**, the Canandaigua Town Board urges the citizens of this community to recognize the merits of this cause by donating generously to the **POPPY PROGRAM** and by proudly displaying a **POPPY** to show support and appreciation for the sacrifices of our veterans and as evidence of our gratitude to the men and women of this

country who have risked their lives in defense of the freedoms which we continue to enjoy as American citizens.

**RESOLUTION NO. 2017 – 168: AUTHORIZATION TO HIRE SEASONAL LABORER FOR PARKS**

**WHEREAS**, the Town of Canandaigua has an opening for a seasonal, part-time Laborer position; and

**WHEREAS**, the Director of Parks and Recreation has confirmed there is a need to fill this position; and

**WHEREAS**, the Director of Parks and Recreation, the Town Manager, and Personnel Officer conducted interviews with candidates pre-qualified by the Ontario County Department of Human Resources; and

**NOW THEREFORE BE IT RESOLVED**, that the Canandaigua Town Board hereby approves the hiring of Toby Crouse to fill the seasonal, part time Laborer position at an hourly rate of \$12.50/hour and up to 28 hours per week, to be charged to the budget line A.7110.131; and

**BE IT FINALLY RESOLVED**, the Town Board authorizes the Town Manager to execute any and all documents relative to the hiring of the seasonal, part-time Laborer.

**RESOLUTION NO. 2017 – 169: SOIL EROSION CONTROL AND SEDIMENT CONTROL SURETY FOR 3792 COUNTY ROAD 16 (TAX MAP # 113.09-2-2.000)**

**WHEREAS**, the Town of Canandaigua Planning Board has granted a single-stage site plan approval for the construction of a 480 square foot addition to the primary residential structure located at 3792 County Road 16 (Tax Map # 113.09-2-2.000), Canandaigua; and

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

**WHEREAS**, a copy of the proposed estimates is included with this agenda and is identified as Attachment 1 to the agenda; and

**WHEREAS**, the applicant has provided a performance bond in the amount of \$ 220.50 for the purposes of the erosion and sediment control surety; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby approves and accepts a soil erosion control surety in the total amount of \$ 220.50 in the form of a check.

**RESOLUTION NO. 2017 – 170: AUTHORIZATION TO ADVERTISE FOR BIDS, FOR THE RECEIPT OF SEALED BIDS FOR CANANDAIGUA HIGHWAY GARAGE**

**WHEREAS**, the Town Board of the Town of Canandaigua (herein after referred to as "Town Board") wishes to receive sealed bids in accordance with Section 103 Article 5-A of General Municipal Law for:

Canandaigua Highway Garage

Contract # 1: General  
Contract # 2: Plumbing  
Contract # 3: HVAC  
Contract # 4: Electrical

; and

**WHEREAS**, the Work is generally described as:

Construction of a new pre-engineered Highway Garage building, approximately 41,000 s.f., and a new Fuel Station Canopy on the existing Highway campus at 5440 NYS 5 & 20 West in Canandaigua New York. The new Highway Garage will be a pre-engineered metal building including insulated metal wall/roof panels, storefront doors/windows, partial height reinforced masonry exterior walls and concrete isolated spread footings, strip footings and foundation walls. The new Highway Garage spaces include a main garage (vehicle parking), a maintenance/repair area, a pre-engineered mezzanine, and admin/staff areas. The new Fuel Station Canopy is pre-engineered metal structure, concrete pad and foundation system. The Town will relocate the existing Fuel Tank system. Site work beyond ten (10) feet from the face of the buildings, or as noted on the plan documents, will be completed by Town forces. The project will require four (4) prime contracts including General Construction, Plumbing, HVAC and Electrical.

; and

**WHEREAS**, the Town Board reserves the right to reject any or all bids, or to waive any informalities, or to make an award to other than the low bidder; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby authorizes the release of advertisement to bid on the Canandaigua Highway Garage as described including Attachment 2.

**RESOLUTION NO. 2017 – 170: AUTHORIZING THE SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION**

**WHEREAS**, Akoustis Technologies, Inc. (hereinafter the “Company”) plans to establish silicon wafer manufacturing operations for its radio frequency products at 5440 and 5450 Campus Drive, Canandaigua, New York (hereinafter the “Project”); and

**WHEREAS**, the Project will require the purchase and installation of machinery and equipment and related expenditures in an amount expected to exceed \$6 million; and

**WHEREAS**, the Company has requested that the Town of Canandaigua apply for Community Development Block Grant funding for the Project from the New York State Office of Community Renewal (the “OCR”) for the purpose of providing a grant or deferred loan to the Company to finance a portion of the machinery and equipment costs associated with the Project; and

**WHEREAS**, the Project will result in the creation of an estimated 74 new permanent full-time employment positions within one year of the establishment of manufacturing operations, all of which are expected to provide a living wage; and

**WHEREAS**, the Town has held a public hearing on April 17, 2017 to obtain citizens’ views regarding the CDBG program as administered by OCR and the Project;

**NOW THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Canandaigua hereby authorizes the Town Supervisor (Chief Elected Official), and/or Town Manager (Chief Appointed Official) to submit a grant application on behalf of the Town in an amount not to exceed \$750,000 to the OCR to support the Project; and

**BE IT FURTHER RESOLVED**, that the Town Supervisor is hereby authorized to execute a grant agreement between the Town and the OCR as required by OCR and all related documents associated with the OCR grant, all such documents to be subject to review and approval by the Town Attorney; and

**BE IT FURTHER RESOLVED**, the Town Manager is hereby designated as the Certifying Officer responsible for all activities associated with the federal environmental review process to be completed in conjunction with the Project.

- Privilege of the Floor
- Other Business
- Privilege of the Floor
- Executive Session, as requested
- Adjournment

# ATTACHMENT 1

## Development Clerk

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**From:** Chris Jensen <cjensen@townofcanandaigua.org>  
**Sent:** Monday, April 17, 2017 8:10 AM  
**To:** 'Brennan Marks'; 'Brabant, Lance'  
**Cc:** 'Zoning Inspector'; 'Development Clerk'  
**Subject:** County Road 16 3792

Good Morning,

The estimate has been approved.

If you wish to have the approval of the surety funds placed on the next Town Board meeting, funds must be provided to Town Clerk by noon today.

Otherwise, the next meeting will be in May.

-Chris

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**From:** Brennan Marks [mailto:bmarks@marksengineering.com]  
**Sent:** Thursday, April 13, 2017 9:46 AM  
**To:** 'Chris Jensen'; 'Brabant, Lance'  
**Cc:** 'Zoning Inspector'  
**Subject:** RE: Proposed Addition at 3792 Co. Road 16

Chris,

See attached.

This link is the following information received from my insurance provider regarding the term "Engineer's Estimate" that you are requesting.

<http://www.hallandcompany.com/opinion-of-probable-construction-costs/>

If you require me to change my terms I will need to go back to my clients and ask for additional fees to cover my liabilities.

Thank you,

Brennan

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**From:** Chris Jensen [mailto:cjensen@townofcanandaigua.org]  
**Sent:** Thursday, April 13, 2017 9:09 AM  
**To:** 'Brennan Marks' <bmarks@marksengineering.com>; 'Brabant, Lance' <Lance.Brabant@mrbgroup.com>  
**Cc:** 'Zoning Inspector' <zoninginspector@townofcanandaigua.org>  
**Subject:** RE: Proposed Addition at 3792 Co. Road 16

Please provide on your letter head and stamped/sign the estimate

Also.. you spelled 'opinion' incorrectly



42 Beeman St.  
Canandaigua, NY 14424

CPN #010-17  
3792 West Lake Road  
Canandaigua, NY 14424

**Engineer's Opinion of Probable Cost**

	Quantity	Unit	Unit Cost	Sub Total
Silt Fence Material	155	ft	\$ 0.50	\$ 77.50
Silt Fence Labor	2	hr	\$ 30.00	\$ 60.00
Temporary Seed 25#	1	Bag	\$ 25.00	\$ 25.00
Temporary Seed Labor	1	hr	\$ 11.00	\$ 11.00
Straw Mulch Material	10	bale	\$ 2.00	\$ 20.00
Straw Mulch Labor	1	hr	\$ 11.00	\$ 11.00
Stone Outlet Protection Material	0.25	cy	\$ 20.00	\$ 5.00
Stone Outlet Protection Labor	1	hr	\$ 11.00	\$ 11.00
			Total	\$ 220.50



# ATTACHMENT 2



## ADVERTISEMENT TO BID

Town of Canandaigua  
5440 NYS 5 & 20 West  
Canandaigua, New York 14424

### TO ALL PROSPECTIVE BIDDERS:

The Town of Canandaigua, Ontario County, New York (in accordance with Section 103 of Article 5-A of the General Municipal Law) hereby invites the submission of sealed bids for:

**Canandaigua Highway Garage**  
**Contract #1: General**  
**Contract #2: Plumbing**  
**Contract #3: HVAC**  
**Contract #4: Electrical**

The Work is generally described as: Construction of a new pre-engineered Highway Garage building, approximately 41,000 s.f., a Cold Storage building renovation and addition, and a new Fuel Station Canopy on the existing Highway campus at 5440 NYS 5 & 20 West in Canandaigua New York. The new Highway Garage will be a pre-engineered metal building including insulated metal wall/roof panels, storefront doors/windows, partial height reinforced masonry exterior walls and concrete isolated spread footings, strip footings and foundation walls. The new Highway Garage spaces include a main garage (vehicle parking), a maintenance/repair area, a pre-engineered mezzanine, and admin/staff areas. The existing pre-engineered metal cold storage building will be partially renovated and include a 2,000 s.f. addition. The new Fuel Station Canopy is pre-engineered metal structure, concrete pad and foundation system. The Town will relocate the existing Fuel Tank system. Site work beyond ten (10) feet from the face of the buildings, or as noted on the plan documents, will be completed by Town forces. The project will require four (4) prime contracts including General Construction, Plumbing, HVAC and Electrical.

A Pre-Bid Conference will be held on (TBD) local time at 5440 NYS 5 & 20 West, Canandaigua New York. Representatives of Owner and Engineer will be present to discuss the Project. Bidders are encouraged to attend and participate in the conference.

Sealed bids for Canandaigua Highway Garage will be received until 10:00 AM Prevailing Time, (TBD), at the Town of Canandaigua, 5440 NYS 5 & 20 West, Canandaigua, New York 14424 at which time they will be publicly opened and read.

Contract Documents as prepared by MRB Group, Engineering, Architecture and Surveying, P.C., may be examined at the following locations:

1. Office of MRB Group, Engineering, Architecture and Surveying, P.C., The Culver Road Armory, 145 Culver Road Suite 160, Rochester, New York 14620.
2. Office of the Town of Canandaigua Clerk, 5440 NYS 5 & 20 West, Canandaigua, New York 14424.
3. Builder's Exchange of Rochester, 180 Linden Oaks Drive, Rochester, New York 14625.

Digital copies of the Contract Documents may be obtained from the offices of MRB Group, Engineering, Architecture and Surveying, P.C., after (TBD) Available upon a non-refundable payment of \$10.00 for each set, payable to Town of Canandaigua. No print documents will be issued. Bidder is responsible for costs associated with printing the Digital Documents. Bid documents obtained from third parties are considered informational only and may not be relied on as complete documents for use in preparing a bid.

A non-reimbursable charge of \$10.00 payable to MRB Group, Engineering, Architecture and Surveying, P.C. per set shall be made for plans and specifications mailed parcel post to prospective bidders. In lieu of the shipping charge, prospective bidders may pick up Contract Documents themselves at MRB Group, or they may ask to have the documents shipped on their own account number. When requesting Contract Documents, prospective bidders must include a letter stating their name, firm's name, shipping address (no P.O. Box numbers), telephone number, fax number (if any), name of project for which they are requesting Contract Documents, amount of money enclosed, and, if applicable, check numbers. Prospective bidders having Contract Documents shipped on their own account number must also include their account number, desired method of shipping (overnight, next afternoon, etc.) and a statement permitting MRB Group to use their account number to ship documents to them. Requests for Contract Documents that are not accompanied by the required letter will be returned.

The Town of Canandaigua, Ontario County, New York, reserves the right to reject any or all bids, or to waive any informalities, or to make an award to other than the low bidder. It further reserves the right to limit the amount of the award.

Attention of the bidders is particularly directed to the requirements of the conditions of employment to be observed and minimum Wage Rates to be paid under the Contract.

Each proposal must be accompanied by a certified check for an amount not less than five (5) percent of the amount bid payable to the order of the Town of Canandaigua, or a bond with sufficient sureties to be approved by Town of Canandaigua, in a penal sum of not less than five percent of the amount bid. If after the Owner's acceptance of a bid, the successful bidder fails to enter into a Contract pursuant to the requirements of the Contract Documents, then the Bid Security and/or the money standing to the credit of the same shall be forfeited to the Owner.

The Town of Canandaigua does not discriminate on the basis of handicapped status in admission or access to, or treatment or employment in, its programs and activities.

Jean Chrisman  
Town of Canandaigua

Dated: April 21, 2017