

**Canandaigua Town Board
Meeting Agenda
March 18, 2019
6:00pm**

- Call To Order and Pledge of Allegiance
 - Pledge Led by Kevin Reynolds, Town Councilman
- Roll Call
 - Town Clerk Confirmation meeting was properly advertised
- Circulation of Written Communications and Correspondence
 - Email, Mark MacNeil – Canandaigua 7th Grade Science, Thank you for recycling presentation done by Kaitlynn McCumiskey, March 7, 2019
 - Email, Resident, Stormwater pond at The Cottages at Lakewood Meadows HOA, March 7, 2019
 - Newsletter, Office for the Aging, February, March, April 2019
 - Newsletter, The Chronicles of the Ontario County Historical Society Museum and Research Center, Volume 48, Issue 1, March 2019
 - Letter, Charter Communications, Lauren Kelly – Director of Government Affairs, Upcoming Changes, February 28, 2019
 - Letter, Charter Communications, Lauren Kelly – Director of Government Affairs, Upcoming Changes, February 20, 2019
 - Newsletter, The Inside Dirt, Volume 17, Issue 1, February 2019
 - Newsletter, Afoot in the Field, Volume 10, Issue 1, Winter 2019
- Privilege of the Floor
- Priority Business
- Presentations
 - Town of Canandaigua Employee Recognition Ceremony
 - Reports of Fire Department(s) – attachments to Town Manager’s Report
- Public Hearings

Continued Public Hearings:

- None

New Public Hearings:

- Public Hearing on the Draft Uptown Canandaigua Mixed Use and Transportation Corridor Feasibility Study; and SEQR Intent to Declare Lead Agency

NOTE: This public hearing pertains to Resolution No. 2019-082

- Reports of Town Officials and Department Heads – Attachment #1
 - A. Director of Parks & Recreation
 - B. Highway / Water Superintendent
 - C. Assessor
 - D. Historian
 - E. Town Clerk
 - F. Planner
 - G. Town Manager
 - H. Supervisor / Deputy Supervisor

1. Monthly Financial Reports for February 2019
 - a. Revenue & Expense Report and Cash Summary Report
 - b. Overtime Report – All Departments
 - c. Overtime Report – Highway & Water

➤ Reports of Committees, Boards and Commissions

- A. Town Board Committees (as needed)
 - a. Finance – Councilwoman L. Dworaczyk
 - b. Planning – Councilman T. Fennelly
 - c. Environmental – Councilman K. Reynolds – Attachment #2
 - d. Ordinance – Councilman G. Davis – Attachment #3
- B. Planning Board, Chairman T. Schwartz
- C. Zoning Board of Appeals, Chairman T. Robinson
- D. Environmental Conservation Board, Chairwoman J. Marthaller
- E. Citizens' Implementation Committee, Chairwoman S. Reynolds
- F. Parks & Recreation Committee, Chairman M. MacNeil
- G. Economic Dev. Committee, Chairs O. Fuller & K. Dworaczyk – Attachment #4
- H. Special Events Committee, Chairwoman O. Fuller
- I. Agriculture Committee, Chairman M. Stryker
- J. Drainage Committee, Chairman C. Oyler – Attachment #5

➤ Privilege of the Floor

➤ Resolutions

Continued Resolutions:

New Resolutions:

FINANCE

- Resolution No. 2019 – 065: Acceptance of the Monthly Financial Reports
- Resolution No. 2019 – 066: Adoption of Town Investment Policy
- Resolution No. 2019 – 067: Authorizing Payment to Carmerie Jensen
- Resolution No. 2019 – 068: Authorization for Town Manager to Execute Insurance Renewal Agreement
- Resolution No. 2019 – 069: Amendment to the Fee Schedule for Dog License Fees
- Resolution No. 2019 – 070: Adoption of Fee Schedule Relative to Parks and Recreation

PLANNING

- Resolution No. 2019 – 071: Approval to Purchase a New Solid Waste Container
- Resolution No. 2019 – 072: Approve Purchase of a Ford F-350 Cab and Chassis for Water Department
- Resolution No. 2019 – 073: Approve Purchase of Two Ford F-250 Pick Up Trucks for Highway Department
- Resolution No. 2019 – 074: Contract for Right-of-Way Mowing on State Route 332
- Resolution No. 2019 – 075: Authorizing Highway Superintendent to Sign Confidentiality and Assurance Agreement with Rochester Gas and Electric Corporation
- Resolution No. 2019 – 076: Approval of the Capital Water Main Project for the Materials on County Road 10

ENVIRONMENTAL

- Resolution No. 2019 – 077: Acceptance of LaBella Associates' Proposal for Planning Services Associated with Preparing an Update to the Town of Canandaigua's 2011 Natural Resources Inventory and Authorization of Town Manager to Execute Documents
- Resolution No. 2019 – 078: Acceptance of Institute for Building Technology and Safety's Proposal for Public Information Campaign for Waste Diversion Initiatives and Authorization for Town Manager to Execute Agreement
- Resolution No. 2019 – 079: Honoring Arbor Day 2019 and Recognizing the Value of Trees to the Town of Canandaigua Community
- Resolution No. 2019 – 080: Joint City and Town of Canandaigua Resolution Supporting a Lake Friendly Lawn Care Initiative

ORDINANCE

- Resolution No. 2019 – 081: Authorization to Proceed with Mixed Use Zoning, Referral to Planning Board for Advisory Report – City Mini Storage
- Resolution No. 2019 – 082: Adoption of the Uptown Canandaigua Mixed Use and Transportation Corridor Feasibility Study and SEQR Determination of Non-Significance

ECONOMIC DEVELOPMENT/GENERAL

- Resolution No. 2019 – 083: Appreciation of Years of Service by Dennis Brewer to the Town of Canandaigua as the Director of Parks and Recreation
- Resolution No. 2019 – 084: Appointment of Certain Part-Time Positions and Budget Modifications
- Resolution No. 2019 – 085: Elimination of Vacant Positions
- Resolution No. 2019 – 086: Approval of Town of Canandaigua Organizational Chart
- Resolution No. 2019 – 087: Creation of a Part-Time Transfer Station Operator Position
- Resolution No. 2019 – 088: Update to Town of Canandaigua Sexual Harassment Policy
- Resolution No. 2019 – 089: Appointment of Parks and Recreation Committee Members
- Resolution No. 2019 – 090: Adoption of a Town of Canandaigua Fair Housing Plan
- Resolution No. 2019 – 091: Acknowledgement of Annual Reports
- Resolution No. 2019 – 092: Authorization to Settle Tax Assessment Litigation Related to Property Owned by Five Star Bank Located on Rochester Road
- Resolution No. 2019 – 093: Authorization for Town Clerk to Surplus Items in Accordance with the Fixed Asset Inventory and Management Policy
- Resolution No. 2019 – 094: Soil Erosion and Sediment Control Surety for 3524 County Road 16 (Tax Map #98.17-1-45.000)
- Resolution No. 2019 – 095: Letter of Credit for Lakewood Meadows Section 9C (Tax Map #112.19-1-500.210)
- Resolution No. 2019 – 096: Acknowledgement of Reports from Fire Departments Per Contracts with the Town of Canandaigua

RESOLUTION NO. 2019 – 065: ACCEPTANCE OF THE MONTHLY FINANCIAL REPORTS

WHEREAS, the Town Board is responsible for the general oversight of the Town's operations and finances; and

WHEREAS, the Town Supervisor, as Chief Financial Officer, is responsible for providing financial reports to the Town Board; and

WHEREAS, the Town Supervisor has provided the Town Board with hard copies and electronic copies of the February 2019 Monthly Revenue/Expense Control Report, the Highway/Water Department Overtime Report and All Department Overtime Report; and

NOW THEREFORE BE IT RESOLVED, the Canandaigua Town Board hereby confirms receipt and acceptance of these items.

Attachment #1

RESOLUTION NO. 2019 – 066: ADOPTION OF TOWN INVESTMENT POLICY

WHEREAS, the Finance Committee has reviewed the Town's Investment Policy and is making recommended changes in order to clarify steps to invest Town funds; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby accepts those recommendations and adopts the Town of Canandaigua Investment Policy.

Attachment #6

RESOLUTION NO. 2019 – 067: AUTHORIZING PAYMENT TO CARMERIE JENSEN

WHEREAS, an incident involving Carmerie Jensen took place at Onanda Park on or about January 21, 2017; and

WHEREAS, as a result of said incident Ms. Jensen has incurred certain expenses, which have been detailed to the Town Manager's Office; and

WHEREAS, the Town of Canandaigua has previously agreed to reimburse Ms. Jensen for said expenses in exchange for Ms. Jensen releasing the Town of Canandaigua from liability relating to the incident that took place on or about January 21, 2017; and

WHEREAS, the Town Attorney has prepared a General Release for Ms. Jensen to sign; and

NOW THEREFORE BE IT RESOLVED, that the Town of Canandaigua shall pay to Carmerie Jensen the amount of \$561.19, provided that Ms. Jensen executes the General Release prepared by the Town Attorney; and

BE IT FURTHER RESOLVED, that the Town Manager is hereby directed to prepare a check payable to Ms. Jensen in the amount of \$561.19 to be paid from Budget Line AA100.1420.400; and

BE IT FURTHER RESOLVED, that the Town Manager shall release said check to Ms. Jensen upon her execution of the General Release prepared by the Town Attorney.

Attachment #7

RESOLUTION NO. 2019 – 068: AUTHORIZATION FOR TOWN MANAGER TO EXECUTE INSURANCE RENEWAL AGREEMENT

WHEREAS, the Town Board of the Town of Canandaigua is considering the renewal of the Town's comprehensive and liability insurance policy; and

WHEREAS, the Town previously paid the following amounts for comprehensive and liability insurance: 2018 – \$105,501.65 (\$106,365.19 with disability) (policy written at \$98,126.65 – added new highway facility and two new trucks); 2017 – \$100,686.64; and 2016 – \$115,691.00; and

WHEREAS, the Town Manager has received quotes for 4/1/2019 - 3/31/2020 as follows:

- NYMIR (Eastern Shore Associates) - \$ 93,319.33
- Houston Casualty (CIG) - \$ 89,884.38
- Zurich (CIG) - \$ 104,152.13
- Travelers (CIG) - \$ 92,665.00
- Selective (CIG) - \$ 130,562.78

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua directs the Town Manager to execute any and all documents to renew the Town's insurance policy effective April 1, 2019 for a cost not to exceed \$ 89,900.00 with Houston Casualty Company to be paid from AA100.1910.400 (the 2019 budgeted amount was \$113,000.00).

Attachment #8

RESOLUTION NO. 2019 – 069: AMENDMENT TO THE FEE SCHEDULE FOR DOG LICENSE FEES

WHEREAS, the Town Clerk was requested by the Finance Committee to benchmark what other Ontario County municipalities were charging for dog license fees; and

WHEREAS, in 2018 the Town of Canandaigua paid the Ontario County Humane Society \$22,422 and NYS Agriculture and Markets \$1,753 and is under contract to pay the Ontario County Humane Society \$23,353 in 2019; and

WHEREAS, the Town of Canandaigua in 2018 collected \$20,947 approximately \$3,200 less in dog license fees that what was paid to the Ontario County Humane Society and the NYS Agriculture and Markets; and

WHEREAS, it is recommended by the Town Board Finance Committee to increase the dog license fees from \$14 / \$22 (spayed/neutered and unsprayed/unneutered) to \$15 / \$25 (spayed/neutered and unsprayed/unneutered) to be consistent with the other Ontario County municipalities and to lessen the gap between the expenses and collected revenue; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua accepts the recommendation from the Town Finance Committee and approves these amendments to the 2019 Fee Schedule effective April 1, 2019.

Attachment #9

RESOLUTION NO. 2019 – 070: ADOPTION OF FEE SCHEDULE RELATIVE TO PARKS AND RECREATION

WHEREAS, the Town Board of the Town of Canandaigua has been asked to consider amendments to the fee schedule relating to parks rental rates for residents; and

WHEREAS, the Parks and Recreation Committee reviewed the request and provided a comparison to other municipal parks rental rates; and

WHEREAS, the Town's Finance Committee has reviewed the recommended rental rates and finds the rates to be acceptable; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua adopts the updated fee schedule which includes a rental rate that is less for Town residents than non-Town residents, since Town residents are already supporting in part the parks and recreation department through property taxes; and

BE IT FURTHER RESOLVED, the Town Board finds these rates will go into effect July 1, 2019; and

BE IT FURTHER RESOLVED, the Town Board directs that no refund will be granted for reservations made before July 1, 2019 as the fee schedule is available to everyone and if someone wanted to wait until July 1, 2019 and take a chance on the facility still being available they would have that option or they can pay the current rate to go ahead and make the reservation to secure their rental; and

BE IT FINALLY RESOLVED, the Town Clerk is directed to provide a copy of this resolution to the Town Manager, and the Parks and Recreation Committee Chair.

Attachment #10

RESOLUTION NO. 2019 – 071: APPROVAL TO PURCHASE A NEW SOLID WASTE CONTAINER

WHEREAS, the current solid waste container is over 20 years old and is no longer serviceable due to its age and the strength of the steel; and

WHEREAS, the Highway Superintendent has received quotes from Cyncon for \$11,740.00 and Tenco for \$12,084; and

WHEREAS, the Highway Superintendent recommends purchasing from Cyncon; and

WHEREAS, the order was previously place; however, the invoice and delivery are just now occurring after the 2018 books have already been closed; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua authorizes the Highway Superintendent to purchase a new solid waste container from Cyncon at a cost not to exceed \$11,740.00 to be paid out of budget line AA100.8160.200; and

BE IT FURTHER RESOLVED, the Town Board directs the Town Manager to make a budget transfer from AA100.1990.400 (Contingency) to AA100.8160.200 (Waste & Recycling Equipment) in the amount of \$11,740.00 to cover this purchase; and

BE IT FURTHER RESOLVED, the Town Clerk is directed to provide a copy of this resolution to the Town Manager.

RESOLUTION NO. 2019 – 072: APPROVE PURCHASE OF A FORD F-350 CAB AND CHASSIS FOR WATER DEPARTMENT

WHEREAS, the 2019 adopted budget includes funds for the purchase of a Ford F-350 in line SW500.8310.200.00000 Water Administration Capital Equipment; and

WHEREAS, quote #Nye-Canan-22519 from Nye automotive group fleet department details the purchase of a new 2019 Ford F-350 cab and chassis, the cost of which was calculated using the NYS OGS government fleet concession in the amount of \$ 32,576.85 and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby approves the purchase of a new Ford F-350 cab and chassis from Nye automotive group fleet department to be paid from SW500.8310.200.

RESOLUTION NO. 2019 – 073: APPROVE PURCHASE OF TWO FORD F-250 PICK UP TRUCKS FOR HIGHWAY DEPARTMENT

WHEREAS, the 2019 adopted budget includes funds for the purchase of two Ford F-250 from budget line DA100.5130.200 Machinery Capital Equipment; and

WHEREAS, the Highway Superintendent solicited bids using the NYS OGS mini bid system number 19010166 details the purchase of a new 2019 Ford F-250 pickup truck in the amount of \$ 29,553.43 and number 19010165 details the purchase of one 2019 Ford F-250 in the amount of \$ 37,342.99 for a total amount of \$ 66,896.42; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby approves the purchase of two new Ford F-250 pickup trucks from Nye automotive group fleet department for an amount not to exceed \$ 66,900.00 to be paid from DA100.5130.200.

RESOLUTION NO. 2019 – 074: CONTRACT FOR RIGHT-OF-WAY MOWING ON STATE ROUTE 332

WHEREAS, the NYS DOT has submitted a joint contract to the Towns of Canandaigua and Farmington for Right-of-Way mowing on Route 332 for the 2019 contract season of May 1, 2019 to November 30, 2019; and

WHEREAS, it is proposed that the Town of Canandaigua will mow 3.5 center lane miles (CLM) of median on Route 332 a maximum of 3 cycles during the contract period, and the NYS DOT will pay the Town of Canandaigua \$370.00/CLM per occurrence; and

WHEREAS, the Town of Canandaigua is required to submit a Highway Work Permit Application for Non-utility work and the Town's insurance certificates to the NYS DOT under this contract; and

NOW, THEREFORE, BE IT RESOLVED, that the Town of Canandaigua Town Board hereby approves the Right-of-Way Mowing Contract with the NYS DOT for the 2019 contract season and authorizes the Town Supervisor to sign the Right-of-Way Mowing Contract; and

BE IT FURTHER RESOLVED, that

1. The Highway Superintendent shall complete a NYSDOT Highway Work Permit for the proposed work.
2. The Town Clerk shall maintain a copy of the signed Right-of-Way Mowing Contract on file.
3. The Highway Superintendent shall deliver the original signed Right-of-Way Mowing Contract, Highway Work Permit Application, and requested insurance certificates to the Canandaigua office of the NYS DOT.

RESOLUTION NO. 2019 – 075: AUTHORIZING HIGHWAY SUPERINTENDENT TO SIGN CONFIDENTIALITY AND ASSURANCE AGREEMENT WITH ROCHESTER GAS AND ELECTRIC CORPORATION

WHEREAS, the Town of Canandaigua is considering converting its street lights to LED; and

WHEREAS, in order to properly consider such LED conversion, the Town of Canandaigua needs certain information from Rochester Gas and Electric Corporation; and

WHEREAS, as a condition of providing the required information to the Town of Canandaigua Rochester Gas and Electric Corporation requires the execution of a Confidentiality and Assurance Agreement; and

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Canandaigua hereby authorizes the Highway Superintendent to execute the Confidentiality and Assurance Agreement provided by Rochester Gas and Electric Corporation; and

BE IT FURTHER RESOLVED, that paragraph number eleven of said Confidentiality and Assurance Agreement is hereby adopted as a policy of the Town of Canandaigua for purposes of information obtained pursuant to the Confidentiality and Assurance Agreement.

Attachment #14

RESOLUTION NO. 2019 – 076: APPROVAL OF THE CAPITAL WATER MAIN PROJECT FOR THE MATERIALS ON COUNTY ROAD 10

WHEREAS, the Town of Canandaigua Town Board (herein after referred to as “Town Board”) has approved in the 2019 budget the expenditure of installing a new water main and appendages on County Road 10; and

WHEREAS, the Town Board at the February 11, 2019 board meeting approved by resolution for the Water Superintendent Jim Fletcher to advertise for the materials needed to complete the project on County road 10; and

WHEREAS, the water superintendent had received two bids from Blair Supply and Cord & Main LP that were open in public on February 27, 2019 at 9:00 am in the town hall; and

WHEREAS, the lowest responsible bid for the water main materials was Core & Main LP in the amount of \$ 337,927.00; and

WHEREAS, the water superintendent approves of the bid from Core & Main for the water materials; and

NOW THEREFORE BE IT RESOLVED, the Town Board directs the water superintendent to release the bid to Core & Main for the purchase of water main materials for County road 10 and directs all expenditures shall be paid from Budget SW500.8397.200.

Attachment #15

RESOLUTION NO. 2019 – 077: ACCEPTANCE OF LABELLA ASSOCIATES’ PROPOSAL FOR PLANNING SERVICES ASSOCIATED WITH PREPARING AN UPDATE TO THE TOWN OF CANANDAIGUA’S 2011 NATURAL RESOURCES INVENTORY AND AUTHORIZATION FOR TOWN MANAGER TO EXECUTE DOCUMENTS

WHEREAS, the Town of Canandaigua Town Board (herein after referred to as “Town Board”) is aware that the 2011 Town of Canandaigua Natural Resources Inventory (NRI) is in need of an update; and

WHEREAS, the Town Manager solicited quotes from two firms capable of preparing such an update and is recommending to the Town Board the acceptance of the quote from LaBella Associates to perform the update to the NRI—this firm prepared both the Agricultural Enhancement Plan and the Open Space, Scenic Views and Conservation Master Plan on behalf of the Town of Canandaigua in the past; and

WHEREAS, the Town Board intends to accept the LaBella Associates proposal, “Town of Canandaigua Natural Resource Inventory,” dated February 1, 2019 to complete the plan update at a cost not to exceed \$12,000.00; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua authorizes the Town Manager to execute all documents relative to the acceptance of the LaBella Associates proposal, “Town of Canandaigua Natural Resource Inventory,” dated February 1, 2019 for preparing an update to the 2011 Town of Canandaigua Natural Resources Inventory with a cost not to exceed \$ 12,000.00 to be funded through AA100.8020.422.

BE IT FURTHER RESOLVED, the Town Clerk is directed to provide a copy of this resolution to the Town Manager.

Attachment #16

RESOLUTION NO. 2019 – 078: ACCEPTANCE OF INSTITUTE FOR BUILDING TECHNOLOGY AND SAFETY’S PROPOSAL FOR PUBLIC INFORMATION CAMPAIGN FOR WASTE DIVERSION INITIATIVES AND AUTHORIZATION FOR TOWN MANAGER TO EXECUTE AGREEMENT

WHEREAS, the Town of Canandaigua is a municipal partner in the Ontario County Local Solid Waste Management Plan (LSWMP) which aims to promote responsible waste management practices with a focus on waste diversion initiatives; and

WHEREAS, the Town has received LSWMP funding from Ontario County according to schedule A in an Intermunicipal agreement which includes funding for public education and outreach; and

WHEREAS, the Town of Canandaigua Town Board approved the release of the RFP for consultant services regarding a public education campaign for waste diversion initiatives (Resolution 2018-287); and

WHEREAS, the Environmental Committee received two proposals associated with the RFP and reviewed each proposal in conjunction with the Town Manager and Jim Fletcher, who oversees Transfer Station operations; and

WHEREAS, after conducting an interview with the finalist, the Environmental Committee is recommending the Town Board accept the proposal submitted by Institute for Building Technology and Safety; and

NOW THEREFORE BE IT RESOLVED, the Town Board accepts the Institute for Building Technology and Safety proposal dated November 19, 2018 with a cost not to exceed \$ 25,000.00 and authorizes the Town Manager to execute any and all associated documents and agreements to be paid from CL100.8160.400.00000; and

BE IT FINALLY RESOLVED, the Town Clerk is directed to provide a copy of this resolution to the Town Manager.

Attachment #17

RESOLUTION NO. 2019 – 079: HONORING ARBOR DAY 2019 AND RECOGNIZING THE VALUE OF TREES TO THE TOWN OF CANANDAIGUA COMMUNITY

WHEREAS, in honor of Arbor Day, observed on April 26, 2019, the Town of Canandaigua Town Board (herein after referred to as “Town Board”) wishes to recognize the importance of open space and specifically the value of trees and forests in the Town of Canandaigua; and

WHEREAS, the Town of Canandaigua Environmental Conservation Board also wishes to honor Arbor Day and will be presenting a workshop, “Partnering with Trees,” on April 24, 2019 at the Town Hall that will include informative sessions on planting trees, invasive species, and a tree giveaway for homeowners; and

WHEREAS, organizations both local and national, including the Town of Canandaigua Environmental Conservation Board, Ontario County Soil & Water Conservation District, Cornell Cooperative Extension of Ontario County, New York State Department of Environmental Conservation, Arbor Day Foundation, and others, all agree that trees—both individual trees and complete forest ecosystems—provide myriad benefits to communities; and

WHEREAS, these benefits include, but are not limited to, providing oxygen and purifying the air we breathe; protecting streams and water bodies—and thereby protecting our drinking water sources—by filtering sediment, pesticides, and other pollutants contained in surface water runoff; stabilizing steep slopes, stream banks and gullies; reducing flooding and associated flood damages; improving aquatic and terrestrial wildlife habitats; reducing heating and cooling costs; increasing property values; reducing erosion; and

WHEREAS, it is widely agreed that the highest level of benefit is achieved by having native tree species—those occurring naturally in a particular region; and

WHEREAS, because of these facts, the Town of Canandaigua Environmental Conservation Board is recommending to the Town Board that a good way to celebrate Arbor Day and recognize the value of trees is to plant native tree species on the Town Campus; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua intends to plant ten native tree species on the premises of the Town Hall, located at 5440 Route 5 & 20 West, Canandaigua, NY 14424; and

BE IT FURTHER RESOLVED, The Town Board authorizes the Town Manager to execute any documents necessary to carry out this action in 2019 and to fund the purchase of the trees in an amount not to exceed \$1,000.00 through the 2019 General Budget AA100.8020.450 (Environmental Conservation Board).

BE IT FINALLY RESOLVED, the Town Clerk is directed to provide a copy of this resolution to the Town Manager and to the Environmental Conservation Board Chairperson.

Attachment #18

RESOLUTION NO. 2019 – 080: JOINT CITY AND TOWN OF CANANDAIGUA RESOLUTION SUPPORTING A LAKE FRIENDLY LAWN CARE INITIATIVE

WHEREAS, Canandaigua Lake is considered to be one of the most important assets to our region by providing drinking water for over 70,000 residents, a vital regional tourism driver that generates millions of dollars annually for our communities, a major recreational destination for boaters, swimmers and fisherman, a major tax base for our local schools and communities with

over a billion dollars of assessed shoreline property value, along with providing incredible scenic beauty and ecological significance to the region; and

WHEREAS, Canandaigua Lake is a source of substantial pride to our community and its protection is of the highest priority; and

WHEREAS, the recent Harmful Algal Blooms have intensified the need to implement the Canandaigua Lake Watershed Management Plan in order to reduce the negative impact from a wide spectrum of land use practices; and

WHEREAS, one of the many potential sources of nutrients and pesticides that threaten Canandaigua Lake that is identified in the plan are from lawn care practices on residential, municipal and commercial lawns; and

WHEREAS, the City and Town of Canandaigua are leaders in the comprehensive effort to protect Canandaigua Lake through the implementation of a wide array of water quality projects, programs and regulations; and

WHEREAS, the City and Town of Canandaigua have adopted lake friendly lawn care practices that have eliminated the use of pesticides and curtailed the use of fertilizers on municipally owned land by utilizing Integrated Pest Management principles; and

WHEREAS, the City and Town of Canandaigua are interested in partnering and enhancing ongoing educational efforts by the Canandaigua Lake Watershed Association and Watershed Council to educate the public on lake friendly lawn care practices; and

WHEREAS, the City and Town of Canandaigua have organized a Keep Canandaigua Lake Clean- Education Focus Committee with representatives from the City, Town, Watershed Council, Watershed Association and the Canandaigua Chamber of Commerce to formulate a variety of educational strategies to reach important target audiences; and

WHEREAS, the initial focus of the Committee will be to develop a comprehensive lake friendly lawn care strategy that reaches both residential landowners and the large institutional/commercial landowners in the City and Town of Canandaigua and ultimately all landowners in the Canandaigua Lake watershed; and

WHEREAS, this policy was reviewed by the Environmental Committee at its March 6, 2019 committee meeting and was recommended for City Council/Town Board approval;

NOW, THEREFORE, BE IT RESOLVED, by the Canandaigua City Council and the Canandaigua Town Board that the City of Canandaigua and Town of Canandaigua hereby supports the Lake Friendly Lawn Care Initiative and will provide both technical and financial assistance to support the partnership effort to educate residents, institutions and commercial landowners on lake friendly lawn care practices; and

BE IT FURTHER RESOLVED, the Town Board directs the Town's Environmental Conservation Board to be involved with this process as the public awareness and educational group relating to environmental awareness for the Town of Canandaigua; and

BE IT FINALLY RESOLVED, the Town Board directs the Town Clerk to provide a copy of this resolution to the Town Manager, the City of Canandaigua City Manager, the Canandaigua Lake Watershed Council Manager, and the Canandaigua Lake Watershed Association Administrative Coordinator.

RESOLUTION NO. 2019 – 081: AUTHORIZATION TO PROCEED WITH MIXED USE ZONING, REFERRAL TO PLANNING BOARD FOR ADVISORY REPORT – CITY MINI STORAGE

WHEREAS, the Town of Canandaigua Town Board has received a request to amend the official zoning map for 2265 State Route 332 (TM# 56.00-2-31.110) to include a Mini Storage Facility as part of the Mixed-Use Overlay (MUO-1) District found in Town Code § 220-33; and

WHEREAS, the applicant, City Mini Storage is proposing to construct twenty-one (21) Self Storage Buildings, one (1) Climate Controlled Storage Building, Boat and RV storage, and associated improvements at 2265 State Route 332; and

WHEREAS, Town Code § 220-33 (C) (2) identifies the process to consider such an application including: "... If the Town Board decides to consider the petition, then the Town Board may refer the petition to the Planning Board for an advisory report which report shall be returned by the Planning Board to the Town Board within 60 days....;" and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby does direct the Planning Board to review said application and submit an advisory report to the Town Board within 60 days.; and

BE IT FURTHER RESOLVED, the Town Clerk is directed to provide copies of this resolution to the Planning Board Chairman, Planner, and Town Manager.

Attachment #20

RESOLUTION NO. 2019 – 082: ADOPTION OF THE UPTOWN CANANDAIGUA MIXED USE AND TRANSPORTATION CORRIDOR FEASIBILITY STUDY AND SEQR DETERMINATION OF NON-SIGNIFICANCE

WHEREAS, the Town of Canandaigua Town Board (hereinafter referred to as "Town Board") is considering adoption of the [Uptown Canandaigua Mixed Use and Transportation Corridor Feasibility Study](#) ("Uptown Study"), prepared by Bergmann Associates; and

WHEREAS, the Town Board of the Town of Canandaigua was grateful for the support and the assistance of the Citizens' Implementation Committee and the Uptown Study Steering Committee; and

WHEREAS, the Town Board authorized, via Resolution number 2017-394, the use of Bergmann Associates for professional services to prepare the Uptown Canandaigua Mixed Use and Transportation Corridor Feasibility Study; and

WHEREAS, the Steering Committee has been working on the plan and reporting updates, status, and recommendations to the Citizen's Implementation Committee (CIC); and

WHEREAS, the Town Board held a public hearing on March 18, 2019 regarding the draft Uptown Study; and

WHEREAS, the Ontario County Planning Board reviewed the plan at their March 13, 2019 meeting; and

WHEREAS, the Planning Board reviewed the plan at their March 12, 2019 meeting; and

WHEREAS, the Environmental Conservation Board reviewed the plan at their March 7, 2019 meeting; and

WHEREAS, the Citizen's Implementation Committee reviewed the plan on multiple occasions throughout 2018 and reviewed the final version of the plan on February, 19, 2019; and

WHEREAS, the Town Board has reviewed the Full Environmental Assessment Form (EAF) Part 1; and

WHEREAS, the Town Board determines that said Action is classified as an Unlisted Action under Part 617 of the State Environmental Quality Review (SEQR) Regulations; and

WHEREAS, the Town Board has determined that the proposed action is subject to a single agency review pursuant to Part 617.6(b) (4) of the SEQR Regulations; and

WHEREAS, the Town Board determines that it is the most appropriate agency for making the determination of significance thereon under the SEQR Regulations; and

WHEREAS, the Environmental Conservation Board and Planning Board have no objection to the Canandaigua Town Board assuming Lead Agency Status for this action; and

WHEREAS, the Town Board has given consideration to the criteria for determining significance as set forth in Section 617.7(c) (1) of the SEQR Regulations and the information contained in the Full EAF Part 1; and

WHEREAS, the Town Board has completed Part 2 and Part 3 of the Full EAF; and

WHEREAS, a copy of the Full Environmental Assessment Form has been presented to the Town Board for consideration; this information is also available for review on the Town's website and is on file with the Town Clerk's office; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby designates itself as lead agency for the described action; 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 adoption of the Uptown Canandaigua Mixed Use and Transportation Corridor Feasibility Study; and

BE IT FURTHER RESOLVED, the Town Manager is hereby directed to sign the Full 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; and

BE IT FURTHER RESOLVED, the Town Board of the Town of Canandaigua hereby adopts the Uptown Canandaigua Mixed Use and Transportation Corridor Feasibility Study; and

BE IT FINALLY RESOLVED, the Town Board wishes to extend sincere appreciation to the Uptown Study Steering Committee, and the Citizen's Implementation Committee for their time and efforts in the development of the Uptown Canandaigua Mixed Use and Transportation Corridor Feasibility Study.

Attachment #21

RESOLUTION NO. 2019 – 083: APPRECIATION OF YEARS OF SERVICE BY DENNIS BREWER TO THE TOWN OF CANANDAIGUA AS THE DIRECTOR OF PARKS AND RECREATION

WHEREAS, Mr. Dennis Brewer has served the residents of the Town of Canandaigua since May 1, 1990, providing unparalleled professionalism and dedication in the creation, expansion, and development of the Town of Canandaigua's parks and recreation offerings; and

WHEREAS, Mr. Dennis Brewer has informed the Town Manager and the Town Board of his retirement as the Director of Parks and Recreation to scale back and work with his family business; and

WHEREAS, Mr. Dennis Brewer has graciously agreed to stay on with the Town of Canandaigua serving in an advisory capacity as a Recreation Specialist (Guest Relations Manager) providing advice and counsel to the Town through the Town Manager's Office relating to parks improvements and recreation programs; and

WHEREAS, during Mr. Dennis Brewer's years of service the Town has seen many parks and recreation improvements including the acquisition and development of Onanda Park, Outhouse Park, Miller Park, Blue Herron Park, McJanet Park, Leonard R. Pierce Memorial Park, and West Lake School House Park; and

WHEREAS, Mr. Dennis Brewer has developed many recreation programs including the joint City/Town Day Camp Program, Town Summer Programs, Adult Recreation Program, and day trips via bus; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua wishes to pause in deliberations to honor, recognize, and thank Mr. Dennis Brewer for his years of service and dedication to the Town of Canandaigua.

RESOLUTION NO. 2019 – 084: APPOINTMENT OF CERTAIN PART-TIME POSITIONS AND BUDGET MODIFICATIONS

WHEREAS, due to restructuring associated with changes in employment for certain positions the Town Manager and the Human Resource and Payroll Coordinator are recommending to the Town Board to make the following changes:

NAME	POSITION	RATE (ACCOUNT)
Dennis Brewer	Recreation Specialist (Parks Guest Relations Manager)	\$ 20.00 per hour AA100.7140.142

NAME	POSITION	RATE (ACCOUNT)
Elena Schumann	Clerk, Part-time	\$ 16.32 per hour AA100.1430.141 AA100.5010.130
Hafiz Akram	Student Aide	\$ 12.00 per hour AA100.1430.141
Kyle Ritts	Zoning Inspector, Part-time	\$ 14.50 per hour AA100.8010.141
Troy Bennett	Parks Maintenance Assistant	\$ 47,000 per year AA100.7110.121

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby appoints Dennis Brewer, Elena Schumann, Hafiz Akram, Kyle Ritts, and Troy Bennett as identified to the positions and rates (accounts) associated with each; and

BE IT FURTHER RESOLVED, the Town Board directs the Town Manager to make the following budget modifications associated with these changes:

- Decrease AA100.7020.121 (Recreation Director) \$ 2,835.00
Increase AA100.7110.121 (Parks Maintenance) \$ 2,835.00
- Decrease AA100.7020.121 (Recreation Director) \$ 17,570.00
Increase AA100.7140.142 (Recreation Specialist) \$ 17,570.00

BE IT FINALLY RESOLVED, the Town Board directs the Town Clerk to provide a copy of this resolution to the Town Manager and Human Resource Coordinator.

RESOLUTION NO. 2019 – 085: ELIMINATION OF VACANT POSITIONS

WHEREAS, the Town Manager, and the Human Resource and Payroll Coordinator are recommending to the Town Board to eliminate certain vacant positions from the Town of Canandaigua list of positions; and

WHEREAS, the following vacant positions currently exist with the Town of Canandaigua including: Director of Development, Director of Parks and Recreation, Bookkeeper to Supervisor, Constable – part time, Deputy Building Inspector, and Micro Computer Operator; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby directs the Town Manager and Human Resource and Payroll Coordinator to file the necessary paperwork with Ontario County to eliminate these vacant positions.

RESOLUTION NO. 2019 – 086: APPROVAL OF TOWN OF CANANDAIGUA ORGANIZATIONAL CHART

WHEREAS, the Town of Canandaigua Human Resource and Payroll Coordinator has prepared an updated organizational chart based on recent changes; and

NOW THEREFORE BE IT RESOLVED, the Canandaigua Town Board hereby adopts the updated Town of Canandaigua Organizational Chart.

RESOLUTION NO. 2019 – 087: CREATION OF A PART-TIME TRANSFER STATION OPERATOR POSITION

WHEREAS, upon evaluation of the needs of the Transfer Station, the Highway Superintendent is recommending the hiring of a part-time Transfer Station Operator; and

WHEREAS, the Highway Superintendent and Town Manager are recommending the Town Board approve the creation of the part-time Transfer Station Operator for the Town of Canandaigua; and

NOW THEREFORE BE IT RESOLVED, the Canandaigua Town Board hereby approves of the creation of the position of part-time Transfer Station Operator to be paid out of account AA100.8160.140.000000 and directs the Town Manager to submit this request to the Ontario County Department of Human Resources.

RESOLUTION NO. 2019 – 088: UPDATE TO TOWN OF CANANDAIGUA SEXUAL HARASSMENT POLICY

WHEREAS, the State of New York has mandated updates to sexual harassment policies for all government institutions; and

WHEREAS, the Human Resource and Payroll Coordinator has proposed an update to the Town's sexual harassment policy in keeping with the new changes; and

WHEREAS, on February 13, 2019 the Human Resource and Payroll Coordinator held a training at the Town Hall on the new sexual harassment policy for all board members; and

NOW THEREFORE BE IT RESOLVED, the Canandaigua Town Board hereby approves and adopts the Town of Canandaigua sexual harassment policy.

RESOLUTION NO. 2019 – 089: APPOINTMENT OF PARKS AND RECREATION COMMITTEE MEMBERS

WHEREAS, two vacancies exist on the Town of Canandaigua Parks and Recreation Committee with unexpired terms; and

WHEREAS, the Town Board wishes to fill those vacancies in order to support the continued operation of the Parks and Recreation Committee; and

WHEREAS, a press release was sent out soliciting interest from the general public and the Parks and Recreation Committee members interviewed interested candidates; and

WHEREAS, the Parks and Recreation Committee is recommending to the Town Board that Randy Groot and Lily Logan be appointed to the two vacant positions with unexpired terms; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby appoints the following people to the two existing vacant positions on the Parks and Recreation Committee:

- General Membership: Randy Groot; term expiring December 31, 2021, and

- Youth Member: Lily Logan; term expiring on December 31, 2019.

BE IT FURTHER RESOLVED, the Town Clerk is directed to provide a copy of this resolution to the Parks and Recreation Committee Chairman.

RESOLUTION NO. 2019 – 090: ADOPTION OF A TOWN OF CANANDAIGUA FAIR HOUSING PLAN

WHEREAS, the Town of Canandaigua Town Board (hereinafter referred to as “Town Board”) recognizes the importance of fair housing for all citizens and, via resolutions 2019-058 and -059, designated April as Fair Housing Month in the Town of Canandaigua and appointed the Town Manager as the Town’s Fair Housing Officer; and

WHEREAS, the Town Board, at their February 11, 2019 meeting, directed the Fair Housing Officer to prepare a Fair Housing Plan for the Town of Canandaigua for them to consider at the March 18, 2019 meeting and the Fair Housing Officer has prepared such a plan; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby adopts the proposed draft Fair Housing Plan for the Town of Canandaigua; and

BE IT FURTHER RESOLVED, the Town Board directs the Town Clerk to provide a copy of this resolution to the Town Manager, Assessor, and Code Enforcement Officer.

Attachment #24

RESOLUTION NO. 2019 – 091: ACKNOWLEDGEMENT OF ANNUAL REPORTS

WHEREAS, the Town of Canandaigua Transfer Station is required to submit the Annual Report for NYS Electronic Waste Collection Site, the NYS Registered Transfer Facility Annual Report, and the Municipal Funding 2018 Annual Report for Ontario County; and

WHEREAS, the annual report forms have been completed and submitted to the proper departments; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby acknowledges the submission of the Annual Report for NYS Electronic Waste Collection Site, the NYS Registered Transfer Facility Annual Report, and the Municipal Funding 2018 Annual Report for Ontario County.

Attachment #25

RESOLUTION NO. 2019 – 092: AUTHORIZATION TO SETTLE TAX ASSESSMENT LITIGATION RELATED TO PROPERTY OWNED BY FIVE STAR BANK LOCATED ON ROCHESTER ROAD

WHEREAS, Five Star Bank has commenced proceedings under New York State Real Property Tax Law Article 7 against the Board of Assessment Review for the Town of Canandaigua, the Assessor of the Town of Canandaigua, and the Town of Canandaigua seeking a reduction in the assessments for real property owned by Five Star Bank at 2425 Rochester Road; and

WHEREAS, the Index Numbers of the above-described litigation are 115962-2017 and 119252-2018; and

WHEREAS, the Tax Parcel Identification Number for the subject parcel is 70.00-1-72.100; and

WHEREAS, the Town Assessor and the Town Attorney have negotiated a resolution of the above described litigation with Five Star Bank and the Canandaigua School District; and

WHEREAS, the Town Assessor and the Town Attorney have recommended that the Town Board accept and approve this negotiated resolution by authorizing execution of the proposed Consent Order and Stipulation of Settlement; and

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Canandaigua hereby authorizes settlement of the above-described litigation as recommended by the Town Attorney and the Town Assessor; and

BE IT FURTHER RESOLVED, that Town Attorney Christian M. Nadler is hereby authorized to execute the attached Consent Order and Settlement Stipulation on behalf of the Town of Canandaigua, provided that said Consent Order and Judgment is revised to change the town Livonia to Canandaigua on page four.

Attachment #26

RESOLUTION NO. 2019 – 093: AUTHORIZATION FOR TOWN CLERK TO SURPLUS ITEMS IN ACCORDANCE WITH THE FIXED ASSET INVENTORY AND MANAGEMENT POLICY

WHEREAS, the Town Board of the Town of Canandaigua (herein after referred to as ‘Town Board’) on January 7, 2019 affirmed the Fixed Asset Inventory and Management Policy; and

WHEREAS, in accordance with the Fixed Asset Inventory and Management Policy the Town Clerk would like to surplus the Toshiba e-studio 353 copier/scanner/printer, serial # CGB850297 (Inventory Tag # 2207), two Acer Monitors (Inventory tag # 1630 & 1588) and a keyboard (Inventory # 1996) as they have met their useful life; and

NOW THEREFORE BE IT RESOLVED, the Town Board has declared these items presented as surplus and authorizes the Town Clerk to dispose of these items and is directed to update the Town’s inventory records accordingly.

RESOLUTION NO. 2019 – 094: SOIL EROSION AND SEDIMENT CONTROL SURETY FOR 3524 COUNTY ROAD 16 (TAX MAP # 98.17-1-45.000)

WHEREAS, the Town of Canandaigua Planning Board has granted a Site Plan approval for Drainage Improvement and Wall repair at 3524 County Road 16, Canandaigua (Tax Map # 98.17-1-45.000), owned by Cdga Yacht Club Inc.; and

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

WHEREAS, the Town Manager 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, the applicant has provided a check in the amount of \$1,155.00 for the purposes of the soil 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 and sediment control surety in the total amount of \$1,155.00 in the form of a Check.

Attachment #27

RESOLUTION NO. 2019 – 095: LETTER OF CREDIT FOR LAKEWOOD MEADOWS SECTION 9C (TAX MAP # 112.19-1-500.210)

WHEREAS, the Town of Canandaigua Planning Board has granted a Subdivision approval for Lakewood Meadows Section 9C at 0000 St James Parkway/3660 Middle Cheshire Road, Canandaigua (Tax Map # 112.19-1-500.210), owned by S & J Morrell; and

WHEREAS, the Town of Canandaigua Planning Board has determined that a Letter of Credit 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, the applicant has provided a Letter of Credit in the amount of \$562,029.00 for the purposes of Earthwork & Erosion Control, Watermain System, Storm Drainage System, Roadway System and Landscaping/Miscellaneous; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby approves and accepts a Letter of Credit in the total amount of \$562,029.00 in the form of a Letter of Credit.

Attachment #28

RESOLUTION NO. 2019 – 096: ACKNOWLEDGEMENT OF REPORTS FROM FIRE DEPARTMENTS PER CONTRACTS WITH THE TOWN OF CANANDAIGUA

WHEREAS, the Town of Canandaigua contracts with the East Bloomfield Fire District, the Cheshire Fire Department, the City of Canandaigua, and the Bristol Fire Department to provide fire protection services to the residents of the Town of Canandaigua; and

WHEREAS, certain departments have provided written reports regarding their service to the Town of Canandaigua; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua acknowledges these reports and wishes to extend appreciation to all the fire departments and fire fighters, and public safety officials who provide services on behalf of the residents of the Town of Canandaigua.

Attachment #29

- Approval of the following Town Board Meeting Minutes:
February 11, 2019
- 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)

Utility Abstract dated 2/27/2019 totaling \$42,127.54

General fund \$20,036.33
Highway fund \$12,125.85
Water districts \$5,915.30
TA fund \$4,050.06

Abstract dated 3/12/2019 totaling \$409,255.32

General fund \$118,049.19
Local Solid Waste Management Plan \$255.53
Highway fund \$217,769.74
Water districts \$67,370.34
Lighting districts \$1,170.98
TA fund \$4,639.54

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

ATTACHMENT 1

Highway and Water superintendent report

Highway

1. The weather over the past 60 days has been difficult on the salt budget. We have had six icing events in 2019 which used more salt to keep the roads from freezing. This has resulted in the additional purchase of salt. I am not over budget but I am above what I would typically spend at this point of the winter season. We will need to review the remaining budget in October when I will need to purchase salt for the balance for the 2019 budget.
2. I have many resolutions on the agenda for the purchase of vehicles that were approved in the 2019 budget. This is in following our capital replacement plan that was adopted in 2018.
3. Town of Farmington and Canandaigua are beginning the organization for the upcoming Cdga Farmington town line road project.
4. As reported last month the weather has not been kind to some of our roads. I will be coming back to the town board to change the 284 agreement as I will need to make some changes to what is being repaired this year.

Water

1. Continue to make progress with the water vaults on County road 10. We will be reading the water meters the third week in March.
2. Work continues on the capitol project for the new water tanks and pumps station.
3. Since assuming the responsibility of the Canandaigua portion from Hopewell, I am working with the trailer park on State route 364 that is being served by the city of Canandaigua as an out of district user to get them to connect to the water main on 364. I have a couple other properties that we also have to work on. The DOH and the city of Cdga are working together to separate.
4. Resolution to approve the water main materials is on the agenda. The materials did come in under what was budgeted by MRB.
5. Chris Nadler has a new IMA agreement for the town board to discuss and approve for the town of East Bloomfield water sales.

Assessor's Report March 18, 2019

Sales in the Town for this year so far are 12 sales ranging from \$62,000 to \$1,400,000 with a median value of \$231,000.

March 1st was the cut-off date for exemptions; we have all the renewals except a couple of forms that we were expecting. Pam Post went above and beyond in tracking down people whom were missing forms, sometimes going out to their houses to get signatures and documents.

Once I catch up on all the partial construction in Town, I will send out change of assessment notices for increases, decreases, and parcels that have been subdivided/combined.

Respectfully submitted,

Christopher Lyon, IAD

Town Historian's Report
for March 18, 2019

1. There are still a few copies of a "Walking Tour & History of the Hamlet of Cheshire" at the Ontario County Historical Society and the Company Store in Cheshire. **And I have a few in my supply as well. I also have a few of "Memories of the Heart, I and II" and "The Natural Science Camp".**
2. **Since my move to the front office I have received 12 Historical calls this year to date versus 26 in all of last year. This is a good thing. :-)**
3. I have been working with Saralinda Hooker of the Town's additional Historic and Cultural Resources and with Sarah Reynolds on several projects. Our aim is to select a name for each of the conference rooms depicting each of the Steamboats of Canandaigua Lake. Our pick's thus far :
 - Lower Level Lobby - ***Canandaigua***
 - Court Room - ***Onnalinda***
 - Small Jury Room - ***Joseph Wood***
 - Southeast Conference Room - ***Oriana***
 - Center Conference Room - ***Orarita***
 - Fish Bowl - ***Ontario***
 - Highway Dept Conference Room - ***Genundewah*****This (You can see) is completed.**
4. I have pledged to Priscilla (Outhouse) Crawford assistance in a project she is working on. She has pledged with the Cheshire CCAT group to work on a Historical circular program. I may get the Historical group involved too. **Pending.**
5. I have completed a survey of all the Town's Historic and Cultural Resources which could and should be included on an updated version of the Cultural and Historic resource map. Of note, there are approximately 175 pre 1907 historic barns still in existence in the Town, additionally, 437 pre-1920 built homes. **I have a few corrections to be made. If you become aware of any, please let know!!!!**
6. **I am anticipating having rail fencing installed at Hunn Cemetery at the corner of County Rd 32 and Woolhouse Rd.**

Items in italics designate new items.

Ray Henry, Historian

Saralinda's Report

Attending: Ray, Saralinda, Richard, Lois, Nancy Goodnow, Gordon Reed

Excused: Jared, Donna, Nancy Hayden

Steamboat project: Seven framed steamboat portraits and labels are up, along with room signs. Congratulations to all involved, especially Richard West for the reproductions and framing. The booklets with additional information on all of the steamboats are in production and will be distributed to all named rooms.

Oral history: Ray and Saralinda met with Jared Simpson in March. Jared is looking into ways to involve high school students in oral history projects through existing curriculum and community service programs, and will report back to us. Eagle Scout projects offer a similar avenue.

Procedures: We are sticking with our traditional meeting time, first Thursday, 8:30 AM, Oriana Room. **Town staff requests that we park and enter by the upper level main entry; lower level entry will remain locked.**

Lending library: Ray will bring to each meeting a few copies of his books on Town history, and the West Lake Legacy DVD, for the Team members to borrow and return. These are a great way to learn about Town history and good source material for newsletter articles. Gordon borrowed Memories of the Heart II, and Lois borrowed Memories of the Heart I.

Grant update: The latest progress report from Bero is attached. We expect to have a preliminary draft (50% completion) by the end of April, 85% draft by the end of May, and full draft by the end of June. We will aim for a public presentation on the contents in August or September.

Newsletter: Our newsletter piece for March is a brief discussion and photos of the St. Lawrence Skiff on Canandaigua Lake. This was a popular multi-purpose boat in and after the 1890s - a copy is attached (comments welcome).

Future newsletter plans:

April, due March 29: Ed Varno, the Johnson-Varno house, then and now

May, due April 26: the Brand store, then and now (writer needed)

June and beyond (writers needed - please volunteer if you'd like to take one of these on):

Squaw Island,

Swimsuit history through local photos,

Barns,

Local fossils (Wende Young and Connie Wilson are good sources on this),

Cheshire history (Nancy has lots on this),

Sulphur water trough at Tichenor's Point

West Lake Legacy DVD: Dave Hayden has agreed to provide us with the digital files in 2 to 5

minute discreet sections covering different locations along West Lake Road, and also the digital files for scanned images used in the project. We hope to make these available on the Town's web site this month.

Historic map display: Planned for May or June. In addition to the 6 maps we already have, we are looking to supplement the array with the 1903 NYS DOT Canandaigua Quadrangle map which includes the main steamboat stops, and with the 1794 survey map showing the original layout of 150 acre plots of land in the Town (on microfilm at the County Archives).

Upcoming events:

1. Regional History Day program, Friday, March 15, 9-12 AM at Congregational Church annex, 58 N. Main Street (across from OCHS) - this is a morning-long presentation of middle school and high school student entries into the National History Day competition. OCHS is the host for the competition in a 5-county region. Winners will go on to state level competition in April. Entries may be a written paper, exhibit, documentary, performance or website, and may be done by individuals or teams. This is a good chance to see what local history students can do and to help plan future activities involving young people.
2. Meeting of Town Citizens Implementation Committee (CIC), Tuesday, March 19, 9 AM, Onnalinda Room (formerly Court Room) - we will provide an update on the Team's activities. Team members are invited to attend if they wish.

Topics deferred to next meeting:

Tour series for Town cemeteries
Recognition for long-time town farm families
History trail/historic markers
Solicitation for family photos

Next meeting – Thursday April 4, 8:30 AM, Town Hall, Oriana Room

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Saralinda Hooker
Consultant in Historic Preservation
3414 West Lake Boulevard
Canandaigua, NY 14424
phone and fax: 585-394-5052
email: shooker7373@gmail.com

Town Clerk Report for the March 18, 2019, Town Board Meeting

1. **Monthly Financial Report:** Revenues collected in the Town Clerk's office for the month of February 2019 totaled \$20,697.78. (see attached).

2. **2019 County / Town Tax Bills / Collection:** As of close of business on February 28, 2019, \$11,129,751.15 (95%) of the tax warrant had been collected compared to \$10,318,748.42 (94%) in 2018 and \$9,895,259.48 (91%) in 2017. Attached is a Collection Summary Report for Batches 1 through 150. The amount remaining to be collected is \$655,300.85. Approximately 400 second notices were mailed to property owners on Thursday, March 7, 2018.
 - Payments (check, cash, credit/debit) will be accepted in person Monday through Friday 8:00 am to 4:00 pm and every Wednesday until 7:00 pm (except legal holidays) until 4:00 pm Monday, April 1, 2019, at the Town Clerk's Office. Starting Tuesday, April 2, 2019, property owners will be required to discuss payment of their outstanding tax bill with the Ontario County Treasurer's Office.
 - If people are using an online banking service to pay their tax bill(s), they need to read their bank agreement. Their bank may not mail their payment to the Town for up to seven days after withdrawing the money from their account. This delay could cause their tax payment to arrive after the April 1.
 - Tax payments must be made for the exact amount. Any checks written for the wrong amount or are not signed will be returned.
 - If mailing the tax payment via the US Postal Service, the USPS postmark (not a postage meter mark) is used as the payment date (RPTL §925). If there is no USPS postmark on the envelope, the date the payment is received will be the payment date. Property owner are encouraged to take their payment into the Post Office and have the envelope physically post marked. Any payments received after April 1 will be returned or forwarded to the Ontario County Treasurer's Office.
 - Property owners can pay their tax bills online using a credit or debit card. There is a processing fee of \$3.95 or 2.45% for the transaction (i.e. if your tax bill is \$159 or less, the convenience fee will be \$3.95. If your tax bill is \$160 or greater, the convenience fee will be 2.45% of the amount paid). Property owners can use this link to pay your tax bill online: (<http://egov.basgov.com/canandaigua/>).

3. **Resolutions:**
 - a. Fee Schedule Amendment – Increase Dog License Fees

Please let me know if you have any questions.

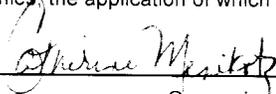
Submitted by,
Jean Chrisman, Town Clerk

Account#	Account Description	Fee Description	Qty	Local Share
A.2001	Cabins / Halls / Pavilions	Onanda Halls/Lodging	8	3,025.00
	Onanda Park Pavilion	Onanda Park Pavilions	3	556.00
	Outhouse Park Hall Full Day	Outhouse Park Hall Full Day	8	1,200.00
	Outhouse Park Pavilion	Outhouse Park Pavilion	1	45.00
	Park Rentals	Onanda Cabin Residential Weekly	1	200.00
	WL Schoolhouse Weekend	WL Schoolhouse Weekend	2	120.00
		Sub-Total:		\$5,146.00
A.2590	Building Fee	Building Fee	5	657.20
		Sub-Total:		\$657.20
A1255	Marriage Lic.	Marriage License Fees	1	17.50
	Misc. Fees	Copies	14	3.50
		Marriage Cert	3	30.00
		Sub-Total:		\$51.00
A1603	Misc. Fees	Birth Cert	2	20.00
		Death Cert	45	450.00
		Sub-Total:		\$470.00
A2110	Plan & Zone	Zoning Fee	6	850.00
		Sub-Total:		\$850.00
A2110	Plan & Zone	Soil Erosion	2	300.00
		Sub-Total:		\$300.00
A2544	Dog Licensing	Exempt Dogs	2	0.00
		Female, Spayed	34	442.00
		Female, Unspayed	4	76.00
		Male, Neutered	18	234.00
		Male, Unneutered	1	19.00
	Late Fees	Late Fees	5	25.00
		Sub-Total:		\$796.00
A2590	Plan & Zone	Site Development	8	2,279.60
		Sub-Total:		\$2,279.60
A2591	Misc. Fees	Transfer Coupons	510	1,020.00
		Sub-Total:		\$1,020.00
CM-2001	Plan & Zone	Parks And Recreation	1	1,000.00
		Sub-Total:		\$1,000.00
S.2140.247	Rents Payments	Rents Payments	20	6,296.22
		Sub-Total:		\$6,296.22
S.2144.247	Service Hookups	Service Hookups	3	1,650.00
		Sub-Total:		\$1,650.00
S.2148.247	Penalty	Penalty	15	92.26
		Sub-Total:		\$92.26

Account#	Account Description	Fee Description	Qty	Local Share
			Total Local Shares Remitted:	\$20,608.28
Amount paid to:	NYS Ag. & Markets for spay/neuter program			67.00
Amount paid to:	State Health Dept. For Marriage Licenses			22.50
Total State, County & Local Revenues:		\$20,697.78	Total Non-Local Revenues:	\$89.50

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Jean Chrisman, Town Clerk, Town of Canadaigua during the period stated above, in connection with my office, excepting only such fees and monies the application of which are otherwise provided for by law.

	<u>3/1/19</u>		<u>3/1/2019</u>
Supervisor	Date	Town Clerk	Date

Town of Canandaigua Town & County 2019

Collection Summary

Batches 1 thru 150

District:	Taxes Collected:	Penalty:	Surcharge:	Notice Fee:	Remaining Uncollected:
Town & County 2019	11428815.25	7378.54	0.00	0.00	655300.85
Totals:	11428815.25	7378.54	0.00	0.00	655300.85

Collection Statistics:

Number of Postings:	4663
Percentage Collected:	95%
Number of Adjustments:	9
Number of Voids:	25
Number of Returned Payments:	0
Number Refunded Duplicate Pmnts:	0
Notice Handling Fees Collected:	0.00
Received Via:	
On-Line:	36
Mail:	3157
Counter:	1448

Cash:	44727.43
Check:	9931672.08
Other:	1153351.64
Total:	11129751.15
Minus Duplicate/Over Payments:	
	0.00
	11129751.15
Taxes:	11428815.25
Penalty:	7378.54
Surcharge:	0.00
Ret. Check Fees:	20.00
Notice Fees:	0.00
Total:	11436213.79
Minus Direct / Under Payments:	
39 Direct:	306462.64
0 Under:	0.00
	11129751.15

Other Payment Type Breakout:

Credit Card:	6	12417.26
Another Type:	515	1066347.78
Online Payment:	36	74586.60

As of close of business on Thursday,
February 28, 2019.
JC

**TOWN OF CANANDAIGUA
PLANNER MONTHLY REPORT**

March 5, 2019

- We're very excited to introduce Kyle Ritts as our new Zoning Inspector. We believe Kyle will be a great addition to our staff and will be very helpful to everyone seeking assistance in the Development Office.
- Kyle is a very timely addition as Michelle was injured in a fall a few weeks back and has missed some time. We wish her a healthy and speedy recovery and certainly miss her in the office.
- We would also like to thank the Town Clerk's Office and Town Manager's Office and everyone else who has offered assistance while we are operating a little shorthanded at the moment. Their assistance has been invaluable and necessary to keep the Development Office functioning at a high level of efficiency.
- The Comprehensive Plan Update will soon kick into high gear. Much of my work recently has focused on assembling the information which the plan will be based on. The next big step is formally establishing the project team and scheduling the various meetings to gain community input.
- Additionally, on March 4, I joined the City of Canandaigua's Comprehensive Plan Committee for their first meeting. We had a lively discussion and set the groundwork and schedule for their updating their plan.
- The Ordinance Committee is continuing to work on new proposals to address the goals of previous planning documents. Of note is the Agricultural Enhancement Local Law, which is largely based on the Agricultural Enhancement Plan of 2016.
- The Training Day organized by the Development Office and the Town Manager's Office was by all accounts a great success. We're thankful to all our generous presenters and the fantastic presentations they prepared, the Board members who took the time to attend and thankful for the hard work of everyone who helped plan and set up that day.
- We have continued to hold meetings with people interested in development in UpTown. Feels like there is a lot of excitement and potential in the area.



Eric Cooper, Planner

TOWN OF CANANDAIGUA

TOWN MANAGER MONTHLY REPORT

March 18, 2019

PERSONNEL

DENNIS BREWER: As you are aware, Dennis Brewer has announced his retirement transitioning to a part-time advisory position with us. I want to take a moment to thank Dennis for his 29 years of service to the Town of Canandaigua. Dennis will be working approximately 15 hours per week and serving as our guest relations manager. A proposed organizational chart is attached to this agenda to show a proposal to reconfigure our parks and recreation department utilizing existing staff. As currently operating for the past two years, Samantha Pierce would still oversee parks and recreation working closely with Dennis. Our parks maintenance items would be handled by Troy, our Parks Maintenance Assistance. Recreation programs would be handled by an employee of the Town Manager's Office.

MICHELLE ROWLINSON: A quick note to let you know that Michelle slipped and fell off site a few weeks ago breaking a bone in her ankle. She underwent surgery and is at home recovering. While she is out the Town Clerk's office has stepped up to help with phones, mail, and ordering supplies. Rest Michelle, and we are looking forward to you getting back to work soon.

DEVELOPMENT OFFICE: With Michelle out the Development Office has been short handed. kudo's to Eric Cooper for keeping things moving forward. Your agenda also includes the appointment of Kyle Ritts as our part-time zoning inspector. Kyle started helping us out with the Development Office while Michelle is out.

CIVIL SERVICE TESTS: As you are aware, we realigned titles over the past year to more accurately match the job descriptions the individual employee is performing. These include the positions of Human Resource and Payroll Coordinator; Administrative Aide Coordinator; and Planner. Ontario County Human Resources has notified us these civil service tests are now being scheduled, and our employees in these positions will now have to take the required civil service tests for those positions.

CLERK – TOWN MANAGER'S OFFICE/HIGHWAY-WATER: As you are aware, Elena Schumann has joined the Town Manager's Office as a part-time clerk reporting to Samantha Pierce working to help organize our recreation programs, day camp programs, town summer programs, and adult recreation programs. Additionally, Elena is helping our water department with the conversion of our residents who formerly received billing from Hopewell to the Canandaigua Consolidated Water District.

TOWN OF CANANDAIGUA

TOWN MANAGER MONTHLY REPORT

March 18, 2019

FINANCE

CERTIFICATE OF DEPOSIT: Our \$2M CD has been reinvested for another short term of 60 days so that we have 2 - \$2M CD's coming due every 30 days. The first CD generated \$3,644.44 in interest income. The maturity date on the new certificate is 04-22-2019 and has a rate of 2.120%. Also attached to your agenda is a resolution with a modification of the investment policy designed to prevent having to come to you each month with a new resolution.

INSURANCE: April 1st is the renewal deadline for our general insurance for the Town. Over the past several months I have worked with the New York Municipal Insurance Reciprocal (NYMIR) / Eastern Shore Associates and our current broker Canandaigua Insurance Agency who was able to get four additional quotes for our review. As you are aware our current carrier Allied is no long providing municipal insurance services. The lowest quote came through Canandaigua Insurance Agency with the carrier Houston Casualty Company at a rate of \$89,884.38. A resolution to authorize the purchase of our insurance coverage through HCC is attached to the agenda.

FINANCIAL SOFTWARE (INCODE): Conversion of the new system continues to move forward slowly. Kris Singer has been working to balance out the KVS accounts so that we can carry over the correct balances associated with all 30 budgets and funds including the associated cash balance and unassigned fund balances. Fixed Assets will be next for the conversion, followed by purchasing.

FEE SCHEDULE: The Finance Committee has reviewed the fee schedules associated with dog licenses and parks recreation reservations. The proposed fee schedule for parks and recreation includes a discount for town residents that is in keeping with the same overall percentage of other municipalities relating to resident discounts vs. the non-resident rate. There is a resolution on your agenda to address both of these matters.

GENERAL

ENHANCED LAW ENFORCEMENT PATROL: Increased patrol in the Town of Canandaigua continues with a stepped up presence along Middle Cheshire Road, County Road 16, and the surrounding area. In addition, law enforcement has been increasing patrol throughout the Town of Canandaigua. During the month of February 2019, 76 traffic stops were completed with 62 citations issued.

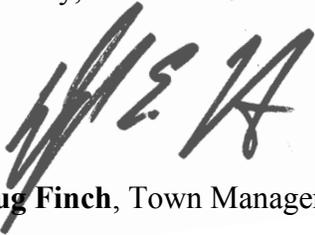
**TOWN OF CANANDAIGUA
TOWN MANAGER MONTHLY REPORT**

March 18, 2019

GRANTS: We have submitted a grant to help pay for treatment of trees at Onanda Park to prevent the hemlock woolly adelgid disease. We should receive word back on the grant application in the next approximately 90 days.

WEBSITE: You might have noticed a few adjustments to the website. Akram has been working with use to make some improvements to make it more user friendly. The main tool bar has been cleaned up to list government which includes all of the officials, or services which includes everything like permits and reservations. We will continue to explore opportunities to make it more user friendly. If anyone has any suggestions please feel free to contact either Sarah or myself.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Finch", is written over a light gray rectangular background.

Doug Finch, Town Manager

Town Manager

Subject: FW: Canandaigua Patrol- February

Sent: Sunday, March 03, 2019 9:17 PM

To: dfinch@townofcanandaigua.org;

During the month of February 2019, Deputies XXXXX and XXXXX worked patrol details in the Town of Canandaigua. Dep. XXXXX worked **28 hours** and Dep. XXXXX worked **34 hours** for a total of **62 hours**. Combined, the Deputies initiated **76 traffic stops** and issued the following **62 citations**:

Rte 332

11 citations for speeding
1 citation for uninspected motor vehicle control device
2 citations for Aggravated unlicensed operation vehicle
1 citation for unregistered motor vehicle operation
1 citation for unlicensed operation stop sign
1 citation for operating with a revoked registration

CR 28

14 citations for speeding
1 citation for failure to obey traffic
1 citation for uninspected motor
1 citation for Aggravated unlicensed
1 citation for failure to stop at a

Middle Cheshire Rd.

10 citations for speeding
1 citation for uninspected motor vehicle
vehicle
1 citation for unregistered motor vehicle

CR16

1 citation for speeding
1 citation for uninspected motor

North Rd

5 citations for speeding
control device
3 citations for failure to obey traffic control device

Wyffles Rd

1 citation for failure to obey traffic

Emerson Rd

1 citation for failure to obey traffic control device
revoked vehicle registration

Rte 21

1 citation for operating with a

CR 50

1 citation for speeding

Cooley Rd

1 citation for speeding

In addition to the above enforcement efforts, the Deputies reported the following activity;

- 1 assist disabled motorist
- 1 assist with residential alarm Middle Cheshire Rd.

- 1 assist CDGA PD with suicidal subject
- 1 assist patrol with disturbance
- 1 assist looking for sick/ intoxicate driver

Town of Canandaigua

5440 Routes 5 & 20 West - Canandaigua, NY 14424 - (585)394-1120

www.townofcanandaigua.org

Established 1789

Development Office 2018 Permit Information

RESIDENTIAL	SINGLE FAMILY (includes erosion control permit)	24
	TOWNHOUSE UNITS - INDIVIDUAL DWELLINGS (# of Buildings)	18 (5)
	MULTI-FAMILY APARTMENTS (INDIVIDUAL LIVING UNITS)	00 Buildings (00) Units
	MANUFACTURED HOMES	5
	ALTERATIONS	34
	REPAIRS (includes roofs)	108
	ADDITIONS (includes decks)	40
	DEMOLITION	9
	ACCESSORY STRUCTURES	52
	SWIMMING POOLS & HOT TUBS	13
	DOCKS	6
	FENCE	27
	SOLAR (ACCESSORY)	4
	SOLAR (ROOFTOP)	6
COMMERCIAL INDUSTRIAL	NEW STRUCTURES	2
	COM. SOLAR ARRAYS	1
	ALTERATIONS/REPAIR	15
	ADDITIONS	1
	ACCESSORY STRUCTURE	2
AGRICULTURAL	NEW STRUCTURES	6
SIGNS	NEW PERMITS	13
OP. PERMITS	NEW PERMITS	32
EROSION	NEW PERMITS	6

Total Permits Issued in 2018:

424

2018 Summary Report				HISTORICAL DATA				
As of 12/31/2018				INSPECTIONS		PERMITS		
TOTAL INSPECTIONS				2008	1544	2008	466	
	Dale	Chris	StormWater	2009	1829	2009	340	
January	229	212	13	2010	1703	2010	377	
February	63	154	7	2011	2045	2011	407	
March	183	199	21	2012	2749	2012	454	
April	389	244	56	2013	2535	2013	380	
May	435	160	42	2014	3772	2014	428	
June	401	155	40	2015	6372	2015	606	
July	393	115	21	2016	5477	2016	497	
August	309	154	38	2017	4109	2017	512	
September	238	78	23	2018	5395	2018	424	
October	377	66	33	CERTIFICATES				
November	123	224	18	2015	4			
December	0	177	5	2016	32			
TOTAL	3140	1938	317	2017	135			
				2018	195			
				TOTAL	366			

Fire Inspections 2018

Initial Inspections	Assembly	Commercial	Multi-Family	Tents
January	3		5 D & D Motel 24 units	
February	3		3 Happiness House Apts. (both bldgs. 8 & 20 units) 28 total	
March	4		1	
April	5		5 Candlewood Apt. 96 units	
May	6		5 Onanda 18 units, Outhouse Park 2 units Pinewood Manor 18 units, Woodridge 28 units	Cdga CC, Mayflowers
June	2		3 Hammocks (8 bldgs, 200)	Centerpointe CC
July	1		4 County Fair 19 bldgs. + food vendors,	Wegmans 3 lg tents & 3 Teepees
August	1		2	
September	3		4 Quail Summit 118 units, 2520 CR28 7 Units , 4440-4460 CR50 25 Units, North Rd Apts. 22Units Total Units: 172	
October	2		3 DePaul Horizons 48 units, Notre Dame 92 units Young Explosive 23 bldgs Northside Apts 6 bldgs, 48 units, 5095 Emerson Rd Apt. 8 units Total Units: 219	
November	7		4 Holiday Inn Express 84 units, Ferris Hills 102 units, Clark Meadows 54 units	
December	3		5 Brookside Apts. 153 Apts & Community Center	
Total	40	44		1216 9

Grand total all inspections

Re-Inspections for Compliance

65

Misc. Inspections/Details as of

Liberty Apts broken/frozen sprinklers x2 1-8-18	2		Meet w/Sandy & Chris Jensen 9-26-18	1hr
Ferris Hills Fire Alarm (false calls etc) 2-14-18	1		Meet w/ Sandy regarding Bristol Church re-inspection 10-23-18	1hr
Catch 407 Fire Alarm & Hood System problem 2-20-18	1		Re-Inspect United Church of Bristol 10-31-18	1.5hrs
Fire Hydrant snow detail (5 apt. complexes) 3-5-18	5		Parson Pipe Organ re-inspection 11-28-18	1hr
Ray's restaurant HVAC fire 3-13-18	1		4-H Camp re-inspection 11-28-18	1hr
Open burning questions 4-10-18	1		Noble Shepherd Craft Brewery 11-28-18	1hr
Cdga Country Club pre C/O fire insp. 4-11-18	1		Meet w/Sandy on 11-28-18 for the 3 inspections	1hr
New Highway building 5-30-18	1		Total Inspections: 4	
Colleen Wegman new home Fire Inspection 6-19-18	1			
Fire works display inspections 6-19-18	3			
5573 Centerpointe Apts post fire follow up 7-11-18	1			
Airport meeting w/ Ontario County & IDA 8-13-18	1			
Pre-opening inspection The Lobby Rt 364 8-22-18	1			
Trolley Station Fire Alarm trouble 8-28-18	1			
Brentwood Apts. Complaint 8-29-18 (4 bldgs)	32			
Creekview Apt walk through 9-6-18 (4 bldgs)	4			
Trowbridge Liquor 4255 Route21 South 9-26-18 fire insp	1			
Creekview Apt Community bldg. fire extinguisher placement 11-29-18	1			
Creekview Apt Com. bldg & 1-4 Fire Alarm & Sprinkler 12-19-18 (32 apt)	33			
Total	92			

Total of all inspections: 1461

MS4 Program 2018 End of Year

Total Town Construction Site Inspections:	240
Total 3rd Party SWPPP Reports Reviewed:	325
Total Storm Water Management Facilities:	78
Total Storm Water Management Facilities Inspected:	31
- MS4 program goal to inspect 1/3 of facilities per year	
Total Current Outfall Structures Mapped:	42
- MS4 program goal – re-evaluate guidelines and map additional structures as required	
Total Outfall Structures Inspected:	26
- MS4 program goal to inspect ½ of structures per year	
Active NYSDEC SPDES permits for Construction Activities:	10
Lakewood Meadows	
Old Brookside	
Fox Ridge Phase 5	
Fox Ridge Phase 5B-2 (single lot – Ryan Homes)	
Villas Section 3	
Lakewood Meadows Section 9	
Creekview Apartments – Phase 1	
Wegman/Wehle	
Russo Residence – Johnson Road	
Aegis Solar	
Dormant NYSDEC SPDES permits for Construction Activities:	8
County Road 30 – Town of Canandaigua	
Happiness House – Phase 3	
Centerpointe Apartments – Phase 3	
Quailbush Townhomes	
RSM	
Fallbrook Meadows	
Canandaigua Chrysler	
Lakeside Estates	
Terminated NYSDEC SPDES permits for Construction Activities:	5
Wegman ODonnell residence	
Sucker Brook	
Canandaigua Highway Facility	
Canandaigua Airport Main Apron	
Centerpointe Townhomes	

Town of Canandaigua Development Permits

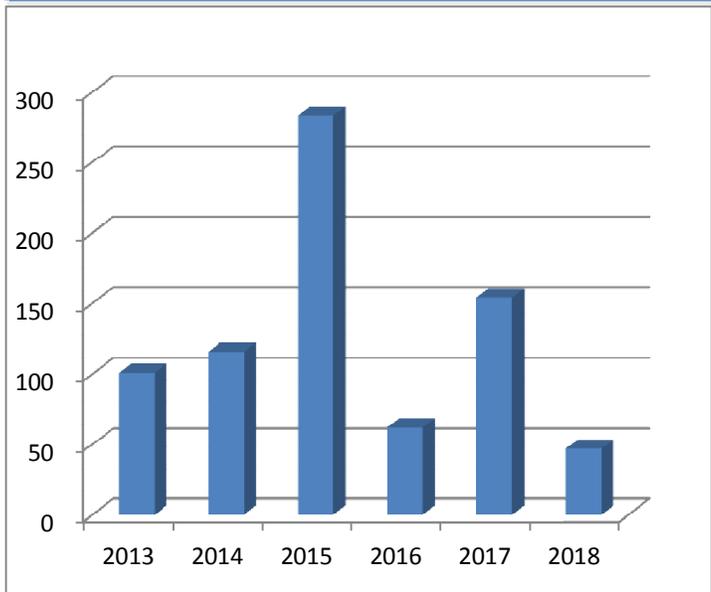
Years 2013 - 2018

Total New Dwelling Units

Single Family + Townhomes + Apartment Units + Manufactured Homes

2013	101
2014	116
2015	283
2016	62
2017	154
2018	47

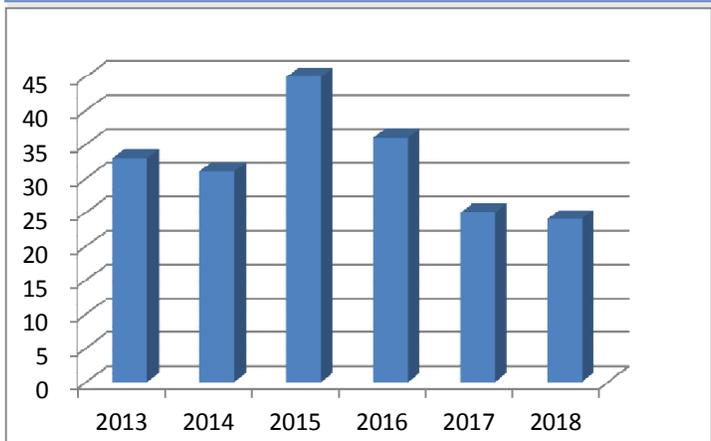
2013-2018



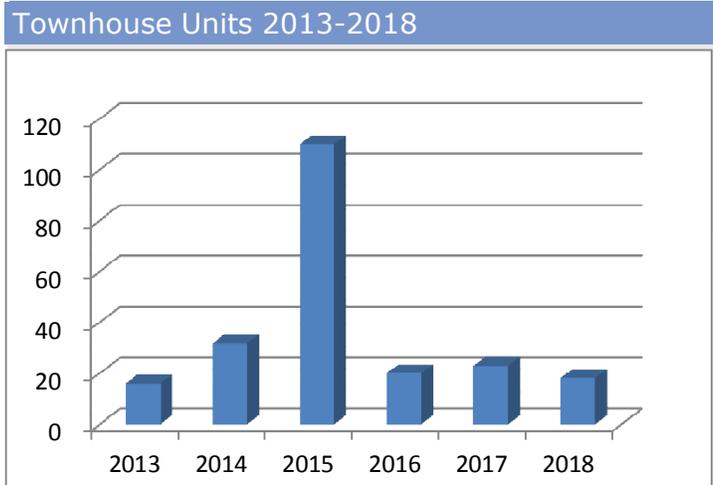
Single Family Homes

2013	33
2014	31
2015	45
2016	36
2017	25
2018	24

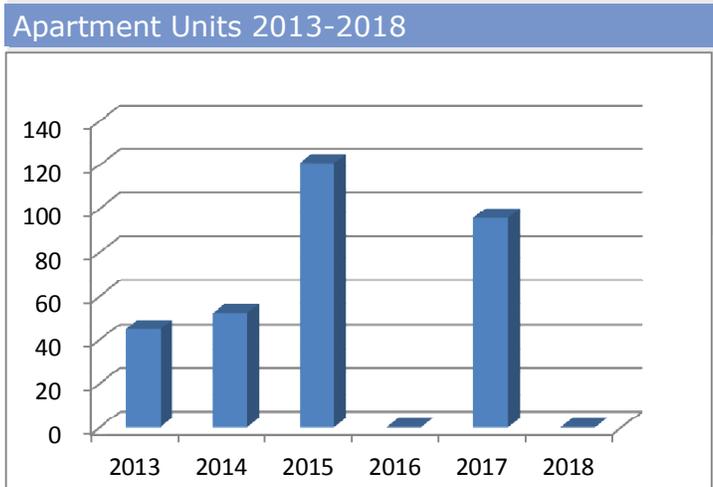
Single Family Homes 2013-2018



Townhouse Units	
2013	16
2014	32
2015	110
2016	20
2017	23
2018	18



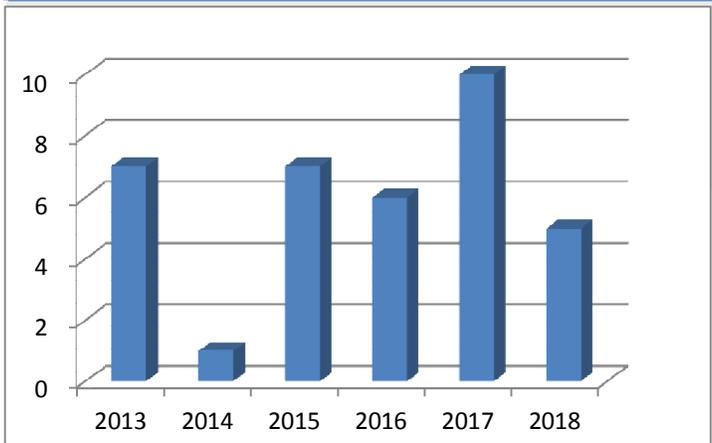
Apartment Units	
2013	45
2014	52
2015	121
2016	0
2017	96
2018	0



Manufactured Homes	
2013	7
2014	1
2015	7
2016	6
2017	10
2018	5

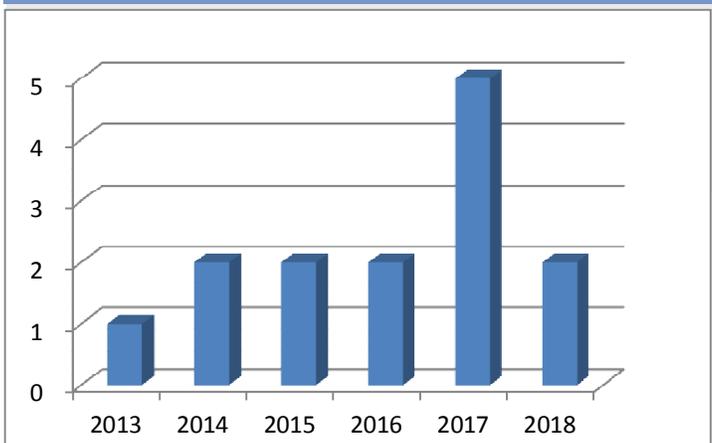
(includes replacements)

Manufactured Homes 2013-2018



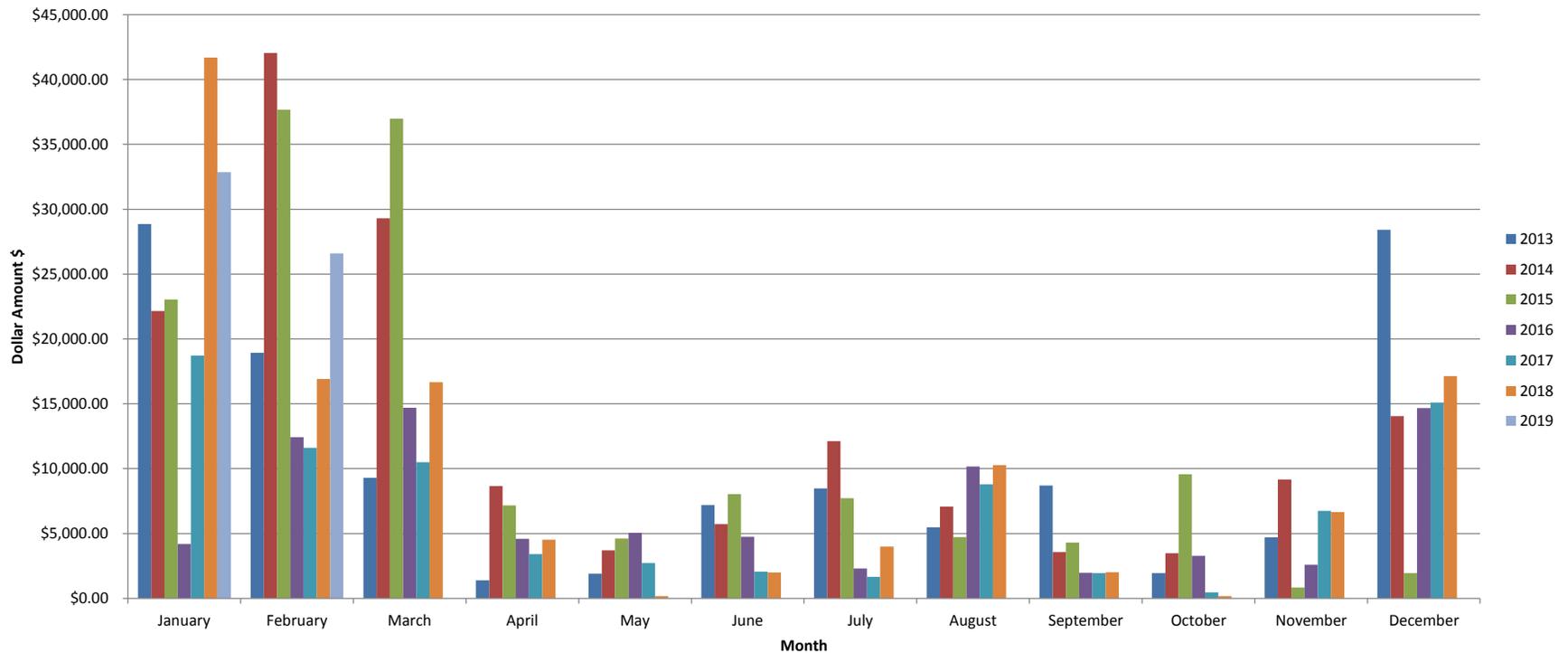
New COM/IND Structures	
2013	1
2014	2
2015	2
2016	2
2017	5
2018	2

New COM/IND Structures 2013-2018



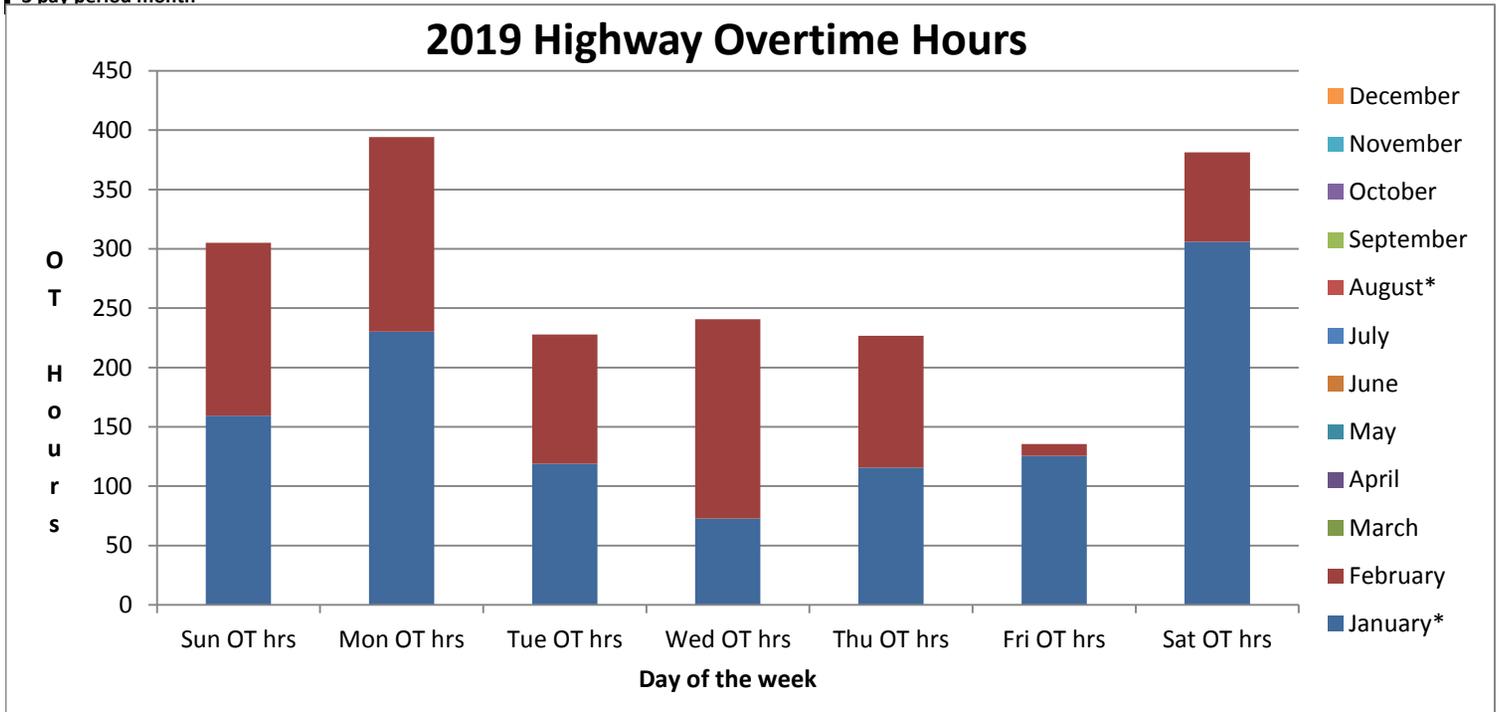
	2013	2014	2015	2016	2017	2018	2019
January	\$28,862.28	\$22,155.51	\$23,046.67	\$4,183.58	\$18,707.18	\$41,679.61	\$32,857.11
February	\$18,935.61	\$42,035.88	\$37,674.78	\$12,418.13	\$11,601.64	\$16,910.89	\$26,602.24
March	\$9,287.84	\$29,302.83	\$36,977.77	\$14,682.85	\$10,491.75	\$16,677.83	
April	\$1,401.60	\$8,649.62	\$7,173.22	\$4,584.14	\$3,402.95	\$4,524.16	
May	\$1,914.73	\$3,707.54	\$4,618.01	\$5,061.36	\$2,715.51	\$178.52	
June	\$7,188.71	\$5,730.26	\$8,040.67	\$4,741.15	\$2,060.55	\$1,984.64	
July	\$8,475.63	\$12,116.04	\$7,718.19	\$2,298.19	\$1,664.52	\$4,001.48	
August	\$5,479.85	\$7,085.96	\$4,720.03	\$10,152.84	\$8,794.31	\$10,281.09	
September	\$8,704.27	\$3,575.99	\$4,299.72	\$1,962.98	\$1,940.93	\$2,009.68	
October	\$1,948.35	\$3,476.09	\$9,558.24	\$3,273.32	\$459.55	\$173.01	
November	\$4,708.75	\$9,158.92	\$844.76	\$2,596.51	\$6,743.01	\$6,656.18	
December	\$28,423.96	\$14,038.96	\$1,957.16	\$14,667.81	\$15,086.85	\$17,126.83	

**Overtime Amounts for All Employees
2013-2019**



	Sun OT hrs	Mon OT hrs	Tue OT hrs	Wed OT hrs	Thu OT hrs	Fri OT hrs	Sat OT hrs
January*	159.25	230.25	118.75	72.75	115.5	125.5	305.75
February	145.75	164	109	168	111.25	10	75.5
March	0	0	0	0	0	0	0
April	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0
June	0	0	0	0	0	0	0
July	0	0	0	0	0	0	0
August*	0	0	0	0	0	0	0
September	0	0	0	0	0	0	0
October	0	0	0	0	0	0	0
November	0	0	0	0	0	0	0
December	0	0	0	0	0	0	0
	305.00	394.25	227.75	240.75	226.75	135.50	381.25

*3 pay period month



ATTACHMENT 2

Environmental Committee Report 3/2019

1. The Environmental Committee has reviewed the resolution for lake friendly lawn care. The Environmental Committee supports the adoption of this resolution, but would like to note that the Town Board will need to consider the budget implications of the program.
2. I have filed the Annual Report for NYS Electronic Waste Collection Site, the Registered Transfer Facility Annual Report, and the Municipal Funding 2018 Annual Report for Ontario County. These reports are listed as an attachment to the resolution for your acknowledgement. I spent a lot of time gathering and analyzing the data for these reports and comparing it to previous years. The Municipal Funding 2018 Annual Report in particular has some historical comparisons, charts, and summaries that you may find interesting. Our diversion rate for 2018 was 45%, this was the same as 2017, with a 1% increase from 44% in 2016. The national average is 34% and the County has set a goal of 60% diversion by 2024.
3. We have had astounding success so far with our plastic bag and film collection program. We have determined the average weight of each full bag to be 11.5 pounds. As of Wednesday, 3/6/19 at 6:00 we had filled 12 bags, which is 138 pounds of plastic bags and films in one month. While ultimately this won't significantly increase our diversion rate it is proving to be very popular with our residents.
4. We have ordered an additional 150 sets of buckets for the food and organics recycling program at the transfer station. The initial 100 residents have signed up and received the giveaway.
5. We will be participating in an event for Earth Day at Wood Library. Both the City and County will have informational displays as well as other local organizations. We will have information about recycling and we will have sign ups for both the transfer station organics recycling and backyard composting programs.

ATTACHMENT 3

Town of Canandaigua

5440 Routes 5 & 20 West
Canandaigua, NY 14424

ORDINANCE COMMITTEE

Thursday, February 14, 2019 at 9:00 AM

Rev. 2/20/2019

MEETING AGENDA

MEETING CALLED BY: GARY DAVIS

BOARD MEMBERS: GARY DAVIS TOM SCHWARTZ ERIC COOPER
BOB HILLIARD SARAH REYNOLDS JOHN CASEY

SECRETARY: ERIC COOPER

GUESTS: CATHY MENIKOTZ KEVIN REYNOLDS FRED GOODNOW

PRIVILEGE OF THE FLOOR

- Fred Goodnow, resident of the Hamlet of Cheshire, spoke to the committee about issues he sees within the Hamlet and wishes to be addressed. In no particular order they are:
 - o Vehicles for sale within the front yards
 - o Potentially junk vehicles stored on property and/or within front yard
 - o Trash furniture deposited on property
 - o Generally unattractive and unmaintained properties
- Mr. Goodnow would like to see a property maintenance ordinance adopted that goes above and beyond currently existing code at local and state level.
- Mr. Goodnow believes this would increase property values of the Hamlet and reduce amount of “slum landlords”
- Committee discussed opportunities and limitations of such an ordinance, including:
 - o Seeing what other communities have done
 - o Requesting community input at a later meeting with more Hamlet residents
 - o Town action should be a last resort, and the best method moving forward is to build strong social bonds
 - o If Town provides a dumpster for a clean-up day, might be a tremendous help
- Mr. Goodnow thanked the committee for their time, and believes it was an encouraging meeting.

COMMITTEE BUSINESS

- Multi-Tenant Development Signage
 - o At the February 11 Town Board meeting the Board received petitions from two different plaza owners requesting that the Town Code be changed to allow tenant identification on development signs.
 - o This Code change has been discussed in the past, although temporarily tabled until the finalization of the Uptown Report.
 - o The Town Board referred the petitions to the Ordinance Committee and requires a recommendation within 60 days.
 - o The Ordinance Committee made a motion to support in concept the change to allow tenant identification signs on development signs.

- The current draft Local Law last revised on 02/26/2018 requires modification including:
 - 220-83B(2)(c); Correct use of language regarding monopole signs being “not visible”
 - 220-83B(1) and 220-83B(2) seem too similar and perhaps redundant. Consider the removal of (1)
 - 220-83; Allow signs on the roof of buildings.
 - Consideration to allow adjacent parcels to locate signage on one sign, thus reducing number of signs.
 - How would we do this to prohibit subject business from putting one in at a later date?
 - Do we provide greater sign allowance?
 - 220-83B(8); restrict blade signs not by the square footage of development but by the number of tenants
 - Should signs be allowed on multiple frontages or only in one location?
 - For Industrial properties with multiple tenants on site – i.e. 5310 North Road – should they be allowed multiple tenant ID signs?
 - Definitions: Clear Sight Triangle; clarify language used or perhaps use a diagram to illustrate.

Next Meeting: March 4, 2019 @ 9:00 am

- **To discuss:** Conservation Subdivision revisions; and changes to Site Design and Development Criteria

Adjournment @ 11:00 am

ATTACHMENT 4

March 11, 2019
To: Town Board

ECONOMIC DEVELOPMENT COMMITTEE REPORT

ED COMMITTEE MEETS FIRST TUESDAY, MONTHLY, AT TOWN HALL – 12 NOON

March 5, 2019 Meeting Summary - Next meeting April 2, 2019, 12 NOON, Canandaigua Town Hall

Town Economic Development Committee met on March 5 to discuss and take action on the Town's economic development priorities. The following committee members were in attendance:

Eric Cooper, Karen Dworaczyk, Melissa Dymond, Randy Farnsworth, Doug Finch, Oksana Fuller, Andy Griffith, Charlie Parkhurst, Kelly LaVoie, Kathy Menikotz, Sarah Reynolds, Adeline Rudolph, Jim Volpe, Vince Yacuzzo.

AGENDA:

1. Introductions – Welcome new members –
Melissa Dymond, Property Manager, Trolley Station
DeAnna Darling, Enterprise Truck Rental
Eric Cooper, Town Planner
2. Review and amend 2019 ED Team Goals, Priorities and Focus Areas
3. Update on LDC – Bylaws, naming, Chamber Community Affairs
4. Review ED Team Mission
5. Review of Uptown Study Executive Summary
6. Next steps

TOWN COMPREHENSIVE PLAN GOAL #13:

Maximize opportunities for large- and small-scale commercial development within the Town without compromising the Town's natural, scenic, cultural and historic resources.

TOWN ED TEAM MISSION (current edits)

The Town of Canandaigua Economic Development Team will utilize natural, scenic, cultural, and historic resources to encourage responsible development in keeping with the excellent quality of life in the Canandaigua community. The team will explore all opportunities to aid business attraction, expansion and retention, support workforce development, while growing and recruiting new industries in keeping with the Town of Canandaigua's Comprehensive Plan.

ESTABLISHING 2019 FOCUS AREAS

1. UPTOWN MUO – 1

- Review uptown feasibility study to support and prioritize action.
- Meet with uptown businesses for BRE activities and review of study?

2. ASSET INVENTORY CHESHIRE (HAMLET)

- Sewer
- Sidewalks
- Cheshire Theatre & Meeting Hall (Grange)
- BRE visit
- Asset inventory

3. NORTHERN GATEWAY MUO – 2

- BRE visit
- Asset inventory

4. EAST LAKE MUO – 3

- BRE visit
- Asset inventory

OTHER TEAM ACTION AREAS:

1. LDC – JOINT ECONOMIC DEVELOPMENT WITH CITY AND CHAMBER

1. Review bylaws for feedback.
2. Current name survey (SurveyMonkey <https://www.surveymonkey.com/r/HGXGG37>)
3. Combined data for demographic data set

2. 2019 BRE VISITS

Suggestions:

1. Cheshire – Cheshire Theatre & Meeting Hall (Grange)
2. Northern Gateway MUO – 2
3. East Lake MUO – 3
4. Akoustis Technologies
5. Constellation Brands
6. Plaza owners, Developers Forum
7. Others?

3. ECONOMIC DEVELOPMENT MARKETING, COMMUNICATIONS, OUTREACH

1. Combining Town and City demographic data for Canandaigua area dataset
2. Town marketing materials such as images and videos
3. Town Asset Inventory

Respectfully submitted by Karen Dworaczyk and Oksana Fuller – ED Committee Co-Chairs

ATTACHMENT 5

Town of Canandaigua

5440 Routes 5 & 20 West
Canandaigua, New York 14424

DRAINAGE ADVISORY COMMITTEE

Established October 16, 2017

TUESDAY, JANUARY 8, 2019, 11:00 A.M.

MINUTES—APPROVED

Meeting Called by: Charles Oyler, *Chairperson*

Committee Members Present: Richard Krebs
Kathy Page

Town Representatives: Jim Fletcher, Canandaigua Highway Superintendent
Greg Hotaling, MRB Group, D.P.C.
Chris Jensen, Canandaigua Code Enforcement Officer
Kaitlynn McCumiskey, Canandaigua Highway Department
Kevin Reynolds, Canandaigua Town Board Member
Thomas Schwartz, Chairperson, Canandaigua
Planning Board

CANANDAIGUA TOWN BOARD APPOINTMENTS TO THE DRAINAGE ADVISORY COMMITTEE

On January 7, 2019, pursuant to Town Law §64, the Canandaigua Town Board re-established the Drainage Advisory Committee for 2019 as a citizen advisory committee and reappointed RICHARD KREBS, CHARLES OYLER and KATHY PAGE to serve on the Drainage Advisory Committee for a one-year term to expire on December 31, 2019.

CHARLES OYLER was reappointed by the Town Board to serve as Chairperson of the Drainage Advisory Committee to a one-year term to expire on December 31, 2019.

Mr. Krebs, Mr. Oyler and Ms. Page took their places upon the Drainage Advisory Committee.

Highway Superintendent JAMES FLETCHER and Code Enforcement Officer CHRIS JENSEN were reappointed by the Town Board to serve as Town employee liaisons to the Drainage Advisory Committee.

1. CALL TO ORDER BY THE CHAIR

Mr. Oyler called the meeting to order at 11:00 a.m.

2. APPROVAL OF MINUTES OF DECEMBER 11, 2018

The minutes of the December 11, 2018, meeting were approved. The minutes will be posted upon the Drainage Advisory Committee web page and will be distributed to the Town Board members and Town staff via e-mail.

3. LAURA LANE: DEC WETLANDS DETERMINATION AND MAPPING

Mr. Hotaling: Reviewed the delineation of the DEC wetlands on the Transmission Main Concept Layout. He discussed options for drainage mitigation in the backyards of homes on Laura Lane including an underground drainage pipe or an open trench. The property of John and Joanne Ryan (5140 Laura Lane) was reviewed on the map and the aerial photograph.

Mr. Oyler: Asked about the route of an open trench, which could be constructed with a backhoe. Mr. Hotaling said that the trench would be begin on the north side of the existing stream and would then cross to the south side. The route would pass over Town of Canandaigua and City of Canandaigua properties. A separate permit from the DEC would be required for the clearing of the stream itself.

Mr. Hotaling: Discussed options for funding the mitigation project, i.e., establishment of a drainage district or direct funding from the Town budget

4. FINGER LAKES COMMUNITY COLLEGE PROJECT UPDATE

No report. *See* minutes of December 11, 2018, for the most recent update.

5. DRAINAGE AREA MAPPING STATUS

No report. *See* minutes of December 11, 2018, for the most recent update.

6. ONTARIO COUNTY DRAINAGE WORK ON COUNTY ROAD 16

Mr. Oyler: Said that he will invite Timothy McElligott, P.E., of the Ontario County Department of Public Works to a meeting to provide the Committee with an update on the County's 2019 County Road 16 drainage projects. Mr. McElligott and Ontario County

Commissioner of Public Works William Wright, P.E., last attended a Committee meeting on April 10, 2018.

Ms. Page discussed holes which remain on County Road 16 following recent drainage and spot patching work by the County and which created safety and road hazards for motorists. It was noted that the Town is aware of these conditions and that permanent repairs would be made after the asphalt plants reopen in the spring.

7. REPORT ON MEETING WITH TOWN MANAGER DOUG FINCH

Mr. Oyler: Reported on his recent meeting with Town Manager Doug Finch regarding the Drainage Advisory Committee's work for 2019. Among the topics discussed were:

- Availability and funding of legal counsel and professional staff to attend meetings of the Committee when legal and technical information is required.
- Procedure for funding for drainage projects.
- Researching the consolidation and possible expansion of existing Town drainage districts.
- Establishment of a Town-wide drainage district and creating a funding source for stormwater management projects.
- Other initiatives for stormwater management, such as a Town-wide Drainage Study.

Mr. Hotaling: Said that in addition to cleaning out stormwater ponds, work within drainage districts often consists of the repair and replacement of outlet structures and the maintenance of embankments.

8. DRAINAGE ISSUES TRACKING SPREADSHEET

Ms. McCumiskey: Distributed the draft of the Drainage Issues Tracking Spreadsheet as of January 8, 2019.

The Committee specifically discussed the locations at 3456 County Road 16 (#06), 4965 County Road 16 (#26), 2200 Risser Road (#48) and 5475 Rochester Point Drive (#60).

Following revisions to the "Issue" and the "Notes" descriptions, Ms. McCumiskey will distribute the updated spreadsheet to Committee members and Town staff via e-mail. Mr. Oyler requested that Committee members and Town staff carefully review the updated listings to assure accuracy with the descriptions of the issues and the notes.

9. TOWN TRAINING DAY

Mr. Oyler: Discussed the Town staff, board members’ and committee members’ training day which has been scheduled for Wednesday, February 13, 2019. The mandatory sexual-harassment training, as well as other seminar topics, will be offered. Training credit will be available. Details will be forthcoming. Members of the Drainage Advisory Committee are invited to attend.

10. NEXT MEETINGS AND ADJOURNMENT

Mr. Oyler: Said that the second Drainage Advisory Committee in January has been cancelled.

The next meeting of the Committee will be:

Tuesday, February 12, 2019 11:00 a.m. Highway Dept. Conference Room

Subsequent meetings will be:

Tuesday, February 26, 2019	11:00 a.m.	Highway Dept. Conference Room
Tuesday, March 12, 2019	11:00 a.m.	Highway Dept. Conference Room
Tuesday, March 26, 2019	11:00 a.m.	Highway Dept. Conference Room

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

John M. Robortella L.S.

E-mail distribution:

Krebs, Richard
Oyler, Charles
Page, Kathy

cc. to:

Bloom, Tina
Brabant, Lance
Chrisman, Jean
Cooper, Eric
Davis, Gary
Dworaczyk, Linda
Fennelly, Terry
Finch, Doug
Fletcher, Jim
Hotaling, Greg
Jensen, Chris
Marthaller, Joyce
McCumiskey, Kaitlynn
Menikotz, Cathy
Nadler, Christian
Olvany, Kevin
Reynolds, Kevin
Reynolds, Sarah
Rowlinson, Michelle
Schwartz, Tom

ATTACHMENT 6

2019 Investment Policy For Town of Canandaigua

I. Scope

This investment policy applies to all monies and other financial resources available on its own behalf or on behalf of any other entity or individual.

II. Objectives

The primary objectives of the local government's investment activities are, in priority order:

- To conform with all applicable federal, state and other legal requirements (legal);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity), and
- To obtain a reasonable rate of return (yield).

III. Delegation of Authority

The Town Board shall retain all responsibility and oversight for the Town of Canandaigua's investment program including the establishment of procedures for investments, internal controls, and all activity of all funds.

IV. Prudence

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. Diversification

It is policy of the Town to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. Internal Controls

It is the policy of the Town for all monies collected by any officer or employee of the government to transfer those funds to the Town Clerk, Justice Clerk (Town Court), the Clerk/Finance (Town Manager's Office), or the Town Supervisor within three days of deposit or within the time period specified by law whichever is shorter.

The Town Board is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations. The Town Board from time to time may review control procedures and give direction for any changes, if needed, to either the Town Supervisor or the Town Manager to make adjustments to the internal controls.

VII. Designation of Depositaries

The banks and trust companies authorized for the deposit of monies will be named and authorized by resolution of the Town Board during the annual organizational meeting of the Town Board.

VIII. Collateralized of Deposits

In accordance with the provisions of General Municipal Law, Section 10, all deposits of the Town including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured.

1. By a pledge of "eligible securities" with an aggregate "market value" as provided by GML Section 10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short – term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk – based capital requirements.
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims – paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IX. Safekeeping and Collateralization

Eligible securities used for collateralizing deposits shall be held by the depositary and/or a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in securities.

X. Permitted Investments

As authorized by General Municipal Law, Section 11, the Town Board authorizes the investment of monies not required for immediate expenditures for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificate of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations issued pursuant to LFL Section 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Town;
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments;
- Certificates of Participation (COPs) issued pursuant to GML Section 109-b;
- Obligations of this local government, but only with any monies in a reserve fund established pursuant to GML Sections 6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, 6-n.

All investment obligations shall be payable or redeemable at the option of the Town within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town within two years of the date of purchase.

XI. Authorized Financial Institutions and Dealers

All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Town. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

XII. Purchase of Investments

The Supervisor or the Town Manager is authorized to contact for the purpose of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to or held in custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Town by the bank or trust company. Any obligation held in custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, Section 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in securities.

XIII. Repurchase Agreements

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

XIV. Process for Investments

The Town Board wishes to ensure the safety of taxpayer dollars that have been entrusted to their care while also maximizing opportunities to increase interest revenue associated with funds either included in reserve funds or moneys not required for immediate investment. In order to ~~maximize-ensure~~ oversight by the Town Board, ~~requests to invest funds must be authorized by resolution of the Town Board~~ investments may be made by the Town Supervisor or the Town Manager; however, those investments must be reported to the Town Board during their next regular meeting or public reports attached to the Town Board's normally published agenda. ~~In the event where opportunities to invest funds cannot wait until the next suitable Town Board meeting due to investment deadlines, the~~ The Town Supervisor or Town Manager may invest or cause to be invested funds provided ~~three~~ two of the following persons have authorized such investment: Town Supervisor, ~~Deputy Town Supervisor~~, Chair of the Finance Committee, Town Clerk, Town Manager, or Clerk (Finance). ~~The Town Supervisor or Town Manager must then provide notice to the Town Board of such investment by acknowledgement resolution at the next suitable Town Board meeting.~~

Date Policy Adopted: 12/14/1998
 Date Policy Amended: 5/20/2008
 Date Policy Adopted: 1/6/2014
 Date Policy Adopted: 1/5/2015
 Date Policy Adopted: 1/11/2016
 Date Policy Adopted: 1/9/2017
 Date Policy Amended: 10/16/2017
 Date Policy Adopted: 1/8/2018
 Policy Amended: 11/19/2018
 Date Policy Adopted: 1/7/2019

Appendix A
Schedule of Eligible Securities

- _____ (i) Obligations issued, fully insured or guaranteed as to the payment of principal and interest by the United States of America, an agency thereof or a United States government sponsored corporation.
- _____ (ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development, the Asian Development Bank and the African Development Bank.
- _____ (iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guaranty.
- _____ (iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public monies.
- _____ (v) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- _____ (vi) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally statistical rating organization.
- _____ (vii) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- _____ (viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- _____ (ix) Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- _____ (x) Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and have maturities of no longer than 60 days from the date they are pledged.
- _____ (xi) Zero coupon obligations of the United States government marketed as "Treasury strips".

ATTACHMENT 7

GENERAL RELEASE

In consideration of the sum of FIVE HUNDRED SIXTY-ONE DOLLARS AND NINETEEN CENTS (\$561.19) to be **paid** to CARMERIE JENSEN, receipt of which is hereby acknowledged, and the promises and agreements contained herein,

CARMERIE JENSEN

hereby releases the TOWN OF CANANDAIGUA, its successors and/or assigns, agents, and/or employees, and all other persons, trusts, firms, corporations, associations or partnerships in any way affiliated with the TOWN OF CANANDAIGUA from any and all causes of action, suits, claims, damages, judgments and demands of whatever kind, and at whatever date, including but not limited to personal injury, medical expenses, property damage, loss of consortium, arising from, either directly or indirectly, from Carmerie Jensen's fall that occurred at Onanda Park on or about January 21, 2017.

CARMERIE JENSEN further agrees that the payment to them of the consideration recited herein does not constitute an admission of any liability by the TOWN OF CANANDAIGUA and that the TOWN OF CANANDAIGUA expressly denies any liability. The payment in settlement and compromise is made to terminate further controversy respecting the occurrence.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this ____ day of June, 2017.

CARMERIE JENSEN

STATE OF NEW YORK)
COUNTY OF ONTARIO) ss.:

On the ____ day of _____, 2019, before me, the undersigned, a Notary Public in and for said State, personally appeared CARMERIE JENSEN, known to me or proved to me on the basis of satisfactory evidence to be the same individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his /her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

ATTACHMENT 8



"Great Service Is Our Policy"

101 Cayuga St. PO Box 480, Fulton, NY 13069

Tel: 315.598.6000 Fax: 315.598.1183

esainsurance.com

INSURANCE PROPOSAL

for

***Town of Canandaigua &
Town of Canandaigua Water Districts
5440 Route 5 & 20
Canandaigua, NY 14424***

Submitted By:

***Eastern Shore Associates
PO Box 480
Fulton, NY 13069***

Servicing Agent:

Jackie Shaffer

Date:

April 1, 2019



This survey and proposal is designed to give you an overview of your current program including those recommendations we feel you should consider. It is meant as a general understanding of your insurance needs and should not be construed as a legal interpretation of your current insurance coverage. Your specific insurance contracts should be consulted for details on coverage, conditions and exclusions.

This quotation is valid for 45 days but not past the inception date of the proposed policy term.



"Great Service Is Our Policy"

101 Cayuga St. PO Box 480, Fulton, NY 13069

Tel: 315.598.6000 Fax: 315.598.1183

esainsurance.com

February 18, 2019

Town of Canandaigua
& Town of Canandaigua Water Districts
5440 Route 5 & 20
Canandaigua, NY 14424

Attn: Doug Finch, Town Manager

Re: **NYMIR Property & Casualty Quotation**

Dear Mr. Finch,

We are pleased to provide the Town of Canandaigua with a New York Municipal Insurance Reciprocal quotation for coverage to be effective 4/1/2019. NYMIR offers municipalities a comprehensive and stable insurance and risk management program.

Each **NYMIR** subscriber is rated and underwritten individually on its own merits with adjustments made for regional differences where applicable. We have based the enclosed quotation on the submission information supplied to our office to date.

A current list of **NYMIR** subscribers is enclosed for your review. We welcome the municipality to contact any one of **NYMIR's** over 896 subscribers throughout the state to get their feedback on **NYMIR's** service and verify overall satisfaction with the **NYMIR** program.

Loss Control Services for **NYMIR** subscribers is also available. Municipal specific risk management and loss control services including safety seminars, review of contract wording, hold harmless agreements, etc. are available at no extra cost. Your municipality will be inspected by one of **NYMIR's** authorized inspectors and followed up with a report highlighting reasonable recommendations to help you improve your level of safety and protection.

For the day to day service required, **EASTERN SHORE ASSOCIATES** will be the Service Provider in your area. With almost 33 years of municipal expertise, we will be able to provide you with answers to most of your insurance questions, as well as Certificates of Insurance and Identification Cards. Claims are also handled through **EASTERN SHORE ASSOCIATES** with our knowledgeable Claim Department.

We appreciate the opportunity to quote your Municipal's insurance program. We look forward to working with you in the future.

Regards,



Jackie Shaffer
NYMIR Representative

Enc.

N.Y.M.I.R.

TOPIC

Municipal Insurance Program

Municipalities in New York now have an opportunity to come together with over 880 other municipalities in New York State in owning their own Insurance Company, providing them with a custom tailored Municipal Insurance Program.

The New York Municipal Insurance Reciprocal (NYMIR) was licensed effective September 1, 1993 with 26 initial municipalities. Since that date, the growth has been outstanding. NYMIR currently insures over 880 Municipalities throughout New York State.

NYMIR is endorsed by the New York Conference of Mayors and Municipal Officials, the New York State Association of Counties, and the Association of Towns of the State of New York.



NYMIR is a nonprofit, tax exempt licensed insurance company owned by its subscribers--New York State counties, towns, villages and district corporations. NYMIR provides property and liability coverages through a comprehensive insurance program at lower costs and without dramatic fluctuations characteristic of the commercial insurance market.

TOPIC

Through its Board of Governors, NYMIR also enables local governments to exercise substantive control over coverages, claims policy, investments and other integral elements of the insurance program.

NYMIR makes the quotation process easy. Our Service Representative, Eastern Shore Associates has over 32 years of municipal expertise. They can review your insurance exposures and provide you with a comprehensive proposal that will give you both a premium compared to your existing program and also provide you with a quote for additional coverages and limits, designed to enhance your insurance protection.

For further information, give them a call at 1-800-836-3324 and ask for the NYMIR division.

**INSURANCE PROPOSAL
TABLE OF CONTENTS**

<i>Commercial Property Insurance</i>	<i>Page 3</i>
<i>Statement of Values</i>	<i>Page 6</i>
<i>Equipment Breakdown</i>	<i>Page 7</i>
<i>Commercial General Liability</i>	<i>Page 9</i>
<i>Commercial Automobile</i>	<i>Page 11</i>
<i>Commercial Auto Schedule</i>	<i>Page 12</i>
<i>Inland Marine Insurance</i>	<i>Page 13</i>
<i>Public Officials Liability</i>	<i>Page 15</i>
<i>Law Enforcement Liability</i>	<i>Page 17</i>
<i>Highway Protective Liability</i>	<i>Page 19</i>
<i>Catastrophic Excess</i>	<i>Page 20</i>
<i>Crime</i>	<i>Page 21</i>
<i>NYMIR Cyber Liability – Highly Recommended Coverage</i>	<i>Page 22</i>
<i>Premium Summary</i>	<i>Page 23</i>
<i>NYMIR Risk Management Program</i>	<i>Page 24</i>
<i>NYMIR’s Frequently Asked Questions</i>	<i>Page 26</i>
<i>NYMIR Makes Sense</i>	<i>Page 28</i>
<i>Account Servicing Team</i>	<i>Page 29</i>

INSURANCE PROPOSAL

COMMERCIAL PROPERTY POLICY

Company: New York Municipal Insurance Reciprocal

Policy Term: April 1, 2019 to April 1, 2020

Property Limit

\$ 16,768,667 Blanket Buildings & Contents as per
Statement of Values Attached

Covers: Special Perils Coverage subject to policy exclusions
Agreed Value Valuation/ Replacement Cost
\$5,000 Deductible each occurrence

Coverage Extensions: The following coverages are included in the NYMIR policy package are at no additional cost to the insured. The coverage part provides only those additional coverages for which an amount or the word "INCLUDED" is shown for the "Limit of Insurance" column below. If the words "NOT COVERED" are shown for the "Limit of Insurance" column, the additional coverage does not apply.

ADDITIONAL COVERAGE	LIMIT OF INSURANCE
Accounts Receivable	\$250,000
Airborne/Waterborne Personal Property Coverage	Included
Asbestos Clean Up	\$50,000
Broadened Water – Direct Damage	\$100,000
Claim Data Expense	\$25,000
Commandeered Property	Actual Loss You Sustain
Communication Equipment, Computers & Media	\$75,000
Debris Removal	Included
Deductibles	
Multiple Property Deductibles	Included
Disappearing Deductible	Included

NYMIR Property Extensions Coverage – Continued

ADDITIONAL COVERAGE	LIMIT OF INSURANCE
Extra Expense	\$250,000
Fine Arts	\$25,000
Fire Department Service Charges	\$25,000
Fire Extinguisher Recharge Expense	\$5,000
Flood / Earthquake Real & Personal Property (Excess over any available NFIP coverage for property located in Federal Flood Zones designated as A, AE, AH, AO, A1-A30, AJJ, V, VE, V1-V30 and D)	\$1,000,000
Food Contamination Shutdown – Planned Events	\$10,000
Foundations Coverage	Included
Lock Replacement Coverage	\$1,000
Loss of Income	Actual Loss You Sustain
Loss of Income – Broadened Water	\$100,000
Money, Securities and Stamps	
Inside	\$10,000
Outside	\$10,000
Newly Acquired or Constructed Property	
Building	\$1,000,000
Business Personal Property	\$500,000
Non-Owned Detached Trailers	\$5,000
Ordinance or Law Coverage	
Loss to Undamaged Portion	Included
Demolition Cost	\$500,000
Increased Cost of Construction	\$500,000
Outdoor Fences	Actual Loss You Sustain

NYMIR Property Extensions Coverage – Continued

ADDITIONAL COVERAGE	LIMIT OF INSURANCE
Outdoor Signs	Actual Loss You Sustain
Outdoor Trees, Shrubs and Plants	Actual Loss You Sustain Subject to a Limit of \$10,000 Per Tree, Shrub or Plant
Personal Effects and Personal Property of Others	\$10,000
Pollution Clean Up and Removal	\$50,000
Pollution Clean Up and Removal – Planned Events	\$10,000
Premises Extension Property	1,000 Feet
Property Off Premises	Actual Loss You Sustain
Refrigerated Property	Actual Loss You Sustain
Roof Protection	\$1,000
Specified Appurtenant Structures	
Public Use	\$100,000
Your Use	\$10,000
Contents	\$1,000
Transportation	Actual Loss You Sustain
Unscheduled Personal Property	\$10,000
Utility Services – Direct Damage	Actual Loss You Sustain
Utility Services – Planned Events	Actual Loss You Sustain
Valuable Papers and Records – Cost of Research	\$250,000

Please refer to the coverage forms for other extensions, limitations, conditions and exclusions of the policy.

Town of Canandaigua & Water District

DED: \$5,000

STATEMENT OF VALUES

4/1/2019 - 4/1/2020

Prot Class: 4

LOC #	DESCRIPTION	COVERAGE AMOUNT	
1-1	TOWN HALL 5440 ROUTE 5 & 20 , CANANDAIGUA NY JOISTED MASONRY	BLDG CONTENTS	\$ 2,337,900 \$ 535,500
Protection Class: 4			
1-2	COLD STORAGE BUILDING 5440 ROUTE 5 & 20 , CANANDAIGUA NY FRAME	BLDG CONTENTS	\$ 636,500 \$ 33,400
Protection Class: 4			
1-3	RECYLING BUILDING #1 5440 ROUTE 5 & 20 , CANANDAIGUA NY FRAME	BLDG CONTENTS	\$ -
Protection Class: 4			
1-4	TOWN BARN 5440 ROUTE 5 & 20 , CANANDAIGUA NY FRAME	BLDG CONTENTS	\$ 5,000,000 \$ 596,800
Protection Class: 4			
1-5	RECYCLING BUILDING #2 5440 ROUTE 5 & 20 , CANANDAIGUA NY FRAME	BLDG CONTENTS	\$ 126,500
Protection Class: 4			
1-6	SALT BARN 5440 ROUTE 5 & 20 , CANANDAIGUA NY FRAME	BLDG CONTENTS	\$ 1,250,200
Protection Class: 4			
2-1	KEISTER RD BARN 4235 KEISTER RD, CANANDAIGUA NY FRAME	BLDG CONTENTS	\$ 96,800
Protection Class: 4			
3-1	PIERCEPARK SHED 5655 GOODALE RD, CANANDAIGUA NY FRAME	BLDG CONTENTS	\$ 12,700 \$ -
Protection Class: 4			
3-2	PAVILION #1 5655 GOODALE RD, CANANDAIGUA NY FRAME	BLDG CONTENTS	\$ 30,600
Protection Class: 4			
3-3	PAVILION #2 5655 GOODALE RD, CANANDAIGUA NY FRAME	BLDG CONTENTS	\$ 30,600
Protection Class: 4			

LOC #	DESCRIPTION	COVERAGE AMOUNT	
3-4	PUMP STATION 5655 GOODALE RD, CANANDAIGUA NY NON COMBUSTIBLE Protection Class: 4	BLDG CONTENTS	\$ 465,200
4-1	FIRE DEPT BUILDING 5298 PARKSIDE DR, CANANDAIGUA NY JOISTED MASONRY Protection Class: 4	BLDG CONTENTS	\$ 1,078,000
5-1	GORHAM LODGE CABIN ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 731,200 \$ 63,900
5-2	HAEHO CABIN ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 53,900 \$ 2,100
5-3	WAQUASH CABIN ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 40,800 \$ 1,900
5-4	STORAGE & PAVILION ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 30,600 \$ 7,400
5-5	SEWAGE PUMP ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 49,700
5-6	LITTLE HOUSE CABIN ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 28,200 \$ 1,000
5-7	HAEOWATHA CABIN ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 43,100 \$ 1,900
5-8	CARETAKER HOUSE ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 396,300 \$ 3,300
5-9	BABCOCK CABIN ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 323,000 \$ 7,100
5-10	PAVILION UPLAND ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 30,600

LOC #	DESCRIPTION	COVERAGE AMOUNT	
5-11	MAINTENANCE/GARAGE ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 78,600
5-12	PAVILION - UPLAND ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 28,300
5-13	PAVILION - UPLAND ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 30,600
5-14	ABODE CABIN ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 35,400 \$ 1,900
5-15	RESTROOM/SHOWER ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 134,000
5-16	CROUCH CABIN ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 340,800 \$ 20,900
5-17	BOAT HOUSE ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 90,000
5-18	WACONA CABIN ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 70,200
5-19	WAPOOS CABIN ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 37,400
5-20	TILIPE CABIN ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 37,400 \$ 1,400
5-21	KINGS HALL CABIN ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 195,800
5-22	ANEKUL CABIN ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG CONTENTS	\$ 37,400 \$ 1,400

LOC #	DESCRIPTION	COVERAGE AMOUNT	
5-23	FIRST AID OFFICE ONANDA PARK, CANANDAIGUA NY FRAME	BLDG CONTENTS	\$ 185,800 \$ 35,600
	Protection Class: 4		
5-24	LADIES ROOM ONANDA PARK, CANANDAIGUA NY FRAME	BLDG CONTENTS	\$ 38,200
	Protection Class: 4		
5-25	SIGN ONANDA PARK, CANANDAIGUA NY FRAME	BLDG CONTENTS	\$ 7,238
	Protection Class: 4		
5-26	FENCE AND SMALL GAZEBO ONANDA PARK, CANANDAIGUA NY FRAME	BLDG CONTENTS	\$ 16,600
	Protection Class: 4		
5-27	HOLDEN PAVILION ONANDA PARK, CANANDAIGUA NY FRAME	BLDG CONTENTS	\$ 25,600
	Protection Class: 4		
5-28	GATE HOUSE ONANDA PARK, CANANDAIGUA NY FRAME	BLDG CONTENTS	\$ 4,800
	Protection Class: 4		
5-29	WASH BUILDING CABIN - UPLANDS ONANDA PARK, CANANDAIGUA NY FRAME	BLDG CONTENTS	\$ 82,900
	Protection Class: 4		
5-30	LAKESHORE - PROPERTY IN OPEN ONANDA PARK, CANANDAIGUA NY NON COMBUSTIBLE	BLDG CONTENTS	\$ 7,497
	Protection Class: 4		
5-31	ELECTRIC BLDG - UPLANDS ONANDA PARK, CANANDAIGUA NY FRAME	BLDG CONTENTS	\$ 3,900
	Protection Class: 4		
5-32	LITANNI CABIN - UPLANDS ONANDA PARK, CANANDAIGUA NY FRAME	BLDG CONTENTS	\$ 42,800
	Protection Class: 4		
5-33	UPLAND CABIN - UPLANDS ONANDA PARK, CANANDAIGUA NY FRAME	BLDG CONTENTS	\$ 38,600
	Protection Class: 4		
5-34	GOWANDA CABIN - UPLANDS ONANDA PARK, CANANDAIGUA NY FRAME	BLDG CONTENTS	\$ 38,600
	Protection Class: 4		

LOC #	DESCRIPTION	COVERAGE AMOUNT
5-35	KINKS CABIN - UPLANDS ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG \$ 38,600 CONTENTS
5-36	CHULE CABIN - UPLANDS ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG \$ 38,600 CONTENTS
5-37	OAWENSA CABIN - UPLANDS ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG \$ 40,000 CONTENTS
5-38	CHOWAT CABIN - UPLANDS ONANDA PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG \$ 40,000 CONTENTS
5-39	PROPERTY IN OPEN - UPLANDS ONANDA PARK, CANANDAIGUA NY NON CUMBUSTIBLE Protection Class: 4	BLDG \$ 34,000 CONTENTS
6-1	PUMP STATION 6241 GOODALE RD, CANANDAIGUA NY MASONRY NON COMBUSTIBLE Protection Class: 4	BLDG \$ 81,400 CONTENTS
7-1	WATER TOWER CRAMER ROAD, CANANDAIGUA NY NON COMBUSTIBLE Protection Class: 4	BLDG \$ 1,414,900 CONTENTS
7-2	PROPERTY IN OPEN CRAMER ROAD, CANANDAIGUA NY NON COMBUSTIBLE Protection Class: 4	BLDG \$ 34,325 CONTENTS
8-1	WATER TANK & PUMP BUILDING DAY ROAD, BRISTOL CENTER NY 14424 NON COMBUSTIBLE Protection Class: 4	BLDG \$ 165,300 CONTENTS
8-2	TANK CONTROL BUILDING DAY ROAD, BRISTOL CENTER NY 14424 FRAME Protection Class: 4	BLDG \$ 53,800 CONTENTS
9-1	COMMUNITY BUILDING #100 OUTHOUSE PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG \$ 190,300 CONTENTS
9-2	RESTROOM FACILITY #300 OUTHOUSE PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG \$ 74,700 CONTENTS

LOC #	DESCRIPTION	COVERAGE AMOUNT
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9-3	PAVILION #400 OUTHOUSE PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG \$ 35,100 CONTENTS
9-4	PLAYGROUND EQUIPMENT OUTHOUSE PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG \$ 138,687 CONTENTS
9-5	EXERCISE STATIONS OUTHOUSE PARK, CANANDAIGUA NY FRAME Protection Class: 4	BLDG \$ 32,505 CONTENTS
10-1	W LAKE SCHOOL HOUSE BUTLER ROAD/W LAKE ROAD, CANANDAIGUA, NY FRAME Protection Class: 4	BLDG \$ 257,300 CONTENTS \$ 9,400
11-1	WEST STREET PUMP STATION 3178 WEST STREET, CANANDAIGUA NY JOISTED MASONRY Protection Class: 4	BLDG \$ 209,300 CONTENTS
12-1	BLUE HERON PARK PAVILION FIREHALL ROAD, CANANDAIGUA NY FRAME Protection Class: 4	BLDG \$ 27,300 CONTENTS
		BLDG CONTENTS Protection Class:
		BLDG CONTENTS Protection Class:
		BLDG CONTENTS Protection Class:

Reviewed & Approved by Municipal Official:

Municipal Official Signature & Title

Date

100% VALUES \$ 18,631,852

90% VALUATION \$16,768,667

x .90

EQUIPMENT BREAKDOWN
MUNICIPAL ENDORSEMENT

<u>Coverages</u>	<u>Limits</u>
<i>Direct Damages</i>	<i>Blanket Property Limit Per Statement of Values</i>
<i>Loss of Income/Extra Expense</i>	<i>\$5,000,000 per accident</i>
<i>Service Interruption</i>	<i>\$2,500,000</i>
<i>Demolition</i>	<i>\$10,000,000</i>
<i>Ordinance or Law</i>	<i>\$10,000,000</i>
<i>Hazardous Substance</i>	<i>\$2,500,000</i>
<i>Data Restoration</i>	<i>\$2,500,000</i>
<i>Expediting Expense</i>	<i>Included in Blanket</i>
<i>Spoilage/Consequential Damage</i>	<i>\$2,500,000</i>
<i>Error in Description</i>	<i>Included</i>
<i>Newly Acquired Locations</i>	<i>\$5,000,000</i>

Deductibles:

Property Damage (Except Water & Sewer Facilities) \$5,000

Water & Sewage Treatment Plants \$2,500

Loss of Income/Extra Expense – 12 hours

Equipment Breakdown Coverage Summary

KEY TERMS:

Covered Equipment: Unless otherwise indicated, this includes electrical, mechanical and pressure equipment. It includes both Real Property, such as heating, cooling and electrical systems, and Personal Property, such as office and process equipment.

Accident: This is the necessary trigger for all coverages under the policy. It encompasses a wide range of mechanical and electrical breakdowns in language designed to complement Commercial Property coverage.

COVERAGES:

Loss of Income: Covers the loss of business income due to a total or partial business interruption caused by a covered Accident.

Extra Expense: Pays for the additional costs, incurred after a loss, to maintain operations.

Service Interruption: Extends Business Income and Extra Expense coverages to apply to service interruptions of electricity, water, gas, communications, refrigeration, air conditioning, waste disposal, heating, air or steam.

Demolition: Pays for the additional cost incurred to comply with building laws that require demolition.

Ordinance or Law: Pays for the additional cost incurred to comply with building laws other than those that require demolition.

Hazardous Substances: Pays for the extra cost to repair or replace covered property contaminated by hazardous substances released in a covered loss.

Data Restoration: Covers the cost to restore computer data lost due to a covered loss.

Expediting Expenses: Pays for the increased costs to make temporary repairs or expedite permanent repairs in order to restore business operations.

Spoilage: Covers loss due to spoilage caused by an Accident. This includes food spoiling from lack of refrigeration and would also include, for example, molten plastic spoiling from lack of heat. This coverage also pays for loss of perishables due to ammonia contamination and for spoilage caused by service interruption.

Newly Acquired Locations: Pays for property damage and all other applicable coverages at newly acquired locations.

**This is a summary of the available Equipment Breakdown coverages. Refer to the policy for all coverage detail, terms and exclusions.*

GENERAL LIABILITY

\$ 3,000,000	<i>General Aggregate – Bodily Injury & Property Damage</i>
\$ 1,000,000	<i>Each Occurrence – Bodily Injury & Property Damage</i>
\$ 1,000,000	<i>Products / Completed Operations Aggregate</i>
\$ 1,000,000	<i>Personal & Advertising Injury</i>
\$ 1,000,000	<i>Fire Damage Liability</i>
\$ 10,000	<i>Medical Expense – Any One Person</i>
\$ 10,000	<i>Medical Expense – Each Occurrence</i>
\$ 1,000,000	<i>Employee Benefits Liability (Claims Made) /</i> <i>\$1,000,000 Aggregate / \$1,000 deductible</i>

*Covers: Premises/Operations
Products/Completed Operations
Independent Contractors
Contractual Liability
Employees as Additional Insureds
Broad Form Property Damage Liability
Host Liquor Liability
Incidental Medical Malpractice Liability
Non-Owned Watercraft Liability (under 26’)
Limited World-Wide Products
Sudden & Accidental Discharge of Pollutants*

Please note that the General Liability policy does NOT include Employer Practices Liability. This coverage is provided only if you carry NYMIR’s Public Officials Liability policy.

GENERAL LIABILITY:

This coverage protects your Town from claims arising from alleged bodily injury, personal injury or property damage liability. It includes protection for services you render or products you sell. Coverage payments can include judgments, attorney fees, court costs, or other related expenses.

EMPLOYEE BENEFITS ERRORS AND OMMISIONS:

This coverage is used to insure against negligent acts, errors or omissions committed by you or any person for whose acts you are legally responsible for while engaging in the management of your company’s employee benefit plans.

GENERAL LIABILITY COVERAGE FEATURES

- **Aggregate per location** – NYMIR does not restrict its coverage limits to one aggregate (the most an insurance policy will pay in a year).



- **Failure to supply** – Municipalities that operate water and sewer facilities face additional exposure for accidental events resulting in the municipality's failure to supply these services. NYMIR provides \$1 million in coverage for this liability if the failure to supply results from sudden and accidental injury to tangible property used to supply this service.
- **Acts of Terrorism** – Automatic coverage for terrorism to full policy limits.
- **Sudden & Accidental Pollution Liability** - A third-party (liability) coverage is provided. The Sudden & Accidental Pollution Liability Endorsement protects the municipality against suits for bodily injury or property damage arising out of pollutants that have been released due to a sudden and accidental event that is otherwise covered and released from your premises. Examples are herbicides, above ground storage tanks, water treatment and sewer plants. These coverages have separate limits of insurance of \$1,000,000 per occurrence. This coverage does not offer protection for clean-up costs associated with spills or leaks that do not emanate from your premises or from underground storage tanks.
- **Personal Identity Theft**-misappropriation of personal identification information stored on your computer system that results in wrongful or fraudulent use of information of social security numbers, credit card numbers or other valuable information of your residents, any public official, employee or authorized volunteer.
- **Municipal Sponsored Recreation Programs**-NYMIR supplies coverage for litigation that may arise from the exposures during supervised recreational programs
- **Allegations of Sexual Abuse & Molestation** – Full Policy limits are provided for protection against lawsuits of sexual abuse and molestation. This coverage applies to the named insured for allegations of negligent supervision, hiring and retention.

COMMERCIAL AUTO POLICY

Company: *New York Municipal Insurance Reciprocal*

Policy Term: *April 1, 2019 to April 1, 2020*

<i>\$1,000,000</i>	<i>Each Accident – Bodily Injury & Property Damage</i>
<i>\$ 50,000</i>	<i>Basic Personal Injury Protection</i>
<i>\$ 100,000</i>	<i>Additional PIP Limits</i>
<i>\$ 10,000</i>	<i>Medical Payments</i>
<i>\$1,000,000</i>	<i>Uninsured Motorists</i>
<i>\$1,000,000</i>	<i>New York Mutual Aid</i>
<i>\$ 25,000</i>	<i>Optional Basic Economic Loss (OBEL)</i>

Includes:

- Non-Ownership Liability*
- Hired/Borrowed Auto Liability*
- Special Deductible Reimbursement for Directors,
Officers or Employees*
- Hired Physical Damage – Primary Coverage
Deductible: \$250 Comp / \$250 Collision*

Physical Damage Coverage: (See Attached Auto Schedule)

Deductibles

<i>\$ 500</i>	<i>Comprehensive on scheduled vehicles</i>
<i>\$ 500</i>	<i>Collision on scheduled vehicles</i>

Physical Damage for Municipal Heavy vehicles is covered under the Inland Marine coverage as per schedule.

MUNICIPAL AUTOMOBILE SPECIAL DEDUCTIBLE REIMBURSEMENT:

A deductible reimbursement for physical damage to a Director, Officer or Employee's personally owned or leased private passenger vehicle is included, up to a \$1,000 maximum limits per occurrence. Applicable if

- 1) The vehicle is owned or leased by the Director, Officer or Employee*
- 2) The primary insurance for this vehicle includes comprehensive and or collision coverage; and*
- 3) The damage occurs while the Director, Officer or Employee is in the course of exercising their duties and responsibilities as a Municipal Officer, Director or Employee.*

**Town of Canandaigua & Water District
Vehicle Schedule**

4/1/2019 - 4/1/2020

NYMIR Veh #	Cust Veh #	Year	Make	Model	VIN	Class Code	Original Cost New	Comp Ded.	Collision Ded.	COMMENTS
6		2006	FORD	P/U	1FTNF21516EA18934	01499	\$26,300	\$500	\$500	
7		1997	JB	TRAILER	457DA0C05V1007772	68499			Inland Marine	
16		2004	STERLING	L9500 TRUCK	2FZAAZAS64AM14046	40479			Inland Marine	
17		2004	STERLING	LT9500 TRUCK	2FZHAAZAS54AM88153	40479			Inland Marine	
18		2005	STERLING	L9500 TRUCK	2FZAAZDE65AU334286	40479			Inland Marine	
19		2005	OBREIN	TRAILER	1Z93BJ2E45L119046	68499			Inland Marine	
23		2008	TALBERT	TRAILER	40FSD462881028706	67499			Inland Marine	
24		2007	STERLING	L9500 TRUCK	2FZAAZCV37AW85531	40479			Inland Marine	
25		1998	HOMEMADE	TRAILER	NYA054302	68499			Inland Marine	
27		2008	STERLING	LT9500 TRUCK	2FZHAAZCV98AZ96204	40479			Inland Marine	
30		2009	STERLING	L9500 TRUCK	2FZHAAZCV59AAE4087	40479			Inland Marine	
31		2009	STERLING	L9500 TRUCK	2FZAAZCV79AAL9270	40479			Inland Marine	
33		2010	QUALITY	TRAILER	5NDFP2025AS000146	69499			Inland Marine	
34		2011	FORD	F350 SUPER DUTY TRUCK	1FT8W3B62BEC68932	21479			Inland Marine	
35		2011	FORD	F150 TRUCK	1FTVX1EF8BKD92771	01479	\$26,177	\$500	\$500	
37		2012	FORD	F250 SUPER DUTY P/U	1FTBF2B60CEC13767	01499	\$31,810	\$500	\$500	
38		2012	PJ	TRAILER	3CVB52022C2501598	68499			Inland Marine	
39		2013	MACK	700 GU	1M2AX09C2DM016319	40479			Inland Marine	
40		2011	MACK	700 GU	1M2AX09C1BM009567	40479			Inland Marine	
41		2007	MACK	700 CL700	1M1AD65YX7M002464	40479			Inland Marine	
42		2013	FORD	F250 SUPER DUTY P/U	1FT7X2B69DEA93097	01499	\$34,170	\$500	\$500	
43		2012	VOLVO	EW180D	VCEW180DJ00220055	40499			Inland Marine	
44		2013	FORD	F250 SUPER DUTY P/U	1FT7X2B68DEB09970	01499	\$34,170	\$500	\$500	
45		2013	FORD	F550 SUPER DUTY	1FDUF5HY3DEA99389	21479			Inland Marine	
46		2013	FORD	E350 ECONOLINE	1FTSS3EL3DDA81288	01499	\$32,000	\$500	\$500	
48		2014	FORD	F150 TRUCK	1FTEX1EMXEFB62936	01479	\$31,000	\$500	\$500	
49		2014	FORD	ESCAPE SE	1FMCU9GX4EUD51885	7398	\$27,000	\$500	\$500	
50		2015	FORD	F550 SUPER DUMP	1FDUF5HY3FEA59025	21479			Inland Marine	
51		2015	FORD	F250 SUPER	1FT7X2B62FEC38192	01479	\$36,000	\$500	\$500	

NYMIR Veh #	Cust Veh #	Year	Make	Model	VIN	Class Code	Original Cost New	Comp Ded.	Collisio n Ded.	COMMENTS
52		2015	FORD	F250 SUPER	1FT7X2B60FED57648	01479	\$36,000	\$500	\$500	
53		2015	FORD	F250 SUPER	1FT7X2B62FED57649	01479	\$36,000	\$500	\$500	
54		2016	KENWORTH	CONSTRUCT	3BKDLP0X6GF108848	40479			Inland Marine	
55		2016	FREIGHTLINER	M2106 MED W/ VACUUM	1FVACXDT3GHHJ8573	31499			Inland Marine	
56		2017	KENWORTH	T800 PLOW TRUCK	1NKDLP0X0HR157502	40499			Inland Marine	
57		2017	FORD	F250	1FT7W2B6XHEB41599	01499	\$31,000	\$500	\$500	
58		2017	FORD	F550	1FDUF5HY6HEE28169	21499			Inland Marine	
59		2018	KENWORTH	T800	1NKDLP0X6JR203629	40499			Inland Marine	
60		2018	FELLING	FT45 TRAILER	5FTCF3727J1001345	68499			Inland Marine	
61		2018	FORD	ESCAPE	1FMCU9GD5JUA18899	7398	\$23,800	\$500	\$500	
62		2018	FORD	ESCAPE	1FMCU9GD5JUA80962	7398	\$23,800	\$500	\$500	
63		2019	INTERNATIONAL	DUMP	3HTDPAPT5KN092805	40479			Inland Marine	
64		2019	INTERNATIONAL	DUMP	3HTDPAPT7KN092806	40479			Inland Marine	
Vehicle & Inland Marine Schedules										
Reviewed & Approved by Municipal Official:										

Municipal Official Signature & Title										

Date										

INLAND MARINE

Company: *Liberty Mutual Insurance Co.*

Policy Term: *April 1, 2019 to April 1, 2020*

Municipal
Limit: \$ 5,356,365 *Equipment Floater per attached schedule*

\$ 30,800 *Miscellaneous Tools & Equipment*
Maximum \$5,000 any one item

Deductible: \$ 1,000 *Dumps and Trucks*
\$ 1,000 *All Other*

Coverage *Covers all vehicles, except pickups and private passenger vehicles. Includes mobile equipment, miscellaneous tools & equipment.*

Replacement cost coverage is available for new items.

Automatic Acquisition Form applicable up to \$250,000

Coverages Included in Above Quote:

Partial Waiver of Depreciation (Unless account is written on Replacement Cost)

<i>Rental Reimbursement</i>	<i>Deductible</i>	<i>48 Hours</i>
	<i>Limit</i>	<i>\$10,000</i>

Debris Removal/Pollutant Clean-Up

Municipality Extensions

Employee Tools \$5,000 Limit

<i>Leased, Rented, Borrowed/Loaned Equipment from</i>		
<i>Others</i>	<i>Per Unit</i>	<i>\$ 250,000</i>
	<i>Per Occurrence</i>	<i>\$ 250,000</i>

Coverage for Leased, Rented or Loaned Equipment to Others is included with or without operators.

Increased Cost for Emission Controls – Included for Scheduled vehicles & equipment that is 10 years old & newer.

Town of Canandaigua & Water District

4/1/2019 Inland Marine Schedule

Changes =

DELETIONS

ADDITIONS

Deductibles: \$1,000 Dumps & Trucks / \$1,000 All Other Items

Item #	Year	Manufacturer	Model	Description	Serial #	Purchase Date	Valuation	Limit	Comments
Contractors Equipment									
				MISC TOOLS & EQUIPMENT - NO ONE ITEM OVER \$5,000			RC	\$30,800	
	2007	JOHN DEERE		EXCAVATOR	FF200CX508315			\$165,000	
	2003	BRUSHHOG	2610RR1	ROTARY MOWER	1201250			\$7,500	
	2000	VIBROMAX	1105DA	ROLLER	JKC8306211			\$45,000	
	2004		7F6U20	FORKLIFT	74605			\$8,000	
	2010	JOHN DEERE	310SJ	BACKHOE	1T0310SJA182168		RC	\$70,000	
	2013	JOHN DEERE	XUV8251	UTILITY	1M0825GECMD06314		RC	\$13,600	
	2013	JOHN DEERE	Z930M		1TC930MCTDY011119		RC	\$8,700	
	2013	JOHN DEERE	JD1600	MOWER	1TC1600TTBT100046		RC	\$48,750	
	2013		Z970R	MOWER	1TC970RDJET020170		RC	\$11,000	
	2014	DIAMOND		MOWER	MF12327		RC	\$27,000	
	2016	JOHN DEERE	644KSDW	JD644K	1DW644KZJFF673354		RC	\$202,221	
	2014	JOHN DEERE	JD 160LC	EXCAVATOR	1FF160GXCEE055		RC	\$170,000	
			TIGER	FLAIL MOWER	TRF961674			\$96,000	
	2014	CAT	D-5	DOZER			RC	\$108,000	
	2015	TENCO		SNOWBLOWER	49767		RC	\$106,000	
	2016	JOHN DEERE	6110M	MOWING TRACTOR	1L06110MKGH858756		RC	\$150,000	
	2017	BOBCAT		LOADER	ALJG20312		RC	\$79,500	
	2017	BOBCAT		EXCAVATOR	B2VW13258		RC	\$45,000	
	1985	CAT		GRADER	96U06671			\$50,000	
	2001	CAT		GRADER	CAT0120HV6YN00219			\$80,000	
	2002	JOHN DEERE		BACKHOE	T0310SG904T693			\$45,000	
	2006	CASE		TRACTOR	HJT062368			\$38,000	
	2014	JOHN DEERE		WHEEL LOADER	1DW644KZCDE656938		RC	\$200,000	
				60x20 MOBILE OFFICE (RENTED TRAILER)	PLH51391			\$30,069	LP: William Scotsman, Inc Document Compliance Group 901 S. Bond St. Suite 600 Baltimore, MD 21231-3357
	2016	JOHN DEERE	1023E		1LV1023EHGG102913		RC	\$14,500	
Contractor's Equipment Limit:								\$1,849,640	

Town of Canandaigua & Water District

4/1/2019 Inland Marine Schedule

Changes =	DELETIONS	ADDITIONS					Deductibles: \$1,000 Dumps & Trucks / \$1,000 All Other Items
Auto Physical Damage:							
	1997	JB	TRAILER	457DA0C05V1007772			\$1,500
	2004	STERLING	L9500 TRUCK	2FZAAZAS64AM14046			\$150,000
	2004	STERLING	LT9500 TRUCK	2FZHAZAS54AM88153			\$155,000
	2005	STERLING	L9500 TRUCK	2FZAAZDE65AU334286			\$160,000
	2005	OBREIN	TRAILER	1Z93BJ2E45L119046			\$15,000
	2008	TALBERT	TRAILER	40FSD462881028706			\$38,000
	2007	STERLING	L9500 TRUCK	2FZAAZCV37AW85531			\$180,000
	1998	HOMEMADE	TRAILER	NYA054302			\$2,000
	2008	STERLING	LT9500 TRUCK	2FZHAZCV98AZ96204			\$194,307
	2009	STERLING	L9500 TRUCK	2FZHAZCV59AAE4087		RC	\$190,844
	2009	STERLING	L9500 TRUCK	2FZAAZCV79AAL9270		RC	\$179,624
	2010	QUALITY	TRAILER	5NDFP2025AS000146		RC	\$38,000
	2011	FORD	F350 SUPER DUTY TRUCK	1FT8W3B62BEC68932		RC	\$26,700
	2012	PJ	TRAILER	3CVB52022C2501598		RC	\$4,250
	2013	MACK	700 GU	1M2AX09C2DM016319		RC	\$222,000
	2011	MACK	700 GU	1M2AX09C1BM009567		RC	\$214,000
	2007	MACK	700 CL700	1M1AD65YX7M002464			\$85,000
	2012	VOLVO	EW180D	VCEW180DJ00220055		RC	\$202,000
	2013	FORD	F550 SUPER DUTY	1FDUF5HY3DEA99389		RC	\$43,000
	2015	FORD	F550 SUPER DUMP	1FDUF5HY3FEA59025		RC	\$50,000
	2016	KENWORTH	CONSTRUCT	3BKDLPOX6GF108848		RC	\$230,000
	2016	FREIGHTLINER	M2 106 MED WITH VACUUM	1FVACXDT3GHHJ8573		RC	\$150,000
	2017	KENWORTH	T800 PLOW TRUCK	1NKDLPOX0HR157502		RC	\$250,000
	2017	FORD	F550	1FDUF5HY6HEE28169		RC	\$52,000
	2018	KENWORTH	T800	1NKDLPOX6JR203629		RC	\$229,000
	2018	FELLING	FT45 TRAILER	5FTCF3727J1001345		RC	\$24,500
	2019	INTERNATIONAL	DUMP	3HTDPAPT5KN092805		RC	\$225,400
	2019	INTERNATIONAL	DUMP	3HTDPAPT7KN092806		RC	\$225,400
						Auto Physical Damage Limit:	\$3,537,525
						Grand Total:	\$5,387,165

PUBLIC OFFICIALS LIABILITY

Company: *New York Municipal Insurance Reciprocal*

Policy Term: *April 1, 2019 to April 1, 2020*

Limits:

\$ 1,000,000 *Each Claim*

\$ 2,000,000 *Annual Aggregate*

\$ 1,000,000 *Land Use Liability Coverage Annual Aggregate*

\$ 10,000 *False Lien Coverage*

Includes Extended Employment Practices (Non-Monetary Defense & Back Wages) coverage

Deductible: \$ 10,000 Each Claimant

\$ 10,000 Land Use Liability Coverage – Each Claimant

Retro Date: Full Prior Acts

PUBLIC OFFICIALS ERRORS AND OMISSIONS

This coverage is used to insure public officials against claims arising out of negligent acts or omissions, including breach of duty, while acting in the capacity of a public official or employee of a public entity.

CLAIMS-MADE FORM

This coverage will provide protection for only those claims reported or first made during the policy period or during any previous period that is stated in the Prior Acts or Retroactive Date option of your policy. This option allows you to keep coverage in force under consecutive Claims-Made policies.

There is no coverage for claims arising out of incidents, occurrences or alleged wrongful act(s) which took place prior to the retroactive date stated in the policy. The policy covers only claims actually made against the Insured and reported to the Company while the policy remains in effect. All coverage ceases upon the termination of the policy, except for the automatic basic extended reporting period coverage, unless the Insured purchases supplemental extended reporting period coverage. The length of the automatic basic extended reporting period is ninety (90) days.

EMPLOYMENT PRACTICES LIABILITY COVERAGE

This coverage is used to provide protection against lawsuits by employees alleging wrongful discharge, discrimination, harassment or other specified employment related exposures.

FALSE LIEN COVERAGE (Sovereign Citizen Movement)

Subject to \$10,000 per Insured/\$10,000 Aggregate, NYMIR will pay on behalf of an Insured the cost of removing false liens placed on the Insured's personal or real property. The Public Officials Liability Coverage deductible does not apply.

PUBLIC OFFICIAL'S LIABILITY COVERAGE FEATURES

This errors and omissions liability policy provides several significant extensions of coverage that are unique to municipalities.

The Policy Deductible only applies when an indemnity payment is made. Many competitors' public officials' forms levy the deductible for both defense and indemnity. With approximately 80% of all claims involving only defense costs, this could result in a significant savings in the event of a covered loss.

- **Consent To Settle Coverage** requires approval from the municipality before a claim can be settled. You will be informed on how a case is developing and will have the right to review a proposed settlement before it is finalized.
- **Full Prior Acts**- provides coverage for unknown incidents/claims that took place at any time prior to the inception date of your NYMIR policy.
- **Defense Costs are Payable in Addition to Limits**-expenses that NYMIR incurs to defend you will not reduce your policy limits. Your full limits will be available to settle possible indemnity payments.
- **Employment Practices Liability** is an area of litigation that has exploded over the last five years and an exposure that is expected to continue to increase. NYMIR's coverage provides protection against allegations of harassment and discrimination, hostile workplace claims, failure to promote, wrongful dismissal (breach of employment contract) among others.
- **Extended Employment Practices Coverage (Optional)** - protection for back wages, mental anguish and emotional distress. \$25,000 defense expense is also offered for non-monetary claims. This coverage can assist with defense of claims filed with the Equal Employment Opportunity Commission.
- **Allegations of Civil Rights and/or Discrimination** during the process of tax assessment, issuing licenses and permits, and zoning.
- **Land Use**- Zoning and land use claims are an active area of litigation for municipalities. Many competitors do not address this issue. NYMIR has a definitive land use endorsement. Full Policy limits are available.

LAW ENFORCEMENT LIABILITY

Company: *New York Municipal Insurance Reciprocal*

Policy Term: *April 1, 2019 to April 1, 2020*

Limits

\$ 1,000,000 Each Person

\$ 1,000,000 Each Occurrence

\$ 2,000,000 Annual Aggregate

Deductible: \$ 1,000

LAW ENFORCEMENT LIABILITY INSURANCE

This policy will cover law enforcement officers against claims resulting from alleged bodily injury or personal injury including false arrest, false imprisonment, libel, slander, defamation of character and assault and battery in the course of an arrest. Please refer to the policy for exclusions.

Excludes Punitive Damages



Law Enforcement Liability

Consent to settle coverage is provided to protect police professionals against the volatile exposures they face daily. Full Policy limits are available.

To name a few:

- **Allegations of false arrest, excessive force, malicious prosecution and unlawful search and seizure**
- **Violations of civil rights**
- **Building related illnesses**
- **Facility related communicable diseases**
- **Claims of abuse and molestation**

Law Enforcement Liability Assessment: Municipalities with law enforcement agencies receive regular evaluation of their law enforcement policies, procedures and facilities.

Law Enforcement Advisory Committee: Members of this committee have many years of law enforcement leadership experience. They will provide input to identify topics for law enforcement seminars and provide guidance in developing strategies to assist Law Enforcement professionals in reducing exposures.

NYMIR Online University- Training at no cost to enhance and maintain skills and knowledge vital to your Law Enforcement officers. Topics include: False Arrest, Pursuit, Use of Force, Employment Practices and more.

OWNERS CONTRACTORS PROTECTIVE LIABILITY

Company: *New York Municipal Insurance Reciprocal*

Policy Term: *April 1, 2019 to April 1, 2020*

\$ 1,000,000 Each Occurrence

\$ 2,000,000 General Aggregate

*People of the State of New York
Is named insured on the policy for any
Highway Work Permits*

OWNERS OR CONTRACTORS PROTECTIVE LIABILITY

This coverage is used to insure you against legal liability for the negligent acts of independent contractors you engage or for your own negligence in the supervision of such work.

CATASTROPHIC EXCESS

Company: *New York Municipal Insurance Reciprocal*

Policy Term: *April 1, 2019 to April 1, 2020*

\$ 10,000,000 Each Occurrence Limit

\$ 10,000,000 Personal and Advertising Injury Aggregate

\$ 10,000,000 Products/Completed Operations Aggregate Limit

\$ 10,000,000 Law Enforcement Liability Aggregate Limit

*\$ 10,000,000 Public Officials Liability Aggregate Limit
This is written on a Claims Made Basis*

\$ 20,000,000 General Aggregate

EXCESS POLICY

This form provides higher limits of coverage for only those hazards covered by your primary policies. No coverage exists if it is not included in your underlying schedule.

CRIME

Company: *New York Municipal Insurance Reciprocal*

Policy Term: *April 1, 2019 to April 1, 2020*

\$ 150,000 **Public Employee Blanket Bond:**
Form O – Per Loss
Including Faithful Performance

\$ 2,500 *Deductible*

Excess Coverage On:

<i>Deputy Supervisor</i>	<i>\$1,450,000</i>
<i>Supervisor</i>	<i>\$1,450,000</i>
<i>Town Clerk</i>	<i>\$1,450,000</i>
<i>Tax Collector</i>	<i>\$1,450,000</i>
<i>1st Bookkeeper</i>	<i>\$1,450,000</i>
<i>2nd Bookkeeper</i>	<i>\$ 100,000</i>

Faithful Performance of Duty Coverage is excluded for Police by whatever title known.

Money & Securities

\$ 25,000 *Inside the Premises*

\$ 25,000 *Outside the Premises*

\$ 500 *Deductible*

THEFT, DISAPPEARANCE AND DESTRUCTION

This coverage is used to insure against loss of money and securities caused by theft, disappearance or destruction while located inside or outside your premises. It also covers damage to premises resulting from actual or attempted theft. It insures only money and securities and not other types of property.

Other Crime Coverages

\$ 150,000 *Forgery*

\$ 150,000 *Computer Fraud*

\$ 150,000 *Fund Transfer Fraud*

\$ 150,000 *Money Orders & Counterfeit Money*

\$ 2,500 *Deductible*

CYBER LIABILITY -
Optional Highly Recommended Coverage

Company: *New York Municipal Insurance Reciprocal*

Policy Term: *To be determined*

Cyber Security Breach:

\$50,000 Security Breach Limit

\$50,000 Security Breach Annual Aggregate Limit

\$ 1,000 Deductible per Claim

Retro Date: Effective the first day of the policy period

Network Security Liability:

\$100,000 Network Security Liability Limit

\$100,000 Network Security Liability Annual Aggregate Limit

\$ 2,500 Deductible per Claim

Retro Date: Effective the first day of the policy period

CLAIMS-MADE FORM

This coverage will provide protection for only those claims reported or first made during the policy period or during any previous period that is stated in the Prior Acts or Retroactive Date option of your policy. This option allows you to keep coverage in force under consecutive Claims-Made policies.

There is no coverage for claims arising out of incidents, occurrences or alleged wrongful act(s) which took place prior to the retroactive date stated in the policy. The policy covers only claims actually made against the Insured and reported to the Company while the policy remains in effect. All coverage ceases upon the termination of the policy, except for the automatic basic extended reporting period coverage, unless the Insured purchases supplemental extended reporting period coverage. The length of the automatic basic extended reporting period is ninety (90) days.

Optional Quote: *\$726 additional annual premium*

Optional quote is subject to receipt, review & acceptance of the following:

Coverage is subject to a signed NYMIR Cyber Liability application.

Coverage cannot be bound nor backdated.

PREMIUM SUMMARY

Insured: Town of Canandaigua

February 19, 2019

COVERAGE DESCRIPTION	NYMIR Proposal
NYMIR PACKAGE	\$76,663.93
Property	Incl
General Liability	Incl
Equipment Breakdown	Incl
Auto Liab & Phys Damage	Incl
Public Officials	Incl
Police Professional	Incl
Highway Protective	
Catastrophic Excess	Incl
Crime	Incl
Inland Marine	\$15,431
Sub Total:	\$92,094.93
NYMIR Capitalization	* \$1,224.40
GRAND TOTAL:	\$93,319.33
Optional Coverage:	
NYMIR Cyber Liability:	\$726 Additional Annual Premium \$13.20 Additional Cap Fee

** The NYMIR Capitalization is due annually for the first five years as a NYMIR Subscriber*

NYMIR RISK MANAGEMENT PROGRAM

The NYMIR Risk Management Program is designed specifically for municipalities – created to address the loss exposures unique to local governments. NYMIR subscribers receive the following services free of charge:

- 1. Facility Inspections.**
A risk assessment of the municipality’s facilities, operations and activities is done regularly for each subscriber. A report listing practical suggestions for improving safety and loss control is then generated.
- 2. Special Inspections.**
Additional visits to evaluate specific areas (e.g. sidewalks, equipment, and parks) are scheduled as requested by subscribers.
- 3. Certificate of Insurance/Contract/Bid Specifications Review.**
NYMIR Risk Management helps subscribers reduce the costs of claims by assisting subscribers and brokers transfer risk through the use of insurance certificates and indemnification language. These transfers typically involve users of facilities, contractors and transportation companies.
- 4. Local Training.**
*NYMIR Risk Management Consultants conduct customized training at subscribers’ locations. Popular sessions include custodial safety training, employment practices liability, recreation liability and the National Safety Council’s Defensive Driving Program.**
- 5. Attendance at Subscriber Safety Committees.**
NYMIR Risk Management Consultants attend safety committees throughout New York State, providing technical assistance and resource material.
- 6. Risk Management Consulting Services.**
Subscribers have unlimited access to NYMIR Risk Management Consultants to answer questions or conduct research concerning physical hazards, municipal activities, procedures, transportation, etc.
- 7. NYMIR Regional Seminars.**
NYMIR sponsors regional seminars throughout New York State to address current trends and legal issues that create potential loss exposures for local governments. Topics include:
 - *Employment Practices Liability*
 - *Recreational Liability*
 - *Motor Vehicle Accident Prevention*
 - *Law Enforcement Liability*
 - *Risk Transfer*
 - *General Municipal Safety*

8. NYMIR Land Use Program

A nine-chapter home study course designed for Zoning Board members written by the Land Use Center at Pace University Law School. It is available (free of charge) for NYMIR subscribers.

9. Recreational Risk

A Guide to assist Municipalities in managing a variety of their recreational exposures. The guide (also available on CD) includes sample waivers and releases.

10. Prior Written Notice Law Review

To ensure that town, city and county subscribers are receiving optimum protection; NYMIR risk management representatives will review subscribers' prior written notice laws and provide recommendations for improvement, if needed.

11. NYMIR Website – www.nymir.org

NYMIR's website contains information about the Reciprocal along with safety and risk management material.

12. NYMIR Publications and Training Material

NYMIR regularly publishes a risk management bulletin and law enforcement newsletter for subscribers. To assist with employment liability training, NYMIR has developed an employment practices liability video and an employment practices guide CD ROM that contains sample policies, forms and other reference material.

** Expenses and required fees are charged for the Defensive Driving Program Only*

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

FREQUENTLY ASKED QUESTIONS

Q. *What is a reciprocal insurance company?*

- A.** *A reciprocal insurance company is licensed, regulated company owned by policyholders who agree to insure one another. Reciprocals are very similar to mutual insurers, which are also companies owned by their customers, but they carry the idea that there is good in like entities sharing practices and benefiting from each other's experience. Reciprocals are also very different from stock insurers which are insurance companies owned by shareholders who develop products to be sold to customers who may or may not be shareholders.*

Further distinguishing NYMIR is that it is a non-for-profit reciprocal. This means that in addition to policies and practices being geared to the owners' needs (as a member-owned company) the profit motive has been taken away, further ensuring that the best coverage will be provided at the most equitable price.

Q. *What is capitalization?*

- A.** *Capitalization is your contribution to NYMIR as a member-owned insurance company. The subscriber agreement that you sign when you make the decision to become a NYMIR member requires that you contribute to the funding level of the company. This one-time contribution, which is based on a percentage of your first year's premium but allowed to be paid over 5 years, represents your commitment to the concept of member ownership and control.*

Capital is needed in any kind of insurance company. It is part of the financial security of the company and combines with surplus (that amount of premium left over after reserving for current and future claims) to form the basis for determining the total capacity of the insurance company. In a traditional insurance company, the capital needed to secure the company comes from stockholders, who invest in that company. In a self-owned company, the members must make this contribution and in return enjoy the many benefits of self-ownership, including a proportionate share of equity in the company.

Q. *Is it true NYMIR chose to become an assessable insurance company?*

- A.** *Yes. As a not-for-profit insurer, one of the first decisions that the NYMIR Board of Governors had to make was whether to become an assessable insurer or to subscribe to the NY State Guarantee Fund (the state fund that comes into play only when an insurer becomes insolvent). There are pros and cons of both approaches. If NYMIR decided to join the NY State Guarantee Fund, they would have had to pay into the fund each year. In addition, claims settled in the fund are limited to only one million whereas NYMIR would not be limited. Conversely, as an assessable company, NYMIR has to pay only for NYMIR's losses (not any other insurer's) and only if NYMIR were to become highly unstable.*

By becoming an assessable insurer, NYMIR has saved its subscribers millions of dollars since its inception as it has not had to contribute to the Guarantee Fund. More importantly, as NYMIR has striven to ensure that the company remains financially healthy and stable, it enjoys a ratio of premium to surplus that virtually guarantees that an assessment of its members remains highly unlikely.

Q. *How does NYMIR protect itself against assessment?*

- A.** *NYMIR has achieved an outstanding record through its insistence upon the highest underwriting standards, a conservative investment program and sound loss reserve practices. NYMIR writes to the most conservative actuarial level coupled with a superior reinsurance program. All of this is reviewed by leading actuaries, auditors, and rating agencies. A.M. Best, the premier insurance rating agency, has recognized our efforts by assigning NYMIR an A- (excellent) rating.*

Q. *How is NYMIR's deductible different from other insurers?*

- A.** *A deductible is an option that a subscriber may choose to take which entails self-insuring a part of each loss in exchange for a corresponding reduction in premium. NYMIR allows deductibles on Public Officials, Law Enforcement and General Liability coverages. The difference in NYMIR's program is that the deductible only applies to the indemnity (loss/damage) portion of the claim, not to the expense (legal defense) portion. This is a significant savings to the subscribers as a good portion of claims in these lines evolve into law suits. NYMIR's deductible policy ensures that the subscriber does not have to pay the deductible when the claim is won even though there are always legal expenses incurred in the defense of a claim. As NYMIR enjoys a 66% success rate (no indemnity payment made) on cases across these lines, our subscribers have saved money with this advantageous policy.*

N.Y.M.I.R. Makes Sense

- * Municipal Reciprocal have inherent advantages and proven success. Long term they are the best solution for most municipal entities.
- * NYMIR is a New York State Licensed Insurance Company owned and controlled by its NYS Municipal Insureds call Subscribers.
- * Absence of profit, taxes and lower administration costs enhance the long term results each insured subscriber may expect. Excellent reinsurance arrangements give financial stability to NYMIR.
- * NYMIR offers rating and pricing based exclusively upon New York State municipal data offering greater stability then pooling or the commercial market place.
- * This coverage currently is equal to the best available and promises to be enhanced in the future.
- * NYMIR's safety engineering approach working closely with municipal supervisors will yield improved loss experience. NYMIR provides training seminars and loss analysis.
- * NYMIR's legal counsel's comprehensive knowledge of municipal law provides a very strong defense posture which has proven to contain liability claim costs. NYMIR takes a very positive attitude on 1st party losses (a municipality's loss on its own property) providing prompt fair settlements.
- * Individual municipal subscribers share in the underwriting and investment results as determined by the Board of Governors.
- * NYMIR currently insures more than 896 municipalities throughout New York State.

NYMIR represents the best value for taxpayers' dollar

ALBANY	KIANTONE	DUTCHESS	BERGEN AND BERGEN FIRE DISTRICT	LIMA	BRISTOL
BERNE	<i>MAYVILLE</i>	AMENIA	BETHANY	<i>LIMA</i>	CANADICE
*COHOES	MINA	*BEACON	BYRON	(c)LIVINGSTON	FARMINGTON
GREEN ISLAND	NORTH HARMONY	BEEKMAN	<i>CORFU</i>	LIVONIA	*GENEVA
KNOX	PORTLAND	CLINTON (DUTCHESS)	ELBA	NORTH DANSVILLE	HOPEWELL AND HOPEWELL WATER DISTRICT
NEW SCOTLAND	WESTFIELD	DOVER	<i>ELBA</i>	OSSIAN	MANCHESTER
WESTERLO	CHEMUNG	(c)DUTCHESS	ELBA	PORTAGE	<i>MANCHESTER</i>
ALLEGANY	ASHLAND	EAST FISHKILL	(c)GENESEEE	SPARTA	<i>MANCHESTER</i>
ALFRED	BALDWIN	FISHKILL	OAKFIELD	SPRINGWATER	NAPLES
(c)ALLEGANY	CATLIN	<i>FISHKILL</i>	OAKFIELD	WADSWORTH LIBRARY	<i>NAPLES</i>
ALMA	CHEMUNG	HYDE PARK	PAVILION	WEST SPARTA	(c)ONTARIO
ALMOND	ERIN	LAGRANGE	STAFFORD	MADISON	PHELPS
<i>ALMOND</i>	HORSEHEADS	MILAN	GREENE	BROOKFIELD	RICHMOND
AMITY	<i>MILLPORT</i>	<i>MILLBROOK</i>	ATHENS	CAZENOVIA	SOUTH BRISTOL
ANDOVER	VETERAN	<i>MILLERTON AND VILLAGE OF MILLERTON WATER DISTRICT</i>	<i>ATHENS</i>	DERUYTER	VICTOR
ANGELICA	CHENANGO	PINE PLAINS AND PINE PLAINS WATER DISTRICT	CAIRO	<i>DERUYTER</i>	ORANGE
BIRDSALL	AFTON	PLEASANT VALLEY	CATSKILL	EATON	<i>GREENWOOD LAKE</i>
BOLIVAR	<i>AFTON</i>	*POUGHKEEPSIE	CATSKILL	GEORGETOWN	<i>KIRYAS JOEL</i>
<i>BOLIVAR</i>	<i>BAINBRIDGE</i>	RED HOOK	DURHAM	HAMILTON	MONROE AND MONROE JOINT PARK & RECREATION COMMISSI
CENTERVILLE	(c)CHENANGO	RED HOOK	(c)GREENE	<i>HAMILTON</i>	<i>MONROE AND MONROE JOINT RECREATION COMM.</i>
FRIENDSHIP	COVENTRY	<i>RED HOOK</i>	GREENVILLE (GREENE)	LEBANON	MONTGOMERY
GENESEEE	<i>EARLVILLE</i>	RHINEBECK	HALCOTT	LENOX	PALM TREE
GRANGER	GERMAN	<i>RHINEBECK</i>	HUNTER	MADISON	WALKKILL AND TOWN OF WALKKILL IDA
GROVE	GREENE	STANFORD	<i>HUNTER</i>	<i>MORRISVILLE</i>	WARWICK
INDEPENDENCE	<i>GREENE</i>	<i>TIVOLI</i>	JEWETT	NELSON	<i>WASHINGTONVILLE</i>
<i>RICHBURG</i>	LINCKLAEN	UNION VALE	LEXINGTON	MONROE	WAWAYANDA
RUSHFORD	MCDONOUGH	WAPPINGER	<i>TANNERSVILLE</i>	BRIGHTON (MONROE)	WOODBURY
WARD	NORTH NORWICH	<i>WAPPINGERS FALLS</i>	WINDHAM	<i>BROCKPORT</i>	<i>WOODBURY</i>
WELLSVILLE	*NORWICH	WASHINGTON	HAMILTON	GATES	ORLEANS
<i>WELLSVILLE</i>	NORWICH	ERIE	ARIETTA	HAMLIN	ALBION
WILLING	OTSELIC AND SOUTH OTSELIC WATER DISTRICT	ALDEN	BENSON	HENRIETTA	ALBION (ORLEANS)
WIRT	OXFORD	<i>ANGOLA AND ANGOLA VOLUNTEER FIRE CO.</i>	INDIAN LAKE	<i>HONEOYE FALLS</i>	BARRE
BROOME	OXFORD	BOSTON	INLET AND TOWN OF INLET WWTP #1	SCOTTSVILLE	CARLTON
BARKER	OXFORD	CLARENCE	LAKE PLEASANT	WHEATLAND	CLARENDON
BINGHAMTON	PHARSALIA	CONCORD AND CONCORD IDA	LONG LAKE	MONTGOMERY	CLARENDON
CHENANGO	PITCHER	ELMA	<i>SPECULATOR</i>	*AMSTERDAM	GAINES
<i>DEPOSIT</i>	PLYMOUTH	<i>FARNHAM</i>	HERKIMER	FLORIDA	KENDALL
DICKINSON (BROOME)	PRESTON	<i>HAMBURG</i>	<i>COLD BROOK</i>	<i>FONDA</i>	MURRAY
FENTON	SMYRNA	HOLLAND	COLUMBIA	<i>FORT PLAIN</i>	(c)ORLEANS
LISLE	<i>SMYRNA</i>	*LACKAWANNA	DANUBE	<i>HAGAMAN</i>	OSWEGO
<i>LISLE</i>	CLINTON	<i>NORTH COLLINS</i>	FAIRFIELD	MINDEN	ALBION (OSWEGO)
MAINE	AUSABLE	SARDINIA	FRANKFORT	<i>NELLISTON</i>	AMBOY
NANTICOKE	CHAMPLAIN	ESSEX	GERMAN FLATTS	PALATINE	BOYLSTON
SANFORD	<i>CHAMPLAIN</i>	CHESTERFIELD	(c)HERKIMER	ST. JOHNSVILLE	<i>CENTRAL SQUARE</i>
TRIANGLE	CHAZY	CROWN POINT	HERKIMER	<i>ST. JOHNSVILLE</i>	CLEVELAND
VESTAL	(c)CLINTON	(c)ESSEX	<i>HERKIMER</i>	NASSAU	CONSTANTIA
<i>WHITNEY POINT</i>	CLINTON (CLINTON)	ESSEX	LITCFIELD	<i>CEDARHURST</i>	GRANBY
WINDSOR	PERU	KEENE	*LITTLE FALLS	<i>EAST ROCKAWAY</i>	HANNIBAL
CATTARAUGUS	PLATTSBURGH AND TOWN OF PLATTSBURGH LDC TOWN OF <i>ROUSES POINT</i>	<i>LAKE PLACID VILLAGE</i>	LITTLE FALLS	<i>EAST WILLISTON</i>	HANNIBAL
ALLEGANY	COLUMBIA	NEWCOMB	MANHEIM	*GLEN COVE	HASTINGS
CARROLLTON	AUSTERLITZ	NORTH ELBA AND NORTH ELBA PARK DISTRICT	<i>MIDDLEVILLE</i>	<i>LAWRENCE</i>	LACONA AND SANDY CREEK
(c)CATTARAUGUS	CANAAN	SAINT ARMAND	NEWPORT	*LONG BEACH	<i>LACONA RECREATION</i>
COLDSRING	CHATHAM	SCHROON	<i>NEWPORT</i>	<i>MANORHAVEN</i>	MEXICO
<i>ELLICOTTVILLE</i>	CLERMONT	TICONDEROGA	OHIO	<i>MINEOLA</i>	<i>MEXICO</i>
<i>FRANKLINVILLE</i>	(c)COLUMBIA	WILMINGTON	<i>POLAND</i>	<i>NEW HYDE PARK</i>	MINETTO
FREEDOM	GALLATIN	FRANKLIN	SALISBURY	<i>PLANDOME HEIGHTS</i>	NEW HAVEN
GREAT VALLEY	GERMANTOWN	BANGOR	SCHUYLER	<i>PORT WASHINGTON NORTH</i>	ORWELL
HINSDALE	GHENT	BELLMONT	WEBB	<i>ROCKVILLE CENTRE</i>	*OSWEGO
ISCHUA	GREENPORT	BOMBAY	<i>WEST WINFIELD</i>	<i>ROSLYN</i>	(c)OSWEGO
LEON	HILLSDALE	BRANDON	JEFFERSON	<i>ROSLYN HARBOR</i>	OSWEGO
LYNDON	*HUDSON	BRIGHTON (FRANKLIN)	ADAMS	<i>VALLEY STREAM</i>	PALERMO
MACHIAS	KINDERHOOK	<i>BRUSHTON</i>	ADAMS	<i>WESTBURY</i>	PARISH
MANSFIELD	<i>KINDERHOOK</i>	BURKE	BROWNVILLE	NIAGARA	<i>PARISH AND PARISH LIBRARY ASSOCIATION</i>
PERRYSBURG	LIVINGSTON	CHATEAUGAY	<i>BROWNVILLE</i>	*LOCKPORT	<i>PHOENIX</i>
PERSIA	<i>PHILMONT</i>	CHATEAUGAY	CAPE VINCENT	NIAGARA	<i>PULASKI</i>
*SALAMANCA	STOCKPORT	CONSTABLE	<i>CAPE VINCENT</i>	<i>YOUNGSTOWN</i>	REDFIELD
SALAMANCA	STUYVESANT	DICKINSON (FRANKLIN)	CHAMPION	ANNVILLE	RICHLAND
CAYUGA	TAGHKANIC	FORT COVINGTON	ELLISBURG	AVA	SANDY CREEK
*AUBURN AND AUBURN INDUSTRIAL DEVELOPMENT AGENCY	CORTLAND	(c)FRANKLIN	<i>GLEN PARK</i>	BOONVILLE	<i>SANDY CREEK</i>
AURELIUS	CINCINNATUS	HARRIETSTOWN	HENDERSON	CAMDEN	SCRIBA
<i>AURORA</i>	*CORTLAND	<i>MALONE</i>	LORRAINE	CAMDEN AND TOWN OF CAMDEN AMBULANCE	VOLNEY
BRUTUS	CUYLER	MALONE AND TOWN OF MALONE INDUSTRIAL DEVELOPMENT A	<i>MANNSVILLE</i>	FORESTPORT	WEST MONROE
CATO	FREETOWN	MOIRA	ORLEANS	KIRKLAND AND CLARK MILLS	WILLIAMSTOWN
<i>CATO</i>	HARFORD	SARANAC LAKE	PHILADELPHIA	MARCY	OTSEGO
(c)CAYUGA	LAPEER	TUPPER LAKE	<i>PHILADELPHIA</i>	MARSHALL	BURLINGTON
CONQUEST	MARATHON	<i>TUPPER LAKE</i>	RODMAN	<i>NEW YORK MILLS</i>	COOPERSTOWN
<i>FAIR HAVEN AND VILLAGE OF FAIR HAVEN AMBULANCE</i>	<i>MARATHON</i>	WAVERLY	RUTLAND	<i>ORISKANY FALLS</i>	DECATUR
GENOA AND GENOA HISTORICAL ASSOCIATION	SCOTT	WESTVILLE	TERESA	PARIS	EXETER
IRA	TAYLOR	FULTON	<i>WEST CARTHAGE AND CARTHAGE/WEST CARTHAGE JOINT WAT</i>	SANGERFIELD	<i>GILBERTSVILLE</i>
LEDYARD	VIRGIL	BLEECKER	WILNA	STEBEN	HARTWICK
MENTZ	DELAWARE	BROADALBIN	LEWIS	SYLVAN BEACH	LAURENS
<i>MERIDIAN</i>	BOVINA	CAROGA	<i>CONSTABLEVILLE</i>	*UTICA	LAURENS
MONTEZUMA	DAVENPORT	<i>DOLGEVILLE</i>	<i>COPENHAGEN</i>	VERNON	MARYLAND
OWASCO	(c)DELAWARE	EPHRATAH	DENMARK	VERONA	MIDDLEFIELD
<i>PORT BYRON</i>	<i>DELHI</i>	(c)FULTON	GREIG	VIENNA	MILFORD
SCIPIO	DELHI AND DELHI HISTORICAL SOCIETY	*GLOVERSVILLE	HARRISBURG	<i>WATERVILLE</i>	<i>MILFORD</i>
SEMPRONIUS	DEPOSIT	*JOHNSTOWN	<i>HARRISVILLE</i>	WESTERN	MORRIS
SPRINGPORT	<i>FLEISCHMANN'S</i>	JOHNSTOWN	(c)LEWIS	<i>YORKVILLE</i>	*ONEONTA
STERLING	FRANKLIN	MAYFIELD	LOWVILLE	ONONDAGA	ONEONTA
THROOP	HAMDEN AND HAMDEN WATER DISTRICT	<i>MAYFIELD</i>	<i>LOWVILLE</i>	<i>BALDWINSVILLE</i>	(c)OTSEGO
<i>UNION SPRINGS</i>	HANCOCK	NORTHAMPTON AND NORTHAMPTON VOLUNTEER AMBULANCE AS	LYONS FALLS	<i>CAMILLUS</i>	OTSEGO
VENICE	<i>HANCOCK</i>	<i>NORTHVILLE</i>	MARTINSBURG	<i>EAST SYRACUSE</i>	PITTSFIELD
VICTORY	KORTRIGHT	OPPENHEIM	OSCEOLA	<i>ELBRIDGE</i>	RICHFIELD
<i>WEEDSPORT</i>	<i>MARGARETVILLE</i>	PERTH	LIVINGSTON	<i>FAYETTEVILLE</i>	SPRINGFIELD
CHAUTAUQUA	MASONVILLE	STRATFORD	AVON	JORDAN	<i>UNADILLA AND UNADILLA RECREATION COMMISSION</i>
ARKWRIGHT	ROXBURY	GENESEEE	CALEDONIA	MINOA	WORCESTER
<i>BEMUS POINT & BEMUS POINT VOL FIRE CO.</i>	SIDNEY	ALEXANDER	CALEDONIA	<i>NORTH SYRACUSE</i>	PUTNAM
BUSTI	<i>SIDNEY</i>	*BATAVIA	CONESUS	OTISCO AND OTISCO LAKE COMMUNITY ASSOCIATION	CARMEL
CARROLL	STAMFORD	BATAVIA	<i>DANSVILLE</i>	SPAFFORD	<i>COLD SPRING</i>
CHARLOTTE	<i>STAMFORD</i>	BERGEN	GENESEEO	TULLY	KENT
(c)CHAUTAUQUA	TOMPKINS	GENESEEE	<i>GENESEEO</i>	TULLY AND TULLY AMBULANCE	PATTERSON
CHERRY CREEK	WALTON	ALDEN	LEICESTER	VAN BUREN	(c)PUTNAM
	WALTON			ONTARIO	PUTNAM VALLEY

SOUTHEAST	EDWARDS	SPENCER	JAVA
RENSSELAER	FINE	(c)TIOGA	SHELDON
BERLIN	GOUVERNEUR	TIOGA	<i>WARSAW</i>
BRUNSWICK	HAMMOND	<i>WAVERLY</i>	WETHERSFIELD
<i>CASTLETON-ON-HUDSON</i>	HOPKINTON	TOMPKINS	(c)WYOMING
EAST GREENBUSH	LAWRENCE	CAROLINE	<i>WYOMING</i>
<i>EAST NASSAU</i>	LISBON	<i>CAYUGA HEIGHTS</i>	YATES
GRAFTON	MORRISTOWN	DANBY	BARRINGTON
HOOSICK	NORFOLK	DRYDEN	<i>DRESDEN</i>
<i>HOOSICK FALLS</i>	<i>NORWOOD</i>	ENFIELD	ITALY
NORTH GREENBUSH	OSWEGATCHIE	ITHACA	JERUSALEM
PETERSBURGH	PARISHVILLE	LANSING	MILO
PITTSBURY	PIERCEFIELD	(c)TOMPKINS	STARKEY
POESTENKILL	PIERREPONT	ULYSSES	
(c)RENSSELAER	PITCAIRN	ULSTER	
SAND LAKE AND SAND LAKE LIBRARY	POTSDAM	DENNING	
SCHODACK	<i>POTSDAM</i>	ESOPUS	
STEPHENTOWN	<i>RENSSELAER FALLS</i>	GARDINER AND GARDINER	
<i>VALLEY FALLS</i>	<i>RICHVILLE</i>	SEWER DISTRICT #1	
ROCKLAND	STOCKHOLM AND WINTHROP	HURLEY	
<i>AIRMONT</i>	SEWAGE DISTRICT	KINGSTON	
<i>GRANDVIEW ON HUDSON</i>	<i>WADDINGTON</i>	LLOYD	
<i>NEW HEMPSTEAD</i>	STEUBEN	NEW PALTZ	
<i>NEW SQUARE</i>	ADDISON	<i>NEW PALTZ</i>	
<i>NYACK</i>	<i>ADDISON</i>	OLIVE	
<i>PIERMONT</i>	AVOCA	PLATTEKILL	
<i>SLOATSBURG</i>	AVOCA	SHANDAKEN	
<i>UPPER NYACK</i>	BATH	(c)JULSTER	
SARATOGA	BRADFORD	WOODSTOCK	
<i>BALLSTON SPA</i>	CAMPBELL	WARREN	
CHARLTON	CATON	BOLTON	
CORINTH	COHOCTON	*GLENS FALLS THE GLENS	
<i>CORINTH</i>	<i>COHOCTON</i>	FALLS URBAN RENEWAL	
DAY	*CORNING	AGENCY	
EDINBURG	CORNING	JOHNSBURG	
GALWAY	ERWIN AND	LAKE GEORGE	
GREENFIELD	FREMONT (STEUBEN)	<i>LAKE GEORGE</i>	
HALF MOON	HARTSVILLE	LAKE LUZERNE	
MALTA	HORNBY	STONY CREEK	
MILTON	HOWARD AND TOWN OF	(c)WARREN	
MOREAU	HOWARD LIBRARY	WASHINGTON	
NORTHUMBERLAND	LINDLEY	ARGYLE	
SARATOGA	<i>PAINTED POST</i>	<i>ARGYLE</i>	
<i>SOUTH GLENS FALLS</i>	PRATTSBURGH	CAMBRIDGE	
<i>STILLWATER</i>	PULTENEY AND TOWN OF	<i>CAMBRIDGE</i>	
<i>WATERFORD</i>	PULTENEY FREE LIBRARY	DRESDEN	
SCHENECTADY	RATHBONE	EASTON	
<i>DELANSON</i>	<i>RIVERSIDE</i>	<i>FORT ANN</i>	
GLENVILLE	SAVONA	FORT EDWARD	
PRINCETOWN	<i>SOUTH CORNING</i>	GRANVILLE	
*SCHENECTADY	URBANA	GREENWICH	
SCHOHARIE	WAYLAND	<i>GREENWICH</i>	
BLENHEIM	<i>WAYLAND</i>	HAMPTON	
BROOME	WAYNE & KWIC	HARTFORD	
CARLISLE	WHEELER	HEBRON	
COBLESKILL	SUFFOLK	<i>HUDSON FALLS</i>	
<i>COBLESKILL</i>	<i>ASHAROKEN</i>	JACKSON	
CONESVILLE	BABYLON	KINGSBURY	
ESPERANCE	<i>BELLE TERRE</i>	PUTNAM	
<i>ESPERANCE</i>	EAST HAMPTON	SALEM	
GILBOA	<i>EAST HAMPTON</i>	(c)WASHINGTON	
JEFFERSON	<i>GREENPORT</i>	WHITE CREEK	
MIDDLEBURGH	<i>LINDENHURST</i>	WHITEHALL	
<i>MIDDLEBURGH</i>	<i>NORTH HAVEN</i>	<i>WHITEHALL</i>	
<i>RICHMONDVILLE</i>	<i>PATCHOGUE AND THE</i>	WAYNE	
RICHMONDVILLE AND	<i>VILLAGE OF PATCH</i>	ARCADIA	
WARNERVILLE WATER	SAGAPONACK	BUTLER	
DISTRICT	<i>SALTAIRE AND THE SALTAIRE</i>	CLYDE	
(c)SCHOHARIE	VOLUNTEE	GALEN	
SCHOHARIE	SHELTER ISLAND	LYONS	
<i>SCHOHARIE</i>	SOUTHAMPTON	MARION	
SEWARD	<i>SOUTHAMPTON AND</i>	NEWARK	
SHARON	<i>SOUTHAMPTON CULTURAL</i>	PALMYRA	
<i>SHARON SPRINGS</i>	CENTER	<i>RED CREEK AND WAYNE</i>	
SUMMIT	SOUTHOLD	<i>RECREATION PROGRAM</i>	
WRIGHT	<i>THE BRANCH</i>	SAVANNAH	
SCHUYLER	<i>WESTHAMPTON BEACH</i>	SODUS	
CAYUTA	SULLIVAN	WALWORTH	
DIX	BETHEL	(c)WAYNE	
MONTOUR	<i>BLOOMINGBURG</i>	WOLCOTT	
ODESSA	CALLICOON	<i>WOLCOTT</i>	
ORANGE	COCHECTON AND LAKE	WESTCHESTER	
TYRONE	HUNTINGTON SEWER	BEDFORD	
SENECA	DISTRICT	<i>BRIARCLIFF MANOR</i>	
COVERT	DELAWARE	<i>CROTON ON HUDSON</i>	
<i>INTERLAKEN</i>	FORESTBURGH	<i>DOBBS FERRY</i>	
LODI	FREMONT AND LONG EDDY	<i>IRVINGTON</i>	
OVID	WATER DISTRICT (SULLIVAN)	LEWISBORO	
<i>OVID</i>	HIGHLAND	MAMARONECK	
ROMULUS	<i>JEFFERSONVILLE</i>	<i>MOUNT KISCO</i>	
(c)SENECA	LIBERTY	OSSINING	
SENECA FALLS	LUMBERLAND	<i>PLEASANTVILLE</i>	
VARICK	<i>MONTICELLO</i>	<i>PORT CHESTER AND THE</i>	
WATERLOO	ROCKLAND	<i>PORT CHESTER IDA</i>	
<i>WATERLOO AND WATERLOO</i>	TUSTEN	POUND RIDGE	
<i>JOINT YOUTH REC</i>	<i>WOODRIDGE</i>	RYE	
<i>COMMISSION</i>	TIOGA	<i>RYE BROOK</i>	
ST. LAWRENCE	BARTON	<i>SLEEPY HOLLOW</i>	
BRASHER	BERKSHIRE	TARRYTOWN	
CANTON	CANDOR	(c)WESTCHESTER	
CANTON	<i>CANDOR</i>	WYOMING	
CLARE	NEWARK VALLEY	ARCADE	
CLIFTON	<i>NEWARK VALLEY</i>	ATTICA	
DEKALB	NICHOLS	EAGLE	
DEPEYSTER	<i>NICHOLS</i>	GAINESVILLE	
	OWEGO	<i>GAINESVILLE AND</i>	
	RICHFORD	<i>GAINESVILLE FIRE DEPT.</i>	
	SPENCER		

EASTERN SHORE ASSOCIATES
ACCOUNT SERVICING TEAM

No matter how comprehensive or price competitive your insurance program is, it is the people who service your account that ensure the coverage will respond when needed. Our people are our greatest asset – courteous professionals who know that you expect and deserve the very best.

Below is the staff that will be handling your account:

Jackie Shaffer
Agent of Record

Kim Butterfield
Account Manager

Bridgette Seguin, ACSR, AIC
Claims Representative

Our Toll Free Phone Number is (800) 836-3324

Our Fax Number is (315) 598-1183

CIG Insurance Agency
Marketing Worksheet

Date: 3/5/2019
 Insured: Town of Canandaigua & Water District
 Expiration Date: 4/1/2019-4/1/2020
 Quotes needed by:
 Type of business:
 Producer: Christopher Hubler

PRIMARY COMPANIES

	HCC	Zurich	Travelers	Selective	2018 Allied World	Capital	

PREMIUMS

POLICY				\$	-		
Property	Included	\$80,736.13	\$11,623.00	Included	Included		
GL	Included	Included	\$25,167.00	Included	Included		
Auto	Included	Included	\$19,741.00	Included	Included		
Inland Marine	Included	Included	\$4,311.00	Included	Included		
Umbrella	Included	\$10,403.00	\$14,552.00	Included	Included		
Management	Included	\$10,831.00	\$11,507.00	Included	Included		
Crime	Included	Included	\$3,582.00	Included	Included		
OCP	\$509.00	\$509.00	\$509.00	\$509.00	\$509.00		
Excess Employers	\$1,673.00	\$1,673.00	\$1,673.00	\$1,673.00	\$1,673.00	\$1,673.00	\$1,673.00
TOTAL	\$89,884.38	\$104,152.13	\$92,665.00	\$130,562.78	\$105,501.65	\$1,673.00	

COMMENTS

4/1/19 Excess Employers Liability pricing is not yet available. \$1,673.00 is the 2018-2019 premium



TOKIO MARINE
HCC

HCC Public Risk New York

Quote Date: March 7, 2019
Quote for: TOWN OF CANANDAIGUA AND WATER DISTRICT
Policy Term: 04/01/2019 - 04/01/2020
Payment Plan: Quarterly
Company: U.S. Specialty Insurance Company

General Liability - Occurrence Form

Subject to \$1,000,000 per Occurrence / \$3,000,000 Aggregate

Subject to \$0 Deductible

Sexual Abuse Endorsement \$1,000,000 / \$1,000,000

Damage to Premises Rented to you \$1,000,000

Subject to General Liability Deductible or Self-Insured Retention

Medical Payments \$10,000

Cemetery Professional - Included **Subject to \$0 Deductible**

Pesticide or Herbicide \$1,000,000 per Occurrence / \$1,000,000 Aggregate

Nurses Professional Liability - No Coverage

Failure of Dam, Reservoir, Levee, Dike Coverage - No Coverage

Emergency Response Operations - Included

Sewer Backup Liability - Included

Special Events: Subject to receipt of Special Events Application, Risk Control review and Underwriting approval (Additional Premium may apply)

Fireworks Liability: Subject to receipt of Special Events Application, Risk Control review and Underwriting approval prior to binding coverage (Additional Premium will apply)

Employee Benefits - Claims Made Form

Subject to \$1,000,000 per Occurrence / \$3,000,000 Aggregate

Subject to \$1,000 Deductible Applies to 100% Claims Expense

Claims Made Retro Date - Unlimited

Liquor Liability - Coverage limited to Host Liquor

Public Officials Wrongful Acts Liability - Claims Made Form

Subject to \$1,000,000 per Occurrence / \$1,000,000 Aggregate

Subject to \$10,000 Deductible

Claims Made Retro Date - Unlimited

Non-Monetary Damage \$25,000 Per Suit / \$50,000 Per Policy Limit

Subject to Deductible or SIR

Private Property Use Restriction Sublimit \$1,000,000 per Occurrence / \$1,000,000 Aggregate - Defense inside Limit

Subject to Public Officials Wrongful Acts Deductible or SIR

Employment Practices Liability Insurance - Claims Made Form

Subject to \$1,000,000 per Occurrence / \$1,000,000 Aggregate

Subject to \$1,000 Deductible

Claims Made Retro Date - Unlimited

Non-Monetary Damage \$25,000 Per Suit / \$50,000 Per Policy Limit

Subject to Deductible or SIR



HCC Public Risk New York

Back Wages - Included
 Wage & Hour Defense Coverage - \$100,000
 Subject to Deductible or SIR
 Non-Employment Related Harassment - Medium Hazard
 Subject to Deductible or SIR

Law Enforcement Liability - No Coverage

Excess Liability

Coverage applies to General Liability, Employee Benefits, Public Officials Wrongful Acts, Employment Practices, Auto Liability
 Excludes Uninsured Motorist and Underinsured Motorist Coverage
 Subject to \$10,000,000 per Occurrence / \$10,000,000 Aggregate
 Excludes Zoning, Regulation, and Permissive Use of Property
 Pollution Exclusion Exception - Pollution with Potable Water and Hostile Fire
 Dam, Reservoir, Levee, Dike: No Coverage
 Employers Liability - No Coverage

Property

Total Building and Contents Limit	\$18,119,037
	Coinsurance - N/A
Subject to:	\$5,000 Deductible
Inflation Guard	4%
Blanket Basis	Included
Agreed Amount	Included
Building Valuation—per schedule on file with company	Replacement Cost,
Special Form	Included
Accounts Receivable	\$250,000 any one occurrence
Animal Mortality	\$10,000 any one occurrence
Building Ordinance or Law	\$250,000 Undamaged portion / or demolition 10% of reported values (Increased cost of construction)
Business Income	\$100,000 any one occurrence
Extra Expense	\$500,000 any one occurrence
Communication Towers	\$100,000 any one occurrence
Debris Removal	25% of Loss + \$10,000 any one occurrence
Electrical Utility Service Interruption	\$50,000 any one occurrence
EDP Coverage	\$250,000 any one occurrence In transit subject to \$10,000 limit Mechanical Breakdown subject to \$10,000 limit
Fairs and Festivals Arts	\$50,000 any one occurrence
Fine Arts	\$5,000 any one item, \$25,000 any one occurrence
Fire Department Service Charge	\$25,000 for your liability
Foundations of Machinery	\$500,000 any one occurrence
Fire Equipment Recharge	\$25,000 for each separate 12 month period
Golf Course Greens	\$100,000 any one occurrence
Ground Maintenance Equipment	\$100,000 any one occurrence
Inventory or Appraisal	\$10,000 any one claim
Newly Acquired or Constructed Prop – Bldg	\$1,000,000 at each building
Newly Acquired or Constructed Prop – Contents	\$250,000 at each building
Paved Surfaces	\$100,000 any one occurrence
Personal Property of Others	\$15,000 any one occurrence



HCC Public Risk New York

Valuation Replacement Cost applies to Misc. Property & Equipment and Emergency Portable Equipment	
Contractors Equipment Rented From Others	\$500,000
less than 90 days	
Rental Reimbursement	\$2,500
Flood Limit	Included
Flood Deductible	\$50,000
Earth Movement Limit	Included
Earth Movement Deductible	\$25,000
Total Limit	\$5,718,355

EDP - Limited to coverage provided under Property Extensions

Crime

Coverage Form B, C & F Subject to: \$1,000 Deductible

B. Forgery or Alteration	\$250,000
C. Theft, Disappearance and Destruction In/Out	\$250,000
Tax Time Limit	\$250,000
F. Computer Fraud	\$250,000

Coverage Form O & P Subject to: \$2,500 Deductible

O. Employee Dishonesty – Per Loss	No Coverage
P. Employee Dishonesty – Per Employee	\$150,000
Includes Faithful Performance	

Annual Package Premium	\$	87,302.00
New York Fire Insurance Fee:	\$	80.38
Motor Vehicle Fee:	\$	320.00
Total Annual Premium:	\$	87,702.38

Payment Plan: 1st Installment:	\$22,855.88
2nd Installment:	\$21,615.50
3rd Installment:	\$21,615.50
4th Installment:	\$21,615.50

****Note: Terrorism option and optional quoted premiums are not included in installment plan premiums.**

****Note: Mold, Fungi & Bacterial Exclusion Included**

****Note: All SIR's Include Loss, Loss Adjustment Expense and Supplementary Payments**

****Note: Failure of any Dam, Levee or Dike Exclusion Included**

Limited Terrorism coverage and pricing subject to the Terrorism Risk Insurance Act as amended in 2015.

TRIA DOES NOT APPLY TO AUTO LIABILITY, AUTO PHYSICAL DAMAGE, CRIME, EMPLOYEE
BENEFITS, PUBLIC OFFICIALS WRONGFUL ACTS LIABILITY OR LAW ENFORCEMENT

U.S. Specialty Insurance Company, Additional premium for limited terrorism coverage (not included in above package quote):

CASUALTY LIMITED TERRORISM COVERAGE (ACT OF 2015)	\$316
PROPERTY LIMITED TERRORISM COVERAGE (ACT OF 2015)	\$364



HCC Public Risk New York

Optional Quotes and Premium:

Supplemental Spousal Liability:

Additional Premium: \$671

Owners Contractors Protective Liability Coverage \$1,000,000 Limit / \$1,000,000 Aggregate

To: PEOPLE OF THE STATE OF NEW YORK, ALL MUNICIPAL SUBDIVISIONS THEREOF, THE COMMISSIONER & DEPT. OF TRANSPORTATION. THE NEW YORK STATE THRUWAY, THE STATE BRIDGE AUTHORITY & THEIR OFFICIALS, OFFICERS, & EMPLOYEES AND NO OTHER CO-INSUREDS.

Premium:

\$500.00

Casualty Limited Terrorism Coverage (ACT OF 2015)

\$9.00

NOTE: The following forms need to be signed and returned prior to binding coverage:

- ~ Uninsured Motorist Form
- ~ Regulation 107 Form
- ~ Terrorism Form
- ~ Supplemental Spousal Liability Form
- ~ Application
- ~ Installment Plan Pre-Approval Letter

Special Conditions:

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claims for each such violation.

Any person who knowingly and with intent to defraud any insurance company or other person files an application for commercial insurance or a statement of claim for commercial or personal insurance benefits containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, and any person who, in connection with such application or claim, knowingly makes or knowingly assists, abets, solicits or conspires with another to make a false report of the theft, destruction, damage or conversion of any motor vehicle to a law enforcement agency, the department of motor vehicles or an insurance company, commits a fraudulent insurance act, which is a crime and shall also be subject to a civil penalty not to exceed five thousand dollars and the value of the subject motor vehicle or stated claim for each violation

NOTICE: These policy forms and the applicable rates are exempt from the filing requirements of the New York State insurance department. However, such forms and rates must meet the minimum standards of the New York Insurance law and regulations.

QUOTE GOOD FOR 30 DAYS ONLY ENTIRE QUOTE SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.

U.S. SPECIALTY INSURANCE COMPANY

POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

You are hereby notified that under the Terrorism Risk Insurance Act, as amended in 2015, you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act: The term "act of terrorism" means any act that is certified by the Secretary of the Treasury – in consultation with the Secretary of Homeland Security, and the Attorney General of the United States – to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals, as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. Any coverage you purchase for "acts of terrorism" shall expire at 12:00 midnight December 31, 2020, the date on which the Terrorism Risk Insurance Act is scheduled to terminate, or the expiry date of the policy, whichever occurs first, and shall not cover any losses or events which arise after the earlier of these dates.

YOU SHOULD KNOW THAT COVERAGE PROVIDED BY THIS POLICY FOR LOSSES CAUSED BY CERTIFIED ACTS OF TERRORISM, MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. **HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, INCLUDING BUT NOT LIMITED TO, AN EXCLUSION FOR NUCLEAR EVENTS. PLEASE READ IT CAREFULLY.** UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 85% THROUGH 2015; 84% BEGINNING ON JANUARY 1, 2016; 83% BEGINNING ON JANUARY 1, 2017; 82% BEGINNING ON JANUARY 1, 2018; 81% BEGINNING ON JANUARY 1, 2019 AND 80% BEGINNING ON JANUARY 1, 2020 OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A USD100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES CAUSED BY CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS USD100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEEDS USD100 BILLION, YOUR COVERAGE MAY BE REDUCED

ACCEPTANCE or Rejection of Terrorism Coverage

<input type="checkbox"/>	I hereby elect to purchase coverage for certified acts of terrorism, as defined under the Terrorism Risk Insurance Act, for a prospective premium of \$680 USD, plus any applicable tax. (Please check the box to the left and initial if this is your election)
<input type="checkbox"/>	I hereby reject this offer of coverage and elect to have coverage for certified acts of terrorism excluded from my policy. I understand that I will have no coverage for losses arising from certified acts of terrorism. (Please check the box to the left and initial if this is your election)

Policyholder/Applicant's Signature

U.S. Specialty Insurance Company

Insurance Company

Print Name

04/01/2019 - 04/01/2020

Policy Number
TOWN OF CANANDAIGUA AND WATER DISTRICT

Date

Insured Name

NEW YORK REQUIRED NOTICE OF AVAILABILITY OF SUPPLEMENTARY UNINSURED/UNDERINSURED MOTORISTS COVERAGE

Applicant/Named Insured: TOWN OF CANANDAIGUA AND WATER DISTRICT
Company: U.S. Specialty Insurance Company

New York law permits you to make certain decisions regarding Uninsured Motorists Coverage and Supplementary Uninsured/Underinsured (SUM) Motorists Coverage. This document describes these coverages and the options available.

You should read this document carefully and contact us or your agent if you have any questions regarding Uninsured Motorists Coverage and Supplementary Uninsured/Underinsured (SUM) Motorists Coverage and your options with respect to these coverages.

This document includes general descriptions of coverage. However, no coverage is provided by this document. You should read your policy and review your Declarations Page(s) and/or Schedule(s) for complete information on the coverages you are provided.

A. Uninsured Motorists Coverage

Uninsured Motorists Coverage provides insurance protection to an insured for damages which the insured or the insured's legal representative is legally entitled to recover from the owner or operator of an uninsured motor vehicle because of bodily injury caused by an automobile accident. Also included are damages due to bodily injury that result from an automobile accident with a hit-and-run vehicle whose owner or operator cannot be identified.

Your motor vehicle liability insurance policy includes Uninsured Motorists Coverage applicable to motor vehicle accidents that occur within the State of New York at limits of at least \$25,000 per person/\$50,000 per accident, unless you elect to purchase Supplementary Uninsured/Underinsured (SUM) Motorists Coverage described below.

B. Supplementary Uninsured/Underinsured Motorists Coverage

For additional protection under your policy, Supplementary Uninsured/Underinsured (SUM) Motorists Coverage is available. SUM Coverage can provide protection at higher limits than are available under Uninsured Motorists Coverage and provides protection with respect to automobile accidents that occur both in and out of New York State.

C. Basics Of SUM Coverage

You should consider purchasing Supplementary Uninsured/Underinsured (SUM) Motorists Coverage in order to protect against the possibility of an accident involving another motor vehicle whose owner or operator was negligent and who:

1. May have no insurance whatsoever; or
2. Even if insured, is only insured for third party bodily injury at relatively low liability limits, in comparison to the policyholder's own liability limits for bodily injury sustained by third parties.

By purchasing SUM Coverage, which cannot be purchased in an amount exceeding the amount of third party liability coverage purchased, the policyholder and any insured under the policy can:

1. Be protected for bodily injury to themselves, up to the limit of the SUM Coverage purchased; and
2. Receive from the policyholder's own insurer payment for bodily injury sustained due to the negligence of the other motor vehicle's owner or operator.

The maximum amount payable under the SUM Coverage shall be the policy's SUM limit reduced and thus offset by motor vehicle bodily injury liability insurance policy or bond payments received from, or on behalf of, any negligent party involved in the accident.

D. Examples

The following examples (using the per person limits) illustrate the proper application of SUM Coverage:

1. Example One

Insured's Bodily Injury Damages	\$ 300,000
Insured's Liability Limit	\$ 500,000
Insured's SUM Limit	\$ 250,000
Other Motor Vehicle Liability Limit	\$ 25,000

Note:
In this example, the insured has purchased the maximum amount of SUM Coverage that must be offered by the insurer, provided that the insured has purchased bodily injury liability limits of at least \$250,000. Insured recovers \$25,000 from the negligent owner or operator of the other motor vehicle, and \$225,000 (\$250,000 minus \$25,000) under the SUM Coverage, for a total recovery of \$250,000. However, in the event that the negligent owner or operator of the other motor vehicle had no liability insurance at all, the insured would collect \$250,000 in SUM Coverage from the insured's own insurer.

But, if the owner or operator of the other motor vehicle was not negligent, the insured would receive no SUM payments.

2. Example Two

Insured's Bodily Injury Damages	\$ 100,000
Insured's Liability Limit	\$ 25,000
Insured's SUM Limit	\$ 25,000
Other Motor Vehicle Liability Limit	\$ 25,000

Result:
Insured recovers \$25,000 from the negligent other motor vehicle owner or operator. But the insured receives nothing under the SUM Coverage, which equals the mandatory uninsured motorists coverage, since the other owner or operator's vehicle did not have less liability insurance than the insured's vehicle. If the insured's liability and SUM limits were both \$50,000, the insured would collect another \$25,000 in SUM Coverage from the insured's own insurer.

3. Example Three

Insured's Bodily Injury Damages	\$ 60,000
Insured's Liability Limit	\$ 100,000
Insured's SUM Limit	\$ 100,000
Other Motor Vehicle Liability Limit	\$ 50,000

Result:
Insured recovers \$50,000 from the other negligent motor vehicle owner or operator and \$10,000 under the SUM Coverage, which is the difference between the amount of the insured's SUM Coverage and the liability coverage available from the other motor vehicle owner or operator, limited by the amount of the insured's bodily injury damages.

4. Example Four

Insured's Bodily Injury Damages	\$ 150,000
Insured's Liability Limit	\$ 100,000
Insured's SUM Limit	\$ 100,000
Other Motor Vehicle Liability Limit	\$ 25,000

Result:
Suppose the insured and the other motor vehicle owner or operator were each 50 percent at fault for the accident, then the insured's total recovery would be \$75,000, in light of comparative negligence of the parties involved in the accident. The insured would recover \$25,000 from the other negligent motor vehicle owner or operator and \$50,000 under the SUM Coverage.

On the other hand, if the other motor vehicle owner or operator was totally at fault for the accident, the insured would recover \$25,000 from the negligent motor vehicle owner or operator and would then receive \$75,000 in SUM Coverage from the insured's own insurer. Had the insured purchased liability and SUM limits of \$150,000 or more, the SUM recovery would then be \$125,000.

Special Events: Subject to receipt of Special Events Application, Risk Control review and Underwriting approval (Additional Premium may apply)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NEW YORK - REGULATION 107 ACKNOWLEDGEMENT

This endorsement modifies insurance provided under the following:

EMPLOYEE BENEFITS LIABILITY COVERAGE FORM

The following statement shall be attached to, and made a part of, the policy:

This will acknowledge that the Insured is aware that in the event we expend funds for damages or legal defense cost on behalf of the insured, we will be reimbursed for such expenditures up to the amount of the deductible shown in the Declarations; however, legal defense cost charged against the deductible will not exceed 100% of such deductible, and we will assume any legal defense cost over this amount in regard to such deductible.

SIGNATURE OF INSURED

DATE

Authorized Representative

ATTACHMENT 9

TOWN CLERK OFFICE		
Dog Licenses:	Spayed / Neutered	\$14- \$15
	Unspayed / Unneutered	\$22- \$25
	Replacement Tag	\$3
	Late Fee (if not paid within 30 days of first renewal notice)	\$5
	Marriage License	\$40
	Birth Certificate (per certificate)	\$10
	Death Certificate (per certificate)	\$10
	Genealogy Search	\$11 / \$22
	Hunting / Fishing Licenses	NYS DEC
FOIL:	8 ½” 11” / 8 ½” x 14” / 8 ½” x 17”	25¢ / page
	Documents in any Disc Format (CD, DVD, etc.)	\$1.25 / disc
	Map Charges (larger than 11” x 17”)	Per Ontario County Copy Rate
	Games of Chance	\$25
	Returned Check Fee	\$20
Burial Fees at Academy Cemetery:	Adult Casket	\$500
	Cremation	\$350
	Infant	\$200
Copies	8 ½” 11” or 8 ½” x 14” or 8 ½” x 17”	25¢ / page
	Peddler & Soliciting Permit	\$100

History:

Adopted by the Town Board of the Town of Canandaigua 6/6/77. Amended in its entirety by resolution on 11/7/83, 6/11/90, and 5/8/95 except for those fees listed separate under local law. Further amended 4/3/07, 12/18/07, 3/3/09, 4/21/09; 12/15/10; 1/3/11; 2/13/12, 1/28/13, 1/6/14, 4/28/14, 1/5/15, 12/21/15, 5/16/16, 7/18/16, 9/19/16, 1/9/2017, 4/17/17, 5/15/17, 1/8/18, 5/21/18, 8/20/18; 1/7/19 and February 11, 2019.

2019 DOG LICENSE FEES

TOWN	SPAY/ NEUTER	UNSPAY/ UNNEUTER	SENIOR		LATE FEE	COMMENTS
			SPAY/ NEUTER	UNSPAY/ UNNEUTER		
BRISTOL	\$16.00	\$23.00				
CANADICE	\$12.50	\$20.50	\$7.50	\$15.50		
CANANDAIGUA	\$14.00	\$22.00			\$5.00	Exempt: Guide Dogs, Hearing Dogs, Service Dogs, War Dogs, Working Search Dogs, Detection Dogs, Police Work Dogs, and Therapy Dogs
EAST BLOOMFIELD	\$20.00	\$30.00			\$10.00	
FARMINGTON	\$15.00	\$23.00	\$8.00	\$16.00		
GENEVA	\$15.00	\$25.00			\$5.00	
GORHAM	\$15.00	\$23.00				
HOPEWELL	\$15.00	\$25.00				
MANCHESTER	\$16.00	\$25.00			\$10.00	

	SENIOR		LATE FEE	COMMENTS
	SPAY/ NEUTER	UNSPAY/ UNNEUTER		
NAPLES	\$12.00	\$19.00		
PHELPS	\$15.00	\$23.00		
RICHMOND	\$15.00	\$25.00		
SENECA	\$15.50	\$22.50		
SOUTH BRISTOL	\$14.00	\$22.00		\$3.00 OFF FOR SERVICE DOGS
VICTOR	\$15.00	\$25.00		
WEST BLOOMFIELD	\$12.50	\$20.50		
CITY				
CANANDAIGUA	\$15.00	\$25.00		
GENEVA	\$15.00	\$25.00	\$10.00	

2019 DOG LICENSE FEES

	SPAY/ NEUTER	UNSPAY/ UNNEUTER	SENIOR		LATE FEE	COMMENTS
			SPAY/ NEUTER	UNSPAY/ UNNEUTER		
TOWN						
BRISTOL	\$16.00	\$23.00				
CANADICE	\$12.50	\$20.50	\$7.50	\$15.50		
CANANDAIGUA	\$14.00	\$22.00			\$5.00	Per 97-2.7, Exemptions: Guide, Hearing, Service, War, Working Search, Detection,
EAST BLOOMFIELD	\$20.00	\$30.00			\$10.00	Police Work, and Therapy Dogs.
FARMINGTON	\$15.00	\$23.00	\$8.00	\$16.00		
GENEVA	\$15.00	\$25.00			\$5.00	
GORHAM	\$15.00	\$23.00				
HOPEWELL	\$15.00	\$25.00				
MANCHESTER	\$16.00	\$25.00			\$10.00	

			SENIOR			
	SPAY/ NEUTER	UNSPAY/ UNNEUTER	SPAY/ NEUTER	UNSPAY/ UNNEUTER	LATE FEE	COMMENTS
NAPLES	\$12.00	\$19.00				
PHELPS	\$15.00	\$23.00				
RICHMOND	\$15.00	\$25.00				
SENECA	\$15.50	\$22.50				
SOUTH BRISTOL	\$14.00	\$22.00				\$3.00 OFF FOR SERVICE DOGS
VICTOR	\$15.00	\$25.00				
WEST BLOOMFIELD	\$12.50	\$20.50				
CITY						
CANANDAIGUA	\$15.00	\$25.00				
GENEVA	\$15.00	\$25.00			\$10.00	

ATTACHMENT 10

Town of Canandaigua
2019 Fee Schedule
 (Effective February 11, 2019)

No permit or certificate shall be issued, no approval shall be granted, no application shall be considered complete, no park reservation shall be confirmed, and no public hearing shall be scheduled or held until the fees, as established by the Town Board, have been paid in full. Accepted forms of payment are: cash, check, or credit card (Visa, Mastercard, and Discover).

CABIN / PAVILION / LODGE / HALL RENTALS:		
<ul style="list-style-type: none"> All lakeside cabins will be rented weekly when reservations are made prior to May 1 (Saturday 3pm to Saturday 10am). There is a two night minimum for lakeside cabin rentals made May 1 through October 31. Upland cabins can be rented at any time for a two-night stay during the rental season. The cost for a multi-day cabin reservation shall not exceed the cost to rent a cabin for one week. All rentals must be paid in full within 1 week of the request along with submittal of a signed reservation form. To qualify for Town resident rates, a Town resident must make the reservation and be the primary user. Cancellations made a minimum of 2 weeks prior to the arrival date will be eligible for a refund minus a \$50 processing fee. There are no refunds for pavilion cancellations. Cancellations made a minimum of 2 weeks prior to the arrival date for one or more cabins related to a multiple cabin reservation, will be eligible for a refund minus a \$50 processing fee for each canceled cabin. 		
Onanda Park Cabins: Weekly Rentals (2 weeks max)	Town Resident	Non-Resident
<u>Upland Cabins:</u> Litahni, Oawensa, Chowat, Gowana, Chule, Kiniks, Adsila	\$175	\$285
<u>Lakeside Cabins:</u> Anekule (7), Tilipe (5), Haeho (14), Wapoos (11), Wequash (13), and Little House (2)	\$200	\$360
Abode (3)	\$300	\$485
Hayowentha (12)	\$425	\$660
Onanda Park Cabins: Daily Rentals (3pm to 10am)		
<u>Upland Cabins:</u> Litahni, Oawensa, Chowat, Gowana, Chule Kiniks, Adsila	\$55	\$90
<u>Lakeside Cabins:</u> Anekule (7), Tilipe (5), Haeho (14), Wapoos (11), Wequash (13), and Little House (2)	\$70	\$100
Abode (3)	\$75	\$115
Hayowentha (12)	\$100	\$165
Onanda Park Cabins: Off-Season Weekly Rates (Lakeside Cabins Only – April 1 to Thursday before Memorial Day Weekend and Tuesday after Labor Day to October 31)		
<u>Lakeside Cabins:</u> Anekule (7), Tilipe (5), Haeho (14), Wapoos (11), Wequash (13), and Little House (2)	\$150	\$310
Abode (3)	\$175	\$360
Hayowentha (12)	\$375	\$610

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	Town Resident	Non-Resident
Onanda Park Cabins: Off-Season Daily Rates (2 Night Minimum) (Lakeside Cabins Only – April 1 to Thursday before Memorial Day Weekend and Tuesday after Labor Day to October 31)		
Lakeside Cabins: Anekule (7), Tilipe (5), Haeho (14), Wapoos (11), Wequash (13), and Little House (2)	\$55	\$85
Abode (3)	\$60	\$100
Hayowentha (12)	\$85	\$150
Onanda Park Parking Fees:		
Season Passes	\$35	\$65
Weekday per Vehicle	\$5	\$5
Weekends and Holidays per Vehicle	\$7	\$7
Daily Walk-In per Person	\$1	\$1
<u>Water Trail (access from water by non-motorized craft)</u>	<u>\$0</u>	<u>\$0</u>
Gorham Lodge		
Overnight Rental (1pm to 10am)	\$425 <u>\$320</u>	\$425
Full Day Rental (9am to 9pm)	\$325 <u>\$250</u>	\$325
½ Day Rental (3pm to 9pm)	\$175 <u>\$130</u>	\$175
Crouch Hall @ Onanda Park		
9am to 9pm	\$225 <u>\$150</u>	\$225
King Hall @ Onanda Park		
9am to 9pm	\$200 <u>\$130</u>	\$200
Pavilions @ Onanda Park (9am - 9pm)		
Rotary	\$110 <u>\$75</u>	\$110
Holden	\$85 <u>\$55</u>	\$85
Upland Pavilions (31, 38, or 42)	\$75 <u>\$50</u>	\$75
West Lake Road Schoolhouse (9am - 9pm)		
Monday – Friday	\$35 <u>\$25</u>	\$35
Saturday or Sunday	\$60 <u>\$40</u>	\$60
Outhouse Hall		
9am to 9pm	\$150 <u>\$100</u>	\$150
Outhouse Park Pavilion		
9am to 9pm	\$45 <u>\$30</u>	\$45

History:

Adopted by the Town Board of the Town of Canandaigua 6/6/77. Amended in its entirety by resolution on 11/7/83, 6/11/90, and 5/8/95 except for those fees listed separate under local law. Further amended 4/3/07, 12/18/07, 3/3/09, 4/21/09; 12/15/10; 1/3/11; 2/13/12, 1/28/13, 1/6/14, 4/28/14, 1/5/15, 12/21/15, 5/16/16, 7/18/16, 9/19/16, 1/9/2017, 4/17/17, 5/15/17, 1/8/18, 5/21/18, 8/20/18; 1/7/19 and February 11, 2019.

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Facilty	Resident	Non-Resident	% increase Non-Res
Upland CabinsWEEK: Litahni, Oawensa, Chowat, Gowana,Chule,Kiniks, Adsila	\$175	\$285	63%
Lakeside Cabins Week: Anekule (7), Tilipe (5), Haeho (14),Wapoos (11), Wequash (13), and Little House (2)	\$200	\$360	80%
Abode Week	\$300	\$485	62%
Hayowentha Week	\$425	\$660	55%
Upland CabinsDAILY: Litahni, Oawensa, Chowat, Gowana,Chule,Kiniks, Adsila	\$55	\$90	64%
Lakeside CabinDAILY: Anekule (7), Tilipe (5), Haeho (14),Wapoos (11), Wequash (13), and Little House (2)	\$70	\$100	43%
Abode Day	\$75	\$115	53%
Hayowentha Day	\$100	\$165	65%
Lakeside CabinsOFFSEASON WEEK: Anekule (7), Tilipe (5), Haeho (14),Wapoos (11), Wequash (13), and Little House (2)	\$150	\$310	107%
Abode OFF SEASON WEEK	\$175	\$360	106%
Hayowentha OFF SEASON WEEK	\$375	\$610	63%
Lakeside CabinsOFF SEASON DAY: Anekule (7), Tilipe (5), Haeho (14),Wapoos (11), Wequash (13), and Little House (2)	\$55	\$85	55%
Abode OFF SEASON DAY	\$60	\$100	67%
HayowenthaOFF SEASON DAY	\$85	\$150	76%
Parking season	\$35	\$65	86%
Parking weekday	\$5	\$5	0%
Parking Weekend/holiday	\$7	\$7	0%
Walk in	\$1	\$1	0%
Gorham Lodge Overnight	\$425	\$425	0%
Gorham Lodge Full Day 150ppl Kitchen	\$325	\$325	0%
Gorham Lodge Half Day 150ppl Kitchen	\$175	\$175	0%
Crouch 75 ppl	\$225	\$225	0%
King 50 ppl Kitchen	\$200	\$200	0%
Rotary Pavilion 50 ppl	\$110	\$110	0%
Holden Pavilion 25 ppl	\$85	\$85	0%
Upland Pavilions 50ppl	\$75	\$75	0%
Outhouse Hall 50ppl	\$150	\$150	0%
Outhouse Pavilion 25ppl	\$45	\$45	0%
Pierce Park 50 ppl	\$45	\$45	0%

Victor Butler Cottage 45 people Half	\$60	\$70	17%
Victor Butler Cottage 45 ppl Whole	\$120	\$140	17%
Victor Pavilions 50 ppl	\$40	\$50	25%
Victor Park Lodge 125 ppl half	\$90	\$115	28%
Victor Park Lodge 125 ppl whole	\$170	\$220	29%
Kershaw Pavilion	\$40	\$80	100%
City Park Shelter/Pavilion**\$40 Key/clean deposit	\$40	\$80	100%
Gazebo Per Hour	\$50	\$75	50%
E.Bloomfield Indoor Veterans Park 1/2 Day w/Kitchen	\$100	\$125	25%
E.Bloomfield Indoor Veterans Park Full Day w/Kitchen	\$125	\$150	20%
Ontario County Park Watkins	\$50	\$50	0%
Ontario County Park Wilson w/kitchen	\$75	\$75	0%
OC Park Big Pavilion	\$30	\$30	0%
OC Park Little Pavilion	\$10	\$10	0%
OC Park 1 Room Cabin	\$30	\$30	0%
OC 2 Room Cabin	\$40	\$40	0%
Perinton Park Building Heat/Kitchen 68 ppl	\$180	\$225	25%
Perinton Park Building Heat/Kitchen 48 ppl	\$160	\$180	13%
Pavilions	\$100	\$140	40%
Penfield Pavilions Large 80 seats	\$33	\$44	33%
Penfield Pavilions Small 50 seats	\$22	\$33	50%
A/CLodge 90 ppl Kitchen Bath Fireplace m-th	\$175	\$285	63%
A/CLodge 90 ppl Kitchen Bath Fireplace F-sun	\$230	\$340	48%
Lodge 90 ppl Kitchen Bath M-Th	\$120	\$175	46%
Lodge 90 ppl Kitchen Bath Fri-Su	\$175	\$230	31%
Buttermilk Falls - Cabins	\$210-\$238		
Cayuga Lake - Cabins	\$238-\$400		
Fair Haven Beach - Cabins	\$210-\$616		
Fillmore Glen - Cabins	\$238		
Newtown Battlefield - Cabins	\$294		
Robert H. Treman - Cabins	\$210-\$400		
Sampson - Cabins	\$318.50		
Stony Brook - Cabins	\$318.50		
Taughannock Falls - Cabins	\$210-\$238		
Watkins Glen - Cabins	\$406		

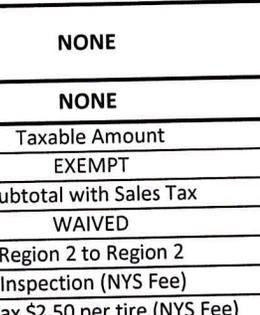
	YEARLY TOTALS			
	2016	2017	2018	Average
ONANDA-LAKESIDE				
Abode	75	65	51	64
Anekule	58	52	39	50
Haeho	62	79	81	74
Hayowentha	71	85	65	74
Little House	48	46	44	46
Tilipe	57	59	48	55
Wapoos	60	77	44	60
Wequash	48	63	56	56
ONANDA-UPLAND				
Adsila	29	56	52	46
Chowat	7	48	36	30
Chule	4	33	24	20
Gowana	2	31	22	18
Kiniks	4	33	29	22
Litahni	13	31	23	22
Oawensa	14	43	31	29
ONANDA-HALLS				
Crouch Hall 9am-9pm	43	40	61	48
Gorham Lodge Day	0	3	76	26
Gorham Lodge Half Day	0	0	74	25
Gorham Lodge (Overnight)	71	71	73	72
King Hall	16	16	18	17
ONANDA-PAVILIONS				
Holden Pavilion	39	40	40	40
Rotary Pavilion	45	38	48	44
Pavilion #31	4	27	7	13
Pavilion #38	2	27	6	12
Pavilion #42	3	25	6	11
OUTHOUSE				
Outhouse Hall 9am - 9pm	58	92	113	88
Outhouse Hall 3pm - 9pm	2	1	0	1
Outhouse Pavilion	42	40	41	41
Outhouse Park	65	0	0	22
Outhouse Fields (morning)	9	26	45	27
Outhouse Fields (afternoon)	0	20	0	7
Outhouse Fields (evening)	19	60	0	26
WEST LAKE ROAD SCHOOLHOUSE				
West Lake Rd School House	11	30	71	37
PIERCE PARK				
Pierce Memorial Park	17	19	22	19
Pierce Park Playing Fields	92	88	11	64
WALK-INS				
Walk-Ins	10	28	9	16
Total:	1100	1492	1366	1319

ATTACHMENT 11



NYE Automotive Group Fleet Department

Bid / Quote Submission

For Business / Organization: City of Canandaigua							
Quote Number: NYE-CANAN-22519				Date Submitted: 2/25/2019			
QTY.	VEHICLE			PRICING INFORMATION			
1	2019 Ford F-350 XL SuperCab 4x4 Cab Chassis Configuration			VEHICLE MSRP:	\$43,960		
				NYE DISCOUNT:	(\$11,485.65)		
				VEHICLE SALE PRICE:	\$32,474.35		
				<i>Before Rebates, Not incl. tax & fees</i>			
Aftermarket Products & Accessories	NONE			Add:	\$0.00		
Trade	NONE			Subtract:	\$0.00		
Tax & Fees	Taxable Amount			Total Sale Price:	\$32,474.35		
	EXEMPT			Sales Tax:	\$0.00		
	Subtotal with Sales Tax			Subtotal:	\$32,474.35		
	WAIVED			Documentation Fee:	\$0.00		
	Region 2 to Region 2			Delivery Fee:	\$80.00		
	Inspection (NYS Fee)			NYS Inspection:	\$10.00		
	Tire Tax \$2.50 per tire (NYS Fee)			Tire Fee:	\$12.50		
	Client Will Title			NYS Title:	\$0.00		
	Client Will Register			*NYS Registration:	\$0.00		
*Registration (includes plate & use fees) amounts are estimates. If the amount charged by DMV at time of registration is less than amount paid, the client will be responsible to pay the difference, and vice-versa.				TOTAL:	\$32,576.85		
Vehicle Description:							
Year	2019	Trim	XL - 630A	Engine	6.2L V8	Cab	SuperCab
Make	Ford	Exterior	Blue Jeans	Fuel	Gas	WB	168"
Model	F-350 Cab Chassis	Interior	Grey Vinyl	Drive	4x4 Automatic	CA	60"
Options included in quote (in addition to standard vehicle features):							
LT275/70 BSW All-Terrain Tires	Power Equipment Group	Platform Running Boards	110V/400W Power Outlet				
Trailer Tow Package	Utility Lighting System	Extra Heavy Service Suspension Package	Rearview Camera & Prep Package				
XL Value Package	xxxxxxx	xxxxxxx	xxxxxxx				
Additional Notes & Comments:							
Quote includes NYE Exclusive Dealer Discount and Government Price Concession (GPC) from Ford which is valid as long as you have a valid Fleet Identification Number (FIN) on file with Ford and qualify for the GPC. This is for a special order unit.							
<i>Please note that quotes are based upon availability and may expire.</i>							
Quote Authorized By:  2/25/19				THANK YOU!!!			
NYE Automotive Group 1479 Genesee Street Oneida, NY 13421		Phone: (315) 363-0600 Fax: (315) 363-5334 www.nyeauto.com		Your Fleet Sales Contact: Matt DiSalvo			

By signing this document you verify all specifications to be accurate and acceptable.
 Signature: _____
 Print Name: _____
 Date: _____
 Title: _____
 Organization: _____

VIRTIC1DP

CNGP530

VEHICLE ORDER CONFIRMATION

02/25/19 16:22:02

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Dealer: F13552

Page: 1 of 2

2019 F-SERIES SD

Order No: 2222 Priority: E3 Ord FIN: QA870 Order Type: 5B Price Level: 950

Ord PEP: 630A Cust/Flt Name: CANANDAIGUA PO Number:

		RETAIL	DLR INV		RETAIL	DLR INV
X3F	F350 4X4S/CCCSR	\$39485	\$37511.00	18B	PLAT RUNNING BD	\$445 \$405.00
	.168" WHEELBASE				11300# GVWR PKG	
N1	BLUE JEANS MET			425	50 STATE EMISS	NC NC
A	VNYL 40/20/40			43C	110V/400W OUTLT	175 159.00
S	MEDIUM EARTH GR				JOB #1 BUILD	
630A	PREF EQUIP PKG			531	TRAILER TOW PKG	45 41.00
	.XL TRIM			63A	UTLTY LIGHT SYS	160 146.00
572	.AIR CONDITIONER	NC	NC			
996	6.2L EFI V8 ENG	NC	NC		TOTAL BASE AND OPTIONS	44625 39292.24
44P	6-SPD AUTOMATIC	NC	NC		TOTAL	44625 39292.24
TDX	LT275/70BSWAT18	265	241.00		*THIS IS NOT AN INVOICE*	
X37	3.73 REG AXLE	NC	NC		*TOTAL PRICE EXCLUDES COMP PRICE ALLOW*	
90L	PWR EQUIP GROUP	915	832.00		* MORE ORDER INFO NEXT PAGE *	
	TELE TT MIR-PWR				F8=Next	
17F	XL DECOR PKG	NC	NC		F3/F12=Veh Ord Menu	

F1=Help F2=Return to Order F8=Next
 F4=Submit F5=Add to Library F9=View Trailers

S006 - MORE DATA IS AVAILABLE.

QC00671

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VIRTCDP

CNGP530

VEHICLE ORDER CONFIRMATION

02/25/19 16:22:09

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Dealer: F13552

Page: 2 of 2

2019 F-SERIES SD

Order No: 2222 Priority: E3 Ord FIN: QA870 Order Type: 5B Price Level: 950
Ord PEP: 630A Cust/Flt Name: CANANDAIGUA PO Number:

	RETAIL	DLR INV	RETAIL	DLR INV
67E XTR XTR HD ALT	NC	NC	TOTAL BASE AND OPTIONS	\$44625 \$39292.24
67X XTR HS SUSPEN	125	114.00	TOTAL	44625 39292.24
794 PRICE CONCESSN			*THIS IS NOT AN INVOICE*	
REMARKS TRAILER			*TOTAL PRICE EXCLUDES COMP PRICE ALLOW*	
872 RR CAM & PREP K	415	377.00		
96V XL VALUE PKG	1000	910.00		
.CRUISE CONTROL				
.AMFM/MP3/CLK				
.SYNC SYSTEM				
SP DLR ACCT ADJ		(1882.00)		
SP FLT ACCT CR		(1182.00)		
FUEL CHARGE		18.24		
B4A NET INV FLT OPT	NC	7.00		
DEST AND DELIV	1595	1595.00		

F1=Help

F2=Return to Order

F7=Prev

F4=Submit

F5=Add to Library

F3/F12=Veh Ord Menu

F9=View Trailers

S099 - PRESS F4 TO SUBMIT

QC00671

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ATTACHMENT 12

Award 22898 Mini-Bid Response Opening Results for Mini-Bid # 19010166

Summary of Vehicle(s) Built to Specifications offered by Contractors

Rank	Bidder (#)	Mini-Bid #	Contractor	Contract #	Total # of Vehicles	Total NYS Contract Price for Mini-Bid	Model Year	Make	Model and Trim Level
1	Bidder (3)	19010166	NYE Automotive Group	PC67318	1	\$29,553.43	2019	Ford	F-250 XLT Crew Cab
2	Bidder (5)	19010166	MCFADDEN FORD DBA ED SHULTS FORD	PC67657	1	\$29,580.28	2019	FORD	F-250 XL
3	Bidder (4)	19010166	Genesee Valley Ford LLC	PC67357	1	\$29,793.11	2019	Ford	F250, XL, Crew Cab, Long Box P/U
4	Bidder (2)	19010166	Van Bortel Ford, Inc.	PC66688	1	\$29,909.71	2019	Ford	F-250 XL SuperCrew
5	Bidder	19010166	BEYER FORD LLC	PC66676	1	\$30,388.37	2019	Ford	F250

Summary of Pre-Existing Inventory Vehicle(s) offered by Contractors

Rank	Bidder (#)	Mini-Bid #	Contractor	Contract #	Total # of Vehicles	Grand Total NYS Contract Price of Vehicles Bid

Detail of each Pre-Existing Inventory Vehicle offered by Contractors

Rank	Bidder (#)	Mini-Bid #	Contractor	Contract #	Ref. #	Total NYS Contract Price for Mini-Bid	Model Year	Make	Model and Trim Level

Late Bids and No Bids Received for Mini-Bid

Late Bid (#)	Mini-Bid #	Contractor	Contract #	Date/Time Bid Arrived
None				

No Bid (#)	Mini-Bid #	Contractor	Contract #	Reason for No Bid
None				

Group 40451, Award 22898, Light Duty Vehicles

Mini-Bid Response Evaluation and Award Instructions

(Revised 11/14/2017)

This Excel workbook provides Authorized Users with Contractor responses that were received for a Light Duty Vehicle Mini-Bid conducted via the Vehicle Marketplace at <http://vehicles.nyspro.ogs.ny.gov>. The Authorized User is responsible for evaluation and award of the Mini-Bid. Reserved rights of the Authorized User regarding Mini-Bids are listed below. At a minimum, please follow the steps below when evaluating and awarding a Mini-Bid.

Link to Vehicle Buyer Information: <https://vehicles.nyspro.ogs.ny.gov/content/vehicle-buyer-information-0>

Link to Award 22898 Contract Information: <http://www.ogs.ny.gov/purchase/spg/awards/4045122898can.htm>

Vehicle Marketplace Team Email Address: NYSPro.VehicleMarketPlace@ogs.ny.gov

1. Review the summary of Mini-Bids responses that were received for your Mini-Bid, located on the "Summary" worksheet. This worksheet includes four sections: (1) Summary of Vehicles Built to Specifications offered by Contractors, (2) Summary of Pre-Existing Inventory Vehicles offered by Contractors, (3) Detail of each Pre-Existing Inventory Vehicle offered by Contractors, and (4) Late Bids and No Bids Received for Mini-Bid. **Note: the "Summary" worksheet will not automatically update if any changes are made to the Form B (Class 1-2): Mini-Bid Response ("Bidder") worksheets submitted by the Contractors.**
 - A. The Contractors may have offered both Vehicles Built to Specifications (ordered directly from the OEM), and Pre-Existing Inventory Vehicles (pre-built and located on the Dealer's lot). Use the following criteria when choosing which type of Vehicle to award and purchase or lease:
 - 1) If you specified "Vehicles Built to Specifications" for your Mini-Bid in Part C: *Mini-Bid Process*, Question 2.0 *Type of Vehicle Order*, on Form A (Class 1-2) *Mini-Bid Request*, then you may choose to award the "Pre-Existing Inventory Vehicles" offered only if you also selected "Yes" for Question 2.1 in the same Section (will you consider "Pre-Existing Inventory Vehicles"?); or
 - 2) If you specified "Pre-Existing Inventory Vehicles" for your Mini-Bid in Part C: *Mini-Bid Process*, Question 2.0 *Type of Vehicle Order*, on Form A (Class 1-2) *Mini-Bid Request*, then you may choose to award the "Vehicles Built to Specifications" offered only if you also selected "Yes" for Question 2.2 in the same Section (will you consider "Vehicle Built to Specifications"?). **AND** one of the following conditions occurred:
 - a) There were no Mini-Bid responses received for "Pre-Existing Inventory Vehicles," or
 - b) The Mini-Bid responses received for "Pre-Existing Inventory Vehicles" do not meet your requirements, or
 - c) The "Vehicle(s) Built to Specifications" have a lower purchase or lease price than the "Pre-Existing Inventory Vehicles" that were offered.
 - B. If "No Bid" responses have been submitted by Contractors, review the reason(s) for the "No Bid" entered on the corresponding Form B (Class 1-2): *Mini-Bid Response: No Bid* worksheet, and determine if the reason should result in a non-award and reissue of the Mini-Bid.
2. Review the detailed Form B (Class 1-2): *Mini-Bid Response* received from each Contractor, located on the "Bidder" worksheets, to determine if any clarifications or disqualifications are necessary. Include the following in your review:
 - A. The Mini-Bid Request Number entered in response to Part A: *Mini-Bid and Contractor Information*, Question 1.0, matches the Mini-Bid Request Number for your Mini-Bid.
 - B. If considering "Vehicles Built to Specifications," review the following in Part B: *Vehicle(s) Built to Specifications offered for Mini-Bid*
 - 1) Review the Contractor responses in Part B-1: *General Questions (Built to Spec)*. A Vehicle offered that does not meet all specifications for the Mini-Bid, including those on the "Additional Vehicle Specifications Document," should be deemed non-responsive and be rejected.

If a delivery date deadline for the Vehicle(s) was included in the "Additional Vehicle Specifications Document" for the Mini-Bid, verify that the estimated number of days ARO entered by the Contractor in Question 2.0, meets your delivery date deadline.
 - 2) Verify that the summary description of the vehicle(s) offered, entered in Part B-2: *Vehicle Offered (Built to Spec)*, appears to meet the specifications of the Mini-Bid.
 - 3) Review and consider the impact of any information entered in Part B-3: *Additional Information (Built to Spec)*.
 - 4) Verify that Part B-4: *Vehicle Price Worksheet (Built to Spec)* has been completed with no apparent errors, with information entered in all applicable yellow-colored cells, and with the correct number of vehicles entered in Question 6.0.
 - 5) Verify that Part B-5: *Delivery Price Worksheet (Built to Spec)* has been completed with no apparent errors, including delivery charge information entered a) for the correct number of vehicles, b) for delivery to the correct Region, and c) for no higher than the maximum amount listed in the Delivery Allowance Schedule in Part D: *Charts, Definitions, and Instructions*.

Note: The Contractor must offer Vehicles at the NYS Vehicle Discount(s) set forth in its Contract, or at a higher discount. To verify the minimum discount, click on "Contractor Information" at the "Link to Award 22898 Contract Information" above, and then on "Contractor and Pricing Information" for the applicable Contractor.
 - C. If considering "Pre-Existing Inventory Vehicles," review the following in Part C: *Pre-Existing Inventory Vehicle(s) offered for Mini-Bid*
 - 1) Review the Contractor responses in Part C-1: *General Questions (Pre-Existing)*. A Vehicle offered that does not meet all specifications for the Mini-Bid, including those on the "Additional Vehicle Specifications Document," should be deemed non-responsive and be rejected.

The Vehicle(s) and pricing offered by a Contractor for a "Pre-Existing Inventory Vehicle" Mini-Bid remain firm and not be withdrawn for at least ten (10) calendar days from the first business day immediately following the Mini-Bid response submittal deadline. If the Contractor answered "No" to Question 2.0, the Mini-Bid response should be deemed non-responsive and be rejected. It is recommended that the Contractor be notified as soon as possible if a Purchase Order or other ordering document will be issued for the Vehicle(s) offered.
 - 2) Review and consider the impact of any information entered in Part C-2: *Additional Information (Pre-Existing)*.
 - 3) Verify that the summary description of the vehicle(s) offered, entered in Part C-3: *Vehicle and Delivery Price Worksheet (Pre-Existing)*, Columns C through K, appear to meet the specifications of the Mini-Bid.
 - 4) Verify that Part C-3: *Vehicle and Delivery Price Worksheet (Pre-Existing)* has been completed with no apparent pricing errors in Columns L through P, with information entered in all applicable yellow-colored cells.

Note: The Contractor must offer Vehicles at the NYS Vehicle Discount(s) set forth in its Contract, or at a higher discount. To verify the minimum discount, click on "Contractor Information" at the "Link to Award 22898 Contract Information" above, and then on "Contractor and Pricing Information" for the applicable Contractor.

- 5) Verify that Part C-3: *Vehicle and Delivery Price Worksheet (Pre-Existing)* has been completed with no apparent delivery information errors in Columns Q through S, including delivery charge information entered a) for delivery to the correct Region, and b) for no higher than the maximum amount listed in the Delivery Allowance Schedule in Part D: *Charts, Definitions, and Instructions*.
3. Request clarification, if necessary, from the Contractors. Contact information is located on the "Bidder" worksheets in Part A: *Mini-Bid and Contractor Information*. Review responses and determine if the clarifications result in either the disqualification of a Mini-Bid response, or a change in the pricing or quantity information entered by the Contractor on the Form B: *Mini-Bid response ("Bidder")* worksheet. A change to pricing or quantity information may alter the ranking from what is listed on the "Summary" worksheet, which will not automatically update to reflect any changes.
4. For Vehicle(s) that will be purchased, at a minimum, request a Dealer Invoice and OEM Specifications from the responsive Contractor with the apparent low bid. An Authorized User may request these documents from any or all Contractors that responded to the Mini-Bid.
"Dealer Invoice" shall refer to the Contractor document which lists, at a minimum,
 - A. The make and model of the Vehicle bid for a Mini-Bid;
 - B. The MSRP of the standard base Vehicle bid for the Mini-Bid, excluding Options, other applicable OEM fees (e.g. destination fees), and Aftermarket Components;
 - C. The MSRP and Option code for each Option included in the Vehicle bid for a Mini-Bid; and
 - D. The total Base Vehicle MSRP of the Vehicle bid for a Mini-Bid"OEM Vehicle Specifications" shall refer to the document(s) issued by the Vehicle manufacturer which lists, among other things,
 - A. All standard equipment for the Vehicle;
 - B. All Options available for the Vehicle, including the code number for each Option; and
 - C. The MSRP for the Vehicle and available Options.
5. For Vehicle(s) that will be leased, in addition to the Dealer Invoice and OEM Specifications described above in #4, request that the Contractor assist you in obtaining one (1) or more quotes for Lease pricing, and proposed Lease agreement(s), from the Lease Provider(s) designated on the Contract.

The lowest lease pricing may be offered by a Contractor's Lease Provider other than the Lease Provider of the Contractor that offered the lowest Total NYS Contract Price for Mini-Bid. Therefore, it is recommended that a quote be requested from all applicable Lease Providers. Quotes for Lease pricing and proposed Lease agreement(s) may be obtained from any Contractor, and the applicable Lease Provider(s), that responded to the applicable Mini-Bid for the Lease Vehicle. A list of Lease Providers designated by each Contractor is located on the "Contractor Information" page at the "Link to Award 22898 Contract Information" above.

6. For Vehicle(s) that will be purchased, review the Dealer Invoice(s) and OEM Specifications to determine if the Vehicle(s) that the Contractor(s) offered for the Mini-Bid meet the specifications that were included in the Mini-Bid.
7. For Vehicle(s) that will be leased, in addition to the Dealer Invoice and OEM Specifications, review the proposed Lease agreements to determine if the terms and conditions meet any minimum specifications for the Lease that were included in the Mini-Bid.

Note: Appendix D of the Contract, Lease Vehicles, includes the minimum terms and conditions applicable to a vehicle acquisition under the Contract which occurs pursuant to a Lease. The State has not reviewed the additional terms and conditions that a Lease Provider may include in or with a Lease; accordingly, the Authorized User is obligated to review and make an independent determination, with the advice of legal counsel as necessary, before entering into a Lease.

8. Determine the awardee of the Mini-Bid.

For Vehicle(s) that will be purchased, the Method of Award for the Mini-Bid was specified by you in Part C: *Mini-Bid Process*, Questions 3.0 *Method of Award for "Vehicle(s) Built to Specifications,"* and 4.0 *Method of Award for "Pre-Existing Inventory Vehicle(s),"* on Form A (Class 1-2) *Mini-Bid Request*. Delivery date may only be considered when awarding the Mini-Bid if a deadline for delivery was included in the "Additional Vehicle Specifications Document" for the Mini-Bid."

For Vehicle(s) that will be leased, the Method of Award shall be to the Contractor's Lease Provider that meets the specifications for the Lease, provides a Lease agreement with terms and conditions that have been agreed upon, and offers the lowest Lease pricing for the Lease.

9. Send notification of award/partial award or non-award, or that it was determined that an award will not be made, to all Contractors who responded to the Mini-Bid. Sample letters may be downloaded from the Vehicle Marketplace website at the "Link to Vehicle Buyer Information" above.
10. If an award was made, issue a Purchase Order or other ordering document to the awarded Contractor, using your standard procedures.
11. Download Form C (Class 1-2): *Mini-Bid Report of Use* from the Vehicle Marketplace website at the "Link to Vehicle Buyer Information" above, and follow the directions on that form for completion and submittal to the Vehicle Marketplace Team.

A Form C is required for all Mini-Bids that received Contractor responses, even if no purchase is made. If a purchase is made, a PDF of the Purchase Order or other ordering document must also be attached. If you received no Contractor responses, then a Form C is not required.

Authorized User Procurement Rights.

Authorized Users hereby reserve the right in a Mini-Bid to:

1. Reject any or all bids received in response to the solicitation;
2. Withdraw the solicitation at any time, at the Agency's sole discretion;
3. Make an award under the solicitation in whole or in part;
4. Disqualify any Bidder whose conduct and/or proposal fails to conform to the requirements of the solicitation;
5. Seek clarifications and revisions of bids;
6. Prior to the bid opening, amend the solicitation specifications to correct errors or oversights, or to supply additional information, as it becomes available;

7. Prior to the bid opening, direct Bidders to submit solicitation modifications addressing subsequent solicitation amendments;
8. Change any of the schedule dates with notification through the Vehicle Marketplace;
9. Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective Bidders;
10. Waive any requirements that are not material;
11. Utilize any and all ideas submitted in the bids received;
12. Adopt all or any part of a Bidder's bid in selecting the optimum configuration;
13. Negotiate with the Bidder responding to the solicitation within the solicitation requirements to serve the best interests of the State. This includes requesting clarifications of any or all Bidders' bids;
14. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a Bidder's bid and/or to determine a Bidder's compliance with the requirements of the solicitation;
15. Select and award the Mini-Bid to other than the selected Bidder in the event of unsuccessful negotiations or, optionally, in other specified circumstances as detailed in the solicitation requirements;
16. Use bid information obtained through site visits, management interviews, and the state's investigation of a Bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the Bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the solicitation.

Group 40451, Award 22898, Light Duty Vehicles

Form B (Class 1-2): *Mini-Bid Response*

(Revised 11/14/2017)

General Form Instructions

See also Part D of this form, *Charts, Definitions, and Instructions*

This form is to be used by a Contractor to respond to a Mini-Bid for Award 22898 (Class 1 and Class 2 Vehicles). Mini-Bids for Award 22898 are listed at the "Link to Award 22898 Mini-Bids" below. If your business is not an approved Contractor under Award 22898, then your Mini-Bid response shall be rejected (see "Link to Award 22898 Contract Information" below for a list of approved Contractors).

If you are responding to a Mini-Bid with a number starting with the letter "T," and your business is a Contractor under Award 22904 (Class 3 through Class 8 Vehicles), you must respond using Form B (Class 3-8): *Mini-Bid Response*, (see "Vehicle Dealers - How to Sell" at <https://vehicles.nyspro.ogs.ny.gov>).

A Mini-Bid Response for a Lease Vehicle shall only be accepted from a Contractor if OGS has approved the addition of one (1) or more Lease Providers for its Contract (see "Link to Award 22898 Contract Information" below for a list of approved Lease Providers for each Contractor).

A Contractor responding to a Mini-Bid for Award 22898 shall complete Part B of this form to offer Vehicle(s) Built to Specifications, and/or shall complete Part C of this form to offer Pre-Existing Inventory Vehicles. The Type(s) of Vehicles requested by the Authorized User, and the "Bid Due Date" are identified on each Mini-Bid posted at the "Link to Award 22898 Mini-Bids" below.

The Contractor is responsible for reviewing the completed Form B (Class 1-2): *Mini-Bid Response* prior to submittal and ensuring that all necessary fields have been populated correctly. For assistance in completing and submitting this form, please contact the Vehicle Marketplace Team at the Vehicle Marketplace Email Address listed below.

For questions about the Vehicles requested, or to discuss suggested changes to the Authorized User Specifications, please contact the Authorized User identified on the applicable Mini-Bid posted at the "Link to Award 22898 Mini-Bids" below, prior to the "Bid Due Date" for the Mini-Bid.

Link to Award 22898 Mini-Bids: <https://vehicles.nyspro.ogs.ny.gov/vehicle-request-list>

Link to Award 22898 Contract Information: <http://www.ogs.ny.gov/purchase/spg/awards/4045122898can.htm>

Vehicle Marketplace Team Email Address: NYSPro.VehicleMarketPlace@ogs.ny.gov

How to submit this form

1. Save this blank Excel worksheet to your computer. When saving the file, name it using the following naming convention for the file name: "22898-17090001-PC12345.xls" (i.e., Award#-Mini-Bid#-Contract#).
2. Complete all yellow-colored cells in Parts A, B (if offering Vehicles Built to Specifications), and C (if offering Pre-Existing Inventory Vehicles). Drop-down menus are provided for some questions. To use the drop-down, select the yellow-colored cell, click on the small downward-pointing arrow at the bottom right of the cell to see the drop-down list, and select your response. Failure to enter a response in a yellow-colored cell may result in the Mini-Bid response being deemed non-responsive and in the disqualification of the Mini-Bid response.
3. Email the completed Form B (Class 1-2): *Mini-Bid Response*, prior to the "Bid Due Date" for the Mini-Bid, to the Vehicle Marketplace Team at the email address below, using the following naming convention for the email subject name: "22898-17090001-PC12345" (i.e., Award#-Mini-Bid#-Contract#).

Vehicle Marketplace Team Email Address: NYSPro.VehicleMarketPlace@ogs.ny.gov

4. Additional guidelines for Form B (Class 1-2): *Mini-Bid Response* submittal:
 - a) Pricing submitted using a format other than this spreadsheet shall be deemed non-responsive and shall be rejected;
 - b) Do not submit completed worksheets in PDF, JPG or any type of file format other than Excel;
 - c) Do not submit multiple Form B (Class 1-2): *Mini-Bid Responses* in one email; and
 - d) Do not include notes about the Mini-Bid or other information in the body of the email.

Part A: Mini-Bid and Contractor Information		
Q#	Part A-1: Mini-Bid Questions	Contractor Response
1.0	Mini-Bid Number (e.g. 17030001). See "Link to Award 22898 Mini-Bids" above.	19010166
2.0	Is the Mini-Bid for Vehicle(s) to be purchased or leased by the Authorized User? <i>[click on yellow box and use drop-down menu]</i>	Purchased
3.0	Are Vehicle(s) Built to Specifications being offered in response to the Mini-Bid? <i>[click on yellow box and use drop-down menu]</i>	Yes, Part B of this form has been completed.
4.0	Are Pre-Existing Inventory Vehicle(s) being offered in response to the Mini-Bid? <i>[click on yellow box and use drop-down menu]</i>	No, Part C of this form has been left blank.
Q#	Part A-2: Contractor Information	Contractor Response
1.0	Full Legal Business Name, including DBA if applicable	BEYER FORD LLC
2.0	State Contract Number (e.g., PC12345)	PC66676
3.0	Federal Employer Identification Number / FEIN (e.g. 14-1234567)	27-5234130
4.0	NYS Vendor ID Number (e.g., 1000012345)	1100042690
5.0	Primary Contact Information	
5.1	Contact Name	BROOKS BUXTON
5.2	Contact Email	bbuxton@beyerfleet.com
5.3	Contact Phone (1)	973-319-7009
5.4	Contact Phone (2)	973-319-7000
6.0	Secondary Contact Information	
6.1	Contact Name	Ryan Secor
6.2	Contact Email	Rsecor@Beyerfleet.com
6.3	Contact Phone (1)	973-319-7000
6.4	Contact Phone (2)	EXT. 7020

Part B: Vehicle(s) Built to Specifications offered for Mini-Bid		
Q#	Part B-1: General Questions (Built to Spec)	Contractor Response
1.0	Does the Vehicle offered meet all Authorized User Specifications for the requested Vehicle? <i>[Note: General specifications, and a "Specifications Document" are included with each Mini-Bid posted at the "Link to Award 22898 Mini-Bids" above. A Vehicle offered that does not meet all Authorized User Specifications may be deemed non-responsive and may be rejected].</i>	Yes
2.0	Enter the estimated number of days after receipt of a Purchase Order (After Receipt of Order ("ARO")) that the delivery will be made.	90-120
3.0	Enter the Final Order Date for the Vehicle offered for the Mini-Bid, or "TBA" if the date has not been announced by the manufacturer.	TBA
Q#	Part B-2: Vehicle Offered (Built to Spec)	Contractor Response
1.0	Model Year (e.g., 2018, 2019)	2019
2.0	Make (e.g., Ford, Chevrolet, Dodge)	Ford
3.0	Model (e.g., Taurus, Tahoe, Grand Caravan), and Trim Level (e.g., SE, LE, XL)	F250
4.0	Model Code (the OEM code used to identify a particular subset of a Vehicle Model)	W2B
5.0	Drive Type (e.g., FWD, RWD, AWD, 4WD)	4WD
6.0	Fuel Type <i>[click on yellow box and use drop-down menu]</i>	Gasoline Only
6.1	If the offered Fuel Type is not included in the drop-down menu, enter it here	N/A
7.0	Aftermarket Components Provider(s), if applicable <i>[enter vendor name]</i>	As specified.

Q#	Part B-3: Additional Information (Built to Spec)				
	If applicable, enter any deviations from the Authorized User Specifications, or other additional information applicable to this Mini-Bid. Do not enter information about Options or Aftermarket Components available for the Vehicle offered, unless it has been included in the Authorized User Specifications.				
1.0	As specified.				
Q#	Part B-4: Vehicle Price Worksheet (Built to Spec)				Price
1.0	Base Vehicle MSRP				\$43,330.00
2.0	NYS Vehicle Discount				31.01
3.0	Base NYS Vehicle Price				\$29,893.37
4.0	NYS Aftermarket Component Price <i>[If there are no Aftermarket Components, leave blank]</i>				\$0.00
5.0	NYS Contract Price for the Vehicle				\$29,893.37
6.0	Total Number of Vehicles <i>[This quantity should match the quantity specified by the authorized user]</i>				1
7.0	Total NYS Contract Price for Vehicle(s)				\$29,893.37
Q#	Part B-5: Delivery Price Worksheet (Built to Spec)				
	# of Vehicles Delivered to Region	Delivery Origin <i>[click on yellow box and use drop-down menu]</i>	Region Delivered to <i>[click on yellow box and use drop-down menu]</i>	Delivery Charge for Each Vehicle	Total Delivery Charge for Region:
1.1	1	New York	1	\$495.00	\$495.00
1.2		No Additional Counties	No Additional Regions		
1.3		No Additional Counties	No Additional Regions		
1.4		No Additional Counties	No Additional Regions		
1.5		No Additional Counties	No Additional Regions		
1.6		No Additional Counties	No Additional Regions		
1.7		No Additional Counties	No Additional Regions		
1.8		No Additional Counties	No Additional Regions		
1.9		No Additional Counties	No Additional Regions		
Total Number of Vehicles <i>[This quantity should match the quantity specified by the authorized user]</i>					Total Delivery Charge for Vehicles
2.0	1				\$495.00
3.0	Total NYS Contract Price for Mini-Bid				\$30,388.37

Part C: Pre-Existing Inventory Vehicle(s) offered for Mini-Bid

Q#	Part C-1: General Questions (Pre-Existing)	Contractor Response
1.0	Do the Vehicle(s) offered meet all Authorized User Specifications for the requested Vehicle? <i>[Note: General specifications, and a "Specifications Document" are included with each Mini-Bid posted at the "Link to Award 22898 Mini-Bids" above. A Vehicle offered that does not meet all Authorized User Specifications may be deemed non-responsive and may be rejected].</i>	

2.0	Will the Vehicle(s) and pricing offered for the Mini-Bid remain firm and not be withdrawn for at least ten (10) calendar days from the first business day immediately following the Mini-Bid response submittal deadline, or such other period of time as specified in the Mini-Bid, in accordance with the Contract (see <i>Section II.12 Procurement Method, Paragraph C5 Timeframe for Offers in Mini-Bids</i>)?	
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Q#	Part C-2: Additional Information (Pre-Existing)
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If applicable, enter any deviations from the Authorized User Specifications, or other additional information applicable to this Mini-Bid. Do not enter information about Options or Aftermarket Components available for the Vehicle offered, unless it has been included in the Authorized User Specifications.

1.0	
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Q#	Part C-3: Vehicle and Delivery Price Worksheet (Pre-Existing)	Price
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[If more than fifteen (15) Pre-Existing Inventory Vehicles are being offered for a Mini-Bid, submit an additional completed Form B (Class 1-2): Mini-Bid Response form for the Mini-Bid. Submit both Form Bs following the instructions at the top of this Form, using the following naming convention for the additional Form B "22898-17090001-PC12345-Additional Vehicles" (i.e., Award#-Mini-Bid#-Contract#-Additional Vehicles)].

Ref. #	Model Year	Make	Model and Trim Level	Model Code	Exterior Color	Interior Color
(Example)	2015	Chevrolet	Traverse	CV14526	Blue Metallic	Dark Titanium
001						
002						
003						
004						
005						
006						
007						
008						
009						
010						
011						
012						
013						
014						
015						

Group 40451, Award 22898, Light Duty Vehicles

Form B (Class 1-2): *Mini-Bid Response*

(Revised 10/1/2018)

General Form Instructions

See also Part D of this form, *Charts, Definitions, and Instructions*

This form is to be used by a Contractor to respond to a Mini-Bid for Award 22898 (Class 1 and Class 2 Vehicles). Mini-Bids for Award 22898 are listed at the "Link to Award 22898 Mini-Bids" below. If your business is not an approved Contractor under Award 22898, then your Mini-Bid response shall be rejected (see "Link to Award 22898 Contract Information" below for a list of approved Contractors).

If you are responding to a Mini-Bid with a number starting with the letter "T," and your business is a Contractor under Award 22904 (Class 3 through Class 8 Vehicles), you must respond using Form B (Class 3-8): *Mini-Bid Response*, (see "Vehicle Dealers - How to Sell" at <https://vehicles.nyspro.ogs.ny.gov>).

A Mini-Bid Response for a Lease Vehicle shall only be accepted from a Contractor if OGS has approved the addition of one (1) or more Lease Providers for its Contract (see "Link to Award 22898 Contract Information" below for a list of approved Lease Providers for each Contractor).

A Contractor responding to a Mini-Bid for Award 22898 shall complete Part B of this form to offer Vehicle(s) Built to Specifications, and/or shall complete Part C of this form to offer Pre-Existing Inventory Vehicles. The Type(s) of Vehicles requested by the Authorized User, and the "Bid Due Date" are identified on each Mini-Bid posted at the "Link to Award 22898 Mini-Bids" below.

The Contractor is responsible for reviewing the completed Form B (Class 1-2): *Mini-Bid Response* prior to submittal and ensuring that all necessary fields have been populated correctly. For assistance in completing and submitting this form, please contact the Vehicle Marketplace Team at the Vehicle Marketplace Email Address listed below.

For questions about the Vehicles requested, or to discuss suggested changes to the Authorized User Specifications, please contact the Authorized User identified on the applicable Mini-Bid posted at the "Link to Award 22898 Mini-Bids" below, prior to the "Bid Due Date" for the Mini-Bid.

Link to Award 22898 Mini-Bids: <https://vehicles.nyspro.ogs.ny.gov/vehicle-request-list>

Link to Award 22898 Contract Information: <http://www.ogs.ny.gov/purchase/spg/awards/4045122898can.htm>

Vehicle Marketplace Team Email Address: NYSPro.VehicleMarketPlace@ogs.ny.gov

How to submit this form

1. Save this blank Excel worksheet to your computer. When saving the file, name it using the following naming convention for the file name: "22898-17090001-PC12345.xls" (i.e., Award#-Mini-Bid#-Contract#).
2. Complete all yellow-colored cells in Parts A, B (if offering Vehicles Built to Specifications), and C (if offering Pre-Existing Inventory Vehicles). Drop-down menus are provided for some questions. To use the drop-down, select the yellow-colored cell, click on the small downward-pointing arrow at the bottom right of the cell to see the drop-down list, and select your response. Failure to enter a response in a yellow-colored cell may result in the Mini-Bid response being deemed non-responsive and in the disqualification of the Mini-Bid response.
3. Email the completed Form B (Class 1-2): *Mini-Bid Response*, prior to the "Bid Due Date" for the Mini-Bid, to the Vehicle Marketplace Team at the email address below, using the following naming convention for the email subject name: "22898-17090001-PC12345" (i.e., Award#-Mini-Bid#-Contract#).

Vehicle Marketplace Team Email Address: NYSPro.VehicleMarketPlace@ogs.ny.gov

4. Additional guidelines for Form B (Class 1-2): *Mini-Bid Response* submittal:
 - a) Pricing submitted using a format other than this spreadsheet shall be deemed non-responsive and shall be rejected;
 - b) Do not submit completed worksheets in PDF, JPG or any type of file format other than Excel;
 - c) Do not submit multiple Form B (Class 1-2): *Mini-Bid Responses* in one email; and
 - d) Do not include notes about the Mini-Bid or other information in the body of the email.

Part A: Mini-Bid and Contractor Information		
Q#	Part A-1: Mini-Bid Questions	Contractor Response
1.0	Mini-Bid Number (e.g. 17030001). See "Link to Award 22898 Mini-Bids" above.	19010166
2.0	Is the Mini-Bid for Vehicle(s) to be purchased or leased by the Authorized User? <i>[click on yellow box and use drop-down menu]</i>	Purchased
3.0	Are Vehicle(s) Built to Specifications being offered in response to the Mini-Bid? <i>[click on yellow box and use drop-down menu]</i>	Yes, Part B of this form has been completed.
4.0	Are Pre-Existing Inventory Vehicle(s) being offered in response to the Mini-Bid? <i>[click on yellow box and use drop-down menu]</i>	No, Part C of this form has been left blank.
Q#	Part A-2: Contractor Information	Contractor Response
1.0	Full Legal Business Name, including DBA if applicable	Van Bortel Ford, Inc.
2.0	State Contract Number (e.g., PC12345)	PC66688
3.0	Federal Employer Identification Number / FEIN (e.g. 14-1234567)	16-1609363
4.0	NYS Vendor ID Number (e.g., 1000012345)	1000008473
5.0	Primary Contact Information	
5.1	Contact Name	Josh Relyea
5.2	Contact Email	jrelyea@vanbortelford.com
5.3	Contact Phone (1)	585-586-7705
5.4	Contact Phone (2)	
6.0	Secondary Contact Information	
6.1	Contact Name	Maria Opaczewski
6.2	Contact Email	fleet@vanbortelford.com
6.3	Contact Phone (1)	585-586-7705
6.4	Contact Phone (2)	

Part B: Vehicle(s) Built to Specifications offered for Mini-Bid		
Q#	Part B-1: General Questions (Built to Spec)	Contractor Response
1.0	Does the Vehicle offered meet all Authorized User Specifications for the requested Vehicle? <i>[Note: General specifications, and a "Specifications Document" are included with each Mini-Bid posted at the "Link to Award 22898 Mini-Bids" above. A Vehicle offered that does not meet all Authorized User Specifications may be deemed non-responsive and may be rejected].</i>	Yes
2.0	Enter the estimated number of days after receipt of a Purchase Order (After Receipt of Order ("ARO")) that the delivery will be made.	180 Days or Less
3.0	Enter the Final Order Date for the Vehicle offered for the Mini-Bid, or "TBA" if the date has not been announced by the manufacturer.	8/2/2019
Q#	Part B-2: Vehicle Offered (Built to Spec)	Contractor Response
1.0	Model Year (e.g., 2018, 2019)	2019
2.0	Make (e.g., Ford, Chevrolet, Dodge)	Ford
3.0	Model (e.g., Taurus, Tahoe, Grand Caravan), and Trim Level (e.g., SE, LE, XL)	F-250 XL SuperCrew
4.0	Model Code (the OEM code used to identify a particular subset of a Vehicle Model)	W2B
5.0	Drive Type (e.g., FWD, RWD, AWD, 4WD)	4WD
6.0	Fuel Type <i>[click on yellow box and use drop-down menu]</i>	Gasoline Only
6.1	If the offered Fuel Type is not included in the drop-down menu, enter it here	
7.0	Aftermarket Components Provider(s), if applicable <i>[enter vendor name]</i>	

Q#	Part B-3: Additional Information (Built to Spec)	
	If applicable, enter any deviations from the Authorized User Specifications, or other additional information applicable to this Mini-Bid. Do not enter information about Options or Aftermarket Components available for the Vehicle offered, unless it has been included in the Authorized User Specifications.	

1.0	ALL VEHICLES WILL BE DRIVEN TO THE DELIVERY DESTINATION	
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Q#	Part B-4: Vehicle Price Worksheet (Built to Spec)	Price
1.0	Base Vehicle MSRP	\$43,535.00
2.0	NYS Vehicle Discount	31.55
3.0	Base NYS Vehicle Price	\$29,799.71
4.0	NYS Aftermarket Component Price <i>[If there are no Aftermarket Components, leave blank]</i>	
5.0	NYS Contract Price for the Vehicle	\$29,799.71
6.0	Total Number of Vehicles <i>[This quantity should match the quantity specified by the authorized user]</i>	1
7.0	Total NYS Contract Price for Vehicle(s)	\$29,799.71

Q#	Part B-5: Delivery Price Worksheet (Built to Spec)				
	# of Vehicles Delivered to Region	Delivery Origin <i>[click on yellow box and use drop-down menu]</i>	Region Delivered to <i>[click on yellow box and use drop-down menu]</i>	Delivery Charge for Each Vehicle	Total Delivery Charge for Region:
1.1	1	Monroe	1	\$110.00	\$110.00
1.2		Monroe	No Additional Regions		
1.3		Monroe	No Additional Regions		
1.4		Monroe	No Additional Regions		
1.5		Monroe	No Additional Regions		
1.6		Monroe	No Additional Regions		
1.7		Monroe	No Additional Regions		
1.8		Monroe	No Additional Regions		
1.9		Monroe	No Additional Regions		
Total Number of Vehicles <i>[This quantity should match the quantity specified by the authorized user]</i>					Total Delivery Charge for Vehicles
2.0	1				\$110.00

3.0	Total NYS Contract Price for Mini-Bid	\$29,909.71
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Part C: Pre-Existing Inventory Vehicle(s) offered for Mini-Bid

Q#	Part C-1: General Questions (Pre-Existing)	Contractor Response
1.0	Do the Vehicle(s) offered meet all Authorized User Specifications for the requested Vehicle? <i>[Note: General specifications, and a "Specifications Document" are included with each Mini-Bid posted at the "Link to Award 22898 Mini-Bids" above. A Vehicle offered that does not meet all Authorized User Specifications may be deemed non-responsive and may be rejected].</i>	

2.0	Will the Vehicle(s) and pricing offered for the Mini-Bid remain firm and not be withdrawn for at least ten (10) calendar days from the first business day immediately following the Mini-Bid response submittal deadline, or such other period of time as specified in the Mini-Bid, in accordance with the Contract (see <i>Section II.12 Procurement Method, Paragraph C5 Timeframe for Offers in Mini-Bids</i>)?	
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Q#	Part C-2: Additional Information (Pre-Existing)
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If applicable, enter any deviations from the Authorized User Specifications, or other additional information applicable to this Mini-Bid. Do not enter information about Options or Aftermarket Components available for the Vehicle offered, unless it has been included in the Authorized User Specifications.

1.0	
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Q#	Part C-3: Vehicle and Delivery Price Worksheet (Pre-Existing)	Price
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[If more than fifteen (15) Pre-Existing Inventory Vehicles are being offered for a Mini-Bid, submit an additional completed Form B (Class 1-2): Mini-Bid Response form for the Mini-Bid. Submit both Form Bs following the instructions at the top of this Form, using the following naming convention for the additional Form B "22898-17090001-PC12345-Additional Vehicles" (i.e., Award#-Mini-Bid#-Contract#-Additional Vehicles)].

Ref. #	Model Year	Make	Model and Trim Level	Model Code	Exterior Color	Interior Color
(Example)	2015	Chevrolet	Traverse	CV14526	Blue Metallic	Dark Titanium
001						
002						
003						
004						
005						
006						
007						
008						
009						
010						
011						
012						
013						
014						
015						

Group 40451, Award 22898, Light Duty Vehicles

Form B (Class 1-2): *Mini-Bid Response*

(Revised 11/14/2017)

General Form Instructions

See also Part D of this form, *Charts, Definitions, and Instructions*

This form is to be used by a Contractor to respond to a Mini-Bid for Award 22898 (Class 1 and Class 2 Vehicles). Mini-Bids for Award 22898 are listed at the "Link to Award 22898 Mini-Bids" below. If your business is not an approved Contractor under Award 22898, then your Mini-Bid response shall be rejected (see "Link to Award 22898 Contract Information" below for a list of approved Contractors).

If you are responding to a Mini-Bid with a number starting with the letter "T," and your business is a Contractor under Award 22904 (Class 3 through Class 8 Vehicles), you must respond using Form B (Class 3-8): *Mini-Bid Response*, (see "Vehicle Dealers - How to Sell" at <https://vehicles.nyspro.ogs.ny.gov>).

A Mini-Bid Response for a Lease Vehicle shall only be accepted from a Contractor if OGS has approved the addition of one (1) or more Lease Providers for its Contract (see "Link to Award 22898 Contract Information" below for a list of approved Lease Providers for each Contractor).

A Contractor responding to a Mini-Bid for Award 22898 shall complete Part B of this form to offer Vehicle(s) Built to Specifications, and/or shall complete Part C of this form to offer Pre-Existing Inventory Vehicles. The Type(s) of Vehicles requested by the Authorized User, and the "Bid Due Date" are identified on each Mini-Bid posted at the "Link to Award 22898 Mini-Bids" below.

The Contractor is responsible for reviewing the completed Form B (Class 1-2): *Mini-Bid Response* prior to submittal and ensuring that all necessary fields have been populated correctly. For assistance in completing and submitting this form, please contact the Vehicle Marketplace Team at the Vehicle Marketplace Email Address listed below.

For questions about the Vehicles requested, or to discuss suggested changes to the Authorized User Specifications, please contact the Authorized User identified on the applicable Mini-Bid posted at the "Link to Award 22898 Mini-Bids" below, prior to the "Bid Due Date" for the Mini-Bid.

Link to Award 22898 Mini-Bids: <https://vehicles.nyspro.ogs.ny.gov/vehicle-request-list>

Link to Award 22898 Contract Information: <http://www.ogs.ny.gov/purchase/spg/awards/4045122898can.htm>

Vehicle Marketplace Team Email Address: NYSPro.VehicleMarketPlace@ogs.ny.gov

How to submit this form

1. Save this blank Excel worksheet to your computer. When saving the file, name it using the following naming convention for the file name: "22898-17090001-PC12345.xls" (i.e., Award#-Mini-Bid#-Contract#).
2. Complete all yellow-colored cells in Parts A, B (if offering Vehicles Built to Specifications), and C (if offering Pre-Existing Inventory Vehicles). Drop-down menus are provided for some questions. To use the drop-down, select the yellow-colored cell, click on the small downward-pointing arrow at the bottom right of the cell to see the drop-down list, and select your response. Failure to enter a response in a yellow-colored cell may result in the Mini-Bid response being deemed non-responsive and in the disqualification of the Mini-Bid response.
3. Email the completed Form B (Class 1-2): *Mini-Bid Response*, prior to the "Bid Due Date" for the Mini-Bid, to the Vehicle Marketplace Team at the email address below, using the following naming convention for the email subject name: "22898-17090001-PC12345" (i.e., Award#-Mini-Bid#-Contract#).

Vehicle Marketplace Team Email Address: NYSPro.VehicleMarketPlace@ogs.ny.gov

4. Additional guidelines for Form B (Class 1-2): *Mini-Bid Response* submittal:
 - a) Pricing submitted using a format other than this spreadsheet shall be deemed non-responsive and shall be rejected;
 - b) Do not submit completed worksheets in PDF, JPG or any type of file format other than Excel;
 - c) Do not submit multiple Form B (Class 1-2): *Mini-Bid Responses* in one email; and
 - d) Do not include notes about the Mini-Bid or other information in the body of the email.

Part A: Mini-Bid and Contractor Information		
Q#	Part A-1: Mini-Bid Questions	Contractor Response
1.0	Mini-Bid Number (e.g. 17030001). See "Link to Award 22898 Mini-Bids" above.	19010166
2.0	Is the Mini-Bid for Vehicle(s) to be purchased or leased by the Authorized User? <i>[click on yellow box and use drop-down menu]</i>	Purchased
3.0	Are Vehicle(s) Built to Specifications being offered in response to the Mini-Bid? <i>[click on yellow box and use drop-down menu]</i>	Yes, Part B of this form has been completed.
4.0	Are Pre-Existing Inventory Vehicle(s) being offered in response to the Mini-Bid? <i>[click on yellow box and use drop-down menu]</i>	No, Part C of this form has been left blank.
Q#	Part A-2: Contractor Information	Contractor Response
1.0	Full Legal Business Name, including DBA if applicable	NYE Automotive Group
2.0	State Contract Number (e.g., PC12345)	PC67318
3.0	Federal Employer Identification Number / FEIN (e.g. 14-1234567)	160929949
4.0	NYS Vendor ID Number (e.g., 1000012345)	160929949
5.0	Primary Contact Information	
5.1	Contact Name	Matt DiSalvo
5.2	Contact Email	mdisalvo@nyeauto.com
5.3	Contact Phone (1)	315-363-0600 ext.4104
5.4	Contact Phone (2)	315-886-1980
6.0	Secondary Contact Information	
6.1	Contact Name	
6.2	Contact Email	
6.3	Contact Phone (1)	
6.4	Contact Phone (2)	

Part B: Vehicle(s) Built to Specifications offered for Mini-Bid		
Q#	Part B-1: General Questions (Built to Spec)	Contractor Response
1.0	Does the Vehicle offered meet all Authorized User Specifications for the requested Vehicle? <i>[Note: General specifications, and a "Specifications Document" are included with each Mini-Bid posted at the "Link to Award 22898 Mini-Bids" above. A Vehicle offered that does not meet all Authorized User Specifications may be deemed non-responsive and may be rejected].</i>	Yes
2.0	Enter the estimated number of days after receipt of a Purchase Order (After Receipt of Order ("ARO")) that the delivery will be made.	Order will be placed within 5 days of receipt of initial PO (and order bank is open). Once vehicle arrives at our dealership, and pre-delivery inspection is complete, we can deliver to you within 5 days in most cases (excludes 3rd party "upfitted" vehicles).
3.0	Enter the Final Order Date for the Vehicle offered for the Mini-Bid, or "TBA" if the date has not been announced by the manufacturer.	8/2/2019
Q#	Part B-2: Vehicle Offered (Built to Spec)	Contractor Response
1.0	Model Year (e.g., 2018, 2019)	2019
2.0	Make (e.g., Ford, Chevrolet, Dodge)	Ford
3.0	Model (e.g., Taurus, Tahoe, Grand Caravan), and Trim Level (e.g., SE, LE, XL)	F-250 XLT Crew Cab
4.0	Model Code (the OEM code used to identify a particular subset of a Vehicle Model)	W2B
5.0	Drive Type (e.g., FWD, RWD, AWD, 4WD)	4WD
6.0	Fuel Type <i>[click on yellow box and use drop-down menu]</i>	Other (Specify)

6.1	If the offered Fuel Type is not included in the drop-down menu, enter it here	Please Note: NYS Law requires (most)
7.0	Aftermarket Components Provider(s), if applicable <i>[enter vendor name]</i>	

Q#	Part B-3: Additional Information (Built to Spec)				
	If applicable, enter any deviations from the Authorized User Specifications, or other additional information applicable to this Mini-Bid. Do not enter information about Options or Aftermarket Components available for the Vehicle offered, unless it has been included in the Authorized User Specifications.				
1.0	PLEASE NOTE: Buyer is responsible for and must supply a valid Fleet Identification Number (FIN) issued by Ford Motor Company or a Fleet Account Number (FAN) issued by Chrysler or GM (respectively) before any order and / or sale is made and for quote to be valid. This FIN/FAN must be assigned to the buyer on the order / bid and must qualify for the appropriate Price Concessions. You may or may not already have a FIN/FAN in the system. We will help you obtain one if one is not on file. Price quote is dependent on approval of FIN/FAN. Not responsible for misquotes from 3rd party upfitters.				
Q#	Part B-4: Vehicle Price Worksheet (Built to Spec)				Price
1.0	Base Vehicle MSRP				\$43,070.00
2.0	NYS Vehicle Discount				31.57
3.0	Base NYS Vehicle Price				\$29,473.43
4.0	NYS Aftermarket Component Price <i>[If there are no Aftermarket Components, leave blank]</i>				
5.0	NYS Contract Price for the Vehicle				\$29,473.43
6.0	Total Number of Vehicles <i>[This quantity should match the quantity specified by the authorized user]</i>				1
7.0	Total NYS Contract Price for Vehicle(s)				\$29,473.43
Q#	Part B-5: Delivery Price Worksheet (Built to Spec)				
	# of Vehicles Delivered to Region	Delivery Origin <i>[click on yellow box and use drop-down menu]</i>	Region Delivered to <i>[click on yellow box and use drop-down menu]</i>	Delivery Charge for Each Vehicle	Total Delivery Charge for Region:
1.1	1	Madison	1	\$80.00	\$80.00
1.2		No Additional Counties	No Additional Regions		
1.3		No Additional Counties	No Additional Regions		
1.4		No Additional Counties	No Additional Regions		
1.5		No Additional Counties	No Additional Regions		
1.6		No Additional Counties	No Additional Regions		
1.7		No Additional Counties	No Additional Regions		
1.8		No Additional Counties	No Additional Regions		
1.9		No Additional Counties	No Additional Regions		
	Total Number of Vehicles <i>[This quantity should match the quantity specified by the authorized user]</i>				Total Delivery Charge for Vehicles
2.0	1				\$80.00
3.0	Total NYS Contract Price for Mini-Bid				\$29,553.43

Part C: Pre-Existing Inventory Vehicle(s) offered for Mini-Bid

Q#	Part C-1: General Questions (Pre-Existing)	Contractor Response
1.0	Do the Vehicle(s) offered meet all Authorized User Specifications for the requested Vehicle? <i>[Note: General specifications, and a "Specifications Document" are included with each Mini-Bid posted at the "Link to Award 22898 Mini-Bids" above. A Vehicle offered that does not meet all Authorized User Specifications may be deemed non-responsive and may be rejected].</i>	

2.0	Will the Vehicle(s) and pricing offered for the Mini-Bid remain firm and not be withdrawn for at least ten (10) calendar days from the first business day immediately following the Mini-Bid response submittal deadline, or such other period of time as specified in the Mini-Bid, in accordance with the Contract (see <i>Section II.12 Procurement Method, Paragraph C5 Timeframe for Offers in Mini-Bids</i>)?	
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Q#	Part C-2: Additional Information (Pre-Existing)
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If applicable, enter any deviations from the Authorized User Specifications, or other additional information applicable to this Mini-Bid. Do not enter information about Options or Aftermarket Components available for the Vehicle offered, unless it has been included in the Authorized User Specifications.

1.0	
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Q#	Part C-3: Vehicle and Delivery Price Worksheet (Pre-Existing)	Price
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[If more than fifteen (15) Pre-Existing Inventory Vehicles are being offered for a Mini-Bid, submit an additional completed Form B (Class 1-2): Mini-Bid Response form for the Mini-Bid. Submit both Form Bs following the instructions at the top of this Form, using the following naming convention for the additional Form B "22898-17090001-PC12345-Additional Vehicles" (i.e., Award#-Mini-Bid#-Contract#-Additional Vehicles)].

Ref. #	Model Year	Make	Model and Trim Level	Model Code	Exterior Color	Interior Color
(Example)	2015	Chevrolet	Traverse	CV14526	Blue Metallic	Dark Titanium
001						
002						
003						
004						
005						
006						
007						
008						
009						
010						
011						
012						
013						
014						
015						

Group 40451, Award 22898, Light Duty Vehicles

Form B (Class 1-2): Mini-Bid Response
(Revised 10/2020)

General Form Instructions

See also Part D of this form, Clauses, Definitions, and Instructions

This form is to be used by a Contractor to respond to a Mini-Bid for Award 22898 (Class 1 and Class 2 Vehicles), Mini-Bids for Award 22898 are listed at the "Link to Award 22898 Mini-Bid" below. If your business is not an approved Contractor under Award 22898, then your Mini-Bid response shall be rejected (see "Link to Award 22898 Contract Information" below for a list of approved Contractors).

If you are responding to a Mini-Bid with a vendor rating with the letter "F" and your business is a Contractor under Award 22898, you must provide Class 1 Vehicles, you must respond using Form B (Class 1-2): Mini-Bid Response, (see "Vehicle Classes" - Item B.001 - <https://www.tn.gov/content/view/full/4901>).

A Mini-Bid Response for a Lease Vehicle shall only be accepted from a Contractor if OGS has approved the addition of one Lease Provider for each Contractor.

If you have Lease Providers for a Contract (see "Link to Award 22898 Contract Information" below for a list of approved Lease Providers for each Contractor).

Contractor responses to a Mini-Bid for Award 22898 shall comply with all the terms of other **Mini-Bid Requirements** for the award and shall comply Part C of this form or the **Pre-Existing Inventory Vehicle**, The "Vehicle" if it is a Pre-Existing Inventory Vehicle, and the "Bid Due Date" are indicated in the award information on the "Link to Award 22898 Contract Information".

The Contractor is responsible for reviewing the completed Form B (Class 1-2): Mini-Bid Response prior to submitting and ensuring the Assembly Table has been populated correctly. For assistance in completing and submitting this form, please contact the Vehicle Maintenance Team at the Vehicle Maintenance Contact Email Address below.

For questions about the Vehicles requested, or to discuss suggested changes to the Authorized User Specifications, please contact the Authorized User identified on the applicable Mini-Bid posted at the "Link to Award 22898 Mini-Bid" below, prior to the "Bid Due Date" for the Mini-Bid.

Link to Award 22898 Mini-Bid: <https://pubsites.commerce.tn.gov/vehicle-lease.html>

Link to Award 22898 Contract Information: <http://www.ogs.tn.gov/purchasing/award/22898.htm>

Vehicle Maintenance Team Email Address: VMT@vmt.tn.gov

- How to submit this form**
- Save this form local workstation to your computer. When using the file name I using the following naming convention for the file name: "22898-1700001-PC-0245-001" (i.e., Award Mini-Bid Contract).
 - Complete all yellow-colored cells in Parts A, B, C of offering Vehicles Built to Specifications, and C of offering Pre-Existing Inventory and pricing offered in response to the Mini-Bid (i.e., Mini-Bid number and price) as indicated in the award information on the "Link to Award 22898 Mini-Bid" below. Failure to enter a response in a yellow-colored cell will result in the Mini-Bid response being deemed non-responsive and in the disqualification of the Mini-Bid response.
 - Email the completed Form B (Class 1-2): Mini-Bid Response, prior to the "Bid Due Date" for the Mini-Bid to the Vehicle Maintenance Team at the email address below, using the following naming convention for the email subject name: "22898-1700001-PC-0245" (i.e., Award Mini-Bid Contract). VMT@vmt.tn.gov
 - Additional guidelines for Form B (Class 1-2): Mini-Bid Response submitted:
 - All responses submitted using a format other than this spreadsheet shall be deemed non-responsive and shall be rejected.
 - Do not add unapproved information to PDF, JPEG or any type of format other than Excel.
 - Do not submit multiple Form B (Class 1-2): Mini-Bid Responses. From email, bid.
 - Do not include notes about the Mini-Bid or other information in the body of the email.

Part A: Mini-Bid and Contractor Information

01 Part A-1: Mini-Bid Questions	Contractor Response
1P Mini-Bid Number (i.e., 1700001): See "Link to Award 22898 Mini-Bid" above.	0289898
1B Is the Mini-Bid for Vehicles to be purchased or leased by the Authorized User? (i.e., will you own and use the vehicle?)	Purchased
1C Are Vehicles Built to Specifications being offered in response to the Mini-Bid? (i.e., will you build and use the vehicle?)	No, Part B of this form has been completed.
1D Are Pre-Existing Inventory Vehicles being offered in response to the Mini-Bid? (i.e., will you build and use the vehicle?)	No, Part C of this form has been completed.
02 Part A-2: Contractor Information	Contractor Response
2P Full Legal Business Name, including DBA (if applicable):	WILLIAMS PERI LOGISTICS
2F State Contract Number (i.e., PC-0245):	PC0245P
2G Federal Acquisition Classification Number (FACN) (i.e., 10-100000):	10-100000
2H North American Industry Classification System (NAICS) (i.e., 44-424000):	4442400007
03 Primary Contact Information	
3F Contact Name:	Joe Muehlen
3G Contact Email:	jmuel@perilogistics.com
3H Contact Phone (10):	615-424-4300
3I Contact Phone (12):	615-424-4300
04 Secondary Contact Information	
4F Contact Name:	Lucretia Conner
4G Contact Email:	lucretia@perilogistics.com
4H Contact Phone (10):	615-424-4300
4I Contact Phone (12):	615-424-4300

Part B: Vehicle(s) Built to Specifications offered for Mini-Bid

05 Part B-1: General Questions (Built to Spec)

5P Do the Vehicles offered meet all Authorized User Specifications for the requested Vehicle? (i.e., make, general specifications, and "Specifications Document" are included with each Mini-Bid posted at the "Link to Award 22898 Mini-Bid" above. A Vehicle offered that does not meet all Authorized User Specifications may be deemed non-responsive and may be rejected.)	Yes
5Q Total estimated number of units also received at Authorized User (other than Rental Order (ARC)) that the delivery will be made:	616 to 100
5R Does the Total Order Date for the Vehicle offered for the Mini-Bid, or "Bid" if you are not yet have an approved by the manufacturer:	03/2023

06 Part B-2: Vehicle Offered (Built to Spec)

6P Model Year (i.e., 2016, 2019):	2019
6Q Make (i.e., Ford, Chevrolet, Dodge):	Ford
6R Model (i.e., Transit, Transit, Transit Connect, and Transit Connect (i.e., SE, LE, SL):	Transit, SL, Crew Cab, Long Box PV
6S Model Code (the OHS code used to identify a particular make of a Vehicle Model):	FD30
6T Does this vehicle have any other make of a Vehicle Model:	None
6U Part Title (i.e., on yellow color and use other than metal):	Full Flat (Question B55)
6V If the vehicle has been included in the awarded lease, what is the Alternative Contract Provider(s), if applicable (enter vendor name):	None

07 Part B-3: Additional Information (Built to Spec)

If applicable, enter any deviations from the Authorized User Specifications, or other additional information applicable to this Mini-Bid. Do not enter information about Options or Alternative Components available for the Vehicle offered, unless it has been included in the Authorized User Specifications.

08 Part B-4: Vehicle Price Worksheet (Built to Spec)

	Price
8P Base Vehicle MSRP:	\$45,535.00
8Q MSRP Vehicle Discount:	\$0.00
8R MSRP Vehicle Charge:	\$25,742.11
8S MSRP Alternative Component Price (if there are no Alternative Components, leave blank):	\$25,742.11
8T Total MSRP Contract Price for the Vehicle:	\$25,742.11
8U Total Number of Vehicles (This quantity should match the quantity specified by the authorized user):	1
8V Total MSRP Contract Price for Vehicles:	\$25,742.11

09 Part B-5: Delivery Price Worksheet (Built to Spec)

# of Vehicles Delivered to Region	Delivery Origin (i.e., on yellow color and use other than metal)	Region Delivered to (i.e., on yellow color and use other than metal)	Delivery Charge for Each Vehicle	Total Delivery Charge for Region
1	US000001	US	\$0.00	\$0.00
1	No Additional Countries	No Additional Regions	\$0.00	\$0.00
1	No Additional Countries	No Additional Regions	\$0.00	\$0.00
1	No Additional Countries	No Additional Regions	\$0.00	\$0.00
1	No Additional Countries	No Additional Regions	\$0.00	\$0.00
1	No Additional Countries	No Additional Regions	\$0.00	\$0.00
1	No Additional Countries	No Additional Regions	\$0.00	\$0.00
1	No Additional Countries	No Additional Regions	\$0.00	\$0.00
Total Number of Vehicles (This quantity should match the quantity specified by the authorized user):	1			Total Delivery Charge for Vehicles:
1				\$0.00
Total MSRP Contract Price for Mini-Bid:				\$25,742.11

Part C: Pre-Existing Inventory Vehicle(s) offered for Mini-Bid

10 Part C-1: General Questions (Pre-Existing)

10P Do the Vehicles offered meet all Authorized User Specifications for the requested Vehicle? (i.e., make, general specifications, and "Specifications Document" are included with each Mini-Bid posted at the "Link to Award 22898 Mini-Bid" above. A Vehicle offered that does not meet all Authorized User Specifications may be deemed non-responsive and may be rejected.)	Yes
10Q Will the Vehicles and pricing offered for the Mini-Bid remain firm and not be withdrawn for at least 90 (ninety) days from the Bid Due Date (i.e., the date indicated in the Mini-Bid response submission deadline, or such other period of time as specified in the Mini-Bid, in accordance with the Contract (see Section C.1 of Procurement Manual, Paragraph C.1.1) "Response to Offer" in 40451-001)?	Yes

11 Part C-2: Additional Information (Pre-Existing)

If applicable, enter any deviations from the Authorized User Specifications, or other additional information applicable to this Mini-Bid. Do not enter information about Options or Alternative Components available for the Vehicle offered, unless it has been included in the Authorized User Specifications.

12 Part C-3: Vehicle and Delivery Price Worksheet (Pre-Existing)

	Price
12P MSRP Contract Price for Mini-Bid:	\$25,742.11

Ref #	Model Year	Make	Model and Title Level	Model Code	Entered Color	Entered Color
001	2019	Ford	Transit	FD30	SL	White
002						
003						
004						
005						
006						
007						
008						
009						
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012						
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Group 40451, Award 22898, Light Duty Vehicles

Form B (Class 1-2): *Mini-Bid Response*

(Revised 11/14/2017)

General Form Instructions

See also Part D of this form, *Charts, Definitions, and Instructions*

This form is to be used by a Contractor to respond to a Mini-Bid for Award 22898 (Class 1 and Class 2 Vehicles). Mini-Bids for Award 22898 are listed at the "Link to Award 22898 Mini-Bids" below. If your business is not an approved Contractor under Award 22898, then your Mini-Bid response shall be rejected (see "Link to Award 22898 Contract Information" below for a list of approved Contractors).

If you are responding to a Mini-Bid with a number starting with the letter "T," and your business is a Contractor under Award 22904 (Class 3 through Class 8 Vehicles), you must respond using Form B (Class 3-8): *Mini-Bid Response*, (see "Vehicle Dealers - How to Sell" at <https://vehicles.nyspro.ogs.ny.gov>).

A Mini-Bid Response for a Lease Vehicle shall only be accepted from a Contractor if OGS has approved the addition of one (1) or more Lease Providers for its Contract (see "Link to Award 22898 Contract Information" below for a list of approved Lease Providers for each Contractor).

A Contractor responding to a Mini-Bid for Award 22898 shall complete Part B of this form to offer Vehicle(s) Built to Specifications, and/or shall complete Part C of this form to offer Pre-Existing Inventory Vehicles. The Type(s) of Vehicles requested by the Authorized User, and the "Bid Due Date" are identified on each Mini-Bid posted at the "Link to Award 22898 Mini-Bids" below.

The Contractor is responsible for reviewing the completed Form B (Class 1-2): *Mini-Bid Response* prior to submittal and ensuring that all necessary fields have been populated correctly. For assistance in completing and submitting this form, please contact the Vehicle Marketplace Team at the Vehicle Marketplace Email Address listed below.

For questions about the Vehicles requested, or to discuss suggested changes to the Authorized User Specifications, please contact the Authorized User identified on the applicable Mini-Bid posted at the "Link to Award 22898 Mini-Bids" below, prior to the "Bid Due Date" for the Mini-Bid.

Link to Award 22898 Mini-Bids: <https://vehicles.nyspro.ogs.ny.gov/vehicle-request-list>

Link to Award 22898 Contract Information: <http://www.ogs.ny.gov/purchase/spg/awards/4045122898can.htm>

Vehicle Marketplace Team Email Address: NYSPro.VehicleMarketPlace@ogs.ny.gov

How to submit this form

1. Save this blank Excel worksheet to your computer. When saving the file, name it using the following naming convention for the file name: "22898-17090001-PC12345.xls" (i.e., Award#-Mini-Bid#-Contract#).
2. Complete all yellow-colored cells in Parts A, B (if offering Vehicles Built to Specifications), and C (if offering Pre-Existing Inventory Vehicles). Drop-down menus are provided for some questions. To use the drop-down, select the yellow-colored cell, click on the small downward-pointing arrow at the bottom right of the cell to see the drop-down list, and select your response. Failure to enter a response in a yellow-colored cell may result in the Mini-Bid response being deemed non-responsive and in the disqualification of the Mini-Bid response.
3. Email the completed Form B (Class 1-2): *Mini-Bid Response*, prior to the "Bid Due Date" for the Mini-Bid, to the Vehicle Marketplace Team at the email address below, using the following naming convention for the email subject name: "22898-17090001-PC12345" (i.e., Award#-Mini-Bid#-Contract#).

Vehicle Marketplace Team Email Address: NYSPro.VehicleMarketPlace@ogs.ny.gov

4. Additional guidelines for Form B (Class 1-2): *Mini-Bid Response* submittal:
 - a) Pricing submitted using a format other than this spreadsheet shall be deemed non-responsive and shall be rejected;
 - b) Do not submit completed worksheets in PDF, JPG or any type of file format other than Excel;
 - c) Do not submit multiple Form B (Class 1-2): *Mini-Bid Responses* in one email; and
 - d) Do not include notes about the Mini-Bid or other information in the body of the email.

Part A: Mini-Bid and Contractor Information		
Q#	Part A-1: Mini-Bid Questions	Contractor Response
1.0	Mini-Bid Number (e.g. 17030001). See "Link to Award 22898 Mini-Bids" above.	19010166
2.0	Is the Mini-Bid for Vehicle(s) to be purchased or leased by the Authorized User? <i>[click on yellow box and use drop-down menu]</i>	Purchased
3.0	Are Vehicle(s) Built to Specifications being offered in response to the Mini-Bid? <i>[click on yellow box and use drop-down menu]</i>	Yes, Part B of this form has been completed.
4.0	Are Pre-Existing Inventory Vehicle(s) being offered in response to the Mini-Bid? <i>[click on yellow box and use drop-down menu]</i>	No, Part C of this form has been left blank.
Q#	Part A-2: Contractor Information	Contractor Response
1.0	Full Legal Business Name, including DBA if applicable	MCFADDEN FORD DBA ED SHULTS FORD LINCOLN
2.0	State Contract Number (e.g., PC12345)	PC67657
3.0	Federal Employer Identification Number / FEIN (e.g. 14-1234567)	160738012
4.0	NYS Vendor ID Number (e.g., 1000012345)	100039506
5.0	Primary Contact Information	
5.1	Contact Name	KAIN C. KOLSTEE
5.2	Contact Email	KAINK@SHULTSAUTO.COM
5.3	Contact Phone (1)	716.664.0220
5.4	Contact Phone (2)	716.485.8806
6.0	Secondary Contact Information	
6.1	Contact Name	KAIN C. KOLSTEE
6.2	Contact Email	KAINK@SHULTSAUTO.COM
6.3	Contact Phone (1)	716.664.0220
6.4	Contact Phone (2)	716.485.8806

Part B: Vehicle(s) Built to Specifications offered for Mini-Bid		
Q#	Part B-1: General Questions (Built to Spec)	Contractor Response
1.0	Does the Vehicle offered meet all Authorized User Specifications for the requested Vehicle? <i>[Note: General specifications, and a "Specifications Document" are included with each Mini-Bid posted at the "Link to Award 22898 Mini-Bids" above. A Vehicle offered that does not meet all Authorized User Specifications may be deemed non-responsive and may be rejected].</i>	Yes
2.0	Enter the estimated number of days after receipt of a Purchase Order (After Receipt of Order ("ARO")) that the delivery will be made.	120
3.0	Enter the Final Order Date for the Vehicle offered for the Mini-Bid, or "TBA" if the date has not been announced by the manufacturer.	TBA
Q#	Part B-2: Vehicle Offered (Built to Spec)	Contractor Response
1.0	Model Year (e.g., 2018, 2019)	2019
2.0	Make (e.g., Ford, Chevrolet, Dodge)	FORD
3.0	Model (e.g., Taurus, Tahoe, Grand Caravan), and Trim Level (e.g., SE, LE, XL)	F-250 XL
4.0	Model Code (the OEM code used to identify a particular subset of a Vehicle Model)	W2B
5.0	Drive Type (e.g., FWD, RWD, AWD, 4WD)	4WD
6.0	Fuel Type <i>[click on yellow box and use drop-down menu]</i>	Flex Fuel (Gasoline/E85)
6.1	If the offered Fuel Type is not included in the drop-down menu, enter it here	
7.0	Aftermarket Components Provider(s), if applicable <i>[enter vendor name]</i>	

Q#	Part B-3: Additional Information (Built to Spec)
	If applicable, enter any deviations from the Authorized User Specifications, or other additional information applicable to this Mini-Bid. Do not enter information about Options or Aftermarket Components available for the Vehicle offered, unless it has been included in the Authorized User Specifications.
1.0	

Q#	Part B-4: Vehicle Price Worksheet (Built to Spec)	Price
1.0	Base Vehicle MSRP	\$43,265.00
2.0	NYS Vehicle Discount	31.63
3.0	Base NYS Vehicle Price	\$29,580.28
4.0	NYS Aftermarket Component Price <i>[If there are no Aftermarket Components, leave blank]</i>	\$0.00
5.0	NYS Contract Price for the Vehicle	\$29,580.28
6.0	Total Number of Vehicles <i>[This quantity should match the quantity specified by the authorized user]</i>	1
7.0	Total NYS Contract Price for Vehicle(s)	\$29,580.28

Q#	Part B-5: Delivery Price Worksheet (Built to Spec)				
	# of Vehicles Delivered to Region	Delivery Origin <i>[click on yellow box and use drop-down menu]</i>	Region Delivered to <i>[click on yellow box and use drop-down menu]</i>	Delivery Charge for Each Vehicle	Total Delivery Charge for Region:
1.1	1	Chautauqua	1	\$0.00	\$0.00
1.2		No Additional Counties	No Additional Regions		
1.3		No Additional Counties	No Additional Regions		
1.4		No Additional Counties	No Additional Regions		
1.5		No Additional Counties	No Additional Regions		
1.6		No Additional Counties	No Additional Regions		
1.7		No Additional Counties	No Additional Regions		
1.8		No Additional Counties	No Additional Regions		
1.9		No Additional Counties	No Additional Regions		
	Total Number of Vehicles <i>[This quantity should match the quantity specified by the authorized user]</i>				Total Delivery Charge for Vehicles
2.0	1				\$0.00

3.0	Total NYS Contract Price for Mini-Bid	\$29,580.28
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Part C: Pre-Existing Inventory Vehicle(s) offered for Mini-Bid	
--	--

Q#	Part C-1: General Questions (Pre-Existing)	Contractor Response
1.0	Do the Vehicle(s) offered meet all Authorized User Specifications for the requested Vehicle? <i>[Note: General specifications, and a "Specifications Document" are included with each Mini-Bid posted at the "Link to Award 22898 Mini-Bids" above. A Vehicle offered that does not meet all Authorized User Specifications may be deemed non-responsive and may be rejected].</i>	

2.0	Will the Vehicle(s) and pricing offered for the Mini-Bid remain firm and not be withdrawn for at least ten (10) calendar days from the first business day immediately following the Mini-Bid response submittal deadline, or such other period of time as specified in the Mini-Bid, in accordance with the Contract (see <i>Section II.12 Procurement Method, Paragraph C5 Timeframe for Offers in Mini-Bids</i>)?	
Q#	Part C-2: Additional Information (Pre-Existing)	
	If applicable, enter any deviations from the Authorized User Specifications, or other additional information applicable to this Mini-Bid. Do not enter information about Options or Aftermarket Components available for the Vehicle offered, unless it has been included in the Authorized User Specifications.	
1.0		
Q#	Part C-3: Vehicle and Delivery Price Worksheet (Pre-Existing)	Price

[If more than fifteen (15) Pre-Existing Inventory Vehicles are being offered for a Mini-Bid, submit an additional completed Form B (Class 1-2): Mini-Bid Response form for the Mini-Bid. Submit both Form Bs following the instructions at the top of this Form, using the following naming convention for the additional Form B "22898-17090001-PC12345-Additional Vehicles" (i.e., Award#-Mini-Bid#-Contract#-Additional Vehicles)].

Ref. #	Model Year	Make	Model and Trim Level	Model Code	Exterior Color	Interior Color
(Example)	2015	Chevrolet	Traverse	CV14526	Blue Metallic	Dark Titanium
001						
002						
003						
004						
005						
006						
007						
008						
009						
010						
011						
012						
013						
014						
015						

ATTACHMENT 13



LETTER OF TRANSMITTAL

DATE: February 7, 2019
SUBJECT: 2019 Right-Of-Way mowing contract
TO: Town of Canandaigua
ATTN: Jim Fletcher, highway superintendent
5440 Routes 5 & 20 West
Canandaigua, NY 14424
FROM: Greg Trost, Assistant Resident Engineer
New York State Department of Transportation
125 Parrish Street
Canandaigua, NY 14424

We are sending you the following:

Table with 3 columns: Copies, Date, Description. Row 1: 1, 2019, Mowing contract.

These are transmitted (as checked below):

Table with 4 columns: For your use, As requested, Reply requested, Call upon receipt. Row 1: X, For approval, For your information, Call upon receipt.

Additional instructions/remarks:

Hi Jim, enclosed is the 2019 mowing contract that NYSDOT would like to continue with your town. If Canandaigua wishes to continue with it this year, please sign the last sheet and return the whole packet back to me, so this contract can go to Farmington for their signature. If you have any questions, please contact me by email at gregory.trost@dot.ny.gov or by telephone at (585) 396-4957. Thank you.

Copy to:

File

Signed by:

Greg Trost, Assistant resident engineer



RIGHT-OF-WAY MOWING CONTRACT

*for Route 332, Towns of Canandaigua and
Farmington, Ontario County*

Contract Period: *May 1, 2019 to November 30, 2019*

Address Inquiries To: *Resident Engineer, Wayne /Ontario Residency*

... CONTRACT THROUGH 2019 SEASON ...

NOTE WELL: The Resident Engineer shall be solely responsible for ensuring that the properly executed Certificates of Insurance are filed with him / her prior to commencement of any work.

CONTRACT PERIOD

The contract covers a period the equivalent of one "Mowing Season" (typically April through October) during calendar year 2019.

PRICE

All prices are net, including all changes allowable for mowing and litter pick up. No additional charges such as mobilization, fuel, dump fees, etc. will be permitted.

TAX PROVISIONS

Purchases made by the State of New York are not subject to state or local sales taxes or federal excise taxes. There is no exemption from paying the New York State truck mileage, unemployment insurance, or federal social security taxes. The official State agency purchase order or voucher is sufficient evidence to qualify the transaction exempt from sales tax under section 116(a)(1), Tax Law. For tax free transactions under the Internal Revenue Code, the New York State registration number is 14740026K.

mowing will generally (but not necessarily) be called for in cycles. Typically, the Resident Engineer or Maintenance Supervisor will arrange with the Town in the early spring for areas to be maintained by contract over the course of the upcoming months. For example, the contractor might be notified in March of a certain tract or parcel that will require regular maintenance beginning May 1. This allows both the NYSDOT and the Town the opportunity to plan and schedule resources in advance for the season. They will then carry out the mowing operation.

SPECIFIC TASK REQUIREMENTS

Kick-Off Meeting

The Town may be required by the Engineer(s) to participate in a "kick-off meeting" to be conducted at the NYSDOT residency; the purpose of which will be to establish "ground rules" regarding issuance of work orders and mutual expectations. This meeting will serve as a forum for each party to get acquainted, and to especially to ask questions of each other. At the conclusion of the "kick-off meeting", the Town should have a clear idea of exactly what the Engineer's expectations are with regard to performance of work so that there will be no misunderstandings. The Kick-Off Meeting should also be utilized to cover safety precautions.

Work Area Safety

The Town shall assume sole responsibility and duty to provide a safe work place for its employees and agrees that the State has no responsibility therefore, and that the Town shall indemnify and hold the State harmless for any claim for damages by employees of the Town against the State alleging that the State failed to provide a safe work area. The Town shall further furnish adequate protective equipment for its employees, and shall ensure that extra quantities are available for official visitors to the work site.

Support Items

The Town shall provide any necessary support items to control and secure the site, and any remote storage and/or staging areas, and flag persons where required. The Town is responsible for the proper erection and safe application and removal of such items.

Interference with Traffic

The Town shall perform all work so as to minimize interference with or delay to vehicular and pedestrian traffic. The Town's maintenance and protection of traffic shall conform to the requirements of the current NYSDOT Standard Specifications. Brief shoulder closures may be necessary to the performance of work under any relevant contract(s). No extra payment will be made for shoulder closures, and necessary shoulder closures must be kept to a minimum. No

on the status of work in progress or scheduled shall be provided by the Town to the Engineer or his designee when requested.

In addition, the Town is to furnish work schedules to the Engineer, if called for, which shall indicate the type of work to be performed, the areas to be worked, and the estimated time to complete the work in each area. Once submitted and approved, the work shall be performed in accordance with the schedule, to facilitate the Department's inspection of work. Changes to the work schedule may be agreed upon in the event that inclement weather conditions prevent the Town from working on any scheduled day. The work schedule shall be in compliance with appropriate sections of Labor Law, and with prevailing Labor Union agreements, if applicable.

DEPARTMENT INSPECTION

The Engineer may designate a Project Inspector(s) to observe the Town's field operations while contract work is being performed, to ensure that work is being progressed in accordance with specifications, terms, and conditions of the contract. When observations indicate improper work or questionable conditions, the Inspector will notify the Town's Quality Control Manager or Field Foreman, and request corrective action. The Department's Project Inspector shall have express authority to order stoppage of work at any time if, in his / her opinion, work is not being performed satisfactorily, or if unsafe working conditions are observed.

SPECIAL REQUIREMENTS AND SPECIFICATIONS

PERMITS

Towns performing work within the State Highway Right-of-Way shall be required to obtain a Highway Work Permit from the Department. The normal permit fees will be waived for Towns under this agreement; insurance requirements as outlined on the permit application PERM 33 will need to be followed. The Highway Work Permit may be obtained from the Resident Engineer, or from the Regional Traffic Engineer in the Rochester Regional Office.

INSURANCE

The Town shall procure and maintain at its own expense and without compensation by the State, until final acceptance by the State of services provided by the contract, insurance for liability for damages imposed by law, of the kinds and in the amounts hereinafter provided, with insurance companies authorized to do such business in the State, covering all operations under the contract. Before commencing work, the Town shall furnish to the Engineer, a certificate or certificates of insurance in form satisfactory to the State showing compliance with this paragraph, which certificate or certificates shall name the State of New York as additional insured, and shall provide that the policies shall not be changed or canceled until thirty day written notice has been given to the State.

disagreement at issue shall be admissible as evidence in any court actions taken with respect to the matter. It is further understood and agreed that any court action shall take place in the City and County of Albany, New York.

ASSIGNMENT OF CONTRACT

Pursuant to §138 State Finance Law, contracts with the State may not be assigned to any third party without the express written consent of the Contracting Agency. It is not our intent to allow assignment of contracts except under extraordinary circumstances. Assignment of the right to receive contract payments only does not require approval. Such assignments of payments should be filed directly with the State Comptroller, and shall in no way relieve the Town of sole responsibility for performance under the terms of this contract.

CONTRACT TERMINATION AND REMEDIES

The contract shall continue to remain in force and effect for the entire Contract Period specified unless terminated sooner in one of the following ways:

1. By Town for cause if the NYSDOT is in material breach of a term or terms of the contract which is/ are not remedied within thirty days of written notice given by the Town to NYSDOT;
2. By NYSDOT for cause if Town is in material breach (see sentence below note 4) of a term or terms of the contract which is / are not remedied within 30 days of written notice given by NYSDOT to the Town;
3. By NYSDOT for convenience whenever such termination shall be determined to be in the State's best interest, or as per Executory Clause contained in Appendix A;
4. By either party upon a mutual determination and agreement that continued performance under the contract is not feasible.

(Note: Refusal of the Town to execute a Project Scope Plan shall not be considered material breach if taking on the work would extend the Town beyond the limits of available resources; nor if he considers the nature of a particular project to be potentially unduly dangerous to his employees; nor if the Town and the Engineer are unable to come to agreement on estimated project acreage.)

In the event under number 4 above, both parties shall immediately be released of any and all further liabilities and/or obligations under the contract.

In the event of termination under numbers 1 or 3 above, the Town is entitled to actual, audit able damages exclusive of manufacturing costs or purchase cost of equipment. Anticipated profits will not be paid under any circumstances.

Mowing equipment, service trucks, and other support vehicles are the only types of equipment that will be permitted on the project site(s). All terrain vehicles or other off-road motorcycle type vehicles will not be permitted. While equipment is idle or not in use, it shall be parked or stored away from the outside shoulder of the roadway in an inconspicuous place behind the guide rail or outside the clear zone and as directed by the Engineer. All equipment and accessory items shall be furnished by the Town and approved by the Engineer.

DAMAGE TO HIGHWAY PROPERTY

The Town shall carry out operations in such a manner so as not to damage the existing ground areas, trees, shrubs, signs, delineator posts or other roadside features. Care shall be taken not to mow during wet conditions where turf damage or ruts may occur. In the event that damage occurs to trees, shrubs, signs, delineator posts or other roadside features, the Town shall repair or replace some in like kind and at the direction of the Engineer at no cost to the Department.

WARNING SIGNS AND DESIGNATED WORK ZONES

The Town shall provide and place warning signs to notify the traveling public of ROW mowing operations. Signs shall be 48" x 48" diamond shaped with black 8" letters on an orange background with a black border, and shall be either vinyl-backed roll-up, aluminum, plastic, fiberglass, or wood of good quality. Mesh type signs will not be allowed. All signage shall be in accordance with Parts 238 and 239 of the NYS Manual of Uniform Traffic Control Devices, or as directed by the Engineer.

There shall be four each of **MOWING AHEAD** signs and four each of **END ROAD WORK** signs to delineate a ROW mowing work zone on a multi-lane median-divided highway. There shall be two each of these signs to delineate a work zone on a highway which is not median-divided. The designated work zone for ROW mowing shall be a maximum of *two miles* in length with warning signs placed *750' prior* to the beginning of the work zone and *750' beyond* the end of the work zone. The Town may establish additional two mile work zones adjacent to the initial work zone to a maximum of *eight miles*, provided that work is being performed in each adjacent work zone. A supplemental plate with the message **NEXT [2,4,6,8] MILES** may be placed below the initial warning sign.

Warning signs on a median-divided highway shall be placed in a dual manner, one on the outside shoulder and one in the median, or inside shoulder of the roadway at both the beginning and end points of the designated work zone(s) for both directions of travel. If the roadway is not a median-divided highway, warning signs shall be placed on the right and left shoulders of the roadway at both the beginning and ending points of the designated work zones for both directions of travel. Warning signs shall also be placed on the entrance ramp of any interchange or roadway intersection that is located within a designated mowing or other work zone and shall be placed on the right shoulder of the ramp or side road *500' prior to the beginning* of the merge area or intersection. Where the length of the entrance ramp is less than 500', warning signs shall be placed at the beginning of the ramp.

EXHIBIT A: NYSDOT RIGHT-OF-WAY MOWING PROJECT SCOPE PLAN for calendar year 2019

Route 332, Ontario County

The parties to this Project Scope Agreement have examined the parcel(s) to be maintained under this Project, which is described as follows:

County: Ontario
Route: 332
Median: Yes

Town	Start reference marker	End reference marker	Total center lane miles
Canandaigua	332 4401 2000	332 4401 2035	3.5
Farmington	332 4401 2035	332 4401 2070	3.5

AGREED TO: Town of CANANDAIGUA		AGREED TO: Town of FARMINGTON	
_____	_____	_____	_____
Town Representative	Date	Town Representative	Date

ESTABLISHED CENTER LINE MILES BASED UPON MEASUREMENT	
_____	_____
NYSDOT Engineer	Date

ATTACHMENT 14

CONFIDENTIALITY AND ASSURANCE AGREEMENT

This Agreement is entered into this 7th day of March, 2019 by and between Rochester Gas and Electric Corporation, a corporation organized and existing under the laws of the State of New York (hereinafter “RGE” or “COMPANY”) and the Town of Canandaigua , a municipality organized and existing under the laws of the State of New York (hereinafter “TOWN”).

WITNESSETH

WHEREAS, COMPANY and TOWN (individually a “Party” and jointly, the “Parties”) desire to enter into certain discussions which are likely to lead to the disclosure of information which is confidential, proprietary and/or commercially sensitive (hereinafter “Information”); and

WHEREAS, COMPANY and TOWN desire to reach an understanding with respect to the disclosure of such Information;

Based on the forgoing, COMPANY and TOWN agree as follows:

1. The Parties agree that the Information shall consist of oral and written communications between the Parties, identified or expressly designated as “Confidential”, which pertain to the transactions contemplated hereunder. Such Information is proprietary and the property of the disclosing Party. The Party receiving such Information shall keep secret such Information using the same degree of care the receiving Party uses in protecting its own proprietary information of a like kind. Such Information shall not be sold, traded, published or otherwise disclosed by the receiving Party to anyone in any manner whatsoever, or photocopied or reproduced in any way, without the prior written consent of the disclosing Party, except as provided herein.
2. The disclosing Party agrees to coordinate and control the disclosure with the receiving Party's representative and to mark Information with the disclosing Party's restrictive legend. If Information is not marked with this legend or is disclosed orally, the disclosing Party agrees to identify Information as confidential at the time of disclosure, and to provide the receiving Party with written confirmation within five (5) business days.
3. Each Party shall have sole reasonable discretion as to what Information will be disclosed to the other Party. This Agreement shall not obligate either Party to disclose any Information to the other Party. Each Party acknowledges the proprietary rights of the other Party in and to the Information.
4. Information may be in the form of documents, magnetic tape, computer disks, or any other form. Information furnished by the disclosing Party shall be used exclusively by the receiving Party in connection with the request for acquisition of various street lights in the TOWN (the “Acquisition”).
5. Subject to paragraph 11, each Party may disclose, discuss or use Information only with those

employees, attorneys or consultants who are directly involved in planning the infrastructure needs of the Acquisition. The receiving Party shall not use the Information for any other purpose or publish, disclose, or otherwise divulge the Information to any person at any time without the prior written consent of an officer of the disclosing Party, except as expressly provided herein. In the event the Information is the subject of a Freedom of Information Law request, the receiving Party shall consult with the disclosing Party, however, the Party subject to the Freedom of Information Law request shall have the final determination of disclosure under the Freedom of Information Law.

6. If required by an order of a court of law, governmental or judicial body, each receiving Party may release to such body Information required by such order, provided that it shall use its best efforts to cause that body to treat such Information in a confidential manner and prevent such Information from becoming part of the public domain. Upon receiving a request for any Information from any court of law, governmental or judicial body, or from any party in any action or proceeding pending before any court of law, governmental or judicial body, each Party shall provide the other Party with notice of said request for Information as soon as reasonably practicable. Each Party shall reasonably cooperate with the other Party in exercising any applicable rights to oppose the disclosure of Information in any such action or proceeding before any such body.

7. Each receiving Party shall, within one (1) month after receiving written notice from the other Party requesting the return of the Information: (a) return to the other Party all Information, including copies made of such Information; and (b) cause to be destroyed all work papers, reports, or other information, in whatever form, including but not limited to documents, magnetic tape, or any other medium, which use or incorporate in any manner whatsoever the Information; however, each Party shall not destroy any Information in violation of any NYS statute, including but not limited to, Arts & Cultural Affairs Law §57-A (The Local Government Records Law).

8. Each Party shall employ procedures to prevent the unauthorized disclosure or use of the Information disclosed hereunder. These procedures shall include those described in paragraph 11 and shall be no less restrictive than the procedures used by each Party to protect its own Information.

9. The provisions of paragraphs 2-8 shall not apply to any Information: (a) which was in the public domain at the time of disclosure hereunder; (b) which thereafter passes into the public domain by acts other than the acts of or caused by the Party receiving said Information; (c) which is disclosed to the receiving Party by a third party, provided that the receiving Party does not know (or has no reasonable basis to know) that the information was received or disclosed unlawfully; (d) which the disclosing Party authorizes disclosure of in writing; or (e) which the receiving Party already possesses.

10. The burden of demonstrating that any Information was in fact disclosed in violation of this Agreement and the date of such disclosure shall rest with the Party asserting a breach of this Agreement. The burden of demonstrating the applicability of any of the exceptions to the confidentiality requirements of this Agreement shall rest with the Party claiming that such exception applies.

11. Each person who will review or discuss the Information on behalf of the receiving Party, other than those individuals designated in paragraph 1 above, shall, prior to such review or discussion, execute an agreement in the form attached hereto as Appendix A and promptly return the signed agreement to the other Party pursuant to paragraph 12. After complying with the provisions of paragraph 7 concerning the return and destruction of Information, the Party so returning and/or destroying Information shall provide the other Party with a verification duly signed by one of its officers in the form attached hereto as Appendix B.

12. Notices to be given pursuant to this Agreement shall be in writing and shall be delivered by certified mail, return receipt requested to RGE, addressed as follows:

Attn: Ron E. Foster
Manager – Marketing & Sales RGE/RGE
P.O. Box 136
18 Link Drive
Binghamton, NY 13902-5224

Or to the TOWN OF CANANDAIGUA addressed as follows:

Cathy Menikotz
Supervisor
5440 Route 5 & 20 West
Canandaigua, New York 14424

13. This Agreement shall be governed by and construed in accordance with the law of the State of New York. For purposes of conflicts of laws issues, this Agreement was negotiated, made, and executed in the State of New York. With respect to any disputes regarding the interpretation or enforcement of, or performance under, this Agreement, each Party consents to the exclusive jurisdiction of the federal and state courts of the State of New York.

14. Each Party agrees that remedies at law may be inadequate to protect the disclosing Party in the event of a breach of this Agreement, and the receiving Party hereby, in advance, agrees to the granting of temporary injunctive relief in favor of the disclosing Party pending the judicial resolution of the issue to prevent the continuation of any such breach without proof of actual damages.

15. This Agreement shall continue for thirty six (36) months from the date of this Agreement, which date shall be the date first-above written on the first page of this Agreement, and may be terminated by either Party upon thirty (30) days' prior written notice to the other. The obligations hereunder shall terminate at the earlier of the expiration of six (6) years from the date of this Agreement or three (3) years from the date of an earlier termination by either Party.

If the foregoing conforms to our agreement, please have a duly authorized representative of TOWN sign below. Upon receipt by COMPANY of an original signed copy of this Agreement, this shall constitute an enforceable contract between the TOWN and COMPANY.

Sincerely,

Tim Heckman
Key Account Management

Agreed this ___ day of March, 2019

TOWN of Canandaigua

By: _____

Name: _____

Title: _____

APPENDIX A

CONFIDENTIALITY AND ASSURANCES AGREEMENT

I have been given a copy of and have reviewed the Confidentiality and Assurances Agreement (the "Agreement") between Rochester Gas and Electric Corporation and the TOWN of Canandaigua, dated as of March __, 2019 and understand the terms of the Agreement. Moreover, I understand that Information, as defined therein, is being provided to me pursuant to the terms and restrictions of the Agreement. I hereby agree to maintain the confidentiality of all Information in accordance with the terms of the Agreement.

By: _____

Name: _____

Title: _____

Date: _____

APPENDIX B

VERIFICATION

Pursuant to the Confidentiality and Assurances Agreement, dated as of the ____ day of March, 2019, between Rochester Gas and Electric Corporation (“RGE” or “COMPANY”) and TOWN of Canandaigua (TOWN) each Party provided to the other Information, as defined in the Agreement, on a confidential basis. The Agreement requires the return of Information and copies of Information as well as the destruction of data using in any way the Information. I hereby certify on behalf of [TOWN /COMPANY], as the case may be, that after a reasonably diligent review of our files and records, including individual employee's files and records, [TOWN / COMPANY] has returned all Information and has destroyed all other information in which [TOWN / COMPANY] used in any way any Information, both in accordance with the terms of the Agreement.

By: _____

Name: _____

Title: _____

Date: _____

ATTACHMENT 15

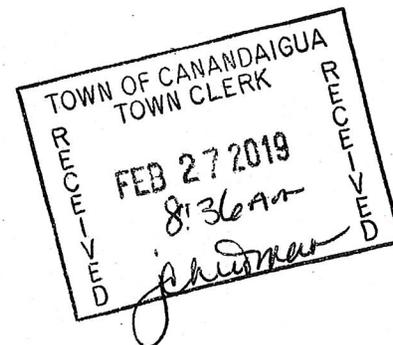
T/O Canandaigua
5440 Route 5+20
Canandaigua, NY 14424
"Sealed Bid for Water Main Materials"
2-27-19 @ 9:00AM

SUBMITTED BY:

CORE & MAIN

1220 BRIGHTON-HENRIETTA TL RD.

ROCHESTER, NY 14623

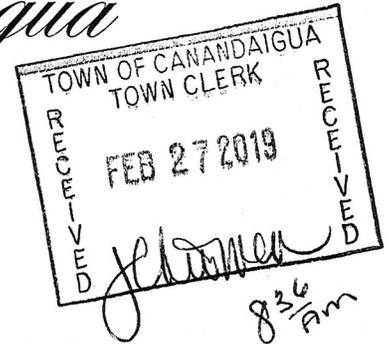


COPY

Town of Canandaigua

5440 Route 5 & 20 West
Canandaigua, NY 14424
(585) 394-3300
FAX (585) 394-3767

Established 1789



ADVERTISEMENT FOR BIDS

PLEASE TAKE NOTICE that pursuant to resolution of the Town Board of the Town of Canandaigua, Ontario County, New York, sealed bids for the purchase of Water Main Materials will be received at the office of the Town Hall at 5440 Route 5 & 20 Town of Canandaigua, Ontario County New York, until 9:00 o'clock AM. (EST) on the day of February 27, 2019 at which time they will be publicly opened and read aloud.

Bids will be submitted in sealed envelopes at the above address and shall bear on the face thereof the name and the address of the bidder.

The items to be bid on will comply with the following general specifications found in the packet of information. Detailed specifications are available to any interested bidder at the office of 5440 route 5 & 20 Canandaigua, NY 14424

The contract for the purchase of the above item will be awarded by the Town Board, Superintendent of Highways and Water to the lowest responsible bidder. The Town of Canandaigua may reject all bids and re advertise for new bids in (his or her/its) discretion.

Jim Fletcher
Highway and Water Superintendent

Dated February 1, 2019

INSTRUCTION TO BIDDERS

The Town of Canandaigua reserves the right to accept or reject any or all bids in the best interest of the Town.

References to trade names are to set standards and not to limit bids. Bidder may offer alternatives with the Highway Superintendent's approval prior to the bid.

Make and model of each component must be stated with bids.

There shall be a one-year warranty {unless otherwise stated} on material and workmanship from first day of use.

The Water Superintendent reserves the right to approve as an equal, or to reject as not being equal, any article the bidder proposes to furnish which contains major or minor variations from the specifications.

Literature and specifications must be enclosed with bid. This includes all shop drawings.

Any exceptions or deviations from these specifications must be stated in writing with bids.

Such materials shall be delivered 30 days following the bid award. All bids must be received on or before Wednesday, February 27th 2019 at 9:00am at the Town Clerk's Office, Town of Canandaigua 5440 route 5 & 20, Canandaigua, NY 14424 at which time they will be opened and publicly read. All bids **MUST** be placed in sealed envelopes marked "Sealed Bid For water main materials" and addressed to the Town Clerk, Town of Canandaigua.

PLEASE USE THIS FORM IN RESPONDING TO THIS BID REQUEST. PRICES MUST BE TYPED IN OR WRITTEN IN USING BLUE INK. THIS BID SHEET MUST BE SIGNED BY ANY AUTHORIZED REPRESENTATIVE OF THE BIDDER. IF ALTERNATE BIDS ARE BEING SUBMITTED, PLEASE COPY AND USE THIS SUBMISSION FORM FOR EACH ALTERNATE BID SUBMITTED. EACH ALTERNATE BID MUST BE IN A SEPARATE SEALED BID PACKET.

<u>QUANTITY</u>	<u>COMMODITY</u>	<u>Lump Sum</u>
One (1) lump sum	Water main pipe and appendages	\$ <u>337,927.00</u>

COMPANY: Core and Main LP

ADDRESS: 1220 Brighton Henrietta Townline Rd.

CITY, STATE, ZIP: Rochester, NY 14623

TELEPHONE #: 585-424-5800 / 944-1511

FAX #: 585-424-7275

SIGNATURE: *Nathan Anello*

PRINTED NAME & TITLE: Nathan Anello - Branch Manager

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid each bidder and each person on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The prices in this bid have been arrived at independently without collusion, Consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor, and
- 3) No attempt has been made or will be made by the bidder to induce any other Person, partnership or corporation to submit or not to submit a bid for the Purpose of restricting competition.

BIDDER NAME: Core and Main LP

ADDRESS: 1220 Brighton Henrietta Townline Rd.

CITY, STATE, ZIP: Rochester, NY 14623

PHONE AND FAX: 585-424-5800 585-424-7275

REPRESENTATIVE'S NAME: Nathan Anello

SIGNATURE:  DATE: 2-27-19

- ITEM # 1 10,000 LF 12" Polyvinyl Chloride (PVC) Pipe conforming to AWWA C-900, minimum class 200 (DR14) with elastomeric gasket joints, integral bell and rubber rings locked in place
\$ 17.58/Ft.
- ITEM # 2 400 LF 14 INCH DR-11 DIP HDPE conforming to AWWA
\$ 36.73/Ft.
- ITEM 2A 400 LF 20 INCH DR-17 HDPE IPS OR DIP
\$ 42.12/Ft.
- ITEM 2B 4 each 14 INCH DIPS SDR 11 BUTT FUSION X MJ ADAPTOR WITH STIFFINER
\$ 280.00/ea.
- ITEM 2C 4 each 14 INCH MECHANICAL JOINT MJ ADAPTOR KIT
\$ 65.00/ea.
- ITEM # 3 27 each Fire Hydrant Units as manufactured in accordance with AWWA C-502, Compression-Type Main Valve Closing with pressure. Hydrant shall be five foot six inch (5'6") bury with break-away Flange construction and six inch (6") mechanical joint inlet. Shoe and inlet shall be epoxy coated. They shall open left, with a one and one-half inch (1-1/2") pentagon operating nut. Hydrant shall be three (3) way with two and one half (2-1/2") hose nozzles and one (1) four and one half inch (4-1/2") pumper connection and have National Standard Threads (NST). Main Valve opening shall be five and one quarter (5-1/4"). The Main Valve seat ring shall be Bronze and screw into the bronze drain ring. Final paint is to be "all RED" painted hydrants. Hydrants shall be the 2019 Mueller centurion fire hydrant 250 A 423
\$ 2,282.00/ea.

- ITEM #4 27 each 6" Anchor Fittings 24" in length. They shall be seal coated, cement lined and provided with a rotating gland. Tyler 5-198
\$ 155.00/ea
- ITEM # 5 27 each Hydrant Tee Fittings 12" x 12" x 6" Mechanical Joint, shall meet AWWA Standard C-111, Specifications, ductile iron, minimum Class 350 fittings shall be cement lined in accordance with AWWA C104. Fitting shall be Tyler 5-625
\$ 375.00/ea.
- ITEM # 6 27 each 6" Gate Valves conforming to AWWA C-509. Valve shall be resilient seating with a urethane rubber fully encapsulated wedge or rubber seat ring, non-rising stem and "O" ring packing. They shall be of the 350 psi test class with a minimum working pressure of 200 psi. Valve shall be epoxy coated on the valve interior. Valve shall open left and have mechanical joint connections on both ends. Valves shall be Mueller A-2360 20
\$ 576.00/ea.
- ITEM # 7 2 each 8" Gate Valves conforming to AWWA C-509. Valve shall be resilient seating with a urethane rubber fully encapsulated wedge or rubber seat ring, non-rising stem and "O" ring packing. They shall be of the 350 psi test class with a minimum working pressure of 200 psi. Valve shall be epoxy coated on the valve interior. Valve shall open left and have mechanical joint connections on both ends. Valves shall be Mueller A-2360 20
\$ 920.00/ea.

ITEM #8 9 EACH 12" Gate Valves conforming to AWWA C-509. Valve shall be resilient seating with a urethane rubber fully encapsulated wedge or rubber seat ring, non-rising stem and "O" ring packing. They shall be of the 350 psi test class with a minimum working pressure of 200 psi. Valve shall be epoxy coated on the valve interior. Valve shall open left and have mechanical joint connections on both ends. Valves shall be Mueller A-2360 20

\$ 1,809.⁰⁰/ea.

ITEM # 9 20 each Valve Box shall be a Screw Type Cast Iron Valve Box, five and one quarter inch (5-1/4") inside diameter. Six foot (6') bury as manufactured by Tyler 666-S or Bibby B-5003-23 with Lid Labeled (Water)

\$ 150.⁰⁰/ea.

ITEM # 10 6 each 8" Retaining Glands - MEGA LUG Series 2008 PV for mechanical joint into pvc pipe. All material shall be Domestic - Foreign Steel WILL NOT be Accepted.

\$ 35.⁰⁰/ea.

ITEM # 11 14 EACH 12" Retaining Glands - MEGA LUG Series 2012 PV for mechanical joint into pvc pipe. All material shall be Domestic

\$ 68.⁰⁰/ea.

ITEM # 12 12 each Curb Box Mueller H-10314 with stainless steel stationary rod, length five feet (5')

\$ 41.⁰⁰/ea.

ITEM # 13 22 each Service Saddles for 12" C-900 PVC Pipe - 1" cc outlet All Bronze
BR2S1314-100-CC

\$ 192.00/ea.

ITEM # 14 6 COIL 1" Type CTS -200 500 FEET PER COIL

\$ 175.00/coil

ITEM #15 6 each Accessories for 8" Fittings Mechanical Joint SBR Gaskets Conforming to
AWWA C-111 Styrene-Butadine Rubber Gaskets with 4-1/2" Fluro
Carbon Bolts

\$ 14.50/ea.

ITEM # 16 54 EACH Accessories for 12" Fittings Mechanical Joint SBR Gaskets Conforming to
AWWA C-111 Styrene-Butadine Rubber Gaskets with 4-1/2" Fluro
Carbon Bolts

\$ 20.00/ea

ITEM # 17 6 each 1" to 3/4" reducers to allow hook into existng old water services
H-15403N 3/4 X 1 inch

\$ 20.00/ea.

ITEM # 18 4 each 14 INCH TO 12 INCH DIP REDUCER TYLER UNION MJ X MJ DOMESTIC

\$ 325.00/ea

ITEM #19 12,000 LINER FEET OF 12 GAUGE COPPER HEAD TRACER WIRE # 1230-HS YELLOW 1000 FOOT LONG

\$.11/Ft. 110.00 Per Thousand

ITWM 19a 12,000 LINER FEET OF DETECTABLE UNDERGROUND WARNING TAPE 6 INCH WIDE

\$.035/Ft. 55⁰⁰ per 500 Foot
24 Rolls \$1,320

ITEM # 20 1 each STAINLESS STEEL TAPPING SLEEVE FOR 12 INCH DIP MUELLER SS H304 FLANGE 13.16-13.56

\$ 1,100.⁰⁰/ea.

ITEM # 21 4 each TYLER UNION 12 INCH DIP MJ X MJ 45 DEGREE ELBOW DOMESTIC

\$ 295.⁰⁰/ea.

ITEM # 22 4 each TYLER UNION 12 INCH DIP MJ X MJ 22.5 DEGREE ELBOW DOMESTIC

\$ 250.⁰⁰/ea.

ITEM # 23 6 each TYLER UNION 12 INCH SOLID SLEEVE COUPLING DOMESTIC

\$ 230.⁰⁰/ea.

ITEM # 24 1 SNAKE BITE LOCKING CONNECTOR 1 BOX OF 100
PART # LCS1230C-BULK

\$ 495.⁰⁰/box of 100

ITEM #25 1 COPPER HEAD SNAKEBITE SOLO-SHOT 1245 EHS 1,000 LINER FEET SPOOL YELLOW

\$.20/ft.



Core & Main LP
1830 Craig Park Court
St Louis, MO 63146

**CERTIFICATE OF AUTHORITY
(Branch Managers/District Managers)**

Name of Company: Core & Main LP f/k/a HD Supply Waterworks, Ltd., a Florida limited partnership

Reference: Contracts, Bids and Related Matters

Date: September 26, 2017

THE UNDERSIGNED DOES HEREBY CERTIFY that I am the President and CEO of Core & Main LP f/k/a HD Supply Waterworks, Ltd. ("Core & Main"), a Florida limited partnership, and am authorized to sign on behalf of Core & Main. As President and CEO, I am authorized to make and deliver this certificate. I do hereby designate each of the branch and district managers of Core & Main as my designees, and authorize each of them to execute and deliver, or cause to be executed and delivered, any and all bids and offers for furnishing materials and/or services, including related non-disclosure agreements, supply agreements, distributor agreements, purchase orders and similar agreements, provided that the annualized bid or contract price is not in excess of \$400,000 (the "Documents"), and to take or cause to be taken any and all actions in connection therewith as such individual or individuals may consider necessary or desirable, with such necessity or desirability being conclusively evidenced by the actions so taken. Further I hereby ratify and approve all previous actions taken with respect to the execution and delivery of such Documents in the name of and on behalf of the company.

The authorization hereunder is effective as of the date hereof, and shall continue until the earlier of the undersigned's revocation of such authorization in writing, or the last date of the applicable employee's employment with the company.

IN WITNESS WHEREOF, the undersigned has executed this instrument as of the 26th day of September, 2017.



Stephen O. LeClair, President and CEO



NATIONAL PIPE & PLASTICS, INC.

American-made products since 1970

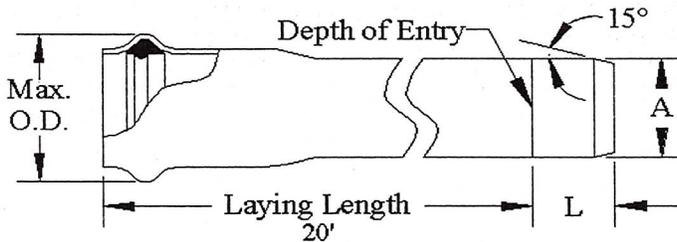
DURA-BLUE®

Corporate Offices
 New York Plant
 3421 Old Vestal Road, Vestal, NY 13850
 800.836.4350 607.729.9381 Fax: 607.729.6130

PVC MUNICIPAL WATER DISTRIBUTION PIPE (4 - 12")

Scope: This submittal designates the general requirements for Unplasticized Polyvinyl Chloride Municipal Water Pipe from compound with a cell classification 12454 as defined in ASTM Standard D-1784.

Pipe: All pipe shall meet the requirements of AWWA C900, UL 1285, FM 1612, CSA B137.3 and BNQ NQ3624-250 Standards, as indicated in the table below, for potable water transmission mains and fire protection systems. Our pipe meets National Sanitation Foundation Standards NSF® 61-G, NSF® 14, NSF® pw-G (Potable Water), and NSF® fs (Underground Fire Service per UL1285 Standard). The gasketed joint shall meet the requirements of ASTM D-3139, and the joint gasket shall conform to ASTM F-477. Pipe shall be furnished in laying lengths of 20' (+/- 1"). Other lengths may be available upon request.



This product is manufactured in alternative colors for specific applications. **Purple** for Reclaimed Water application. Print legend will include the marking "Reclaimed Water". **Green** for Sanitary Sewer Force Main applications. Print legend will include "Force Main". Although manufactured in accordance with the same industrial standards and testing requirements, these products do not bear the NSF, CSA & BNQ Listing Mark, as they are used for different applications.

C-900 Water Pipe Size and Dimensions

Nominal Size (in)	Metric (mm)	Dimension Ratio (DR)	Approvals	Pressure Class (psi)	"A" Average (OD) Outside Diameter	Minimum Wall	Max OD Reference	"L" Dimension (Min/Max)
4	100	25	NSF, CSA	165	4.800	0.192	5.920	4.375
		18	NSF, FM, CSA, BNQ	235		0.267	6.055	-
		14	NSF, FM	305		0.343	6.220	4.625
6	150	25	NSF, CSA	165	6.900	0.276	8.300	5.375
		18	NSF, FM, CSA, BNQ	235		0.383	8.450	-
		14	NSF, FM, CSA, BNQ	305		0.493	8.560	5.875
8	200	25	NSF, CSA	165	9.050	0.362	10.730	6.375
		18	NSF, FM, CSA, BNQ	235		0.503	10.920	-
		14	NSF, FM, CSA, BNQ	305		0.646	11.110	6.875
10	250	25	NSF, CSA	165	11.100	0.444	13.105	7.375
		18	NSF, FM, CSA, BNQ	235		0.617	13.360	-
		14	NSF, FM, CSA, BNQ	305		0.793	13.510	7.875
→ 12	300	25	NSF, CSA	165	13.200	0.528	15.465	7.375
		18	NSF, FM, CSA, BNQ	235		0.733	15.790	-
		→ 14	NSF, FM, CSA, BNQ	305		0.943	16.010	7.875

* FM Approved pipe available upon request.

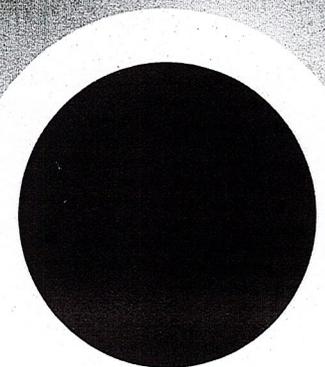


UL1285

PE 4710 DIPS – MUNICIPAL & INDUSTRIAL PIPE

Designed for: Municipal Water, Sewer and Industrial Applications

- Ductile Iron Pipe Size - HDPE
- Black Pipe



Specifications:

- PE 4710 Resin formulation listed in PPI TR4
- Hydrostatic Design Basis: 1600 psi @ 73° F, 1000 psi @ 140° F
- Cell Classification per ASTM D3350 = 445574C and 445576C
- Chlorine Resistance: CC 2 or CC 3 avail. per ASTM F2263
- 4" – 24" pipe: ASTM F714 and AWWA/ANSI C906
- NSF/ANSI Standards: 14 and 61

Pressure Ratings:

If temperatures exceed 80°F, contact Charter Plastics for a working pressure de-rating.

Joining:

Charter Plastics Black DIPS pipe is based on outside diameter. Heat fusion is the preferred method for joining this pipe. All personnel conducting heat fusions should be experienced and follow guidelines published by the pipe manufacturer or by PPI in TR 33.

DIPS may also be joined with OD Mechanical fittings designed for pipe made to ASTM F714 standards.

Never use any lubricant on the pipe. Do not expose the pipe to direct flame.

Installing:

All Charter Plastics DIPS pipe can be direct buried and can be installed with a vibrating plow, pulled or horizontally directionally drilled. Buried pipe must be supported by proper embedment material like sand or gravel. Refer to PPI's "Handbook of Polyethylene Pipe" and follow as local, state or federal guidelines.

To safely handle and store polyethylene, refer to PPI's Material Handling Guide.

***This pipe is not designed for use inside the building or for hot water applications.**

Disinfection:

New water mains and service lines should be disinfected according to AWWA C651. The disinfection should take place after the initial flushing and pressure testing. Prolonged exposure or concentrated levels of disinfection chemicals may cause damage to the inside diameter of the pipe. The disinfection chemicals should never contain more than 12% active chlorine. Charter Plastics recommends the test duration not exceed 24 hours and that upon completion, the system be thoroughly flushed with fresh water.

Testing:

All pipe should be hydrostatically tested after installation.
Pneumatic testing is not recommended.
Refer to PPI's Handbook of Polyethylene Pipe for Guidelines.

Charter Plastics

Polyethylene. Pipe. Partners.



Pipe for a New World.

PE 4710 DIPS – MUNICIPAL & INDUSTRIAL PIPE

Designed for: Municipal Water, Sewer and Industrial Applications

- Ductile Iron Pipe Size - HDPE
- Black Pipe



PIPE SIZE	O.D. ACTUAL		DR 9 PC 250 PSI	DR 11 PC 200 PSI	DR 13.5 PC 160 PSI	DR 15.5 PC 138 PSI	DR 17 PC 125 PSI	DR 21 PC 100 PSI	DR 26 PC 80 PSI	DR 32.5 PC 63 PSI
4"	4.800	MIN WALL	.533	.437	.356	.310	.282	.229		
		NOM. ID.	3.669	3.874	4.045	4.143	4.201	4.315	N/A	N/A
		WEIGHT PER FT	3.130	2.627	2.182	1.919	1.765	1.446		
6"	6.900	MIN WALL	.767	.628	.512	.445	.406	.329		
		NOM. ID.	5.275	5.569	5.815	5.956	6.039	6.203	N/A	N/A
		WEIGHT PER FT	6.468	5.426	4.511	3.966	3.640	2.987		
8"	9.050	MIN WALL	1.006	.823	.670	.584	.533	.431		
		NOM. ID.	6.918	7.305	7.630	7.812	7.920	8.136	N/A	N/A
		WEIGHT PER FT	11.127	9.328	7.744	6.822	6.268	5.133		
10"	11.100	MIN WALL	1.233	1.009	.823	.716	.653	.529	.427	.342
		NOM. ID.	8.485	8.961	9.355	9.582	9.716	9.979	10.195	10.376
		WEIGHT PER FT	16.739	14.027	11.666	10.263	9.419	7.727	6.300	5.089
12"	13.200	MIN WALL	1.467	1.200	.978	.852	.777	.629	.508	.406
		NOM. ID.	10.091	10.656	11.127	11.395	11.553	11.867	12.124	12.339
		WEIGHT PER FT	23.671	19.838	16.487	14.514	13.328	10.926	8.909	7.202
14"	15.300	MIN WALL	1.700	1.391	1.134	.987	.900	.729	.588	.471
		NOM. ID.	11.696	12.351	12.896	13.207	13.392	13.755	14.052	14.302
		WEIGHT PER FT	31.802	26.653	22.157	19.500	17.894	14.678	11.969	9.662
16"	17.400	MIN WALL	1.933	1.582	1.289	1.123	1.024	.829	.669	.535
		NOM. ID.	13.301	14.046	14.667	15.020	15.229	15.643	15.981	16.265
		WEIGHT PER FT	41.132	34.473	28.644	25.220	23.153	18.982	15.481	12.504
18"	19.500	MIN WALL	2.167	1.773	1.445	1.258	1.147	.929	.750	.600
		NOM. ID.	14.907	15.741	16.437	16.833	17.068	17.531	17.910	18.228
		WEIGHT PER FT	51.659	43.298	35.985	31.675	29.066	23.839	19.443	15.686
20"	21.600	MIN WALL		1.964	1.600	1.394	1.271	1.029	.831	.665
		NOM. ID.	N/A	17.436	18.208	18.646	18.905	19.419	19.839	20.191
		WEIGHT PER FT		53.128	44.137	38.864	35.676	29.249	23.856	19.258
24"	25.800	MIN WALL		2.346	1.912	1.665	1.518	1.229	.992	.794
		NOM. ID.	N/A	20.826	21.747	22.271	22.582	23.195	23.696	24.117
		WEIGHT PER FT		75.800	62.997	55.448	50.894	41.726	34.035	27.465

Weight calculations per PPITR7

Charter Plastics, Inc.

221 S. Perry Street

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Titusville PA 16354 USA

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Charter Plastics

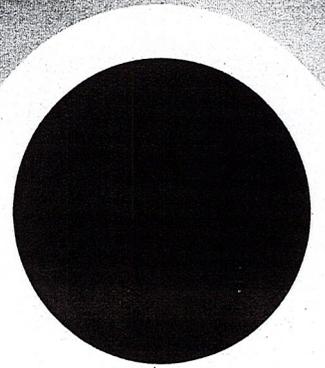
Polyethylene. Pipe. Partners.



PE 4710 IPS – MUNICIPAL & INDUSTRIAL PIPE

Designed for: Municipal Water, Sewer and Industrial Applications

- Iron Pipe Size – HDPE
- Black



Specifications:

- PE 4710 Resin formulation listed in PPI TR4
- Hydrostatic Design Basis: 1600 psi @ 73° F, 1000 psi @ 140° F
- Cell Classification per ASTM D3350 = 445574C and 445576C
- Chlorine Resistance: CC 2 or CC 3 avail. per ASTM F2263
- 3/4" – 3" pipe: ASTM D3035 and AWWA/ANSI C901
- 4" – 24" pipe: ASTM F714 and AWWA/ANSI C906
- NSF/ANSI Standards: 14 and 61

Pressure Ratings:

If temperatures exceed 80°F, contact Charter Plastics for a working pressure de-rating.

Joining:

Charter Plastics Black IPS pipe is based on outside diameter. Heat fusion is the preferred method for joining this pipe. All personnel conducting heat fusions should be experienced and follow guidelines published by the pipe manufacturer or by PPI in TR 33.

IPS may also be joined with OD Mechanical fittings designed for pipe made to ASTM F714 or ASTM D3035 Standards. A stiffener should be inserted when using OD Compression type fittings on pipe < 2'.

Never use any lubricant on the pipe. Do not expose the pipe to direct flame.

Installing:

All Charter Plastics IPS pipe can be direct buried and can be installed with a vibrating plow, pulled or horizontally directionally drilled. Buried pipe must be supported by proper embedment material like sand or gravel. Refer to PPI's "Handbook of Polyethylene Pipe" and follow as local, state or federal guidelines.

To safely handle and store polyethylene, refer to PPI's Material Handling Guide.

***This pipe is not designed for use inside the building or for hot water applications.**

Disinfection:

New water mains and service lines should be disinfected according to AWWA C651. The disinfection should take place after the initial flushing and pressure testing. Prolonged exposure or concentrated levels of disinfection chemicals may cause damage to the inside diameter of the pipe. The disinfection chemicals should never contain more than 12% active chlorine. Charter Plastics recommends the test duration not exceed 24 hours and that upon completion, the system be thoroughly flushed with fresh water.

Testing:

All pipe should be hydrostatically tested after installation.

Pneumatic testing is not recommended.

Refer to PPI's Handbook of Polyethylene Pipe for Guidelines.

Charter Plastics
Polyethylene. Pipe. Partners.



Pipe for a New World.

PE 4710 IPS – MUNICIPAL & INDUSTRIAL PIPE

Designed for: Municipal Water, Sewer and Industrial Applications

- Iron Pipe Size - HDPE
- Black

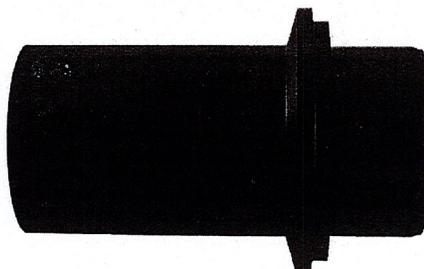
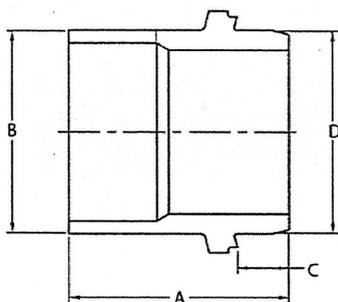


PIPE SIZE	O.D. ACTUAL		DR 7.0 PC 333 PSI	DR 9 PC 250 PSI	DR 11 PC 200 PSI	DR 13.5 PC 160 PSI	DR 15.5 PC 138 PSI	DR 17 PC 125 PSI	DR 21 PC 100 PSI	DR 26 PC 80 PSI	DR 32.5 PC 63 PSI
4"	4.500	MIN WALL	.643	.500	.409	.333	.290	.265	.214		
		NOM. ID.	3.137	3.440	3.633	3.794	3.885	3.938	4.046	N/A	N/A
		WEIGHT PER FT	3.402	2.751	2.305	1.914	1.685	1.550	1.267		
5"	5.563	MIN WALL		.618	.506	.412		.327	.265		
		NOM. ID.	N/A	4.259	4.490	4.690	N/A	4.870	5.001	N/A	N/A
		WEIGHT PER FT		4.118	3.270	2.928		2.366	1.941		
6"	6.625	MIN WALL	.946	.736	.602	.491	.427	.390	.315	.255	
		NOM. ID.	4.619	5.065	5.349	5.584	5.720	5.798	5.957	6.085	N/A
		WEIGHT PER FT	7.374	5.962	4.995	4.154	3.653	3.357	2.746	2.244	
7"	7.125	MIN WALL						.420	.340	.274	
		NOM. ID.	N/A	N/A	N/A	N/A	N/A	6.236	6.404	6.545	N/A
		WEIGHT PER FT						3.881	3.188	2.578	
8"	8.625	MIN WALL	1.232	.958	.784	.639	.556	.507	.411	.332	.265
		NOM. ID.	6.013	6.594	6.963	7.270	7.446	7.550	7.754	7.922	8.063
		WEIGHT PER FT	12.498	10.103	8.469	7.039	6.192	5.683	4.665	3.804	3.065
10"	10.750	MIN WALL	1.536	1.194	.977	.796	.694	.632	.512	.413	.331
		NOM. ID.	7.494	8.219	8.679	9.062	9.279	9.410	9.665	9.873	10.048
		WEIGHT PER FT	19.415	15.695	13.154	10.929	9.632	8.829	7.243	5.909	4.771
12"	12.750	MIN WALL	1.821	1.417	1.159	.944	.823	.750	.607	.490	.416
		NOM. ID.	8.889	9.746	10.293	10.749	11.005	11.160	11.463	11.710	11.919
		WEIGHT PER FT	27.312	22.089	18.507	15.372	13.548	12.427	10.185	8.312	6.701
14"	14	MIN WALL		1.556	1.273	1.037	.903	.824	.667	.538	.457
		NOM. ID.	N/A	10.701	11.301	11.802	12.806	12.253	12.586	12.858	13.086
		WEIGHT PER FT		26.634	22.319	18.541	16.323	14.991	12.288	10.022	8.090
16"	16	MIN WALL		1.778	1.455	1.185	1.032	.941	.762	.615	.492
		NOM. ID.	N/A	12.231	12.915	13.488	13.812	14.005	14.385	14.695	14.957
		WEIGHT PER FT		34.783	29.154	24.214	21.320	19.566	16.044	13.090	10.554
18"	18	MIN WALL		2.000	1.636	1.333	1.161	1.059	.857	.692	.554
		NOM. ID.	N/A	13.760	14.532	15.174	15.539	15.755	16.183	16.532	16.826
		WEIGHT PER FT		44.017	36.881	30.644	26.983	24.771	20.300	16.567	13.370
20"	20	MIN WALL		2.222	1.818	1.481	1.290	1.176	.952	.769	.615
		NOM. ID.	N/A	15.289	16.146	16.860	17.265	17.507	17.982	18.369	18.696
		WEIGHT PER FT		54.337	45.537	37.829	33.312	30.565	25.057	20.453	16.491
22"	22	MIN WALL			2.00	1.630	1.419	1.294	1.048	.846	.677
		NOM. ID.	N/A	N/A	17.760	18.544	18.992	19.257	19.778	20.206	20.565
		WEIGHT PER FT			55.105	45.796	40.308	36.995	30.340	24.748	19.969
24"	24	MIN WALL		2.667	2.182	1.778	1.548	1.412	1.143	.923	.738
		NOM. ID.	N/A	18.346	19.374	20.231	20.718	21.007	21.577	22.043	22.435
		WEIGHT PER FT		78.261	65.584	54.496	47.970	44.037	36.100	29.452	23.747

Weight calculations per PPTR7



Molded Butt Fusion MJ Adapter - DIPS



SDR 9 (Standard Dimension Ratio) 255 PSI (Working Pressure at 73.4° F)

SDR 11 (Standard Dimension Ratio) 200 PSI (Working Pressure at 73.4° F)

with or without SS Stiffeners

Nominal Size	SDR	A	B	C	D	Weight	Item Code With SS / Without
4" DIPS	9	10.25"	4.800"	2.34"	4.800"	3.5 lbs.	100511 / 100509
4" DIPS	11	10.25"	4.800"	2.34"	4.800"	3.2 lbs.	100510 / 100508
6" DIPS	9	11.31"	6.900"	2.34"	6.900"	7.7 lbs.	100519 / 100517
6" DIPS	11	11.31"	6.900"	2.34"	6.900"	6.8 lbs.	100518 / 100516
8" DIPS	9	11.94"	9.050"	2.34"	9.050"	13.0 lbs.	100527 / 100525
8" DIPS	11	11.94"	9.050"	2.34"	9.050"	11.3 lbs.	100526 / 100524
10" DIPS	9	13.56"	11.100"	2.34"	11.100"	22.1 lbs.	100535 / 100533
10" DIPS	11	13.56"	11.100"	2.34"	11.100"	19.9 lbs.	100534 / 100532
12" DIPS	9	13.00"	13.200"	2.34"	13.200"	30.2 lbs.	100543 / 100541
12" DIPS	11	13.00"	13.200"	2.34"	13.200"	25.9 lbs.	100542 / 100540
14" DIPS	11	14.00"	15.300"	2.22"	15.300"	33.1 lbs.	100549 / 100548
16" DIPS	11	14.00"	17.400"	2.22"	17.400"	44.1 lbs.	100553 / 100552
18" DIPS	11	15.22"	19.500"	2.63"	19.500"	66.2 lbs.	100557 / 100556
20" DIPS	11	15.22"	21.600"	2.63"	21.600"	94.8 lbs.	100561 / 100560
24" DIPS	11	15.22"	25.800"	2.63"	25.800"	132.3 lbs.	100565 / 100564





HDPE Fittings Specifications

IntegriFuse fittings are manufactured from 0% recycled materials with black high density bimodal polyethylene copolymer designed for use in, but not limited to, potable water, natural gas, industrial, landfill, oil & gas, and mining applications.

Fittings meet AWWA and ASTM-D2513 & ASTM-D3261 requirements.
IntegriFuse fittings are manufactured with resin having a material designation code of PE 3408, PE3608, PE 4710, and PE 100.

Physical Properties	Metric	English	Comments
Density	.959 g/cm ³	0.0346 lb/in	Black: ASTM D4883
Environmental Stress Crack Resistance	>= 5000 hour	>= 5000 hour	Condition C; ASTM D1693
Carbon Black Loading	2.30%	2.30%	ASTM D1603
Melt Flow	8.00 g/10 min @Load 21.6 kg, Temperature 190 °C	8.00 g/10 min @Load 47.6 lb, Temperature 374 °F	ASTM D1238
Mechanical Properties	Metric	English	Comments
PENT	>= 10000 hour	>= 10000 hour	Notched Tensile; ASTM F1473
Hardness, Shore D	66.0	66.0	ASTM D2240
Tensile Strength at Break	37.9 MPa	5500 PSI	2 in/min; ASTM D638
Tensile Strength Yield	24.99 MPa	3625 PSI	2 in/min; ASTM D638
Elongation at Break	>= 600%	>= 600%	2 in/min; ASTM D638
Flexural Modulus	1.03 GPa	150 KSI	2% Secant-Method; ASTM D790
Izod Impact, Notched	4.81 J/cm	9.00 ft-lb/in	ASTM D256
Hydrostatic Design Basis	6.89 MPa	1000 PSI	At 60 °C; ASTM D2837
	11.0 MPa	1600 PSI	Room Temp; ASTM D2837
Thermal Properties	Metric	English	Comments
Vicat Softening Point	126 °C	259 °F	ASTM D1525
Brittleness Temperature	, = -118 °C	<= -180 °F	ASTM D746
Decomposition Temperature	>= 220 °C	>= 428 °F	Thermal Stability; ASTM D2513
Descriptive Properties	Metric	English	Comments
Cell Classification		445574C	ASTM D3350
Process		Injection Molding	

Certificate of Conformance

Birmingham Fastener Manufacturing

931 Avenue W, Ensley
Birmingham, Alabama 35214
(205) 595-3512

Customer CORE & MAIN Date February 1, 2019

Item Description

Description 3/4"-10 Fluorocarbon Coated T-Head Bolts Mfg Mark (B)
Specification ANSI/AWWA C111/A21.11-07 Coating Fluorokote #1

Raw Material Analysis

Grade ASTM A242 Modified
Yield Strength 45,000 psi Minimum Elongation in 2" 20% Minimum
C 0.20 max Mn 1.25 max S 0.05 max Ni 0.25 min Cu 0.20 min
Combined (Ni + Cu + Cr) 1.25 min

Mechanical Properties

Proof Load 13,500 lbf minimum - 10 seconds minimum
Deformation 0.002/unit length maximum
PROOF LOAD BASED ON 45,000 PSI

Coating Analysis

Coefficient of Friction 0.02 - 0.10 Thickness 0.0005 - 0.0025 in.
Continuous Use Temperature -420°F - 500°F Tensile Strength 2,000 - 4,000 psi
Corrosion Resistance (Salt Spray ASTM B117) Up to 4,000 hrs

This information represents the minimum requirements of the described material. The referenced product will be in full compliance with ANSI/AWWA C111/A21.111.07 specification

Authorized Signature Adam Hale DATE 3/21/2016
Adam Hale
Sales

CHAMPION SALES & MANUFACTURING, INC.

Certification Provided To: HD Supply Waterworks
Attn: Nathan Annello

STANDARD MECHANICAL JOINT and ****TRANSITION** GASKETS: SBR

ANSI/AWWA C111/A21.11-*

Gasket dimensions conform to the drawings set forth under above noted standard. Markings include size, mold number, gasket manufacturer's mark (*champion/csm*), country where molded, and product identification letters. Markings are not on the sealing surface.

Gasket material is vulcanized **styrene butadiene rubber (SBR)**. This compound is not the standard material and has been requested by the purchaser. Gaskets are free of foreign materials, porous areas, or other defects that make them unfit for the intended use.

Gaskets are manufactured under quality control standards maintained by the manufacturer and raw materials manufacturers. Appropriate documentation is maintained by the manufacturer.

Properties of the SBR rubber and test methods are:

Property	ASTM Test Method	Required Value
Hardness, Shore "A"	D2240*	75 (+-5)
Minimum Tensile	D412*	1500 psi (10MPa)
Minimum Elongation	D412*	150 %
Minimum Aging	D572*	60 %
Maximum Compression Set	D395, Method B*	20 %
Resistance to surface ozone cracking	D1149*	No cracking

*Current Revision

Champion maintains a quality assurance program and manual that is reviewed and updated on an ongoing basis to ensure product quality. We require our vendors to maintain quality assurance programs and submit lab testing documentation with each shipment. In addition, Champion does in house testing and submits to random testing by Underwriters Laboratories, Inc. We are recognized under the component program of Underwriters Laboratories, Inc. ANSI/NSF Standard 61 upon request.

***Transition gasket standards are not addressed under the ANSI/AWWA C111/A21.11-*. Transition gaskets manufactured by Champion follow the guidelines and standards for Standard Mechanical Joint Gaskets.*

All of our products are manufactured in the USA and are marked in accordance with above noted standards. These gaskets meet the "Buy American" clause of The American Recovery and Reinvestment Act of 2009.



P.O. BOX 1279
Pinehurst, TX 77362
32510 Decker Prairie Rd
Magnolia, TX 77355

PHONE (281) 356-6162
FAX (281) 259-8104
E-MAIL champion@championgaskets.com
WEB SITE <http://www.championgaskets.com>

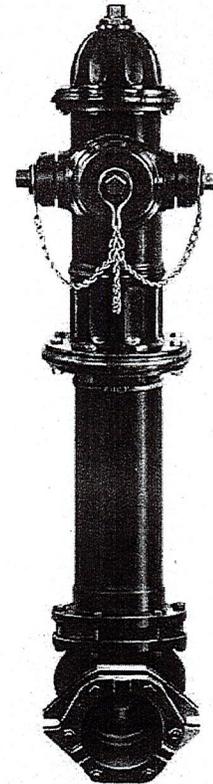
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MUELLER® SUPER CENTURION® FIRE HYDRANT

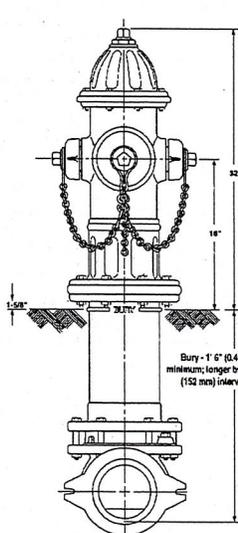
Rev. 6-15 Shaded area indicates changes

- Super Centurion 250™ catalog numbers
 - UL 246, FM 1510 ANSI/AWWA C502 250 psi rated
 - A421 4-1/2" main valve opening 3-way (2 hose nozzle / 1 pumper nozzle)
 - A423 5-1/4" main valve opening 3-way (2 hose nozzle / 1 pumper nozzle)
 - A454 5-1/4" main valve opening 3-way (3 hose nozzle) *
 - A455 5-1/4" main valve opening 4-way (4 hose nozzle) *
 - A458 5-1/4" main valve opening 4-way (3 hose nozzle / 1 pumper nozzle) *
 - A459 5-1/4" main valve opening 4-way (2 hose nozzle / 2 pumper nozzle)**
 - * Hose Gate Valves required on FM Approved Models
 - ** A459 is UL Listed and ANSI/AWWA C502
- Super Centurion 350™ catalog number
 - UL 246, FM 1510 ANSI/AWWA C502 350 psi rated
 - A423 5-1/4" main valve opening 3-way (2 hose nozzle / 1 pumper nozzle)
 - A421 4-1/2" main valve opening 3-way (2 hose nozzle / 1 pumper nozzle)
- Super Centurion 200™ catalog numbers
 - UL 246, FM 1510 ANSI/AWWA C502 200 psi rated
 - A-433 4-1/2" main valve opening 2-way (2 hose nozzle)
 - A-435 5-1/4" main valve opening 2-way (2 hose nozzle)
 - ANSI/AWWA C502 200 psi rated
 - A-420 4-1/2" main valve opening 2-way (2 hose nozzle)
 - A-424 4-1/2" main valve opening 1-way (1 pumper nozzle)
 - A-422 5-1/4" main valve opening 2-way (2 hose nozzle)
 - A-425 5-1/4" main valve opening 2-way (2 pumper nozzle)
 - A-423 5-1/4" main valve opening 3-way (1 hose nozzle / 2 pumper nozzle)
- 10 year limited warranty on material and workmanship
- Meets all applicable parts of ANSI/AWWA C502 Standard
- Post type dry barrel design
- Dry top design with O-ring sealed oil reservoir
- Traffic feature with stainless steel safety stem coupling
- Compression-type main valve closes with pressure for positive seal; it is made of rubber and is conveniently reversible providing a spare for long service life
- Operating nut available in wide variety of shapes and sizes-open left or right
- Field replaceable hose and pumper nozzles
- Hose and pumper nozzles have large radius, full flow openings for low friction loss
- Contoured shoe is designed for full flow
- Dual bronze drain valves provide effective barrel drainage
- 350 psig (2400 kPa/24 barg) maximum working pressure, 700 psig (4800 kPa/48 barg) static test pressure; 250 psig (1725 kPa/17 barg) maximum working pressure, 500 psig (3450 kPa/35 barg) static test pressure; 200 psig (1400 kPa/14 barg) maximum working pressure, 400 psig (2800 kPa/28 barg) static test pressure

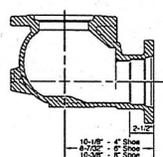


- 5 1/2' Bury
- open left
- Red

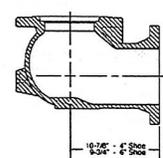
Dimensions



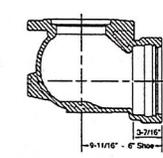
→ Mechanical joint standard and D-150



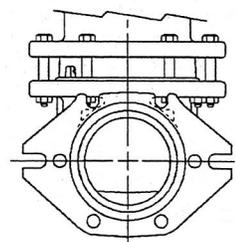
Flange
ASME B16.1 Class 125
PN 10/16 Drilling



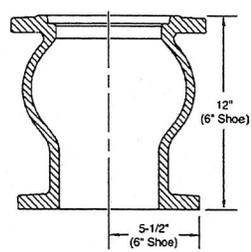
Slip-on



Non-rotating bolt design: cast-in pads eliminate need for anti-rotation bolts.
Front view detail of Mechanical joint (Standard only)



Vertical Flange
ASME B16.1 Class 125
PN 10/16 Drilling



MUELLER® SUPER CENTURION® FIRE HYDRANT PARTS

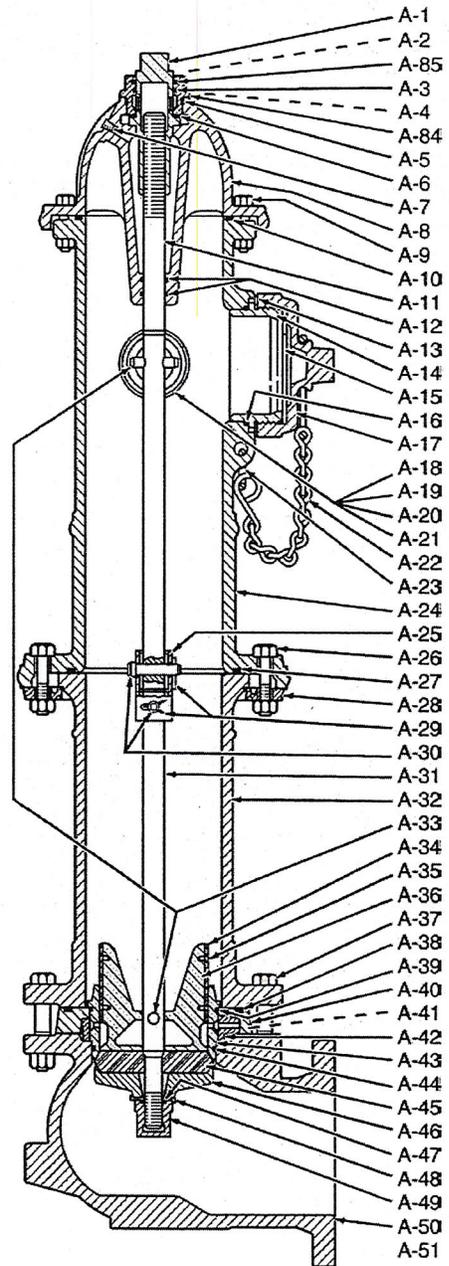
Mueller Co.

9.7

Shaded area indicates changes Rev. 4-14

MUELLER Super Centurion Fire Hydrant Parts

Catalog Part Number	Description	Material	Material Standard
A-1	Operating Nut	Bronze	ASTM B584
A-2	Weather Cap (not shown - used only on pre-1998 models)	Cast Iron	ASTM A126 CL.B
A-3	Hold Down Nut O-ring	Rubber	ASTM D2000 - BUNA N
A-4	Hold Down Nut (not shown - used only on pre-1998 models)	Bronze	ASTM B584
A-5	Bonnet O-ring	Rubber	ASTM D2000 - BUNA N
A-6****	Anti-friction Washer	Acetal	-
A-7	Oil Plug	Brass	ASTM B16
A-8	Bonnet	Cast Iron	ASTM A126 CL.B
A-9	Bonnet Bolt and Nut	Steel	SAE J429 Grade 2*****
A-10	Bonnet O-ring (1997 and newer 3-way models; all pre-1997 models and 1-way and 2-way models have flat gasket)	Rubber	ASTM D2000 - BUNA N
A-11	Upper Stem	Steel	ASTM A576 GR.B
A-12	Stem O-ring	Rubber	ASTM D2000 - BUNA N
A-13	Nozzle Lock	Stainless Steel	ASTM A276
A-14	Pumper Nozzle	Bronze	ASTM B584
A-15	Pumper Nozzle Gasket	Rubber	ASTM D2000 - Neoprene
A-16	Pumper Nozzle O-ring	Rubber	ASTM D2000 - BUNA N
A-17	Pumper Nozzle Cap	Cast Iron	ASTM A126 CL.B
A-18	Hose Nozzle	Bronze	ASTM B584
A-19	Hose Nozzle Gasket	Rubber	ASTM D2000 - Neoprene
A-20	Hose Nozzle O-ring	Rubber	ASTM D2000 - BUNA N
A-21	Hose Nozzle Cap	Cast Iron	ASTM A126 CL.B
A-22	Cap Chain	Steel	Plated
A-23	Chain Ring	Steel	Plated
A-24	Upper Barrel Less Nozzles	Cast Iron	ASTM A126 CL.B
A-25	Safety Coupling	Stainless Steel	ASTM A890
A-26	Safety Flange Bolt and Nut	Steel***	SAE J429 Grade 2*****
A-27	Safety Flange O-ring (1997 and newer models; pre-1997 models have a flat gasket)	Rubber	ASTM D2000 - BUNA N
A-28	Safety Flange	Cast Iron	ASTM A126 CL.B
A-29	Cotter Pin	Stainless Steel	ASTM A276
A-30	Clevis Pin	Stainless Steel	ASTM A276
A-31	Lower Stem	Steel	ASTM A576 GR.B
A-32	Lower Barrel	Cast Iron	ASTM A126 CL.B
A-33	Stem Pen	Stainless Steel	ASTM A276
A-34	Drain Valve Facing	Plastic	-
A-35	Drain Valve Screw	Stainless Steel	ASTM A276
A-36	Upper Valve Plate (includes A-34 and A-35)	Bronze	ASTM B584
A-37	Shoe Bolt and Nut	Steel***	SAE J429 Grade 2*****
A-38	Drain Ring Housing O-ring (1997 and newer models; pre-1997 models have a square gasket)	Rubber	ASTM D2000 - BUNA N
A-39	Seat Ring Top O-ring	Rubber	ASTM D2000 - BUNA N
A-40	Drain Ring Housing	Cast Iron	ASTM A126 CL.B
A-41	Drain Ring Housing Bolt and Nut (not shown - used only on pre-1997 model hydrants)	Steel	ASTM A307 Plated
A-42	Drain Ring	Bronze	ASTM B584
A-43	Seat Ring	Bronze	ASTM B584
A-44	Seat Ring Bottom O-ring	Rubber	ASTM D2000 - BUNA N
A-45*****	Reversible Main Valve* (1997 and newer models only; pre-1997 models use reversible main valve and lower valve plate - not shown)	Rubber	ASTM D2000 - SBR
A-46	Lower Valve Plate (1997 and newer models for reversible main valve; pre-1997 models have non-reversible main valve - not shown)	Cast Iron	ASTM A126 CL.B
A-47	Cap Nut Seal	Rubber	ASTM D2000 - Natural
A-48	Lock Washer	Stainless Steel	ASTM A276
A-49	Lower Valve Plate Nut	Cast Iron	ASTM A126 CL.B
A-50	Shoe**	Cast Iron	ASTM A536
A-84	Hold Down Nut	Bronze	ASTM B584
A-85	Weather Seal	Rubber	ASTM D2000 - EPDM
A-51	10.5 ounce Hydrant Lubricating Oil	-	-



* Pre-1997 models may be upgraded to use the reversible main valve by also replacing the lower valve plate with the 1997 model.

** 6" MJ shoe is Ductile Iron, ASTM A536

*** Stainless steel Type 304 and 316 available as an option

**** For 350 psig option, A-6 is a roller thrust bearing, Steel

***** For 350 psig option, A-45 is Rubber ASTM D2000 reinforced Cast Iron ASTM A126 CL.B

***** For 350 psig option, A-9, 27, and 37, are Steel SAE J429 Grade 5

SEE PAGE 9.28 FOR ORDERING INSTRUCTIONS

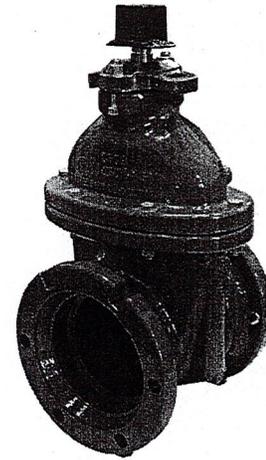
10.30



2" - 12" A-2362 RESILIENT WEDGE GATE VALVES - M.J. x M.J.

Rev. 5-18 Shaded area indicates changes

- Catalog number–
 - A-2362-20** Mechanical joint ends (with accessories unassembled)
 - A-2362-23** Mechanical joint ends (less accessories)
 - A-2362-25** Mechanical joint ends (with transition gaskets accessories unassembled)
- Sizes – 2", 3", 4", 6", 8", 10", 12"
- Meets or exceeds all applicable requirements of ANSI/AWWA C509, UL 262 Listed, FM 1120/1130 Approved, and certified to ANSI/NSF 61 & 372
- Standard mechanical joint ends comply with ANSI/AWWA C111
- Iron body with nominal 10 mils Mueller Pro-Gard® Fusion Bonded Epoxy Coated interior and exterior surfaces
- Epoxy coating meets or exceeds all applicable requirements of ANSI/AWWA C550 Standard
- Iron wedge, symmetrical and fully encapsulated with molded rubber; no exposed iron
- Non-rising stem (NRS)
- Triple O-ring seal (2 above the thrust collar and 1 below)
- 2" square wrench nut – open left or open right
- 350 psig (2400 kPa/24 barg) maximum working pressure; 700 psig (4800 kPa/48 barg) static test pressure
- UL Listed, FM Approved: 350 psig (2400 kPa/24 barg)
- Designed for potable water applications



A-2362-20 shown

-Open left

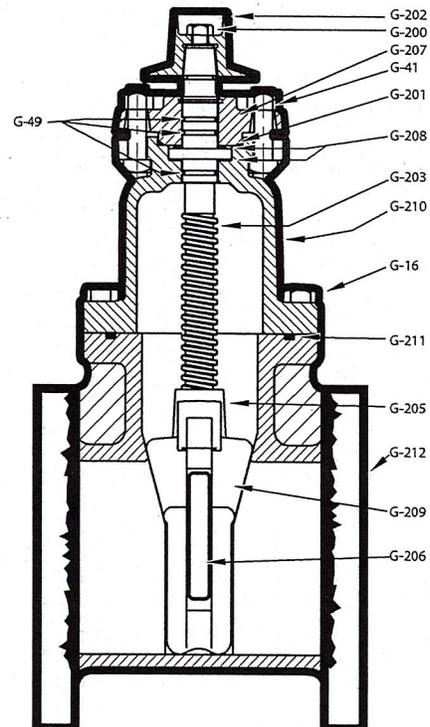
Options

See page 10.54 for more information on Resilient Wedge Gate Valve options

- Position indicators
- Low zinc, silicon bronze ASTM B98-C66100/H02 stem
- Stainless steel stem: Type 304, Type 316
- Handwheel
- EPDM Disc and o-ring

Resilient wedge gate valve parts

Catalog Part Number	Description	Material	Material Standard
G-16	Bonnet Bolts & Nuts	316 Stainless Steel	ASTM F593 (bolt) ASTM F594 (nut)
G-41	Stuffing Box Bolts & Nuts	316 Stainless Steel	ASTM F593 (bolt) ASTM F594 (nut)
G-49	Stem O-rings (3)	Nitrile	ASTM D2000
G-200	Wrench Nut Cap Screw	316 Stainless Steel	ASTM F593
G-201	Stuffing Box O-ring	Nitrile	ASTM D2000
G-202	Wrench Nut	Ductile Iron	ASTM A536 ▼
G-203	Stem	Bronze	ASTM B138
G-204	Hand Wheel (not shown)	Cast Iron +	ASTM A126 CL.B
G-205	Stem Nut	Bronze	ASTM B584
G-206	Guide Cap Bearings	Acetal	-
G-207	Stuffing Box with dirt seal	Ductile Iron Nitrile	ASTM A536 ▼ ASTM D200
G-208	Anti-friction Washers (2)	Acetal	-
G-209	Wedge, Rubber Encapsulation	Ductile Iron* SBR	ASTM A536 ▼ ASTM D2000
G-210**	Bonnet	Ductile Iron	ASTM A536 ▼
G-211**	Bonnet O-ring ++	Nitrile	ASTM D2000
G-212**	Body	Ductile Iron	ASTM A536 ▼



*Fully encapsulated in molded rubber with no iron exposed;

▼ Material strength ASTM A536 65-45 minimum

+ Manufacturer's option to change material to ductile iron ASTM A536

++ 2"-3" valves use a bonnet gasket

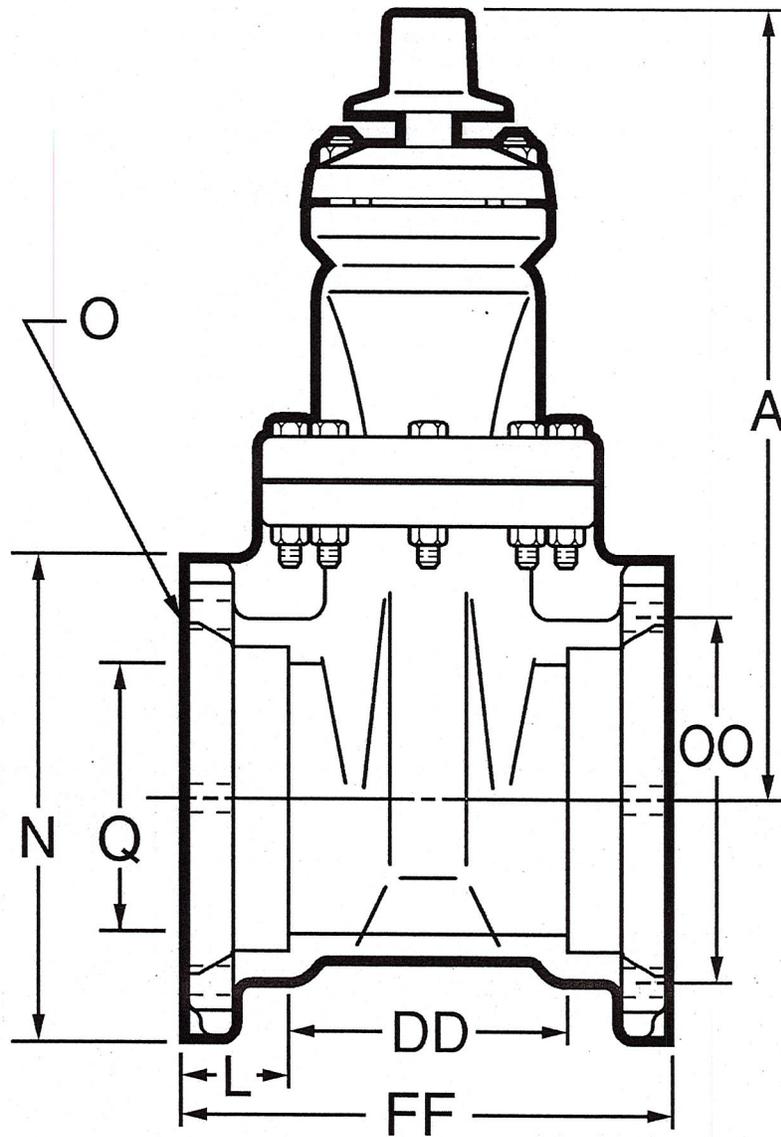
SEE PAGE 10.57 FOR ORDERING INSTRUCTIONS

**2"- 12" A-2362 RESILIENT WEDGE
GATE VALVES - M.J. x M.J.**



10.31

Shaded area indicates change Rev. 2-17



Dimensions

Dimension	Nominal Size						
	2"	3"	4"	6"	8"	10"	12"
A	9.88	12.38	14.9	18.00	21.50	25.50	28.62
FF	8.50	9.62	10.00	11.60	12.68	14.88	15
L	2.50	2.50	2.50	2.50	2.50	2.50	2.50
N	4.62	7.50	9.12	11.12	13.37	15.62	17.88
O (number and size of holes)	4-.88	4-.88	4-.88	6-.88	6-.88	8-.88	8-.88
DD	3.50	4.62	5.00	6.60	7.68	9.88	10
Q	2.30	3.30	4.30	6.30	8.30	10.30	12.30
OO (bolt circle diameter)	4.75	6.19	7.50	9.50	11.75	14.00	16.25
Turns to open	8	11	14	20.5	26.5	33.0	38.5
Weight*	40	83	120	186	280	405	540

*All dimensions are in inches. All weights include accessories are in pounds and are approximate.

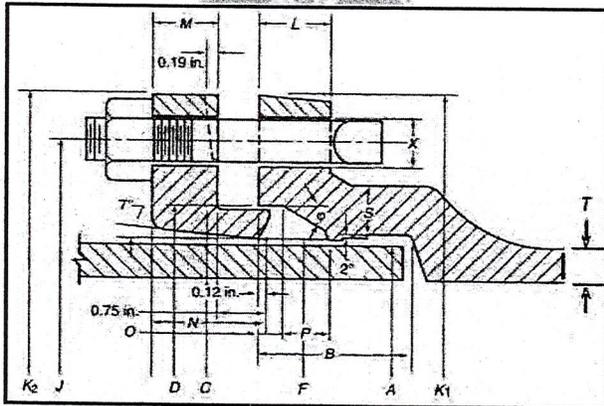


**23U - Mechanical Joint
ANSI/AWWA C153/A21.53
Compact Ductile Iron Fittings**
Revised 4/2014

DOMESTIC PRODUCT SUBMITTAL

Current Revisions Apply for all Listed Standards

- SIZES:**..... 2" through *64" (2" not included in ANSI/AWWA C153)(*Contact Tyler Union for 54"-64" information)
- STANDARDS:**..... ANSI/AWWA C153/A21.53, NFPA 13/24, 3"-12" UL and 3-10"FM listed & approved (File - Tyler Union)
Cast of ASTM A536 qualified ductile iron. Date code is cast on and required for traceability.
- PRESSURE RATING:**.... *Flanged fittings rated at 250 psi. Mechanical joints 2" - 24" rated at 350 psi and 30" - 48" at 250 psi.
*Note: With the use of rubber annular ring flange gasket, 2" - 24" fittings can be rated at 350 psi.
Note: Wyes over 16" are not pressure rated. Contact Tyler Union for rating in your application.
- DEFLECTION:**..... Max joint deflection 2"- 12", 5° and 14"- 48", 3°. Reduces by 50% at nominal pipe & fitting diameters
- NSF-61 & NSF-372:**..... Meets all requirements including Annex G, Tyler Union's Underwriters Laboratory listing MH16439.
- ASPHALTIC COATING:** Per ANSI/AWWA C104/A21.4 and ANSI/AWWA C153/A21.53.
- CEMENT LINING:**..... Per ANSI/AWWA C104/A21.4, with double cement lining available upon request.
- EPOXY COATING:**..... Fusion bonded epoxy per ANSI/AWWA C116/A21.16. Additional coatings available upon request.
- BARE:**..... Available upon request
- FASTENERS:**..... Per ANSI/AWWA C111/A21.11 and/or ASTM A242 high strength low alloy weathering steel
- INSTALLATION:**..... Per AWWA C600 and C651 using pipe conforming to ANSI/AWWA C151/A21.51 or AWWA C900/905.



ANSI/AWWA C153/A21.53 - Compact Flange					
Nominal Thickness Dimensions in Inches (T = +/- .060")					
Size	T	Size	T	Size	T
3	.60	10	.75	18	.93
4	.63	12	.81	20	.96
6	.63	14	.87	24	1.00
8	.70	16	.90	36	1.10

Size Inches	MECHANICAL JOINT - NOMINAL JOINT DIMENSIONS IN INCHES													BOLTS	
	A Dia. DI Pipe	B Hub Depth	C Dia. GLAND	D Dia.	F Dia.	J Dia. GLAND	K ¹ Dia.	K ² Dia. GLAND	L	M GLAND	S	T	X	Size	Qty.
2	2.51	2.50	3.50	3.60	2.61	4.75	6.19	6.89	0.58	0.62	0.36	0.30	3/4	5/8x3.0	2
3	3.96	2.50	4.84	4.94	4.06	6.19	7.62	7.69	0.58	0.62	0.39	0.33	3/4	5/8x3.0	4
4	4.80	2.50	5.92	6.02	4.90	7.50	9.06	9.12	0.60	0.75	0.39	0.34	7/8	3/4x3.5	4
6	6.90	2.50	8.02	8.12	7.00	9.50	11.06	11.12	0.63	0.88	0.43	0.36	7/8	3/4x3.5	6
8	9.05	2.50	10.17	10.27	9.15	11.75	13.31	13.37	0.66	1.00	0.45	0.38	7/8	3/4x4.0	6
10	11.10	2.50	12.22	12.34	11.20	14.00	15.62	15.62	0.70	1.00	0.47	0.40	7/8	3/4x4.0	8
12	13.20	2.50	14.32	14.44	13.30	16.25	17.88	17.88	0.73	1.00	0.49	0.42	7/8	3/4x4.0	8
14	15.30	3.50	16.40	16.54	15.44	18.75	20.31	20.25	0.79	1.25	0.55	0.47	7/8	3/4x4.5	10
16	17.40	3.50	18.50	18.64	17.54	21.00	22.56	22.50	0.85	1.31	0.58	0.50	7/8	3/4x4.5	12
18	19.50	3.50	20.60	20.74	19.64	23.25	24.83	24.75	1.00	1.38	0.68	0.54	7/8	3/4x4.5	12
20	21.60	3.50	22.70	22.84	21.74	25.50	27.08	27.00	1.02	1.44	0.69	0.57	7/8	3/4x4.5	14
24	25.80	3.50	26.90	27.04	25.94	30.00	31.58	31.50	1.02	1.56	0.75	0.61	7/8	3/4x5.0	16
30	32.00	4.50	33.29	33.46	32.17	36.88	39.12	39.12	1.31	2.00	0.82	0.66	1-1/8	1x6.0	20
36	38.30	4.50	39.59	39.76	38.47	43.75	46.00	46.00	1.45	2.00	1.00	0.74	1-1/8	1x6.0	24
42	44.50	4.50	45.79	45.96	44.67	50.62	53.12	53.12	1.45	2.00	1.25	0.82	1-3/8	1-1/4x6.5	28
48	50.80	4.50	52.09	52.26	50.97	57.50	60.00	60.00	1.45	2.00	1.35	0.90	1-3/8	1-1/4x6.5	32

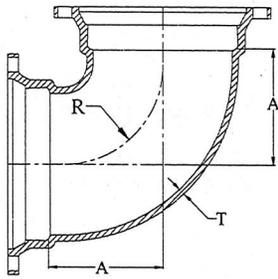
Tyler Union Waterworks Contact Information

Tyler: 11910 CR 492 • Tyler, Texas 75706 • (800) 527-8478
Anniston: 1501 W 17th St. • Anniston, AL 36201 • (800) 226-7601
Corona: 1001 El Camino Ave. • Corona, CA 92879 • (866) 527-8471

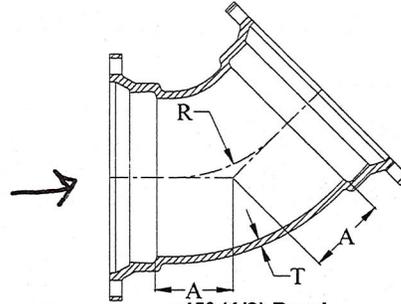


**MECHANICAL JOINT C153 DUCTILE IRON
COMPACT FITTINGS
UL and FM Listed**

Bends



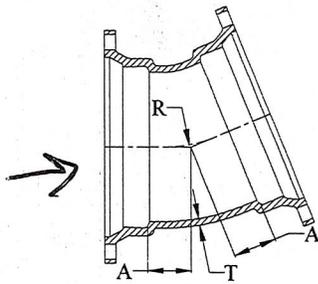
90° (1/4) Bend



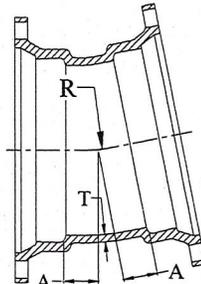
45° (1/8) Bend

Size	Domestic				Non-Domestic			
	T	A	R	Weight	T	A	Weight	
3	0.34	3.5	2.5	19	0.33	3.5	19	
4	0.35	4.0	3.0	24	0.34	4.0	25	
6	0.37	6.0	5.0	41	0.36	5.0	39	
8	0.39	7.0	6.0	64	0.38	6.5	57	
10	0.41	7.5	6.5	89	0.40	7.5	89	
12	0.43	9.0	8.0	114	0.42	9.0	108	
14	0.51	12.0	11.5	210	0.47	11.5	210	
16	0.52	13.0	12.5	268	0.50	12.5	264	
18	0.59	15.5	14.0	375	0.54	14.0	335	
20	0.60	17.0	15.5	443	0.57	15.0	400	
24	0.62	17.0	15.5	663	0.61	16.75	565	
30	0.66	21.5	19.0	1005	0.66	21.5	930	
36	0.74	24.5	22.0	1540	0.74	24.5	1450	
42	0.82	29.25	26.7	2380	0.82	29.25	2205	
48	0.90	33.25	30.8	3084	0.90	33.25	2990	

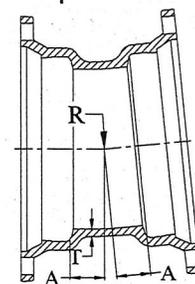
Size	Domestic			Non-Domestic	
	A	R	Weight	A	Weight
2.0	2.41	17	1.5	16	
2.5	3.56	22	2.0	22	
3.5	7.25	36	3.0	32	
4.0	8.44	50	3.5	46	
5.0	10.88	76	4.5	70	
5.98	13.25	108	5.5	86	
5.5	12.06	156	5.0	160	
5.5	10.42	191	5.5	202	
6.0	11.18	252	6.0	250	
7.0	13.59	303	7.0	305	
7.5	14.89	398	7.5	405	
10.5	9.31	850	10.5	780	
11.5	21.73	1135	11.5	1135	
14.0	27.76	1675	14.0	1610	
15.0	30.17	2196	15.0	2090	



22½° (1/16) Bend



11¼° (1/32) Bend



5 5/8° (1/64) Bend

Size	Domestic			Non-Domestic	
	A	R	Weight	A	Weight
3	1.5	2.51	16	1.0	15
4	1.75	3.81	19	1.5	18
6	2.25	6.35	31	2.0	31
8	2.85	11.80	50	2.5	46
10	3.35	14.35	67	3.0	64
12	3.86	16.90	81	3.5	80
14	3.93	17.25	139	3.75	136
16	3.98	17.50	172	3.75	172
18	4.5	15.11	275	4.5	255
20	4.5	15.07	341	4.5	310
24	4.5	15.51	333	4.5	366
30	6.75	21.36	670	6.75	665
36	7.75	26.39	978	7.75	960
42	9.0	32.68	1352	9.0	1350
48	10.0	27.70	1757	10.0	1760

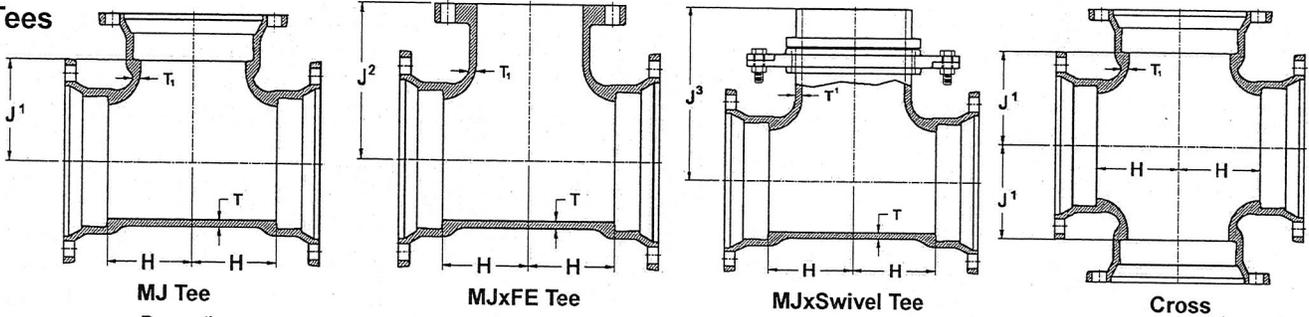
Size	Domestic			Non-Domestic	
	A	R	Weight	A	Weight
1.25	2.53	15	1.0	14	
1.5	5.12	19	1.3	16	
1.5	5.12	29	1.5	30	
2.06	15.80	44	1.8	42	
2.32	18.36	58	2.0	58	
2.56	20.90	68	2.3	67	
2.59	21.25	123	2.5	93	
2.62	21.50	145	2.5	148	
3.0	16.52	205	3.0	205	
3.0	15.23	245	3.0	245	
3.0	16.1	304	3.0	315	
4.75	22.84	551	4.8	600	
5.0	25.38	870	5.0	820	
6.0	35.54	1163	6.0	1180	
6.5	40.61	1474	6.5	1475	

Size	Non-Domestic		
	A	R	Weight
1.25	5.08	16	
1.5	7.61	18	
1.5	10.15	29	
1.75	12.69	45	
2.0	15.23	59	
2.3	17.77	82	
2.5	20.31	136	
2.5	20.31	157	
3.0	25.38	283	
3.0	25.38	374	
3.0	25.38	487	
3.75	32.97	600	
4.0	34.55	820	
5.0	42.71	1180	
5.5	47.35	1475	



MECHANICAL JOINT C153 DUCTILE IRON
COMPACT FITTINGS
UL and FM Listed

Tees



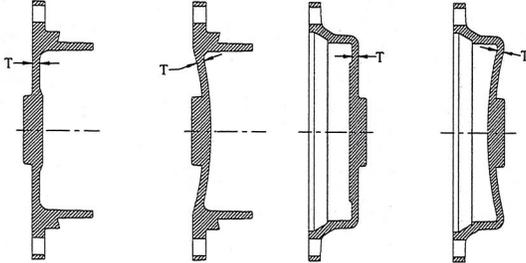
Size	Domestic				Weight				Non-Domestic				Weight			
	T	T1	H	J1	J2	J3	MJ	MJxFE	†MJxS	Cross	T	T1	H	J1	MJ	Cross
3	0.34	0.34	3.50	3.50	5.50	...	26	29	...	31	0.33	0.33	3.00	3.00	28	35
4x3	0.35	0.34	3.50	4.00	6.50	...	35	34	...	39	0.34	0.33	3.50	4.00	30	34
4	0.35	0.35	4.00	4.00	6.50	...	36	39	...	45	0.34	0.34	4.00	4.00	32	40
6x3	0.37	0.34	4.00	4.00	6.50	...	51	54	0.36	0.33	3.50	5.00	58	42
6x4	0.37	0.35	4.00	5.00	8.00	...	52	57	...	62	0.36	0.34	4.00	5.00	46	57
6	0.37	0.37	5.00	5.00	8.00	10.50	66	68	77	72	0.36	0.36	5.00	5.00	56	75
8x3	0.39	0.34	4.00	6.50	9.00	...	56
8x4	0.39	0.35	4.50	6.50	9.00	...	72	82	...	84	0.38	0.34	4.00	6.50	60	68
8x6	0.39	0.37	5.50	6.50	9.00	11.50	79	81	75	98	0.38	0.36	5.00	6.50	72	74
8	0.39	0.39	6.50	6.50	9.00	11.50	90	101	116	112	0.38	0.38	0.38	6.50	86	105
10x3	0.41	0.34	4.00	7.50	11.00	...	80
10x4	0.41	0.35	4.50	7.50	11.00	...	82	92	...	98	0.40	0.34	4.00	7.50	78	112
10x6	0.41	0.37	5.50	7.50	11.00	13.00	110	116	114	121	0.40	0.36	5.00	7.50	90	119
10x8	0.41	0.39	6.50	7.50	11.00	13.00	116	128	138	135	0.40	0.38	6.50	7.50	105	124
10	0.41	0.41	7.50	7.50	11.00	...	132	144	...	156	0.40	0.40	7.50	7.50	120	145
12x3	0.43	0.34	4.00	8.75	12.00	...	99
12x4	0.43	0.35	4.00	9.00	12.00	...	108	118	...	119	0.42	0.34	4.00	8.75	94	119
12x6	0.43	0.37	5.00	9.00	12.00	14.25	119	118	117	138	0.42	0.34	4.00	8.75	110	126
12x8	0.43	0.39	6.50	9.00	12.00	14.25	126	146	149	149	0.42	0.38	6.50	8.75	125	149
12x10	0.43	0.41	7.50	8.75	12.00	...	159	174	...	187	0.42	0.40	7.50	8.75	140	179
12	0.43	0.43	8.75	8.75	12.00	...	171	198	...	202	0.42	0.42	8.75	8.75	160	213
14x6	0.51	0.44	6.50	10.50	14.00	16.00	183	205	211	210	0.47	0.36	6.50	10.50	182	200
14x8	0.51	0.45	7.50	10.50	14.00	...	211	231	0.47	0.38	7.50	10.50	206	228
14x10	0.51	0.46	8.50	10.50	14.00	...	229	244	...	255	0.47	0.40	8.50	10.50	228	...
14x12	0.51	0.47	9.50	10.50	14.00	...	245	284	...	269	0.47	0.42	9.50	10.50	234	...
14	0.51	0.51	10.50	10.50	14.00	...	281	291	...	299	0.47	0.47	10.50	10.50	280	299
16x6	0.52	0.45	6.50	11.50	15.00	17.00	222	230	243	250	0.50	0.36	6.50	11.50	228	240
16x8	0.52	0.46	7.50	11.50	15.00	...	245	248	...	264	0.50	0.38	7.50	11.50	248	385
16x10	0.52	0.47	8.50	11.50	15.00	...	265	287	...	286	0.50	0.40	8.50	11.50	264	...
16x12	0.52	0.48	9.50	11.50	15.00	...	277	312	...	312	0.50	0.42	9.50	11.50	280	...
16x14	0.52	0.51	10.50	11.50	15.00	...	317	348	0.50	0.47	10.50	11.50	316	...
16	0.52	0.52	11.50	11.50	15.00	...	324	324	...	451	0.50	0.50	11.50	11.50	322	...
18x6	0.59	0.44	6.50	14.50	15.50	18.00	275	261	279	...	0.54	0.36	6.50	12.50	275	...
18x8	0.59	0.45	7.50	14.50	14.50	...	280	351	0.54	0.38	7.50	12.50	295	...
18x10	0.59	0.47	8.50	12.50	286	0.54	0.40	8.50	12.50	315	...
18x12	0.59	0.49	9.50	12.50	372	0.54	0.42	9.50	12.50	335	348
18x14	0.59	0.56	10.50	12.50	415	0.54	0.47	10.50	12.50	380	...
18x16	0.59	0.57	11.50	12.50	432	0.54	0.50	11.50	12.50	405	...
18	0.59	0.59	13.00	12.50	490	0.54	0.54	12.50	12.50	435	348
20x6	0.60	0.44	6.50	14.00	17.00	19.50	335	362	358	...	0.57	0.36	6.50	14.00	315	...
20x8	0.60	0.45	8.00	14.00	390	0.57	0.38	8.00	14.00	345	379
20x10	0.60	0.47	9.00	14.00	472	0.57	0.40	9.00	14.00	370	...
20x12	0.60	0.49	10.00	14.00	460	0.57	0.42	10.00	14.00	395	413
20x14	0.60	0.56	11.00	14.00	475	0.57	0.47	11.00	14.00	440	...
20x16	0.60	0.57	12.00	14.00	487	0.57	0.50	12.00	14.00	465	...
20x18	0.60	0.59	13.00	14.00	560	0.57	0.54	13.00	14.00	505	...
20	0.60	0.60	14.00	14.00	605	0.57	0.57	14.00	14.00	535	...

†Weight includes the swivel gland.

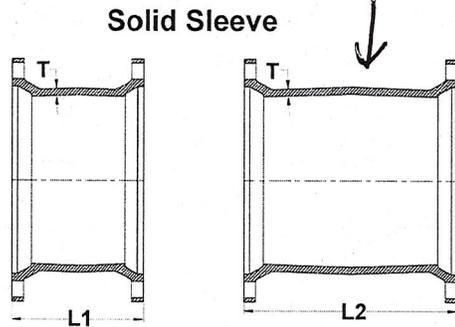


**MECHANICAL JOINT C153 DUCTILE IRON
COMPACT FITTINGS
UL and FM Listed**

Plugs



Caps

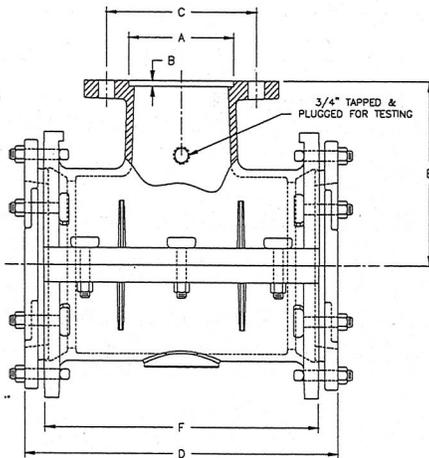


Size	T	Domestic Weight		Non-Domestic Weight		
		Plugs	Caps	T	Plugs	Caps
3	0.46	9	8	0.33	8	8
4	0.46	9	10	0.34	10	9
6	0.46	13	18	0.36	16	15
8	0.46	25	26	0.38	26	22
10	0.56	36	41	0.40	36	32
12	0.56	47	54	0.42	46	42
14	0.62	76	70	0.47	75	66
16	0.62	98	101	0.50	95	92
18	0.65	138	121	0.54	121	114
20	0.66	158	150	0.57	135	125
24	0.68	223	232	0.61	175	166
30	0.66	426	453	0.66	355	345
36	0.74	560	501	0.74	688	628
42	0.82	1091	723	0.82		
48	0.90	1455	974	0.90		

Note: Optional 2" tap in the center.

Size	T	Domestic Weight				Non-Domestic Weight				
		L1	L2	Short	Long	T	L1	L2	Short	Long
3	0.34	7.5	12	13	22	0.33	7.5	12	12	17
4	0.35	7.5	12	19	25	0.34	7.5	12	15	20
6	0.37	7.5	12	28	37	0.36	7.5	12	23	29
8	0.39	7.5	12	38	49	0.38	7.5	12	31	45
10	0.41	7.5	12	48	68	0.40	7.5	12	45	61
12	0.43	7.5	12	58	81	0.42	7.5	12	56	76
14	0.56	9.5	15	107	153	0.47	9.5	15	94	128
16	0.57	9.5	15	116	174	0.50	9.5	15	118	159
18	0.68	9.5	15	154	207	0.54	9.0	15	145	200
20	0.69	9.5	15	200	249	0.57	9.0	15	173	236
24	0.75	9.5	15	232	323	0.61	9.0	15	226	306
30	0.66	15.0	24	549	640	0.66	15.0	24	472	634
36	0.74	15.0	24	725	868	0.74	15.0	24	673	889
42	0.82	24	1146	0.82	15.0	24	887	1150
48	0.90	24	1431	0.90	15.0	24	1136	1435

**Tapping Sleeve
for Cast Iron/Ductile Iron**



Size	Dimensions						O.D. Range		Weight
	A	B	C	D	E	F	Min.	Max.	
6x4	5.016	0.250	7.50	15.75	8.00	12.75	6.85	7.15	104
6	7.016	0.312	9.50	15.75	8.00	12.75	6.85	7.15	108
8x4	5.016	0.250	7.50	16.50	9.00	13.50	9.00	9.35	134
8x6	7.016	0.312	9.50	16.50	9.00	13.50	9.00	9.35	140
8	9.016	0.312	11.75	16.50	9.00	13.50	9.00	9.35	148
10x4	5.016	0.250	7.50	24.00	11.04	20.75	11.04	11.45	236
10x6	7.016	0.312	9.50	24.00	11.04	20.75	11.04	11.45	240
10x8	9.016	0.312	11.75	24.00	11.04	20.75	11.04	11.45	246
10	11.016	0.312	14.25	24.00	11.04	20.75	11.04	11.45	257
12x4	5.016	0.250	7.50	26.50	13.14	23.25	13.14	13.56	273
12x6	7.016	0.312	9.50	26.50	13.14	23.25	13.14	13.56	286
12x8	9.016	0.312	11.75	26.50	13.14	23.25	13.14	13.56	292
12x10	11.016	0.312	14.25	26.50	13.14	23.25	13.14	13.56	303
12	13.016	0.312	17.00	26.50	13.14	23.25	13.14	13.56	320

Note: See 25U at www.tylerunion.com for assembly instructions.

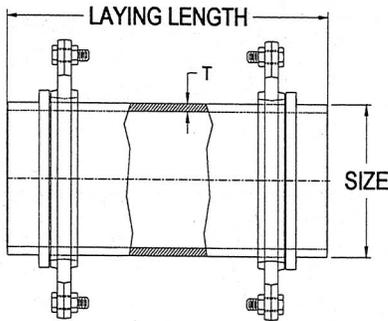
Tapping sleeve is assembled with gland and gasket.



MECHANICAL JOINT C153 DUCTILE IRON
COMPACT FITTINGS
UL and FM Listed

Adapters

SwivelxSwivel Adapter

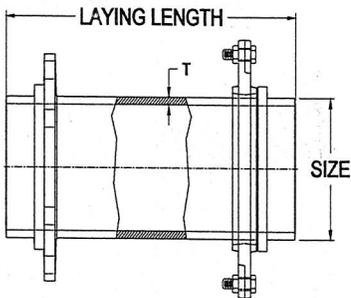


Size by Laying Length	Wall Thickness	Weight
6x12	0.37	28
6x18	0.37	49
6x24	0.37	52



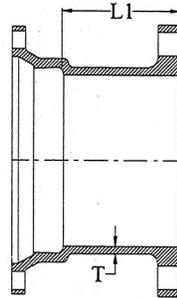
Adapter weights include swivel glands.

SwivelxSolid Adapter with Swivel Gland

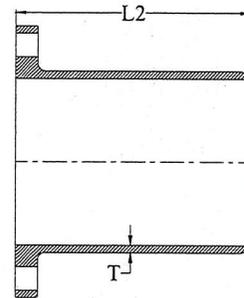


Size by Laying Length	Wall Thickness	Weight
6x13	0.37	36
6x18	0.37	52
6x24	0.37	63
8x13	0.39	52

Adapter weights include swivel gland.



Domestic MJxFE



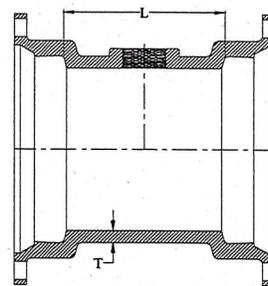
MJxPE



Non-Domestic MJxFE

Size	Dimensions		Domestic Weight		Non-Domestic Weight	
	T	L	MJxFE	FExPE	L1	MJxFE
3	0.34	6	12	18
4	0.35	6	12	26	23	3.5 24
6	0.37	6	12	36	35	3.5 37
8	0.39	6	12	55	43	3.5 51
10	0.41	6	12	69	59	3.5 70
12	0.43	6	12	88	88	3.5 101
14	0.51	6	12	127	...	6 128
16	0.52	6	12	161	149	6 158
18	0.56	6	...	173	...	6 176
20	0.60	7	...	275	...	6 267
24	0.62	8	...	271	...	6 288
30	0.66	7	...	514	...	7 557
36	0.74	8	...	770	...	8 798

MJ Tapped Tee (2" Tap)

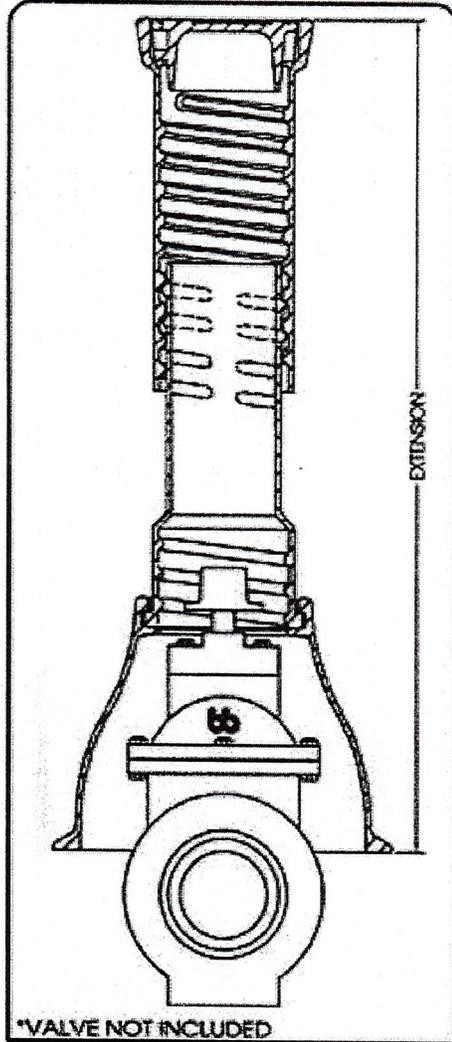


Size	T	L	Max. Tap	Weight
3	0.34	6	2	19
4	0.35	6	2	23
6	0.37	6	2	35
8	0.39	6	2	54
10	0.41	6	2	68
12	0.43	6	2	88
16	0.52	6	2	164

5 1/4" VALVE BOX

17

3 PC. SCREW STYLE



*VALVE NOT INCLUDED

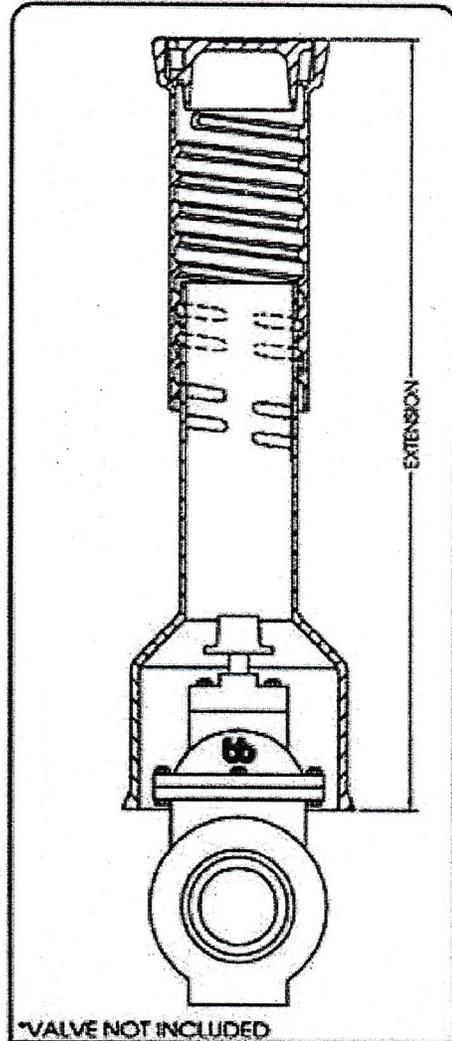
VALVE BOX COMPLETE

CODE	EXTENSION (IN.)	Weight (lb)	FIG. #
V615	22-31	95	AA
V616	32-43	112	A
V617	38-49	118	B
V618	44-55	122	C
V619	47-58	128	CC
V620	44-55	141	D
V622	48-58	147	E
V627	61-61	173	F
V626	73-94	183	G

NOTE-BOX SHIPPED WITH WATER COVER & No. A BASE UNLESS OTHERWISE SPECIFIED.

1 NOTE-EXTENSION SUPPLIED TO MAKE THESE BOXES.

2 PC. SCREW STYLE



*VALVE NOT INCLUDED

VALVE BOX COMPLETE

CODE	EXTENSION (IN.)	Weight (lb)	FIG. #
V649	26-37	80	#20
V650	38-49	99	#21
V651	32-53	108	#21A
V652	38-59	118	#22
V653	52-73	132	#23
V654	64-85	151	#24

NOTE-“WATER” COVER SHIPPED UNLESS OTHER SPECIFIED.

1 NOTE-EXTENSION SUPPLIED TO MAKE THESE BOXES.

BIBBY



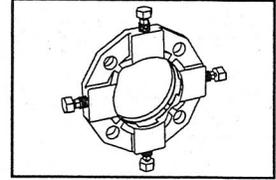
STE-CROIX

U S A

Division of McWane Inc.

SUBMITTAL INFORMATION

Mechanical Joint Retainer (UFR1500-x-U style)

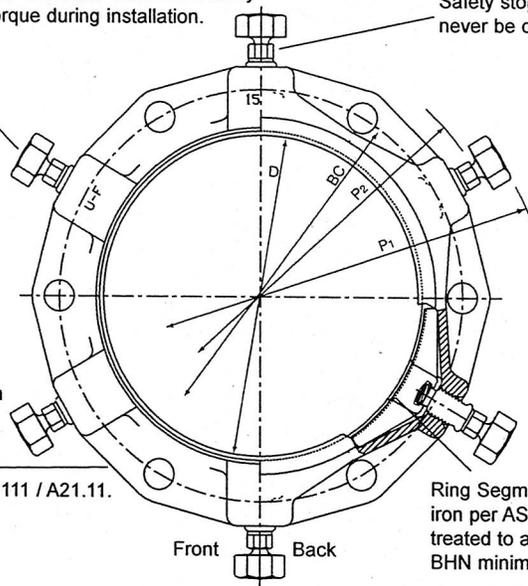


3" - 12" SERIES UFR1500 CIRCLE-LOCK MECHANICAL JOINT RESTRAINT FOR C900, C909 AND IPS PVC

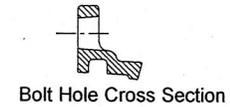
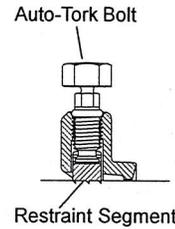
Ductile iron actuating screw, with the Auto-Tork break-away head design, insures proper torque during installation.

Safety stop insures ring segments can never be over-tightened.

Gland body is of High Strength Ductile Iron per ASTM A536, Grade 65-45-12. Compatible with all mechanical joints conforming to ANSI / AWWA C111 / A21.11.



Ring Segments are ductile iron per ASTM A536 and heat treated to a hardness of 370 BHN minimum.



Nom. PIPE SIZE	O.D.	CATALOG NUMBER	NO. OF RESTRAINT SEGMENTS	APPROX. WEIGHT (LBS.)	P1*	P2**		BC	D	PRESSURE RATING					✓ SUBMITTED ITEM(S)	
						C900 C909	IPS			C900		C909	ASTM D2241			
										DR-18	DR-14	PC-235	SDR-26	SDR-21		
3"	3.50"	UFR1500-3-U	4	9	11.50"	9.00"	9.00"	6.19"	4.06"							
4"	4.50"-4.80"	UFR1500-4-U	4	10	13.00"	9.40"	9.25"	7.50"	4.90"	235 PSI	305 PSI	-	160 PSI	200 PSI		
6"	6.63"-6.90"	UFR1500-6-U	6	14	15.13"	11.60"	11.65"	9.50"	7.00"	235 PSI	305 PSI	235 PSI	160 PSI	200 PSI		
8"	8.63"-9.05"	UFR1500-8-U	6	18	17.25"	13.75"	13.60"	11.75"	9.15"	235 PSI	305 PSI	235 PSI	160 PSI	200 PSI	✓	
10"	10.75"-11.10"	UFR1500-10-U	8	25	19.38"	16.00"	15.85"	14.00"	11.20"	235 PSI	305 PSI	235 PSI	160 PSI	200 PSI	✓	
12"	12.75"-13.20"	UFR1500-12-U	8	29	21.50"	18.05"	17.85"	16.25"	13.30"	235 PSI	305 PSI	235 PSI	160 PSI	200 PSI	✓	

*Maximum O.D. of gland on pipe before Auto-Tork heads are removed (as shipped).

**Maximum O.D. of gland on pipe after Auto-Tork heads are removed.

FEATURES

- Fits C900, C909 and ASTM D2241 IPS PVC
- Full circle contact and support of the pipe wall
- "Auto-Tork" actuating screws with heads specially designed to twist off at the correct installation torque, leaving a hex head in case future system maintenance or removal is required
- Restraining segments are mechanically retained in pockets
- Series 1500 eliminates the need to pour expensive and time consuming concrete thrust blocks
- UL/FM approved, 4"-12" nominal size C900 PVC, for use on listed and approved PVC pipe
- Gland, screws and segments are black epoxy coated using the e-coat process
- Gland colored red for identification purposes
- Ductile iron castings are manufactured, assembled, inspected and packaged in the U.S.A.

The Ford Meter Box Company considers the information in this submittal form to be correct at the time of publication. Item and option availability, including specifications, are subject to change without notice. Please verify that your product information is current.



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 Overseas Fax: 260-563-0167
<http://www.fordmeterbox.com>



Submitted By:

03/01/12

CURB BOXES - EXTENSION TYPE WITH ARCH PATTERN BASE



Extension type curb box with arch pattern base-for 1/2" through 2" curb valves

The arched base rests on top of the valve and extends down around the valve head to help exclude dirt and debris. The box is cast iron and is furnished with a cast iron lid and brass pentagon plug (the H-10314 is furnished with a one piece lid that requires a spanner wrench to remove – wrench ordered separately). The upper part of the box is spring loaded and telescopes into the base to allow for grade adjustment within the range given in the dimension charts. Stationery rods, shut-off rods, and pentagon keys are optional and are ordered separately.

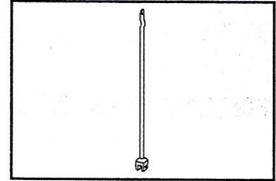
Box Selection

Curb valve and size	Box	
	Catalog number	Inside diameter
300™ Ball		
3/4"	H-10306	1-1/4"
	H-10308	1-1/2"
	H-10314	1"
	H-10334	1"
1"	H-10306	1-1/4"
	H-10308	1-1/2"
	H-10314	1"
	H-10334	1"
1-1/2"	H-10310	2"
Mark II®		
3/4"	H-10306	1-1/4"
	H-10308	1-1/2"
1"	H-10306	1-1/4"
	H-10308	1-1/2"
1-1/4"	H-10310	2"
	H-10314**	1"
	H-10334**	1"
1-1/2"	H-10310	2"
2"	H-10310	2"
ORISEAL III®		
3/4"	H-10306	1-1/4"
	H-10308	1-1/2"
	H-10314**	1"
	H-10334**	1"
1"	H-10306	1-1/4"
	H-10308	1-1/2"
	H-10314**	1"
	H-10334**	1"
Inverted key curb valve		
3/4"	H-10306	1-1/4"
	H-10308	1-1/2"
	H-10314**	1"
	H-10334**	1"
1"	H-10306	1-1/4"
	H-10308	1-1/2"
	H-10314**	1"
	H-10334**	1"

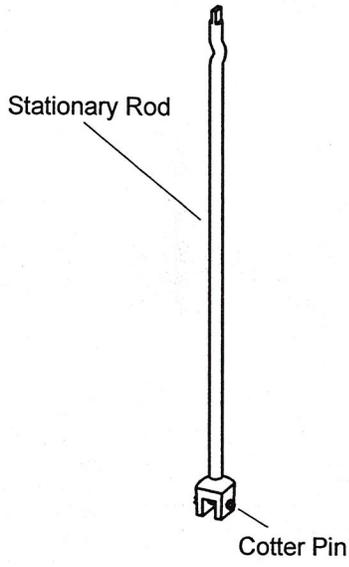
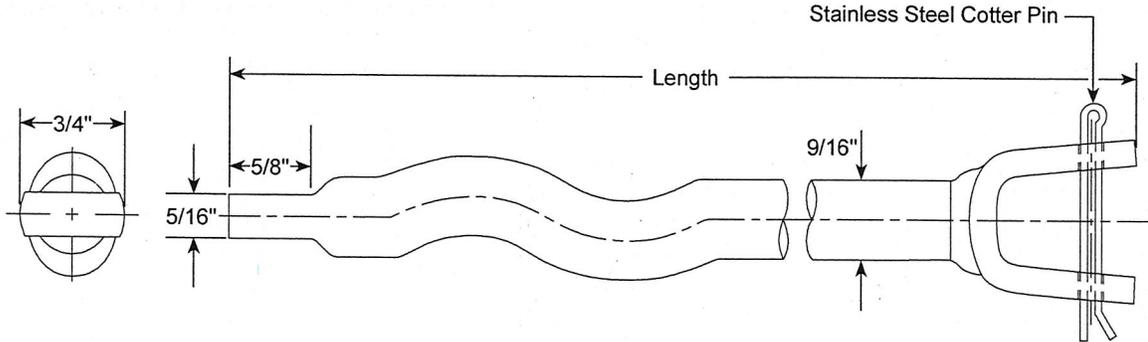
**The H-10314 and H-10334 boxes are the same except the H-10314 is furnished with a one piece lid, the H10334 has a combination lid and pentagon plug.

SUBMITTAL INFORMATION

Stationary Rod - (ROD-xx-SS style)



STATIONARY ROD FOR CURB BOX VALVE OPERATION



ROD LENGTH	CATALOG NUMBER	✓ SUBMITTED ITEM(S)
18"	ROD-18-SS	
24"	ROD-24-SS	
30"	ROD-30-SS	
36"	ROD-36-SS	✓
42"	ROD-42-SS	
48"	ROD-48-SS	
54"	ROD-54-SS	
60"	ROD-60-SS	
66"	ROD-66-SS	
72"	ROD-72-SS	
78"	ROD-78-SS	
84"	ROD-84-SS	



FEATURES

- Stationary rods are stainless steel, type 304, ASTM A484
- Stainless Steel Cotter Pin attaches the Stationary Rod to the Curb Stop
- A 22" Stationary Rod Key (catalog no. SRK) is required to operate the Stationary Rod

The Ford Meter Box Company considers the information in this submittal form to be correct at the time of publication. Item and option availability, including specifications, are subject to change without notice. Please verify that your product information is current.

FORD The Ford Meter Box Company, Inc.
 P.O. Box 443, Wabash, Indiana U.S.A. 46992-0443
 Phone: 260-563-3171 / Fax: 800-826-3487
 Overseas Fax: 260-563-0167
 www.fordmeterbox.com

Submitted By: _____

4.8



MUELLER® BR2S & BR2W SERIES BRONZE SERVICE SADDLES - DOUBLE STRAP

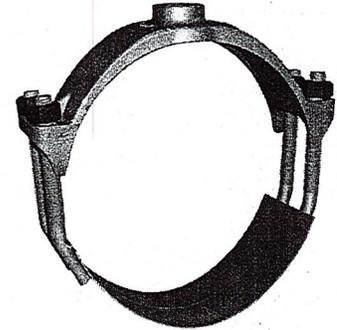
Rev. 8-15 Shaded area indicates change

Mueller® Service Saddles for use on A-C, cast iron, ductile iron, and AWWA C900 PVC plastic pipe

- Outlet tapped with either AWWA taper (C.C.) or AWWA I.P. thread (F.I.P.T.)
- For use on A-C pipe, cast iron or ductile iron pipe and cast iron O.D. PVC pipe
- 200 psig (1380 kPa/14 barg) maximum working pressure
- Available in double strap designs
- Brass body
- 304L stainless steel straps
- Rolled strap threads
- O-ring sealed outlet
- 3/4" thru 2" tap sizes (1/2" and 5/8" some styles)
- Meets all applicable parts of ANSI/AWWA C800
- NSF 61 Certified



BR 2 S Series



BR 2 W Series

Mueller Service Saddles with Stainless Steel Double Straps

Pipe O.D. Range*		Kind and Size of Pipe			Stainless Steel Double Straps							
Inch	mm	A-C	Cast or Ductile Iron, C900 PVC	Tap*** Thread	Base Catalog Number	Size of Tapping (add to "Base" to complete catalog number)						
						1/2"	5/8"	3/4"	1"	1-1/4"	1-1/2"	2"
4.74-5.32	120.4-135.1	**	4"	CC or IP	BR2S0474	050	062	075	100	-	-	-
4.74-5.10	120.4-129.5		4"	CC or IP	BR2S0474	-	-	-	-	125	150	200
5.10-5.40	129.5-137.1		4"	CC or IP	BR2S0510	-	-	-	-	125	150	200
6.84-7.45	173.7-189.2		6"	CC or IP	BR2S0684	050	062	075	100	125	150	200
8.99-9.67	228.4-245.6		8"	CC or IP	BR2S0899	050	062	075	100	125	150	200
11.04-12.12	280.4-307.8		10"	CC or IP	BR2S1104	050	062	075	100	125	150	200
13.14-14.58	333.8-370.3		12"	CC or IP	BR2S1314	050	062	075	100	125	150	200
15.22-16.88	386.6-428.7		14"	CC or IP	BR2S1522	-	-	075	100	-	150	200
17.32-19.19	439.9-487.4		16"	CC or IP	BR2S1732	-	-	075	100	-	150	200
18.00-19.50	457.2-495.3		18"	CC or IP	BR2W1800	-	-	075	100	125	150	200
20.00-21.60	508.0-548.6		20"	CC or IP	BR2W2000	-	-	075	100	125	150	200
24.00-25.80	609.6-655.3		24"	CC or IP	BR2W2400	-	-	075	100	125	150	200

*A-C pipe, classes 150-200 per ASTM C295 and AWWA C400 – actual O.D. of pipe being used must fall within the pipe O.D. range listed in the preceding charts.

Centrifugally cast pipe, classes 50-250 per ANSI/AWWA C102/A21.2; ANSI/AWWA C106/A21.6; ANSI/AWWA C108/A21.8, and Federal specification WW-P-421. Ductile iron pipe, classes 50-56 per ANSI/AWWA C151/A21.51; Cast iron O.D. PVC plastic pipe per AWWA C900.

** The outside diameter of A-C pipe varies from manufacturer to manufacturer., to make certain you select the proper clamp: 1) Determine the O.D. of the pipe at the point of saddle installation; 2) From the pipe O.D. range column of the above chart, choose a saddle that has a pipe O.D. range that includes the determined pipe diameter.

***CC=AWWA Taper; IP=AWWA IP thread (F.I.P.T)

These machines may be used with the service saddles illustrated on this page

Machine	Service Saddle Tap Size						
	1/2"	5/8"	3/4"	1"	1-1/4"	1-1/2"	2"
E-5™	X	X	X	X	X	X	X
D-5™	-	-	X	X	X	X	X
TRU-CUT™	-	-	X	X	-	-	-
MEGA-CUT™	X	X	X	X	X	X	X
PL-2™	-	-	X	X	-	-	-

TO ORDER SPECIFY QUANTITY, OUTLET TAPPING SIZE AND CATALOG NUMBER

⚠ WARNING: Use on A-C pipe, which contains a known carcinogen, requires appropriate protective equipment and procedures be employed.

ADS POTABLE WATER SERVICE TUBING (CTS) PIPE SPECIFICATIONS

Scope

This specification describes ADS Potable Water Service Tubing (CTS) pipe SDR 9 for use in potable water service applications.

Pipe Requirements

ADS potable water service tubing shall meet the requirements of ASTM D2737, AWWA C901 and NSF Standards 14 and 61. Pipe dimensions shall meet Copper Tubing Size (CTS) standards.

Material Properties

Tubing material shall be high-density polyethylene conforming to the minimum requirements of cell classification 445574E as defined and described in ASTM D3350. The resin shall have a material designation code of PE4710 by the Plastic Pipe Institute.

Disinfection/Maintenance

The active chlorine content of disinfecting solutions shall not exceed 12%. All disinfecting solution must be flushed from all lines within the system. Industry accepted procedures, like ANSI/AWWA C651 *Disinfecting Water Mains*, should be followed for both new and repaired potable water lines.

Installation

Installation is similar to other flexible tubing/pipe products. Methods including direct bury, plowing or pulling are applicable per local, state or federal guidelines for the application.

Tubing Properties

↓

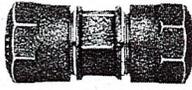
		3/4"	1"	1 1/4"	1 1/2"	2"
SDR 9	Outside Diameter, in (mm)	0.875 ±0.004 (22.2 ±0.10)	1.125 ±0.005 (28.6 ±0.13)	1.375 ±0.005 (34.9 ±0.13)	1.625 ±0.006 (41.3 ±0.15)	2.125 ±0.006 (54.0 ±0.51)
	Wall Thickness, in (mm)	0.097 +0.010 (2.5 +0.25)	0.125 +0.012 (3.2 +0.30)	0.153 +0.015 (3.9 +0.38)	0.181 +0.018 (4.6 +0.46)	0.236 +0.024 (6.0 +0.61)
	Pressure Rating @ 73°F, psi (kPa)	250 (1724)	250 (1724)	250 (1724)	250 (1724)	250 (1724)
	Weight, gm/ft (gm/m)	46 ±2 (151 ±7)	78 ±3 (256 ±10)	125 ±4 (410 ±13)	162 ±4 (531 ±13)	275 ±5 (902 ±16)

SERVICE FITTINGS WITH MUELLER 110® COMPRESSION CONNECTION



6.9

Shaded area indicates change Rev. 10-14



→ **H-15403N**

Straight three part union
Mueller 110® Conductive
Compression Connection for
CTS O.D.* tubing-both ends

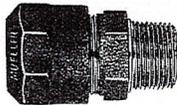
1/2"	1/2"x3/4"	5/8"x3/4"	5/8"	3/4"	1"
1"x3/4"	1-1/4"	1-1/4"x1"	1-1/2"	1-1/2"x1"	2"



H-15451N

Straight coupling
Mueller 110 Conductive Com-
pression Connection for CTS
O.D.* tubing x F.I.P. thread

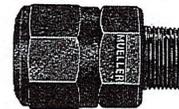
1/2"	1/2" x 3/4"	5/8" x 3/4"	3/4"	3/4" x 1/2"	3/4" x 1"
1"	1" x 3/4"	1" x 1-1/4"	1-1/4"	1-1/4" x 1"	1-1/2"
1-1/2" x 1"	2"	2" x 1-1/2"			



H-15428N

Straight coupling
Mueller 110 Conductive
Compression Connection for
CTS O.D.* tubing x M.I.P.
thread

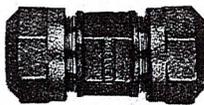
1/2"‡	1/2" x 3/4"	5/8" x 3/4"	3/4"	3/4" x 1/2"	3/4" x 1"
1"	1" x 3/4"	1-1/4"	1-1/4" x 1"	1-1/2"	
1-1/2" x 1"	1-1/2" x 2"	1" x 2"	2"	2" x 1-1/2"	



H-15429N

Straight coupling
Mueller 110 Compression
Connection for IPS PE* pipe
x M.I.P. thread

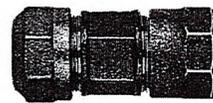
3/4"	1"	1"x3/4"
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H-15404N

Straight three part union
Mueller 110® Compression
Connection for IPS PE*
pipe-both ends

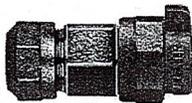
3/4"	1"	1"x3/4"
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H-15409N

Straight coupling three part union
Mueller 110 Conductive
Compression Connection
for CTS O.D.* tubing x 110
Compression Connection for
IPS PE* pipe

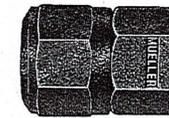
3/4"	3/4"x1"	1"	1"x3/4"
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E-15409N

Straight coupling
Mueller 110 Conductive
Compression Connection for
CTS O.D. tubing x Pack Joint
Connection for IPS PE pipe
**Note: 3/4" size only may also be used
on PVC

3/4"***	3/4"x1"	1"	1"x3/4"
---------	---------	----	---------



H-15454N

Straight coupling
Mueller 110 Compression
Connection for IPS PE* pipe
x F.I.P. thread

3/4"	1"	1"x3/4"
------	----	---------



H-15413N

Straight Female coupling
Mueller Coupling Thread
Swivel x 110 CTS Conductive
Compression Connection for
CTS O.D.

1"



H-15079N

Straight coupling
Mueller 110 Conductive
Compression Connection for
CTS O.D. tubing x copper
flare nut

3/4"	1"
------	----

*See chart on page 6.11 for tubing and pipe that may be used with these connections.

‡Requires minimum ordering quantity. Contact MUELLER Customer Service Center for minimum ordering requirements and availability.

NOTE: Sizes shown above represent nominal size of fitting. When two sizes are given, first is size of MUELLER 110 Compression Connection and second is size of threaded end.

Non-Detectable Warning Tape

Material Specifications

- 100% virgin low density polyethylene
- Pigmented with lead-free resins
- Withstands temperature range of -94 F through 200 F
- All colors are consistent with A.P.W.A. color code guidelines
- Manufactured for durability and resistance to the elements

Applications

- Non-detectable warning tape is used for protection, early identification, and accurately locating underground utility installations
- A.P.W.A. color code denotes: Orange--Telecommunication and CATV Lines, Blue--Water Lines, Green--Sewer Lines, Purple--Reclaimed Water Lines, Red--Electrical Lines, Yellow--Gas Lines

Product Analysis

ATTRIBUTE		PROCEDURE	VALUE*
Thickness		ASTM D 2103	4.0 MIL
Elongation		ASTM D 88280A	
	MD		600%
	TD		750%
Density		ASTM D 792-66	0.922 (gm/cc)
Tensile Strength		ASTM D 882	
	MD		3,500PSI
	TD		2,700PSI
Printability		ASTM D 2578	Min .45 Dynes
Flexibility		ASTM D 671-76	Pliable Hand
Graphic Repeat		MFRG. SPECS	Repeat Every 23"
Material		MFRG. SPECS	Virgin LDPE

Endorsements

- Meets federal gas safety regulation S-192-321(E)
- Meets OSHA regulation 1926-956 (C) (I) covering the location of underground utility lines

* Values are a nominal + or - 10% to allow for manufacturing variance

Detectable Warning Tape

Material Specifications

- 5.0 mil overall thickness
- 100% virgin low density polyethylene
- Aluminum center core
- Withstands temperature range of -94 F through 200 F
- Manufactured for durability and resistance to the elements

Manufacturing Specifications

- Subsurface graphics
- Triple-layer lamination

Applications

- Detectable warning tape is used for protection, early identification, and accurately locating underground utility installations
- A.P.W.A. color code denotes: Orange--Telecommunication and CATV Lines, Blue--Water Lines, Green--Sewer Lines, Purple--Reclaimed Water Lines, Red--Electrical Lines, Yellow--Gas Lines

Product Analysis

6" x 1,000' rolls

ATTRIBUTE		PROCEDURE	VALUE*
Thickness		ASTM D 2103	5.0 Overall Thickness
Elongation		ASTM D 88280A	
	MD		80%
	TD		139%
Density		ASTM D 792-66	1.090 (gm/cc)
Coefficient of Friction		ASTM D 3248-73	Static 0.247
Tensile Strength		ASTM D 882	5,800 PSI
Printability		ASTM D 2578	Min .45 Dynes
Flexibility		ASTM D 671-76	Pliable Hand
Graphic Repeat		MFRG. SPECS	Repeat Every 23"

Endorsements

- Meets federal gas safety regulation S-192-321(E)
- Meets OSHA regulation 1926-956 (C) (I) covering the location of underground utility lines

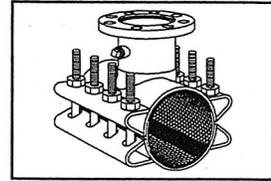
* Values are a nominal + or - 10% to allow for manufacturing variance

Omega Marking Co.
P.O. Box 655 Beaver Dam, WI 53916



SUBMITTAL INFORMATION

Stainless Steel Tapping Sleeve 4"-12" - (FTSS-xxx-x style)



TAPPING SLEEVE WITH STAINLESS STEEL OR CARBON STEEL FLANGE

Flange - 18-8 Type 304 stainless steel with recess per MSS SP60 to accept standard tapping valves. Flange conforms to AWWA C228 Class D ANSI 150# drilling. Optional carbon steel flange, per AWWA C207, is available.

Outlet Pipe - Schedule 5, Type 304 stainless steel except 4" is Schedule 10

3/4-14 No-Lead Brass Test Plug



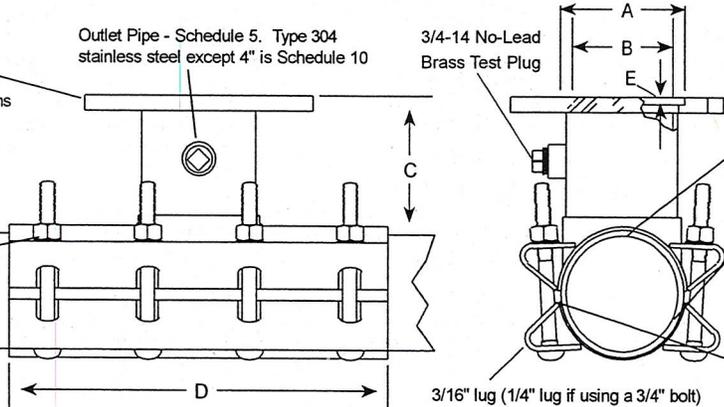
WATER QUALITY

Outlet Gasket - Virgin Buna-N compounded for water service, per ASTM D2000. Outlet gasket assures complete seal of outlet area.

Full Gasket - Gridded virgin SBR compounded for water service, per ASTM D2000. Full gasket gives 360° pipe coverage.

Armors - Heavy gage stainless steel are vulcanized to gasket and recessed to bridge the gap between lugs.

Bolts, Nuts, & Washers - Type 304 stainless steel. Heavy hex nuts and washers are coated to prevent galling and maximize bolt efficiency.



NOM. PIPE SIZE	SLEEVE O.D. RANGE	CATALOG NUMBER	BY	FLANGED OUTLET SIZE*	APPROX. WT.	NOMINAL DIMENSIONS - INCHES					SADDLE THICKNESS (GAGE)	STRAP THICKNESS (GAGE)	BOLT SIZE	✓ SUBMITTED ITEM(S)
						A	B	C	D	E				
4"	4.50-4.80	FTSS-480-	X	3"	36	4-1/64"	3-1/4"	5-3/16"	15"	.28	.105" (12)	.075" (14)	5/8"x6-1/2"	
	4.80-5.00	FTSS-500-		4"	38	5-1/64"	4-1/4"	5-3/16"	15"	.28				
	5.10-5.30	FTSS-530-												
	5.20-5.40	FTSS-540-												
6"	6.63-7.00	FTSS-700-	X	3"	40	4-1/64"	3-1/4"	5-3/16"	15"	.28				
	6.90-7.30	FTSS-730-		4"	42	5-1/64"	4-1/4"	5-3/16"	15"	.28				
	7.30-7.50	FTSS-750-		6"	47	7-1/64"	6-13/32"	5-1/2"	15"	.34				
8"	8.63-9.05	FTSS-905-	X	3"	40	4-1/64"	3-1/4"	5-3/16"	15"	.28				
	9.05-9.30	FTSS-930-		4"	42	5-1/64"	4-1/4"	5-3/16"	15"	.28				
	9.30-9.60	FTSS-960-		6"	49	7-1/64"	6-13/32"	5-1/2"	15"	.34				
	9.45-9.75	FTSS-975-		8"	75	9-1/64"	8-13/32"	5-5/8"	20"	.34				
10"	10.75-11.10	FTSS-1110-	X	3"	44	4-1/64"	3-1/4"	5-3/16"	15"	.28				
	11.10-11.40	FTSS-1140-		4"	47	5-1/64"	4-1/4"	5-3/16"	15"	.28				
	11.40-11.70	FTSS-1170-		6"	53	7-1/64"	6-13/32"	5-1/2"	15"	.34				
	11.85-12.15	FTSS-1215-		8"	79	9-1/64"	8-13/32"	5-5/8"	20"	.34				
				10"	99	11-1/64"	10-31/64"	6-1/8"	20"	.34				
12"	12.75-13.20	FTSS-1320-	X	3"	44	4-1/64"	3-1/4"	5-3/16"	15"	.28				
	13.20-13.50	FTSS-1350-		4"	50	5-1/64"	4-1/4"	5-3/16"	15"	.28				
	13.50-13.80	FTSS-1380-		6"	55	7-1/64"	6-13/32"	5-1/2"	15"	.34				
	14.10-14.40	FTSS-1440-		8"	86	9-1/64"	8-13/32"	5-5/8"	20"	.34				
				12"	138	13-1/64"	12-27/64"	6-1/4"	24"	.34				

* To order: Add Flanged Outlet Size to catalog number. Example: The complete FTSS catalog number for a 6" pipe (6.90 O.D.) with a 4" stainless steel flange is FTSS-730-4. For a carbon steel flange, add "A" to the catalog number. Example: FTSS-710-4A

FEATURES

- Body, Straps and UNC threaded bolts are made of 18-8 Type 304 stainless steel. Flange can be either Stainless Steel or ASTM A36 Carbon Steel. All sleeves are fully passivated for corrosion resistance.
- Stainless steel plug available add "-SP" to part number
- Meets AWWA C223
- Tapping Sleeves rated for 250 psi working pressure on 4"-12"
- UL Classified to ANSI/NSF Standard 61

The Ford Meter Box Company considers the information in this submittal form to be correct at the time of publication. Item and option availability, including specifications, are subject to change without notice. Please verify that your product information is current.



The Ford Meter Box Company, Inc.
 P.O. Box 443, Wabash, Indiana U.S.A. 46992-0443
 Phone: 260-563-3171 / Fax: 800-826-3487
 Overseas Fax: 260-563-0167
<http://www.fordmeterbox.com>

Submitted By:

01/25/14



Copperhead® SoloShot™ Extra High Strength Tracer Wire

- Use Copperhead SoloShot Extra High Strength Tracer Wire
- Part # **1245*-EHS-**** (Manufactured specifically for directional drilling and boring applications)
- * = Color: B=Blue Water, G=Green Sewer, P=Purple Reclaim Water, R=Red Electric, N=Orange Communications, K=Black, Y=Yellow Gas
- ** = Spool Size: 500', 1000', 2500'

Tracer wire for directional drilling/boring shall be Copperhead® SoloShot™ #12 AWG (0.0808" diameter) hard drawn, high carbon 1055 grade steel, solid extra-high-strength copper-clad steel conductor (EHS-CCS), insulated with a 45 mil, high-density, high molecular weight polyethylene (HDPE) insulation, and rated for direct burial use at 30 volts. EHS-CCS conductor must be at 21% conductivity for locate purposes. Break load of 1150 lbs. HDPE insulation shall be RoHS compliant and utilize virgin grade material. Insulation color shall meet the APWA color code standard for identification of buried utilities. Manufacturers supplying copper clad steel tracer wire must have available detailed performance data including 5 years of underground testing in terms of durability related to damage of protective insulation and effects of potential corrosion of the specific copper clad steel used. Origin of copper clad steel manufacturer is required and steel core must be manufactured in the United States. If manufacturer has not completed 5 year corrosion testing, a 5 year warranty must be provided. Tracer wire shall be Copperhead® SoloShot™ EHS-CCS HDPE 45 mil or district pre-approved equal and made in the USA.



Copperhead® High Strength Tracer Wire Specification

- Use Copperhead High Strength Tracer Wire
- Part # 1230*-HS-**
- * = Color: B=Blue Water, G=Green Sewer, P=Purple Reclaim Water, R=Red Electric, N=Orange Communications, K=Black, Y=Yellow Gas
- ** = Spool Size: 500', 1000', 2500'

Tracer wire shall be a #12 AWG (0.0808" diameter) fully annealed, high carbon 1055 grade steel, high strength solid copper clad steel conductor (HS-CCS), insulated with a 30 mil, high-density, high molecular weight polyethylene (HDPE) insulation, and rated for direct burial use at 30 volts. HS-CCS conductor must be at 21% conductivity for locate purposes. Break load of 452 lbs. HDPE insulation shall be RoHS compliant and utilize virgin grade material. Insulation color shall meet the APWA color code standard for identification of buried utilities. Manufacturers supplying copper clad steel tracer wire must have available detailed performance data including 5 years of underground testing in terms of durability related to damage of protective insulation and effects of potential corrosion of the specific copper clad steel used. Origin of copper clad steel manufacturer is required and steel core must be manufactured in the United States. If manufacturer has not completed 5 year corrosion testing, a 5 year warranty must be provided. Tracer wire shall be Copperhead® High Strength HS-CCS HDPE 30 mil insulation or *district pre-approved equal* and made in the USA.



SNAKEBITE™ LOCKING CONNECTOR

APPLICATION

Use to securely connect up to three wires. Gauge specific (10, 12, 14 AWG). Available in quantities of 10, 25 and 100.

**No wire stripping needed.
Simply insert wires, twist and lock.**

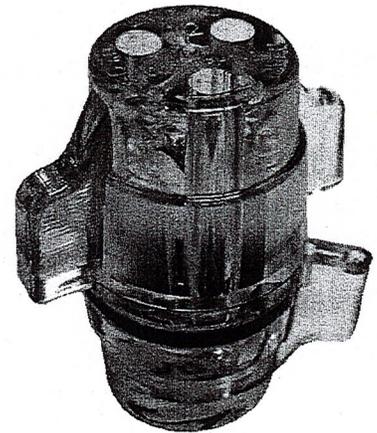
PRODUCT NO.	GAUGE	QTY.
LSC1030C-CTR10	10	10
LSC1030C-CTR25	10	25
LSC1030C-BULK	10	100
LSC1230C-CTR10	12	10
LSC1230C-CTR25	12	25
LSC1230C-BULK	12	100
LSC1430C-CTR10	14	10
LSC1430C-CTR25	14	25
LSC1430C-BULK	14	100

INSTALLATION INSTRUCTIONS

Warranty valid only with use of Copperhead wire. Do not use with THHN/THWN or any stranded wire product.

1. To assist with strain relief, twist wires together approximately 8" from the connector
2. DO NOT strip jacket from wire
3. Connector is gauge specific; Verify wire gauge matches connector gauge
4. Insert wires into holes fully so they are visible in the clear cap
5. Twist connector closed until locked

Do not pull on wires after connection is made.



FEATURES AND BENEFITS

- Exclusive 90-degree twist-lock design makes wire connections easy and keeps wires locked in place; Won't open during backfilling
- Internal blade means **NO WIRE STRIPPING**
- Clear view helps verify wires are inserted fully before locking
- Water-proof, corrosion-proof dielectric sealant protects wires and prevents breaks in the transmit signal across connections



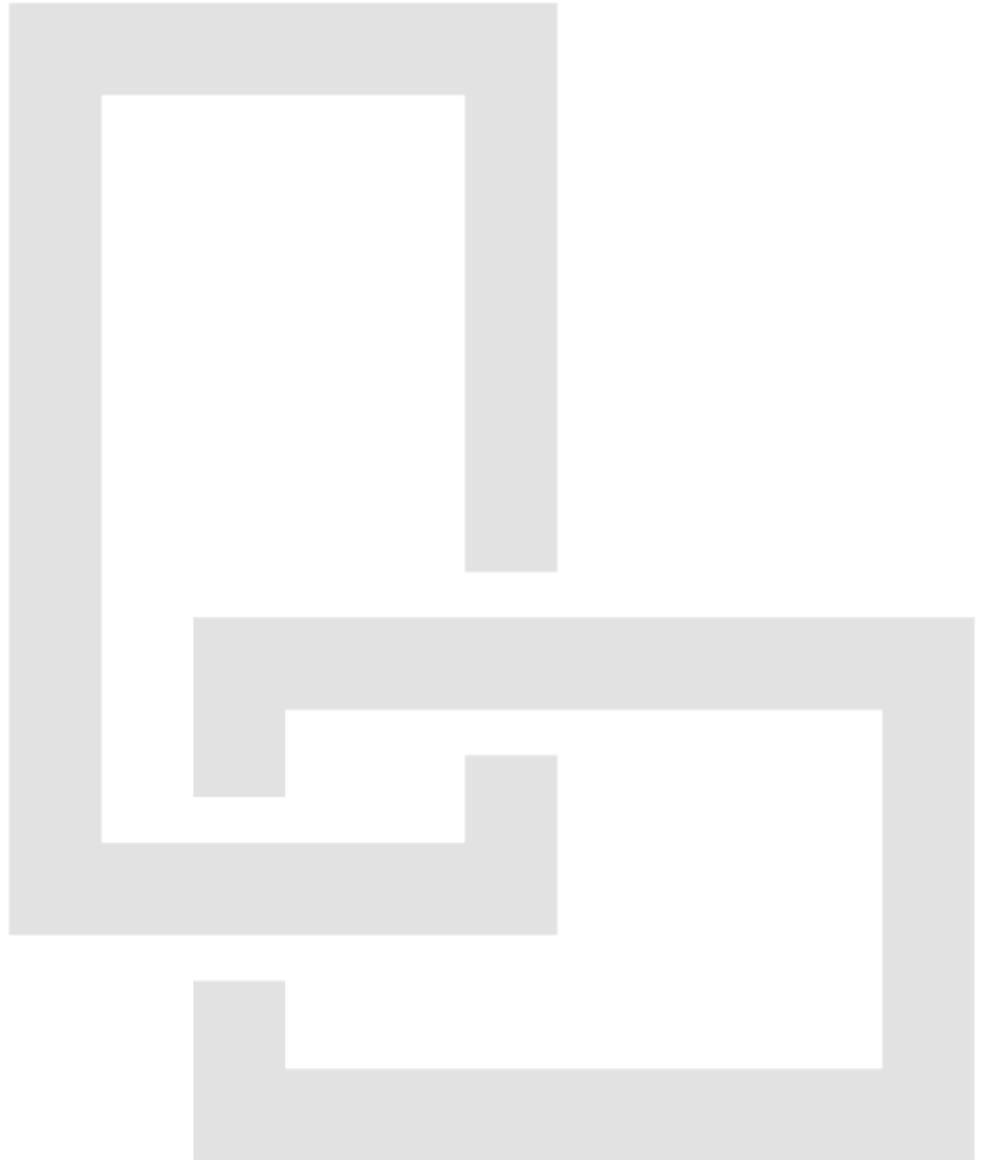
ATTACHMENT 16

Prepared For:

Doug Finch
Town Manager
5440 Route 5 & 20 West
Canandaigua, NY 14424

Submitted by:

Barbara Johnston
LaBella Associates
300 State Street
Suite 201
Rochester, NY 14614
(585) 295-6636
bjohnston@labellapc.com



Town of Canandaigua
Natural Resource Inventory

FEBRUARY 1, 2019



February 1, 2019

Doug Finch, Town Manager
Town of Canandaigua
5440 State Route 5 & 20 West
Canandaigua, NY 14424

**RE: Professional Services Proposal
Preparation of the Town of Canandaigua Natural Resource Inventory**

Dear Mr. Finch:

I am pleased to submit our proposal to prepare a Natural Resource Inventory for the Town of Canandaigua. The proposal includes our proposed scope of work, staffing plan and fee proposal as well as the qualifications of our firm and key personnel who would work on the project.

Our approach is designed to build on existing resource mapping and documentation. We will incorporate the maps and documentation prepared for the Town's Open Space, Conservation & Scenic Views Master Plan, the recent work by the Town in mapping ridgelines and other resources, and the relevant portions of the Town's 2011 Natural Resource Inventory.

The Natural Resource Inventory will include an Open Space Index as defined in NYS General Municipal Law §239-y. The Open Space Index will specify those natural resources that "trigger" review of proposed developments by the Environmental Conservation Board. We will include guidance and resources to assist the Environmental Conservation Board, Town officials and staff, and residents to better understand how to protect the Town's natural resources from development and other impacts.

Our firm is uniquely qualified for this project as we have completed several plans for the Town of Canandaigua as well as natural resource inventories for several communities throughout upstate New York. We also have extensive experience in advising local governments regarding the potential impact of development on natural resources. We will apply our knowledge and experience to complete this project in a cost effective and technically proficient manner.

If you have any questions about our qualifications, or need additional information, please do not hesitate to contact me by phone at (585) 295-6636 or email at bjohnston@labellapc.com. We look forward to the opportunity to work with the Town of Canandaigua on this important project.

Sincerely,

LABELLA ASSOCIATES, D.P.C.

Barbara Johnston, AICP, LEED AP ND
Senior Planner

TABLE OF CONTENTS

SECTION 1

Firm Background

SECTION 2

Scope of Services

SECTION 3

Schedule

SECTION 4

Team

SECTION 5

Cost



SECTION 1

FIRM BACKGROUND

ABOUT LABELLA

At LaBella Associates, our job is to create – structures, plans, ideas, results. As a nationally recognized Design Professional Corporation, that's a given, right?

But here's what really drives us: creating partnership between our team and our clients. So much so that we become one team, unified in the unrelenting pursuit of exceptional performance on each and every project. Reliability. Accountability. Collaboration. Respect. Not skills we went to school for, but innate in LaBella team members.

The pursuit of partnership is embedded in our culture—has been since our inception in 1978. And it affects client outcomes in profound ways. It means we're built to expertly execute projects from start to finish. That we have the talent and resources to take on any challenge. That projects are completed on time, on budget, and beyond expectations. And that we win awards – not just for our talent, but also for our ethics, employee culture, and growth.

Today, our wheelhouse is broad, with four key service offerings: Buildings, Energy, Infrastructure, and Environmental. Our staff of over 700 team members is spread across 18 office locations. We're headquartered in Rochester, NY—but our impact is seen, felt, and experienced around the world.



LaBella
Powered by partnership.

SOLVE COMPLEX PROBLEMS



INFRASTRUCTURE

We're planning, designing, and building the systems and structures that enable modern life. It's innovation meets heavy-duty insight.

ENHANCE OUR EXPERIENCE



BUILDINGS & FACILITIES

It's about more than creating, maintaining and resurrecting the buildings in which we work, learn, and engage – it's about beautifying and bettering the communities we call home.

ADVOCATE FOR THE FUTURE



WASTE, RECYCLING AND ENVIRONMENTAL

Our services are leading the way to help study, restore, and safeguard the land, air and waterways in and around our communities.

LEAD THE WAY



ENERGY

From traditional energy sources to renewable ones, we're helping power our regions through energy resource management, transmission and distribution.



SECTION 2

SCOPE OF SERVICES

SCOPE OF SERVICES

LaBella Associates will prepare a Natural Resource Inventory (NRI) for the Town of Canandaigua. The Natural Resource Inventory will include:

- a set of maps and narrative descriptions of the Town's natural resources
- an Open Space Index as defined in NYS General Municipal Law §239-y and referenced in Town Code Chapter 18
- guidance for municipal officials to assist in their review of projects that may affect natural resources, including development considerations, references and on-line tools

Preparation of the Natural Resource Inventory will involve the following tasks:

Prepare existing resource maps and documentation

The Natural Resource Inventory will compile the maps and descriptions of resources developed in previous studies into a single document for use as reference by the Environmental Conservation Board, other Town officials, Town staff and the public. The main source of maps and documentation will be the maps and descriptions of natural, cultural and scenic resources prepared for the Town's Open Space, Conservation and Scenic Views Master Plan in 2018. Additional maps and documentation will be obtained from, the 2016 Agricultural Enhancement Plan, the Town's draft ridgeline protection zoning maps and background research, and other sources to be identified.

Specify resources to be included in Open Space Index

The Natural Resource Inventory will clearly identify those resources that comprise the Open Space Index as defined in NYS General Municipal Law §239-y and referenced in Town Code Chapter 18.

Natural resources to be included in the Open Space Index are expected to include, at a minimum, wetlands, floodplains, steep slopes and waterbodies. Other resources such as vulnerable ecological communities or high quality farmland may also be included in the Open Space Index. If any proposed development or other Town activities would affect these resources, the Environmental Conservation Board is authorized to evaluate these impacts and advise the Town board with authority to approve the activity.

Prepare Development Review Considerations

The Natural Resource Inventory will include guidance and references to assist the Environmental Conservation Board in its review of projects that may impact these natural resources included in the Town's Open Space Index. LaBella will revise and update the "development review considerations" included in the Town's 2011 Natural Resource Inventory and update the list of references.

In addition, we will describe and provide links to new online sources of environmental mapping that would allow board members and others to explore resources at specific sites and that would supplement the Townwide mapping provided in the Natural Resource Inventory. These online tools include the NYS Environmental Resource Mapper, StreamStats tool to map subwatersheds, the US Department of Agriculture's Web Soil Survey, and others.

Prepare Draft and Final Natural Resource Inventory

The Natural Resource Inventory will include a set of maps, narrative descriptions of each resource, and guidance to assist in the evaluation of potential impacts to these resources. References will identify additional sources of information. Links to on-line tools such as the NYS DEC's Environmental Resource Mapper and StreamStats will be included.

The final Natural Resource Inventory will be prepared as a bound, hard copy document. Each map will be provided in high resolution pdf file for uploading on the Town's website.



SECTION 3

SCHEDULE

SCHEDULE & MEETINGS

LaBella is ready to proceed immediately upon authorization. We expect to complete the NRI update within eight months following authorization to proceed.

To initiate the project, we will meet with Town representatives to confirm the scope of work, project objectives and schedule.

We expect that the Environmental Conservation Board or Natural Resource Inventory Team will provide input throughout the process and review draft materials. We anticipate a total of five evening meetings with the ECB or NRI Team:

MEETING #1:

Identify resource maps and documentation to include in the NRI and in the Open Space Index; Identify sources of data as needed

MEETING #2:

Review compiled map set and documentation

MEETING #3:

Present and review development review guidance, references and online tools

MEETING #4:

Review Natural Resource Inventory draft



LaBella will attend up to two Town Board meetings and/or public hearings as requested relating to the adoption of the Natural Resource Inventory.

MEETING #5:

Review final Natural Resource Inventory document and forward for consideration by the Town CIC and adoption by the Town Board.

In addition, we will attend up to four meetings with Town staff and the CIC during regular business hours.

We will also attend, as requested, up to two Town Board meetings and/or public hearings as requested relating to the adoption of the Natural Resource Inventory and related amendments to the Town Code.



SECTION 4

TEAM

TEAM



BARBARA JOHNSTON, AICP, LEED AP ND | Project Manager

Barbara Johnston will prepare all work products and will attend all meetings with the Town. Barbara prepared the Town's Open Space, Conservation, and Scenic Views Master Plan as well as the Town's Agricultural Enhancement Plan. She is currently preparing a Natural Resource Inventory for the City of Saratoga Springs. Barbara Johnston's resume is enclosed.



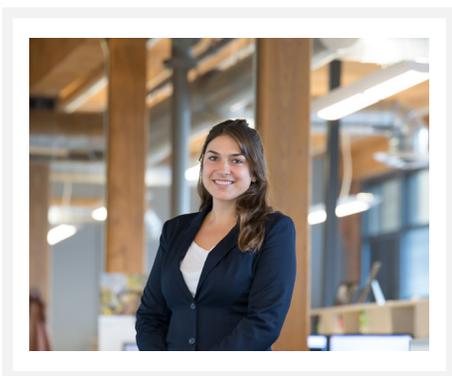
WES PETTEE, AICP | Senior Planner

Wes Pettee will assist with updating the project review considerations and procedures. Wes has extensive experience advising municipal planning boards regarding potential impacts of development on natural resources and other community concerns. He was an integral member of the team that prepared the Town of Victor's Natural Resource Inventory.



DAVID DEYOUNG | Wetlands Specialist

David DeYoung has with more than 6 years of experience in wetland delineations and regulatory permitting. He has experience NEPA/SEQRA Environmental Screenings, compliance with the NYSDOT Environmental Manual, environmental monitoring, threatened and endangered species habitat assessments and invasive species identification and location inventories as well as invasive species management.



LAURA ST. ANDREWS | Ecologist

Laura St. Andrews will prepare the development review considerations that relate to natural features such as wetlands, flood zones, ecological communities and wildlife habitat. Laura prepared the analysis of ecological communities and wild life habitat for the City of Saratoga Springs Natural Resource Inventory.



BARBARA JOHNSTON

Project Planner

Barbara, Project Planner, has over 28 years experience in community planning and project management. She has prepared numerous comprehensive plans as well as strategic plans for agricultural preservation, downtown revitalization, waterfront redevelopment, economic development and transportation services. Barbara has extensive experience in engaging the public as well as stakeholders in the planning process. She is also proficient in utilizing GIS software for mapping and data analysis.

AICP, LEED AP ND
American Institute of Certified Planners

LEED AP Neighborhood Development

EDUCATION
Cornell University: Candidate for Masters of City & Regional Planning

Wesleyan University: BA

ORGANIZATION
American Planning Association

Open Space, Conservation & Scenic Views Master Plan, Town of Canandaigua

Project Manager for the Town of Canandaigua Open Space, Conservation & Scenic Views Master Plan. Using GIS software, prepared maps of natural, cultural and scenic resources and integrated map data into a database linked to tax parcels. Led a team of natural resource specialists to document the ecological communities present in the Town and to identify best practices to retain their ecological value. Worked with the Town's Open Space Team to establish conservation goals and recommend actions to increase public awareness, encourage stewardship of privately owned land, and direct Town resources toward preserving high quality open spaces and natural resources.

Open Space Index, Victor, NY

Prepared an inventory of agricultural, natural, recreational and other open space based on land cover classifications. Worked with the Environmental Conservation Board to define those land cover types to be included in the Open Space Index. Compiled GIS maps from multiple sources and prepared a series of reference maps.

Identified land preserved through easements or public ownership. Used GIS software to calculate the number of acres of each type of open space by parcel and prepared a spreadsheet for use in development reviews.

Resource Conservation Plan, Town of Gorham, NY

Principal author for the preparation of a Farmland, Open Space and Resource Conservation Plan for the Town of Gorham. Identified techniques that could be used to implement the Town's goals to retain farmland, natural resources and scenic views. Utilized GIS software to prepare resource maps and a numerical rating system. Provided training to newly appointed Conservation Board members in SEQR, land use regulations and the use of GIS software.

Green Genesee/ Smart Genesee

Participated in preparing a landscape-scale Green Infrastructure Roadmap for Genesee County. Prepared regulations and maps for stream corridor and conservation overlay districts that establish criteria and development review procedures. Facilitated input from municipal officials, landowners and the public.



SECTION 5

COST

COST PROPOSAL

LaBella proposes to complete the tasks described below for a lump sum fee of \$12,000. This amount includes mileage, printing and all other out-of-pocket expenses. The projected fee by task is summarized in the following table.

Invoices will be submitted monthly based on progress completed during the billing period.

Task	Project Manager	Sr. Planner	Wetlands Specialist/ Ecologist	Fee per Task
Task 1: Compile maps and documentation in existing Town plans and studies	16			\$2,000
Task 2: Prepare project review guidelines; identify references and online tools	8	8	16	\$2,880
Task 3: Prepare Draft and Final Natural Resource Inventory	24		8	\$3,560
Task 4: Project coordination; meetings with Town staff, Town Board, CIC and ECB / NRI Team	24		8	\$3,560
Total Hours	72	8	24	
Hourly Rate*	\$125	\$95	\$70	
Total	\$9,000	\$760	\$1,680	\$12,000

* Hourly rates include overhead & expenses.

Sarah Reynolds

From: Sarah Reynolds [sreynolds@townofcanandaigua.org]
Sent: Wednesday, January 16, 2019 1:59 PM
To: 'mjanda@bmepc.com'; 'dzacharias@bmepc.com'
Subject: NRI for Town of Canandaigua

Good afternoon,

The Town of Canandaigua is preparing to update our Natural Resources Inventory (current one can be viewed here). If you would be interested in working with us on this project, please provide us with a quote/proposal. If possible, we'd like to have it in hand by February 7th.

Thank you. Please let me know if you have any questions.

Sarah Reynolds

Administrative Coordinator

Town of Canandaigua

(585) 394-1120 x2232

townofcanandaigua.org

[Calendar](#) ~ [Facebook](#)

[Join Our Mailing List](#)

Sarah Reynolds

From: Sarah Reynolds [sreynolds@townofcanandaigua.org]
Sent: Wednesday, February 27, 2019 9:24 AM
To: 'Martin Janda'
Subject: RE: NRI proposal

Hello Martin,

I never received a proposal from you for an NRI update for the Town—were you still planning to submit one? We did not hire anyone yet so if you would like to submit a proposal for the Town Board to consider, please do so by Friday, March 1st.

Thank you.

Sarah Reynolds

Administrative Coordinator
Town of Canandaigua

From: Town Manager [<mailto:dfinch@townofcanandaigua.org>]
Sent: Friday, February 01, 2019 3:12 PM
To: 'Martin Janda'
Cc: 'Sarah Reynolds'
Subject: NRI proposal

Martin,

Sarah told me you were asking about the types of things we were looking for in a proposal for our NRI. The Town has completed both an Open Space Plan, and an Agriculture Enhancement plan in the past 2 years.

This update is to help us with our inventory of natural resources in the Town and really prepare documentation and mapping for use by our Development Office, ECB, Planning Board, and Zoning Board when applications are made that might impact the natural resources we are trying to protect.

The scope of work would be something along the lines of: mapping, public informational sessions, fact finding with the project team (Environmental Conservation Board), compilation of any documents or mapping, documentation of the natural resources in written format and possible inclusion in Town Code (possible code updates).

Doug Finch, Town Manager
Town of Canandaigua
5440 Route 5 & 20 West
Canandaigua, NY 14424
P: (585)394-1120 x2234
F: (585)394-9476

ATTACHMENT 17

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is made this ____ day of February, 2019, by and between Town of Canandaigua, located at 5440 Route 5 & 20 West, Canandaigua, NY, 14424 (“Town”) and Institute for Building Technology and Safety, a Virginia non-stock corporation headquartered at 45207 Research Place, Ashburn, VA, 20147 (“IBTS”).

WHEREAS, Town desires to hire IBTS to perform the Services set forth in Exhibit A; and

WHEREAS, IBTS is a nonprofit organization that offers the professional services set forth in Exhibit A and desires to provide these Services to Town.

NOW THEREFORE, in consideration of the above, IBTS and Town hereby enter into this Agreement and agree as follows:

1.0 SERVICES

IBTS will provide to the Town of Canandaigua Services as requested by Town as set forth in Exhibit A (collectively “Services”), which is hereby incorporated by reference as if fully rewritten herein.

2.0 FEES

In consideration of the Services provided by IBTS hereunder, Town shall pay IBTS in accordance with the fees set forth in Exhibit A, which is hereby incorporated by reference as if fully rewritten herein.

3.0 CHANGES AND ADDITIONAL SERVICES

Town may request additional Services at any time by making a written request for a modification to this Agreement. If any such change causes an increase in the rates, costs, or in the time required for performance of this Agreement, such change will be included in the amendment.

4.0 PAYMENT TERMS AND PROCESS

IBTS shall submit monthly statements for all Services rendered.

IBTS will perform Services described in Exhibit A on a Time and Materials basis for an amount not to exceed \$25,000, which includes the cost of deliverables, including but not limited to printed materials and mailings. Totals for each phase are provided as estimates only and do not set a limit for billing purposes; the only limit being that the total amount billed under this Agreement shall not exceed \$25,000.

Invoices will be mailed to:

Town of Canandaigua
Kaitlynn McCumiskey
5440 Route 5& 20 West
Canandaigua, NY 14424

Invoices shall be submitted on or after the first day of the month subsequent to the month in which the Services being invoiced for were performed. Town will approve payment to IBTS at the subsequent Town Board meeting after it has received a proper invoice submitted by IBTS.

5.0 TERM OF AGREEMENT

The initial term of this Agreement shall begin on the date first written above and terminate 2 year(s) thereafter. After the initial term, this Agreement can be extended with the written consent of both the Town and IBTS, pending further Town Board approval.

6.0 TERMINATION FOR CAUSE/STOP WORK

6.1 The Town may terminate this Agreement for cause if IBTS fails to comply with the terms and/or conditions of this Agreement, provided that the Town shall give IBTS written notice specifying IBTS' alleged failure and be given the opportunity to cure such failure within thirty (30) days. If within thirty (30) days after receipt of such notice, IBTS shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then Town may seek services from another source.

6.2 If Town is more than sixty (60) days late with payment of any proper invoice, then IBTS, upon ten (10) days written notice may, in its sole discretion stop work until payments are current or terminate this Agreement.

7.0 TAXES

IBTS is responsible for payment of all applicable payroll taxes for its employees and on all fees received hereunder. IBTS's Federal Tax Identification Number is 54-1963889.

8.0 STANDARD OF CARE

IBTS shall perform the Services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances in the same geographical area. IBTS makes no warranty, express or implied, as to the Services rendered under this Agreement.

9.0 RESERVED

10.0 INDEMNIFICATION

Each party agrees to defend, indemnify and hold harmless the other party against any and all liability, claims, suits, losses, costs and legal fees, to the extent caused by any negligent act or omission of such party in the performance and/or failure to perform this Agreement, including the negligent acts or omission of any subcontractor or any employees of the other or their subcontractors.

11.0 INSURANCE

11.1 IBTS shall submit evidence of insurance to the Town and will add the Town as an "additional insured party" on IBTS's Commercial General Liability and Automobile Liability policies. Insurance shall be placed with insurers with an A.M. Best's financial strength and size category rating of no less than A-VI. IBTS will provide at least thirty (30) days prior written notice of any cancellation or material change in of the below listed policies.

11.2 During the term of this Agreement, IBTS shall maintain the following policies and limits of insurance:

- a. Worker's Compensation Insurance. IBTS shall maintain Workers' Compensation Insurance for all of the IBTS employees. In case any work is sublet, IBTS shall require the Subcontractor

similarly to provide Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by IBTS. In case any class of employees engaged in work under the Agreement is not protected under the Workers' Compensation laws, IBTS shall provide for any such employees, and shall further provide or cause any and all subcontractors to provide Employer's Liability Insurance for the protection of such employees not protected by the Workers' Compensation laws.

- b. Commercial General Liability Insurance. IBTS shall maintain Commercial General Liability Insurance which shall protect IBTS, the Town and any subcontractors during the performance of work covered by the Agreement from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the Agreement, whether such operations be by IBTS staff or by a subcontractor, or by anyone directly or indirectly employed by either of them. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and liability, with combined single limits of \$1,000,000.
- c. Automobile Insurance. IBTS shall maintain Automobile Liability Insurance in an amount not less than combined single limits of \$1,000,000 per occurrence for bodily injury/property damage. Such insurance shall cover the use of any motor vehicles engaged in operations within the terms of the Agreement to be performed thereunder, unless such coverage is included in insurance elsewhere specified.
- d. Umbrella/Excess Liability. IBTS shall maintain Umbrella/Excess Liability Insurance in an amount not less than \$5,000,000 each occurrence and in the aggregate.
- e. Professional Liability Insurance. IBTS shall maintain Professional Liability Insurance in an amount not less than \$1,000,000 each claim and in the aggregate.

12.0 DISPUTE RESOLUTION

Any dispute arising under this Agreement which is not settled by agreement of the parties may be settled by appropriate legal proceedings. Pending any decision, appeal, or judgment referred to in this clause or the settlement of any dispute arising under this Agreement and to the extent not otherwise set forth herein, IBTS shall proceed to diligently perform the Services under this Agreement.

13.0 ASSIGNMENT

IBTS shall not assign any interest in this Agreement by assignment or transfer without prior notification from IBTS to the Town and obtaining written consent of the Town. This provision shall not be construed to prohibit IBTS from assigning to a bank, trust company, or other financial institution any money due or to become due from approved Agreements without such prior written consent.

14.0 AGREEMENT MODIFICATION

No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by both parties and approved as may be required by law. No oral understanding not incorporated in the Agreement is binding on any of the parties.

15.0 CONFIDENTIALITY

The Town agrees that its staff and agents may become aware of IBTS intellectual property or information protected as trade secret such as business processes and procedures. The Town agrees that it will not discuss with outside parties any information protected accordingly. The Town shall not be required to keep

confidential any data or information that is, or becomes publicly available, is already rightfully in the Town's possession, is independently or is rightfully obtained from third parties.

At all times in the duration of this Agreement, the Town owns and will have the right to all data including, images, document files, website code, survey results, creative content, interactives, reports, and other related technical material resulting from this effort. IBTS and the Town will jointly retain intellectual rights on the forms and procedures, training, material, management systems, and IT system it develops for the Town for use in other business areas. IBTS will maintain records of the information related to the building department services it performs.

16.0 SUBCONTRACTORS

IBTS may use consultants or staff provided by a subcontractor. In such case, IBTS will be fully responsible for the work completed by the consultant and staff provided by a subcontractor to IBTS for this Agreement. In no event shall the existence of a subcontract operate to release or reduce the liability of IBTS to the Town for any breach in the performance of IBTS's duties.

17.0 COMPLIANCE WITH CIVIL RIGHTS LAWS

IBTS agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, and the Age Act of 1975. IBTS further agrees to abide by the requirements of the Americans with Disabilities Act of 1990. IBTS agrees not to discriminate in its employment practices and will render services under this Agreement without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, or political affiliation.

18.0 NOTICES

All contractual notices shall be addressed to:

Institute for Building Technology and Safety (IBTS)

Attn: Tara Rivers, Contracts Manager
45207 Research Place
Ashburn, VA 20147
trivers@ibts.org

Town of Canandaigua

Attn: Doug Finch
5440 Route 5 & 20 West
Canandaigua, NY 14424
DFinch@TownofCanandaigua.org

All technical notices shall be addressed to:

Institute for Building Technology and Safety (IBTS)

Attn: Matt Horn
45207 Research Place
Ashburn, VA 20147
mhorn@ibts.org

Town of Canandaigua

Attn: Kaitlynn McCumiskey
5440 Route 5 & 20 West
Canandaigua, NY 14424
DFinch@TownofCanandaigua.org

19.0 SEVERABILITY

If any term or condition of this Agreement or the application thereof is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end, the terms and conditions of this Agreement are declared severable.

20.0 ORDER OF PRECEDENCE

This Agreement shall, to the extent possible, be construed to give effect to all of its provisions; however, where provisions are in conflict, first priority shall be given to the provisions of the Agreement and its amendments. Secondary priority shall be given to the provisions of the IBTS Scope of Services and its amendments.

21.0 GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of New York, without giving effect to any conflicts of laws principles. Any lawsuits arising out of this Agreement shall be filed in the appropriate New York State court of competent jurisdiction located in the County of Ontario, in the State of New York.

22.0 ADDITIONAL TERMS AND CONDITIONS

Additional terms and conditions, are included in Exhibit B to this Agreement, which shall be incorporated by reference as if fully rewritten herein.

23.0 COMPLETE AGREEMENT

This Agreement constitutes the complete agreement and sets forth the entire understanding and agreement of the parties as to the subject matter of this Agreement and supersedes all prior discussions, communications and understandings in respect to the subject of this Agreement, whether written or oral.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

<p>Institute for Building Technology and Safety</p> <p>By: <u>Joseph Balac</u></p> <p>Name: <u>Joseph Balac</u></p> <p>Title: <u>General Counsel and Director of Contracts</u></p> <p>Date: <u>February 5, 2019</u></p>	<p>Town of Canandaigua</p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>
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EXHIBIT A – SCOPE OF WORK AND FEES

Work under this Agreement is expected to include, but not be limited to the following:

Canandaigua Public Information Campaign for Waste Diversion Initiatives

PHASE	SCHEDULE	LABOR	EXPENSES	TOTAL
Award/Discover <ul style="list-style-type: none"> - Administration & contracts - Kick-off meeting, priorities - Survey design, strategic plan build launch 	4 weeks	\$2,000	-	\$2,000
Define <ul style="list-style-type: none"> - Survey in field - Results, analysis, report - Finalize strategic plan - Audience/messaging matrix - Negotiate tactics, set KPIs 	6 weeks	\$2,000	\$1,500	\$3,500
Execution* <ul style="list-style-type: none"> - Program launch - Website development - Creative - Content - Interactives - Other as defined - Refinements as needed 	12 weeks	\$8,000	\$9,500	\$17,500
Results <ul style="list-style-type: none"> - Tracking survey - Final report 	8 weeks	\$2,000	-	\$2,000
Monitoring and Refinement Advising (Monthly) <ul style="list-style-type: none"> - Review of analytics - Report on digital media performance - Recommendations on strategy refinement 	For 12 months from delivery of final report	\$0	\$0	\$0
TOTAL	30 weeks	\$14,000	\$11,000	\$25,000

*Leverage any County-created assets as applicable.

Labor Classifications and Hourly Rates

Position	Hourly Rate
Project Executive	\$110.00
Subject Matter Expert (FEMA)	\$167.50
Subject Matter Expert (Program)	\$120.00
Project Manager	\$170.00
Project Accountant	\$155.00
Senior Closeout Specialist	\$165.00
Closeout Specialist	\$160.00
Client Liaison	\$110.00
Lead Cost Estimator	\$160.00
QA\QC Manager	\$120.00
Compliance Coordinator	\$85.00
Project Administrator	\$59.00

EXHIBIT A – TOWN OF CANANDAIGUA
SUPPLEMENTAL TERMS AND CONDITIONS

Town of Canandaigua

5440 Routes 5 & 20 West

Canandaigua, NY 14424

(585) 394-1120

Fax: (585) 394-9476

Established 1789

INDEPENDENT CONTRACTOR
SUPPLEMENTAL TERMS AND CONDITIONS

These Supplemental Terms and Conditions (“Terms and Conditions”) are required to be incorporated into any agreement between the Town of Canandaigua (“Town”) and any Independent Contractor (“IC”) providing services and/or work to the Town (collectively, “Services”). The Terms and Conditions herein shall supersede any other inconsistent terms between the Town and the IC.

1. Payment Terms

A. Any and all requests for payments for Services shall be submitted to the Town Clerk in writing and shall be certified as true and correct. Payment is subject to approval by the Town at its next regular Town Board meeting and no late charges, penalties, and/or interest may be assessed by the IC against the Town until the Town has approved payment to the IC.

B. The maximum liability of the Town shall in no case exceed the maximum amount appropriated by the Town for the Services.

2. Ownership of Work Product

All work product, including records in any medium, compiled and/or prepared by the IC in the delivery of Services to the Town (collectively, “Work Product”), shall become and remain the property of the Town. IC shall not, by virtue of the Services to the Town have or obtain any right, title or interest in or to such Work Product, and shall have no right to disclose, use, and/or

exploit such Work Product, except that IC may maintain a copy of the Work Product for purposes of maintaining its business records.

3. Assignment and/or Subcontract

IC is prohibited from assigning any and/or all of its rights under any agreement with the Town without the prior express written consent of the Town. IC is prohibited from subcontracting any part of the Services without the prior written consent of the Town. In the event that the Town consents to an assignment and/or subcontract, all Services received by the Town shall be deemed performed by the IC and IC shall remain primarily responsible for the Services provided to the Town.

4. Absence of Conflicts of Interest

IC agrees that I has no interest and will not acquire any interest, direct or indirect, that would conflict in any manner or degree with the Services provided to the Town.

5. Status as Independent Contractor

IC expressly understands and agrees that it is and shall in all respects be considered an independent contractor, and IC, its employees, partners, associates, subcontractors, sub-consultants, and any others employed by it, are not and shall not hold themselves out nor claim to be an officer or employee of the Town, nor make claim to any rights accruing thereto, including but not limited to Workers Compensation, Unemployment Benefits, Social Security or retirement plan membership or credit. IC shall comply, at its own expense, with the requirements of all federal, state, and local laws, rules and regulations applicable to it as an employer of labor or otherwise. IC shall further comply with all rules, regulations and licensing requirements pertaining to its professional status, if any, and that of its employees, partners, associates, and subcontractors.

6. Non-Discrimination

IC represents that in the hiring of employees for the Services, neither IC, nor any contractor, subcontractor, nor any person acting on behalf of IC, shall be reason of race, creed, color, sex, age, physical disability or national origin discriminate against any citizen of the State of New York who is qualified and available to perform the Services. IC further represents that neither IC, nor any contractor, subcontractor, nor any person on its behalf shall, in any manner, discriminate against or intimidate any employee hired for the Services on account of race, creed, color, sex, age, physical disability or national origin.

7. Indemnification / Hold Harmless

IC agrees to the fullest extent of the law, that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the Town, IC shall indemnify and hold harmless the Town, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments fees, attorneys' fees or loss arising directly or

indirectly out of the negligent acts or omissions hereunder by IC or third parties under the direction or control of the IC. IC further agrees to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of the acts or omissions of the IC and to bear all other costs and expenses related thereto.

8. Notices

All notices of any nature shall be in writing and sent by registered or certified mail postage pre-paid to each party as follows:

Town of Canandaigua Canandaigua Town Clerk 5440 Routes 5 & 20 West Canandaigua NY 14424	Independent Contractor _____ _____ _____ _____
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9. Termination

The Town reserves the absolute right to terminate the Services upon thirty (30) days written notice to the IC.

10. Insurance

The IC shall deliver a certificate of general liability insurance, errors and omissions insurance, or professional liability insurance, as the case may be, ("Liability Insurance"), with a limit amount no less than \$1,000,000.00 per occurrence, and naming the Town as the Certificate Holder. IC agrees to maintain the Liability Insurance in full force and effect until the completion of the Services.

_____ Liability Insurance requirement waived (Consent from the Town's insurance carrier must be obtained prior to granting a waiver absent an emergency).

_____ Modification of limit amount to \$ _____ (Consent from the Town's insurance carrier must be obtained prior to a modification absent an emergency).

IC shall also deliver to the Town proof that IC maintains Worker's Compensation Coverage.

Dated: _____

Independent Contractor By: _____ Authorized Agent



Institute for Building Technology and Safety
45207 Research Place | Ashburn, VA 20147

Public Information Campaign for Waste Diversion Initiatives

Town of Canandaigua
Due: November 19, 2018 @ 4:00 p.m.

Submit to:

Jean Chrisman, Town Clerk
Town of Canandaigua
5440 State Route 5 & 20 West
Canandaigua, NY 14424
jchrisman@townofcanandaigua.org

Point of Contact:
Matt Horn
Director, Local Government Solutions
mhorn@ibts.org | 571.439.0845



November 19, 2018

Jean Chrisman, Town Clerk
Town of Canandaigua
5440 State Route 5 & 20 West
Canandaigua, NY 14424

RE: Public Information Campaign for Waste Diversion Initiatives

Ms. Chrisman:

The Town of Canandaigua and the Finger Lakes region are uniquely impacted by solid waste streams and the effectiveness of waste diversion efforts. With the Ontario County, Seneca Meadows, and High Acres landfills looming large on the horizon, a comprehensive, well-communicated waste diversion effort is critical to preserving the pristine natural beauty of the Town and the Finger Lakes region. IBTS stands ready to support you in this effort with a creative, impactful set of strategies to engage your residents in critical diversion efforts.

IBTS, and our wholly-owned subsidiary BuildingInsight, have a decades-long record of performance in supporting public and private clients throughout the U.S. in effectively communicating strategies around community development and environmental sustainability goals. Our skilled facilitators lean in to understand the message you are seeking to convey, and package it with a wide variety of communications vehicles tailored to your targeted audiences—resulting in a crisp, concise, engaging message, delivered in such a manner that speaks to each market segment in a meaningful way.

The Town deserves a partner who is focused on results—delivering an inspiring and engaging message to your stakeholders in order to affect your waste diversion targets. IBTS is a non-profit, government support agency, chartered to support governance in organizations like the Town of Canandaigua. Our Board of Directors, representing local government advocates like the International City-County Managers Association and the National Association of Counties, charge us with delivering unique value to our local government partners.

As a non-profit agency, we are focused only on results—our success is measured by the effective delivery of service to the Canandaigua community, and never on profit or return to shareholders.

The enclosed proposal provides an overview of our relevant project experience and the vast expertise of our team. We are excited to discuss this opportunity further with you, and look forward to a continued dialogue on this critical effort. Please feel free to contact me anytime to discuss this opportunity further.

Sincerely,

Matt Horn
Director, Local Government Solutions



Table of Contents

COVER LETTER

01

1. KEY PERSONNEL

03

2. PROJECT UNDERSTANDING

19

3. MEASUREABLE PROGRAM OBJECTIVES

24

4. TIMELINE

26

5. TECHNOLOGY TO FACILITATE

28

6. BUDGET

29

This proposal includes data that shall not be disclosed outside the Town and shall not be duplicated, used or disclosed –in whole or in part –for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of – or in connection with –the submission of this data, the Town shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Town's right to use information contained in this data if it is obtained from another source without restriction. This data subject to this restriction are contained in all pages, exhibits, and attachments of this Proposal Volume.

1. Key Personnel

The Town of Canandaigua deserves a progressive, skilled set of marketing and engagement professionals to support you in the development of a public education campaign for waste diversion initiatives. The IBTS team has proven to be such a partner in community education efforts throughout the United States. We bring an unbiased, outside perspective, yet will act as an extension of your existing team, lending bench-strength, expertise, and innovation to the project. We have a strong set of long-term local outreach strategies, with a focus on citizen education, boosting citizen participation, and increasing positive perceptions of the local government. The development of an outreach plan to educate your citizens requires a team with a wide range of marketing and public engagement experience, but also a team who knows the complexities of developing a comprehensive Public Education and Communication Campaign for the Waste Diversion Program. Our team of municipal leadership brings a thorough understanding of the Town of Canandaigua's role in leading the way to deliver the goals of the Ontario County Local Solid Waste Management Plan (LSWMP). We know how the actions of each citizen will influence the day-to-day operations and finances to satisfy the Plan's goals. Our team's experience and familiarity with upstate New York municipalities, coupled with our innovative approach to reach your citizens, sets the IBTS team apart from competitors.

Our team of marketing professionals, market researchers, and branding experts will work with community leadership to create a foundation for the Public Education and Communication Campaign that integrates elements of the Town's previous successful efforts with an expanded approach to realize your future expectations. This team has successfully facilitated 1,000s of civic engagements either for planning projects or for citizen feedback and satisfaction efforts. Additionally, our team has completed three past projects directly relevant to this community education and engagement effort. These projects are described in detail below:



Project Highlight:
City of San Francisco Housing Authority – Food Scrap Collection Pilot Survey Study

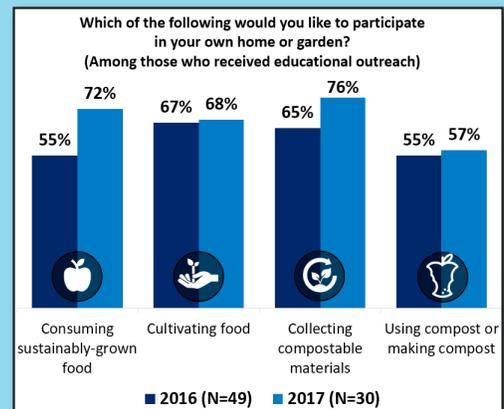


BuildingInsight planned and conducted a feedback survey on behalf of the City of San Francisco's Housing Authority to measure the results of a pilot program for food scrap composting in multifamily residential buildings. The survey measured resident program participation rates, perceptions, challenges, and overall satisfaction with the program. To ensure survey accessibility and maximize participation among diverse demographics, respondents could take the survey in English, Spanish, Tagalog, and Simplified Chinese, either online or via paper survey delivered via door hanger packages.

English
Spanish
Tagalog
Simplified Chinese
Surveys

Results...

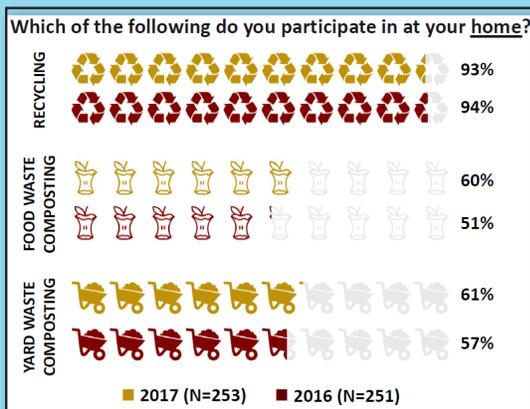
...were used to inform next steps for full program launch across San Francisco.



**Project Highlight:
Sports Marketing – Composting, Recycling, and Sustainable Behaviors**



- ▶ *Seattle Mariners:* Since 2012, BuildingInsight has conducted a tracking study on the effectiveness of marketing and education outreach efforts on sustainability and waste reduction behaviors among fans who attended Seattle Mariners games at Safeco Field in Seattle, WA. Surveys measure the impact of messaging and educational efforts on fans’ awareness of and affinity for composting and recycling efforts at the stadium, as well as their own attitudes and behaviors related to composting, recycling, and other sustainable efforts when at the stadium, at home, and in the workplace. In addition, our Marketing Program Director helped develop strategic marketing campaigns for both the resins supplier and packaging manufacturer who provide compostable plastics at Safeco Field.
- ▶ *New York Jets:* Since 2015, BuildingInsight has developed and conducts annual tracking study via intercept surveys among New York Jets tailgaters to measure the impact of marketing and educational efforts on fans’ composting and recycling awareness and behavior while tailgating, and at home and work.



Results...

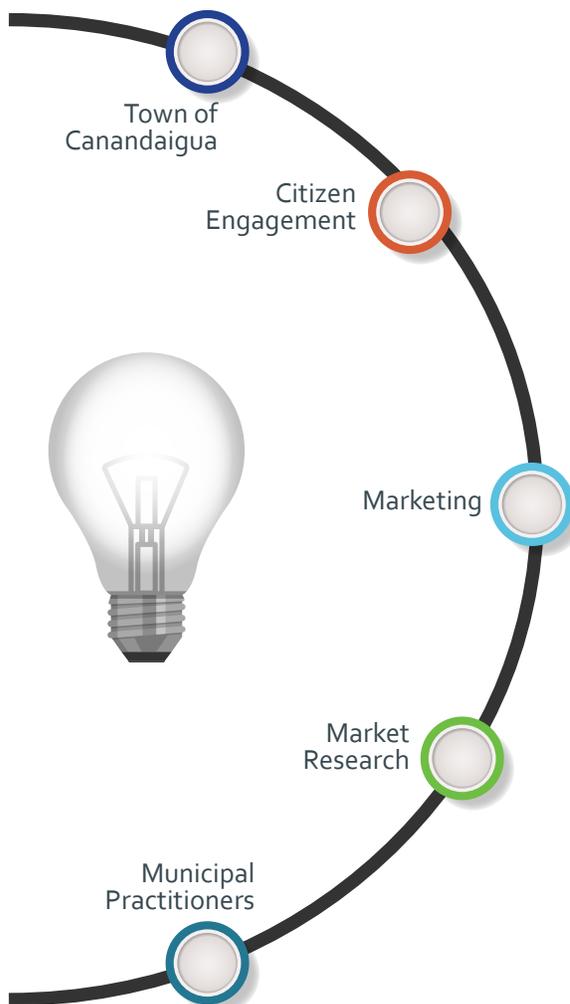
...have been used measure the impact of waste diversion education and marketing outreach on increasing awareness and sustainable behaviors, and to refine the marketing and educational approaches for future seasons.



Management Plan

By partnering with IBTS, the Town will receive the benefits of our local government expertise coupled with the benefits of a professional market research and marketing team, which bring extensive private-sector excellence and innovation to help the Town achieve meaningful engagement with your residents regarding the environmental benefits of altering recycling behaviors.

Stephanie Inglis, Marketing Program Director and our Project Manager for this exercise, is responsible for assigning resources; managing scope, schedule, and quality; and customer satisfaction. Stephanie will spearhead the team to facilitate meetings and formal presentations; review data; conduct the analysis to measure the optimum market potential; and develop strategy recommendations. Stephanie will be responsible for daily operations and project lifecycle, and lead the public outreach efforts. In her previous roles as VP Strategy and Creative at leading business-to-business marketing agencies, she spearheaded award-winning campaigns for compostable plastics manufacturers, recycling solutions providers and consumer energy efficiency initiatives.



Our Marketing Department operates as a top-notch creative and strategic agency within the IBTS nonprofit structure, serving both public sector and private sector clients. The marketing team will add value throughout the public engagement process by providing big ideas, creativity, and proven “considered purchase” and behavior-changing marketing techniques designed to move stakeholders through the knowledge cycle and motivate them to act. From strategic communications planning to stakeholder engagement and outreach, we will work collaboratively with the Town, the planning team, and our market research team. Our team brings a combined 40+ years of award-winning experience in traditional and emerging best practices to craft and execute meaningful, measurable programs that include:

- ▶ Strategic marketing planning
- ▶ Branding and positioning
- ▶ Creative direction
- ▶ Digital and email marketing, including marketing automation
- ▶ Event planning and execution
- ▶ Social media marketing
- ▶ Public and media relations
- ▶ Traditional and digital advertising planning and management
- ▶ Performance metrics analysis and reporting
- ▶ Video scripting and production
- ▶ Content development
- ▶ Website planning and development



We understand citizen engagement is a far different exercise than selling consumer packaged goods. Our goal is long-term behavior change through helping citizens imagine the positive outcomes of their sustainable recycling and waste diversion actions. We'll accomplish this by appealing to emotions using fact-based storytelling, creative infographics, and engaging educational and promotional multimedia and social media content. Attractive, consistent branding, fun and memorable messaging and innovative outreach channels are all part of capturing and holding public attention.

We work with you to understand the current perceptions (or misperceptions), identify the most compelling benefits, craft the most engaging stories and bring it all to life with disruptive and delightful graphics, messages and digital interactive elements. We uncover where our audience goes for trusted information and leverage those channels to get citizens excited and talking amongst each other. Most importantly, we measurably move the needle on desired long-term behavior change.

BuildingInsight (www.BuildingInsight.org), IBTS's wholly-owned market research firm, ensures our public sector clients' success by leveraging our expertise and tools to help provide them with unbiased, meaningful, and insightful market research results to help them better serve their citizens.

The BuildingInsight team will ensure a data-based approach to the marketing campaign, ensuring that all efforts in the campaign are informed by a thorough understanding of current awareness, perceptions, and behaviors with regard to the existing residential waste diversion program.

The BuildingInsight team will work with our marketing team and Town officials and staff and the Environmental Committee to ensure a thorough understanding of the existing program and outreach, as well as any related efforts and trends. If useful, the BuildingInsight team will conduct qualitative research in the form of in-depth interviews (IDIs) with Town community leaders, citizens, and other stakeholders to supplement this effort.

Our team will use results from the initial meeting and optional IDIs to inform the approach to the quantitative survey, including the sampling approach, methodology, and questions.

The survey effort will quantify awareness, opinions, attitudes, behaviors, and other variables by collecting data from a large sample of Canandaigua's citizens through structured questions. Results from this effort will provide reliable, data-based direction for the marketing efforts. Additionally, results will help provide a baseline for measuring the success of marketing efforts. BuildingInsight will conduct a tracking survey once marketing efforts have commenced to compare changes in variables, such as program affinity and participation rates.



Team Profiles

Better than technology, better than business systems and processes, the IBTS cadre of professionals available to the Town of Canandaigua will be the key to attaining a timely, smooth process and approach. Our proposed team is available when needed to use their best skill sets aimed at reaching all citizens in the Town. Our team is relevant to each objective of the outreach initiative, and flexible to meet the needs of the Town to get educational material developed and ready for implementation on your schedule. Collectively, our team has over 20 years market research, and 40 years of marketing experience.



Matt Horn

Focus Area: Leadership
and Project Oversight

30+ Years
Experience



Stephanie Inglis

Focus Area: Marketing

15+ Years
Experience



Karen Johnson

Focus Area: Market
research

20+ Years
Experience



Sam Fleishman

Research Analyst

Role: Support team with research, writing, communication, and high level data analysis



Certifications

- ▶ Focus Group Moderator, RIVA Training Institute



Education

- ▶ M.S., Marketing of Forest Products, University of Washington
- ▶ B.A., Environmental Studies, Binghamton University



Accomplishments

- ▶ Conducted hundreds of in-depth interviews
- ▶ Designed, programmed, analyzed, and reported on hundreds of projects
- ▶ Speaks and writes fluent Spanish

Summary

Sam Fleishman has 20 years of diverse and sophisticated market research experience. He has designed, programmed, analyzed, and reported on hundreds of projects encompassing a broad range of techniques, methodologies, industries, and topics.

Previous Work Experience

Project	Client
Strategic Market Analysis	Centex Homes, Washington Division
Municipal Assessments	ICMA and Puerto Rico Government
NLC Small Cities Resilience Competition	National League of Cities
Community Relations Tracking Study	Private Client for Baton Rouge, LA; Houston, TX; Detroit, MI
San Francisco Food Scrap Collection Pilot Survey Study	City of San Francisco Housing Authority

Previous Project Management Experience

Sam brings qualitative expertise in conducting in-depth interviews and computer-assisted telephone interviews (CATI) with citizens, consumers, decision-makers, and subject matter experts, and other stakeholders.

Conducts qualitative and quantitative research development and collection activities including survey questionnaire design and programming, conducting in-depth interviews. He Performs quantitative data analysis including univariate, bivariate, and multivariate statistical techniques; factor analysis, conjoint analysis product attribute bundling.

Matt Horn, ICMA-CM

Program Director

Role: Providing leadership in the operational review of the project lifecycle, customer services, and resource allocation



Certifications

- ▶ Credentialed Manager, International City-County Managers Association



Education

- ▶ Coursework toward M.B.A., University of South Carolina
- ▶ B.S., Public Administration, Public Management Concentration, Political Science Minor, James Madison University



Accomplishments

- ▶ Named to 2016 and 2017 "Top 100 Local Government Influencer," Engaging Local Government Leaders
- ▶ Facilitated the development of the first comprehensive planning effort in Geneva, NY, in over two decades.
- ▶ Former Director, Geneva Business Improvement District
- ▶ Facilitated hundreds of public workshops, focus groups, and planning board meetings

Summary

Matt is an experienced community leader with a demonstrated history of facilitating civic engagement and economic growth in cities across the United States. He is well-versed in public-private partnerships, and leveraging the strengths of an organization and community to achieve its vision. Matt is a strong community and social services professional with an academic background in business and public administration.

Previous Work Experience

Project	Client
Oversees city services, such as: public works, utilities, building department, engineering, community development, administrative, financial, IT, human capital, sanitation, bus, library, and other community services.	City of Guymon, OK; City of Central, LA
Comprehensive Plan Update	Geneva, NY
Managed over \$15 million in New York State-funded grant programs, including those from Empire State Development and the Office of Community Renewal, including mixed-use downtown revitalization efforts.	Geneva, NY

Project	Client
<p>Provided operational guidance to four start-up cities in the metro-Atlanta region, as well as a host of legacy cities to enhance their operating profiles.</p>	<p>Sandy Springs, GA; Milton, GA; Johns Creek, GA; Chattahoochee Hills, GA</p>

Previous Project Management Experience

Under Matt's direction between 2008-2018, the City of Geneva, NY, aggressively took on the challenges of the post-industrial rust belt economy. This small city in the Finger Lakes Region of upstate New York has adopted market-driven principles and collaboration-based solutions to urban challenges. These efforts have resulted in a vibrant, mixed-use historic downtown district, revitalized neighborhoods, and drastically enhanced community pride.

Matt curated the staffing of a broad-based, multi-disciplinary steering committee, supported data acquisition and strategy development, and fostered civic engagement efforts to ensure community ownership of plan principles.

Utilizing a shared-services approach, he effectively managed costs associated with the City's healthcare program for employees and retirees and administrative service delivery in finance and information technology.

Utilizing public-private partnerships, the City redeveloped water, wastewater, street lighting, and building infrastructure with a performance-based contracting model, limiting the amount of debt service investment required by the City.



Stephanie Inglis

Program Branding Manager

Role: Advisor for creative development and execution for program branding and marketing outreach



Certifications

- ▶ Communications and Advertising Accredited Professional
- ▶ Hubspot Certified User
- ▶ Act-On Certified User



Education

- ▶ Diploma, Journalism, Centennial College



Accomplishments

- ▶ Lead Start-up agency growing to 20+ clients and ~\$3 million annual budget
- ▶ Manages small teams to large teams
- ▶ Promote responsibility through metrics management and adherence to return-on-marketing-investment goals

Summary

Stephanie has over 15 years of experience working with large multinationals to regional not-for-profits companies. She specializes in working with stakeholder groups to craft fact-based messaging tailored to specific target audiences.

Previous Work Experience

Project	Client
National Expansion	Building Performance Institute, Inc.
Building Better Cities	LafargeHolcim
Changing the Way Infrastructure is Made	Munro, Ltd.

Previous Project Management Experience

From large multinationals to regional not-for-profits, Stephanie specializes in helping organizations tell their sustainability stories in engaging, innovative ways. Working with stakeholder groups to craft fact-based messaging tailored to specific target audiences, Stephanie develops strategic marketing plans that stretch through general awareness building to measuring return on marketing investment. She offers a depth of experience in built environment market segments, conducting marketing workshops, research and campaigns. She is a popular public speaker, having presented to the Sustainability Leadership Forum, at multiple Affordable Comfort national and regional conferences, Efficiency First educational webinars and the Insurance Canada Technology Conference.

Karen Johnson

Market Research Manager

Role: Providing support for market research and data analysis

Certifications

- ▶ Focus Group Moderator, RIVA Training Institute

Education

- ▶ B.A., English, Emphasis in Language, Writing, and Rhetoric, University of Maryland

Accomplishments

- ▶ Moderated over 200 focus groups
- ▶ Designed and programmed hundreds of online surveys
- ▶ Conducted thousands of in-depth-interviews

Summary

Karen has 20 years of communications, messaging, marketing, and market research experience in the public and private sectors.

Previous Work Experience

Project	Client
Neighborhood Energy Efficiency Drive (NEED) -- organized employees to lower personal energy usage	Private client with offices across the US
NLC Small Cities Resilience Competition	National League of Cities, Nation
NACO- Member Awareness	National Association of Counties, Nation
Community relations Tracking Study	Private Client, Baton Rouge, LA; Houston, TX; Detroit, MI

Previous Project Management Experience

Karen's market research experience includes qualitative and quantitative market research services, conducting focus groups, in-depth interviews, and online and intercept surveys with a variety of stakeholders, including constituents, customers, and decision makers in the public, private, and nonprofit sectors. She is adept at using results from these services to develop impactful reports and presentations that distill complicated, robust results into easily-understood and actionable recommendations.

She combines excellent written and communications skills with superb research and analytical services to provide an integrated approach to helping clients understand, reach, and achieve success.

Elizabeth Mullins

Event Coordinator

Role: Support team in providing logistics planning and event support.



Certifications

- ▶ Certified Meeting Professional (CMP)



Education

- ▶ B.S., Communication/ Public Relations, Radford University



Accomplishments

- ▶ Coordinates logistics for national meetings and events
- ▶ Develops and manages detailed budgets, client documents, and reports for each event

Summary

Elizabeth has over ten years of experience managing meetings, conventions, and special events from start to finish.

Previous Work Experience

Project	Client
2017 Spring Advocacy Meeting	National Alliance of Forest Owners
34th Annual ISSTD Conference	International Society for the Study of Trauma and Dissociation

Previous Project Experience

Elizabeth's experience includes working for a wide variety of associations, corporate, and government organizations. She oversees and manages details in regards to site selection, contracting, proposals, marketing and communications, program development, budgeting, and onsite event management.

Elizabeth provides logistics planning and support for all IBTS conferences and events throughout the year across all divisions. This includes registration and attendee tracking, negotiating sponsorships, securing booth spaces, monitoring timelines, and ensuring that deadlines are met.

Stephanie Schmidt

Copywriter

Role: Support team with content development and digital marketing efforts.



Education

- ▶ B.F.A., Graphic Design, Longwood University



Accomplishments

- ▶ Fully re-designed and managed a new corporate website
- ▶ Worked closely with channel partners to create joint marketing materials and events

Summary

Stephanie has over five years of experience in product marketing and graphic design, with a focus on content creation and distribution.

Previous Work Experience

Project	Client
Development of materials to be presented to the Bill and Melinda Gates Foundation	WISH Foundation
Transition Assistance Program -- developed training materials for veteran's transition back into civilian life and workforce	U.S. Department of Defense

Previous Project Experience

Stephanie has experience in content creation, marketing automation management, lead nurturing, and graphics support. She has supported the marketing efforts in a variety of industries, including cyber security, government contracting, and nonprofit organizations. She works closely alongside IBTS subject matter experts to develop content for email campaigns, drip programs, thought leadership articles, case studies, and all marketing collateral.

Stephanie also creates and distributes social media updates, press releases, and e-newsletters.



Avery Share

Research Analyst

Role: Support team with research, writing, website maintenance, and survey design and analysis



Certifications

- ▶ Focus Group Moderator, RIVA Training Institute



Education

- ▶ B.A., Writing & Rhetoric, Hobart & William Smith Colleges



Accomplishments

- ▶ Conducted hundreds of interviews
- ▶ Designed and programmed online surveys

Summary

Avery has over five years of communications and market research experience, including analysis, writing, and client deliverables for market research reports, survey programming, and focus groups.

Previous Work Experience

Project	Client
IBTS Community Resilience Assessment Framework & Tools (CRAFT)	Norristown, PA; Germantown, TN
IBTS Online Help & Advice for Natural Disasters (OnHAND)	Nation wide

Previous Project Management Experience

Avery's experience includes qualitative and quantitative market research, with work product including conducting interviews, focus groups, and surveys. She assists with quantitative and qualitative research project development, programming, data collection, and reporting. She supports all IBTS departments with project development and with production of client deliverables, including presentation design and final review.

She has assisted with content development and design and maintenance of various websites, in addition to print publications ranging from informational brochures to magazines.

Marco Taylor

Graphic Designer

Role: Support team with development of print materials, PowerPoint presentations, infographics, and collateral.



Education

- ▶ B.A., Graphic Arts, Florida Atlantic University



Accomplishments

- ▶ Worked on brand development from conception to completion
- ▶ Collaborated with software engineers to develop products' user interface and experience

Summary

Marco has nine years of graphic design and marketing experience, including designing brochures, print and web advertisements, stationery, logos, and catalogs.

Previous Work Experience

Project	Client
FEMA Trends - worked with team to graphically produce a report of all findings found in over 3000 manufactured housing units.	FEMA
Manufactured Home Procedural and Enforcement Regulations Participants Guide - provided graphic support to create a high quality guide in print to be used for training purposes.	FEMA
High stakes litigation cases - provided trial graphics support to numerous law firms nationwide. Powerpoint presentations, poster boards, print material.	White & Case, Williams & Connolly, WilmerHale, Hogan Lovells, Mayerbrown, Hughes Hubbard & Reed

Previous Project Experience

Marco has a unique balance of creative and technical expertise coupled with a strong background in print design. He understand the importance of the long-term vision of a company and supports all IBTS divisions, office locations, and personnel nationwide in the creation of all print and web materials.

He also has experience in areas such as proposal graphics, litigation graphics, infographics, and presentation design.



Michelle Waddle

Marketing Coordinator

Role: Support team with program branding and marketing outreach



Certifications

- ▶ Professional Certified Marketer, Digital Marketing, American Marketing Association



Education

- ▶ M.S., Integrated Marketing Communications, West Virginia University
- ▶ B.S., Psychology, George Mason University



Accomplishments

- ▶ Guided integration of branding following acquisition of \$50 million firm

Summary

Michelle has ten years of marketing and communications experience, including branding, social media, event management, and digital marketing.

Previous Work Experience

Project	Client
Communications support for SolSmart Solar Initiative Program	International City/ County Management Association (ICMA)
Website Redesign and Maintenance	Private Company
Company Rebranding	Private Company

Previous Project Management Experience

Michelle implements integrated marketing communications programs utilizing methods such as email marketing, social media, advertising, and events. She designed and implemented a training program at a private company to train employees to act as brand ambassadors to manage, promote, and preserve the brand through knowledge of corporate visual identity and key market differentiators.

2. Project Understanding

In 2014, Ontario County launched an ambitious solid waste management plan seeking to increasing waste reduction and diversion in the County by 60 percent. To help it reach these objectives, the County has enlisted municipal services, including entering into an inter-municipal agreement with the Town of Canandaigua. The Town determined that it can help the County meet its goals through certain public education and outreach initiatives of the Local Solid Waste Management Plan (LSWMP). Accordingly, the Town will engage its ~11,000 citizens in a public education campaign regarding the environmental benefits of altering recycling, waste disposal, and reuse behaviors.

Effective public education marketing campaigns use market research data to ensure that efforts are created and implemented with a thorough understanding of the factors that influence receptiveness to education and information. These include current awareness of, perceptions of, and biases toward existing programs; values and touchpoints; and existing motivations and behaviors.

Marketing Approach

Using the insights gleaned from the market research exercise, we will develop a two-year strategic marketing plan for the LSWMP community outreach activities. Our process for developing strategic marketing plans has been proven over hundreds of projects for brands ranging from local nonprofits to large multinationals.

As part of the plan for Canandaigua, we will identify and prioritize the diverse target audiences for effectiveness of the various programs within the LSWMP. For example, messaging and audience for the backyard composting program will be different from the messaging and audience for the construction and demolition debris recycling program. The messaging and activities we take into the schools will be different from those we take into transfer stations and those used to reach the farming demographic. Cultural differences and practices must also be respected.

Our process includes building out an audience/messaging matrix that outlines who needs to know what about which topics, along with where we can most effectively present the information and in what format. The result is a measurable plan of action. This is also when we set Key Performance Indicators (KPIs) for the outreach program and develop the elements of the brand – graphics, fundamental value propositions, and outreach tactics. Across the board, we will provide consistent educational and promotional messaging that will build brand recognition of the various LSWMP programs.



Sample Audience/Messaging Matrix

Program Area	Audience 1	Audience 2	Audience 3	Audience 4	Audience 5
Backyard Composting	Message A	Message A	Message B	Message B	N/A
Food Recycling	Message D	Message D	Message E	N/A	N/A
Construction & Demolition	N/A	N/A	N/A	N/A	Message F
Bags & Film Recycling	Message G	Message G	Message G	N/A	N/A
Reuse Initiatives	Message H	Message H	Message H	Message I	Message I
Special Collection Events	Message J	Message J	N/A	Message J	Message J
Household Hazardous Waste	Message K	Message K	N/A	Message K	Message L
Agricultural Plastics	N/A	N/A	N/A	Message M	N/A
Pay-as-You-Throw	Message N	Message N	Message N	Message O	Message P

We will reach all citizens of Canandaigua by defining different target audiences and the most effective outreach methods by which to reach them – social media may be best to reach younger demographics, while service announcements on FLTV may be more effective at reaching elderly residents. As a result, our plan will include an integrated suite of tactics designed to target each particular audience in the most effective time and place.

A central tenant of the outreach program will be the website, built to be the online hub for information, education, and interaction. The IBTS Marketing Department includes full access to an in-house IT team that can host and maintain website servers, allowing us to make updates, additions, and changes quickly.

The site will feature benefits-driven stories from citizens, factoids and FAQs, interactive games for kids, and potentially a citizen challenge contest. Visitors to the site will be able to find information intuitively, learn more about the importance of the waste diversion initiatives, share stories, and provide feedback. Analytics on the back-end of the site will allow us to monitor traffic, content consumption, time-on-site, and other metrics in order to optimize the user experience and the effectiveness of the campaign.



A drive-to-website campaign will utilize traditional and digital best practices. Tactics may include:

- ▶ Social media marketing
- ▶ Email marketing
- ▶ Print and digital advertising
- ▶ Public relations and public service announcements
- ▶ Video and interactive media
- ▶ Organic search
- ▶ Signage and out-of-home advertising
- ▶ Days of service for volunteer hours
- ▶ Mail drops and/or door hangers
- ▶ Printed collateral
 - *We recommend limiting the amount of printed materials produced for environmental reasons (and so the LSWMP outreach effort doesn't seem hypocritical). All printed material should use either 100% post-consumer or FSC-certified stock and vegetable-based inks.*

The campaign creative will need to be bold and enticing, with strong visuals and memorable copy. It will also need to be measurable against KPIs wherever possible. Reviewing campaign metrics on a monthly basis will allow us to capitalize on tactics that are working well, and course correct on those that are underperforming.

In order to break through the clutter and grab attention, we may also consider some of the following disruptive and interactive creative approaches:

- ▶ Neighborhood events and block parties
- ▶ Pop-up mini workshops in locations such as bus stations, grocery stores, parks, senior centers, libraries, schools, and events like the Finger Lakes Riesling Festival, Waterfront Art Festival, Canandaigua Art and Music Festival, LakeMusic Festival, Festival of Trees at the Granger Homestead and Carriage Museum, Christkindl Market, and the Finger Lakes Plein Air Festival
- ▶ Pop-up video booth
- ▶ Kids Change the World—fun interactive recycling/reuse workshops specially designed for children and young adults of different age groups. These workshops can travel to different schools, getting kids involved – with the bonus of them taking their enthusiasm home to their parents
- ▶ Poster contests to win a donation for your school – one contest for each age segment (public schools, middle schools, and high schools)

The Construction and Demolition initiative will need a push/pull approach. We will need to educate contractors and developers, but also create a demand from their customers. We want participation in this program to be a competitive advantage for building and remodeling companies, just as LEED® accreditation is for architects and BPI Certification is for weatherization contractors. One potential approach is to partner with the Town's local Lowe's to ensure all of their pro installers are participating in the program as part of their corporate social responsibility directive. They could promote the program in-store, in flyers and in emails to help create consumer demand and reach the DIY customer base. Another approach might



be to provide a rebate voucher with each permit issued, redeemable after verification by the transfer station.

Suppliers of products made from recycled materials and/or that are easily recycled could also be flagged in-store.

For the Town Hall waste diversion program we need first to determine where waste is coming from and how we can reduce it. For example, is the Town still using paper for permitting and inspection? A simple fix would be a license for IBTS's GOVmotus mobile-friendly, cloud-based permitting software (free of charge as part of the outreach program). Are some departments still printing and creating binders when an easy-to-use, searchable, electronic library system could both increase productivity and reduce wasteful use of paper? Are supplies and vendors selected based on environmental responsibility or strictly lowest-first-cost? Is the cafeteria based on reusable plates and cutlery, or disposable? If disposable, is everything recyclable? Are bins clearly marked with compost, recycle and landfill options, including graphical representations of which items go in which bins?



Stephanie was creative director on this campaign to help keep building materials out of landfills.



Stephanie's former client CleanRiver Recycling Solutions develops easy-to-use bins like the one pictured above.

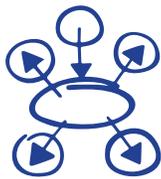
If Canandaigua's Town Hall is like most, there will be an opportunity to leverage competitive spirit between departments. Using an incentive of sufficient value but within Town remuneration policy, a Clean Up Our Act contest could be staged. To start, each department would participate in a weigh-in of landfill vs recycling collected over one week. Additional weigh-ins would be conducted at random throughout the length of the contest, and the department with the greatest average reduction wins top prize. Second place would go to the department that managed to divert the most landfill to recycling. A contest of this type not only helps generate excitement, but also starts to create an environment of peer-pressure and/or self-policing of the new desired behavior.

Market Research Approach

By conducting a baseline quantitative survey of Canandaigua citizens prior to launching marketing efforts, BuildingInsight (IBTS's wholly-owned market research firm) will ensure a thorough understanding of these factors. The survey approach will include the following steps:



Prior to conducting the survey, the BuildingInsight team will meet with Town of Canandaigua leadership and other local stakeholders to ensure a thorough understanding of Town demographics, the LSWMP, the history of both Town and Ontario County waste diversion efforts, any existing market research results, and other related background information. If useful to ensure a complete understanding of the Plan, the team will conduct qualitative research in the form of in-depth interviews with additional stakeholders and citizens.



After collecting and analyzing background information, we will develop a survey sampling plan, weighting, and methodology. These efforts ensure that Canandaigua's demographics will be accurately represented in the survey, and will also determine the number of responses gathered online, or using other survey approaches.



We will develop a survey questionnaire based on background research and input from the Town project management team and the IBTS marketing team to ensure that results will provide informative, actionable insights for the marketing campaign and the LSWMP. For example, the survey questions can address topics such as a Pay-as-You-Throw (PAYT) program to identify likelihood of participation, feedback on specific options, etc. The Town project management team will have access to review and approve the draft questionnaire prior to survey programming and launch. While the survey will primarily be conducted online, additional responses may be gathered using computer-assisted telephone interviews (CATI) or mailed surveys, as determined in above step. We will oversee the invitation and data collection processes to ensure that data is collected on schedule. Each response is vetted through quality management approaches to ensure unique, reliable responses.



We will provide data analysis to produce meaningful, actionable results and recommendations, presented in a survey summary report no more than two weeks after data collection is complete. We will work with Town project management staff and the IBTS marketing team to ensure that these inform education and marketing efforts.



As determined by Town project management staff and the IBTS marketing team, BuildingInsight will conduct an additional tracking survey. We will compare tracking survey results with baseline results to determine the success of the marketing and public outreach campaign.

At the end of the two-year contract, and once the results of the close-out tracking survey are in, we will work with Town staff to review the success of the outreach campaign and update the original strategic marketing plan developed at the start of the engagement. The Town can then take that updated strategy forward on its own, or open it to bid with a strong, pre-determined set of specifications.

3. Measurable Program Objectives

Public outreach is both an art and a science. The art comes in the form of the creative approach, graphic design, and messaging. The science comes from the performance metrics and quantitative and qualitative market research..

When you work with IBTS, you get both art and science. We begin with the market research exercise to create a baseline against which we can measure progress. Qualitative research results inform our strategy and messaging, while quantitative research tells us where the needle sits right now.

Before we roll out any creative campaign, we work with the Town to establish our Key Performance Indicators (KPIs), asking questions like: Where are we now? Where do we want to be in six months? A year? Two years?

We choose our outreach tactics based on these KPIs, determining which demographics are the low-hanging fruit, which will have the hardest minds to change, and which will be in the middle. We then develop strategies to best reach and convert each group.

Throughout the campaign, we constantly measure against the collaboratively set KPIs. We use these measurements to optimize and capitalize on things that are working well, and course correct tactics and messaging that simply are not delivering as expected. Monthly metrics reports may include:

<p>Website </p> <ul style="list-style-type: none"> ▶ Visitors ▶ Time-on-site ▶ Pageviews/visit ▶ Bounce rate ▶ Content consumption ▶ Demographics ▶ Traffic source ▶ Interactions <ul style="list-style-type: none"> ▶ Subscribers ▶ Feedback forms ▶ Contest participation 	<p>Email </p> <ul style="list-style-type: none"> ▶ Open rate ▶ Click-through rate ▶ Engagement rate 	<p>Social Media </p> <ul style="list-style-type: none"> ▶ Followers ▶ Post impressions ▶ Actions taken <ul style="list-style-type: none"> ▶ Likes ▶ Shares ▶ Clicks ▶ Comments
	<p>Toll-free numbers </p> <ul style="list-style-type: none"> ▶ Volume of calls ▶ Time-on-call 	

More importantly, we propose to measure awareness and participation against baseline. By starting with market research to establish that baseline, we can repeat the quantitative research to see exactly what progress has been made at the one-year and two-year markers. We may measure:

Program awareness 

- ▶ Backyard Composting
- ▶ Food Recycling
- ▶ Construction & Demolition
- ▶ Bags & Film Recycling
- ▶ Reuse Initiatives
- ▶ Special Collection Events
- ▶ Household Hazardous Waste
- ▶ Agricultural Plastics
- ▶ Pay-as-you-Throw

Claimed participation vs actual 

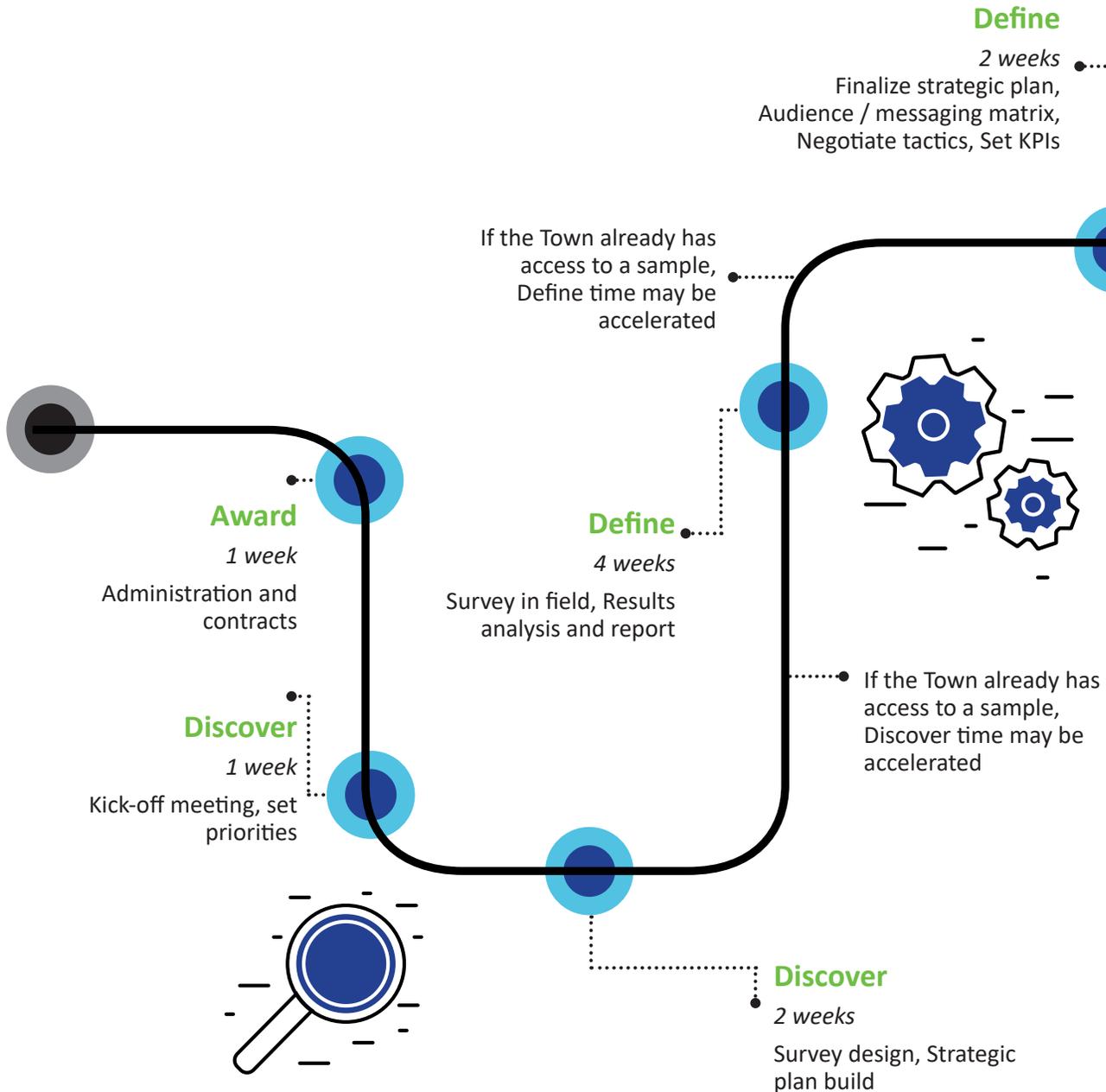
- ▶ Backyard Composting
- ▶ Food Recycling
- ▶ Construction & Demolition
- ▶ Bags & Film Recycling
- ▶ Reuse Initiatives
- ▶ Special Collection Events
- ▶ Household Hazardous Waste
- ▶ Agricultural Plastics
- ▶ Pay-as-you-Throw

Public perception/ approval ratings 

Roadblocks and challenges 

4. Timeline

Our team is prepared to work collaboratively with the Town to create new educational material and update existing content; develop and implement outreach initiatives; utilize website/ social media components to reach large citizens groups; and recommend direct mail alternatives.



Our approach will meet your specific needs and could commence with this assignment as early as December 2018. The proposed timeline will be a multi-phased approach with the first year having a bulk of the active work and the second year working with the Town to implement and maintain the program.

Refine

Monthly report for duration of campaign
Measure performance against KPIs, Optimize successful tactics, Course correct where needed

Depending on Town priorities and strategic plan, we may wish to launch in phases by audience or program initiative

We will introduce new messaging and creative over the course of the campaign to keep the program fresh. We will also update the website frequently.

Results

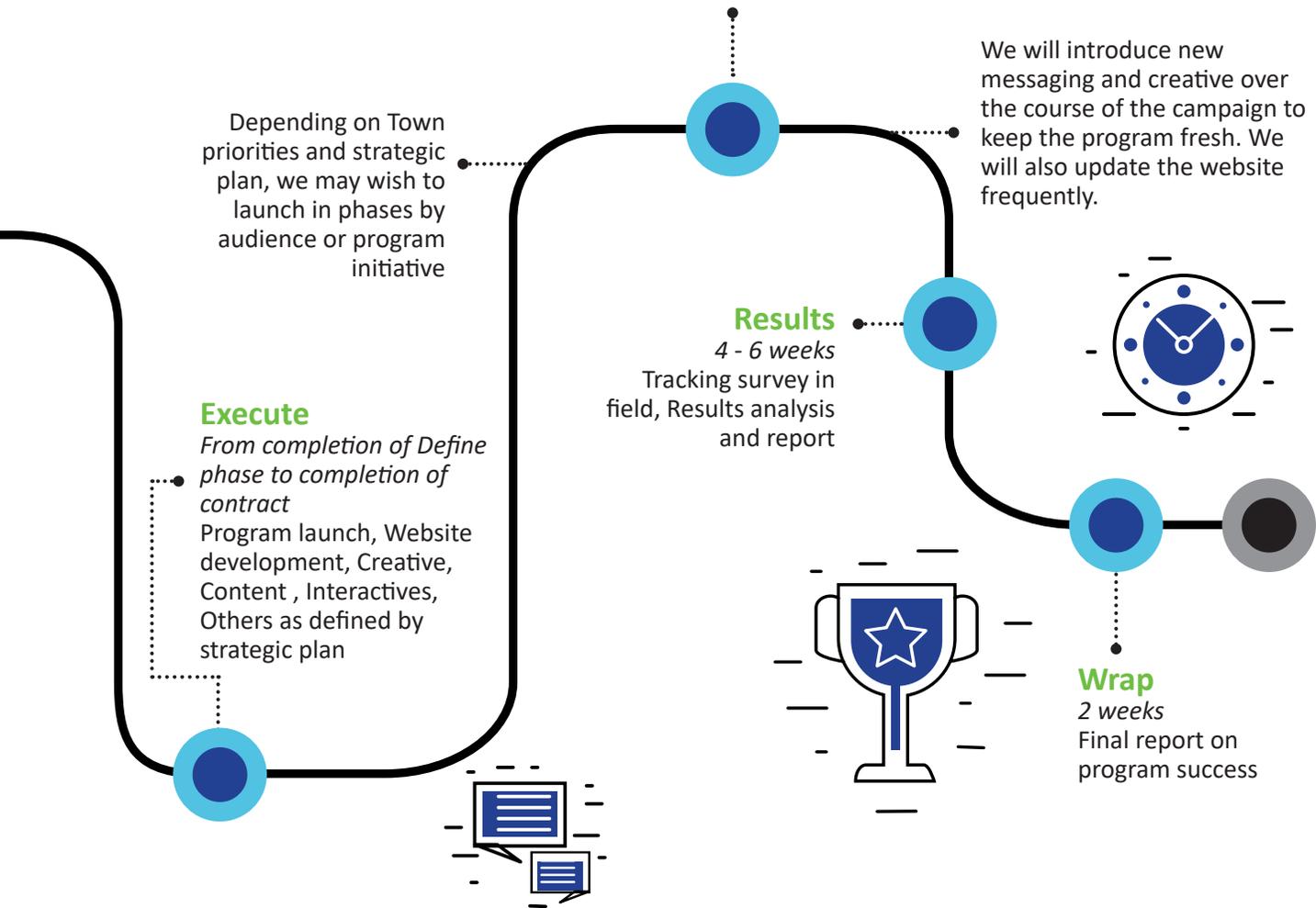
4 - 6 weeks
Tracking survey in field, Results analysis and report

Execute

From completion of Define phase to completion of contract
Program launch, Website development, Creative, Content, Interactives, Others as defined by strategic plan

Wrap

2 weeks
Final report on program success



5. Technology to Facilitate

We use best-in-class technology, including Pardot (Salesforce), analytics (Google), WebEx, and emerging tech like Facebook Live. Our project manager has run Twitter chats as a live interview mechanism with the top building scientist for a generation. Stephanie has also live-streamed presentations on several platforms. The market research team uses a robust online survey tool with customizable advanced question options that we leverage to uncover more meaningful insights.



6. Budget

This budgeting schedule developed below is for an estimating purpose and according to the scope of work outlined in the RFP. We are flexible and open to negotiation with the Town of Canandaigua to meet your needs more accurately, as the project progresses and more information becomes available, pricing can be adjusted if needed based on the level of work involved for each outreach effort.

Phase	Amount
Award	\$0
Discover	\$4,000
Define	\$2,750
Execute	\$15,000
Refine	\$1,000
Results	\$1,500
Wrap	\$750

The total project cost will not exceed \$25,000.

The strategic marketing plan will include a breakdown of cost by activity once tactics are finalized.

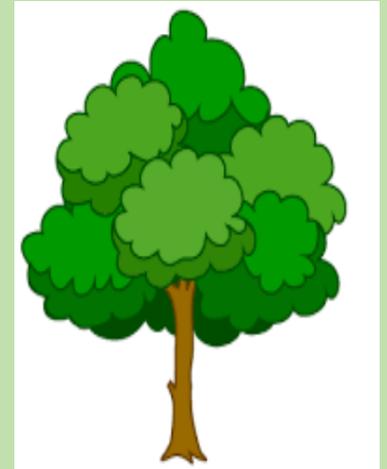




ATTACHMENT 18

PARTNERING WITH TREES

April 24, 2019
6-7:30 pm
Onnalinda Room
(Court Room)
Canandaigua Town Hall



Attendees will receive a free tree!

The Value of Trees

Hydrologic, water quality, habitat, well-being, effects on climate change, aesthetics
Laura Bailey, Natural Resources Educator, Yates CCE

Invasive Species

Diseases/invasions of trees: HWA, Oak Wilt, Emerald Ash Borer, Spotted Lantern Fly
Patty Wakefield-Brown, Finger Lakes PRISM

How to Plant Trees

Nurturing your tree, soil conditions, testing, fertilization, protection
Alaina Robarge, Ontario County SWCD

Notes from the Field

Anecdotes from a resident who has planted hundreds of bare root trees.
David Sauter, Bristol Oaks Farm

***This free Tree Workshop is brought to you by the
Town of Canandaigua Environmental Conservation Board.***



TREE PLANTING

9 Reasons to Plant a Tree

By Arbor Day Foundation | May 17, 2018



Did you know planting a tree is one of the easiest and most powerful things you can do to have a positive impact on the environment? It's true. Trees clean the air, prevent rainwater runoff, help you save energy and even combat global warming. And they're a snap to plant! No horticultural degree required.

From the single homeowner in Nebraska planting a maple in her backyard to the 250 Comcast employees volunteering in communities devastated by hurricanes, fires and Emerald Ash Borer infestation by planting hundreds of trees on Comcast Cares Day (the nation's largest single-day corporate volunteer event), people nationwide are getting their tree on. Here are 9 reasons why you should join them.

Trees fight climate change

Wish you could do more than recycling and reducing your carbon footprint to combat climate change? Trees have you covered. Through photosynthesis, trees absorb harmful carbon dioxide, removing and storing the carbon and releasing oxygen back into the air.

Trees clean the air and help you breathe

Trees don't just absorb CO₂. They also absorb odors and pollutants like nitrogen oxides, ammonia, sulfur dioxide and ozone. It's estimated that one tree can absorb nearly 10 pounds of polluted air each year and release 260 pounds of oxygen.

Trees prevent soil erosion and rainwater runoff

During heavy rains, water runoff finds its way to streams, lakes and wetlands, creating the potential for flooding. It also picks up and carries pollutants along the way. The EPA and the Center for Watershed Protection are recognizing the importance of trees in managing runoff. Leaf canopies help buffer the falling rain and their roots hold the soil in place, encouraging the water to seep into the ground rather than run off.

Planting trees is easy

Gardening can be intimidating for newbies because there are so many variables. Which plants and flowers should you put next to each other and which should you separate? Which bloom in the summer and which bloom in the fall? When you're dealing with trees, there's none of that. Just choose a spot in your yard and you're good to go.

[Watch Ask an Arborist: How do I Plant Bare-root Trees?](#)

You'll save money

Trees conserve energy in summer and winter, providing shade from the hot summer sun and shelter from cold winter winds. With trees standing between you and the elements, you'll spend less on your energy bill to heat and cool your home.

Trees increase your home's value

Studies of comparable homes with and without trees show that, if you have trees in your yard, your home's value increases by up to 15 percent. It's all about curb appeal, and trees make your home and yard more beautiful.

You'll attract birds (and critters)

Trees provide nesting sites, food and shelter for your bird friends. Hang a feeder in one of the branches and enjoy the birdsong all year long. Squirrels love to make their homes in trees, too, and watching their antics is a great way to spend a lazy summer afternoon.

Trees are good for your mental and physical health

A view of trees in urban areas has been proven to reduce stress, anxiety and even the crime rate. Tree-filled gardens on hospital grounds speed healing in hospital patients.

You'll be giving your descendants a gift

Trees can live hundreds of years, so when you plant one, you're giving a gift to your children and grandchildren. It's a symbol of your commitment to the environment and the beauty of the world around you that will live on far beyond your own lifetime.

ATTACHMENT 19



Help protect Canandaigua Lake by incorporating healthy lawn care practices to protect water quality

Excess nutrients in our lake can contribute to harmful algal blooms, increased aquatic plant growth, and the degradation of our water quality. Challenge yourself to use best practices!

Start simply - how you mow matters!

Keep mower blades sharp.

- Dull blades shred the tips of grass increasing susceptibility to insects and disease. They increase the amount of fuel you need by up to 20%.

Mow grass no shorter than 3 - 4 inches.

- Taller blades shade out weeds and help to prevent their germination.
- Less fertilizer is required to keep the grass green.
- Deeper roots develop, requiring less water and reducing potential runoff.

Leave grass clippings on the lawn (grasscycling).

- Grass is made up mostly of water and nutrients including nitrogen. You can get 25% of your lawn's required nitrogen by leaving clippings in place.
- Mow leaves in fall with a mulching lawn mower so that grass can still peak through. Here is another source of nutrients and organic matter!



Capture and filter nutrients before they enter the lake with a healthy yard and shoreline.

Reduce erosion by establishing healthy, dense growth.

- Seed bare spots! Thin, patchy lawns will have an increased amount of runoff and will transfer more nutrients to the lake (even if they are not fertilized).

Plant a native vegetation buffer along shoreline.

- Native trees, shrubs, and low vegetation act as sponges for storm water runoff, catching sediment and other pollutants before reaching the lake. The root systems hold soil in place reducing erosion of the shoreline. An added bonus - buffers act as a barrier to discourage geese from walking on your property!



Keep yard waste and leaves out of the lake, streams, and storm drains.

- Yard waste adds unwanted nutrients to our waters.

Plant a rain garden.

- Divert stormwater into an attractive planting bed that will work like a natural filter to clean the water and let it percolate slowly into the surrounding soil.

Remove all pet waste - bag it and throw it in the trash.

- Did you know that 15-20% of bacteria in our waterways comes from pet waste?

Limit watering.

- Consider letting grass go dormant during summer months. The tips may brown, but the roots are still healthy. Most lawns will survive on a quarter inch of water per week.
- If you must water, do so in the morning. Cooler temperatures decrease evaporation and the heat of the day allows the grass to dry, minimizing disease.

Be mindful of the chemicals that can enter our waterways.

Misuse or overuse of fertilizers and pesticides can negatively impact our lake through runoff and may lead to unhealthy conditions for your family and pets.



Limit pesticide and herbicide use.

- Head off pests and disease by selecting native plants that are naturally disease and insect resistant.
- Tolerate some levels of weeds and pests before considering pesticides.
- Weeding is easiest when the ground is moist. Use a shovel or hand tools to remove the whole root.
- Try spot treating persistent weeds with a 10% vinegar or acetic acid solution.
- Apply corn gluten to established lawns in early spring to prevent weeds from germinating. This is also a nitrogen source, reducing the need to fertilize.



Test your soil!

- Before you fertilize, test your soil to find out what your lawn really needs. Many soil reports in the Canandaigua Lake watershed indicate no need for phosphorus. Call Cornell Cooperative Extension at (585) 394-3977 for more information on soil testing.

If you must fertilize:

- Avoid popular 4 step lawn care programs. Instead, focus on fall fertilization.
- Avoid "weed and feed" products. It can actually damage the health of lawns by harming microorganisms, beneficial insects, and earthworms that are essential to maintaining healthy soil and healthy turf.

FOLLOW THE REQUIREMENTS OF THE NYS NUTRIENT RUNOFF LAW:

DO NOT:

Use lawn fertilizer that contains phosphorus unless you are establishing a new lawn, or a soil test shows that your lawn does not have enough phosphorus.

DO NOT:

Apply ANY lawn fertilizer December 1 - April 1. Don't apply fertilizer on sidewalks, driveways or other impervious surfaces. If fertilizer spills, sweep it up to prevent it from washing into drains or waterways.

DO NOT:

Apply lawn fertilizer within 20 feet of any water body unless there is at least a 10-foot buffer of shrubs, trees or other plants between the area you are fertilizing and the water.

If you use a lawn care company, here are some questions to ask:

- Do they test the soil first?
- Will they share the results with you?
- What pesticides, herbicides, and fungicides do they routinely use?
- Will they use Integrated Pest Management (IPM) if you request it? Identifying the pest/problem first and then using the safest control methods possible?
- Will they provide custom treatment based on your site conditions?
- Do they apply compost and/or compost tea? If not, do they have slow-release fertilizer options?
- If you are considering hiring a lawn care service, seek out "natural" or "organic" lawn care companies and ask the same kinds of questions.



Become a Lake-Friendly Lawn Care leader in your neighborhood

Proudly display a lawn sign and talk to your neighbors about the choices you make to help protect Canandaigua Lake.

ATTACHMENT 20



March 5, 2019

Mr. Eric Cooper
Planner
Town of Canandaigua
Canandaigua, NY 14424

RE: Rt 332/County Rd. 8 Development (City Mini Storage – UpTown)

Dear Mr. Cooper:

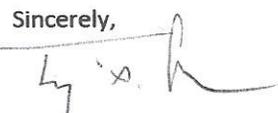
Thank you for your assistance to date, it is appreciated. It is our intention to explore MUO rezoning and development opportunities for the vacant land parcels, located on Rt. 332 in the Town of Canandaigua, formerly known as Par Busters. Thank you for the opportunity to review the concept plans at the upcoming Town Board Meeting on March 18, 2019. Attached are (6) six copies of the completed Petition To Amend The Official Zoning Map application as well as (6) six copies of the concept plan (dimensions 24" X 26") as requested.

Please note that our initial plan involves subdividing the large parcel into two parcels, with the back lot consisting of 21.1 acres for the proposed self-storage facility. The remaining 24.1 acre parcel is not included in this petition as we do not have immediate plans for development at this time. We have had discussions with Canandaigua National Bank (neighboring corner parcel) and some other interested parties but have not had the opportunity to solidify development plans since we do not own the property at this time and are focusing initially on our core business, which is self-storage.

For over 30 years, we have owned and operated City Mini Storage located at 493 South Main St. Our primary mission is to provide safe, secure, and reliable storage solutions to the local region and to meet our customers' needs. With the continue build-out of our existing facility, we are now at the point where growth is limited within City limits. We envision Rt. 332 (with access off of County Rd. 8) as a natural extension of our existing business and feel strongly that it will become a great asset to the community and will directly support the Uptown Canandaigua vision for residential and commercial development.

We are experienced developers and are blessed with having a strong, long-standing relationship with Canandaigua National Bank, where I was employed as a Commercial Loan Officer for over 15 years. With the support of our strategic partners, our existing business model/core values, and the growing needs of the community, we feel strongly that we are prepared to make this concept plan a reality. We envision this development to be a great fit for the Town of Canandaigua as our goal will be to respect the agricultural region with buffering, blend into the neighborhood, and provide affordable storage solutions to the local community in order to support the Uptown Canandaigua vision.

Thank you again for this opportunity, we look forward to meeting everyone in the near future. Please contact me directly at (585) 314-3021 or via email at tim@cityministorage.com if you have any questions or require additional information prior to the March 18th meeting.

Sincerely,


Timothy A. Stone
Site Manager/Managing Partner
City Mini Storage, LLC
CMS Commercial Properties, LLC
Stone Family Properties, LLC.

PETITION TO AMEND THE OFFICIAL ZONING MAP
To the Town Board of the Town of Canandaigua, Ontario County, New York
MIXED USE OVERLAY DISTRICT

1. Name and Address of the Applicant: City Mini Storage LLC
493 S. MAIN ST CANANDAIGUA, NY 14424
 Applicant Telephone and E-mail Address: (585) 314-3021 tim@cityministorage.com

 2. Name and Address of Applicant's Attorney (if applicable): Russ Kenyon, Esq.
23 NORTH ST CANANDAIGUA, NY 14424
 Attorney Telephone and E-mail Address: (585) 394-2068 Russ@KenyonandKenyonLaw.com

 3. Interest of Applicant in Property: LEASE CONTRACT

 4. Name and Address of Property Owner, if different: CONEM Associates
175 Colver Rd Suite 160 Rochester NY 14620
 Owner Telephone and E-mail Address: (585) 586-5835 Ken.Hershey@rochester.cc.com

 5. Subject Property Address and Tax Map Number: A portion of
56.00-2-32.112 AND 56.00-2-31.110

 6. Current Zoning and MUO Classification: R-1-30 RESIDENTIAL / CC-Community/Commercial MUO

 7. Requested Amended Zoning Classification: MUO w/ ALLOWANCE FOR SELF-STORAGE

 8. Existing Land Use and/or Buildings: VALENT / VALENT

 9. Proposed Land Use and/or Buildings: ~~RETAIL / COMMERCIAL~~ / SELF STORAGE
- Signature of Applicant / Date: [Signature], MANAGING MEMBER 2/18/2019

OFFICE USE ONLY	
Date Filed: _____	Date Referred to Planning Board: _____
Planning Board Action: _____	
Publication: (dates) _____	(location) _____
Notice Mailing Date (attach mailing list): _____	
Hearing: (date) _____	(time) _____ (location) _____
Order: _____	

LEGEND

		Property Line/R.O.W.
		Easement
		Sanitary Manhole
		Sanitary Sewer
		Gas Main
		Stream

PROJECT INFORMATION

General Information

Owner: Carol G. Martin, Kenneth H. Hershey, & Allan D. Moore
145 Culver Road
Rochester, NY 14620

Developer: Tim Stone
City Mini Storage
493 S. Main Street
Canandaigua, NY 14424

Parcel Address: 2265 State Route 332

Parcel Tax Account Number: T.A.N. 56.00-2-31.110

Parcel Size: 42.9 Acres

Current Zoning Information

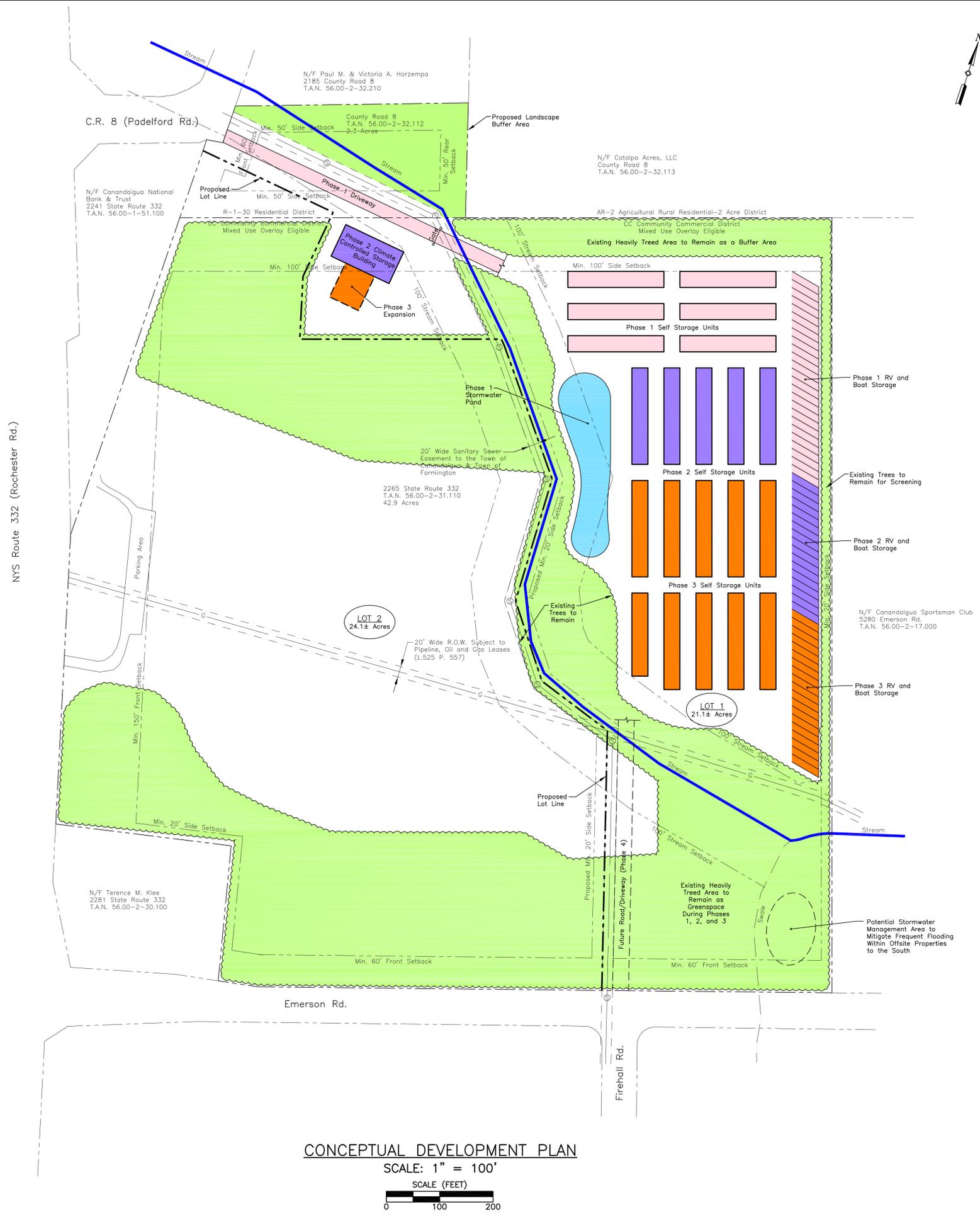
Current District: CC Community Commercial District
Mixed Use Overlay District 1

Current Zoning Requirements (depending upon use)
 Min. Lot Area: Varies 1 Acre to 10 Acres
 Min. Lot Width: Varies 175 L.F. to 500 L.F.
 Min. Front Yard: Varies 60 L.F. to 200 L.F. on Emerson Road
 Min. Rear Yard: Varies 25 L.F. to 40 L.F.
 Min. Side Yard: Varies 20 L.F. (100 L.F. Adjacent to Residential District)
 Max. Coverage: Varies 10% to 60% (35% Typical)
 Max. Building Height: 35 L.F.

Mixed Use Overlay Requirements: 1 use allowed per parcel
 Minimum 40% Open Space
 Mini-Warehouse Storage Facilities are Allowed

Proposed Development

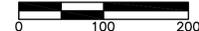
- Task 1: Subdivision to create 2 lots (Lot 1 = 21.1± Acres, Lot 2 = 24.1± Acres)
- Task 2: Rezone Lot 1 to allow self storage
- Task 3: Construct self storage facilities within Lot 1 in multiple phases
- Task 4: Develop lands within Lot 2 as opportunities arise



CONCEPTUAL DEVELOPMENT PLAN

SCALE: 1" = 100'

SCALE (FEET)



REVISIONS

NO.	DESCRIPTION	DATE	BY

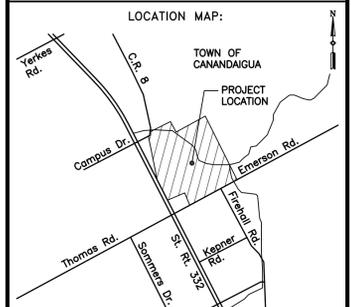
NOT APPROVED FOR CONSTRUCTION

It is a violation of New York State Education Law Article 145 Section 7209 for any person, unless he or she is acting under the direction of a licensed professional engineer or land surveyor, to alter an item in any way. If an item bearing the seal of an engineer or land surveyor is altered, the altering engineer or land surveyor shall affix to the item his or her seal and the notation "altered by" followed by his or her signature and the date of such alteration, and a specific description of the alteration.

THORNTON ENGINEERING LLP
 30 Assembly Drive, Suite 106
 Mendon, New York 14506
 Consultant Engineers



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PROJECT NAME:

City Mini Uptown
 2265 State Route 332
 Town of Canandaigua
 Ontario County, NY

DRAWING TITLE:

Conceptual Development Plan to Support the Rezone Application

FILE NAME: REZONECONCEPT.DWG	DESIGNED BY: GFT
DRAWN BY: HKT	CHECKED BY: GFT
APPROVED BY: GFT	DATE: MARCH 2019
SCALE: 1" = 100'	PROJECT NO.: 18-711
SHEET NO.: 1 OF 1	DRAWING NO.: C-1

ATTACHMENT 21



Town of
CANANDAIGUA

**UPTOWN CANANDAIGUA
MIXED-USE AND TRANSPORTATION CORRIDOR
FEASIBILITY STUDY**

EXECUTIVE SUMMARY

Financial assistance for the preparation of this report was provided by the Federal Highway Administration through the Genesee Transportation Council. The Town of Canandaigua, NY is solely responsible for its content and the views and opinions expressed herein do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

GTC'S COMMITMENT TO THE PUBLIC

The Genesee Transportation Council assures that no person shall, on the grounds of race, color, national origin, disability, age, gender, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. GTC further assures every effort will be made to ensure nondiscrimination in all of its programs activities, whether those programs and activities are federally funded or not.

EN ESPAÑOL

El Consejo Genesee del Transporte asegura completa implementación del Título VI de la Ley de Derechos Civiles de 1964, que prohíbe la discriminación por motivo de raza, color de piel, origen nacional edad, género, discapacidad, o estado de ingresos, en la provisión de beneficios y servicios que sean resultado de programas y actividades que reciban asistencia financiera federal.

EXECUTIVE SUMMARY

With joint funding provided by the Genesee Transportation Council (GTC) and the Town of Canandaigua, the Town has developed a multi-modal transportation plan coupled with an action-oriented economic development plan to identify a strategy to transform the Uptown Canandaigua Corridor. The purpose of this study is to present projects and actions that will facilitate the enhancement of Uptown Canandaigua into a vibrant, mixed-use corridor that is inclusive for all residents and visitors of all ages and abilities.

The Uptown Canandaigua Corridor comprises approximately 1,280 acres located within the Town of Canandaigua, just north of the City

of Canandaigua. The study area is focused on the area of State Route 332 (Rochester Road) extending from North Street to Campus Drive. The study area also includes Brickyard Road east to County Road 28 and North Road to Canandaigua Academy.

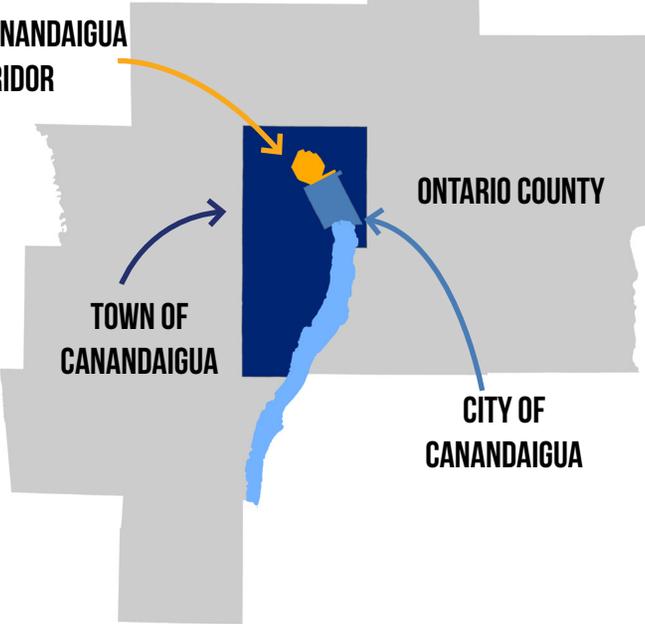
This study is comprised of the following components:

- Existing Conditions Analysis;
- Market Trends and Analysis;
- Needs Assessment ;
- Future Land Use Vision; and
- Action Plan.

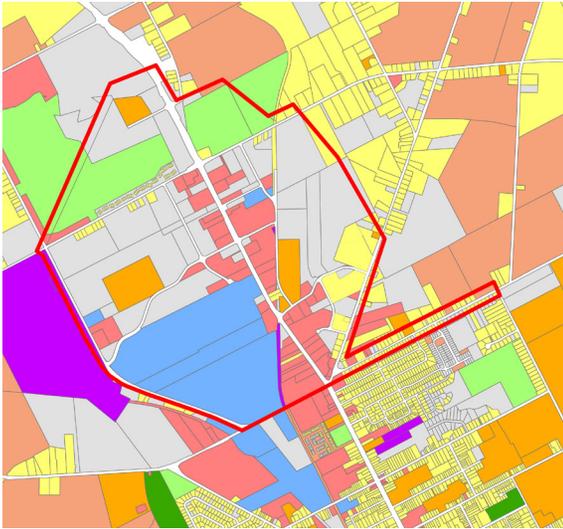
UPTOWN CANANDAIGUA CORRIDOR STUDY AREA



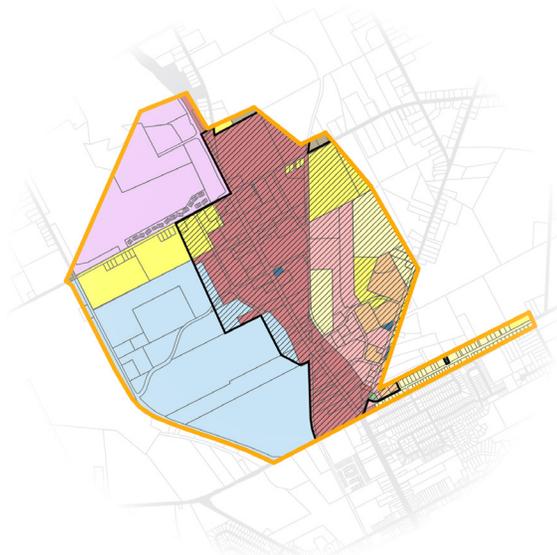
UPTOWN CANANDAIGUA
CORRIDOR



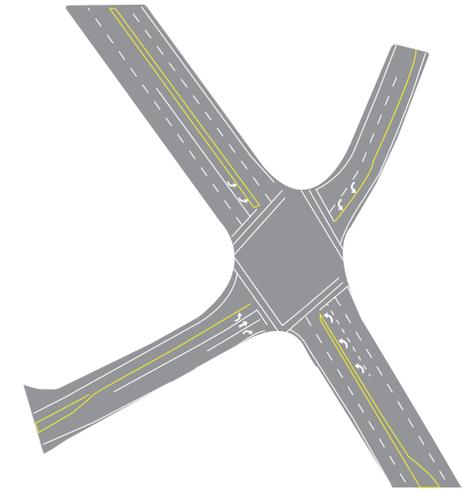
EXISTING CONDITIONS - KEY FINDINGS



UPTOWN IS PREDOMINATELY A COMMERCIAL CORRIDOR; HOWEVER, A RANGE OF RESIDENTIAL, OPEN SPACE AND INDUSTRIAL LAND USES EXIST



REVISIONS TO ZONING REGULATIONS ARE NECESSARY IN ORDER TO ACHIEVE A MORE WALKABLE AND LESS AUTOMOBILE DEPENDENT CORRIDOR



ENHANCEMENTS ARE NEEDED TO IMPROVE SAFETY OF PEDESTRIANS AND BICYCLISTS WITHIN UPTOWN



THERE ARE LIMITED ALTERNATE MODES OF TRANSPORTATION OPTIONS WITHIN UPTOWN



THROUGHOUT UPTOWN, THERE IS AN INCONSISTENT BUILDING PATTERN AND DESIGN

MARKET TRENDS - KEY FINDINGS



**STRENGTHENING INDUSTRIAL MARKET SUGGESTS
UPTOWN COULD ACCOMMODATE ADDITIONAL
MANUFACTURING AND WAREHOUSING**



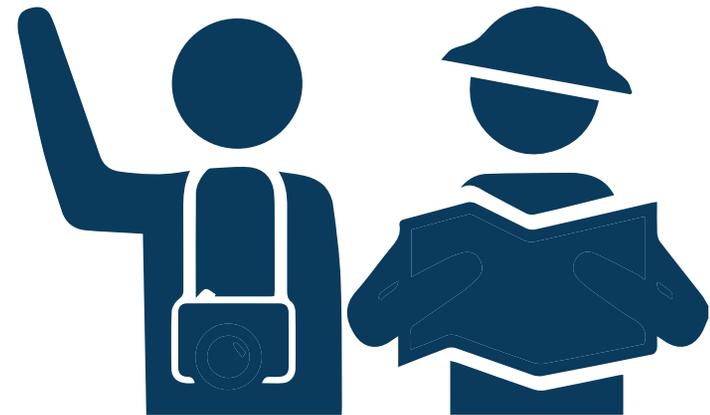
**UPTOWN CAN ACCOMMODATE NEED FOR UPSCALE
RENTAL HOUSING TO SUPPORT SENIOR POPULATION**



**UPTOWN COULD CAPITALIZE ON THE
DEVELOPMENT OF CLASS A OFFICE SPACE**



**SALES LEAKAGE WITHIN THE TOWN INDICATES
UNMET DEMAND FOR NEW AND EXPANDED RETAIL
STORES WITHIN UPTOWN**



**TOURISM-RELATED BUSINESSES COULD CATER TO
INCREASING VISITORS TO SURROUNDING SCENIC
RESOURCES**

COMMUNITY ENGAGEMENT

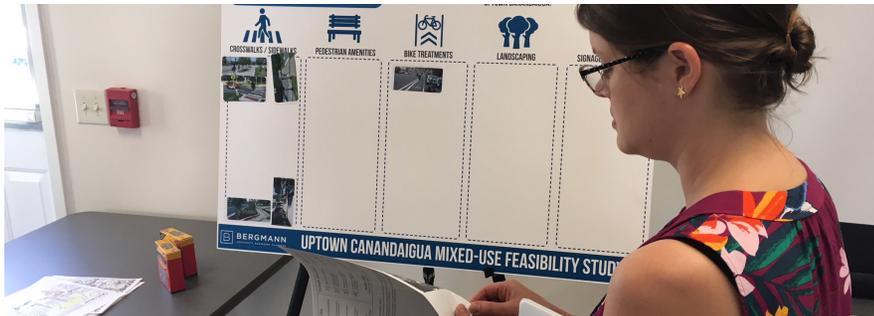
The project team utilized several methods of outreach throughout the study's duration to solicit input from community members and ensure long-term success of the future land use vision. These methods are summarized below.

1 STEERING COMMITTEE



A total of five steering committee meetings were held over the course of the study. This committee acted as an advisory group, guiding the future land use vision for the Uptown Corridor.

3 STAKEHOLDER INTERVIEWS AND BUSINESS OWNER SURVEY



The project team surveyed business owners within the Uptown Canandaigua Corridor. The purpose of these business “drop-ins” was to gather information from the business community about traffic issues and day-to-day business within the Corridor.

2 PUBLIC WORKSHOPS



A total of three public workshops were conducted, soliciting input from the community about desired improvements for the area. The project team utilized unique methods of engagement, including walking tours and interactive activities.

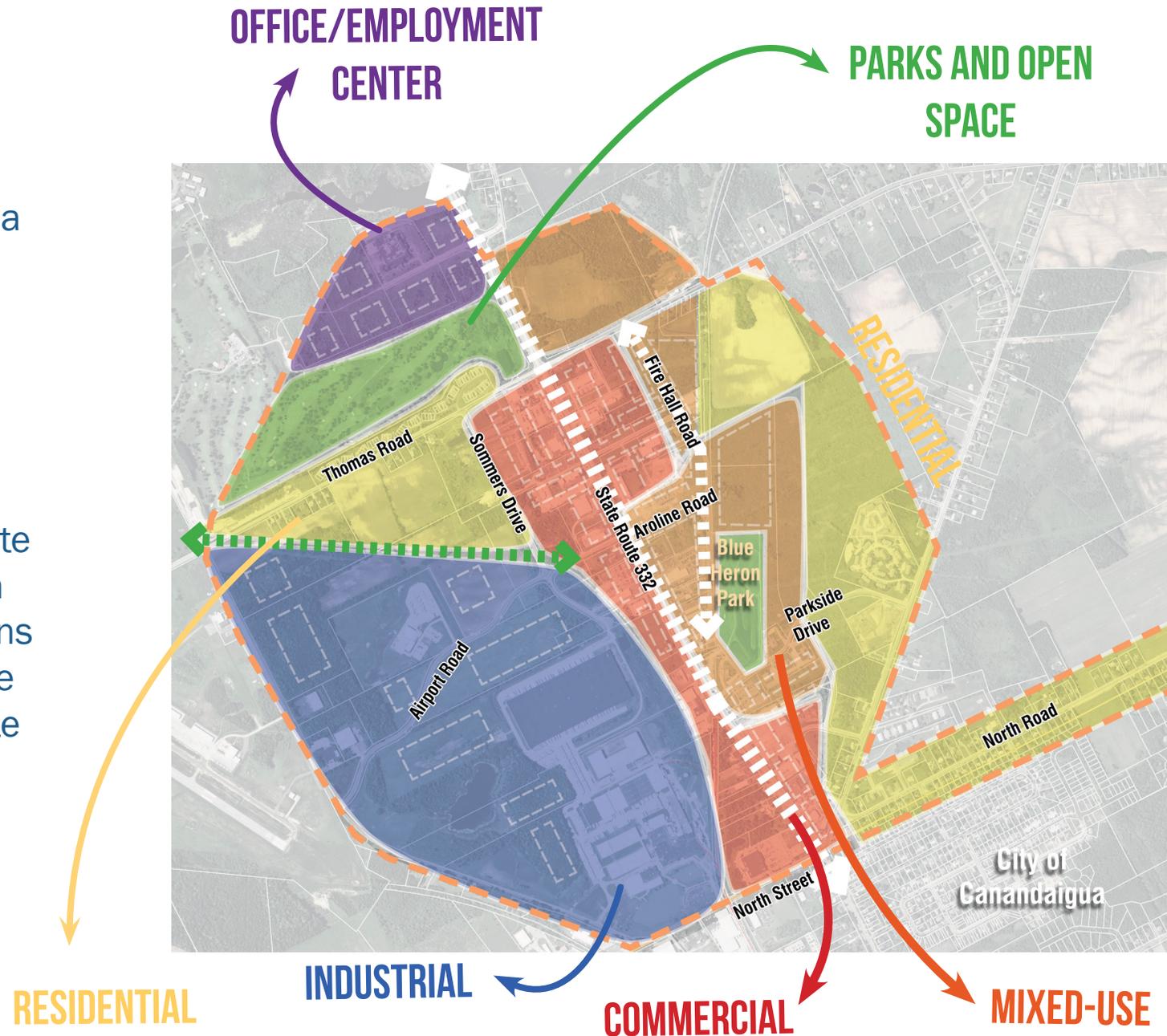
4 PROJECT WEBPAGE



A project webpage was created to feature study specific information. Interested residents were encouraged to visit the website for meeting information and share comments with the team to share their ideas.

UPTOWN'S VISION

The Uptown Canandaigua Corridor will be a connected, mobile and walkable community within the Town of Canandaigua. Increased commercial and mixed-use development on State Route 332, coupled with expanded housing options and targeted streetscape improvements, will create an enhanced sense of place for residents and visitors.



RECOMMENDED IMPROVEMENTS

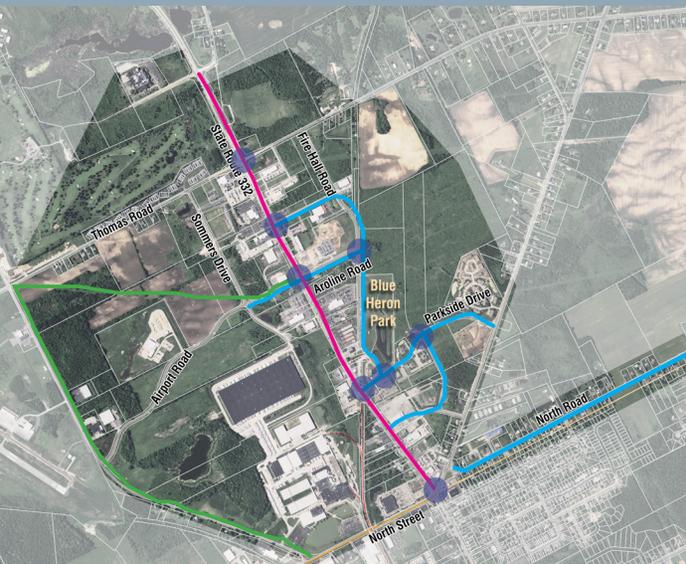
Extensive community input assisted the Town in identifying specific projects to advance the established Future Land Use Vision Plan. Recommendations for the Uptown Canandaigua Corridor include:

1 CORRIDOR-WIDE RECOMMENDATIONS | IMPROVEMENTS TO ENHANCE CONNECTIVITY & THE PUBLIC REALM

STREETSCAPE ENHANCEMENTS

Targeted streetscape enhancements will improve aesthetics and connectivity throughout the corridor. Specific enhancements include:

- 1 CROSSWALK ENHANCEMENTS
- 2 PEDESTRIAN-SCALED LIGHTING
- 3 LANDSCAPING AND STREET TREES
- 4 STREET FURNITURE
- 5 CONVENIENT BUS STOPS
- 6 BURIAL OF OVERHEAD WIRES



BRANDING & MARKETING

An identifiable brand unique to the Uptown Canandaigua Corridor will help to promote the area for development. Branding can also be used in marketing and promotion materials.

UPTOWN
CANANDAIGUA

UPTOWN
CANANDAIGUA

UPTOWN

SIGNAGE & WAYFINDING

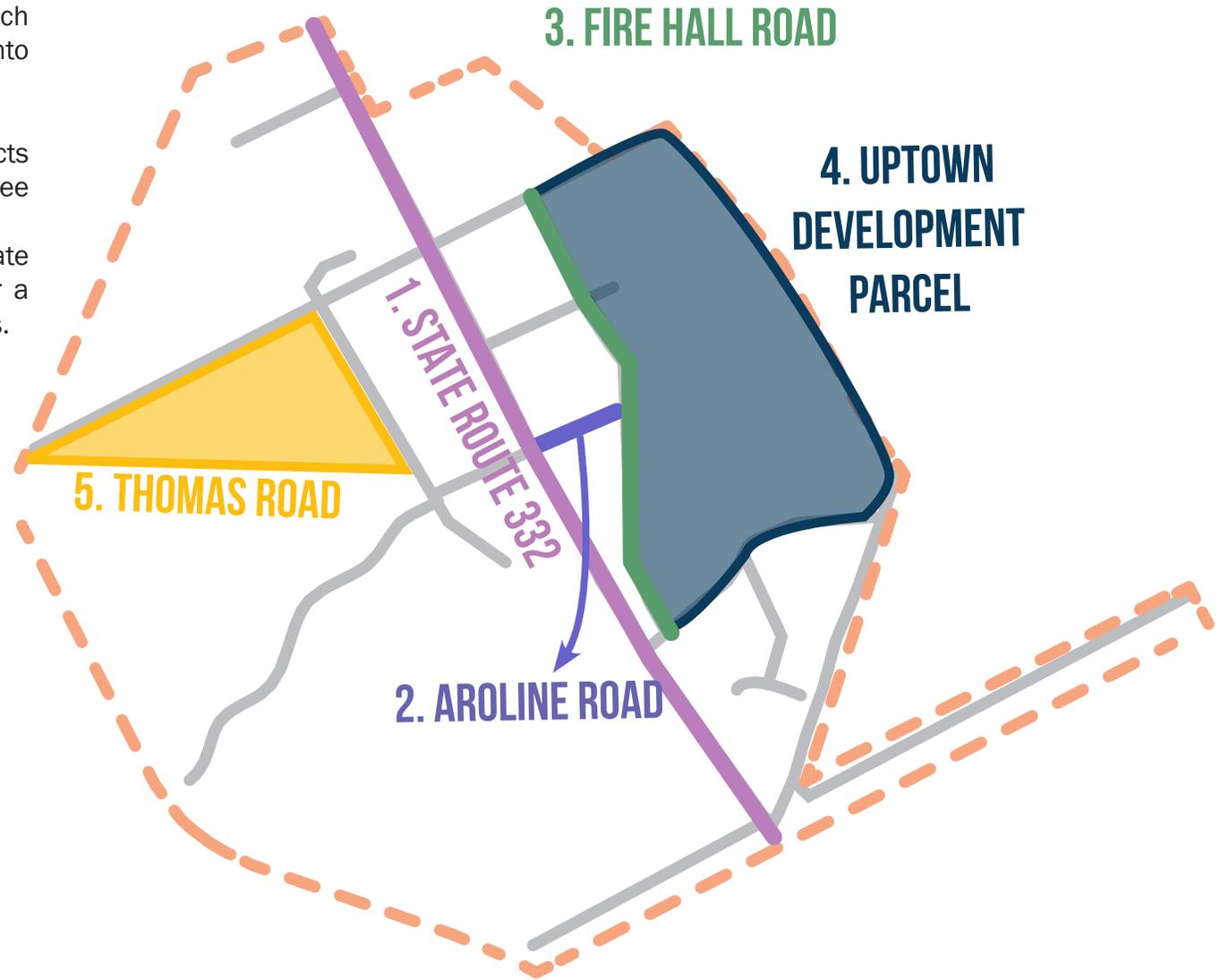
The incorporation of identifiable signage within Uptown will help provide a level of comfort and safety for all visitors to the area. As such, the Town should develop a comprehensive signage program that includes detailed designs to help residents and visitors easily orient themselves.



② PRIORITY AREAS | TARGETED IMPROVEMENTS WERE IDENTIFIED FOR FIVE AREAS WITHIN UPTOWN

The recommended development for each priority area is described and broken down into three phases.

- Phase I - immediate to short-term effects envisioned to occur over the next three years.
- Phases II and III - spearheaded by private investment, and intended to occur over a longer planning horizon of up to 20 years.



STATE ROUTE 332 IMPROVEMENTS

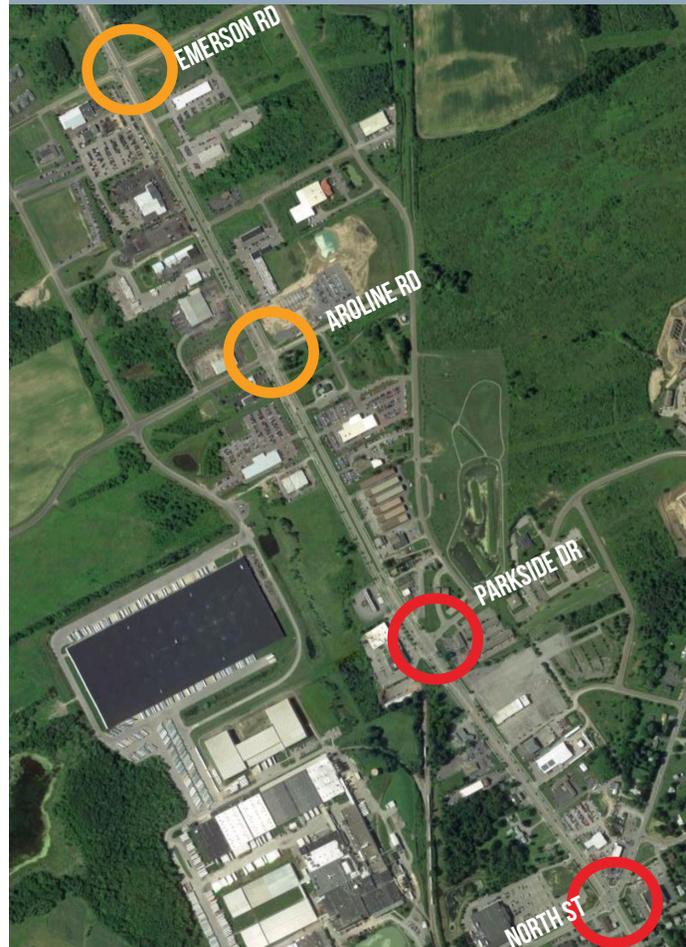
INFILL DEVELOPMENT NEAR STREET EDGE

Development immediately adjacent to State Route 332 is recommended to create a more dense and attractive environment.



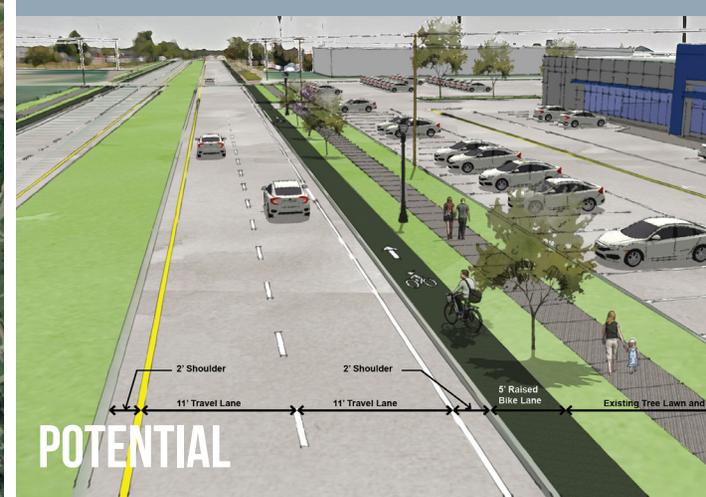
TRAFFIC CALMING AT MAJOR INTERSECTIONS

Traffic calming is recommended at major intersection to slow traffic and enhance pedestrian safety along State Route 332.



ENHANCED PEDESTRIAN AND BICYCLE AMENITIES

The incorporation of bicycle lanes and sidewalks on State Route 332 will allow multiple modes of transportation to move comfortably and safely.



AROLINE ROAD IMPROVEMENTS

Aroline Road is a east/west roadway in the Corridor. New development should be focused on creating a sense of place from State Route 332. The addition of multiple buildings in variable heights and gateway elements will enhance density and pedestrian connectivity.



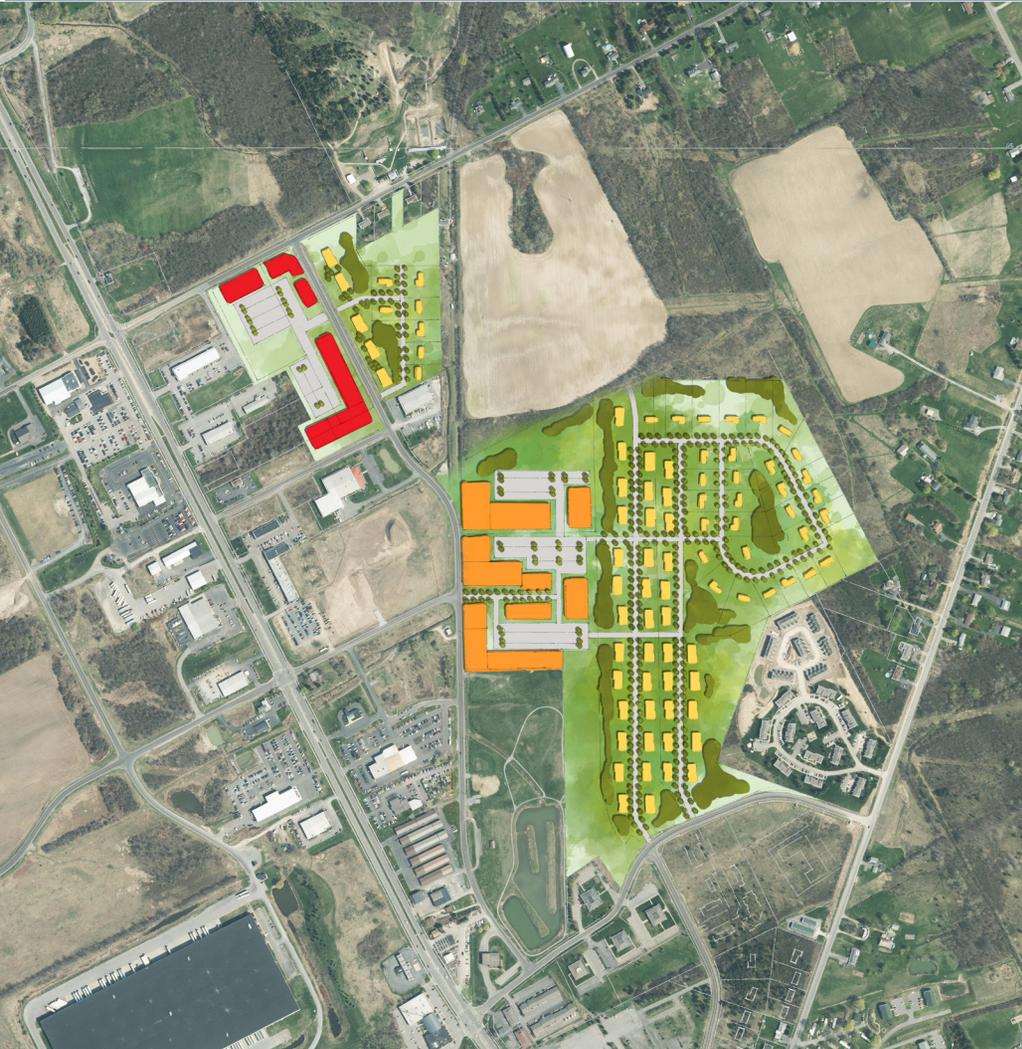
FIRE HALL ROAD IMPROVEMENTS

Increased pedestrian and bicycle amenities (bicycle lanes and sidewalks) and additional development (one- to two-stories in height), is recommended for Fire Hall Road. Blue Heron Park is recommended as a centerpiece for future growth.



UPTOWN DEVELOPMENT PARCEL

Several vacant parcels within Uptown make up one of the largest development sites within the Town. This site is shovel ready for development and envisioned for residential and mixed-use development.



THOMAS ROAD AREA

Thomas Road is envisioned to provide additional locations for expanded residential options, within walking distance to employment centers, trails, and retail/services. This development would be well serviced by proximate greenway trails.



③ POLICY AND REGULATORY REVISIONS | SPECIFIC AMENDMENTS TO THE EXISTING TOWN REGULATIONS WILL FACILITATE THE IMPLEMENTATION OF THE FUTURE LAND USE VISION

1 CORRIDOR-WIDE POLICY REVISIONS

The implementation and augmentation of the Town's Complete Streets Policy, Transfer of Development Rights (TDR) District, and revisions to Town site plan review criteria will strengthen the Town's success in transforming Uptown.

2 REVISE THE EXISTING COMMUNITY COMMERCIAL DISTRICT FOR THE ENTIRETY OF THE STATE ROUTE 332 CORRIDOR

By adjusting the CC District building and lot requirements, vacant and underutilized front yard space may be reclaimed for infill development as shown in the Future Land Use Vision. This will provide more opportunities for investment in Uptown and help to positively transform the streetscape.

3 DRAFT AND ADOPT DESIGN STANDARDS TO GUIDE BUILDING AND SITE DESIGN THROUGHOUT UPTOWN

Specific design guidelines to establish a consistent, desirable standard for the pattern and character of development within Uptown Canandaigua will shape future infill and redevelopment opportunities. Design guideline recommendations are provided for buildings, parking lots, and pedestrian and bicycle accommodations.

4 ADAPT THE EXISTING MIXED-USE OVERLAY DISTRICT FOR THE UPTOWN DEVELOPMENT PARCEL AND OFFICE/EMPLOYMENT CHARACTER AREA

Amending the current MUO District may enhance clarity in existing Town regulations and provide increased uses for the Uptown Canandaigua Corridor. Recommended permitted uses in this district as well as dimensional and bulk requirements are provided for the Town's guidance and use.

5 ESTABLISH A MIXED RESIDENTIAL ZONING DISTRICT FOR NEIGHBORHOOD DEVELOPMENT

The creation of a Mixed Residential (MR) District is recommended to realize the Town's vision for newly created and expanded walkable neighborhoods with a wider variety of housing styles and densities. Recommended permitted uses, design standards, and dimensional bulk and use requirements are provided for the Town's guidance and use.

ACTION PLAN

An action plan was created to ensure successful implementation of the Future Land Use Vision. Short term priority projects for the Town to progress in the next three years were identified, which will create a strong foundation for long-term projects, investments and initiatives.

PROJECT	ANTICIPATED COSTS	POTENTIAL FUNDING RESOURCES	NOTES
Uptown Regulatory Code Revisions	+/- \$10,000	Town	Cost to hire consultant for targeted code updates. Full code update cost would range from \$40,000 to \$75,000.
Prioritization and Conceptual Design of Crosswalk Enhancements	+/- \$10,000	Town, HSIP, STP, TAP	Costs are provided per intersection enhancement. Costs will vary on a project-by-project basis.
Corridor-Wide Streetscape Enhancement Phasing Strategy	+/- \$10,000	NY Main Street, Green Innovations Grant Program, NYS CFA	A phasing strategy should be developed consistent with new development. Town may require this as part of site plan approval.
Uptown Branding and Marketing	+/- \$15,000	Town, Market New York	The Town should identify a single branded logo and utilize for all webpage and promotional materials.
Corridor-Wide Wayfinding Plan	+/- \$10,000	Town, Market New York	A specific sign location plan should be completed.
Final Design of State Route 332 Intersection Improvements	\$300,000 - \$400,000	Town, TAP, STP	Cost includes final design and construction drawings. Further analysis of streetscape improvements should be completed with NYS DOT input and approval.
Design and Construction of Residential Greenway Trail	\$400,000-\$500,000	Recreational Trails Program (RTP)	Cost includes conceptual design, final design and construction.



BERGMANN

ARCHITECTS ENGINEERS PLANNERS

Uptown Canandaigua Mixed-Use and Transportation Corridor Feasibility Study

Referral Comments:

Environmental Conservation Board: The ECB determines that this is a good plan for the Town. There are no specific comments.

Planning Board: The Planning Board determines that the Uptown Canandaigua Mixed Use and Transportation Corridor Feasibility Study is visionary and well done. The Planning Board looks forward to participating in the implementation of these initiatives.

Citizens' Implementation Committee: The CIC has worked closely with the Steering Committee for this plan since its inception and is in support of its adoption by the Town Board.

Ontario County Planning Board: See attached.

64 - 2019	Town of Canandaigua Town Board	Class: 2 Late Referral
Referral Type:	Other, Uptown Plan	
Applicant:	Town of Canandaigua	
Brief Description:	Plan for improving connectivity and bicycle and pedestrian mobility in the Uptown area of the Town of Canandaigua from the north city line to Campus Drive/CR 8, west to the airport, and east to Blue Heron Park, North Road to Canandaigua Academy, and CR 28 east of Parkway Drive and related action steps to promote economic development. https://www.co.ontario.ny.us/DocumentCenter/View/17290/64-2019-FINAL-Uptown-Report_2-15-19	

The Uptown Plan review previous planning studies in the Town of Canandaigua including:

- 2011 Comprehensive Plan and work of Citizen Implementation Committee project teams
- 2018 Parks and Recreation Master Plan
- 2015 Uptown Multimodal Transportation and Place making Study
- 2018 Complete Streets Policy
- 2016 Agricultural Enhancement Plan
- 2017 Transfer of Development Rights Demonstration Project
- 2016 Sewer Master Plan

The Plan reviews land use and development pattern trends, accesses suitability of regulations to achieve goals of plan, analyzes transportation network elements and existing natural resources and public realm elements. The plan also includes a market analysis projecting a strong demand for industrial manufacturing and warehouse space and demand for approximately 150 renter-occupied units in the T/C of Canandaigua and 550 units county wide and demand for 163,000 SF of office space county wide, by 2022.

The Plan also provides a plan for future land use including detailed recommendations for priority actions and character recommendations for corridor improvements, area marketing, and industrial, office, commercial, mixed use, residential, and parks and open space uses. Significant recommendations include:

1. plans for grade separated bicycle lanes, crosswalk enhancements, and intersection improvements including roundabouts,
2. converting the Town Fire Hall to a community center,
3. multi- story mixed use commercial buildings along SR 332 and commercial and residential mixed use buildings along Fire Hall Road ,
4. regulatory changes to replace the mixed use overlay with a mixed use base zoning district, add a mixed residential districts, and amend commercial district regulations to encourage pedestrian and bicycle accommodations; parking designs; façade materials, details, and window transparency ; roof forms; and entry treatments to create a desirable pedestrian environment.

Comments

1. Consider connecting office employment and industrial areas to the pedestrian circulation system to provide live work pedestrian connectivity and employee access to healthy walking and errand running opportunities.
2. Given emphasis on short blocks, consider a pedestrian and/or vehicle connection from industrial area to SR 332
3. Consider designating frontage of SR 332 in the office employment area for multi-story mixed commercial buildings like in commercial area rather than single story buildings.
4. Consider feasibility and desirability of a vehicle connection from the Thomas Road dead end back to Sommers Drive in addition to the trail connection.
5. Though outside the defined study area, long term connectivity of the study area would be enhanced by extension of Aroline Road to CR 28 and Airport Road through to CR 30. Such connections would accommodate many local trips without taxing the capacity of the SR 332/North St./North Rd/CR 28 intersection. If such connections are not desirable due to agricultural preservation and paddleford greenway priorities, the study could document the consideration.

Project:

Date:

***Short Environmental Assessment Form
Part 2 - Impact Assessment***

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing:		
a. public / private water supplies?		
b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Project:

Date:

Short Environmental Assessment Form Part 3 Determination of Significance

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

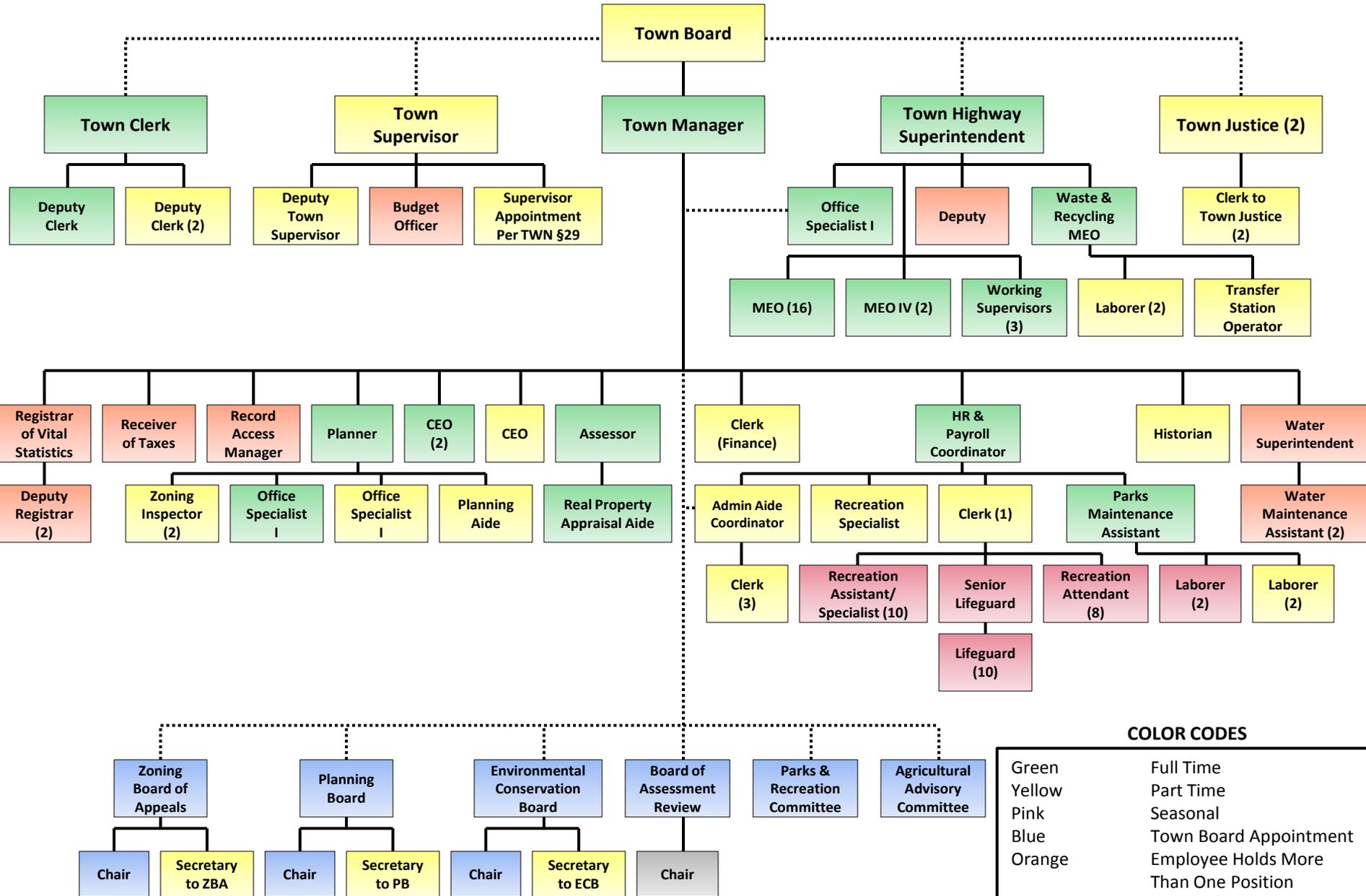
Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

ATTACHMENT 22

TOWN OF CANANDAIGUA ORGANIZATIONAL CHART



COLOR CODES

Green	Full Time
Yellow	Part Time
Pink	Seasonal
Blue	Town Board Appointment
Orange	Employee Holds More Than One Position
Grey	Appointed by BAR

ATTACHMENT 23

Introduction

The Town of Canandaigua is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of The Town of Canandaigua's commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally The Town of Canandaigua. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. The Town of Canandaigua's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with the Town of Canandaigua. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Town of Canandaigua will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the Town of Canandaigua who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, Human Resources Coordinator or Town Manager. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the Town of Canandaigua to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. The Town of Canandaigua will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The Town of Canandaigua will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Town of Canandaigua will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Human Resources Coordinator or Town Manager.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;

- Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Town of Canandaigua cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager, Human Resources Coordinator or Town Manager. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, Human Resources Coordinator, or Town Manager.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Human Resources Coordinator or Town Manager.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Town of Canandaigua will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Human Resources Coordinator and/or Town Manager will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by the Town of Canandaigua but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Town of Canandaigua, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Town of Canandaigua does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

ATTACHMENT 24

FAIR HOUSING PLAN

TOWN OF CANANDAIGUA

I. Introduction

The Town of Canandaigua understands the importance of taking action to further fair housing in the community and is committed to meeting its responsibilities in this respect as a recipient of Federal Community Development Block Grant funds. To ensure that residents are aware of fair housing provisions under Federal and State law and of the processes and assistance available to obtain compliance with existing statutes, the Town has developed this Fair Housing Plan. The Plan describes the procedures developed to further fair housing in the community.

II. Availability of Information

The Town's Fair Housing Plan recognizes that public knowledge of fair housing provisions is the first step in expanding equal opportunity. Toward that end, the Town has taken, or will take the following actions:

A. Appoint a Fair Housing Officer

The Fair Housing Officer, the Town Manager, appointed by the Town Board, has the following responsibilities:

1. Maintain Federal and State fair housing information in the Community Development Department including brochures issued by the U. S. Department of Housing and Urban Development (HUD) and the New York State Division of Human Rights.
2. Record initial information regarding housing discrimination complaints on a standard form.
3. Forward copies of all complaints to and, as appropriate, consult with the Fair Housing/Equal Opportunity Division of the applicable HUD Office.

B. Provide Information

The Town will make available, upon request, copies of applicable Federal and State laws which contain anti-discrimination provisions, including: Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Fair Housing Amendments Act of 1988 and the Human Rights Law (Executive Law, Article 15) of the State of New York.

C. Promote Fair Housing Activities and Available Resources

The Town will designate the month of April as *Fair Housing Month* and will promote said designation through Town Board proclamation.

The Town will further promote fair housing and housing resources by posting Fair Housing posters in visible locations within all Municipal buildings.

III. Discrimination Complaints

The Town will provide information and assistance to individuals who feel that they have been the victims of discrimination in regard to housing.

A. *Discriminatory Housing Practices*

For the purpose of this Plan, a discriminatory housing practice means an act that is unlawful under sections 804, 805, 806 or 818 of the Fair Housing Act (Title VIII of the Civil Rights Act of 1968, as amended). Such discriminatory housing practices include discrimination in the sale or rental of housing, discrimination in the provision of brokerage services, or interference, coercion, or intimidation, as defined under the Act, on the basis of race, color, religion, national origin, sex, handicap or familial status.

B. *Receiving Complaints*

The Fair Housing Officer will record information on a standard form to ensure that a complete file is established. Following this, the Fair Housing Officer will then contact the Department of HUD and/or the New York State Division of Human Rights to review the particulars of the complaint and request guidance in the formal filing of the complaint in cases where the individual decides to use this method. Copies of all complaints will also be forwarded to the Fair Housing and Equal Opportunity Division of the HUD Office in Buffalo, New York. If the complainant decides to take his/her case directly to Federal Court, the Town will consult with the County Bar Association on the appropriate procedures to be followed and the procedure for securing affordable legal services if the individual is of low- or moderate-income.

ATTACHMENT 25

ANNUAL REPORT FOR NYS ELECTRONIC WASTE COLLECTION SITES

ANNUAL | 2018

Town of Canandaigua

This online annual report form must be completed in accordance with the New York State Electronic Equipment Recycling and Reuse Act (Environmental Conservation Law, Article 27, Title 26). Each registered electronic waste collection site is required to report annually to the NYS Department of Environmental Conservation (Department) by March 1st, for the previous calendar year.

Each registered electronic waste collection site must complete and submit this online annual report form, and must also print out and mail a signed NYS Electronic Equipment Recycling & Reuse Act Certification & Fee Form to the Department (provided at the end of this online annual report), also by March 1st.

Failure to submit a complete and timely annual report, including the certification form with appropriate signatures, will subject the electronic waste collection site to civil penalties under the Act.

You will need to notify the Department via e-mail or phone if a change is necessary after submittal. The Department will then grant you access to edit information previously submitted.

Please direct all questions regarding the content of this annual report to ReTRAC.Ewaste@dec.ny.gov or call (518) 402-8706.

Collection Site Information

Name of Site: *	Department-Issued Registration		
Town of Canandaigua	#: *	00183	
Site Address: *			
5440 Route 5 & 20			
City: *	State: *	ZIP Code: *	County: *
Canandaigua	New York	14424	Ontario

Please upload your list of multiple retail collection sites here (if applicable):
File formats allowed: .doc .docx .xls .xlsx (Please restrict to less than 3 MB in size)

Please identify the current primary contact and mailing address (if different from above) for the electronic waste collection site:

Name: *	Title:	
James Fletcher	Highway & Water Superintendent	
Phone Number: *	Extensio	E-mail: *
5853943300	n:	Highway@TownofCanandaigua.o
		rg

Please enter up to 12 numeric characters only

Mailing Address:
5440 Route 5 & 20 West

City:	State:	Postal (ZIP) Code:
Canandaigua	NY	14424

Is the current legal department contact the same as the primary contact? *

Yes No

Please identify the collection site, consolidation facility or current legal department contact and mailing address:

Name: * Jean Chrisman Title: Town Clerk

Phone Number: * 5853941120 Extension: 2225 E-mail: * JChrisman@TownofCanandaigua.org

Please enter up to 12 numeric characters only

Mailing Address: * 5440 Route 5 & 20 West

City: * Canandaigua State: * NY Country: * USA Postal (ZIP) Code: * 14424

Did the collection site charge consumers for the acceptance of covered electronic equipment? *

Yes No

Important: All CEE weight accepted from any NYS consumer other than a business consumer at a charge for which the entity has not been provided a premium service, must be reported as ineligible program weight in the table below.

Please indicate the types of equipment for which a consumer is charged: (note: **CRT-containing devices only**; Computer peripherals)

CRT-containing devices only Computers Computer peripherals Small electronic equipment Small scale servers

Televisions

Please check all that apply

Please describe the fees associated with the acceptance of each type of CEE above OR, you may instead choose to upload a cost sheet.

Upload File:

[2018-08-20 Transfer Station Fee Schedule 2018.docx](#) File formats allowed: .doc .docx .xlsx .xls. Please limit to under 3 MB.

Electronic Waste Collected

Collection sites must separately report the weight of covered electronic equipment (CEE) accepted from NYS consumers that is eligible to be credited to manufacturers towards their acceptance standard goals from any ineligible weight. Please use the guidelines below to distinguish between eligible and ineligible program weight, and list those weights in the corresponding columns in the table below.

Eligible Program Weight

*All CEE weight accepted from any NYS consumer at no charge.

*All CEE weight accepted from any NYS business consumer at a charge.

*All CEE weight accepted from any NYS consumer at a charge, for which the consumer has been provided a premium service only.

Ineligible Program Weight

*All CEE weight accepted from any NYS consumer other than a business consumer at a charge for which the entity has not been provided a premium service.

Program Weight in pounds (of Computers; Computer peripherals (CRT); Computer peripherals (non-CRT); Small electronic equipment; Small scale servers; Televisions (CRT); Televisions (non-CRT);)

(if none, enter "0")

ELECTRONIC WASTE COLLECTED	QUANTITY COLLECTED - ELIGIBLE PROGRAM WEIGHT *	QUANTITY COLLECTED - INELIGIBLE PROGRAM WEIGHT *
Computers	1,932	0
Computer peripherals (CRT)	0	491
Computer peripherals (non-CRT)	7,640	454
Small electronic equipment	2,691	0
Small scale servers	91	0
Televisions (CRT)	0	16,482
Televisions (non-CRT)	0	3,165
Total	12,354	20,592

Electronic Waste Shipped Off-site

Please list the name, address, and registration number (if applicable), of each in-state or out-of-state electronic waste consolidation facility or recycling facility to which electronic waste was sent during this reporting period. Please also provide the quantity, again broken down by eligible and ineligible weight, of each type of electronic waste sent to each such facility.

Each person who owns or operates an electronic waste consolidation or recycling facility as defined in Section 27-2601 of the Electronic Equipment Recycling and Reuse Act, should already be registered with the Department. Electronic waste recycling facility registration numbers are available on the Department's website at: <http://www.dec.ny.gov/chemical/73670.html>. Electronic waste consolidation facility registration numbers may be requested via e-mail (ReTRAC.Ewaste@dec.ny.gov) or by telephone: (518) 402-8706.

Quantity (in pounds) of Eligible Weight Shipped Off-site (of Computers; Computer peripherals (CRT); Computer peripherals (non-CRT); Small electronic equipment; Small scale servers; Televisions (CRT); Televisions (non-CRT);))

1. (if none, enter "0")

Facility Name	Full Address	State	Registration#
EWASTE+	7318 Victor-Mendon Rd, Victor, NY 14564	NY	00138
Computers *	Computer peripherals (CRT) *	Computer peripherals (non-CRT): *	Small electronic equipment *
1,932	0	7,640	2,691
Small scale servers *	Televisions (CRT) *	Televisions (non-CRT): *	Total Pounds
91	0	0	12,354

Total
12,354

Quantity (in pounds) of Ineligible Weight Shipped Off-site (for Computers; Computer peripherals (CRT); Computer peripherals (non-CRT); Small electronic equipment; Small scale servers; Televisions (CRT); Televisions (non-CRT);))

1. (if none, enter "0")

Facility Name	Full Address	State	Registration #
EWASTE+	7318 Victor-Mendon Rd, Victor, NY 14564	NY	00138
Computers *	Computer peripherals (CRT) *	Computer peripherals (non-CRT) *	Small electronic equipment *
0	491	454	0

Small scale servers *	Televisions (CRT) *	Televisions (non-CRT) *	Total Pounds
0	16,482	3,165	20,592

Total
20,592

Electronic Waste Collection Site Certification

This online annual report form shall be considered incomplete unless the electronic waste collection site prints out and mails a signed certification form to the Department at:

NYS Department of Environmental Conservation
Product Stewardship & Waste Reduction Section
Attention: E-waste Recycling Program
625 Broadway, 9th Floor, Albany, NY 12233-7253

The certification and fee form must be received by the Department no later than March 1, 2019.

Check this box to access the certification and fee form and to indicate you acknowledge that the form is required. *

I acknowledge that the certification and fee form is required.

[*NYS Electronic Equipment Recycling & Reuse Act Certification & Fee Form, click this link to download\(130 kb PDF\)*](#)

Response created on: Feb 14, 2019 at 01:11 PM CST by ksilverstrim@townofcanandaigua.org

Response last updated on: Feb 14, 2019 at 01:11 PM CST by ksilverstrim@townofcanandaigua.org

Municipal Funding 2018 Annual Report

As referenced in our Local Solid Waste Management Plan funding contract, the submittal of information pertaining to your municipality's program efforts during the 2018 calendar is required. The information you provide below will be used to compile data for the County's required reporting to the New York State Department of Environmental Conservation.

(Please attach additional sheets of paper if necessary).

- **Municipality Name:** Town of Canandaigua, 5440 Route 5 & 20 West, Canandaigua, NY 14424
- **Please detail the work your municipality completed during the 2018 calendar year. If you provided information back in October 2018, please just provide information for October – December.**

The Town of Canandaigua implemented a food and organics recycling program with collection at our transfer station. Collection began on June 30th, 2018. For this program we provided residents with a kitchen caddy with compostable liners and a transfer station bucket for collecting and transporting their food and organic waste to the collection point at the transfer station. We are encouraging residents to use whatever container works best for them to collect and transport their food and organic waste, Town issued buckets are not necessary for participation in the program. We will also continue to provide compostable liners to residents at no charge, to encourage participation and remove any barriers to use of the program. We contracted with Natural Upcycling to haul the food and organics waste for us.

We also implemented a backyard composting program. For \$20 (the addition \$110 per bin was paid for with grant funding) residents received a 3'x 3' wooden compost bin delivered to their home with educational materials and worm castings compost accelerator. This also included a kitchen caddy for collection and transportation of food and organic waste.

The Town of Canandaigua had an open house on June 16th where we introduced these programs and had a number of other educational displays, which included handouts. The display of what can and can't be recycled was very popular. Also, for America Recycles Day, the Town had a display and information at the transfer station and an employee available to answer questions. We also created a recycling presentation that includes a hands-on activity that we presented at the middle school. We have spent a great deal of time updating our website, creating content for social media, and writing articles for our monthly newsletter. We have also created some educational materials to accompany these programs.

We did an audit of Town buildings and offices to assess where additional bins for recycling or food and organic waste collection were needed. We helped clarify some existing recycling bins with labels or stickers. We purchased recycling bins for offices that did not have them. We purchased three bin systems for all public areas. We also put a bin for food and organic waste bin in all breakrooms.



Please return completed report form to
the
County Department of
Sustainability & Solid Waste Management,
Attention: Regina Sousa
Scanned copies may be emailed: regina.sousa@co.ontario.ny.us
Mail hard copies to: 20 Ontario Street, Canandaigua, NY 14424

- **Please provide measurable data that details the scope and effectiveness of the projects/ programs your municipality has put in place.** (For instance, the amount of individuals affected/ served, amount of material collected, amount of materials distributed, amount of materials purchased, documented changes in municipal/ residential practices and behaviors). **If you provided information back in October 2018, please just provide information for October – December.**

For our food and organics recycling program, in 2018, we had 92 residents sign up and receive the bin giveaway. Our totals for Natural Upcycling were:

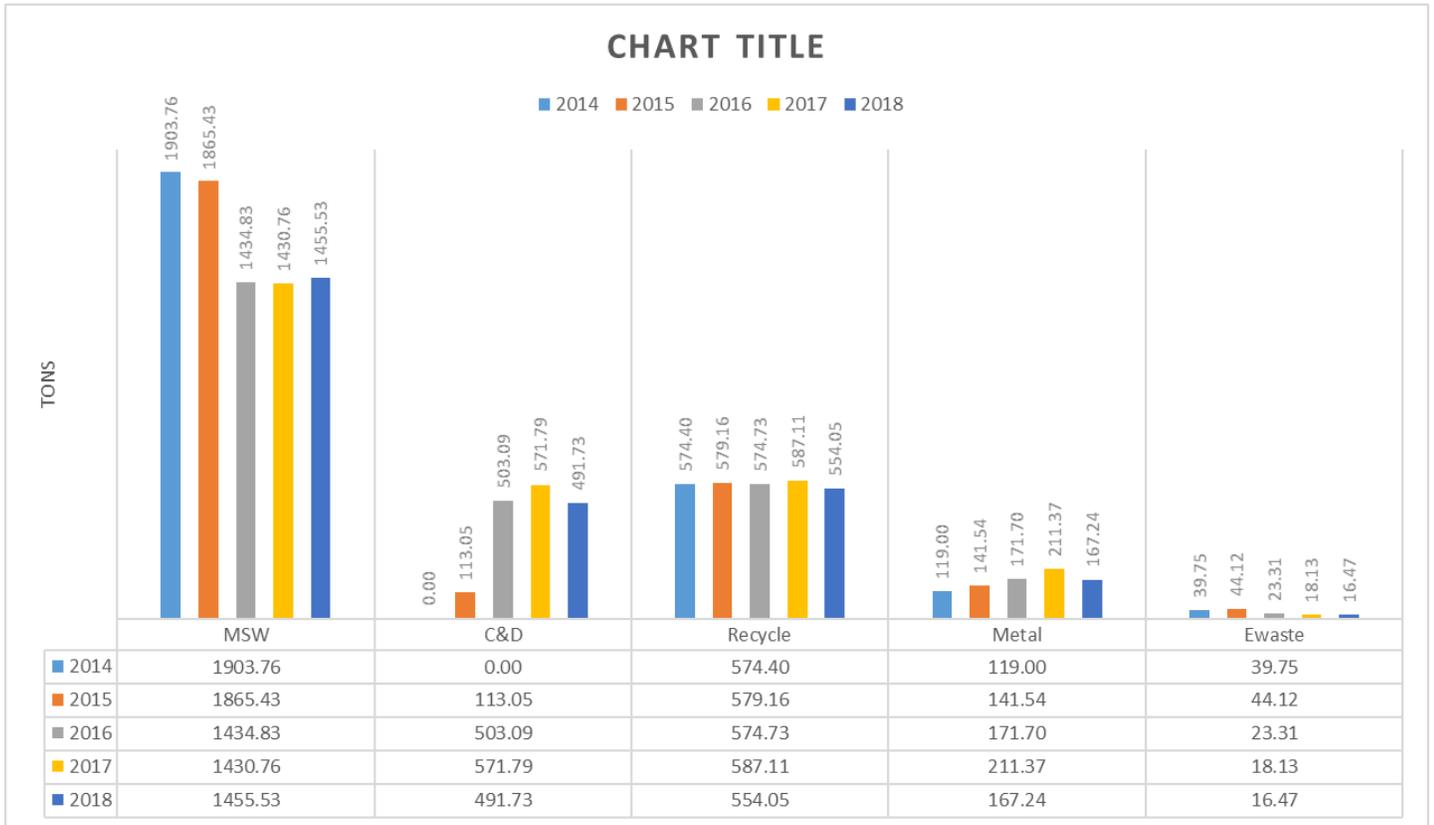
Date	# of Totes	Lbs. Diverted	Cost		
7/7/2018	1	200	\$ 10.00		
7/14/2018	2	400	\$ 20.00		
7/21/2018	2	400	\$ 20.00		
7/28/2018	2	400	\$ 20.00	July Total	1400
8/4/2018	1	200	\$ 10.00		
8/11/2018	1	200	\$ 10.00		
8/18/2018	1	200	\$ 10.00	August Total	600
9/22/2018	4	800	\$ 40.00		
9/29/2018	1	200	\$ 10.00	September Total	1000
10/20/2018	2	400	\$ 20.00	October Total	400
11/10/2018	3	600	\$ 30.00		
11/17/2018	3	600	\$ 30.00		
11/24/2018	3	600	\$ 30.00	November Total	1800
12/1/2018	5	1000	\$ 50.00		
12/8/2018	1	200	\$ 10.00		
12/15/2018	3	600	\$ 30.00		
12/22/2018	2	400	\$ 20.00	December Total	2200
Total	37	7400	\$ 370.00		

For our backyard composting program, we have had 46 residents sign up. 44 bins have been delivered with the additional 2 to be delivered in the Spring. That makes a total of 136 households that have begun to separate their food and organics waste from the municipal solid waste stream, between the two programs.

Our diversion rate for 2018 was 45% which included: electronic waste, zero-sort recycling, food and organics waste, scrap metal, batteries, and yard waste. Our annual daily average for 2017 for MSW and C&D was 5.48 tons/day. Our annual daily average for 2018 was 5.33 tons/day. That is a reduction of .15 tons, which equals a reduction of 300 lbs./day that are no longer being landfilled.



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- Please list and provide a copy of all invoices paid to date in relation to the projects/ programs your municipality has put in place. If you provided information back in October 2018, please just provide information for October – December.

See next page for details.



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Date	Vendor	Description	Cost
2/22/2018	Cyncon	Waste and recycling covers	\$ 15,950.00
5/22/2018	Sure-Close Inc	Kitchen Caddies	\$ 1,290.00
5/29/2018	Ecosafe Zero Waste	3 Bin sorting station	\$ 1,151.10
5/31/2018	Quick Print	Flyers and signs for new programs	\$ 408.70
5/31/2018	Ecosafe Zero Waste	Transfer station buckets for food/organics, and bin liners	\$ 1,895.15
6/12/2018	Quick Print	Waste diversion signs	\$ 9.00
6/12/2018	Quick Print	New transfer station map	\$ 54.00
7/7/2018	Natural Upcycling	Organics Recycling	\$ 10.00
7/14/2018	Natural Upcycling	Organics Recycling	\$ 20.00
7/21/2018	Natural Upcycling	Organics Recycling	\$ 20.00
7/23/2018	Quick Print	Waste & Recycling Brochure	\$ 73.00
7/26/2018	WB Mason	Recycling Bin	\$ 3.69
7/28/2018	Natural Upcycling	Organics Recycling	\$ 20.00
7/29/2018	Organix Green Industries	Backyard composting bins	\$ 3,120.00
8/3/2018	Quick Print	Laminated compost display signs	\$ 6.05
8/4/2018	Natural Upcycling	Organics Recycling	\$ 10.00
8/11/2018	Natural Upcycling	Organics Recycling	\$ 10.00
8/18/2018	Natural Upcycling	Organics Recycling	\$ 10.00
8/21/2018	Ecosafe Zero Waste	Compost bin liners	\$ 442.15
8/25/2018	Natural Upcycling	Organics Recycling	\$ 20.00
8/28/2018	Quick Print	Waste & Recycling Brochure	\$ 75.00
9/22/2018	Natural Upcycling	Organics Recycling	\$ 40.00
9/27/2018	Organix Green Industries	Backyard composting bins	\$ 2,730.00
9/29/2018	Natural Upcycling	Organics Recycling	\$ 10.00
10/16/2018	Quick Print	No plastic bags sign	\$ 7.60
10/20/2018	Natural Upcycling	Organics Recycling	\$ 20.00
11/2/2018	Walmart	Clear bins for recycling display	\$ 10.94
11/10/2018	Natural Upcycling	Organics Recycling	\$ 30.00
11/12/2018	WB Mason	Recycling bins and waste baskets for recycling presentation activity	\$ 54.91
11/15/2018	Quick Print	Waste & Recycling Brochure	\$ 96.00
11/17/2018	Natural Upcycling	Organics Recycling	\$ 30.00
11/24/2018	Natural Upcycling	Organics Recycling	\$ 30.00
12/1/2018	Natural Upcycling	Organics Recycling	\$ 50.00
12/8/2018	Natural Upcycling	Organics Recycling	\$ 10.00
12/15/2018	Natural Upcycling	Organics Recycling	\$ 30.00
12/22/2018	Natural Upcycling	Organics Recycling	\$ 20.00
		Total	\$27,767.29



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REGISTERED TRANSFER FACILITY ANNUAL REPORT

(If you need assistance filling out this form please email swmfannualreport@dec.ny.gov or call 518-402-8678.)

Complete and submit this form by March 1, 2019.

This annual report is for the year of operation from January 01, 2018 to December 31, 2018

SECTION 1 – GENERAL INFORMATION

FACILITY INFORMATION			
FACILITY NAME: Town of Canandaigua			
FACILITY LOCATION ADDRESS: 5440 Route 5 & 20	FACILITY CITY: Ontario	STATE: NY	ZIP CODE: 14424
FACILITY TOWN: Canandaigua	FACILITY COUNTY: Ontario	FACILITY PHONE NUMBER: 585-394-3300	
FACILITY NYS PLANNING UNIT: (A list of NYS Planning Units can be found at the end of this report). Ontario County			NYSDEC REGION #: 8
360 REGISTRATION DATE ISSUED: (Refer to DEC Registration)		NYS DEC ACTIVITY CODE OR REGISTRATION NUMBER: (Refer to DEC Registration)	
		35R13	
FACILITY CONTACT: Jim Fletcher	<input checked="" type="checkbox"/> public <input type="checkbox"/> private	CONTACT PHONE NUMBER: 585-394-3300	CONTACT FAX NUMBER: 585-394-9476
CONTACT EMAIL ADDRESS: Highway@TownofCanandaigua.org			
OWNER INFORMATION			
OWNER NAME: Town of Canandaigua	OWNER PHONE NUMBER: 585-394-1120	OWNER FAX NUMBER: 585-394-9476	
OWNER ADDRESS: 5440 Route 5 & 20	OWNER CITY: Canandaigua	STATE: NY	ZIP CODE: 14424
OWNER CONTACT: Town Clerk, Jean Chrisman	OWNER CONTACT EMAIL ADDRESS: JChrisman@TownofCanandaigua.org		
OPERATOR INFORMATION			
OPERATOR NAME: <input checked="" type="checkbox"/> same as owner			<input checked="" type="checkbox"/> public <input type="checkbox"/> private
PREFERENCES			
Preferred address to receive correspondence: <input type="checkbox"/> Facility location address <input type="checkbox"/> Owner address <input type="checkbox"/> Other (provide):			
Preferred email address: <input type="checkbox"/> Facility Contact <input type="checkbox"/> Owner Contact <input checked="" type="checkbox"/> Other (provide): Both- facility and owner contacts			
Preferred individual to receive correspondence: <input type="checkbox"/> Facility Contact <input type="checkbox"/> Owner Contact <input checked="" type="checkbox"/> Other (provide): Both- facility and owner contacts			

Did you operate in 2018? Yes; Complete this form.
 No; Complete and submit Sections 1 and 11. If you no longer plan to operate and wish to relinquish your permit/registration associated with this solid waste management activity, also complete the "Inactive Solid Waste Management Facility or Activity Notification Form" located at: <http://www.dec.ny.gov/chemical/52706.html> .

SECTION 3 – SERVICE AREA OF SOLID WASTE RECEIVED

Please identify where the waste is coming from. The total tons received reported below should equal the total tons received in Section 2 (Solid Waste Received).

DO NOT REPORT IN CUBIC YARDS!

- If the waste **WAS** received from another solid waste management facility, please write in the name *and* address of the facility along with the appropriate state, county and planning unit/municipality.
- If the waste **WAS NOT** received from another solid waste management facility, please write in "**Direct Haul**" along with the appropriate state, county and planning unit/municipality where the waste was generated.

Specify transport method, list type of material(s) and percentages of total waste transported by each:

100 % Road: Waste Type(s): Direct Haul _____ % Rail: Waste Type(s): _____
 _____ % Water: Waste Type(s): _____ % Other (specify: _____): Waste Type(s): _____

SERVICE AREA OF SOLID WASTE RECEIVED (where the waste is coming from)					
TYPE OF SOLID WASTE	SOLID WASTE MANAGEMENT FACILITY FROM WHICH IT WAS RECEIVED (Name & Address) OR " Direct Haul "	STATE OR COUNTRY	COUNTY OR PROVINCE	NYS PLANNING UNIT <small>(See Attached List of NYS Planning Units)</small>	TONS RECEIVED
Construction & Demolition (C&D) Debris	Direct Haul	NY	Ontario County	Ontario County	491.73
Municipal Solid Waste (MSW) (Residential, Institutional & Commercial)	Direct Haul	NY	Ontario County	Ontario County	1455.53
Other (specify)					
TOTAL RECEIVED (tons):					1947.26

If the solid waste type is not listed, use one of the "Other" lines and fill in the name of the waste. If more "Other" lines are needed, cross out an unused type and fill in the other solid waste name. If still more "Other" lines are needed, attach another copy of this page, cross out an unused type, and fill in the other solid waste name.

SECTION 4 - TRANSFER OR DISPOSAL DESTINATION

Please identify destination of waste. Please only include waste sent off-site for disposal or further transfer prior to disposal. Exclude Recyclable Material amounts reported in Section 5. DO NOT REPORT IN CUBIC YARDS!

- If the waste is being sent to another facility for transfer or processing prior to disposal (e.g. Transfer facility or C&D debris handling and recovery facility), please identify name, address, corresponding State/Country, County/Province, and Destination Planning Unit of the transfer destination and the amount of waste transferred in the "Amount to Transfer Destination" column.
- If the waste is being sent to a landfill or combustor, please identify the name, address, corresponding State/Country, County/Province, and Destination Planning Unit of the disposal destination and the amount of waste being sent for disposal in the "Amount to Disposal Destination" column.

Specify transport method, list type of material(s) and percentages of total waste transported by each:

100 % Road: Waste Type(s): All Waste Types Included % Rail: Waste Type(s): _____
 _____ % Water: Waste Type(s): _____ % Other (specify: _____): Waste Type(s): _____

TRANSFER OR DISPOSAL DESTINATION							
TYPE OF SOLID WASTE	SOLID WASTE MANAGEMENT FACILITY TO WHICH IT WAS SENT <small>(Name & Address)</small>	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	NYS PLANNING UNIT <small>(See Attached List of NYS Planning Units)</small>	AMOUNT TO TRANSFER DESTINATION <small>(TONS)</small>	AMOUNT TO DISPOSAL DESTINATION <small>(TONS)</small>	TOTAL YEAR <small>(TONS)</small>
Construction & Demolition (C&D) Debris	Ontario County Landfill	NY	Ontario County	Ontario County		491.73	491.73
	1879 Route 5 & 20						
	Stanley, NY 14561						
Municipal Solid Waste (MSW) (Residential, Institutional & Commercial)	Ontario County Landfill	NY	Ontario County	Ontario County		1455.53	1455.53
	1879 Route 5 & 20						
	Stanley, NY 14561						
Other (specify)							
TOTAL SENT (tons):						<u>1947.26</u>	

If the solid waste type is not listed, use one of the "Other" lines and fill in the name of the waste. If more "Other" lines are needed, cross out an unused type and fill in the other solid waste name. If still more "Other" lines are needed, attach another copy of this page, cross out an unused type, and fill in the other solid waste name.

SECTION 5 – REGISTERED TRANSFER FACILITY RECYCLABLE & RECOVERED MATERIALS

Is your facility also a permitted or registered Recyclables Handling & Recovery Facility?

Yes; Complete Section 5 for material recovered from the mixed solid waste stream. Complete a Recyclables Handling & Recovery Facility (RHRF) form for material received as source separated. The RHRF form is located at: <http://www.dec.ny.gov/chemical/52706.html> .

No; Complete Section 5 for material recovered from the mixed solid waste stream and for material received as source separated.

A. Service Area of Recyclable Material Received

Please identify where the recyclable materials are coming from. DO NOT REPORT IN CUBIC YARDS!

- If the materials **WERE** received from another solid waste management facility, please write in the name and address of the facility along with the appropriate state, county and planning unit/municipality.
- If the materials **WERE NOT** received from another solid waste management facility, please write in "**Direct Haul**" along with the appropriate state, county and planning unit/municipality where the recyclables were generated.

SERVICE AREA OF RECYCLABLE MATERIAL RECEIVED <small>(where the material is coming from)</small>					
MATERIAL	SOLID WASTE MANAGEMENT FACILITY FROM WHICH IT WAS RECEIVED <small>(Name & Address)</small> OR " Direct Haul "	SERVICE AREA STATE OR COUNTRY	SERVICE AREA COUNTY OR PROVINCE	SERVICE AREA NYS PLANNING UNIT <small>(See Attached List of NYS Planning Units)</small>	TONS RECEIVED
Commingled Containers <small>(metal, glass, plastic)</small>					
Commingled Paper <small>(all grades)</small>					
Single Stream <small>(total)</small>	Direct Haul	NY	Ontario County	Ontario County	554.05
Brush, Branches, Trees, & Stumps					
Food Scraps					
Yard Waste <small>(curbside)</small>					
Other <small>(specify)</small> Metal	Direct Haul	NY	Ontario County	Ontario County	167.24
Food and Organics	Direct Haul	NY	Ontario County	Ontario County	3.7
TOTAL RECEIVED (tons):					724.99

If the material type is not listed, use one of the "Other" lines and fill in the name of the material. If more "Other" lines are needed, cross out an unused type and fill in the other materials name. If still more "Other" lines are needed, attached another copy of this page, cross out an unused type, and fill in the other materials name.

SECTION 5 – REGISTERED TRANSFER FACILITY RECYCLABLE & RECOVERED MATERIALS *(continued)*

B. Material Recovered

Please identify destination of recovered materials. Indicate the name of the facility, address, corresponding State/Country, County/Province, Destination Planning Unit/Municipality and the amount of material transferred. **DO NOT REPORT IN CUBIC YARDS!**

Specify transport method, list type of material(s) and percentages of total waste transported by each:

100 % Road: Material(s): All Material Types _____ % Rail: Material(s): _____
 _____ % Water: Material(s): _____ % Other (specify: _____): Material(s): _____

PAPER RECOVERED					
RECOVERED MATERIAL	DESTINATION <i>(Name & Address)</i>	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	DESTINATION NYS PLANNING UNIT <i>(See Attached List of NYS Planning Units)</i>	TONS RECOVERED <i>(out of facility)</i>
Commingled Paper <i>(all grades)</i>					
Corrugated Cardboard					
Junk Mail					
Magazines					
Newspaper					
Office Paper					
Paperboard / Boxboard					
Other Paper <i>(specify)</i>					
TOTAL PAPER RECOVERED (tons):					_____

If the material type is not listed, use one of the "Other" lines and fill in the name of the material. If more "Other" lines are needed, cross out an unused type and fill in the other materials name. If still more "Other" lines are needed, attached another copy of this page, cross out an unused type, and fill in the other materials name.

SECTION 5 – REGISTERED TRANSFER FACILITY RECYCLABLE & RECOVERED MATERIALS (continued)

B. Material Recovered

GLASS RECOVERED					
RECOVERED MATERIAL	DESTINATION (Name & Address)	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	DESTINATION NYS PLANNING UNIT (See Attached List of NYS Planning Units)	TONS RECOVERED (out of facility)
Container Glass					
Industrial Scrap Glass					
Other Glass (specify)					
TOTAL GLASS RECOVERED (tons):					
METAL RECOVERED					
RECOVERED MATERIAL	DESTINATION (Name & Address)	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	DESTINATION NYS PLANNING UNIT (See Attached List of NYS Planning Units)	TONS RECOVERED (out of facility)
Aluminum Foil / Trays					
Bulk Metal (from MSW)	Fore Recycling 982 St Rt 21, Shortsville, NY 14548	NY	Ontario County	Ontario County	167.24
Bulk Metal (from CD debris)					
Enameled Appliances / White Goods					
Industrial Scrap Metal					
Tin & Aluminum Containers					
Other Metal (specify)					
TOTAL METAL RECOVERED (tons):					167.24

If the material type is not listed, use one of the "Other" lines and fill in the name of the material. If more "Other" lines are needed, cross out an unused type and fill in the other materials name. If still more "Other" lines are needed, attached another copy of this page, cross out an unused type, and fill in the other materials name.

SECTION 5 – REGISTERED TRANSFER FACILITY RECYCLABLE & RECOVERED MATERIALS (continued)

B. Material Recovered

PLASTIC RECOVERED					
RECOVERED MATERIAL	DESTINATION (Name & Address)	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	DESTINATION NYS PLANNING UNIT (See Attached List of NYS Planning Units)	TONS RECOVERED (out of facility)
Commingled Plastic (#1 - #7)					
PET (plastic #1)					
HDPE (plastic #2)					
Other Rigid Plastics (#3 - #7)					
Industrial Scrap Plastic					
Plastic Film & Bags					
Other Plastics (specify)					
TOTAL PLASTIC RECOVERED (tons):					
MISCELLANEOUS MATERIAL RECOVERED					
RECOVERED MATERIAL	DESTINATION (Name & Address)	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	DESTINATION NYS PLANNING UNIT (See Attached List of NYS Planning Units)	TONS RECOVERED (out of facility)
Electronics	EWASTE+	NY	Ontario County	Ontario County	16.47
	7318 Victor Mendon Rd, Victor, NY 14564				
Textiles					
Other (specify)					
TOTAL MISCELLANEOUS MATERIAL RECOVERED (tons):					16.47

If the material type is not listed, use one of the "Other" lines and fill in the name of the material. If more "Other" lines are needed, cross out an unused type and fill in the other materials name. If still more "Other" lines are needed, attached another copy of this page, cross out an unused type, and fill in the other materials name.

SECTION 5 – REGISTERED TRANSFER FACILITY RECYCLABLE & RECOVERED MATERIALS (continued)

B. Material Recovered

MIXED MATERIAL RECOVERED					
RECOVERED MIXED MATERIAL	DESTINATION <i>(Name & Address)</i>	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	DESTINATION NYS PLANNING UNIT <i>(See Attached List of NYS Planning Units)</i>	TONS RECOVERED <i>(out of facility)</i>
Commingled Containers <i>(metal, glass, plastic)</i>					
Commingled Paper & Containers					
Single Stream <i>(total)</i>	Casella Recycling	NY	Ontario County		554.05
	3555 Co Rd 49, Stanley, NY 14561				
Other <i>(specify)</i>					
TOTAL MIXED MATERIAL RECOVERED (tons):					554.05
ORGANIC MATERIAL RECOVERED					
RECOVERED MATERIAL	DESTINATION <i>(Name & Address)</i>	DESTINATION STATE OR COUNTRY	DESTINATION COUNTY OR PROVINCE	DESTINATION NYS PLANNING UNIT <i>(See Attached List of NYS Planning Units)</i>	TONS RECOVERED <i>(out of facility)</i>
Brush, Branches, Trees, & Stumps	Empire Enterprises	NY	Wayne County	Wayne County	87.5
	1575 Welcher Rd, Newark, NY 14513				
Food Scraps	Natural Upcycling	NY	Ontario County	Ontario County	3.7
	1818 Linwood Rd, Linwood, NY 14486				
Yard Waste <i>(curbside)</i>					
Other <i>(specify)</i>					
TOTAL ORGANIC MATERIAL RECOVERED (tons):					91.2

If the material type is not listed, use one of the "Other" lines and fill in the name of the material. If more "Other" lines are needed, cross out an unused type and fill in the other materials name. If still more "Other" lines are needed, attached another copy of this page, cross out an unused type, and fill in the other materials name.

SECTION 6 – UNAUTHORIZED SOLID WASTE

Has unauthorized solid waste been received at the facility during the reporting period?

Yes No If yes, give information below for each incident (attach additional sheets if necessary):

Date Received	Type Received	Date Disposed	Disposal Method & Location

Radiation Monitoring

Does your facility use a fixed radiation monitor? Yes No

Identify Manufacturer _____ and Model _____ of fixed unit.

Does your facility use a portable radiation monitor? Yes No

Identify Manufacturer _____ and Model _____ of fixed unit.

If the radiation monitors have been triggered give information below for each incident:

Incident Number	Received		Hauler	Origin	Truck Number	Reading	Disposal Status	Removed	
	Date	Time						Date	Time

SECTION 7 - COST ESTIMATES AND FINANCIAL ASSURANCE DOCUMENTS

Are there required cost estimates and financial assurance documents for closure?

Yes No If yes, attach additional sheets reflecting annual adjustments for inflation and any changes to the Closure Plan?

SECTION 8 – PROBLEMS

Were any problems encountered during the reporting period (e.g., specific occurrences which have led to changes in facility procedures)?

Yes No If yes, attach additional sheets identifying each problem and the methods for resolution of the problem.

SECTION 9 – CHANGES

Were there any changes from approved reports, plans, specifications, and permit conditions?

Yes No If yes, attach additional sheets identifying changes with a justification for each change.

SECTION 10 - REGISTRATION/CONSENT ORDER REPORTING REQUIREMENTS

Are there any additional registration/consent order reporting requirements not covered by the previous sections of this form?

Yes No If yes, attach additional sheets identifying the reporting requirements with their respective responses.

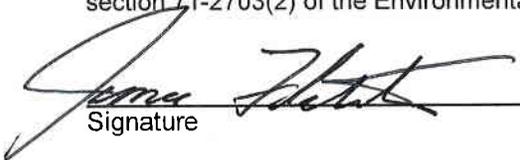
SECTION 11 - SIGNATURE AND DATE BY OWNER OR OPERATOR

Owner or Operator must sign, date and submit one completed form to the appropriate Regional Office (See attachment for Regional Office addresses, email addresses and Materials Management Contacts).

The Owner or Operator must also submit one copy by email, fax or mail to:

**New York State Department of Environmental Conservation
Division of Materials Management
Bureau of Solid Waste Management
625 Broadway
Albany, New York 12233-7260
Fax 518-402-9041
Email address: SWMFannualreport@dec.ny.gov**

I certify, under penalty of law, that the data and other information identified in this report have been prepared under my direction and supervision in compliance with a system designed to ensure that qualified personnel properly and accurately gather and evaluate this information. I am aware that any false statement I make in such report is punishable pursuant to section 71-2703(2) of the Environmental Conservation Law and section 210.45 of the Penal Law.


Signature

2/22/19
Date

James Fletcher
Name (Print or Type)

Highway & Water Superintendent
Title (Print or Type)

585 394 3300
Phone Number

5440 Route 5 & 20 West
Address

Canandaigua
City

NY
State and Zip

Highway@TownofCanandaigua.org
Email (Print or Type)

ATTACHMENTS: YES NO (Please check appropriate line)

ATTACHMENT 26

Five Star Bank,

Petitioner,

v.

Town of Canandaigua, Christopher Lyon, as Assessor
for the Town of Canandaigua, and the Town of
Canandaigua Board of Assessment Review,

Respondents.

For Review of Tax Assessments Under Article 7 of the
Real Property Tax Law.

**CONSENT ORDER and
SETTLEMENT STIPULATION**

Index Nos.:
115962-2017
119252-2018

Tax Years:
2017/2018
2018/2019

Judge:
Hon. Daniel J. Doyle

The above-titled special proceedings involving real property tax certiorari for the premises located at 2425 Rochester Road (Tax ID # 70.00-1-72.100) in the Town of Canandaigua, County of Ontario, State of New York (the "Property") for the tax years 2017/2018 and 2018/2019, having progressed for trial, and negotiations for settlement having been conducted, and

Upon reading and filing the annexed Settlement Stipulation, it is hereby

ORDERED, ADJUDGED AND DETERMINED, that the Settlement Stipulation of the parties be, and the same hereby is, determined to be reasonable, just and in the best interests of the parties herein, and the same be and is approved; and it is further,

ORDERED, ADJUDGED AND DETERMINED, that the parties shall and hereby are directed to comply with the terms and conditions of said Settlement Stipulation; and it is further,

ORDERED, ADJUDGED AND DETERMINED, that in the event that Respondents fail to set the assessments of the Property as provided for in the Settlement Stipulation, the

proceedings herein, upon Petitioner's request, shall be restored to the Court's calendar; and it is further,

ORDERED, ADJUDGED AND DETERMINED, that the real property tax assessments for the Property be revised as follows:

Property Address	2425 Rochester Road	
Tax ID Number	70.00-1-72.100	
Final Tax Assessment Roll	Original Assessment	Revised Assessment
2017	590,000	572,000
2018	608,000	572,000

and that the tax roll for said years shall be so modified; and it is further,

ORDERED, ADJUDGED AND DETERMINED, that the Officials of the Town of Canandaigua, the Assessor of the Town of Canandaigua, the County of Ontario, and every other applicable taxing authority, shall make or cause to be made upon the proper books and records and on the assessment rolls of said Town, the entries, changes and corrections necessary to conform said assessment to such corrected and reduced valuation called for by the Stipulation and this Order; and it is further,

ORDERED, ADJUDGED AND DETERMINED, that any parties and attorneys signing this Stipulation and Consent Order, by doing so, represent that they have necessary authority to do so, that said party has duly agreed to this settlement, determined that the settlement is in the party's best interests taken the necessary action to do so and are the duly authorized and empowered persons to do so; and it is further,

ORDERED, ADJUDGED AND DETERMINED, that these proceedings are to be discontinued subject to and provided Respondents comply with all the terms and conditions of this Stipulation and Consent Order; and it is further,

ORDERED, ADJUDGED AND DETERMINED, that an executed copy of the Stipulation and Consent Order, with Notice of Entry, shall be entered and docketed in the Ontario County Clerk's Office and be filed among the Assessor's permanent records, without further notice to either party; and it is further

ORDERED, ADJUDGED AND DETERMINED, that these proceedings shall be governed by §727 of the Real Property Tax Law of the State of New York in regard to changes in assessment following litigation.

SO ORDERED:

Hon. Daniel J. Doyle
Justice of the Supreme Court
Monroe County

ENTER:

Five Star Bank,

SETTLEMENT STIPULATION

Petitioner,

v.

Town of Canandaigua, Christopher Lyon, as Assessor
for the Town of Canandaigua, and the Town of
Canandaigua Board of Assessment Review,

Respondents.

Index Nos.:
115962-2017
119252-2018

Tax Years:
2017/2018
2018/2019

For Review of Tax Assessments Under Article 7 of the
Real Property Tax Law.

Judge:
Hon. Daniel J. Doyle

WHEREAS, Petitioner Five Star Bank (“Petitioner”) commenced the above-captioned tax assessment proceedings (“Proceedings”) under Real Property Tax Law (“RPTL”) Article 7 against Respondents the Town of Canandaigua (“Town”), the Assessor for the Town of Canandaigua (“Assessor”), and the Board of Assessment Review of the Town of Canandaigua (“BAR”), and

WHEREAS, the real property at issue in the Proceedings is situated in the Town of Livonia and described on the Town’s assessment roll for the tax years in question as follows:

Property Address	2425 Rochester Road
Tax ID Number	70.00-1-72.100
Final Tax Assessment Roll	Original Assessment
2017	590,000
2018	590,000

(hereinafter referred to as the “Property”); and

WHEREAS, the parties engaged in negotiations for settlement with respect to the Proceedings;

NOW, THEREFORE, it is hereby stipulated, consented and agreed upon by and between the attorneys for the respective parties that the action be settled and that an Order and Judgment to that effect may be entered without further notice on the following terms:

1. The Proceedings shall be settled by setting the final assessments of the Property at the revised assessments shown below (“Revised Assessment”):

Final Tax Assessment Roll	Original Assessment	Revised Assessment
2017	590,000	572,000
2018	590,000	572,000

2. The Proceedings shall be discontinued, provided the final assessments of the Property for 2017/2018 and 2018/2019 are set at the Revised Assessments.

3. Petitioner waives any refunds that may be due as a result of the Revised Assessments.

4. Counsel for Petitioner represents that the approvals for this settlement have been obtained from Petitioner.

5. Counsel for the Respondents represents that approvals required for this settlement have been obtained from the Respondents and that the Respondents have determined the settlement to be in the best interest of the Respondents.

6. This Stipulation and Consent shall be governed by the provisions of RPTL §727.

Dated: _____, 2019

HARTER SECRET & EMERY LLP

By: _____

Megan K. Dorritie, Esq.
Attorneys for Five Star Bank
1600 Bausch & Lomb Place
Rochester, NY 14604-2711
Tel.: (585) 232-6500

Dated: _____, 2019

LAW OFFICES OF CHRISTIAN NADLER

By: _____

Christian M. Nadler, Esq.
Attorneys for the Respondents
9 Mima Circle
Fairport, New York 14450
Tel.: (585) 315-4767

ATTACHMENT 27

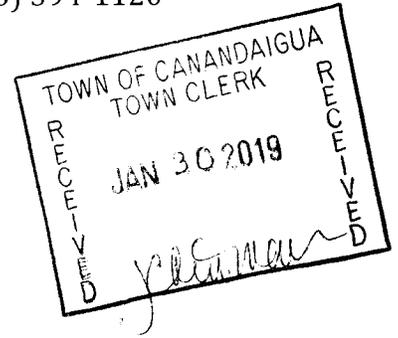
Town of Canandaigua

5440 Routes 5 & 20 West • Canandaigua, NY 14424 • (585) 394-1120

January 30, 2019

Doug Finch, Town Manager
Town of Canandaigua
5440 Routes 5 & 20 West
Canandaigua, New York 14424

John Murphy
585-455-4469



RE: CANANDAIGUA YACHT CLUB – DRAINAGE IMPROVEMENT & WALL REPAIR
EROSION CONTROL SURETY ESTIMATE REVIEW
TAX MAP No. 98.17-1-45.000
CPN No. 2018-019
ADDRESS: 3524 COUNTY ROAD 16

ck # 24659
je

Dear Mr. Finch,

Please be advised that I have completed a review of the submitted Erosion Control Surety Estimate dated January 29, 2019, prepared by Brennan Marks of Marks Engineering for the above referenced project.

Based on our review of the submitted estimate we recommend that an Erosion Control Surety be approved in the amount of **\$1,155 (One-Thousand One-Hundred Fifty-Five Dollars and no cents)**. The breakdown of this amount is on the attached estimate.

Surety must be paid by cash or check to Town Clerk prior to issuance of building permits.

Any questions and/or comments you may have in this regard, please feel free to contact me at your earliest convenience.

Sincerely,

Chris Jensen
Town of Canandaigua – Code Enforcement Officer

C Jean Chrisman, Town Clerk
Project Binder
Parcel Owner

APPROVED
Doug Finch – Town Manager
2/11/19
Date



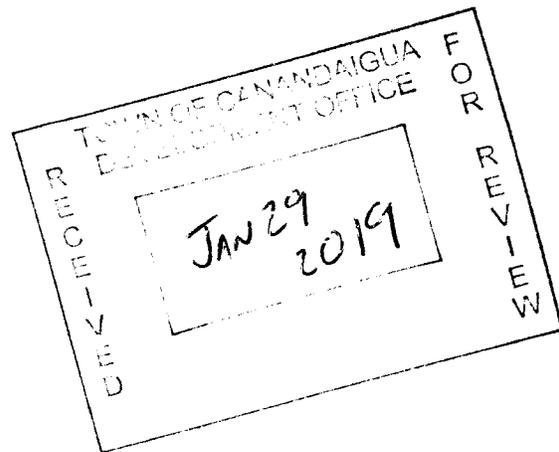
Marks Engineering

42 BEEMAN ST
CANANDAIGUA, NY 14424
www.marksengineering.com
Phone 585-329-6138
Fax: 585-485-6205
bmarks@marksengineering.com

Canandaigua Yacht Club
3524 Co Rd 16
Canandaigua, NY 14424

Drainage Improvements and Wall Repair Erosion and Sediment Control Engineers Opinion of Probable Cost

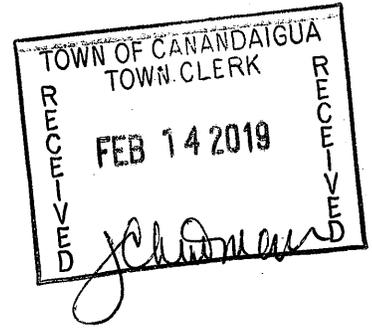
	Quantity	Unit	Unit Cost	Sub Total
Silt Fence Material	100	ft	\$ 1.50	\$ 150.00
Temporary Seed 25#	2	Bag	\$ 30.00	\$ 60.00
Stablized Construction entrance	1	ea	\$ 200.00	\$ 200.00
Straw Mulch Material	10	bale	\$ 2.00	\$ 20.00
Inlet Protection	3	ea	\$ 40.00	\$ 120.00
Silt Screen	100	ft	\$ 5.00	\$ 500.00
Contingency	1	ea	\$ 105.00	\$ 105.00
			Total	\$ 1,155.00



ATTACHMENT 28



Five Star Bank
Banking | Investment | Insurance



IRREVOCABLE STANDBY LETTER OF CREDIT

NO. 70500314301

DATE: February 14, 2019

TO: TOWN OF CANANDAIGUA

REGARDING: Section 9C of the Lakewood Meadows Subdivision, St. James Parkway,
Town of Canandaigua, County of Ontario and State of New York

Ladies and Gentlemen:

For the account of **S & J Morrell, Inc.** ("Borrower"), we hereby authorize you to draw on us up to an aggregate amount of Five Hundred Sixty-Two Thousand Twenty-Nine and 00/100 Dollars (\$562,029.00), which amount is available by payment against the following documents:

1. Your draft or drafts drawn on us and bearing the clause: "Drawn Under Five Star Bank Letter of Credit Number 70500314301".
2. The original of this Credit and all amendments, if any, for our endorsement. If your demand represents a partial drawing hereunder, we will endorse the original Letter of Credit and return same to you for possible future claims. If however, your demand represents a full drawing or if such drawing is presented on the day of the Expiration Date hereof, we will hold the original for our files and remove same from circulation.

Partial drawings are permitted under this Credit.

This Credit shall expire on March 1, 2020 (such date being the "Expiration Date"). This Credit shall terminate on the earlier of (a) 5:00 p.m. prevailing eastern time on the Expiration Date, or (b) the date on which we honor a draw which exhausts the entire stated amount, however, this Credit shall automatically renew annually provided Five Star Bank does not notify you thirty (30) days prior to the Expiration Date that this Credit will not be renewed.

This Credit sets forth in full the terms of our undertaking. This undertaking shall not in any way be revoked, modified, amended, or amplified by reference to any document, instrument or contract referred to herein or in which this Credit is referred to or to which this Credit relates and any such reference shall not be deemed to incorporate herein by reference any document or instrument.

We hereby agree with you that any draft or drafts drawn under and in compliance with the terms and conditions of this Credit shall be duly honored if presented at our counters at Five Star Bank, Attention: Todd W. Andrews, Vice President, 100 Chestnut Street, Rochester, New York 14604 together with document(s) as specified and the original of this Credit on or before the above stated Expiration Date. The proceeds of each such draft shall be paid directly to the applicable Contractor(s).

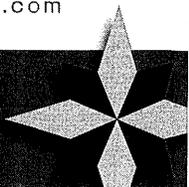
Five Star Bank Plaza, 100 Chestnut Street, Rochester, NY 14604 (877) 226-5578 five-starbank.com

Doc 70500314301



Member FDIC

Today is tomorrow in progress



This Credit is irrevocable and unconditional. This Credit is not assignable or transferable.

This Credit shall be governed by and subject to the International Standby Practices 1998, International Chamber of Commerce Publication 590 (the "ISP") and to the extent not inconsistent with the ISP, the laws of the State of New York.

Dated: February 14, 2019

Very truly yours,

Lender Name: **FIVE STAR BANK**

Signature: _____



Print Name: Todd W. Andrews

Print Title: Vice President

December 3, 2018

Mrs. Jean Chrisman, Town Clerk
Town of Canandaigua
5440 Routes 5 & 20 West
Canandaigua, New York 14424

**RE: LAKEWOOD MEADOWS SUBDIVISION SECTION 9C
LETTER OF CREDIT ESTIMATE REVIEW
TAX MAP No. 112.19-1-500.21
CPN No. 036-18
MRB PROJECT No.: 0300.12001.000 PHASE 143**

Dear Mrs. Chrisman,

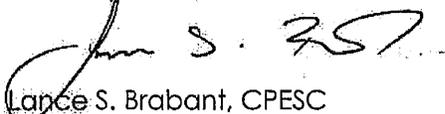
Please be advised that MRB Group has completed a review of the submitted Letter of Credit Estimate dated November 30, 2018 for the approved Final Subdivision Plans titled: Lakewood Meadows Subdivision, Section 9C, prepared by Marathon Engineering.

Based on our review, the quantities and unit prices identified in the Letter of Credit Estimate are consistent with the approved plans and private contractor pricing respectively. Therefore, we recommend that a Letter of Credit be approved in the amount of **\$562,029.00**. A copy of the Applicant's Engineers Estimate is enclosed for your file.

Please note that the original surety documentation regarding the establishment of the Letter of Credit is required to be submitted to the Town Clerk for processing. Once the original is received by the Town Clerk, all information will be forwarded to the Town Attorney for review prior to being placed onto the Town Board agenda.

Any questions and/or comments you may have in this regard, please feel free to contact us at your earliest convenience.

Sincerely,



Lance S. Brabant, CPESC
Director of Planning Services

Enclosures:

- Applicant's Engineers Estimate dated December 3, 2018

C Kristine Singer, Town Bookkeeper
Doug Finch, Town Manager
Jim Fletcher, Highway and Water Superintendent
Eric Cooper, Planner
Chris Jensen, P.E., Code Enforcement Officer
Richard Tiede, P.E. – Marathon Engineering



39 Cascade Drive / Rochester, NY 14614 / Phone (585) 458-7770

Letter of Credit Estimate

Project: Lakewood Meadows Section 9C
Prepared For: Morrell Builders
 1501 Pittsford - Victor Road STE 100
 Victor, NY 14564

Date: 11/28/2018

This Letter of Credit Estimate for Section 9C represents the probable construction costs in 2018 dollars to complete the site improvements as shown on the plans entitled "Final Plans - Section 9C for Lakewood Meadows Subdivision Section 9C" last Revised 11/19/18.

Summary of Costs

Section No.	Section Description	Amount (\$)
Earthwork & Erosion Control		
1	• EARTHWORK	132,408
	• EROSION CONTROL	59,593
	TOTAL	\$ 192,001
Water Main System		
2	• ON-SITE WATER	
	TOTAL	\$ 62,270
STORM DRAINAGE SYSTEM		
3	• PIPING, STRUCTURES, ETC.	
	TOTAL	\$ 82,606
ROADWAYS SYSTEM		
4		
	TOTAL	\$ 104,613
LANDSCAPING/MISCELLANEOUS		
5	• STREET TREES/MONUMENTS	
	TOTAL	\$ 41,768
SUB-TOTAL		\$ 483,258
10% CONTINGENCY		\$ 48,326
3% MUNICIPAL OBSERVATION		\$ 14,498
OVERALL TOTAL		\$ 546,082

SECTION 1: EARTHWORK AND EROSION CONTROL

Item Number	Item Description	Quantity	Unit	Unit Price (\$)	Amount (\$)
<u>EARTHWORK</u>					
1.1	Clearing and Grubbing	10	AC	500.00	5,000
1.2	Strip and Stockpile Topsoil	13,200	CY	2.75	36,300
1.3	Earthwork cuts to fill	20,800	CY	2.75	57,200
1.4	Topsoil to fill	6,330	CY	2.75	17,408
1.5	Redistribute topsoil	6,000	CY	2.75	16,500
				Subtotal:	\$ 132,408
<u>EROSION CONTROL</u>					
1.6	Construction entrance	2	EA	1,500.00	3,000
1.7	Silt Fence	2,322	LF	4.00	9,288
1.8	Stone Check Dam	78	EA	250.00	19,500
1.9	Storm silt sock Drop Inlet Protection	6	EA	125.00	750
1.10	Filter fabric inlet protection	4	EA	175.00	700
1.11	Temporary sediment trap includes maintenance & restoration upon completion	3	EA	2,500.00	7,500
1.12	Temporary Seeding	3	AC	1,000.00	3,000
1.13	Straw Matting/Erosion control Blankets for Permanent Swales	2,200	SY	1.00	2,200
1.14	Slope Protection, excluding permanent swale areas	3,770	SY	1.50	5,655
1.15	Concrete Washout Station	1	EA	1,500.00	1,500
1.16	Final Stabilization (seeding)including mulching w/tackifier	7	AC	1,000.00	6,500
				Subtotal:	\$ 59,593

TOTAL EARTHWORK AND EROSION CONTROL \$192,001

SECTION 2: WATER MAIN SYSTEM

Item Number	Item Description	Quantity	Unit	Unit Price (\$)	Amount (\$)
2.1	Connection to existing water main	2	EA	500.00	1,000
2.2	8" DR-14 Plastic watermain including trenching, bedding, testing, backfilling, bends and warning tape	870	LF	30.00	26,100
2.3	Hydrant and guard valve complete	2	EA	3,350.00	6,700
2.4	Plastic water Service including curb stop/box	23	EA	1,200.00	27,600
2.5	Watermain Testing & Disinfection	1	LS	870.00	870
				Subtotal :	\$ 62,270

SECTION 3: STORM DRAINAGE SYSTEM

Item Number	Item Description	Quantity	Unit	Unit Price (\$)	Amount (\$)
3.1	12" PE Storm Piping Including,bedding, backfill,complete	601	LF	27.00	16,227
3.2	12" End Section	6	EA	175.00	1,050
3.3	15" PE Storm Piping Including,bedding, backfill,complete	33	LF	28.00	924
3.4	15" End Section	1	EA	200.00	200
3.5	18" PE Storm Piping Including,bedding, backfill,complete	151	LF	30.00	4,530
3.6	18" End Section	3	EA	225.00	675
3.7	24" x 24" Drop inlet structure	5	EA	1,800.00	9,000
3.8	Field drop inlet structure	4	EA	1,800.00	7,200
3.9	Plunge pool	1	EA	500.00	500
3.10	Medium Stone Fill	116	CY	50.00	5,800
3.11	Stone fill clean & replace as required	1	LS	500.00	500
3.12	Bio Retention area (not including plantings)	1	EA	36,000.00	36,000
				Subtotal:	\$ 82,606

SECTION 4: ROADWAY SYSTEM

Item Number	Item Description	Quantity	Unit	Unit Price (\$)	Amount (\$)
4.1	Road boxout includes excavation, shaping, and proof rolling (23,738 SF)	880	CY	3.50	3,080
4.2	12" Compacted Type 2 crusher run NYSDOT Gradation Table 733-04	880	CY	32.00	28,160
4.3	3" Compacted Type 1 crusher run NYSDOT Spec #304.02	220	CY	32.00	7,040
4.4	3" Asphaltic concrete binder with tack coat NYSDOT Item #403.138902	2,637	SY	12.00	31,644
4.5	1.5" Asphaltic concrete top NYSDOT Item #403.198902	2,637	SY	9.00	23,733
4.7	30" Wide concrete gutters includes excavation, subbase, and placement	913	LF	12.00	10,956
				Subtotal:	\$ 104,613

SECTION 5: LANDSCAPING/MISCELLANEOUS

Item Number	Botanical Name /Common Name	Quantity	Unit	Unit Price (\$)	Amount (\$)
5.1	<i>Acer rubrum</i> 'Red Sunset'/ <i>Red Sunset Maple</i>	15	EA	250.00	3,750
5.2	<i>Betula Nigra</i> / <i>River Birch</i>	12	EA	250.00	3,000
5.3	<i>Juniperus Chinensis</i> 'Sea Green'/ <i>Sea Green Juniper</i>	16	EA	30.00	480
5.4	<i>Cornus Sericea</i> 'Cardinal'/ <i>Red twig dogwood</i>	4	EA	30.00	120
5.5	<i>Malus</i> 'Adirondack'/ <i>Adirondack Crabapple</i>	16	EA	250.00	4,000
5.6	<i>Acer saccharum</i> / <i>Sugar Maple</i>	17	EA	250.00	4,250
5.7	<i>Picea Abies</i> / <i>Norway Spruce</i>	22	EA	250.00	5,500
5.8	<i>Pyrus</i> Call. 'Cleveland Select Pear'/ <i>Cleveland Select Pear</i>	13	EA	250.00	3,250
5.9	<i>Panicum Virgatum</i> / <i>Switchgrass</i>	22	CL	30.00	660
5.10	<i>Quertus Rubra</i> / <i>Northern Red Oak</i>	6	EA	250.00	1,500
5.11	<i>Rhus Arom.</i> 'Gro-Low'/ <i>Gro Low Sumac</i>	11	EA	250.00	2,750
5.12	5' Wide grass trail	252	LF	4.00	1,008
5.13	R.O.W. Monuments	9	EA	250.00	2,250
5.14	Conservation area marker	13	EA	250.00	3,250
5.15	Record Mapping & GIS	1	LS	6,000.00	6,000
				Subtotal:	41,768

GRAND TOTAL \$ 483,258



LAW OFFICES OF
CHRISTIAN M. NADLER

March 6, 2019

Eric Cooper, Town Planner
Town of Canandaigua
5440 Routes 5 & 20
Canandaigua, NY 14424

VIA EMAIL

**RE: LAKEWOOD MEADOWS SECTION 9C
LETTER OF CREDIT # 70500314301**

Dear Eric,

Per your request, I have reviewed the above-referenced Letter of Credit, and hereby approve the same as to form. It is imperative that the Town receive the *original* Letter of Credit from Five Star Bank before any permits are issued.

If you have any questions or need anything further please do not hesitate to contact me.

Sincerely,

LAW OFFICES OF
CHRISTIAN M. NADLER

Christian M. Nadler, Esq.

CC: Doug Finch, Town Manager
Lance Brabant, Town Engineer
Chris Jensen, Code Enforcement Officer

ATTACHMENT 29

Town Manager

From: John D. Goodwin [John.Goodwin@canandaiguanewyork.gov]
Sent: Thursday, February 28, 2019 4:28 PM
To: Town Manager
Cc: Frank A. Magnera
Subject: Volunteer Recruitment Plan and Part-time Firefighters
Attachments: CFD SOP - Part-Time Firefighters- Rev1 2-15-2019.docx; Updated Fire Study Recommendations and Status 2.28.pdf; volunteer recruitment and retention.docx

Doug,

Per the agreement between the City and Town, please find attached a Standard Operating Procedure that establishes work standards for part-time personnel as suggested in the CPSM Study. Also attached is a volunteer recruitment and retention plan. This should satisfy the March 1, 2019 deadline established in the agreement. I also attached an updated matrix of the study recommendations that I am reporting to Council on a monthly basis.

John D. Goodwin
City Manager
2 North Main Street
Canandaigua, NY 14424
585-337-2174
Fax: 585-396-5016



From: Frank A. Magnera <FMagnera@canandaiguanewyork.gov>
Sent: Friday, February 15, 2019 1:51 PM
To: John D. Goodwin <John.Goodwin@canandaiguanewyork.gov>
Subject: Part-Time Firefighter SOP / Program

Hi John,

Happy Friday. Please find the attached Part-Time Firefighter program/SOP for your review. This still needs some tweaking but should satisfy the Town Contract requirements for now. Thanks!

Have a great weekend.

In Service,

Frank Magnera
Fire Chief
City of Canandaigua Fire Department
335 South Main Street
Canandaigua, NY 14424
(585)337-2124 Office
(585)396-5052 Fire Station # 1
(502)316-2200 Cell



1.0.5 FIRE DEPARTMENT PART-TIME FIREFIGHTERS



City of Canandaigua Fire Department
 Best Practices Standard Operating Procedure / Guideline
 335 South Main Street
 Canandaigua New York 14424
 (585)396-5052

TITLE: PART-TIME FIREFIGHTERS		SECTION / TOPIC: Administration	
Number: 1.0.5		Date Issued: 2/2019	
Number of Pages: 2		Revised Date: N/A	
Prepared X _____ Preparer By: Frank A. Magnera	Approved X _____ Approved By: Frank A. Magnera	Approved X _____ Approved By:	

1.0 POLICY REFERENCE

N/A

NYS Executive Order	New York Code, Rules and Regulations: Minimum Standards for Firefighting Personnel in the State of New York, Part 426.7
CBA Contract	
NFPA	
NIMS	

2.0 PURPOSE

Providing strong public safety is a key responsibility for every community. In order for the City of Canandaigua to address the firefighting needs of our city, we must find ways to increase fire coverage and supplement our professional firefighters with a competent trained workforce capable of responding when the need arises.

3.0 SCOPE

Part-Time Firefighter SOP for the City of Canandaigua Fire Department. The part-time position performs functions of fire suppression, rescue, emergency medical services, operation of fire apparatus, and other assigned duties necessary to support the mission of the Fire Department, subject to the assignment and direction of their supervisor, and in accordance with Department policies, procedures, and standards.

4.0 DEFINITIONS

N/A

5.0 BEST PRACTICES, PROCEDURES, GUIDELINES & INFORMATION

Part-time Firefighters must commit to working **at least 24 hours each month** and or as needed. Work schedule will be scheduled as necessitated by the Fire Chief and may be modified from time to time to meet the needs of the Fire Department. May be assigned to an Engine or Ladder Company.

6.0 REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Mechanical aptitude; ability to understand and carry out complex oral and written instructions; ability to operate an automobile or other vehicles as required; working knowledge of first aid methods and the ability to apply them; ability to operate portable radio and/or other communication equipment found in fire/emergency apparatus and fire stations; ability to tie and/or assemble appropriate rope knot when required by firefighting/rescue tasks requiring use of rope; ability to read, write, understand, and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to get along well with others; conscientiousness; mental alertness; dependability; physical condition commensurate with the duties of the position. Must be cleared by a Physician or other Licensed Health Care Professional (PLHCP) to use a SCBA respirator -29 CFR 1910.134. Must be an NYS EMT in good standings.

7.0 TRAINING REQUIREMENT:

On an annual basis, Part-time Firefighters must show proof of completion of a minimum of 100 contact hours of in-service fire training in subject matters as outlined in New York Code, Rules and Regulations: Minimum Standards for Firefighting Personnel in the State of New York, Part 426.7. The Firefighter is responsible for ensuring these requirements are met. Must also attend at least 1 fire department drill monthly (12 Annually).

NYS EMT license, NYS Driver's License and core requirements must be kept up to date.



VOLUNTEER RECRUITMENT & RETENTION PLAN

February 2019

ABSTRACT

In 2018, the City and Town of Canandaigua collaborated to complete an analysis of the fire services, service delivery and fire staffing models for both communities. The analysis was completed by the Center of Public Safety Management (CPSM). CPSM issued a report in July 2018 which included 26 recommendations and consideration. Several of these recommendations involved the recruitment and retention of volunteer firefighters. This plan addresses these recommendations and puts forth a course of action to implement the recommendations.

Background

The City of Canandaigua and surrounding communities, like many communities throughout the United States, have had a long-standing tradition of volunteer fire companies serving the community. At one time, three (3) different volunteer fire companies served the City of Canandaigua. Only two companies exist today, with only one currently providing active members. Canandaigua is not the only community to experience a decrease in volunteer firefighters as the tradition of volunteer firefighting is weakening nationally. Research regarding the issue has found that there is no single reason for the decline of volunteers, but has been linked to “more demands on people’s time in a hectic modern society; more stringent training requirements; population shifts from smaller towns to urban centers; changes in the nature of small town industry and farming; internal leadership problems; and a decline in the sense of civic responsibility, among other factors.”¹ Nevertheless, there is evidence to suggest that taking steps to deal with some of the challenges can reverse the decline of volunteerism.

The City has had limited success in efforts to recruit and retain volunteer firefighters in recent years. These efforts must be expanded and focused on as suggested by the CPSM Study:

“The restoration of an active and vibrant volunteer component to the CFD will require that current efforts be expanded. Over the next five years, a significant effort will need to be put forth regarding the recruitment and retention of volunteer personnel. Although Canandaigua is not alone in dealing with a reduction in volunteer staff, it is essential that addressing this situation become a primary focus of the fire department and the city. In fact, to attain success will require the development of new strategies and a monetary investment to retain a viable volunteer or on-call component of the department.”²

Recruitment

As recommended in the CPSM Study, volunteer recruitment will be a primary focus area for the Fire Department. Current efforts will be expanded with a marketing campaign and consideration of new incentives.

It must be recognized that volunteers are City employees and will be representing the City when residents and visitors are their most vulnerable, in an emergency situation. Prospective recruits will be screened to ensure that they have the requisite character traits and have background checks completed to ensure that there are no concerns in their driving and criminal records.

Marketing

The City’s volunteer recruitment marketing has been limited to participating in the RecruitNY recruitment program, attending occasional events and a webpage. An investment must be made into increasing our efforts. The CPSM Study included several marketing strategies that will be adopted by the Fire Department including:

- Placing a prominent banner on the Fire Station with a link on the home page of the local government and the fire department websites.

¹ U.S. Fire Administration “Retention and Recruitment for the Volunteer Emergency Services: Challenges and Solutions.” Page 2, May 2007

² CPSM Study Page 34

- Conducting a recruitment mailing to all residential properties in the community with information about the fire department and recruiting new members.
- Conducting a door to door campaign utilizing fire personnel to knock on every door in the city to recruit new members.
- Placement of a temporary signboard at various locations in the community.

Incentives

The reason that the majority of individuals volunteer has a direct relationship with helping the community, civic/community pride and/or being part of a team or social group. However, incentives are a helpful tool, particularly with retention. Currently, the City provides a YMCA membership as an incentive. Volunteers are also eligible for a New York State Income Tax deduction of \$200.

There are many different incentive programs across the Country. The CPSM Study suggested that the City consider:

- Length of Service Awards Program (LOSAP),
- Property tax exemption,
- Community-based benefits,
- Health insurance package, and
- Other incentives outlined in a March 13, 2018 memorandum from the Erina Hose Company (most of which fall under one of the above categories).

In considering which incentives to pursue, the legality and administrative workload must be reviewed. According to discussions with other regional volunteer fire companies that offer or once offered a LOSAP and a community-based benefit program, there is a great deal of administration workload. Research is required to determine the legality of providing health insurance in whole or in part or via a contribution to an H.S.A. or H.R.A.

There is not doubt that volunteer firefighters provide a great deal of savings which benefit the property tax payers of the City. As such, it maybe appropriate to provide a property tax exemption to volunteer firefighters. New York State Real Property Tax Law permits many municipalities in certain counties to adopt an exemption for volunteer firefighters. The exemption is 10% of assessed value up to \$3,000 multiplied by the equalization rate. There are certain counties where the exemption does not have a specified dollar limit maximum. Municipalities within Ontario County are not currently permitted to adopt a property tax exemption for volunteer firefighters. Prior to a request to local New York State Legislature representatives requesting authorizing legislation, the City Council must discuss and determine if it would be willing to adopt an exemption.

Management

The CPSM Study also suggested that the hiring of a volunteer firefighter Recruitment and Retention Coordinator be considered. This position would “develop, implement, and coordinate these activities [marketing and incentive programs].” The creation of the Deputy Fire Chief position in 2018 was done in part to “assist Chief Magnera with the implementation of a volunteer recruitment campaign...”³ Ultimately, the funding for this position was utilized to hire a firefighter instead. The CPSM Study also

³ 2018 City Manager Budget Message

suggests that the position “could possible be undertaken by a number of communities as a regional endeavor.” As volunteer recruitment and retention is an issue that all fire departments in Ontario County are dealing with, a regional position has merit. This will require discussion with other area fire departments and Ontario County.

Retention Challenges and Solutions

Some of these challenges listed above have been experienced in our efforts to recruit and retain volunteers. This section will attempt to identify and provide solutions for the challenges that face the City of Canandaigua’s volunteer recruitment and retention efforts.

Challenge: Leadership and Friction Between Career/Volunteer

- “Ineffective leadership is perhaps the leading reason for a decline in membership.”⁴
- CPSM “was informed by numerous stakeholders that one of the major obstacles was the previous fire department leadership.”⁵
- “A major source of recruitment and retention problems in some combination volunteer-career departments is friction among members.”⁶
- CPSM also found that there has also been “occasional conflict between the career and volunteer firefighters.”

Solution

Leadership changed in 2017 and there has not been any indication from current or past volunteers that there is still an issue. In fact, the feedback has been positive.

It is not uncommon for friction to exist between career and volunteer firefighters in combination fire departments. There is not any indication that an issue exists with the current career and volunteer members; however, it is an issue that cannot be ignored. The Fire Chief and Captains of the Department must ensure that both career and volunteer members “understand the value the other brings to the department”.⁷ There must be full integration within the Fire Department which will be accomplished via joint trainings and an increased volunteer presence at the Fire Stations for potential duty shifts (CPSM Study Recommendation #17) and/or general camaraderie. It will also take leadership to help maintain positive relationships by diffusing issues of conflict and not tolerating the formation of any barriers that separate volunteer and career members.

Further, as recommended by the CPSM Study combination departments “require strong leadership and specialized fire officer skills to manage firefighters effectively.”⁸ As such, all fire officers (Chief and Captains) should be have a volunteer management component to their annual training.

⁴ U.S. Fire Administration “Retention and Recruitment for the Volunteer Emergency Services: Challenges and Solutions.” Page 27, May 2007

⁵ CPSM Study page 34

⁶ U.S. Fire Administration “Retention and Recruitment for the Volunteer Emergency Services: Challenges and Solutions.” Page 21, May 2007

⁷ CPSM Study page 34

⁸ CPSM Study Page 9 and 90

Challenge: Time Demands/Training

The biggest challenge according to numerous studies and conversations with current and former volunteer firefighters is related to time demands. “Lack of time” and “No time to volunteer” where the most frequently cited by the Bureau of Labor Statistics and a study conducted by the Public Safety and Environmental Protection Institute at St. Joseph’s University as the reasons for not volunteering or leaving a volunteer company. Although the time demands of a volunteer firefighter include responding to emergency calls, meetings, and maintenance of the stations and equipment, based on our experience locally, the most significant time demand is training, especially initial training. This was pointed out in the CPSM Study

“Once an individual becomes interested in becoming a volunteer firefighter, they must achieve a level of ever-increasing specialized skills that requires a significant commitment of personal time. Often, exit interviews reveal that the training commitment alone is daunting and one of the primary reasons that volunteer personnel resign. To become a certified firefighter takes several hundred hours plus an additional 200 hours to become a state-certified emergency medical technician. Then there are the dozens of hours annually spent on maintaining firefighter and EMT skills and certifications.”⁹

Further, the largest hurdle to success as identified by the Erina Hose Company is the availability of flexible training. This challenge is more difficult to solve due to lack of assistance from New York State and Ontario County.

Solution

The initial training requirements can be daunting. Although increased training requirements have the goal of making operations safer and more effective, the increased training requirements have greatly increased time demands. One solution is to less the initial burden by creating a multiyear training ladder for members (Firefighter I in first year, Firefighter II in second year, etc.).

However, training needs to be conducted in a time span “that works” (nights and weekends). Unfortunately, New York State and Ontario County training courses do not work for the vast majority of volunteers. Further the requirements to conduct training courses are restrictive. As such, the City must create its own internal training program (with exemptions from NYS for certain requirements) or work with Ontario County and surrounding volunteer departments to develop a training program that works and is provided at convenient times.

⁹ CPSM Study Page 34

	Report Recommendation	Topic	Status/Discussion
Short (immediate – 1 year)	1. The City of Canandaigua and Town of Canandaigua should renegotiate their fire services agreement and delete the stipulation that Station 2 be staffed 24/7. (See p. 30.)	Fire Station 2	Starting April 8th, a Canandaigua Emergency Squad crew will be stationed at Station 2. This will resolve the safety issue of having 1 firefifhger on-duty alone at the Station.
	2. The Canandaigua Fire Department should deploy both on-duty firefighters on a single unit, responding from Station 1. (See p. 30.)		
	3. The City of Canandaigua Fire Department should provide the Erina Hose Company President with the necessary support to continue volunteer recruitment and retention efforts. This can include financial support for marketing and advertising efforts and programs to recruit new and retain existing personnel, providing staff assistance to assist with developing surveys, preparing mailings to all city residents, and other potentially labor intensive support functions.(See p. 34.)	Volunteers	Chief Magerna and I met with Ryan Zanghi and discussed membership, recruitment, retention and strategic goals. Based on this meeting, Eric Cooper's memo, the CPSM Study, the U.S. Fire Administration Retention and Recruitment for Volunteer Emergency Services report, and discussions with former volunteers, I prepared a draft Recruitment and Retention Plan for 2019. The intent was to focus on the biggest challenges. Flexible training is vital and must be addressed. Without it, other efforts will be fruitless. We will need to work with the County and State.
	4. The Canandaigua Fire Department, as well as the Cheshire, Bristol, and East Bloomfield Fire Departments, should build at least a portion of their training regimens and tactical strategies around the exterior or transitional attack for when the fire scenario and the number of available units/responding personnel warrants this approach. (See p. 46.)	Training	Portion of training is already part of the City training program. Chief Magnera will be working with other Departments for joint trainings.

	Report Recommendation	Topic	Status/Discussion
Short (immediate – 1 year)	<p>5. In acknowledgement of the fact that the Canandaigua Fire Department operates in a minimal staffing mode and recognizing the potential for rapid fire spread particularly in the more densely developed areas of the city, the CFD should equip all its apparatus with the appropriate appliances and hose as described herein. It should develop standardized tactical operations that will enable arriving crews to quickly deploy high-volume fire flows of 1,200 to 1,500 gallons per minute (if the water supply will permit this), utilizing multiple hose lines, appliances, and master stream devices. This flow should be able to be developed within four to five minutes after arrival of an apparatus staffed with two or three personnel. (See p. 46.)</p>	Equipment	The City's fire equipment already meets or exceeds the recommendation.
	<p>13. It is strongly recommended that Canandaigua Fire Department take steps to aggressively recruit, train, and utilize volunteer firefighters to increase daily fire suppression staffing and establish realistic recruitment, retention, and volunteer member utilization goals. (See p. 90.)</p>	Volunteers	See #3 above.

Report Recommendation**Topic****Status/Discussion**

14. The Canandaigua Fire Department should work to foster a recruitment and retention program that focuses on: membership flexibility; marketing the volunteer program to millennials; and continuous retention efforts focused on increasing the retention rate of volunteer members through recognition of efforts, a friendly and diverse work environment, mentoring for advancement in the organization, sustaining current incentives, and researching and implementing new incentives as funds are made available. (See p. 90.)

Volunteers

See #3 above.

16. The City and Town of Canandaigua should explore the feasibility of utilizing, and in fact encouraging, city and town employees to perform “dual roles” by serving not only in their full-time positions but also serving the fire departments as volunteer firefighters. (See p. 90.)

Volunteers

Current City policy provides employees serving as volunteers flexibility in reporting to work after fire responses and paid leave to respond with the CFD.

19. Combination career/volunteer departments require strong leadership and specialized fire officer skills to manage firefighters effectively. The Canandaigua Fire Department should enhance its fire officer training to include the volunteer management component. (See p. 90.)

Training

Volunteer Management training for officers will be implemented. When will be dependent when the trainings are offered

20. The Canandaigua Fire Department should research and determine the most appropriate web-based alerting system for volunteer and off-duty members so that response of individual members can be monitored for each call. Ultimately, the response of dispatched apparatus then can be monitored by command officers so that appropriate emergency scene decisions can be made based on available and responding or potentially responding apparatus. (See p. 90.)

Incident Response

The 2019 Budget included funding to purchase and implement such software. The FD is testing several softwares and Chief Magnera will be making a recommendation to me soon.

t (immediate – 1 year)

Shor	Report Recommendation	Topic	Status/Discussion
	<p>21. The optimum daily career staffing of the Canandaigua Fire Department is four personnel.....</p>	<p>Career Staffing</p>	<p>The 2019 Budget included funding to hire two additional career staff for a total of 12 firefighters. It also included funding to hire a 13th as a succession plan for a mandatory retirement as one of our firefighters will be 70 years of age and is required to retire by the NYS Retirement System. We hired 3 firefighters. All are currently at the Fire Academy.</p>
<p>23. The Town of Canandaigua should negotiate with the City of Canandaigua for automatic response by the career city engine to all calls during the daytime hours when volunteer personnel are less available, and for 24 hours a day for any reported fire or other potentially serious incident. (See p. 91.)</p>	<p>Incident Response</p>	<p>A new SOP was prepared by Chief Magnera in consultation with the VA Chief.</p>	

	Report Recommendation	Topic	Status/Discussion
Intermediate (2 years – 4 years)	6. The City and Town of Canandaigua should require that personnel who staff fire and rescue organizations that respond into the city and/or town on automatic/mutual aid possess the same minimum levels of training that Canandaigua personnel are required to maintain. (See p. 51.)	Training	NYS Fire is starting to take an active role and is starting to work on a state standard. We will participate in any State process. In the meantime, Chief Magnera will be meeting surrounding Chiefs to being the development of a "local" standard.
	7. The city and town’s automatic/mutual aid agreements with surrounding fire and rescue organizations should stipulate the minimum required training standards for personnel who may respond into either the city or township to assist. The agreements should also stipulate that the ranking officer of each entity must certify in writing on an annual basis that his/her personnel comply. (See p. 51.)		
	8. The City and Town of Canandaigua, along with their fire service providers, should work with the Ontario County 9-1-1 center in an attempt to reduce call processing time from receipt to dispatch to 60 seconds or less, 90 percent of the time. (See p. 58.)	Dispatch/ 911 Center	I have reached out to Sheriff Henderson and Chief Communications Officer DeChick about meeting to discuss the recommendations in our report regarding the 911 Center. I hope to have a meeting in February.
	9. The City and Town of Canandaigua, along with their fire service providers, should work with the Ontario County 9-1-1 center to change the policy that first unit response and on-scene times are from appropriate fire service fire suppression units rather than a member possibly in a private vehicle. (See p. 58.)		

	Report Recommendation	Topic	Status/Discussion
Intermediate (2 years – 4 years)	10. The City and Town of Canandaigua, along with their fire service providers, should work with the Ontario County 9-1-1 center to change the current time stamp policy to ensure that all units responding to all incidents have complete time stamps that capture all three components of total response time (dispatch, turnout, and travel) to enable more thorough analysis of response time data. (See p. 58.)	Dispatch/ 911 Center	A meeting with Sheriff Henderson and Chief Communications Officer DeChick about meeting to discuss the recommendations has been scheduled for March 7th.
	11. The City and Town of Canandaigua, along with their fire service providers, should analyze on an ongoing basis their turnout and response/travel times to incidents, along with NFPA 1720 benchmark compliance for number of personnel on scene within recommended timeframes. (See p. 58.)	Incident Response	Majority incidents already have afteraction reports prepared.
	12. In order to increase the Effective Firefighting Force (EFF) initially deployed, and reduce response times for all units and personnel to arrive on location, the Canandaigua Fire Department and the fire departments that serve the Town of Canandaigua should enter into operational agreements with surrounding mutual aid departments for the simultaneous dispatch of specified resources, on automatic aid, for any reported structure fire that occurs in the City or Town of Canandaigua. (See p. 73.)	Incident Response	Chief Magnera will be meeting surrounding Chiefs to discuss the mutual aid plan. Chief Magnera will also be working to update the current Box system
	15. The City of Canandaigua should explore various financial incentives for volunteer firefighters, including exploring the feasibility of providing health benefits and implementing a LOSAP program for personnel who meet certain training and response criterion. (See p. 90.)	Volunteers	See #3 above. The draft plan that I prepared recommends that we pursue the property tax exemption authorization from the NYS Legislature as volunteers result in overall property tax savings for the community.

	Report Recommendation	Topic	Status/Discussion
Intermediate (2 years – 4 years)	21. The optimum daily career staffing of the Canandaigua Fire Department is four personnel....	Career Staffing	A new round of SAFER is out. Per previous discussions we will be applying for 6 positions. Rob Richardson will be working with Chief Magnera on the application.
	22. The Town of Canandaigua should consider reducing the number of organizations that it contracts with for fire protection to two: the City of Canandaigua and the Cheshire Volunteer Fire Department. (See p. 91.)	Contracts	This is a Town of Canandaigua discussion topic and decision
	25. The Canandaigua Fire Department should develop a compelling public education program that can be used by all fire departments in the area and which includes discussing the benefits of installing fire sprinklers in all new construction including residential systems in new one- and two-family dwellings. (See p. 91.)	Fire Education/Prevention	We have a great school education program. We also have a Smoke detector program with Red Cross. We plan to have a door-to-door campaign for the smoke detector program which will also involve a volunteer recruitment element. The FD will attend events such as Fire and Ice to be more involved in the community. Will explore options to obtain funding for a sprinkler program.
	26. The City and Town of Canandaigua should consider the feasibility and cost/benefits of offering grants for the installation of fire sprinkler systems in buildings that are being renovated/redeveloped. (See p. 91.)	Fire Education/Prevention	There is a national fire sprinkler program from the NFPA that is working on an education initiative that once finished we will attempt to tailor for the City's use. Will explore options to obtain funding for a sprinkler program.

	Report Recommendation	Topic	Status/Discussion
Long (5 plus years)	17. Once the number of trained and certified volunteer firefighters is increased to a reasonable number, the Canandaigua Fire Department should implement an in- station duty crew program that will supplement the on-duty career staffing, and which will reduce the necessary fire department time commitment for the volunteer personnel. (See p. 90.)	Volunteers	Implementing depends upon the successful recruitment and training of volunteers.
	18. In conjunction with the administration of colleges in the Finger Lakes Region, the Canandaigua Fire Department should examine if it is feasible to start a live-in firefighter program. (See p. 90.)	Volunteers	Coordination and staff oversight of such a program is vital. There are many details that need to be explored.
	24. The City and Town of Canandaigua, along with any other interested and/or potential partners such as Crystal Beach, should enter into discussions for the purposes of exploring the feasibility of a more regional approach to fire protection delivery systems, and in particular, if a merger or consolidation into a regional fire department may be in their best interests. (See p. 91)	Regional Dept.	This will require discussion and agreements with surrounding volunteer departments.

East Bloomfield Fire District

PO BOX 205 – 105 MAIN STREET



BLOOMFIELD, NEW YORK 14469

Doug Finch, Town Manager
Town of Canandaigua
5440 Route 5 & 20
Canandaigua, NY 14424

January 30, 2019

Hi Doug,

Attached is a copy of all the calls we responded to in the Town of Canandaigua in 2018.

I would like you to know that we have signed a contract with Pierce Manufacturing for a new Rescue Pumper. We are dedicated to responding quickly to all requests for service with the best equipment possible.

I look forward to working with you in 2019.
Please let me know if you have any questions

Thank you
Tim Wixom
585-698-3272



2018

East Bloomfield Fire District

25 calls for the

Canandaigua Protection District

1D394A0C0CEC1.txt

Event No: F180230015 Start Date: 01/23/18 U-Cntrl:
 Situation: WATER PROBLEM
 Location: 6154 ROUTE 5 AND 20
 EAST BLOOMFIELD -P7M7S
 Cross Streets: MCCANN RD - TOWNLINE
 Caller: DONNA ACKER
 6154 ROUTE 5 AND 20
 Comment: 2 FEET OF WATER IN BASEMENT

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
7	16:46:24							18:20:24
OPS5	16:46:24	16:49:21						18:20:24
F70	16:46:24	16:48:45	16:53:54				18:05:28	18:20:24
F712	16:46:24	16:54:32					18:05:31	18:20:24

Center Field

1D39887CF80FB.txt

Event No: F180280007 Start Date: 01/28/18 U-Cntrl:
 Situation: OUTDOOR FIRE:BRUSH
 Location: 6161 ROUTE 5 AND 20
 EAST BLOOMFIELD -P7M7S
 Cross Streets: MCCANN RD - TOWNLIN
 Caller: patrick waters
 2469 route 444 lot 24
 Comment: brush fire west of house at above, approx 10 feet from
 structure // passerby

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
7	17:17:30							17:31:56
OPS5	17:17:30	17:18:53						17:24:47
F70	17:17:30	17:18:50					17:24:43	17:31:56

1d39BB920D03F.txt

Event No: E180320040 Start Date: 02/01/18 U-Cntrl:
 Situation: CRASH: WITH INJURIES
 Location: 3180 HOPKINS RD
 CANANDAIGUA - 2AMB
 Cross Streets: ROUTE 5 AND 20 - GRIMBLE RD
 Caller: BRITTANY COLF
 3180 HOPKINS RD
 Comment: WAS JUST HIT HEAD ON -- 4YO IN CAR POSS HEAD INJURY

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
CA	17:57:50							19:02:28
7	17:57:50							19:02:28
OP55	17:57:50	17:59:21						19:02:28
75	17:58:16							17:58:24
MERC	17:58:32							18:13:45
F70	17:57:50	17:59:15	18:04:38				18:46:24	19:02:28
A3495	17:57:50	18:00:38	18:07:52				18:22:26	18:42:37
A3495	18:42:49	18:42:49						18:43:00
A3495	18:43:06	18:43:06						18:43:21
F703	17:57:50	18:02:03					18:46:22	19:02:28
7A	18:04:03							19:02:28
A791	18:04:03	18:04:08					18:26:19	18:42:34
34	18:04:27							19:02:28
M21	18:04:27	18:04:32	18:08:10				18:14:02	18:31:26

1D3A11C6C883B.txt

Event No: F180390002 Start Date: 02/08/18 U-Cntrl:

Situation:

Location: CANANDAIGUA AIRPORT, 2480 BRICKYARD RD
CANANDAIGUA -P2MSTA
BOX 200

Cross Streets: THOMAS RD - AIRPORT RD

Caller: FAA
DAVID

Comment: 10 MIN ETA - CRACKED WINDSHIELD - SESNA - POSSIBLE ISSUE TO
LAND

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
2	15:25:16							
2	15:28:13							
7	15:25:16							
7	15:28:13							15:31:53
27	15:25:16							
27	15:28:13							15:31:53
CA	15:25:16							
CA	15:28:13							
OPS8	15:25:16	15:30:39						15:32:43
CAR1	15:25:16							15:32:10
A3493	15:28:13	15:28:43					15:32:23	15:32:27
F282	15:28:13	15:28:43	15:30:03					
A340	15:28:13	15:29:13	15:30:28					

1D3A35FB3454B.txt

Event No: E180420018 Start Date: 02/11/18 U-Cntrl:

Situation:

Location: 2480 COOLEY RD
CANANDAIGUA - 2AMB

Cross Streets: COUNTY ROAD 30 - SHORT RD

Caller: LORI KOVALOVSKI
5128 OVERLOOK LANE CANANDAIGUA

Comment: VEHICLE SPUN OUT AND WENT INTO DITCH--WHITE NISSAN BY
ABOVE--MALE HAS CUTS AND IS BLEEDING

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
CA	11:34:12							
7	11:34:12							
A3496	11:34:12	11:35:29	11:45:22	12:03:20	12:12:54			
F702	11:34:12	11:35:44	11:40:04			FFTH	12:23:35	12:35:53

1D3AAA7835396.txt

Event No: F180510006 Start Date: 02/20/18 U-Cntrl:
 Situation: WATER PROBLEM
 Location: 6154 ROUTE 5 AND 20
 EAST BLOOMFIELD -P7M7S
 Cross Streets: MCCANN RD - TOWNLINE
 Caller: DAVID HACKER
 6154 ROUTE 5 AND 20
 Comment: 1-2 FEET WATER IN BASEMENT

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
7	17:23:15							19:04:10
F70	17:23:15	17:25:57	17:35				18:48:54	19:04:10

1D3ABE13DE3D8.txt

Event No: E180530006 Start Date: 02/22/18 U-Cntrl:

Situation:

Location: 6141 ROUTE 5 AND 20
CANANDAIGUA - 2AMB

Cross Streets: MCCANN RD - TOWNLINE

Caller: richard wagner
6141 ROUTE 5 AND 20

Comment: CAR STRUCK A POLE IFO CALLERS HOUSE THEY HAVE OPERATOR IN
THE HOUSE STATING HER HANDS ARE BLEEDING

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
CA	07:36:57							
7	07:36:57							
OPS5	07:36:57	07:39:56						08:29:48
F703	07:36:57	07:39:56	07:45:07				08:17:49	08:29:44
A3496	07:36:57	07:40:37	07:46:23	08:05:44		STRONG		

1D3B5D6D9593F.txt

Event No: F180660001 Start Date: 03/07/18 U-Cntrl:

Situation: CO DETECTOR

Location: 6090 YERKES RD
EAST BLOOMFIELD -P7M7S

Cross Streets: MCINTYRE RD - NEW MICHIGAN RD

Caller: MIKE SYKES
6090 YERKES RD

Comment: CO AND FIRE ALARM HAS BEEN GOING ON AND OFF FOR A FEW DAYS/
WIFE WAS ILL EARLIER, DOES NOT BELIEVE IT TO BE FROM THIS
SITUATION

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
7	00:06:15							00:40:45
CA	00:06:15							00:40:45
OPS5	00:06:15	00:06:53						00:31:06
A3494	00:06:15	00:07:27	00:15:05					00:29:55
F70	00:06:15	00:10:02	00:16:42				00:31:04	00:40:45

1D3BD5F918FCE.txt

Event No: E180750032 Start Date: 03/16/18 U-Cntrl:

Situation: CRASH: WITH INJURIES

Location: NEW MICHIGAN RD / YERKES RD
CANANDAIGUA - 2AMB

Cross Streets: CANANDAIGUA FARMINGT TL RD - YERKES RD

Caller: BILL BERRY

Comment: TWO CARS, ONE PERSON HOLDING THEMSELVES. ONE POLE SNAPPED,
WIRES DOWN

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
CA	14:25:07							15:47:05
7	14:25:07							15:47:05
OPS5	14:25:07	14:30:27						15:47:01
A3496	14:25:07	14:26:25	14:33:33					14:57:05
F703	14:25:07	14:29:08	14:36:42					15:47:05
RGE	14:30:41	14:30:41	15:02:31				15:46:45	15:47:05
F711	14:25:07	14:33:54	14:40:14				15:46:53	15:47:05

1D3CC53D649A9.txt

Event No: F180940102 Start Date: 04/04/18 U-Cntrl:

Situation: WIRE/POLE/TRANSFORMER PROBLEM

Location: AREA OF, 3266 HOPKINS RD
EAST BLOOMFIELD -P7M7S

Cross Streets: ROUTE 5 AND 20 - GRIMBLE RD

Caller: joe rossi
4324 rt 21

Comment: BETWEEN GRIMBAL AND RT 5 -- PRIMARY LINE BROKEN OFF FROM
INSULATOR -- NOT ON GROUND YET OFF THE SIDE OF THE RD

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
7	15:59:48							16:30:51
F701	15:59:48	16:01:30						16:30:51
RGE	16:28:35							16:30:51

1D3D6804C5170.txt

Event No: E181070021 Start Date: 04/17/18 U-Cntrl:
 Situation: CRASH: WITH INJURIES
 Location: 2740 MCCANN RD
 CANANDAIGUA - 2AMB
 Cross Streets: TOWNLIN - ROUTE 5 AND 20
 Caller: travis baracobank
 2740 MCCANN RD
 Comment: SINGLE VEH INTO DITCH - M COMPLAINING OF ARM PAIN

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
CA	14:44:12							14:49:06
7	14:44:12							15:14:22
OPS5	14:44:12	14:44:17						15:14:22
7A	14:48:30							15:14:22
FALS	14:48:36							15:14:22
F701	14:44:12	14:49:12	14:51:26					15:14:22
A791	14:48:30	14:50:05	14:57:34				15:14:19	14:59:22
FALS11	14:48:36	14:50:18						14:59:24

1D3DE7723E1C7.txt

Event No: F181170004 Start Date: 04/27/18 U-Cntrl:
 Situation: WIRE/POLE/TRANSFORMER PROBLEM
 Location: 2585 COOLEY RD
 EAST BLOOMFIELD -P7M7S
 Cross Streets: COUNTY ROAD 30 - SHORT RD
 Caller: john eagley
 2448 Lake to lake rd, stanley
 Comment: LOW HANGING WIRE SOUTH OF 2585 COOLEY

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
7	16:49:27							18:28:57
OPS5	16:49:27	16:50:21						18:28:57
F704	16:49:27	16:50:21	16:54:34				16:59:09	18:28:57
RGE	16:59:01	16:59:01						18:28:57

1D3F0A48FA990.txt

Event No: F181400010 Start Date: 05/20/18 U-Cntrl:

Situation: OUTDOOR FIRE:BRUSH

Location: 1950 NEW MICHIGAN RD
EAST BLOOMFIELD -P7M7S

Cross Streets: CANANDAIGUA FARMINGT TL RD - YERKES RD

Caller: MICHAEL MURPHY
2015 WEST SIDE DR

Comment: CALLER HAS NO CLUE WHERE ON NEW MICHIGAN BUT IT LOOKS LIKE
THERE IS A TREE ON FIRE//ABOUT 40FT FROM A BUILDING//CALLER
IS NO LONGER IN THE AREA SO UNABLE TO PLOT

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
8	21:20:16							21:40:45
OPS7	21:20:16	21:21:52						21:40:45
F801	21:20:16	21:21:52	21:30:26				21:32:49	21:40:45
7	21:32:38							21:32:46

1D401EE3666AD.txt

Event No: F181620010 Start Date: 06/11/18 U-Cntrl:
 Situation: SMOKE OUTSIDE
 Location: 1900 NEW MICHIGAN RD
 EAST BLOOMFIELD -P7M7S
 Cross Streets: CANANDAIGUA FARMINGT TL RD - YERKES RD
 Caller: bob lenard
 6201 fawn meadow
 Comment: 100 YARDS OFF THE ROAD CAN SEE BLACK SMOKE

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
8	21:26:38							21:39:27
OPS7	21:26:38	21:27:29						21:39:27
F802	21:26:38	21:28:05	21:32:49				21:37:13	21:39:27
7	21:29:13							21:39:27
F70	21:29:13	21:31:05	21:35:14				21:37:17	21:39:27

1D4037240527D.txt

Event No: F181640007 Start Date: 06/13/18 U-Cntrl:

Situation: WIRE/POLE/TRANSFORMER PROBLEM

Location: 2301 MCINTYRE RD
EAST BLOOMFIELD -P7M7S

Cross Streets: YERKES RD - COUNTY ROAD 30

Caller: KEVIN HALLOCK
CHESIRE FIRE

Comment: PHONE LINE IN ROADWAY BLOWING IN WIND RGE POLE 38

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
7	19:40:29							19:57:08
F70	19:40:29	19:41:40	19:50:45					19:57:08

1D403B7BB3729.txt

Event No: F181650001 Start Date: 06/14/18 U-Cntrl:

Situation:

Location: COUNTY ROAD 30 / MCCANN RD
EAST BLOOMFIELD -P7M7S

Cross Streets: NEW MICHIGAN RD - MCCANN RD

Caller: mildred ortiz
506 waterloo genevea rd

Comment: BMW BLACK INTO A POLE WIRES DOWN - POSS PHONE / 3PPL IN
VEHICLE, ALL OUT AND OK/ INTO A FIELD

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
7	02:59:34							
OP55	02:59:34	03:00:54						04:03:21
CA	03:03:42							
F70	02:59:34	03:03:47	03:07:46				04:03:16	04:14:15
A3496	03:03:42	03:06:27	03:13:17	03:34:17	03:43:07			
RGE	03:15:51	03:18:26				ffth		

1D404F7BF7731.txt

Event No: F181660011 Start Date: 06/15/18 U-Cntrl:
 Situation: VEHICLE FIRE
 Location: 3145 HOPKINS RD
 EAST BLOOMFIELD -P7M7S
 Cross Streets: ROUTE 5 AND 20 - GRIMBLE RD
 Caller: jerry jones
 3145 HOPKINS RD
 Comment: LAWN TRACTOR ON FIRE 10' FROM SHED

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
7	17:51:05							18:25:18
OPS5	17:51:05	17:55:19						18:13:10
F704	17:51:05	17:51:28					18:13:06	18:25:18
F2811	17:55:15	17:55:15	17:55:15					18:11:50
F712	17:51:05	17:55:34					18:13:08	18:25:18

1D404FF75CEDD.txt

Event No: E181660030 Start Date: 06/15/18 U-Cntrl:
 Situation: CRASH: UNKNOWN INJURIES
 Location: ROUTE 5 AND 20 / COOLEY RD
 CANANDAIGUA - 2AMB
 BOX 500
 Cross Streets: BUFFALO ST EXT - COOLEY RD
 Caller: BOB SCHILSTRA
 5821 RT 5 & 20
 Comment: 2 CARS - BLOCKING

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
4	18:06:40							19:20:30
CA	18:06:40							19:20:30
OPS9	18:06:40	18:07:20	18:14:45					18:38:23
A3493	18:06:40	18:07:49	18:11:02	18:33:15	18:38:26	FFTH		19:01:12
F403	18:06:40	18:08:07	18:12:14				19:07:35	19:20:30
7	18:09:27							19:20:30
F711	18:09:27	18:09:32	18:12:01				18:40:04	18:43:05
F1503	18:09:41	18:09:41	18:09:41					19:07:33

1D40A4AD2C328.txt

Event No: F181730002 Start Date: 06/22/18 U-Cntrl:
 Situation: OUTDOOR FIRE:BRUSH
 Location: COOLEY RD / SHORT RD
 EAST BLOOMFIELD -P7M7S
 Cross Streets: SHORT RD - ROUTES 5/20
 Caller: TYLER MONTANYe
 4389 egypt rd
 Comment: brush fire catching a tree on fire

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
7	11:35:41							13:02:32
F703	11:35:41	11:38:08	11:45:58				12:51:29	13:02:32

1D44B69F78CDC.txt

Event No: F182560004 Start Date: 09/13/18 U-Cntrl:

Situation:

Location: CANANDAIGUA AIRPORT, 2480 BRICKYARD RD
 CANANDAIGUA -P2MSTA
 BOX 200

Cross Streets: THOMAS RD - AIRPORT RD

Caller:

Comment: NAVAHOE 258 HEADED TO CANANDAIGUA AIRPORT 2 MILES SOUTH WEST
 OF AIR PORT LOST 2 ENGINES

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
2	09:51:18							
7	09:51:18							
27	09:51:18							
CA	09:51:18							
OPS8	09:51:18	09:54:23						
CAR1	09:51:18	09:56:38						
A3497	09:51:18	09:53:08						
F704	09:51:18	09:53:15						09:55:41
F2701	09:51:18	09:53:29						09:58:56
F20	09:51:18	09:53:34						
CAR7	09:54:14	09:54:14	09:54:14					
CAR98	09:56:24	09:56:24						

1D44F805E8749.txt

Event No: E182610036 Start Date: 09/18/18 U-Cntrl:

Situation:

Location: ROUTE 5 AND 20 / MCCANN RD
CANANDAIGUA - 2AMB

Cross Streets: MCCANN RD - TOWNLINE

Caller: SANDRA SMITH
4166 RT 488

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
CA	20:09:18							
7	20:09:18							
A3493	20:09:18	20:10:19	20:15:16	20:31:28				
F704	20:09:18	20:11:04	20:16:20			FFTH	20:19:55	20:33:01

1D452046125c8.txt

Event No: F182640015 Start Date: 09/21/18 U-Cntrl:

Situation: WEATHER PROBLEM

Location: 2865 COOLEY RD
EAST BLOOMFIELD -P7M7S

Cross Streets: SHORT RD - ROUTES 5/20

Caller: michelle rhoda

Comment: BRANCH ACROSS THE ROAD BLOCKING

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
7	19:22:20							
F712	19:22:20	19:22:45	19:27:44					19:39:42
CAR1	19:23:21	19:23:21	19:25:00					19:39:42
								19:39:23

1D453816AF059.txt

Event No: F182660002 Start Date: 09/23/18 U-Cntrl:
 Situation: NUISANCE FIRE
 Location: 6154 ROUTE 5 AND 20
 EAST BLOOMFIELD -P7M7S
 Cross Streets: MCCANN RD - TOWNLINE
 Caller: CRYSTAL JAMES
 6129 ROUTE 5 AND 20
 Comment: FIRE IN BURN BARREL PRODUCING AWFUL SMELL

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
7	16:29:20							17:07:18
OPS5	16:29:20	16:30:13						17:07:18
F703	16:29:20	16:32:49	16:37:25				17:03:02	17:07:18

1D456859D7F45.txt

Event No: E182700012 Start Date: 09/27/18 U-Cntrl:

Situation:

Location: 6235 ROUTE 5 AND 20
CANANDAIGUA - 2AMB

Cross Streets: MCCANN RD - TOWNLINE

Caller: MOBIL AT&T MOBILITY
3000 MCCANN RD - SW

Comment: MALE COLLAPSED IN CAR. BYPASS SURG LAST NIGHT 67-YEAR-OLD,
MALE, NOT CONSCIOUS, BREATHING.

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
CA	12:29:39							
A3496	12:29:39	12:32:38	12:37:27					
7	12:32:48							
F704	12:32:48	12:33:00	12:36:50				13:08:33	13:14:41
A3491	12:29:39	12:31:27	12:35:24	13:05:14	13:10:11	FFTH		
A340	12:29:39	12:35:54	12:35:54					13:04:22

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Event No: E182950014 Start Date: 10/22/18 U-Cntrl:
 Situation: CRASH: WITH INJURIES
 Location: COUNTY ROAD 30 / BRACE RD
 CANANDAIGUA - 2AMB
 Cross Streets: NEW MICHIGAN RD - BRACE RD
 Caller: STEVE
 Comment: 2 CAR BLOCKING - ONE INJURED

Unit	Disp	Enroute	Arrived	EHosp	Arr Hosp	Hosp	To Sta	Avail
CA	13:46:41							14:51:29
7	13:46:41							14:51:29
OPSS	13:46:41	13:47:57						14:41:34
F701	13:46:41	13:48:38	13:51:32				14:41:24	14:51:29
A3493	13:46:41	13:48:52	13:55:53				14:23:21	14:23:26
A340	13:46:41	13:51:15	13:51:37					14:41:39