A. CONVOCATION:

- 1. The Canadice Town Board Meeting was held on May 14, 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: Six (6) guests/residents attended the Regular Town Board Meeting.

- 3. Salute to the Flag.
- 4. Approval of April 9, 2018 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 April 9, 2018 Regular Town Board Meeting.

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

Nays 0

Approval of April 23, 2018 Special 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 Malmendier motioned, Councilman Gronwall seconded, and it was unanimously carried to approve the minutes of the April 23, 2018 Special Town Board Meeting.

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

Nays 0

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

C. COMMUNICATIONS:

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

*Supervisor Singer commented on the Richmond Recreation survey, extra copies are on the Town Clerk's counter.

D. REPORTS:

- 1. Town Clerk/Tax Collector- Mrs. Eileen Schaefer.
- a. The financial report for the Town Clerk/Tax Collector for the month of April was submitted (see T. C. file).
 - b. Supervisor Singer was given a check for \$2,538.23; which includes the remaining penalty fees,

CANADICE REGULAR TOWN BOARD MEETING

bank interest and returned check fees.

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

APPROVED

Ayes 5

Singer, O'Connor, Statt, 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 April was submitted (see T. C. file).
- b. Councilman Malmendier questioned the Hallett property listed in the Planning Board information. Mr. Mayhood indicated he had met with the Hallett's, CEO Smith and Supervisor Singer regarding the new site-plan review requested per our Town regulations. Mr. & Mrs. Hallett felt an updated site-plan is not required and have contacted an attorney. Supervisor Singer mentioned the Zoning Board of Appeals will hear the argument in June.
- 4. Planning Board- Mr. Theodore Mayhood.
 - a. Draft minutes were submitted to the Town Board (see T. C. file).
 - b. The Solar Research Committee is up and running.
- c. John and Linda Harrison submitted a site-plan application for their property on Vick's Place and received preliminary approval.
- 5. Zoning Board of Appeals- Mrs. Linda Moorhouse.
 - a. No meeting held in April.
- 6. Highway Superintendent- Mr. Mike Virgil.
 - a. The written report for the month of April was submitted (see T. C. file).
- b. Revision of Five-Year Plan and 284 Agreements discussed. Adjustments requested due to changes in road conditions from this past winter.
 - c. A new arched culvert pipe for Canadice Hollow Road will be delivered this Wednesday.
 - d. The fork lift sold for \$1500 and the new one is \$1900.
- e. There were six freezing rain/snow events since the last meeting. Several high wind events occurred resulting in some downed trees.
- 7. Honeoye Lake Watershed Research Task Force- Councilman Gronwall.
 - a. The written report for the month of April was submitted (see T.C. file).
- b. The Yard Waste Collection poster for 2018 has been printed and will be distributed. Councilman O'Connor questioned if Canadice contributes to the tub grinder costs. Supervisor Singer indicated we help with hauling debris to our site when Richmond's site is too full.
- c. Honeoye Valley Association Lake Symposium is Saturday June 9th, 9:00-11:30 am at the Honeoye High School auditorium. Canadice has been invited to host a table from 9:00 am until 10:00 am to answer questions regarding Canadice Water District No. 1.

- d. April 24th DEC held a conference call that included the local steering committee to gather their input for the HAB's (Harmful Algal Blooms) action plan. The draft HAB's action plan is expected to be released around the end of May and implementation is expected to start mid- 2019. A grant needs to be submitted for each action plan and the grants need to be written by July 27th. The agencies involved in writing and submitting the grants are prepared for that task. Even though Honeoye Lake is one of the 12 high priority lakes with blue-green algae issues that the Governor's \$65M plan is expected to address, we are only being assigned three grant scoring bonus points out of 100.
- e. NYS DEC plans to revise the Honeoye Lake Total Maximum Daily Load (TMDL) report to be consistent with the HAB's Action Plan later in the year. Release of the TMDL report is still to be determined.

8. Assessor- Mrs. Lisa M. Bennett

- a. The written report for the month of April was submitted (see T.C. file).
- b. A full revaluation will take place in 2019.

9. Water District No. 1 -

*Supervisor Singer had a conference call with EFC (Environmental Facility Corporation). We are working through the MWBE (Minority And Woman Business Enterprises) approval. Rural Development needed an amended bond resolution and all three of their offices (Canandaigua, Syracuse & Albany) must sign off before the pre-construction meeting may be held.

*Councilman Malmendier indicated Williamson Law Book is all set with the file he sent them for the water billing software. He will update the water district information on the Canadice website. Councilman Malmendier checked the meter costs and updated that information.

*Councilman Gronwall suggested having a 15-minute meeting in each neighborhood before digging begins. Mr. Hoover indicated giving an estimated time-frame to each neighborhood when their construction will begin would help them plan for getting in and out of their street. Also having someone onsite to answer questions before digging starts would be a plus.

*Councilman Statt questioned who will be supervising the contractors. Supervisor Singer indicated LaBella would be handling that piece.

10. Supervisor- Ms. Kristine Singer.

a. The financial report for the month of April will be submitted at the next meeting.

E. UNFINISHED BUSINESS:

1. **Resolution Number 35 of 2018:** Authorization To Execute A Contract Agreement With The International Union Of Operating Engineers Local Union 158S, AFL-CIO

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, this Board agreed to enter into negotiations with the International Union of Operating Engineers Local Union 158S, AFL-CIO, as representatives for the Motor Equipment Operators employed by the Town of Canadice; and

WHEREAS, a contract was agreed upon and approved covering the years 2015, 2016 and 2017 with Resolution 17 of 2015; and

WHEREAS, representatives from the Town and the Union have met and agreed to the terms set forth in the attached agreement to be effective until December 31, 2020; and

WHEREAS, the negotiating team has tentatively agreed to the terms set forth in the proposed agreement and recommends its approval; now, therefore, be it

RESOLVED, that this Board does hereby approve said agreement and authorizes the Supervisor to execute same on behalf of the Town of Canadice; and, be it further

RESOLVED, that the Clerk of this Board send a certified copy of this resolution to John Tarasuk, Representative, Upstate NY Operating Engineers, Local Union 158S, AFL-CIO.

2. **Resolution Number 36 of 2018:** Authorization To Execute An Engagement Letter For Year Ending 2018 With Raymond F. Wager, CPA, P.C., A Division Of Mengel Metzger Barr & Co., LLP Councilman O'Connor motioned, Councilman Malmendier seconded, and it was unanimously carried to approve the resolution.

APPROVED Ayes 5 Sin

Singer, O'Connor, Statt, Malmendier, Gronwall

Nays 0

WHEREAS, the last independent audit of the Town's financial records was conducted for the year 2000; and

WHEREAS, the Board is currently creating and constructing Canadice Water District No. 1; and

WHEREAS, the Town has obtained grant funds and low-interest loans to fund the project; and

WHEREAS, General Municipal Law requires an independent audit of the Town's financial records when grants from state and federal sources exceed \$750,000; and

WHEREAS, not only will the audit be required as a result of the funding received, this Board agrees that, due to the time elapsed since the last audit and changes in procedures instituted by the State Comptroller over the last number of years, it is in the best interest of the Town to have a complete audit including internal controls conducted; now, therefore, be it

RESOLVED, that this Board authorizes the Supervisor to execute said engagement letter; and, be it further RESOLVED, that the Clerk of this Board send certified copies of this resolution with the executed engagement letter to Ray Wager, CPA, P.C., Canadice Supervisor Kristine Singer and retain a copy in the Town files.

3. **Resolution Number 37 of 2018:** Authorization To Execute A Proposal From Integrated Systems For Internet Security Back-Up System Hardware

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

APPROVED

Ayes 5 Navs 0 Singer, O'Connor, Statt, Malmendier, Gronwall

WHEREAS, Resolution Number 23 of 2018 authorized an agreement with Integrated Systems to provide Information Technology Services to the Town; and

WHEREAS, after a review of our current systems, Integrated has proposed improving our computer security and back-up protocol; and

WHEREAS, the proposal includes the purchase of hardware to install internet security back-up system hardware for all users in the Town Hall for the safeguard of our records and an upgrade to our security

software with labor being covered by the previously executed agreement; and

WHEREAS, the Supervisor and Board Member Mark Malmendier met with a representative of Integrated and have reviewed their proposal; and

WHEREAS, the Supervisor and Board Member recommend the acceptance of the proposal and agree that this is a needed upgrade; and

WHEREAS, a comprehensive equipment upgrade and replacement plan will be developed to ensure we maintain optimum operating equipment and safeguard our information; now, therefore, be it RESOLVED, that this Board authorizes the Supervisor to execute said proposal; and, be it further RESOLVED, that the Clerk of this Board send a certified copy of this resolution with the executed proposal to Integrated Systems and retain a copy in the Town files.

4. **Resolution Number 38 of 2018:** Adoption Of The Town Of Canadice Personnel Manual 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, this Board revised and expanded the Town of Canadice Personnel Manual to cover all employees of the Town over the last year and ensured that not only were operational policies addressed but any mandated policies were included; and

WHEREAS, the Town Board has reviewed the final draft document, previously adopted policies for the appendix and had reviews done by the Town Attorney; and

WHEREAS, the Town Board agrees it is in the best interest of the Town to adopt the April 2018 version of the Town of Canadice Personnel Manual as presented to cover all employees; and

WHEREAS, the April 2018 version of the Personnel Manual replaces any prior manuals or policies; now, therefore be it

RESOLVED, that this Board adopts this document as the Town of Canadice Personnel Manual; and, be it further

RESOLVED, that copies of the manual will be distributed to all employees, with each signing an acknowledgement of receipt of the manual and the acknowledgement to be returned and maintained in their personnel file; and, be it further

RESOLVED, that the Clerk of this Board enter this resolution in the official minutes of the Town.

F. NEW BUSINESS:

1. **Resolution Number 39 of 2018:** Authorization To Execute A Contract With Honeoye Area Senior Citizen Club

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

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

Navs 0

WHEREAS, this Board wishes to have the Honeoye Area Senior Citizen Club provide their services to eligible Canadice residents; and

WHEREAS, the Honeoye Area Senior Citizen Club agrees to offer membership to eligible residents from the Town of Canadice to participate in all of their programs; now, therefore, be it

RESOLVED, that this Board directs the Supervisor to execute the contract with the Honeoye Area Senior Citizen Club for the year 2018; and, be it further

RESOLVED, that the Town of Canadice will contribute \$400.00 to the Club in consideration of the above services in accordance with the contract; and, be it further

RESOLVED, that the Clerk of this Board is to send a copy of this resolution, and copy of the signed contract to the Honeoye Senior Citizen Club.

- 2. Emergency Preparedness Guide There was no interest in ordering the guides.
- 3. **Resolution Number 40 of 2018:** Authorization To Execute An Intermunicipal Agreement With The Town Of Richmond For The Summer Recreation Program, 2018

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 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 \$8,914.00 to the Town of Richmond Recreation Program as approved in the 2018 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 this Board requests a copy of the program's results of operations and proposed upcoming year's budget prior to the preparation of the Canadice preliminary budget in September of the year; and, be it further

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

4. **Resolution Number 41 of 2018:** Authorization To Execute Agreement For Legal Services With Riley & Graff, LLP

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

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

Navs 0

WHEREAS, this Board is currently pursuing the creation of a water district along the County Road 36 corridor within the Town; and

WHEREAS, a referendum was presented to those within the district on August 20, 2011 and approved by the voters; and

WHEREAS, this Board executed an agreement with Chalifoux Law, PC on July 28, 2015 and amended said agreement on May 8, 2017; and

WHEREAS, Sheila Chalifoux of Chalifoux Law notified this Board that it is necessary for her to take a leave of absence from her practice for at least the duration of 2018; and

WHEREAS, Ms. Chalifoux recommended Jeffrey Graff of Riley & Graff, LLP to the Board to act as the attorney for the project and any other legal issues the Town needs addressed until she is able to return; and WHEREAS, this Board desires to have Jeffrey Graff of Riley & Graff, LLP represent the Town for legal matters associated with the creation of Canadice Water District No. 1; now, therefore, be it

RESOLVED, that this Board authorizes the Supervisor to execute the legal services agreement with Jeffrey Graff of Riley & Graff, LLP for legal services pertaining to the creation of Canadice Water District #1; and, be it further

RESOLVED, that the Clerk of this Board send certified copies of this resolution to Mr. Jeffrey Graff, Esq. of Riley & Graff, LLP, Mr. Michael Schaffron and Ms. Kathy Dear, both of LaBella Associates, D.P.C., for submission to the appropriate funding agencies and retain a copy in the records of the Town.

5. **Resolution Number 42 of 2018:** Authorization To Execute A Municipal Accounting Software Support Contract With Williamson Law Book Company

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, this Board purchased the Municipal Accounting Software Program from Williamson Law Book Company in 1998; and

WHEREAS, the software support is an annual renewable contract at a rate of \$1,038.00 for 2018; 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 with the contract fee and retain a copy in the Town files.

6. **Resolution Number 43 of 2018:** Amendment Of The Five-Year Capital Improvement Program Of The Town Of Canadice Town Roads

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, this Board, by adoption of Resolution Number 61 of 1993, established an ongoing five-year Capital Improvement Program for the Betterment of Town of Canadice Roads; and

WHEREAS, said resolution states the list of projects shall be updated and adopted by resolution each calendar year; and

WHEREAS, this Board adopted the current five-year Capital Improvement Plan with Resolution 68 of 2017; and

WHEREAS, the Highway Superintendent has submitted a revised five-year plan due to changes in road conditions from the winter weather; now, therefore, be it

RESOLVED, that this Board does hereby approve the following list of revised rebuild projects to be

performed on Town roads during the years 2018 through 2022:

2018 – As approved.

*Canadice Lake Road Sta 147+05 north to Burch Hill Road, Sta 115+20, a distance of .604 miles; cold mix pave road surface, reconstruct shoulders and surface treat with oil and stone. (This is the remaining section of Canadice Lake Road to be re-constructed that was initially slated for completion in 2017, but due to storm repairs and fiscal constraints as a result of the storm repair costs it was not completed.)

*Purcell Hill Road 1.4 miles; from Canadice Lake Road to NYS Rt 15A. Dense graded pug mill and pave (shim 1"); reconstruct shoulders and surface treat with oil and stone.

*Canadice Lake Road from the Springwater town line to Sta 147+05 north of the boat launch; surface treat with oil & stone to preserve.

2018 – Revised.

- *Completion of .604 miles of Canadice Lake Road remains.
- *Canadice Lake Road from the Springwater town line to Sta 147+05 north of the boat launch; surface treat with oil & stone to preserve.
- *Purcell Hill Road is removed and moved to 2019.
- *Added- Ross Road 2.66 miles from Canadice Hill Road to Tibbals Road; Re-grind & profile and surface with a single shot of oil and stone. Additional revised work: Re-profile 5" depth of existing base of Ross Road adding additional crusher run base and calcium chloride. Grade and roll to a 6" compacted, stabilized base. Surface treat with first course of #1 crushed gravel and oil; surface treat with second course of #1A's and oil.

2019 – Revised.

*Purcell Hill Road 1.4 miles from Canadice Lake Road to NYS Rt 15A. Re-profile 5" depth of existing base adding additional crusher run base and calcium chloride. Grade and roll to a 6" compacted, stabilized base. Reconstruct shoulders and surface treat with oil and stone.

*Middle Road was moved to 2020.

2020 - Revised.

*Middle Road 1.48 miles from Curtis Road south to County Road 37; Re-grind & profile and surface with a single shot of oil and stone.

*Ross Road was moved to 2018.

2021 – No change.

*Lawrence Hill Road North from Lawrence Hill West to Purcell Hill Road, .96 miles; Re-grind & profile; reconstruct shoulders and surface treat with oil and stone.

*Lawrence Hill Road West from Lawrence Hill Road North to NYS Rt 15A, .51 miles; Re-grind & profile, reconstruct shoulders and surface treat with oil and stone.

2022 - No change.

*Cratsley Hill Road .75 miles from County Road 37 to bus turn-around; Replace cross culverts, re-profile road, reconstruct shoulders and surface with oil and stone.

And, be it further

RESOLVED, that the five-year plan as submitted is accepted as presented with the addition of the 2022 project and amendments to the plan as noted included in this resolution carried forward from the 2017 approved plan; and, be it further

RESOLVED, that the Clerk of this Board and the Highway Superintendent maintain a copy of this resolution with Resolution Number 61 of 1993 in a file within their respective offices.

7. Approval of the Bills –

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

ABSTRACT #5 for 2018-

Voucher

General/Highway/Fire Districts Account #170 to #218 \$ 34,399.34 Trust & Agency #6 \$ 419.55 APPROVED Ayes 5 Singer, O'Connor, Statt, Malmendier, Gronwall

Nays 0

G. PRIVILEGE OF THE FLOOR:

- 1. Councilman O'Connor provided the Memorial Day schedule for services: Monday May 28th 9:00 am in Bristol, 9:30 am in Hemlock, 10:30 am in Canadice and 11:00 am for the parade in Richmond followed by services at the gazebo in front of the Richmond Town Hall.
- 2. Superintendent Virgil asked for approval for the purchase of a new fuel tank.

After some discussion, Councilman Malmendier motioned, Councilman O'Connor seconded, and it was unanimously carried to approve the purchase of a new fuel tank not to exceed \$8,000.

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

H. ADJOURNMENT:

Councilman O'Connor motioned, Councilman Gronwall seconded, and it was unanimously carried to adjourn the meeting at 9:01 pm.

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

Respectfully submitted, ______ Eileen Schaefer, Town Clerk