

Organizational Items

January 8, 2024

- A. Time and Place for regular Town Board Meetings:
Second Monday each month at 7:30 P.M.
Canadice Town Hall, 5949 County Road #37
Meetings will be available for public viewing/participation via Zoom
- B. Official Newspapers:
Pursuant to Town Law §64(11)
Daily Messenger, Canandaigua, N.Y.
- C. Official Depository:
Pursuant to Town Law §64(1), General Municipal Law §10
Supervisor: Canandaigua National Bank or
NYCLASS
Town Clerk: Canandaigua National Bank
Tax Collector: Canandaigua National Bank
Town Justices: Canandaigua National Bank
Or their successors
- D. Alternate person authorized to sign Town Checks:
Supervisor: Councilperson Mark Statt
Town Clerk/Tax Collector: Diane Horning
Town Justices: None
- E. Use of Facsimile Signature
Pursuant to Town Law §29(3)
Facsimile signature of the Town Supervisor is authorized for payment of bills
and payroll checks
- F. Appointments by the Town Board:
Pursuant to Town Laws §20(1)(b), §20(2)(b), §64, §267, §271, Public Officers
Law §9, Arts & Cultural Affairs Law §57.19, Public Health Law §4121
- | | |
|--------------------------------------|----------------------------|
| Attorney for the Town: | Sheila Chalifoux |
| Registrar of Vital Statistics: | Eileen Schaefer |
| Health Officer: | Kate Ott, RN, MPH |
| Dog Control Officer: | Ontario Cty Humane Society |
| Code Enforcement Officer: | Joseph Miller |
| Deputy Code Enforcement Officer: | Richard Joki |
| Records Management Officer: | Eileen Schaefer |
| Planning Board Chairperson: | Theodore Mayhood |
| Zoning Board of Appeals Chairperson: | Ed Bott |

Assessment Review Board Chairperson: Chosen by BAR each year
Representative to County Planning Board: Stephen Groet
Representative to HLWTF: Councilperson Gronwall

G. Appointments to be made by Town Officers for Terms ending December 31, 2024:

1. By Supervisor:
 - Pursuant to Town Law §42
Deputy Supervisor: Councilperson Mark Statt

 - Pursuant to Arts & Cultural Affairs Law §57.07
Historian: Denise Coon
Deputy Historian: Open

 - Pursuant to Town Law §103(2)
Budget Officer: Christopher Vastola

 - Pursuant to Town Law §29(15)
Bookkeeper to the Supervisor: Krista Hoover
2. By Town Clerk/Tax Collector:
 - Pursuant to Town Law §30(10), §35(2)
Deputy Town Clerk/Tax Collector: Diane Horning
Deputy Town Clerk/Tax Collector: Stephanie Seeley
Deputy Records Management Officer: Vacant
3. By Highway Superintendent:
 - Pursuant to Town Law §32(2)
Deputy Highway Superintendent: Joseph Canute
4. By Registrar of Vital Statistics:
 - Pursuant to Public Health Law §4122
Deputy Registrar: Diane Horning
5. By Town Justices
 - Pursuant to Town Law §20(1)(a)(b)
Court Clerk: Krista Hoover

H. Petty Cash Funds:

Pursuant to Town Law §64(1-a)
Town Clerk/Tax Collector: \$150.00
Chairman Planning Board: \$ 50.00
Town Justices: \$200.00

I. Procedure for paying bills:

Pursuant to Town Laws §119, §125

Upon approval of warrant by majority of the Town Board

Pursuant to Town Law §118(2)

Prior to approval of warrant for payroll, utility bills, medical coverage and monthly operating expenses to avoid assessment of late fees, which may be paid as presented and approved by a majority of the Town Board at the next regularly scheduled Town Board meeting.

J. Mileage:

For Official Town Business: \$. ____ per mile

K. Salary Schedule: See Attached

(As established by the adoption of the 2024 Budget)