

A. CONVOCAATION:

1. The Canadice Town Board Meeting was held on March 9, 2020 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 Malmendier
- Councilman Teryl Gronwall

Absent: Councilman Mark Statt

Others Present: Eight (8) guests/residents attended the Regular Town Board Meeting.

3. Salute to the Flag.

4. Approval of February 10, 2020 Regular Meeting 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 February 10, 2020 Regular Town Board Meeting.

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

B. PRIVILEGE OF THE FLOOR:

1. Supervisor Singer provided a reminder of HVA Roadside Cleanup April 25th. A free breakfast will be provided from 8:00 am until 9:00 am for volunteers at the Honeoye United Church of Christ.

C. COMMUNICATIONS:

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

D. REPORTS:

1. Town Clerk/Tax Collector- Mrs. Eileen Schaefer.

a. The financial report for the Town Clerk/Tax Collector for the month of February was submitted (see T. C. file).

Councilman O’Connor motioned, Councilman Malmendier seconded, and it was unanimously carried to accept the Town Clerk/Tax Collector’s report.

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

2. Historian- Mrs. Margaret Bott.

a. No report.

3. Code Enforcement Officer- Mr. Stephen Smith.

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

- b. Reviewed revised permit fee schedule. **Resolution On Hold** – Adoption Of Revised Permit Fee Schedule; held over until the next meeting after some discussion took place.
 - c. CEO Smith and Deputy CEO Joki will be attending their annual required training this coming week.
4. Planning Board- Mr. Theodore Mayhood.
- a. Draft minutes were submitted to the Town Board (see T. C. file).
 - b. Information from Ontario County Planning – a new microbrewery will be on Main Street in Canandaigua, there will be a new urgent care in Canandaigua and a miniature golf course at Toomey’s Corners.
 - c. There is interest from a Planning Board member to start updating the Comprehensive Plan. Supervisor Singer indicated late summer or early fall it might be a good idea to start a committee. They can get the questionnaire started that includes questions from the original questionnaire. Mr. Mayhood mentioned Councilman Malmendier supplied the file for that original document.
5. Zoning Board of Appeals- Mrs. Linda Moorhouse.
- a. No meeting held in February.
6. Highway Superintendent- Mr. Jeremy Fraim.
- a. The written report for the month of February was submitted (see T. C. file).
 - b. Mr. Brian Bernard was appointed Deputy Highway Superintendent.
 - c. Had 20 salt/plow runs since the last meeting.
 - d. Filling potholes and trimming brush since there have been some decent weather days and fixing signs.
 - e. New building ready to be delivered.
 - f. Provided a satellite map and report for the brush pit on County Road 36.
7. Honeoye Lake Watershed Research Task Force- Councilman Gronwall.
- a. The written report for the month of February was submitted (see T.C. file).
 - b. Attended the Pennsylvania Lake Management Society Conference, they have the same water quality issues as our area, and they do not have the solutions for those issues either.
 - c. Received funding from Ontario County FLOWPA funds for the web site, which should be completed and live by May 2020.
 - d. Ontario County Planning Department on behalf of the Honeoye Lake Watershed Task Force submitted a WQIP Planning Grant application for an aeration destratification system in July 2019. The grant was awarded last December and currently an Ontario County RFP has been written to select an appropriate lake management consultant to perform the work. We are just waiting for final approvals.
8. Assessor- Mrs. Lisa M. Bennett
- a. No report.
9. Special Reports:
- a. Water District Project –

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

WHEREAS, the governing body of the Town of Canadice (“Town”) a politic body and corporation duly organized and existing as a municipal corporation of the State of New York, is authorized by the laws of the State of New York lease with the option to purchase a 2020 Mack Dump Truck (Model GR64F) for the benefit of the Town and its inhabitants and to enter into a contract with respect thereto; and

WHEREAS, the Town desires to lease with the option to purchase a 2020 Mack Dump Truck (Model GR64F) constituting personal property necessary for the Town to perform essential governmental functions; and

WHEREAS, in order to acquire such equipment, the Town proposes to enter into an Equipment Lease-Purchase Agreement (the "Agreement") with Real Lease, Inc., the form of which has been presented to the governing body of the Town at this meeting; and

WHEREAS, the Agreement provides that the Town will agree to make one (1) lease payment in the amount of \$50,000 and four (4) additional annual lease payments in the amount of \$49,092 over a four- year (4) period, paying a total of \$246,368; and

WHEREAS, the Town deems it for the benefit of the Town and for the efficient and effective administration thereof to enter into the Agreement on the terms and conditions therein provided;

Now, therefore, be it RESOLVED, By the Town:

Section 1. Approval of Documents. The form, terms and provisions of the Agreement are hereby approved in substantially the form presented at this meeting, with such insertions, omissions and changes as shall be approved by counsel of the Town or other members of the governing body of the Town executing the same, the execution of such documents being conclusive evidence of such approval; and the Supervisor of the Town is hereby authorized and directed to execute, and the Town Clerk of the Lessee is hereby authorized and directed to attest and countersign the Agreement and affix the seal of the Town to such documents.

Section 2. Other Actions Authorized. The proper officers and employees of the Town shall take all action necessary or reasonably required by the parties to the Agreement to carry out, give effect to and consummate the transactions contemplated thereby and to take all action necessary in conformity therewith, including, without limitation, the execution and delivery of any other documents required to be delivered in connection with the Agreement.

Section 3. No General Liability. Nothing contained in this Resolution, the Agreement nor any other instrument shall be construed with respect to the Town as incurring a pecuniary liability or charge upon the general credit of the Town or against its taxing power, nor shall the breach of the Agreement or any other instrument or document executed in connection therewith impose any pecuniary liability upon the Town or any charge upon its general credit or against its taxing power, except to the extent that the Rental Payments payable under the Agreement are special limited obligations of the Town as provided in the Agreement.

Section 4. Section 265(b)(3) Designation. Town hereby designates the Agreement as a "qualified tax-exempt obligation" for the purposes and within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended. Lessee further represents that Town reasonably anticipates that Lessee and other entities that Lessee controls will not issue tax-exempt obligations (including the Agreement) that exceed the aggregate principal amount of \$10,000,000 during the calendar year in which the Agreement is executed and delivered.

Section 5. Effective Date. This Resolution shall be effective upon adoption by the governing body of the Town and approval of the attorney for the Town.

2. Resolution Number 22 of 2020 – Acceptance Of 2019 Justice Court Audit

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

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

WHEREAS, the New York State Justice Court Administration requires an annual audit of the courts of local towns and villages; and

WHEREAS, the Town Board of the Town of Canadice is committed to ensuring compliance with State mandated requirements; and, now, therefore, it is

RESOLVED, that the Town Board hereby accepts the audit of the Justice Court for 2019 conducted on February 28, 2020; and, it is

FURTHER RESOLVED, that a copy of this audit, along with a certified copy of this resolution, be sent to the New York State Office of the Court Administration; and, it is further

RESOLVED, that a certified copy of this resolution, along with a copy of the audits, be sent to Honorable Russel Coon, Honorable Dale Schaefer, Justices for the Town of Canadice; and to Stephen Engard, Town of Canadice Court Clerk.

3. Resolution Number 23 of 2020 – Adoption Of Amendments To The Town Of Canadice Cyber Security Policy

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

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

WHEREAS, it is in the best interest of the Town and its residents for the Town Board to review and update its cyber security policy on an annual basis to ensure adequate protection of digital information maintained by the Town; and

WHEREAS, the current policy was reviewed by members of this Board; and

WHEREAS, amendments were recommended by the Town Board with regard to Login Credentials and replacing the term “smart” phone to “cell” phone; and

WHEREAS, this Board has reviewed the policy as amended; now, therefore, be it

RESOLVED, that the Cyber Security Policy as amended is hereby adopted; and, be it further

RESOLVED, that the Clerk of this Board send a certified copy of this resolution to Kristine Singer, Supervisor and retain a copy in the records of the Town.

4. Resolution Number 24 of 2020 – Adoption Of The Town Of Canadice Online Banking Policy

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

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

WHEREAS, the New York State Comptroller recommends all municipalities adopt an Online Banking Policy; and

WHEREAS, this Board has developed an Online Banking Policy; and

WHEREAS, a recent audit cited the Town for lack of a specific Online Banking Policy; now, therefore, be it RESOLVED, that the Town of Canadice does hereby approve the Online Banking Policy as presented to this Board at the February 10th meeting; and, be it further RESOLVED, that the Clerk of this Board distribute copies of the adopted Online Banking Policy along with a copy of this resolution to all Town employees that utilize online banking for conducting Town transactions.

5. Review of Short-Term Rental Information - Discussion took place regarding the information already provided by the committee. The committee will incorporate permitting with fire & safety requirements/inspections in the possible regulations as they continue working on this project.

F. NEW BUSINESS:

1. Resolution Number 25 of 2020 – Authorization To Execute Town Clerk Plus Program Software Support Contract With Williamson Law Book Company

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

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

WHEREAS, this Board purchased the Town Clerk/Tax Collector program from Williamson Law Book Company in 1998 which has been updated to the Town Clerk Plus Program; and WHEREAS, the software support is an annual renewable contract at a rate of \$720.00 for 2020; and WHEREAS, the Town Clerk recommends the contract be renewed; 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 with the contract fee and retain a copy of same in the Town files.

2. Resolution Number 26 of 2020 – Authorization To Execute Building And Code Enforcement Program Software Support Contract With Williamson Law Book Company

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

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

WHEREAS, this Board purchased the Code Enforcement Officer program from Williamson Law Book Company in 2000; and WHEREAS, the software support is an annual renewable contract at a rate of \$432.00 for 2020; and WHEREAS, the Code Enforcement Officer recommends the contract be renewed; 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 with the contract fee and retain a copy of same in the Town files.

3. Approval of the Bills –

Supervisor Singer motioned, Councilman Malmendier seconded, and it was unanimously carried that the

bills are to be paid in the following amounts:

ABSTRACT #15 for 2019-

		Voucher	
	General/Highway Account	**#620 to #622	\$ 54,025.00
APPROVED	Ayes 4	Singer, O'Connor, Malmendier, Gronwall	
	Nays 0		

**Program also assigned voucher #620 and #621 in Abstract 14.

ABSTRACT #3 for 2020-

		Voucher	
	General/Highway Account	#56 to # 93	\$188,830.21
	Trust & Agency	#3	\$ 372.27
APPROVED	Ayes 4	Singer, O'Connor, Malmendier, Gronwall	
	Nays 0		

G. PRIVILEGE OF THE FLOOR:

1. CEO Smith questioned the process of line inspections for the water district – if the contractor has already filled in the lines, should they make them dig it back up for the inspection? It was decided it would depend on the specific situation and it could be documented on the inspection sheet.

H. ADJOURNMENT:

Councilman O'Connor motioned, Councilman Gronwall seconded, and it was unanimously carried to adjourn the meeting at 9:05 pm.

APPROVED	Ayes 4	Singer, O'Connor, Malmendier, Gronwall
	Nays 0	

Respectfully submitted, _____ Eileen Schaefer, Town Clerk