

A. CONVOCAATION:

1. The Canadice Organizational/Town Board Meeting was held on January 13, 2014 at 7:30 pm at the Canadice Town Hall.

2. Roll call showed the following-

- Present: Supervisor Kristine Singer
- Councilman Michael Virgil
- Councilman John O’Connor
- Councilman William Hershey
- Councilman Mark Statt

Others Present: Twelve (12) guests/residents attended the Organizational and Regular Town Board Meeting.

3. Salute to the Flag.

4. Approval of December 9, 2013 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 Virgil seconded, and it was unanimously carried to approve the minutes of the December 9, 2013 Town Board Meeting.

APPROVED Ayes 5 Singer, Virgil, O’Connor, Hershey, Statt
 Nays 0

B. ORGANIZATIONAL MEETING:

1. Review Organizational Items

a. Time And Place For Regular Town Board Meetings:

Second Monday each month at 7:30 pm
Canadice Town Hall, 5949 County Rd #37

b. Official Newspaper:

Daily Messenger, Canandaigua, NY

c. Official Bank:

Supervisor- Canandaigua National Bank
Town Clerk/Tax Collector- Canandaigua National Bank
Town Justices- Canandaigua National Bank

d. Alternate Person Authorized To Sign Town Checks:

Supervisor- Councilman Michael Virgil
Town Clerk/Tax Collector- Diane Horning
Town Justices- None

e. Appointments By The Town Board:

Attorney for the Town-TBD
Alternate Attorney for the Town- TBD
Registrar of Vital Statistics- Eileen Schaefer

Health Officer- Michael Hutton
 Dog Control Officer- Ontario County Humane Society
 Code Enforcement Officer- Robert Best
 Deputy Code Enforcement Officer- Vacant/As Needed Basis
 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 Honeoye Lake Watershed Taskforceó Bill Hershey

f. Appointments To Be Made By Town Officers:

1. By Supervisor:

Deputy Supervisor- Councilman Michael Virgil
 Historian- Margaret Bott
 Deputy Historian- David Bott
 Budget Officer- Kristine Singer
 Bookkeeper to the Supervisor- Mark Pulver

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- Steven Zeh

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- \$.50 cents per mile as the mileage rate for 2014.

j. Salary Schedule- (As established by the adoption of the 2014 Budget)

Four Councilpersons	\$2,435.00 each per year
	\$9,740.00 total
Two Justices	\$8,170.00 each per year
	\$16,340.00 total
Supervisor	\$11,989.00 annual
Highway Superintendent	\$51,990.00 annual
Deputy Highway Superintendent	\$3,597.00 annual

WHEREAS, Comments have been solicited from the Town Board by the Budget Officer pertaining to the procurement policies and procedures as stated in Chapter 21 of the Town of Canadice Municipal Town Code; now, therefore, be it

RESOLVED, That the Town of Canadice does hereby approve the procurement policies and procedures contained in Chapter 21 of the Canadice Municipal Code; and, be it further

RESOLVED, That the Clerk of this Board send certified copies of this resolution to the Board Members, Highway Superintendent and retain a copy for the official record.

5. **Resolution Number 4 of 2014** 6 Request To Be Included In Ontario County Highway Bids For 2014 Councilman O’Connor motioned, Councilman Virgil seconded, and it was unanimously carried to approve the resolution.

APPROVED Ayes 5 Singer, Virgil, O’Connor, Hershey, Statt
 Nays 0

WHEREAS, It is required by New York State Department of Audit and Control that documentation be on file to substantiate the fact that the Town of Canadice will be purchasing commodities within the bidding statutes of New York State; now, therefore, be it

RESOLVED, That the Town of Canadice desires to utilize Ontario County bids for the purchase of certain Highway supplies during the year 2014; and, be it further

RESOLVED, That the Clerk of this Board send a certified copy of this resolution to the Ontario County Purchasing Director, Ontario County Purchasing Department.

6. **Resolution Number 5 of 2014**6 Request To Be Included In Livingston County Highway Bids For 2014 Councilman O’Connor motioned, Councilman Virgil seconded, and it was unanimously carried to approve the resolution.

APPROVED Ayes 5 Singer, Virgil, O’Connor, Hershey, Statt
 Nays 0

WHEREAS, It is required by New York State Department of Audit and Control that documentation be on file to substantiate the fact that the Town of Canadice will be purchasing commodities within the bidding statutes of New York State; now, therefore, be it

RESOLVED, That the Town of Canadice desires to utilize Livingston County bids with vendor approval for the purchase of certain Highway supplies during the year 2014; and, be it further

RESOLVED, That the Clerk of this Board send a certified copy of this resolution to the Livingston County Purchasing Director, Livingston County Purchasing Department and the Canadice Highway Superintendent.

C. PRIVILEGE OF THE FLOOR:

1. Mr. Carlton Hoppough wanted to address the Board regarding the Highway Superintendent position. He feels there should not be anyone appointed and the Deputy Highway Superintendent should fill in until the election in November. The Board should hire a laborer and wait until the election. Supervisor Singer indicated it is legal to appoint a Superintendent temporarily until the election in November and we won’t know how many people will be interested until we advertise.

*Mr. Patrick Kuter asked if there is a plan B if no one applies for the job. Supervisor Singer indicated there has been some discussion, but at this point the Board will see what is submitted.

- d. The Planning Board is looking for an Alternate Member.
- 5. Zoning Board of Appeals- Mrs. Linda Moorhouse.
 - a. Vice Chairwoman Mrs. Diane Horning indicated there is no report for the ZBA, they did not meet.
- 6. Acting Highway Superintendent- Mr. Steve Zeh
 - a. Keeping up with the roads.
 - b. Working on miscellaneous equipment.
 - c. Replenishing the salt supply.
- 7. Honeoye Lake Watershed Research Taskforce- Councilman Hershey.
 - a. Mr. Terry Gronwall indicated they will work with Councilman Hershey and the Town Clerk to provide information for the section on the website dedicated to the HLWT.
- 8. Assessor- Mrs. Lisa M. Bennett
 - a. The written report for the month of December 2013 was submitted (see T. C. file).
- 9. Supervisor- Ms. Kristine Singer.
 - a. The financial report for the month of December 2013 was submitted (see T.C. file).

Councilman Hershey motioned, Councilman Virgil seconded, and it was carried to accept the Supervisor's report.

APPROVED Ayes 4 Virgil, O'Connor, Hershey, Statt
 Abstained 1 Singer
 Nays 0

b. Budget Transfers:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
A1990.4	A1110.11	\$ 114.71	Expenditures greater than budgeted amount.
A1990.4	A1620.12	\$ 233.33	Expenditures greater than budgeted amount.
A1990.4	A1620.4	\$ 612.99	Expenditures greater than budgeted amount.
A1990.4	A5010.4	\$ 121.21	Expenditures greater than budgeted amount.
A1990.4	A5132.4	\$ 219.94	Expenditures greater than budgeted amount.
A1990.4	A8020.4	\$ 207.54	Expenditures greater than budgeted amount.
A1990.4	A9055.8	\$ 102.25	Expenditures greater than budgeted amount.
DA5148.1	DA5130.1	\$ 4,154.42	Expenditures greater than budgeted amount.
DA5148.1	DA5140.1	\$ 643.08	Expenditures greater than budgeted amount.
DA5112.21	DA5142.41	\$ 2,419.60	Expenditures greater than budgeted amount.
DA9060.8	DA5142.41	\$ 3,388.97	Expenditures greater than budgeted amount.
DA9060.8	DA9030.8	\$ 827.10	Expenditures greater than budgeted amount.

Councilman Virgil motioned, Councilman Statt seconded, and it was unanimously carried to approve the budget transfers.

APPROVED Ayes 5 Singer, Virgil, O'Connor, Hershey, Statt
 Nays 0

c. Resolution Number 6 of 2014- 2013 Budget Modifications

Councilman O'Connor motioned, Councilman Statt seconded, and it was unanimously carried to approve the resolution.

APPROVED Ayes 5 Singer, Virgil, O'Connor, Hershey, Statt
 Nays 0

WHEREAS, This Board contracted engineering and associated services for the Canadice Water District #1 Project; and

WHEREAS, No funds had been appropriated for these expenses due to the unknown extent of the work that would need to be done; and

WHEREAS, Once the project is funded, any funds expended from the general account will be restored; now, therefore, be it

RESOLVED, That this Board directs the Budget Officer to make the following 2013 budget modifications:

Increase A599, Appropriated Fund Balance by \$5,438.80

Increase A1440.4, Engineering ó Contractual by \$5,438.80

d. Resolution Number 7 of 2014 – 2013 Budget Modifications

Councilman Virgil motioned, Councilman Hershey seconded, and it was unanimously carried to approve the resolution.

APPROVED Ayes 5 Singer, Virgil, O'Connor, Hershey, Statt
 Nays 0

WHEREAS, The Budget Officer has received funds in excess of budgeted amounts and from grant funds for completed stabilization work; and

WHEREAS, There are appropriation lines that have exceeded budgeted amounts; and

WHEREAS, The expenditure of funds from certain appropriation lines was in anticipation of the receipt of monies from the receipt of excess revenues and grant funds and received during 2013; now, therefore, be it

RESOLVED, That this Board directs the Budget Officer to make the following 2013 budget modifications:

Revenues

Increase DA2770, Misc. Income \$28,924.51

Increase DA3501, Consolidated Highway Aid \$21,337.00

Expenditures

Increase DA5110.1, Repairs, PS by \$913.23

Increase DA5110.4, Repairs, Cont. by \$20,714.29

Increase DA5112.1, Permanent Improvements, PS by \$1,226.20

Increase DA5142.1, Snow Removal, PS by \$11,857.01

Increase DA5142.4, Snow Removal, Cont. by \$15,550.78

e. Resolution Number 8 of 2014 – 2013 Budget Modifications

Councilman Virgil motioned, Councilman Hershey seconded, and it was unanimously carried to approve the resolution.

APPROVED Ayes 5 Singer, Virgil, O'Connor, Hershey, Statt
 Nays 0

WHEREAS, Canadice Highway Superintendent Bruce Longbine resigned his position effective December

31, 2013; and

WHEREAS, During the last quarter of 2013, prior to Mr. Longbine's actual effective retirement date, Deputy Highway Superintendent Steven Zeh was covering many of the daily duties; and

WHEREAS, This Board determined that Mr. Zeh should receive an increase in compensation for his services; now, therefore, be it

RESOLVED, That this Board agreed to compensate the Deputy Highway Superintendent Steven Zeh an additional \$300 per month for the months he has been acting as Highway Superintendent; and, be it further RESOLVED, That this Board will approve payment of \$900.00 to Mr. Zeh for the last quarter of 2013 to be paid by voucher and then increase the Deputy salary at a rate of \$300.00 per month in 2014 until such time as a Highway Superintendent is appointed by this Board; and, be it further

RESOLVED, That this Board directs the Budget Officer to make the following 2013 budget modifications:

Decrease A1990.4, Contingency by \$900.00

Increase A5010.11, Highway Superintendent, Deputy by \$900.00

F. UNFINISHED BUSINESS:

1. Supervisor Singer placed an advertisement in three publications for the Highway Superintendent position. Applications need to be submitted by February 8th. Daily Messenger, Finger Lakes Times and Livingston County News are the three publications where the advertisement was placed.

2. Acting Highway Superintendent Zeh has been discussing the Equipment Replacement Schedule with Supervisor Singer to keep things current. We may look into an inter-municipal agreement with Richmond on a couple of pieces of equipment. There still is a question regarding trading in one of the pickup trucks. Councilman O'Connor will look at the two trucks with Superintendent Zeh and they will decide which one is best to trade. Councilman O'Connor asked Superintendent Zeh what the concern is with the grader. Superintendent Zeh indicated it was a great buy; the concern is in getting parts, but it is used a fair amount. Councilman Virgil asked how the inter-municipal agreement is handled if a breakdown occurs due to operator error. Superintendent Zeh indicated the town in question would make the repair; there hasn't been an issue with this type of repair in the past.

G. NEW BUSINESS:

1. 2013 Supervisors Financial Report 12/31/2013 was submitted (see T. C. file).

2. 2013 Town Clerk Report and 2013 Tax Collector Report were submitted (see T. C. file).

3. **Resolution Number 9 of 2014** – Approval Of Town Officers Financial Records

Councilman Virgil motioned, Councilman O'Connor seconded, and it was unanimously carried to approve the resolution.

APPROVED Ayes 5 Singer, Virgil, O'Connor, Hershey, Statt
 Nays 0

WHEREAS, Town Law 123 requires the Town Board to audit the records of all Town officers or employees who received or disbursed moneys during the previous year on or before the twentieth day of January; and WHEREAS, The Town Supervisor/Budget Officer, Town Clerk/Tax Collector provided the Town Board with said records on January 13, 2014; now, therefore, be it

Highway Account Voucher	#198 to #212	\$ 24,566.46
Trust & Agency Voucher	#20 to #21	\$ 785.57

Voucher #360 (Honeoye Public Library) deleted and added as Voucher #14 in Abstract 1 of 2014.

ABSTRACT #1 for 2014-

Vouchers #1 to #14

General Account		\$ 81,425.63
Highway Account		\$ 50,085.36
Trust & Agency		\$ 2,233.78

APPROVED Ayes 5 Singer, Virgil, O'Connor, Hershey, Statt
 Nays 0

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

I. EXECUTIVE SESSION:

Councilman O'Connor motioned, Councilman Statt seconded, and it was unanimously carried to adjourn the regular meeting and go into executive session to discuss employment of an individual at 8:40 pm.

APPROVED Ayes 5 Singer, Virgil, O'Connor, Hershey, Statt
 Nays 0

Councilman O'Connor motioned, Councilman Statt seconded, and it was unanimously carried to adjourn the executive session and resume the regular meeting at 9:00 pm.

APPROVED Ayes 5 Singer, Virgil, O'Connor, Hershey, Statt
 Nays 0

J. ADJOURNMENT:

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

APPROVED Ayes 5 Singer, Virgil, O'Connor, Hershey, Statt
 Nays 0

Respectfully submitted, _____ Eileen Schaefer, Town Clerk