

# **TOWN OF CANANDAIGUA**

## **TOWN MANAGER MONTHLY REPORT**

June 19, 2017

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### **PERSONNEL**

KUDOS: Special recognition this month for the Town of Canandaigua Special Events Committee for coordinating Town of Canandaigua Day at the Ontario County Historical Society on June 3<sup>rd</sup>. The exhibits this year featured a wide array of activities including representation by our Town Parks Department, Environmental Conservation Board, and the emphasis of Natural Resource Protection.

KUDOS: Double Kudos this month to both the Town of Canandaigua Democrat and Republican Committees who hosted a special recognition lunch for all Town of Canandaigua Employees and elected Officials on June 13<sup>th</sup>.

Special Mention: A shout out to our Parks Department who continues to work to provide exceptional service for our residents, and ensure the continued operations of our parks. As residents Kim and Joe Benson recently noted in an email to me, "Please give everyone involved in maintain and improving our amazing parks and scenic grave yards a pat on the back". A special thank you to the Parks Department, Dennis Brewer, and Town Historian Ray Henry for taking the time to place U.S. Flags on the grave sites of our Veterans for the Memorial Day weekend.

Health Care Insurance: Our new health care insurance broker (Matson & Kellogg) held a lunch and learn with our employees on May 17<sup>th</sup> to introduce our new health insurance plans. Additionally, they have now met with our employees over numerous dates to assist employees with signing up for the new health insurance plans. The change in plans is anticipated to affect a cost savings from a projected \$ 375,000 to \$ 319,000.

### **FINANCIAL PLANNING**

#### Grants & Administration:

DASNY \$ 100,000 – Senator Helming contacted me to let us know the State and DASNY has approved the \$100,000 grant reimbursement for the Deuel Road reconstruction project. We are anticipating the funds in the near future.

Grant – The DEC requested a final report relating to the MS4 program grant to the Town of Canandaigua and City of Canandaigua. The report was submitted to the DEC electronically on June 6<sup>th</sup>.

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### **DEVELOPMENT / PLANNING**

Canandaigua Lake Watershed Association: A special thank you to the Canandaigua Lake Watershed Association for holding a training session with members of the Planning Board, ECB, Kevin Olvany, and myself on May 22<sup>nd</sup>. The training was specific to protection of natural resources, and the impact of land use relating to storm water runoff.

Onsite Waste Water Treatment Law: Following the last Town Board meeting there were several questions regarding the Onsite Waste Water Treatment proposed local law. On May 23<sup>rd</sup> I hosted a meeting with the Canandaigua Lake Watershed Council Manager and Inspector, Planning Board Chair, Planning/Zoning Board attorney, code enforcement, the NYS Department of Health, and Town Board members Terry Fennelly and Kevin Reynolds. During the meeting several amendments were suggested to the wording of the local law which is being provided to you as part of the agenda for June 19<sup>th</sup>.

CIC: Meeting twice since the last Town Board meeting, the CIC this past month reviewed the pending water master plan. The CIC would like to commend the Public Works Committee for their continued work on this document which will help to chart a course for water improvements over the next twenty years in the Town. Additionally, since your last meeting the CIC reviewed the work of the Economic Development Team and the current feasibility study and associated grant through the UPWP.

Sharenology: The Development Office has continued to work with representatives from Sharenology in order to offer online application assistance and review software platform. We are currently utilizing the Environmental Conservation Board to try out the software review platform before taking next steps. On May 17<sup>th</sup> I was able to join the Development Office staff in reviewing the current status of the application.

PDR Applications: We have opened the window for property owners who own at least 50 acres of land in agriculture production who are interested in being considered for the PDR program to make application to the Town of Canandaigua. This year, Sarah Reynolds has helped in taking the lead on creating a more streamlined application for property owners to declare their interest to the Town of Canandaigua. The PDR application window is now open until September 29, 2017.

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Business & Economic Development / MUO – the Economic Development Team met on June 6<sup>th</sup> with Geneva City Manager Matt Horn. The meeting was well attended with members of the Team, Town Board, Planning, Zoning, and Environmental Conservation Board. Matt shared with us success stories from Geneva in terms of Way Finding signage and how the signs are assisting with the redevelopment of downtown Geneva.

Open Space Team / Conservation / TDR – On May 24<sup>th</sup> the Open Space Team held a Q&A meeting with potential respondents to the Town's RFP for services to assist with the development of an updated open space and conservation plan. We anticipate a number of firms making application to the Town of Canandaigua.

Complete Streets Team – The Complete Streets Team is collaborating this month with the Site Design Team on a draft policy proposal to incorporate as much of the complete streets as possible in the site design criteria. The Complete Streets proposal is being incorporated via draft resolution by the team after looking at number of policies in other municipalities. This work was all completed in house by staff so as to not incur any outside expenditures, and the team believes is in keeping with Goal # 20 of the Comprehensive Plan.

Natural Resource Inventory Team – Joyce Marathaller, NRI Team leader, and other representatives recently met with Saratoga Associates via webex, to ask how that organization has previously worked with other municipalities on the topic of ridgeline and viewshed protection. The Team has put forth a proposal to utilize Saratoga at a rate of \$ 2,700. Please understand the initial proposal came in for substantially more work at a proposed cost of \$ 8,000; and the NRI Team was able to work with Saratoga to find ways to trim the cost on the proposal.

### **GENERAL**

5450 Route 5 & 20: While the Town Board is aware, I added this item to my report for the general public. On May 17<sup>th</sup> I attended the Ontario County Tax Auction at the direction of the Town Board to acquire the house next to the Town Hall. The Town was able to acquire the parcel for \$ 32,000. Closing on the parcel was finalized on June 2<sup>nd</sup> with the deed recorded in the Office of the Ontario County Clerk on June 2<sup>nd</sup> and a copy of the filing provided to me. The utilities have since been disconnected, and the Highway crews are anticipated to tear down the unsafe building in the coming weeks. We anticipate plans to be able to share with the public in the coming months as we continue

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to explore all options for shared community services, and thus reducing overall expenditures.

Fleet Management: On May 18<sup>th</sup> Jim Fletcher and I met with a representative from Enterprise Fleet Management. We are currently speaking with the company about the possibility of savings associated with leasing of certain equipment rather than purchase.

Ag Committee: Our new Town of Canandaigua Agriculture Committee met for the first time on May 18<sup>th</sup>. Mark Stryker of Kim-Mar Farms was selected to chair the Agriculture Committee, Bob DiCarlo of Knopf Farms vice chair, and Ray Henry our Town Historian as secretary.

Chamber: On May 19<sup>th</sup> I was honored to present the annual State of the Town to attendees of the Canandaigua Chamber's business breakfast update with Mayor Ellen Polimeni of the City of Canandaigua, and Jack Marren on behalf of Ontario County. Town Board members Terry Fennelly and Linda Dworaczyk joined me along with Highway Superintendent Jim Fletcher.

Modern Business: On June 1<sup>st</sup> I participated in a phone interview with Dave Allen a producer for Modern Business for a special titled, "Cities to Consider for Life, Business and Recreation". Modern Business is considering a special on Canandaigua, both the City and Town.

Fire Services: On June 2<sup>nd</sup> I met with acting City of Canandaigua Fire Chief Ben Cramer regarding the proposed Town of Canandaigua / City of Canandaigua Fire Services Agreement. Our current agreement with the City of Canandaigua is through December 31, 2016, which includes the use of the Town of Canandaigua Fire Station on Fire Hall Road, known as station #2. The acting City Fire Chief was very cordial and offered to help answer any questions relative to the current fire service agreement. Meanwhile, the City Manager had directed by email to both the Fire Chief and I that the Chief was not authorized to negotiate on behalf of the City and did not want money discussed.

Fire Services RFP: The Public Safety Committee and I have been discussing the next step for gathering information relative to fire protection services, specifically for the area that is part of the City Fire Service Protection Agreement requested to be at a rate of \$ 400,000 for 2018. Your agenda includes a resolution authorizing the release of an RFP for fire protection services, in order to gather information relative to the ability of other fire departments to cover this area.

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Finger Lakes Land Trust: On June 5<sup>th</sup> Sarah Reynolds and I met with Zach Odell from Finger Lakes Land Trust to further explore opportunities for collaboration. FLLT is very much interested in continuing to work with the Town in terms of agriculture protection and open space conservation.

EPA Award: The Town of Canandaigua was honored with the U.S. EPA's Environmental Champion Award since your last Town Board meeting. A special thank you to Town Clerk Jean Chrisman for attending the ceremony in New York City and accepting the award on behalf of the Town of Canandaigua.

### Upcoming Meetings:

**Planning** – The next scheduled Planning Board meeting is June 27<sup>th</sup> at 6:30pm.

**Zoning** – The Zoning Board of Appeals next meets June 20<sup>th</sup> at 6:00pm.

**Environmental Conservation Board** – July 6<sup>th</sup> at 4:30pm.

**Citizens Implementation Committee** – June 19<sup>th</sup> at 9:00am to review updates on the Parks and Recreation Master Plan.

A handwritten signature in black ink, appearing to be 'JEA', is located in the lower-left quadrant of the page.