

A. CONVOCAATION:

1. The Canadice Organizational/Regular Town Board Meeting was held on January 8, 2018 at 7:30 pm at the Canadice Town Hall.

2. Roll call showed the following-

- Present: Supervisor Kristine Singer
- Councilman John O’Connor
- Councilman Mark Statt
- Councilman Mark Malmendier
- Councilman Teryl Gronwall

Others Present: Five (5) guests/residents attended the Organizational/Regular Town Board Meeting.

3. Salute to the Flag.

4. Approval of December 11, 2017 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 Statt seconded, and it was unanimously carried to approve the minutes of the December 11, 2017 Town Board Meeting:

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

B. ORGANIZATIONAL MEETING:

1. Review Organizational Items

a. Time And Place For Regular Town Board Meetings:

Second Monday each month at 7:30 pm
Canadice Town Hall, 5949 County Rd #37

b. Official Newspaper:

Daily Messenger, Canandaigua, NY

c. Official Bank:

Supervisor- Canandaigua National Bank
Town Clerk/Tax Collector- Canandaigua National Bank
Town Justices- Canandaigua National Bank

d. Alternate Person Authorized To Sign Town Checks:

Supervisor- Councilman John O’Connor
Town Clerk/Tax Collector- Diane Horning
Town Justices- None

e. Appointments By The Town Board:

Attorney for the Town- Sheila Chalifoux
Alternate Attorney for the Town- TBD
Registrar of Vital Statistics- Eileen Schaefer

- Health Officer- Mary Beer, RN, MPN
- Dog Control Officer- Ontario County Humane Society
- Code Enforcement Officer- Stephen Smith
- Deputy Code Enforcement Officer- Richard Joki
- Records Management Officer- Eileen Schaefer
- Planning Board Chairperson- Theodore Mayhood
- Zoning Board of Appeals Chairperson- Linda Moorhouse
- Assessment Review Board Chairperson- Chosen by BAR each year
- Representative to County Planning Board- Stephen Groet
- Representative to Honeoye Lake Watershed Taskforce– Councilman Teryl Gronwall

f. Appointments To Be Made By Town Officers:

- 1. By Supervisor:
 - Deputy Supervisor- Councilman John O’Connor
 - Historian- Margaret Bott
 - Deputy Historian- David Bott
 - Budget Officer- Kristine Singer
 - Bookkeeper to the Supervisor- Dorothy 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- Paul Lead
- 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- Councilman O’Connor motioned, Councilman Malmendier seconded and it was unanimously carried to approve the mileage rate for 2018 at \$.50 cents per mile.

j. Salary Schedule- (As established by the adoption of the 2018 Budget)

Four Councilmembers	\$2,610.00 each per year
	\$10,440.00 total
Two Justices	\$8,757.00 each per year
	\$17,514.00 total
Supervisor	\$12,850.00 annual
Highway Superintendent	\$62,858.00 annual

Deputy Highway Superintendent	\$3,858.00 annual
Machine Equipment Operator Heavy	\$24.96 per hour
Machine Equipment Operator Light	\$18.25 per hour
Laborer	\$10.00 per hour
Budget Officer	\$1,868.00 annual
Town Clerk/Tax Collector	\$30,000.00 annual
Registrar of Vital Statistics	\$392.00 annual
Deputy Town Clerk/Tax Collector	\$1,869.00 annual
Bookkeeper To The Supervisor	\$18.82 per hour
Appointed Assessor	\$21,489.00 annual
Assessor Clerk	\$11.87 per hour
Code Enforcement Officer	\$15,520.00 annual
Deputy CEO	\$15.30 per hour
Town Historian Personnel	\$834.00 annual total
Court Clerk	\$16.14 per hour
Cleaner	\$16.40 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	\$10.00 per hour
Health Officer	\$0.00 annual

2. Resolution Number 1 of 2018 – Approval of Organizational Meeting Items

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

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

WHEREAS, the Organizational Meeting of the Town of Canadice was held on January 8, 2018; 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 2018 – Adoption Of Rules Of Procedure And Order

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

APPROVED Ayes 5 Singer, O'Connor, Statt, Malmendier, Gronwall
 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

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 2018:

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 2018 pursuant to Section 63 of the Town Law; 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 2018 – Review Of Procurement Policy

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

APPROVED Ayes 5 Singer, O’Connor, Statt, Malmendier, Gronwall
 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 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 retain a copy of this resolution for the official record.

5. Resolution Number 4 of 2018 – Request To Be Included In Ontario County Highway Bid Contracts For 2018

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

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

WHEREAS, it is required by New York State Department of Audit and Control that documentation be on file to substantiate the fact that the Town of Canadice will be purchasing commodities within the bidding statutes of New York State; now, therefore, be it

RESOLVED, that the Town of Canadice desires to utilize Ontario County bids for the purchase of certain Highway supplies during the year 2018; and, be it further

RESOLVED, that the Clerk of this Board send a certified copy of this resolution to the Ontario County Purchasing Director, Ontario County Purchasing Department.

6. Resolution Number 5 of 2018– Request To Be Included In Livingston County Highway Bid Contracts For 2018

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

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

WHEREAS, it is required by New York State Department of Audit and Control that documentation be on file to substantiate the fact that the Town of Canadice will be purchasing commodities within the bidding statutes of New York State; now, therefore, be it

RESOLVED, that the Town of Canadice desires to utilize Livingston County bids with vendor approval for the purchase of certain Highway supplies during the year 2018; and, be it further

RESOLVED, that the Clerk of this Board send a certified copy of this resolution to the Livingston County Purchasing Director, Livingston County Purchasing Department and Mike Virgil, Canadice Highway Superintendent.

C. PRIVILEGE OF THE FLOOR: There was no one to be heard.

D. COMMUNICATIONS:

Note: Communications are filed with the Town Clerk. Discussion on any item may be called for by any Member of this Board.

E. REPORTS:

- 1. Town Clerk/Tax Collector- Mrs. Eileen Schaefer.
 - a. The financial report for the Town Clerk for the month of December 2017 was submitted (see T. C.

file).

Councilman Statt motioned, Councilman Malmendier seconded, and it was unanimously carried to accept the Town Clerk's report.

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

2. Historian- Mrs. Margaret Bott.

- a. 2017 Annual Report submitted in December.

3. Code Enforcement Officer- Mr. Stephen Smith.

a. The written report for the month of December 2017 was submitted (see T. C. file). 2017 Year-End reports were also submitted.

b. Public hearings will be set for the March Town Board meeting at the February Town Board meeting to address both 7122 Canadice Lake Road and 6133 Oak Lane unsafe structures.

4. Planning Board- Mr. Theodore Mayhood.

a. Draft minutes were submitted to the Town Board (see T. C. file).

b. The Gray Goose Lodge application was reviewed and it doesn't appear to meet the criteria for a Bed & Breakfast, but Mr. Mayhood plans on discussing it further with the CEO.

c. The Planning Board has started discussing solar regulations.

5. Zoning Board of Appeals- Mrs. Linda Moorhouse.

- a. No meeting in December 2017.

6. Highway Superintendent- Mr. Mike Virgil

a. The written report for the month of December 2017 was submitted (see T. C. file).

b. There were twenty-five ice and snow events we were called out on since the December Town Board meeting.

c. 500 tons of salt were received and we hauled 740 tons of sand.

d. Replacement Truck #3 Western Star is getting outfitted.

e. Replaced batteries in the shop emergency lights to pass the annual safety inspection.

f. Superintendent Virgil reported on a meeting he attended at Harriet Hollister Park regarding the improvements the State is making in the park.

g. Supervisor Singer indicated two deposits were received from the State documented as being for two "objects". After some research one is a reimbursement for the storm damage from July of 2014.

7. Honeoye Lake Watershed Research Taskforce- Councilman Gronwall.

a. In November Councilman Gronwall was informed by DEC the Governor's office put a hold on releasing the Total Maximum Daily Load report.

b. Terry and Dorothy Gronwall were invited to the press conference at SUNY-ESF in Syracuse December 21st where Governor Cuomo announced a proposal for funds to address the problem of algal blooms in some of the Finger Lakes. Councilman Gronwall provided an overview of Governor Cuomo's proposal to allocate \$65M to launch an aggressive program addressing the Harmful Algal Bloom (HAB)

issue in 12 high priority NYS lakes including Honeoye Lake. The proposal included \$500,000 per lake to develop lake specific plans to address HABs issues. Once the plans have been developed (anticipated late spring of 2018), grant funding will be available on a competitive basis for project implementation. NYS DEC Division of Water is developing the Action Plan with consultants and will include input from local partners. The budget released April 1, 2018 will determine parameters for funding. The western regional HAB Summit will be held in March to hear more from NYS DEC about the process. The funding process will be based on competitive grants requiring cost-sharing. As more information becomes available it will be shared.

8. Assessor- Mrs. Lisa M. Bennett

- a. The written report for the month of December 2017 was submitted (see T. C. file).

9. Special Reports –

- a. Water District: The construction bid opening was moved from this coming Wednesday at 4:00 pm to this Friday the 12th at 2:00 pm per requests from prospective bidders.

10. Supervisor- Ms. Kristine Singer.

- a. The financial report for the month of December 2017 was submitted (see T.C. file).

Councilman Statt motioned, Councilman Gronwall seconded, and it was carried to accept the Supervisor’s report.

APPROVED Ayes 4 O’Connor, Statt, Malmendier, Gronwall
 Abstained 1 Singer
 Nays 0

b. Resolution Number 6 of 2018- 2017 Budget Modifications

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

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

WHEREAS, the Budget Officer has received funds in excess of budgeted amounts from the sales tax revenue distribution and funds are available in unexpended fund balance to temporarily fund water district expenses until bonding is obtained; and

WHEREAS, there are appropriation lines that have exceeded budgeted amounts for water district expenses; and

WHEREAS, the expenditure of funds for the Water District creation from certain appropriation lines was anticipated in advance of receiving funding for the project; now, therefore, be it

RESOLVED, that this Board directs the Budget Officer to make the following 2017 budget modifications:

Revenues

Increase A599, Appropriated Fund Balance by \$302,893.82

Expenditures

Increase A1420.42, Attorney – Contractual, Water District by \$106,858.17

Increase A1440.42, Engineering – Contractual, Water District by \$196,035.65

c. Resolution Number 7 of 2018- 2017 Budget Modifications

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

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

WHEREAS, the Budget Officer has received funds in excess of budgeted amounts for reimbursement of losses sustained in the floods that occurred in July of 2014 and services provided to other governments in 2017; and

WHEREAS, there are appropriation lines that have exceeded budgeted amounts within the highway budget; now, therefore, be it

RESOLVED, that this Board directs the Budget Officer to make the following 2017 budget modifications:

Revenues

Increase DA2300, Services for Other Governments by \$4,499.43

Increase DA2701, Refunds from Prior Years by \$25,839.15

Expenditures

Increase DA5140.1, Brush and Weeds - PS by \$4,499.43

Increase DA5142.4, Snow Removal – Contractual by \$25,839.15

d. Resolution Number 8 of 2018- 2017 Budget Modification Authorization

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

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

WHEREAS, the Budget Officer has indicated that there may be the need to make transfers between lines to resolve negative balances in appropriation lines after payroll number 2 is processed containing potential buy-out amounts for union employees and other necessary adjustments after the review of all account ledgers to enable closing the 2017 books; and

WHEREAS, the Budget Officer has determined that there will not be a need to increase the overall budget since there remain sufficient balances in other lines to cover any potential adjustments; now, therefore, be it

RESOLVED, that this Board directs the Budget Officer to make any necessary transfers between appropriation lines to resolve any negative balances for the 2017 budget as long as the total Town budget amounts by fund are not impacted beyond any modifications approved by this Board as of this date to close the 2017 budget year.

e. Budget Transfers:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
A1990.4	A1110.4	\$ 426.79	Expenditures greater than budgeted amount.
A1990.4	A3310.4	\$ 25.00	Expenditures greater than budgeted amount.
A1990.4	A3310.1	\$ 541.61	Expenditures greater than budgeted amount.
A1220.4	A1340.4	\$ 102.71	Expenditures greater than budgeted amount.
A1620.1	A1620.4	\$ 3,342.27	Expenditures greater than budgeted amount.
DA5112.1	DA5110.1	\$ 19,456.38	Expenditures greater than budgeted amount.
DA5112.21	DA5112.2	\$ 11,992.45	Expenditures greater than budgeted amount.

DA5148.1 DA5142.1 \$ 30,000.00 Expenditures greater than budgeted amount.
Councilman Malmendier motioned, Councilman Statt seconded, and it was unanimously carried to approve the budget transfers.

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

F. UNFINISHED BUSINESS: No unfinished business was discussed.

G. NEW BUSINESS:

1. Resolution Number 9 of 2018 – Approval Of Town Officers Financial Records

- a. 2017 Supervisors Financial Report 12/31/2017 was submitted (see T. C. file).
- b. 2017 Town Clerk and 2017 Tax Collector Reports were submitted (see T. C. file).

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

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

WHEREAS, Town Law 123 requires the Town Board to audit the records of all Town officers or employees who received or disbursed moneys during the previous year on or before the twentieth day of January; and WHEREAS, the Town Supervisor/Budget Officer, Town Clerk/Tax Collector provided the Town Board with said records on January 8, 2018; now, therefore, be it

RESOLVED, that to the best of their knowledge, the Town Board found the records of the Town Clerk/Tax Collector to be in good order and acceptable; and, be it further

RESOLVED, that to the best of their knowledge, the Town Board with the abstention of the Supervisor, found the records of the Town Supervisor/Budget Officer to be in good order and acceptable; and, be it further

RESOLVED, that this resolution be entered into the official minutes of the Canadice Town Board.

2. Resolution Number 10 of 2018 – Authorization To Execute The Highway Superintendent Software Support Contract With Williamson Law Book Company

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

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

WHEREAS, this Board purchased the Highway Superintendent Software Program from Williamson Law Book Company in 2007; and

WHEREAS, the software support is an annual renewable contract at a rate of \$483.00 for 2018; 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.

3. Resolution Number 11 of 2018 – Authorization To Execute The Payroll Software Support Contract With

Williamson Law Book Company

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

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

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 \$881.00 for 2018; 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.

4. Justice Records Audit 2017 – Audit to be performed by Dodie Huber and submitted to the Town Board for approval.

5. Approval of the Bills –

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

ABSTRACT #13 for 2017-

	Voucher	
General/Highway	#555 to #600	\$ 56,293.76
	(Voucher 579 voided, double billed)	
Trust & Agency	#34	\$ 463.25

ABSTRACT #1 for 2018-

	Voucher	
General/Highway	#1 to #25	\$ 111,979.99
Trust & Agency	#1	\$ 3,367.97

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

H. PRIVILEGE OF THE FLOOR:

1. Councilman O'Connor questioned what the minimum wage rate is due to the rate listed in our budgeted salaries; specifically the position listed as a Laborer at \$10 per hour. Supervisor Singer indicated if the minimum wage rate is higher we would make a budget amendment to accommodate anyone hired for that position.

I. EXECUTIVE SESSION:

Councilman O'Connor motioned, Councilman Malmendier seconded, and it was unanimously carried to adjourn the regular meeting and go into executive session to discuss labor relations at 8:35 pm.

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

Councilman O'Connor motioned, Councilman Malmendier seconded, and it was unanimously carried to close the executive session and resume the regular meeting at 8:52 pm. No action was taken in executive session.

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

J. ADJOURNMENT:

Councilman Malmendier motioned, Councilman O'Connor seconded, and it was unanimously carried to adjourn the meeting at 8:53 pm.

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

Respectfully submitted, _____ Eileen Schaefer, Town Clerk