

**A. CONVOCAATION:**

1. The Canadice Town Board Meeting was held on February 8, 2016 at 7:30 pm at the Canadice Town Hall.

2. Roll call showed the following-

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

Others Present: Fifteen (15) guests/residents attended the Regular Town Board Meeting.

3. Salute to the Flag.

4. Approval of January 11, 2016 Organizational/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 Statt motioned, Councilman Malmendier seconded, and it was unanimously carried to approve the minutes of the January 11, 2016 Town Board Meeting.

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

**B. RECONVENE AS THE BOARD OF HEALTH AND RE-OPEN THE PUBLIC HEARING:** To entertain comments pertaining to a Discharge Field Setback Variance at 6338 County Road 36, Turtle Rock Hollow

Councilman O’Connor motioned, Councilman Hershey seconded, and it was unanimously carried to recess the regular town board meeting and convene as the Board of Health, and reopen the public hearing for Turtle Rock Hollow.

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

\*Councilman Hershey questioned the slope change of the material on the downhill side or roadside. Mr. Bill Grove, the engineer for the project indicated there is at least ten feet.

\*Councilman Malmendier questioned the soil type. Councilman Hershey asked Mr. Tad Gerace from Ontario County Soil & Water and even though those soil types are not consistent with the area, there has been fill brought in, logging roads constructed and material moved enough to result in the report submitted.

\*Supervisor Singer indicated she had discussions with CEO Best and he didn’t have an issue with the project with the 1,000 gallon tank, second line being installed and the use the project is being constructed for. When the Planning Board finishes the site review it would be recommended a condition of the variance would be the system is only used for shower and sink water, no waste. It would be part of the annual fire & safety inspection to make sure no waste lines have been installed also.

\*Councilman Malmendier indicated the set back is well beyond the state requirement even though our code is more restrictive. Councilman Hershey indicated our code is strict in order for the opportunity to make sure

everything is addressed.

\*Councilman Malmendier questioned the placement of an additional cabin that has been mentioned and is the capacity of the system still good. Mr. Mayhood indicated the Planning Board is already including that cabin in the plan. Normally the whole plan would have been submitted on paper and nothing would have been constructed before approval.

\*Supervisor Singer called for a motion to approve the variance with the condition the system is not used for any human sanitary waste.

Councilman Hershey motioned, Councilman Statt seconded, and it was unanimously carried to approve the Discharge Field Setback Variance at 6338 County Road 36, Turtle Rock Hollow with the condition the system is not used for any human sanitary waste.

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

Councilman Malmendier motioned, Councilman O'Connor seconded, and it was unanimously carried to close the public hearing, adjourn the Board of Health and reconvene the regular town board meeting.

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

**C. PRIVILEGE OF THE FLOOR:**

1. Mike Schaffron, LaBella & Sheila Chalifoux, Town Attorney; Canadice Water District #1 Update.

\*Supervisor Singer indicated Mr. Schaffron is attending a public hearing in another town and will arrive as soon as he can.

**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- Mrs. Eileen Schaefer.

a. The financial report for the Town Clerk/Tax Collector for the month of January was submitted (see T. C. file).

b. The full warrant has been paid to Supervisor Singer of \$632,121.79 and a payment of \$500,000 has been sent to the Ontario County Treasurer.

Councilman Hershey motioned, Councilman Statt seconded, and it was unanimously carried to accept the Town Clerk/Tax Collector's report.

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

2. Historian- Mrs. Margaret Bott.

a. No report.

3. Code Enforcement Officer- Mr. Robert Best.

a. The written report for the month of January was submitted (see T. C. file).

4. Planning Board- Mr. Theodore Mayhood.

- a. Draft minutes were submitted to the Town Board (see T. C. file).
- b. The Planning Board continued reviewing the site plan application for Turtle Rock Hollow. A letter was received from the Richmond Fire Department they were waiting for. Ontario County Planning Department has the application on their agenda to review this month. The SEQR was reviewed and no negative impact was found.
- c. A subdivision application was received for property Mr. Bruce Longbine owns. He is selling some acreage to Mr. Steven Krieger.
- d. Mr. James Moore sent a letter of interest to become a member on the Planning Board.
- e. A brief discussion took place regarding the possibility of abandonment of lower Holmes Road and they are in favor of the proposal.
- f. Mr. Terry Peters resigned, he will be moving out of state. Another letter of interest has been received from Mr. Dobeck that will be considered at the next meeting.

5. Zoning Board of Appeals- Mrs. Linda Moorhouse.

- a. No report.

6. Highway Superintendent- Mr. Mike Virgil

- a. The written report for the month of January was submitted (see T. C. file).
- b. The crew has been pothole patching and cleaning debris from ditches and culvert inlets.
- c. Some painting took place in the break room, stairs and inside areas of the shop.
- d. Discussion took place regarding truck replacement.
- e. **Resolution Number 14 of 2016** – Update Of The Five-Year Capital Improvement Program Of The Town Of Canadice Town Roads And Authorization To Execute 284 Agreement With The Canadice Highway Superintendent  
Councilman Hershey motioned, Councilman Statt seconded, and it was unanimously carried to approve the resolution.

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

WHEREAS, This Board, by adoption of Resolution Number 61 of 1993, established an ongoing five-year Capital Improvement Program for the Betterment of Town of Canadice roads; and

WHEREAS, Said resolution states the list of projects shall be updated and adopted by resolution each calendar year; and

WHEREAS, Section 284 of the New York State Highway Law requires an agreement between the Town Board and Highway Superintendent to expend moneys received through the levy, State Aid and other sources; and

WHEREAS, The Highway Superintendent has submitted a revised five-year plan and completed the 284 Agreement for approval; now, therefore, be it

RESOLVED, That the Board does hereby adopt the following list of rebuild projects to be performed on Town roads during the years 2016 through 2020:

**2016**

\*Canadice Lake Road Sta 268+42 north 1.5 miles to Sta 192+00 – Replace cross culverts, reprofile road surface, reconstruct shoulders and surface treat with oil and stone.

**2016**

\* Canadice Lake Road Sta 192+00 north 1.45 miles to Burch Hill Road 115+20 – Replace cross culverts, reprofile road surface, reconstruct shoulders and surface treat with oil and stone.

**2017**

\*Purcell Hill Road 1.4 miles from Canadice Lake Road to St Rt 15A- Replace cross culverts, reprofile, mix, pave and reconstruct shoulders and surface treat with oil and stone.

**2018**

\*Middle Road 1.48 miles from Curtis Road south to County Road #37 - Mix, pave and surface with a single shot of oil and stone.

**2019**

\*Ross Road 2.66 miles from Canadice Hill Road to Tibbals Road - Mix, pave and surface with a single shot of oil and stone.

**2020**

\*Canadice Hill Road 2.45 miles from County Road #37 to Ross Road – Mix, pave and a single shot of oil and stone; and, be it further

RESOLVED, That this Board approves the 284 Agreement as submitted by the Highway Superintendent; and, be it further

RESOLVED, That the Clerk of this Board and the Highway Superintendent maintain a copy of this resolution with Resolution Number 61 of 1993 in a file within their respective offices.

7. Honeoye Lake Watershed Research Taskforce- Councilman Hershey.

a. HLWTF met on January 28<sup>th</sup>.

b. The Trees for Tribs Program was presented by Kim Falbo from Wyoming County Soil & Water.

Mr. Gronwall passed out literature on the Genesee River Basin Trees for Tribs Program; information will be posted on the Canadice website.

c. The HVA Symposium is scheduled for June and will have informational tables set up. Some of the people or representatives providing information- Nature Conservancy, Bruce Gilman, Edith Davey, and Ontario County Soil & Water. They would like one or two representatives from the Canadice Town Board also. Supervisor Singer indicated information on some of our projects could be provided or questions answered. Mr. Gronwall felt it will be pretty informal. Supervisor Singer suggested a listing posted when people come in they can refer to telling them which table will provide what information.

d. Required Honeoye Lake Inlet Restoration Project permit applications are being prepared and funding is scheduled to be released after May 1<sup>st</sup>.

e. NYSDEC WQIP Grant Round 11 Project design work is proceeding.

f. Councilman Malmendier questioned the ALUM treatment that took place several years ago and if it is still a viable treatment. Mr. Gronwall indicated currently no permits are being issued for that type of treatment in NYS.

8. Assessor- Mrs. Lisa M. Bennett

a. The written report for the month of January was submitted (see T. C. file)

9. Special Reports:

a. Water District – Q & A's for common questions.

\*Ms. Chalifoux indicated easements for two areas will be processed first where the project is pretty set for the water line. We will try to expedite the process as much as possible.

\*Mr. Phil Reifsteck has property on Sunset Drive and would like to know basically what happens with easements that are not signed.

\*Ms. Chalifoux indicated if necessary, they are hoping to file one action in Supreme Court. Appraisals would be processed and we would need to determine who has ownership interest. There is a process that has to be followed and if everything can be handled voluntarily, that would be best for everyone.

\*Mr. Starke asked about the timeline for easements. Ms. Chalifoux mentioned that timeline depends on the voluntary signing and if any further action is needed.

\*Councilman Malmendier questioned how many easements are in the first batch. Ms. Chalifoux and Mr. Schaffron estimated thirty.

\*Mr. Michael Schaffron provided a brief overview; they have continued with the design process and ongoing discussions with MCWA. Some communication took place with Mr. Reifsteck regarding anticipation of paving an area they want to improve. A set of plans for hydrant locations were provided to Mr. Rick Frost, the Richmond Fire Chief. As far as the possible sites identified for the tank location, one location would need a ground survey due to the dense tree coverage which prevents a clear aerial survey. Further discussion took place regarding which site to focus on, Cratsley Hill Road or County Road 36. Also closing the lower section of Cratsley Hill Road was another option.

\*Councilman Hershey is not logistically in favor of that option. Ms. Annette Collins indicated that was discussed quite some time ago and it was decided emergency access would be severely limited if the lower section of Cratsley Hill Road was closed.

\*Mr. Jack Starke felt it should be considered which site will take the least amount of time to secure. Supervisor Singer indicated that is part of the discussion.

\*Supervisor Singer asked the Board if they would like LaBella to go ahead with the survey on the section of property south of Cratsley Hill Road but north of the ravine. Mr. Schaffron estimated approximately \$3,500 for the survey. Councilman O'Connor questioned the size of the area opened up. Mr. Schaffron discussed the space needed for the tank, space for a vehicle to park; it might be in the vicinity of 100 ft. by 100 ft.

\*Mr. Schaffron indicated we still need to discuss a pump station site. Supervisor Singer indicated a site has already been identified and would need to be near the town line. Mr. Schaffron found the National Fuel gas main actually extends into and ends in the Town of Canadice. Natural gas would be great to fuel an emergency power generator.

\*Mr. Schaffron also mentioned discussions that took place with the Department of Health regarding location of the water lines and distances from the sewer lines and where variances might be needed.

\*Mr. Schaffron indicated connections into the structures need to be inspected before the water line is backfilled. Mr. Reifsteck questioned where the meter pit would be located. Mr. Schaffron indicated the meters are remotely read, no one has to be home. Councilman Malmendier discussed homes that are not occupied in the winter and the heat is turned off. Is there some type of water shut-off? Mr. Schaffron is exploring solutions. Supervisor Singer indicated the City of Rochester Water Bureau would most likely inspect the connections, not the Canadice CEO. Mr. Mark Erdle concurred they would need to be involved.

\*Mr. Starke questioned when a new timeline might be published. Mr. Schaffron indicated they are looking at January for construction bidding. Supervisor Singer also added the timeline tasks are intermingled now to keep things moving along; which makes it difficult to update the timeline correctly.

b. Town Shed Upgrade – No information to report yet.

10. Supervisor- Ms. Kristine Singer.

a. The financial report for the month of January will be submitted at the next meeting. The program was not working correctly.

b. A corrected 2016 payroll schedule and meeting dates schedule was distributed.

**F. UNFINISHED BUSINESS:**

1. **Resolution Number 15 of 2016** – Authorization To Execute A Shared Services Agreement

Councilman Statt motioned, Councilman Malmendier seconded, and it was unanimously carried to approve the resolution.

Ms. Chalifoux indicated this is standard language in the agreement.

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

WHEREAS, New York State Department of Transportation has proposed executing a shared services agreement to provide support more quickly in the event of an emergency; and

WHEREAS, Canadice Highway Superintendent Michael Virgil has reviewed the agreement and recommends its execution; and

WHEREAS, This Board agrees with Mr. Virgil and feels it would be in the best interest of the Highway Department and the Town’s residents to have such an agreement in place; now, therefore, be it

RESOLVED, That this Board gives authorization for the execution of said agreement by the required Town Officials; and, be it further

RESOLVED, That the Clerk of this Board send a certified copy of this resolution along with the copies of the agreement to be executed by NYSDOT and request a fully executed copy be returned for the Town’s records. A copy of this resolution should be provided to the Highway Superintendent and a copy of the fully executed agreement when received along with retaining the original in the official Town records.

2. Lower Holmes Road access – Retain ownership but have it gated to limit vehicle access. Supervisor Singer will have Ms. Chalifoux go forward with the project.

3. Some of the pending projects Supervisor Singer has are listed below. Tasks related to them could be handed over to any Board member that would like to volunteer.

\*House next door- clean out and demolish.

\*Natural Gas Franchise.

\*Town Shed Upgrade.

\*Update to the Emergency Management Plan.

\*Time Warner expansion in Canadice.

\*Switch propane provider at the Town Hall and determine the underground tank status; review the state bid contract pertaining to Burnwell.

\*Email account changes.

\*Frontier service cost and virus protection.

\*Cost analysis of the Historian Building.

\*Energy audit to change to LED lighting.

- \*Electric provider review.
  - \*Replace the HVAC in the Town Hall.
  - \*Replace phones.
  - \*Long-term facilities maintenance plan for the buildings.
  - \*Request proposals for carpet cleaning, floor waxing and sealing the bathroom tile.
  - \*Town Flag.
- Board members are taking on some of the research.

**G. NEW BUSINESS:**

1. HVA Symposium – Informational “Booth” – already discussed.
  
2. **Resolution Number 16 of 2016** – Appointment – Mr. James Moore To The Town Planning Board Councilman O’Connor motioned, Councilman Malmendier seconded, and it was unanimously carried to approve the resolution.

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

WHEREAS, Planning Board Member, Mr. Brian Kane tendered his resignation effective December 31, 2015; and  
 WHEREAS, The Planning Board has advertised for interested parties to apply for the position; and  
 WHEREAS, Interviews with the applicants were conducted; and  
 WHEREAS, The Planning Board recommends to the Town Board the appointment of Mr. James Moore to the vacant position; and  
 WHEREAS, This Board after due deliberation agrees that Mr. Moore will be an asset to the Planning Board and is pleased that he wishes to be appointed to said position; now, therefore, be it  
 RESOLVED, That this Board does hereby appoint Mr. James Moore to the Canadice Planning Board commencing immediately and terminating on December 31, 2022; and, be it further  
 RESOLVED, That the Clerk of this Board send certified copies of this resolution to Mr. Moore, the Secretary of the Planning Board and retain a copy in the official Town records.

3. Approval of the Bills –  
 Councilman Malmendier motioned, Councilman Statt seconded, and it was unanimously carried that the bills are to be paid in the following amounts:

ABSTRACT #2 for 2016-

	Voucher	
General/Highway Account	#22 to #86	\$142,488.44
Trust & Agency	#1 to #2	\$ 817.32
APPROVED	Ayes 5	Singer, O’Connor, Hershey, Statt, Malmendier
	Nays 0	

**H. PRIVILEGE OF THE FLOOR:**

1. Superintendent Virgil has a small list of items to sell. Supervisor Singer indicated a list of those items should be made and we can put them out to bid.

**I. ADJOURNMENT:**

Councilman O'Connor motioned, Councilman Malmendier seconded, and it was unanimously carried to adjourn the meeting at 9:54 pm.

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

Respectfully submitted, \_\_\_\_\_ Eileen Schaefer, Town Clerk