

**A. CONVOCAATION:**

1. The Canadice Organizational/Town Board Meeting was held on January 11, 2016 at 7:30 pm at the Canadice Town Hall.

2. Roll call showed the following-

- Present: Supervisor Kristine Singer
- Councilman John O'Connor
- Councilman William Hershey
- Councilman Mark Statt
- Councilman Mark Malmendier

Others Present: Eleven (11) guests/residents attended the Organizational and Regular Town Board Meeting.

3. Salute to the Flag.

4. Approval of December 14, 2015 Minutes-

Note: Minutes of the preceding meeting shall be approved without being read, unless the reading thereof is called for by a Member of this Board - the minutes are available for review at the Office of the Town Clerk.

Councilman O'Connor motioned, Councilman Malmendier seconded, and it was unanimously carried to approve the minutes of the December 14, 2015 Town Board Meeting:

APPROVED            Ayes 5                    Singer, O'Connor, Hershey, Statt, Malmendier  
                              Nays 0

**B. CONVENE AS THE BOARD OF HEALTH:**

1. Public Hearing for 6338 County Road 36, Turtle Rock Hollow discharge field setback variance application.

Councilman O'Connor motioned, Councilman Malmendier seconded, and it was unanimously carried to recess the regular/organizational town board meeting and convene as the Board of Health.

APPROVED            Ayes 5                    Singer, O'Connor, Hershey, Statt, Malmendier  
                              Nays 0

Supervisor Singer opened the public hearing. The setback distance is the item in question for this application. Councilman Hershey discussed the length of the infiltrator line. The NYS Department of Health requires 50 feet which means it can't be 70 linear feet. It would have to be 50 feet and another adjacent line of 20 feet. Ms. Crane didn't know the reason the engineer laid it out that way. Councilman Hershey felt there was no reason to address the variance when changes needed to be made to the plan. There are also some questions regarding the soil sample testing, additional information needs to be included with the engineers report. The minimum size tank allowed is 1,000 gallons even if the calculations show a 500 gallon tank would be sufficient. We need to see a cross section of an area of the infiltrator. Councilman Malmendier questioned if there is a system called a "gray water system". Ms. Crane indicated there is not anything called a gray water system even though she will never use it for any type of sewage. Mr. Mayhood indicated the modification of the system might eliminate the need for a variance. Supervisor Singer indicated the Town could hire their own engineer to review the plans, but the cost would be billed to Turtle



Deputy Historian- David Bott  
 Budget Officer- Kristine Singer  
 Bookkeeper to the Supervisor- Dodie Huber

2. By Town Clerk/Tax Collector:

Deputy Town Clerk- Diane Horning  
 Deputy Tax Collector- Diane Horning  
 Deputy Records Management Officer- vacant

3. By Highway Superintendent:

Deputy Highway Superintendent- Steven Zeh

4. By Registrar of Vital Statistics:

Deputy Registrar- Diane Horning

g. Petty Cash Funds:

Town Clerk- \$100.00  
 Chairman Planning Board- \$50.00  
 Tax Collector- \$50.00  
 Town Justices- \$200.00

h. Procedure For Paying Bills:

Upon approval of warrant by majority of the Town Board; except for payroll, utility bills, and monthly operating expenses to avoid assessment of late fees which may be paid as presented.

i. Mileage:

For Official Town Business- \$.50 cents per mile as the mileage rate for 2016.

j. Salary Schedule- (As established by the adoption of the 2016 Budget)

Four Councilpersons	\$2,497.00 each per year
	\$9,988.00 total
Two Justices	\$8,376.00 each per year
	\$16,752.00 total
Supervisor	\$12,291.00 annual
Highway Superintendent	\$55,449.00 annual
Deputy Highway Superintendent	\$3,690.00 annual
Machine Equipment Operator Heavy	\$23.87 per hour
Machine Equipment Operator Light	\$17.45 per hour
Laborer	\$10.00 per hour
Budget Officer	\$1,786.00 annual
Town Clerk/Tax Collector	\$26,816.00 annual
Registrar of Vital Statistics	\$374.00 annual
Deputy Town Clerk/Tax Collector	\$1,787.00 annual
Bookkeeper To The Supervisor	\$18.00 per hour
Appointed Assessor	\$21,069.00 annual
Assessor Clerk	\$11.36 per hour
Code Enforcement Officer	\$16,680.00 annual
Deputy CEO	\$15.00 per hour
Town Historian Personnel	\$798.00 annual total
Court Clerk	\$15.43 per hour

Cleaner	\$15.70 per hour
Grounds Keeper	\$15.70 per hour
Cleaner (additional)	\$11.50 per hour
Planning Board Members	\$30.00 per meeting attended
Planning Board Chairperson	\$200.00 stipend in addition to above
Planning Board Secretary	\$75.00 per meeting attended
Zoning Appeals Board Members	\$30.00 per meeting attended
Zoning Appeals Board Chairperson	\$200.00 stipend in addition to above
Zoning Appeals Board Secretary	\$75.00 per meeting attended
Board of Assessment Review	\$9.00 per hour
Health Officer	\$0

**2. Resolution Number 1 of 2016** – Approval of Organizational Meeting Items

Councilman Malmendier motioned, Councilman Hershey seconded, and it was unanimously carried to approve the resolution.

APPROVED           Ayes 5           Singer, O’Connor, Hershey, Statt, Malmendier  
                               Nays 0

WHEREAS, The Organizational Meeting of the Town of Canadice was held on January 11, 2016; and WHEREAS, All items were presented to the Town Board for their consideration; now, therefore, be it RESOLVED, That this Board does hereby approve of and adopts those items placed before it at said meeting; and, be it further

RESOLVED, That the Clerk of this Board enter all said items along with a copy of this resolution in the official minutes of this Board.

**3. Resolution Number 2 of 2016** – Adoption Of Rules Of Procedure And Order

Councilman Malmendier motioned, Councilman O’Connor seconded, and it was unanimously carried to approve the resolution.

APPROVED           Ayes 5           Singer, O’Connor, Hershey, Statt, Malmendier  
                               Nays 0

WHEREAS, Section 63 of the Town Law provides that the Town Board may determine the rules of its procedure; and

WHEREAS, This Board adopted Rules of Procedure and Order as defined in Chapter 14, Meetings and Public Hearings, of the Canadice Municipal Code with the adoption of said code September 9, 1996; and WHEREAS, This Board annually reviews said policy; and

WHEREAS, This Board after due deliberation agrees the following additional rules are adopted by this resolution for the year 2016:

1. Every resolution or motion must be seconded before being put to vote by the Supervisor, and all resolutions or motions shall be recorded in their entirety in the official minutes of the Town Board.
2. The Supervisor may offer or second a resolution or a motion and need not relinquish the chair for such purpose.
3. No motion or resolution may be brought to a vote except by the majority consent of those present, unless typewritten copies are presented to each member of the Board 48 hours prior

- to the opening of the meeting at which such motion or resolution is offered.
- 4. No motion shall be made to offer any amendment to an amendment already before the Board on any proposition.
- 5. No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the formality of a Town Board Meeting.
- 6. Any person speaking to the Town Board, with the consent of the Supervisor, shall address their remarks to the Town Board, not to other members of the audience in the form of a debate.
- 7. A majority vote of all members of the Board shall be required to suspend these rules of order. A majority of the Board shall constitute a quorum.
- 8. If the above stated rules are or become at any time in conflict with the statutory law, the statutory law shall take precedence.

Now, therefore, be it

RESOLVED That the preceding Rules of Procedure and Order be and are hereby adopted for the year 2016 pursuant to Section 63 of the Town Law; and, be it further

RESOLVED, That the Clerk of this Board send certified copies of this resolution to the Board Members, Highway Superintendent and retain a copy for the official records.

**4. Resolution Number 3 of 2016 – Review Of Procurement Policy**

Councilman O’Connor motioned, Councilman Hershey seconded, and it was unanimously carried to approve the resolution.

APPROVED                   Ayes 5                   Singer, O’Connor, Hershey, Statt, Malmendier  
  Nays 0

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirement of GML, Section 103 or any other law; and

WHEREAS, This Board adopted a Procurement Policy April 13, 1992 which is defined in Chapter 21 of the Canadice Municipal Code; and

WHEREAS, Said adoption requires the annual review of the said policy; and

WHEREAS, Comments have been solicited from the Town Board by the Budget Officer pertaining to the procurement policies and procedures as stated in Chapter 21 of the Town of Canadice Municipal Town Code; now, therefore, be it

RESOLVED, That the Town of Canadice does hereby approve the procurement policies and procedures contained in Chapter 21 of the Canadice Municipal Code; and, be it further

RESOLVED, That the Clerk of this Board send certified copies of this resolution to the Board Members, Highway Superintendent and retain a copy for the official record.

**5. Resolution Number 4 of 2016 – Request To Be Included In Ontario County Highway Bid Contracts For 2016**

Councilman Statt motioned, Councilman Hershey seconded, and it was unanimously carried to approve the resolution.

APPROVED                   Ayes 5                   Singer, O’Connor, Hershey, Statt, Malmendier  
  Nays 0



- a. 2015 annual report submitted in December (see T. C. file).
3. Code Enforcement Officer- Mr. Robert Best.
  - a. The written report for the month of December 2015 was submitted (see T. C. file). 2015 Year-End reports were also submitted.
  - b. CEO Best introduced the new Deputy CEO Stephen Smith.
4. Planning Board- Mr. Theodore Mayhood.
  - a. Draft minutes were submitted to the Town Board (see T. C. file).
  - b. Re-opened the site plan review for Turtle Rock Hollow. One additional item needs to be shown on the site plan map. The Planning Board decided if no letter can be secured from the new Richmond Fire Chief, they will try to use the town codes and make that decision. The only other item is resolving the waste water treatment system issue. Councilman Malmendier questioned the letter referenced in the draft Planning Board minutes that is needed from the CEO. CEO Best will not be issuing any letters at this time and is not holding up the project. Mr. Mayhood indicated they are aware the certificate of compliance from the CEO won't happen until the work is completed.
  - c. Mr. Christopher Vastola will be the new Vice Chairman.
5. Zoning Board of Appeals- Mrs. Linda Moorhouse.
  - a. The approved minutes from October and draft minutes from December were submitted to the Town Board (see T.C. file).
6. Highway Superintendent- Mr. Mike Virgil
  - a. The written report for the month of December 2015 was submitted (see T. C. file).
  - b. Sign posts and hardware received for new signs, will begin installing as conditions permit.
  - c. After some discussion, it was decided to sell the Volvo at the auction in May.
  - d. The high winds we experienced resulted in a lot of downed trees that needed to be cleared from any roadways. Some salt was spread at the same time due to the dropping temperatures.
7. Honeoye Lake Watershed Research Taskforce- Councilman Hershey.
  - a. Hoping Honeoye Lake will ice over soon and stay that way until April.
  - b. The Inlet grant restoration funds are not available until May 1<sup>st</sup>, but the work plan is under development.
  - c. WQIP Grant Round 11 Project- design work is underway and the DEC permits will be obtained over the next few months.
8. Assessor- Mrs. Lisa M. Bennett
  - a. The written report for the month of December 2015 was submitted (see T. C. file).
9. Special Reports –
  - a. Water District:  
\*Supervisor Singer indicated the last three teleconference minutes are included in the communications. Another teleconference is scheduled for next Monday. Mr. Mark Erdle will participate in that meeting to

provide technical assistance advice.

\*Councilman O'Connor is concerned with what the hold up is on the location for a water tank. Supervisor Singer indicated there have been issues with the owners of the properties that have been suggested; the parties either don't respond right away or they decide they don't want to subdivide after several discussions. We may have to buy a whole parcel. Eminent domain proceedings may be necessary to keep the project moving forward.

\*Councilman O'Connor is also concerned that Supervisor Singer is taking on too much and the board members aren't current with information. Supervisor Singer indicated it was just a year ago we thought we were all set with an option to purchase a location, the property owners came back with items we couldn't legally provide with the purchase.

\*Councilman Malmendier indicated the minutes Mr. Schaffron provided were great, maybe they could be emailed to the whole board.

\*Councilman O'Connor wants to make sure the board members are helping since the project is so big. Supervisor Singer indicated at this point she is relying on the engineers, the bond counsel and the Town attorney for guidance. There still isn't any way to move forward quickly when prospective buyers appear interested and then change their minds.

\*Mr. Jack Starke is wondering why the tank location is not already secured when that is needed for the preliminary plans. If eminent domain is required, then it must be started. Supervisor Singer is trying to avoid the eminent domain process. The easements have already been identified and we are almost ready to start that process.

\*Councilman Malmendier doesn't feel it's too much of a hold-up for tree cutting to avoid the endangered long-eared bat. Supervisor Singer indicated Mr. Schaffron mentioned any tree cutting could take place in the fall after it's allowed.

\*Supervisor Singer indicated the names of possible properties to purchase will be given to the Town attorney to follow up with at this point.

b. Highway Facility Improvements:

Superintendent Virgil is in the process of developing pricing estimates for maintenance items and facility needs.

10. Supervisor- Ms. Kristine Singer.

a. The financial report for the month of December 2015 was submitted (see T.C. file).

Councilman Malmendier motioned, Councilman Hershey seconded, and it was carried to accept the Supervisor's report.

APPROVED            Ayes 4            O'Connor, Hershey, Statt, Malmendier  
                                 Abstained 1        Singer  
                                 Nays 0

b. **Resolution Number 6 of 2016-** 2015 Budget Modifications

Councilman Hershey motioned, Councilman Statt seconded, and it was unanimously carried to approve the resolution.

APPROVED            Ayes 5            Singer, O'Connor, Hershey, Statt, Malmendier  
                                 Nays 0





Councilman Malmendier to follow up on the service expansion. He will also look into the fiber optic company he reached out to before.

5. The employee handbook – just a reminder to keep it on the list.

6. The comprehensive plan update – Supervisor Singer indicated it might be ready; she just hasn’t been over to the office to see if it’s done.

7. Councilman Malmendier will look at options to deal with the property next door if it’s needed.

**H. NEW BUSINESS:**

**1. Resolution Number 7 of 2016 – Birthday Salutation - Mrs. Mabel Proctor**

Supervisor Singer motioned, Councilman O’Connor seconded, and it was unanimously carried to approve the resolution.

APPROVED                   Ayes 5                   Singer, O’Connor, Hershey, Statt, Malmendier  
  Nays 0

WHEREAS, Mrs. Mabel Proctor has been a Canadice resident all of her life; and  
WHEREAS, Mrs. Proctor served this Town and its residents officially and unofficially since 1963. Her husband, James Raymond ‘Ray’ Proctor, was appointed as the Transfer Site Custodian and later additionally as the Buildings Custodian. Although Mrs. Proctor assisted her husband over the years, she officially became the Buildings Custodian after the death of Ray in 1988 and remained in that position until leaving employment December 31, 2011; and  
WHEREAS, Mabel is fondly known as ‘Mom’ to many of the Town’s residents and all the employees and officials that served the Town over the years; and  
WHEREAS, During her official and unofficial tenure Mrs. Proctor took special care of the facilities and employees of Canadice, including making two sets of curtains for the original town hall. The most recent set is still being used in that building, which is now the Court facility; and  
WHEREAS, Mrs. Proctor has always shared stories of Canadice and all that is good about the Town of Canadice to all those willing to listen; and  
WHEREAS, Mrs. Proctor will celebrate her **100th Birthday** on January 25, 2016: now, therefore, be it  
RESOLVED, That this Board, on behalf of all the grateful citizens of the Town of Canadice, wishes Mrs. Mabel Proctor a very **HAPPY BIRTHDAY**; and, be it further  
RESOLVED, That this Board, on behalf of all of those lives she touched, wishes her the very best always; and, be it further  
RESOLVED, That the Clerk of this Board send a certified copy of this resolution to Mrs. Mabel Proctor.

**2. Resolution Number 8 of 2016 – Appreciation - Mr. Brian Kane**

Councilman Hershey motioned, Councilman Malmendier seconded, and it was unanimously carried to approve the resolution.

APPROVED                   Ayes 5                   Singer, O’Connor, Hershey, Statt, Malmendier  
  Nays 0

WHEREAS, Planning Board Member Mr. Brian Kane has submitted his resignation effective December 31, 2015; and



WHEREAS, The software support is an annual renewable contract at a rate of \$465.00 for 2016; and  
 WHEREAS, The Budget Officer recommends the contract be purchased; now, therefore, be it  
 RESOLVED, That this Board authorizes the Supervisor to execute said contract and remit the contract fee to  
 Williamson Law Book Company; and, be it further  
 RESOLVED, That the Clerk of this Board send a certified copy of this resolution, the executed contract and  
 contract fee to Williamson Law Book Company and retain a copy in the Town files.

**5. Resolution Number 11 of 2016 – Authorization To Execute The Payroll Software Support Contract With  
 Williamson Law Book Company**

Councilman Hershey motioned, Councilman Statt seconded and it was unanimously carried to adopt the  
 following resolution.

APPROVED           Ayes 5           Singer, O’Connor, Hershey, Statt, Malmendier  
                           Nays

WHEREAS, This Board purchased the Payroll Software Program from Williamson Law Book Company in  
 2012; and  
 WHEREAS, The software support is an annual renewable contract at a rate of \$847.00 for 2016; and  
 WHEREAS, The Budget Officer recommends the contract be purchased; now, therefore, be it  
 RESOLVED, That this Board authorizes the Supervisor to execute said contract and remit the contract fee to  
 Williamson Law Book Company; and, be it further  
 RESOLVED, That the Clerk of this Board send a certified copy of this resolution, the executed contract and  
 contract fee to Williamson Law Book Company and retain a copy in the Town files.

**6. Resolution Number 12 of 2016 – Authorization To Execute An Intermunicipal Agreement**

Councilman O’Connor motioned, Councilman Hershey seconded and it was unanimously carried to adopt  
 the following resolution.

APPROVED           Ayes 5           Singer, O’Connor, Hershey, Statt, Malmendier  
                           Nays

WHEREAS, Bruce Longbine, the former Highway Superintendent, proposed to this Board an opportunity to  
 partner with neighboring towns to purchase a road widener which is a specialized piece of highway  
 equipment in 2009; and  
 WHEREAS, The Supervisors and Highway Superintendents from each of the involved towns agreed that  
 such a collaboration would be in the best interest of each town and its residents; and  
 WHEREAS, The Town of Canadice has acted as Lead Agency as defined in the agreement; and  
 WHEREAS, This Board agrees that having access to a road widener for highway repairs that would  
 otherwise not be possible without shared equipment enhances our long term equipment program; and  
 WHEREAS, The initial agreement expired on December 31, 2015; and  
 WHEREAS, Current Highway Superintendent Michael Virgil has recommended this Board renew the  
 agreement for an additional 5 years; now, therefore, be it  
 RESOLVED, That this Board gives authorization for the execution of said agreement by the required Town  
 Officials; and, be it further  
 RESOLVED, That the Clerk of this Board send certified copies of this resolution along with the copies of the  
 agreement to be executed by each participating town and returned. After all copies are fully executed, one  
 copy will be distributed to each Supervisor and a copy of said executed agreement distributed to each

Highway Superintendent.

**7. Resolution – Authorization To Execute Shared Services Agreement With NYSDOT**

After a brief discussion, it was decided to hold the resolution until the next meeting and have the Town attorney review the agreement.

**8. Resolution Number 13 of 2016 – Authorization To Execute An Agreement With Ontario County For Dog Control Services**

Councilman O’Connor motioned, Councilman Statt seconded and it was unanimously carried to adopt the following resolution.

APPROVED                   Ayes 5                   Singer, O’Connor, Hershey, Statt, Malmendier  
  Nays

WHEREAS, It has been determined by this Board that it is in the best interest of the Town to contract with Ontario County for dog control services; and

WHEREAS, This Board agrees to the terms set forth in the contract provided by Ontario County for the year 2016; now, therefore, be it

RESOLVED, That this Board gives authorization for the execution of said agreement by the required Town Officials; and, be it further

RESOLVED, That the Clerk of this Board send three signed copies of the agreement along with a certified copy of this resolution to Karen DeMay, Clerk of the Ontario County Board of Supervisors; and, be it further

RESOLVED, That upon the signing of said agreement by the duly authorized Ontario County representative and approval of the Office of the Ontario County Attorney, one copy of said agreement shall be returned to the Canadice Town Clerk for filing.

9. 2016 Meeting and Payroll schedules will be revised and passed out at the February meeting.

10. Justice Records Audit 2015 – Audit to be performed by Dodie Huber and submitted to the Town Board for approval at February meeting.

**11. Approval of the Bills –**

Councilman Malmendier motioned, Councilman Hershey seconded, and it was unanimously carried that the bills are to be paid in the following amounts:

ABSTRACT #1 for 2015-

General/Highway                   Voucher  
  #555 to #593   \$ 48,662.22

ABSTRACT #1 for 2016-

General/Highway                   Voucher  
  #1 to #21   \$ 130,157.84

APPROVED                   Ayes 5                   Singer, O’Connor, Hershey, Statt, Malmendier  
  Nays 0

**I. PRIVILEGE OF THE FLOOR:**

1. Superintendent Virgil mentioned the purchase of new radios. Supervisor Singer indicated she needs to know what exactly is needed; Superintendent Virgil will prepare a list.

**J. ADJOURNMENT:**

Councilman O'Connor motioned, Councilman Malmendier seconded, and it was unanimously carried to adjourn the meeting at 9:39 pm.

APPROVED           Ayes 5           Singer, O'Connor, Hershey, Statt, Malmendier  
                          Nays 0

Respectfully submitted, \_\_\_\_\_ Eileen Schaefer, Town Clerk