

# Organizational Items

**January 12, 2015**

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, Boylan Code
Attorney for Water District Project	Andrew Emborsky, BSAW
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
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:	William Hershey

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:	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: \$ .\_\_\_\_\_ per mile

J. Salary Schedule: See Attached

(As established by the adoption of the 2014 Budget)

# Agenda

Canadice Town Board Meeting  
January 12, 2015  
Canadice Town Hall

## A. Convocation

1. Call to Order
2. Roll Call
3. Salute to Flag
4. Approval of December 8, 2014 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. Organizational Meeting

1. Review Organizational Items
  - a. Set Mileage Reimbursement Rate – IRS Business Allowance for 2015 is \$.575 per mile, 2014 was \$.56 per mile our 2014 rate was \$.50 per mile
2. **Resolution** – Adoption of Organizational Meeting Items (15Jan02)
3. **Resolution** – Review of Rules of Procedure (15Jan03)
4. **Resolution** – Review of Procurement Policy for 2015 (15Jan04)
5. **Resolution** – Request to be included in Ontario County Highway Supply Bids for 2015 (15Jan05)
6. **Resolution** – Request to be included in Livingston County Highway Supply Bids for 2015 (15Jan06)

## C. Reconvene Public Hearing to Entertain Comments Pertaining to the Town of Canadice Comprehensive Plan Proposed Revision

## D. Privilege of the Floor

## E. 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 15, 2014
2. Memo Fr: HVA, Re: DEC TMDL Meeting
3. Memo Fr: Shelley Reddout, Ont Co RPT, Re: Tax Roll and Warrant Posting Requirements
4. Memo Fr: Shelley Reddout, Ont Co RPT, Re: Canadice Tax Rates and Warrant Amount
5. 2015 Schedule of Ontario County Taxes
6. Memo Fr: Canadice CEO, Re: Town Hall, Court and Historical Bldg. Safety Inspection
7. Memo Fr: Canadice CEO, Re: Highway Facility Safety Inspection

8. Ltr Fr: National Grid, Re: Informational Update
9. Ltr Fr: Time Warner Cable, Re: Programming

F. Reports

1. Town Clerk
2. Historian
3. Code Enforcement Officer – December & 2014
4. Planning Board
5. Zoning Board of Appeals
6. Highway Superintendent
7. Honeoye Lake Watershed Task Force Liaison
8. Assessor
9. Special Reports
10. Supervisor
  - a. Financial Report - 2014
  - b. Transfers
    1. 2014 Budget
    2. **Resolution** – Budget Modifications 2014

G. Unfinished Business

1. Water District Update
2. Employee Handbook – Chapter 7 – previously distributed

H. New Business

1. **Resolution** – Update of the Five Year Capital Improvement Program of the Town of Canadice Roads – **(15Jan01&1A)**
2. 2015 Goals
3. **Resolution** – Approval of Town Officers Financial Records **(15Jan07)**
4. **Resolution** – Authorization to Execute Highway Superintendent Software Support Contract with Williamson Law Book Company **(15Jan08)**
5. **Resolution** – Authorization to Execute Payroll Software Support Contract with Williamson Law Book Company **(15Jan09)**
6. **Resolution** – Re-appointment – Terry Peters to the Canadice Planning Board
7. **Resolution** – Re-appointment – Edward Bott to the Canadice Zoning Board of Appeals
8. 2015 Schedules – Meeting, Payroll
9. Justice Records Audit 2013 & 2014 – Schedule Date
10. Approval of the Bills

I. Privilege of the Floor

J. Adjournment