

A. CONVOCAATION:

1. The Canadice Town Board Meeting was held on November 13, 2023 at 7:30 pm at the Canadice Town Hall and Virtually via Zoom.

2. Roll call showed the following-

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

Others Present: Six (6) guests/residents attended the Regular Town Board Meeting in person or virtually.

3. Salute to the Flag led by Ted Mayhood.

4. Approval of October 9, 2023 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 Gronwall seconded, and it was unanimously carried to approve the minutes of the October 9, 2023 Regular Town Board Meeting.

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

B. PUBLIC HEARING:

1. Public hearing pertaining to the 2024 Canadice Town Budget

Councilwoman Crowley motioned, Supervisor Vastola seconded, and it was unanimously carried to open the Public Hearing.

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

*Mr. Burch Craig indicated he was disappointed in the proposed budget salary increases and doesn’t understand the logic. The percentages are so varied. The Supervisor’s percentage of increase seems higher than what the job warrants. It doesn’t appear the Board is taking the tax payer into consideration with these changes.

*Mr. Steve Engard questioned the budget process and didn’t see any changes from the tentative budget. The dates of the budgets on the website seem different and wasn’t sure if there were any changes between the postings.

*A question came up regarding the length of time a person may speak during privilege of the floor. Mr. Craig read from the Canadice Code book that includes a five-minute allowance for each speaker, not three minutes. Supervisor Vastola used the timeline used at Ontario County and will adjust to the five-minute allowance.

*Mr. Engard was looking for motions or resolutions adopting the tentative or preliminary budgets. The tax roll exemption report or encumbrances were not included in the budget. He doesn't feel the Board is taking their concerns seriously or getting the information to the public in a prescribed manner.

*Supervisor Vastola indicated the Jersey Hill Road engineering study cost has been included in the 2024 budget.

*Supervisor Vastola thanked everyone for their comments.

No further comments were made and Councilwoman Crowley motioned, Councilman Statt seconded, and it was unanimously carried to close the Public Hearing.

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

C. PRIVILEGE OF THE FLOOR:

1. Supervisor Vastola recorded Canadice State of the Towns at Finger Lakes TV which includes some of the projects the Town is involved with.
2. Supervisor Vastola is on an Ontario County committee for a County Road 36 bridge replacement in Canadice with construction expected in 2026.
3. Mr. Engard indicated the Court has started advertising for a Court Clerk and they are requesting resumes should be submitted by November 24. It's a tight schedule to train the Court Clerk and Mr. Engard will be gone a full week in Albany for his Judicial training. Supervisor Vastola has a packet he can provide for a new person. Councilwoman Crowley questioned if no one applies in time is there a way the Richmond Court Clerk could assist. Mr. Engard indicated it would have to be looked at by the Canadice Town Board if no qualified person applies.
4. Mr. Engard also wanted the Board to be aware the lights on the side of the Court building still do not work. Supervisor Vastola indicated new LED bulbs have arrived here. Mr. Engard mentioned it may not be the bulbs, but he will see if that rectifies the situation.

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/Tax Collector for the month of October was submitted (see T. C. file).
Councilman Statt motioned, Councilman Gronwall seconded, and it was unanimously carried to accept the Town Clerk/Tax Collector's report.

APPROVED Ayes 5 Vastola, O'Connor, Statt, Gronwall, Crowley
 Nays 0
2. Historian- Margaret Bott.
 - a. Deputy Historian Denise Coon submitted a written report for the month of October. (see T. C. file).
3. Code Enforcement Officer- Joseph Miller.

- a. The written report for the month of October was submitted (see T. C. file).
4. Planning Board- Theodore Mayhood.
 - a. Draft minutes were submitted to the Town Board (see T. C. file).
 - b. Ontario County Planning has received a couple of solar farm applications.
 - c. Chairperson of the Comprehensive Plan Committee, Kaitlynn McCumiskey, reported to the Planning Board that she has received a couple of volunteers interested in being on the committee.
 - d. A site plan application was received for a property off of County Road 36 from Mr. James LeBeau.
 - e. Caroline Nestro applied to be on the Planning Board as an alternate member.
5. Zoning Board of Appeals- Ed Bott.
 - a. Minutes were submitted to the Town Board (see T. C. file).
6. Highway Superintendent- Jeremy Fraim.
 - a. The written report for the month of October was submitted (see T. C. file).
 - b. Some asphalt patching was done on Canadice Lake Road near Purcell Hill Road and also on the dead-end section of Lawrence Hill Road.
 - c. The new 2023 Caterpillar 120 road grader was delivered on October 26. The grader was taken up to the dirt portion of Canadice Hill Road to tune it up before winter.
 - d. Caught up on truck and equipment maintenance.
 - e. Roadside mowing has ended for the season with one last trip around Town with the brush head trimming overhanging branches.
 - f. Made one salt run for freezing road conditions and black ice.
7. Honeoye Lake Watershed Research Task Force- Councilman Gronwall.
 - a. HLWTF quarterly meeting held October 26th.
 - b. Preparing for winter with boats in winter storage; docks and boat hoists on shore.
 - c. Final segment of water quality data for the summer shows the severity of the blue-green algae blooms being higher than expected given the DEC's Alum Treatment Pilot last November.
 - d. The European Frogbit, an invasive macrophyte, was discovered in the Honeoye Lake inlet.
 - e. The Town of Canadice/OCSWCD Flexamat Ditch Stabilization project is complete. Superintendent Fraim will email everyone the link for the video of the work.
8. Assessor- Holly Swingle.
 - a. The written report for the month of October was submitted (see T.C. file).
9. Water District Operations – Councilwoman Crowley.
 - a. Rochester Water Authority Operations Report submitted (see T.C. file).
 - b. Water Usage reconciliation 3rd quarter submitted, with nothing out of the ordinary.
10. Special Reports
 - a. Municipal Animal Shelter Report, Ontario County.

11. Supervisor- Christopher Vastola.

a. The financial report for the month of October was submitted.

b. Light audit of 2022 Bookkeeper financials completed by MMB on October 17 with observations, and recommendations.

Councilman Statt motioned, Councilwoman Crowley seconded, and it was unanimously approved to accept the Supervisors report for October. (See T.C. file).

APPROVED	Ayes 4	O'Connor, Statt, Gronwall, Crowley
	Abstain 1	Vastola
	Nays 0	

F. UNFINISHED BUSINESS:

1. FEMA Projects (2) HMAP, Flood Plain Maps. Supervisor Vastola attended meetings and provided input on Canadice data. Councilman Gronwall asked if Planning Board Chairman Mayhood checks if the property is in the Flood Plain and he indicated the Planning Board does. Councilman Gronwall indicated the new Flood Plain Maps may include over 200 more properties around Honeoye Lake. Property owners will have to get a Flood Plain building permit when building anything within the new map boundary. Supervisor Vastola mentioned the new Flood Plain maps are not finalized yet.

2. Updated Canadice Town Zoning Map from Ontario County received 10/21/2023.

3. Resolution Number 58 of 2023 – Adoption Of The New York State Unified Solar Permit

Councilwoman Crowley motioned, Supervisor Vastola seconded, and it was unanimously carried to approve the resolution.

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

*A certified copy of this resolution will be provided to the Code Enforcement Office.

WHEREAS, the Town of Canadice duly adopted the "NYS Fire Prevention and Building Construction" code to provide minimum requirements to safeguard the public safety; and

WHEREAS, the Town of Canadice Code Enforcement Officer administers and enforces all provisions of the New York State Uniform Fire Prevention and Building Code, the New York State Energy Code, and Town of Canadice Code; and

WHEREAS, the Town of Canadice requires the issuance of a building permit for the construction, enlargement, alteration, repair, removal or demolition of any building or other structure; and

WHEREAS, the New York State Uniform Fire Prevention and Building Code regulates the design, construction, installation, alteration and repair of equipment and systems using solar systems; and

WHEREAS, the New York State Energy Research and Development Authority (NYSERDA) has developed a New York State Unified Solar Permit that reduces the cost for solar projects by streamlining municipal permitting processes; and

WHEREAS, the Town of Canadice desires to promote the streamlining of the application process for small-scale photovoltaic system installations under 25 kW in size by adopting the New York State Unified Solar Permit application form and implementing the new procedures,

RESOLVED, the Town of Canadice hereby adopts the New York State Unified Solar Permit application form and procedures for the installation of small-scale photovoltaic systems; and, it is further

RESOLVED, the Town of Canadice Code Enforcement Officer is hereby directed to use said New York State Unified Solar Permit application and procedures in the issuance of building permits for the installation of small-scale photovoltaic systems; and, it is further

RESOLVED, any further actions required of the Town of Canadice to affect the foregoing are hereby authorized, and the Town Supervisor Christopher Vastola is hereby authorized, to execute and deliver any instruments, documents or the like as required to affect the same.

4. Resolution Number 59 of 2023 – Authorization To Execute The 2024 Fire Protection & Ambulance Service Agreements

Councilman Gronwall motioned, Councilman O’Connor seconded, and it was unanimously carried to approve the resolution with the amount requested from Hemlock and Richmond. However, the actual payment in 2024 will be paid out at the 2023 budgeted amount for the Richmond Fire District if the requested budget information for 2024 is not sufficient for this Board. Councilwoman Crowley will draft the request.

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

WHEREAS, the Town of Canadice currently contracts with the Richmond Fire District and the Hemlock Fire District for fire protection and ambulance service within the Towns fire protection district as set forth in executed agreements between the Town and said districts: and

WHEREAS, said agreements will expire on December 31, 2023; and

WHEREAS, this Board wishes to renew the agreement with the Hemlock Fire District for one-year commencing January 1, 2024 and terminating on December 31, 2024 for compensation in the amount of \$25,123; and

WHEREAS, this Board wishes to renew the agreement with the Richmond Fire District for Ambulance service for the entire Town of Canadice and Fire Protection Service for all areas except those covered by the agreement with the Hemlock Fire District for compensation in the amount of \$194,720 for one-year commencing January 1, 2024 and terminating on December 31, 2024; and

WHEREAS, a Public Hearing was held on September 11, 2023 relative to the proposed 2024 Fire and Ambulance Protection Contracts; now, therefore, be it

RESOLVED, that this Board is hereby authorized to execute the fire and ambulance protection agreements, with the above-mentioned Fire Districts, under the terms set forth in the attached documents; and, be it further

RESOLVED, that both Fire District representatives and this Board agree to review the boundary lines currently established and amend the contracts if necessary; and, be it further

RESOLVED, that the Clerk of this Board send a certified copy of this resolution along with two signed copies of each agreement to the respective Fire Districts to be signed by their Commissioners, one copy to be retained by the District, the other to be returned to the Town Clerk of the Town of Canadice.

G. NEW BUSINESS:

1. Resolution Number 60 of 2023 – Adoption Of The 2024 Canadice Town Budget

Remaining approved changes:

*The Hemlock Fire Protection budget request was approved.

*\$65k was added for the engineering study for Jersey Hill Rd. No grants were available.

*Revenue Stream Pg 1 of Revenues is at \$460K.

*The Water District Benefit Units are at a total of 400 units now.

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, budget estimates and request forms were given to Town officials during August 2023 by the Budget Officer, and

WHEREAS, upon receipt of said forms, the Budget Officer prepared a Tentative Budget for 2024 and submitted same to the Town Clerk and Board members; and

WHEREAS, a duly advertised budget workshop was held to discuss the Tentative Budget on September 26, 2023; and

WHEREAS, after said workshop the Budget Officer prepared and submitted the Preliminary Budget for 2024 to the Town Clerk and Board Members; and

WHEREAS, a duly advertised Public Hearing was held on November 13, 2023 to receive comments pertaining to the 2024 Preliminary Budget, now, therefore, be it

RESOLVED, that this Board does approve of and adopt the 2024 Preliminary Budget as amended per the Public Hearing, as the Town Budget for 2024; and, be it further

RESOLVED, that the Clerk of this Board send a certified copy of this resolution along with two certified copies of the adopted budget to Ms. Kristin Voss, Clerk to the Ontario County Board of Supervisors.

2. Resolution Number 61 of 2023 – Appointment Of Caroline Nestro To The Canadice Planning Board As An Alternate Member

Councilman Gronwall 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 Planning Board has a vacancy for an Alternate Member on the Board; and

WHEREAS, Caroline Nestro has expressed her interest to serve on the Planning Board; and

WHEREAS, this Board, after due deliberation, agrees that Ms. Nestro will be an asset to the Planning Board and is pleased that Ms. Nestro wishes to serve on said Board as an Alternate; now, therefore, be it

RESOLVED, that this Board does hereby appoint Ms. Nestro to the Town of Canadice Planning Board to a term that will expire on December 31, 2030 and, be it further

RESOLVED, that the Clerk of this Board send certified copy of this resolution to Ms. Nestro and the Secretary of the Planning Board.

3. Approval of the Bills –

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

ABSTRACT #11 for 2023-

	Voucher	
General/Highway/Water District #1	#428 to #503	\$ 450,305.69
Trust & Agency	#18	\$ 359.40

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

H. PRIVILEGE OF THE FLOOR:

1. Canadice Holiday Party at the Town Hall December 20th.
2. Councilman O’Connor questioned Councilwoman Crowley if the Water District is meeting its financial obligations. Councilwoman Crowley indicated they are, but not by a lot. Some other further research will happen to make sure all the expenses are being properly calculated.
3. Mrs. Dorothy Gronwall questioned if Supervisor Vastola had a comment on what the public library is proposing to change in their budgeting structure. Supervisor Vastola indicated their budget would be rolled into the school district taxes and the proposal would have to be voted by the tax payers. Mr. Craig indicated any property in the Wayland-Cohocton School District has a library tax on their school tax bill already.
4. Councilwoman Crowley mentioned we are missing a policy for back-up of data retention. Once she has a draft the Town departments will review it. Then a document can be produced. Also, she will update the Emergency Management Plan. Supervisor Vastola questioned if the Court has sufficient back-up capability. Mr. Engard indicated he uploads a back-up to the Unified Court System. He also backs up to a flash drive that he keeps in his office and one in the vault. Forms he creates are only backed up to a flash drive. If the Court chooses to, a flash drive can be stored in the safety deposit box with Canandaigua National Bank.

I. ADJOURNMENT:

Councilman O’Connor motioned, Councilman Gronwall seconded, and it was unanimously carried to adjourn the meeting at 8:37 pm.

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

Respectfully submitted, _____ Eileen Schaefer, Town Clerk