

# Organizational Items

**January 9, 2023**

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 John O'Connor
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:	Mary Beer, 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:	Linda Moorhouse
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, 2023:

1. By Supervisor:

Pursuant to Town Law §42  
Deputy Supervisor: Councilperson John O'Connor

Pursuant to Arts & Cultural Affairs Law §57.07  
Historian: Margaret Bott  
Deputy Historian: David Bott

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

Pursuant to Town Law §29(15) Krista Hoover  
Bookkeeper to the  
Supervisor:

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

Pursuant to Town Law §30(10), §35(2)  
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: Stephen Engard

H. Petty Cash Funds:

Pursuant to Town Law §64(1-a)	
Town Clerk:	\$100.00
Chairman Planning Board:	\$ 50.00
Tax Collector:	\$ 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 2023 Budget)

