

**A. CONVOCATION:**

1. The Canadice Organizational/Town Board Meeting was held on January 10, 2022 at 7:30 pm at the Canadice Town Hall in person and virtually.

2. Roll call showed the following-

- Present: Supervisor Christopher Vastola
- Councilman John O’Connor
- Councilman Mark Statt
- Councilman Terry Gronwall
- Councilwoman Kate Crowley

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

3. Salute to the Flag.

4. Approval of December 13, 2021 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 Gronwall seconded, and it was unanimously carried to approve the minutes of the December 13, 2021 Town Board Meeting:

APPROVED           Ayes 5                   Vastola, O’Connor, Statt, Gronwall, Crowley  
                           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



	\$18,686.00 total
Supervisor	\$14,241.00 annual
Highway Superintendent	\$66,625.00 annual
Deputy Highway Superintendent	\$4,100.00 annual
Machine Equipment Operator Heavy	\$27.14 per hour
Machine Equipment Operator Light	\$19.93 per hour
Laborer	\$15.00 per hour
Budget Officer	\$2,172.00 annual
Town Clerk/Tax Collector	\$34,614.00 annual
Registrar of Vital Statistics	\$430.00 annual
Deputy Town Clerk/Tax Collector	\$2,076.00 annual
Bookkeeper To The Supervisor	\$17.00 per hour
Appointed Assessor	\$23,346.00 annual
Assessor Clerk	\$13.42 per hour
Code Enforcement Officer	\$17,938.00 annual
Deputy CEO	\$17.42 per hour
Town Historian Personnel	\$1,000.00 annual total
Court Clerk	\$18.12 per hour
Planning Board Members	\$40.00 per meeting attended
Planning Board Chairperson	\$225.00 stipend in addition to above
Planning Board Secretary	\$80.00 per meeting attended
Zoning Appeals Board Members	\$40.00 per meeting attended
Zoning Appeals Board Chairperson	\$225.00 stipend in addition to above
Zoning Appeals Board Secretary	\$80.00 per meeting attended
Board of Assessment Review	\$15.00 per hour
Health Officer	\$0

**2. Resolution Number 1 of 2022 Approval Of Organizational Meeting Items**

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

APPROVED            Ayes 5            Vastola, O’Connor, Statt, Gronwall, Crowley  
                                  Nays 0

WHEREAS, the Organizational Meeting of the Town of Canadice was held on January 10, 2022; and  
 WHEREAS, the annual items required for the conduct of Town business 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 2022 – Adoption Of Rules Of Procedure And Order**

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

APPROVED           Ayes 5           Vastola, O’Connor, Statt, Gronwall, Crowley  
                          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 2022:

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 2022 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 Secretary of each Appointed Board, the Highway Superintendent and retain a copy for the official records.

**4. Resolution Number 3 of 2022** – Review Of The Town Of Canadice Procurement Policy And Procedures Councilman Gronwall motioned, Councilman Statt seconded, and it was unanimously carried to approve the resolution.

APPROVED           Ayes 5           Vastola, O’Connor, Statt, Gronwall, Crowley  
                          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 was defined in Chapter 21 of

the Canadice Municipal Code; and

WHEREAS, this Board removed Chapter 21 from the Canadice Municipal Code with Local Law Number 3 of 2019 to allow more streamlined updates to conform with changing laws and/or market purchasing procedures; and

WHEREAS, a stand-alone policy was adopted with Resolution Number 11-2019 in place of Chapter 21;

WHEREAS, comments have been solicited from the Town Board by the Budget Officer pertaining to the procurement policies and procedures as defined in the updated policy; now, therefore, be it

RESOLVED, that the Town of Canadice does hereby approve the Procurement Policy and Procedures as presented to this Board on this date; be it further

RESOLVED, that the Clerk of this Board distribute copies of the adopted Procurement Policy and Procedures along with a copy of this resolution to all town officials whom initiate purchases and retain a copy for the official record.

**5. Resolution Number 4 of 2022** – Request To Be Included In Ontario County Highway Bids For 2022  
Councilman Gronwall motioned, Councilman Statt seconded, and it was unanimously carried to approve the resolution.

APPROVED           Ayes 5           Vastola, O’Connor, Statt, Gronwall, Crowley  
                              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 2022; 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 2022**– Request To Be Included In Livingston County Highway Bid Contracts For 2022

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

APPROVED           Ayes 5           Vastola, O’Connor, Statt, Gronwall, Crowley  
                              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 2022; 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 Purchasing Department and Jeremy Fraim, Canadice Highway Superintendent.

**7. Resolution Number 6 of 2022** – Approval of Building Permit Fee Schedule

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

resolution.

APPROVED

Ayes 5

Vastola, O’Connor, Statt, Gronwall, Crowley

Nays 0

WHEREAS, Chapter 55 of the Town of Canadice Municipal Code, Local Law Number 1 of 1997 and Chapter 52 of the Town of Canadice Municipal Code, Local Law Number 1 of 2006, allows the Town to establish building permit fees: and

WHEREAS, §55-14 and § 52-17 state the fees may be set from time to time by this Board; and

WHEREAS, the Town of Canadice Code Enforcement Officer recommended to the Town Board that the permits fees be revised and provided comparisons of fees from surrounding towns in early 2020; and

WHEREAS, this Board reviewed the information provided including the fees recommended by the Town of Canadice Code Enforcement Officer and adopted said fees with Resolution Number 44 of 2020; and

WHEREAS, Canadice Water District No. 1 became operational in August 2020 and the fee schedule was amended to include applicable fees pertaining to the operation and maintenance of the District with Resolution 6 of 2021; and

WHEREAS, this Board adopted a Local Law Establishing Requirements and Standards for Short Term Rentals and approved fees pertaining to administration of the law with Resolution 67 of 2021; and

WHEREAS, this Board has reviewed the current fee schedule and has determined that all fees established prior to this date remain in force; now, therefore, be it

RESOLVED, that the Clerk of this Board send certified copies of this resolution to Mr. Stephen Smith, Town of Canadice Code Enforcement Officer, post a copy of the complete fee schedule on the public bulletin board and on the website and retain a copy of this resolution for the Town’s official records.

**8. Resolution Number 7 of 2022 – Authorization For Use Of Facsimile Signature**

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

APPROVED

Ayes 5

Vastola, O’Connor, Statt, Gronwall, Crowley

Nays 0

WHEREAS, there is considerable volume of vouchers and checks that require the Supervisor’s signature; and

WHEREAS, this Board reviews all the vouchers prior to approving payment and affix their signature to a summary of the payment abstract of the vouchers; and

WHEREAS, the Town Clerk reviews the vouchers with the printed check stubs to ensure vendors and amounts match those reviewed and signed off on by the Board; now, therefore, be it

RESOLVED, that this Board authorizes the Supervisor to use a facsimile signature stamp on vouchers and checks; and, be it further

RESOLVED, that all contracts, agreements and legal documents will be personally signed by the supervisor or digitally signed through a secure program and no facsimile signature stamp will be affixed to any such documents; and, be it further

RESOLVED, that the Clerk of this Board send certified copies of this resolution to the Supervisor Christopher Vastola, the Bookkeeper Krista Hoover and retain a copy in the Town’s records.

9. Audit of Books – Councilwoman Crowley completed audits of the Court Clerk for 2020, Town Clerk and Tax Collector for 2020 and 2021. A resolution will be processed at the next meeting.

**C. PRIVILEGE OF THE FLOOR:**

- 1. 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- Eileen Schaefer.
  - a. The financial report for the Town Clerk for the month of December 2021 was submitted (see T. C. file).

Councilman O’Connor motioned, Councilwoman Crowley seconded, and it was unanimously carried to accept the Town Clerk’s report.

APPROVED	Ayes 5	Vastola, O’Connor, Statt, Gronwall, Crowley
	Nays 0	

- 2. Historian- Margaret Bott.
  - a. No report.
- 3. Code Enforcement Officer- Stephen Smith.
  - a. The written report for the month of December 2021 was submitted (see T. C. file). 2021 Year-End reports were also submitted.
- 4. Planning Board- Theodore Mayhood.
  - a. Draft minutes were submitted to the Town Board (see T. C. file).
  - b. The code book revision they are working on for recreational vehicles is with the Town attorney for review currently.
- 5. Zoning Board of Appeals- Linda Moorhouse.
  - a. Minutes were submitted to the Town Board (see T. C. file).
- 6. Highway Superintendent- Jeremy Frain
  - a. The written report for the month of December 2021 was submitted (see T. C. file).
  - b. Including today there have been 13 plow trips with roughly four clean-up or spot trips.
  - c. Cleaned ditches on the dirt portion of Canadice Hill Road.
  - d. Replaced two outdated “Stop Ahead” signs and installed a new “Pavement Ends” sign on Canadice Hill Road/Ross Road.
  - e. Cut dead and leaning trees around town that could fall into the roadway.
  - f. Fabricating two carts for wing plow storage in the new building and four new floor drain grates to replace current ones that are no longer safe.
- 7. Honeoye Lake Watershed Research Taskforce- Councilman Gronwall.

- a. Honeoye Lake is still not completely iced over.
- b. The Winter HLWTF newsletter will be published in early February.
- c. FLCC Speaking of Nature Virtual Presentation is January 26<sup>th</sup> at 6:30 pm. “The Big 10”, Muller’s Most Captivating Mammals, sponsored by Finger Lakes Community College and The Honeoye Valley Association.
- d. Ontario County/HLWTF NYS DEC WQIP Aeration Engineering Planning Grant – Princeton Hydro will deliver a final draft document by the end of January. Review of the system recommendations will be discussed with Canadice and Richmond to get their feedback. Eventually a virtual public information meeting will be held

8. Assessor- Lisa M. Bennett

- a. No report.

9. Water District Operations –

- a. A summary was received. Councilwoman Crowley mentioned the report that is being developed with the City of Rochester so any water loss issues within the system would be caught quickly.

10. Supervisor- Christopher Vastola.

- a. The financial report for the month of December 2021 will be submitted at a later meeting.

**F. UNFINISHED BUSINESS:**

**1. Resolution Number 8 of 2022 – Authorization To Execute An Inter Municipal Agreement With The Town Of Richmond For The Recreation Program, 2022**

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

APPROVED            Ayes 5            Vastola, O’Connor, Statt, Gronwall, Crowley  
                             Nays 0

WHEREAS, the Town of Richmond has presented to this Board an Intermunicipal Agreement in connection with Canadice's support of their recreation program; and

WHEREAS, the Town of Richmond agrees to offer the residents of Canadice the opportunity to participate in all of their programs; and

WHEREAS, the Town of Canadice agrees to contribute the sum of \$10,019.00 to the Town of Richmond Recreation Program for 2022 as approved in the 2022 Budget; and

WHEREAS, this Board agrees it is in the best interest of its residents to support the Richmond recreation program; 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 payment will be made to the Town of Richmond upon the receipt of a report on programs and participation by residency for the 2022 program by the Town of Canadice; and, be it further

RESOLVED, that the Clerk of this Board send a certified copy of this resolution to the Town of Richmond along with the executed copy of the agreement and retain a copy of said agreement in the official records.

**2. Resolution Number 9 of 2022 – Authorization To Execute An Agreement With Ontario County For Dog**

Control Services

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

APPROVED           Ayes 5           Vastola, O’Connor, Statt, Gronwall, Crowley  
                          Nays 0

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 2022; and

WHEREAS, there was some difficulty accessing the contract through Ontario County’s Contract Management System to bring the contract before this Board prior to the end of the year so there was no break in service from 2021 into 2022, it became necessary for the Supervisor and Town Clerk to digitally execute the contract on December 23, 2021; now therefore, be it

RESOLVED, that this approves the execution of said agreement by the Town Clerk and Supervisor; and, be it further

RESOLVED, that the Town Clerk and the Supervisor have a copy of said contract and will print a fully executed copy from the County’s Contract Management Program for retention in the Town records upon notification that the County Administrator has executed on behalf of the County.

**3. Resolution Number 10 of 2022 – Authorization To Transfer An Additional Amount Into The Repair Reserve Account SW1-230 For Canadice Water District No. 1**

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

APPROVED           Ayes 5           Vastola, O’Connor, Statt, Gronwall, Crowley  
                          Nays 0

WHEREAS, this Board authorized the construction of Canadice Water District No. 1; and

WHEREAS, the project reached substantial completion in July of 2020; and

WHEREAS, funding for the project was in the form of a \$3,000,000 grant, a \$200,000 grant and up to \$3,000,000 in low interest bonds; and

WHEREAS, the \$200,000 grant funds are to be the last expended should the project cost exceed \$6,000,000; and

WHEREAS, the project has reached the milestone of obtaining the permanent bonding for the expenditure not covered by the \$3,000,000 grant; and

WHEREAS, as part of the funding agencies requirements, a repair reserve is to be established with annual deposits to ensure funds are available for long term capital asset repairs; and

WHEREAS, Pursuant to General Municipal Law, Section 6d, this Board established a Repair Reserve Fund, SW1-230, as required by agreements with the project funding agencies; and

WHEREAS, the correct amount to be deposited into the reserve is \$30,800.00 not \$13,800.00 which was authorized by Resolution 72 of 2021; now, therefore be it further

RESOLVED, that this Board directs the Budget Officer to make the following transfer to establish the correct amount in the reserve account for the year 2021:

- Decrease SW1-201 Savings, by \$17,000.00
- Increase SW1-230, Repair Reserve, by \$17,000.00

; and, be it further

RESOLVED, that no expenditure shall be made from this account except upon authorization of this Board pursuant to Section 6d of General Municipal Law, as amended at any time; and, be it further

RESOLVED, that the Clerk of this Board send certified copies of this resolution to Kathy Dear at LaBella Associates, Budget Officer, Christopher Vastola and retain a copy in the permanent records of the Town.

**G. NEW BUSINESS:**

**1. Resolution Number 11 of 2022 – Authorization To Execute The Highway Superintendent Software Support Contract With Williamson Law Book Company**

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

APPROVED           Ayes 5           Vastola, O’Connor, Statt, Gronwall, Crowley  
                              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 \$553.00 for 2022, an increase of \$50; and

WHEREAS, the Budget Officer recommends that 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 with executed contract to Williamson Law Book Company and retain a copy of same in the Town files.

**2. Resolution Number 12 of 2022 – Authorization To Execute Payroll Software Support Contract With Williamson Law Book Company**

Councilman Gronwall motioned, Councilwoman Crowley seconded and it was unanimously carried to adopt the following resolution.

APPROVED           Ayes 5           Vastola, O’Connor, Statt, Gronwall, Crowley  
                              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 \$1009.00 for 2022, an increase of \$92; and

WHEREAS, the Budget Officer recommends that 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 with the executed contract to Williamson Law Book Company and retain a copy of same in the Town files.

**3. Resolution Number 13 of 2022 – Appreciation - Ms. Kristine Singer**

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

APPROVED           Ayes 5           Vastola, O’Connor, Statt, Gronwall, Crowley



**H. PRIVILEGE OF THE FLOOR:**

- 1. Andrea Burgess has notified the Town that Kathleen Armitage’s brother is allowing Kathleen’s paintings to remain on display at the Canadice Town Hall in her memory.
- 2. Councilwoman Crowley reported on the status of the RFP the committee has been working on. Only one bid was received for conventional systems. It was decided to request proposals for geothermal systems for the Town Hall and Court buildings.

**I. ADJOURNMENT:**

Councilman O’Connor motioned, Councilman Statt seconded, and it was unanimously carried to adjourn the meeting at 8:40 pm.

APPROVED	Ayes 5	Vastola, O’Connor, Statt, Gronwall, Crowley
	Nays 0	

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