

Organizational Items

January 8, 2018

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
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:

4. By Registrar of Vital Statistics:

Deputy Registrar:	Diane Horning
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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 2018 Budget)