

**Canandaigua Town Board  
Special Meeting Agenda  
March 13, 2017  
6:00pm**

Call To Order and Pledge of Allegiance

- Pledge led by Kevin Reynolds, Town Board Member

Roll Call

- Town Clerk Confirmation meeting was properly advertised

Privilege of the Floor

Public Hearings:

Continued Public Hearings: None

New Public Hearings: None

Resolutions:

Continued Resolutions: None

New Resolutions:

**RESOLUTION NO. 2017 – 111: APPOINTMENT OF TOWN MANAGER AND APPROVAL OF EMPLOYMENT AGREEMENT WITH TOWN MANAGER**

**WHEREAS**, the Town Board of the Town of Canandaigua wishes to fill the position of Town of Canandaigua Town Manager, and;

**WHEREAS**, the Town Board has considered the qualifications and experience necessary for a person to perform the duties of Town Manager, and;

**WHEREAS**, the Town Board has created and approved a job description for the position of Town Manager, and;

**WHEREAS**, the Town Board believes an internal candidate possess all of the required qualifications, and experience necessary to successfully perform the duties of Town Manager, and having in depth knowledge of ongoing operations, projects, challenges, and opportunities of the Town of Canandaigua and will successfully perform the duties of Town Manager, and;

**WHEREAS**, Mr. Douglas E. Finch having earned a Master's degree in Public Administration, and having extensive experience working in different levels of government including eleven years for the New York State Assembly, having served as an elected Councilmember at Large for the City of Canandaigua, and having served successfully since 2014 as the Director of Development, MWBE Officer, and Grant Administrator for the Town of Canandaigua, and;

**WHEREAS**, the Town Board desires to enter into an Employment Agreement in order to set forth the terms and conditions of the Manager's duties as Town Manager, and;

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby appoints Mr. Douglas E. Finch as the Town Manager of the Town of Canandaigua, and;

**BE IT FURTHER RESOLVED**, Mr. Finch as the Town Manager shall be the chief administrative officer of the Town of Canandaigua effective immediately on a temporary bases, and shall be the permanent chief administrative officer of the Town of Canandaigua as identified by the adoption of Local Law # 1 of 2017, effective upon receipt or acceptance in whole or in part by the Secretary of State, pursuant to the terms of his Employment Agreement; and as further identified in Town of Canandaigua Town Code Chapter 58; and further identified by the approved job description for the position of Town Manager, and;

**BE IT FURTHER RESOLVED**, the Town Board of the Town of Canandaigua hereby approves the Employment Agreement between the Town of Canandaigua and Mr. Douglas E. Finch for a term commencing immediately and ending July 1, 2020; and directs the Town Supervisor to execute the Employment Agreement for and on behalf of the Town Board of the Town of Canandaigua, and;

**BE IT FURTHER RESOLVED**, the Town Board of the Town of Canandaigua hereby sets the salary for the position of Town Manager at \$ 89,900 for the remainder of 2017; and

**BE IT FINALLY RESOLVED**, the Town Board hereby directs the Town Clerk to provide a certified copy of this resolution, along with an original signed copy of the Employment Agreement, to Mr. Finch, and also provide a copy to the personnel officer for the personnel file.

**RESOLUTION NO. 2017 – 112: AUTHORIZATION FOR THE BOOK KEEPER TO CREATE BUDGET ACCOUNT LINES FOR THE TOWN MANAGER**

**WHEREAS**, the Town Board of the Town of Canandaigua has created the office of Town Manager to serve as the chief administrative officer of the Town of Canandaigua, and;

**WHEREAS**, the NYS Comptroller identifies specific budgeting account numbers for the position of municipal executive, further defined as the chief administrative officer, and;

**WHEREAS**, to control and manage expenditures relating to the office of Town Manager, separately from other departments in the Town of Canandaigua the Town Board finds it in the best interest to create separate budgetary lines for the office of Town Manager, and;

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua directs the Book Keeper to create the following budget lines in the general fund for the office of Town Manager including: A1230.110 Municipal Executive / Town Manager,

Pers Serv; A1230.200 Municipal Executive / Town Manager; Equip & Cap Outlay; and A1230.400 Municipal Executive / Town Manager, Contr Expend.

**RESOLUTION NO. 2017 – 113: ASSIGNMENT OF CERTAIN RESPONSIBILITIES TO THE TOWN MANAGER**

**WHEREAS**, the Town Board has appointed a Town Manager and wishes to assign specific responsibilities for the day-to-day administration of the Town of Canandaigua, and;

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby authorizes and delegates to the Town Manager powers and duties of day-to-day administration and supervision of all town appointed and special district facilities appointed employees (excluding all Elected Officials) consistent with and in furtherance of any and all state and federal laws applicable thereto and with any and all local laws, and;

**BE IT FURTHER RESOLVED**, the purpose of this provision is to allow the Town to function between Town Board meetings, and by this delegation the Town Board does not abdicate to the Town Manager or surrender to him the board's statutory responsibilities, and;

**BE IT FURTHER RESOLVED**, the Town Board authorizes the Town Manager to sign any and all documents relating to day-to-day administration of appointed personnel, personnel management, and personnel records; and shall only offer new employment or terminate employment after first receiving direction from the Town Board, and;

**BE IT FURTHER RESOLVED**, the Town Board authorizes the Town Manager to engage the Town of Canandaigua's approved: Town Attorney, Town Engineer, fiscal advisors, human resources, insurance representative(s), payroll consultant(s), contract provider(s), State and/or local agencies, and staff in any matters the Town Manager may deem required, and then to update the Town Board on those actions when appropriate, at the next scheduled meeting, and;

**BE IT FURTHER RESOLVED**, the Town Board authorizes the Town Manager to review all practices, procedures, contracts, policies, procedures, and to bring recommendations for efficiency improvements through amendments to such provisions to the Town Board, and;

**BE IT FURTHER RESOLVED**, the Town Supervisor and the Town Board hereby appoints the Town Manager as the Budget Officer for a term ending December 31, 2017, and;

**BE IT FURTHER RESOLVED**, the Town Board appoints the Town Manager as the Grant Administrator, and authorizes the Town Manager to execute all documents regarding administration of grants on behalf of the Town of Canandaigua for a term ending December 31, 2017, and;

**BE IT FINALLY RESOLVED**, the Town Board appoints the Town Manager as the MWBE/MWBO Officer for the Town of Canandaigua for a term ending December 31, 2017.

**RESOLUTION NO. 2017 – 114: AUTHORIZATION OF BUDGET TRANSFERS**

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua hereby authorizes the Bookkeeper to make the following budget transfers:

Account #	Description	From:	To:
	<b>GENERAL FUND</b>		
A.8010.123	Director Development, Pers. Serv.	\$ 65,563.86	
A.1230.110	Town Manager, Pers. Serv.		\$ 65,563.86

Privilege of the Floor

Other Business

Privilege of the Floor

Executive Session, as requested

Adjournment