

Agenda

Canadice Town Board Meeting
January 14, 2019
Canadice Town Hall

A. Convocation

1. Call to Order
2. Roll Call
3. Salute to Flag
4. Approval of December 10, 2018 Minutes

Note: Minutes of the preceding meetings 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

B. Executive Session – Potential Litigation on Contract Terms

C. Organizational Meeting

1. Review Organizational Items
 - a. Set Mileage Reimbursement Rate for 2018 \$._____ – IRS Business Allowance for 2019 is \$.58 per mile, 2018 IRS rate was \$.545/mile, 2018 Town rate was \$.50/mile.
2. **Resolution** – Adoption of Organizational Meeting Items **(19Jan02)**
3. **Resolution** – Review and Adoption of Rules of Procedure and Order **(19Jan03)**
4. **Resolution** – Request to be included in Ontario County Highway Supply Bids for 2019 **(19Jan05)**
5. **Resolution** – Request to be included in Livingston County Highway Supply Bids for 2019 **(19Jan06)**

D. Reconvene Public Hearing

To Entertain Comments Pertaining to the Adoption of Local Law Number 5 (intro) of 2018 Entitled: Amending Chapter 120, Zoning, Article IX, Special Use Permit Procedures and Criteria, Adding Section 120-107, Solar Energy Systems, of the Town of Canadice Town Code

E. Public Hearing

To Entertain Comments Pertaining to the Adoption of Local Law Number 6 (intro) of 2018 Entitled: Replacing Chapter 10, Code of Ethics, of the Town of Canadice Town Code

F. Public Hearing

To Entertain Comments Pertaining to the Adoption of Local Law Number 7 (intro) of 2018 Entitled: Removal of Chapter 21, Procurement Policy, from the Town of Canadice Town Code

G. Privilege of the Floor

H. Communications

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

1. Minutes – Planning Board, December 17, 2018
2. Resolution Fr: Ont Co Bd of Supr, Re: Levy of Health Hazard Expenses
3. Report Fr: Rockefeller Institute of Govt, Re: Funding Flow Between States and Federal Govt.
4. Ltr Fr: FEMA Region II, Re: STARR II Field Review of Riverine Areas
5. Notice Fr: Cornell Cooperative, Re: Educational Opportunities
6. Ltr Fr: Buffalo District of Army Corps of Engineers, Re: Regulatory Program
7. Flyer Fr: Finger Lakes Visitors Connection, Re: Open House
8. Ltr Fr: NYS Ag and Markets, Re: Municipal Shelter Inspection Report
9. Ltr Fr: Charter Communications, Re: Programming
10. Annual Report Fr: Ontario County Cornell Cooperative Extension

I. Reports

1. Town Clerk
2. Historian
3. Code Enforcement Officer – December & 2018
4. Planning Board
5. Zoning Board of Appeals
6. Highway Superintendent
7. Honeoye Lake Watershed Task Force Liaison
8. Assessor
9. Special Reports
 - a. Water District Progress Meeting #6 Minutes
10. Supervisor
 - a. Financial Report - 2018
 - b. Transfers
 1. **Resolution** – Budget Modifications 2018 (19Jan01)

J. Unfinished Business

1. **Resolution** – Adoption of Local Law Number 5 (intro) of 2018 Entitled: Amending Chapter 120, Zoning, Article IX, Special Use Permit Procedures and Criteria, Adding Section 120-107, Solar Energy Systems, of the Town of Canadice Town Code **(18Dec03)**

K. New Business

1. **Resolution** – Acceptance of Town Officers Summary of Financial Transactions **(19Jan07)**
 - a. Justice Records – Audit to be performed by D. Huber, Bookkeeper, and submitted to the Town Board for review and acceptance when completed.
2. **Resolution** – Authorization to Execute Highway Superintendent Software Support Contract with Williamson Law Book Company **(19Jan08)**
3. **Resolution** – Authorization to Execute Payroll Software Support Contract with Williamson Law Book Company **(19Jan09)**
4. **Resolution** - Adoption of Local Law Number 6 (intro) of 2018 Entitled: Replacing Chapter 10, Code of Ethics, of the Town of Canadice Town Code **(19Jan11)**
5. **Resolution** - Adoption of Local Law Number 7 (intro) of 2018 Entitled: Removal of Chapter 21, Procurement Policy, from the Town of Canadice Town Code **(19Jan12)**
6. **Resolution** – Adoption of Procurement Policy and Procedures **(19Jan04)**
7. **Resolution** – Authorization to Execute an Agreement with Ontario County for Dog Control Services **(19Jan13)**
8. **Resolution** – Re appointment of Kevin Hass to the Canadice Board of Assessment Review **(19Jan10)**
9. Distribution of 2019 Payroll and Meeting Schedules
10. Approval of the Bills

L. Privilege of the Floor

M. Adjournment

Organizational Items

January 14, 2019

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

B. Official Newspapers:

Daily Messenger, Canandaigua, N.Y.

C. Official Bank:

Supervisor:	Canandaigua National Bank
Town Clerk:	Canandaigua National Bank
Tax Collector:	Canandaigua National Bank
Town Justices:	Canandaigua National Bank

D. Alternate person authorized to sign Town Checks:

Supervisor:	Councilperson John O'Connor
Town Clerk:	Diane Horning
Tax Collector:	Diane Horning
Town Justices:	None

E. Appointments by the Town Board:

Attorney for the Town:	Sheila Chalifoux
Attorney for Water District Project	Jeff Graff
Registrar of Vital Statistics:	Eileen Schaefer
Health Officer:	Mary Beer, RN, MPH
Dog Control Officer:	Ontario Cty Humane Society
Code Enforcement Officer:	Stephen Smith
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:	Steven Groet
Representative to HLWTF:	Councilperson Gronwall

F. Appointments to be made by Town Officers:

1. By Supervisor:
 - Deputy Supervisor: Councilperson John O'Connor
 - Historian: Margaret Bott
 - Deputy Historian: David Bott
 - Budget Officer: Kristine Singer
 - Bookkeeper to the Supervisor: Dorothy Huber

2. By Town Clerk/Tax Collector:
 - Deputy Town Clerk: Diane Horning
 - Deputy Tax Collector: Diane Horning
 - Deputy Records Management Officer: Vacant

3. By Highway Superintendent:
 - Deputy Highway Superintendent: Paul Lead

4. By Registrar of Vital Statistics:
 - Deputy Registrar: Diane Horning

G. Petty Cash Funds:

Town Clerk:	\$100.00
Chairman Planning Board:	\$ 50.00
Tax Collector:	\$ 50.00
Town Justices:	\$200.00

H. Procedure for paying bills:

Upon approval of warrant by majority of the Town Board, except for payroll, utility bills, and monthly operating expenses to avoid assessment of late fees, which may be paid as presented.

I. Mileage:

For Official Town Business: \$ ____ per mile

J. Salary Schedule: See Attached
(As established by the adoption of the 2019 Budget)

TOWN OF CANADICE
SCHEDULE OF SALARIES OF ELECTED AND APPOINTED
OFFICERS AND EMPLOYEES

2019

M.E.O LIGHT	\$	18.71	Per Hour
M.E.O. HEAVY	\$	25.58	Per Hour
HIGHWAY SUPERINTENDENT	\$	64,430.00	Annual
DEPUTY HIGHWAY SUPERINTENDENT	\$	3,954.00	Annual
LABORER - HWY	\$	11.50	Per Hour
SUPERVISOR	\$	13,500.00	Annual
JUSTICE	\$	8,976.00	Annual
TOWN CLERK/TAX COLLECTOR	\$	32,750.00	Annual
DEPUTY TOWN CLERK	\$	1,916.00	Annual
REGISTRAR OF VITAL STATISTICS	\$	402.00	Annual
COUNCILPERSON	\$	2,675.00	Annual
APPOINTED ASSESSOR	\$	22,026.00	Annual
BUDGET OFFICER	\$	2,000.00	Annual
CODE ENFORCEMENT OFFICER	\$	15,908.00	Annual
DEPUTY CODE ENFORCEMENT OFFICER	\$	15.92	Per Hour
BOOKKEEPER TO THE SUPERVISOR	\$	19.29	Per Hour
ASSESSOR CLERK	\$	12.17	Per Hour
COURT CLERK	\$	16.76	Per Hour
CLEANER	\$	16.82	Per Hour
HISTORIAN	\$	855.00	Annual
PLANNING BOARD MEMBERS	\$	35.00	Per Meeting
PLANNING BOARD CHAIRPERSON	\$	200.00	Annual
PLANNING BOARD SECRETARY	\$	75.00	Per Meeting
ZONING APPEALS BOARD MEMBERS	\$	35.00	Per Meeting
ZONING APPEALS BOARD CHAIRPERSON	\$	200.00	Annual
ZONING APPEALS BOARD SECRETARY	\$	75.00	Per Meeting
BOARD OF ASSEMENT REVIEW MEMBERS	\$	12.50	Per Hour