

**A. CONVOCAATION:**

1. The Canadice Organizational/Town Board Meeting was held on January 14, 2013 at 7:30 pm at the Canadice Town Hall.

2. Roll call showed the following-

Present: Supervisor Kristine Singer  
Councilman Michael Virgil  
Councilman Leland Durkee  
Councilman John O'Connor  
Councilman William Hershey

Others Present: Four (4) guests/residents attended the Regular Town Board Meeting.

3. Salute to the Flag.

4. Approval of December 10, 2012 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 Durkee motioned, Councilman O'Connor seconded, and it was unanimously carried to approve the minutes of the December 10, 2012 Town Board Meeting.

APPROVED           Ayes 5                   Singer, Virgil, Durkee, O'Connor, Hershey  
                          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 Newspapers:

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 Taskforce– 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- Jodee Hunter
- 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 2013.

j. Salary Schedule- (As established by the adoption of the 2013 Budget)

Four Councilpersons	\$2,395.00 each per year
	\$9,580.00 total
Two Justices	\$8,036.00 each per year
	\$16,072.00 total
Supervisor	\$11,793.00 annual
Highway Superintendent	\$51,068.00 annual
Deputy Highway Superintendent	\$3,533.00 annual
Machine Equipment Operator Heavy	\$22.73 per hour

Machine Equipment Operator Light	\$16.71 per hour
Laborer	\$9.00 per hour
Budget Officer	\$1,714.00 annual
Town Clerk/Tax Collector	\$25,402.00 annual
Registrar of Vital Statistics	\$350.00 annual
Deputy Town Clerk/Tax Collector	\$1,715.00 annual
Bookkeeper To The Supervisor	\$17.00 per hour
Appointed Assessor	\$20,519.00 annual
Code Enforcement Officer	\$16,004.00 annual
Deputy CEO	\$15.00 per hour
Town Historian Personnel	\$762.00 annual total
Court Clerk	\$14.62 per hour
Cleaner	\$15.30 per hour
Grounds Keeper	\$15.30 per hour
Cleaner (additional)	\$12.15 per hour
Planning Board Members	\$30.00 per meeting attended
Planning Board Chairperson	\$200.00 stipend in addition to above
Planning Board Secretary	\$75.00 per meeting attended
Zoning Appeals Board Members	\$25.00 per meeting attended
Zoning Appeals Board Chairperson	\$200.00 stipend in addition to above
Zoning Appeals Board Secretary	\$75.00 per meeting attended
Board of Assessment Review	\$8.50 per hour
Health Officer	\$0

**2. Resolution Number 1 of 2013** – Approval of Organizational Meeting Items

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

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

WHEREAS, The Organizational Meeting of the Town of Canadice was held on January 14, 2013; and  
WHEREAS, All items were presented to the Town Board for their consideration; now, therefore, be it  
RESOLVED, That this Board does hereby approve of and adopts those items placed before it at said  
meeting; and, be it further  
RESOLVED, That the Clerk of this Board enter all said items along with a copy of this resolution in the  
official minutes of this Board.

**3. Resolution Number 2 of 2013** – Adoption Of Rules Of Procedure And Order

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

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

WHEREAS, Section 63 of the Town Law provides that the Town Board may determine the rules of its  
procedure; and

WHEREAS, This Board adopted Rules of Procedure and Order as defined in Chapter 14, Meetings and Public Hearings, of the Canadice Municipal Code with the adoption of said code September 9, 1996; and WHEREAS, This Board annually reviews said policy; and WHEREAS, This Board after due deliberation agrees the following additional rules are adopted by this resolution for the year 2013:

1. Every resolution or motion must be seconded before being put to vote by the Supervisor, and all resolutions or motions shall be recorded in their entirety in the official minutes of the Town Board.
2. The Supervisor may offer or second a resolution or a motion and need not relinquish the chair for such purpose.
3. No motion or resolution may be brought to a vote except by the majority consent of those present, unless typewritten copies are presented to each member of the Board 48 hours prior to the opening of the meeting at which such motion or resolution is offered.
4. No motion shall be made to offer any amendment to an amendment already before the Board on any proposition.
5. No member of the public shall engage in any demonstration, booking, hand clapping or otherwise disrupt the formality of a Town Board Meeting.
6. Any person speaking to the Town Board, with the consent of the Supervisor, shall address their remarks to the Town Board, not to other members of the audience in the form of a debate.
7. A majority vote of all members of the Board shall be required to suspend these rules of order. A majority of the Board shall constitute a quorum.
8. If the above stated rules are or become at any time in conflict with the statutory law, the statutory law shall take precedence.

now, therefore, be it

RESOLVED That the preceding Rules of Procedure and Order be and are hereby adopted for the year 2013 pursuant to Section 63 of the Town Law; 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 records.

**4. Resolution Number 3 of 2013 – Review Of Procurement Policy**

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

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

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirement of GML, Section 103 or any other law; and

WHEREAS, This Board adopted a Procurement Policy April 13, 1992 which is defined in Chapter 21 of the Canadice Municipal Code; and

WHEREAS, Said adoption requires the annual review of the said policy; and

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



the barriers aren't used when the road is closed. Superintendent Longbine indicated he wanted to put concrete barriers up and Ontario County told him he could not. He leaves a snow barrier when there is snow. After some discussion regarding the closed sign on Cratsley Hill Road, Superintendent Longbine indicated they will take the closed sign down each season. Mr. Collins thanked the Board for their time.

#### **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 December 2012 was submitted (see T. C. file).

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

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

2. Historian- Mrs. Margaret Bott.

a. 2012 annual report submitted in December.

3. Code Enforcement Officer- Mr. Robert Best.

a. The written report for the month of December 2012 was submitted (see T. C. file). Year end and Fire & Safety reports were included.

4. Planning Board- Mr. Theodore Mayhood.

a. Draft minutes were submitted to the Town Board (see T. C. file).

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

a. Draft minutes were submitted to the Town Board (see T. C. file).

6. Highway Superintendent- Mr. Bruce Longbine.

a. Plowing roads and cleaning up with the chipper.

b. Superintendent Longbine indicated he has contacted the Sheriff's office when one end or the other is closed for work on Cratsley Hill Road. He also contacted the family with school age children so they could meet the bus when there is work going on. Superintendent Longbine mentioned there may be less dumping since the area has been opened up. Cleaning up has also made a difference in how everything looks.

7. Honeoye Lake Watershed Research Taskforce- Councilman Hershey.

a. We have a meeting on February 5<sup>th</sup> and there is still some negotiation going on regarding administration of the Weed Harvesting Program.



RESOLVED, That this Board directs the Budget Officer to make the following 2012 budget modifications:

- Increase A599, Appropriated Fund Balance by \$7,695.55
- Increase A1440.4, Engineering – Contractual by \$7,695.55

d. The financial report for the month of December 2012 was submitted (see T.C. file).

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

APPROVED            Ayes 4            Virgil, Durkee, O’Connor, Hershey  
                              Abstained 1     Singer  
                              Nays 0

**F. UNFINISHED BUSINESS:**

1. Website update- Supervisor Singer indicated we are close to switching over to the new site. Supervisor Singer also mentioned she has been working with the attorneys and engineers to get definitive direction on the agreement for the water district. The draft contracts have gone to the Comptrollers Office; we are waiting for a response back from them.

2. Hydrofracking Model Law- There was a very productive meeting at which Tim Jenson, Director of Development for the Town of Canandaigua, is leading the group which includes representatives from each town. They are changing the Model Draft Hydrofracking Law to a “High Intensity, High Volume Natural Resource Extraction; Model Draft Law”. They are hoping to have the draft ready in six months or less. Mr. Mayhood offered to see if Mr. Brian Kane would also assist with this committee.

**G. NEW BUSINESS:**

1. 2012 Supervisors Financial Report 12/31/2012 was submitted (see T. C. file).

2. 2012 Town Clerk Report and 2012 Tax Collector Report was submitted (see T. C. file).

3. **Resolution Number 8 of 2013** – Approval Of Town Officers Financial Records

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

APPROVED            Ayes 5            Singer, Virgil, Durkee, O’Connor, Hershey  
                              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 14, 2013; now, therefore, be it

RESOLVED, That to the best of their knowledge, the Town Board, found the records of the Town Clerk/Tax Collector to be in good order and acceptable; and, be it further

RESOLVED, That to the best of their knowledge, the Town Board, with the abstention of the Supervisor, found the records of the Town Supervisor/Budget Officer to be in good order and acceptable; and, be it further

RESOLVED, That this resolution be entered into the official minutes of the Canadice Town Board.



**4. Resolution Number 9 of 2013** – Authorization To Execute The Highway Superintendent Software Support Contract With Williamson Law Book Company

Councilman Durkee motioned, Councilman Hershey seconded and it was unanimously carried to adopt the following resolution.

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

WHEREAS, This Board purchased the Highway Superintendent Software Program from Williamson Law Book Company in 2007; and

WHEREAS, The software support is an annual renewable contract, at a rate of \$423.50 for 2013; and

WHEREAS, The Budget Officer recommends that the contract be purchased; now, therefore, be it

RESOLVED, That this Board authorizes the Supervisor to execute said contract and remit the contract fee to Williamson Law Book Company; and, be it further

RESOLVED, That the Clerk of this Board send a certified copy of this resolution, the executed contract and contract fee to Williamson Law Book Company and retain a copy in the Town files.

**5. Resolution Number 10 of 2013** – Authorization To Execute The Payroll Software Support Contract With Williamson Law Book Company

Councilman Durkee motioned, Councilman Hershey seconded and it was unanimously carried to adopt the following resolution.

APPROVED           Ayes 5           Singer, Virgil, Durkee, O’Connor, Hershey  
                              Nays

WHEREAS, This Board purchased the Payroll Software Program from Williamson Law Book Company in 2012; and

WHEREAS, The software support is an annual renewable contract at a rate of \$770.00 for 2013; and

WHEREAS, The Budget Officer recommend the contract be purchased; now, therefore, be it

RESOLVED, That this Board authorizes the Supervisor to execute said contract and remit the contract fee to Williamson Law Book Company; and, be it further

RESOLVED, That the Clerk of this Board send a certified copy of this resolution with an executed contract to Williamson Law Book Company with the contract fee and retain a copy in the Town files.

**6. Resolution Number 11 of 2013** – Authorization To Execute The 2013 Waiver Form For NYS Office Of Children And Family Services

Councilman Hershey motioned, Councilman Durkee seconded and it was unanimously carried to adopt the following resolution.

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

WHEREAS, This Board after due deliberation has determined it is in the best interest of the Town of Canadice to waive its New York State Office of Children and Family Services funding; now, therefore, be it

RESOLVED, That the Town of Canadice is hereby authorized to release said funding under Ontario County to be utilized by the Town of Richmond to support eligible programs within Richmond during 2013; and, be it further

RESOLVED, That the Town Supervisor be and hereby is authorized and empowered to execute the Ontario

County Youth Bureau 2013 Waiver Form for the New York State Office of Children and Family Services Funding; and, be it further

RESOLVED, That the Clerk of the Board send a certified copy of this resolution along with an executed copy of said form to Ms. Patricia D’Amico, Director, Ontario County Youth Bureau.

7. Electric Service Provider Review – Supervisor Singer will have the Bookkeeper research the possibility of changing our electric service provider.
8. Worksite for Community Service Compliance- Probation Department provides workers for projects municipalities may have. Superintendent Longbine and Supervisor Singer will look into possible projects that we could utilize this program for.
9. Town Hall Propane Provider Review- Suburban Propane has the contract now; Supervisor Singer will check on the company that is currently listed for state bids.
10. Justice Records Review- Councilman Hershey and Supervisor Singer will set up a time to review the Justice records with the Court Clerk.
11. Approval of the Bills –  
Councilman Durkee motioned, Councilman Hershey seconded, and it was unanimously carried that the bills are to be paid in the following amounts:

ABSTRACT #13 for 2012-

General Account Voucher	#349 to 390	\$ 35,921.87
Highway Account Voucher	#198 to 214	\$ 8,583.30
Trust & Agency Voucher	#19	\$ 477.92

\*\*General Account Voucher #349 was duplicated in Abstract 12 & 13.

\*\*Highway Account Voucher #197 was omitted in Abstract 13.

ABSTRACT #1 for 2013-

General Account Voucher	#1 to 20	\$ 98,830.83
Highway Account Voucher	#01 to 02	\$ 22,631.00
Trust & Agency Voucher	#1	\$ 875.32

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

**H. PRIVILEGE OF THE FLOOR:**

1. Councilman O’Connor asked about setting up the workshop with the Fire Districts. After some discussion, Supervisor Singer will let the Fire Districts know a meeting is scheduled for Monday February 4<sup>th</sup> at 7:00 pm. Councilman O’Connor and Councilman Durkee will be the Board representatives at the meeting. Supervisor Singer has the chart with assessed values that will be needed.

2. Supervisor Singer mentioned the items in the back of the room that are being recycled if anyone has a use for them. She will drop off any remaining items at the recycling area located in Victor.

3. Superintendent Longbine asked if Kirkwood is being sold and Councilman O'Connor indicated Noco has already purchased them.

4. Supervisor Singer mentioned the Ontario County Republican Committee Tasting Event is being held Sunday January 27<sup>th</sup> at the Canandaigua Inn on the Lake.

5. Councilman Virgil mentioned that he was contacted by Mr. Reitz regarding the quote he had received. Councilman Virgil indicated he didn't think the Board was in a position to spend much money. Superintendent Longbine indicated Mr. Reitz felt the quote was way too much. Councilman Virgil mentioned Pittsford Tree & Landscape as a contact. Supervisor Singer feels it should be cleaned up before anything is decided.

**I. ADJOURNMENT:**

Councilman O'Connor motioned, Councilman Durkee seconded, and it was unanimously carried to adjourn the meeting at 9:15 pm.

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

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