

A. CONVOCAATION:

1. The Canadice Organizational/Regular Town Board Meeting was held on January 9, 2017 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: Eight (8) guests/residents attended the Organizational/Regular Town Board Meeting.

3. Salute to the Flag.

4. Approval of December 12, 2016 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 Hershey seconded, and it was unanimously carried to approve the minutes of the December 12, 2016 Town Board Meeting:

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

Approval of December 28, 2016 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 Hershey seconded, and it was unanimously carried to approve the minutes of the December 28, 2016 Town Board Meeting:

APPROVED Ayes 5 Singer, O’Connor, Hershey, Statt, Malmendier
 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 John O'Connor
 - Town Clerk/Tax Collector- Diane Horning
 - Town Justices- None
- e. Appointments By The Town Board:
 - Attorney for the Town- Sheila Chalifoux
 - 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- Stephen Smith
 - Deputy Code Enforcement Officer- Robert Best
 - 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- William Hershey
- f. Appointments To Be Made By Town Officers:
 - 1. By Supervisor:
 - Deputy Supervisor- Councilman 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- 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 2017.

j. Salary Schedule- (As established by the adoption of the 2017 Budget)

Four Councilpersons	\$2,559.00 each per year
	\$10,236.00 total
Two Justices	\$8,585.00 each per year
	\$17,170.00 total
Supervisor	\$12,598.00 annual
Highway Superintendent	\$56,835.00 annual
Deputy Highway Superintendent	\$3,782.00 annual
Machine Equipment Operator Heavy	\$24.47 per hour
Machine Equipment Operator Light	\$17.89 per hour
Laborer	\$10.00 per hour
Budget Officer	\$1,831.00 annual
Town Clerk/Tax Collector	\$27,486.00 annual
Registrar of Vital Statistics	\$384.00 annual
Deputy Town Clerk/Tax Collector	\$1,832.00 annual
Bookkeeper To The Supervisor	\$18.45 per hour
Appointed Assessor	\$21,069.00 annual
Assessor Clerk	\$11.64 per hour
Code Enforcement Officer	\$15,520.00 annual
Deputy CEO	\$18.00 per hour
Town Historian Personnel	\$818.00 annual total
Court Clerk	\$15.82 per hour
Cleaner	\$16.09 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	\$30.00 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	\$10.00 per hour – changed from \$9.00 to reflect
Health Officer	\$0 the minimum wage increase.

2. Resolution Number 1 of 2017 – Approval of Organizational Meeting Items

*This includes the hourly wage change of \$9.00 to \$10.00 for the Board of Assessment Review to reflect the minimum wage increase.

Councilman Hershey motioned, Councilman Statt seconded, and it was unanimously carried to approve the resolution as presented and amended.

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

WHEREAS, The Organizational Meeting of the Town of Canadice was held on January 9, 2017; 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

approve the resolution.

APPROVED Ayes 5 Singer, O’Connor, Hershey, Statt, Malmendier
 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 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 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 retain a copy for the official record.

5. Resolution Number 4 of 2017 – Request To Be Included In Ontario County Highway Bid Contracts For 2017

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

APPROVED Ayes 5 Singer, O’Connor, Hershey, Statt, Malmendier
 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 2017; 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 2017– Request To Be Included In Livingston County Highway Bid Contracts For 2017

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

APPROVED Ayes 5 Singer, O’Connor, Hershey, Statt, Malmendier
 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 2017; 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 Mike Virgil, Canadice Highway

c. The Cornell/FLCC/FLI 2016 lake research projects data that was collected is being processed and analyzed by the researchers.

d. Another grant for erosion control is being worked on for submission in July of 2017.

e. Councilman Malmendier questioned some correspondence from Betsy Landre –specifically regarding shoreline maintenance using the work barge. Mr. Gronwall indicated it is the barge purchased to pick up weeds along the shoreline. Councilman O’Connor heard the barge couldn’t get close enough to the shoreline to be effective. Councilman Hershey indicated they were still learning how to use the barge this past season.

8. Assessor- Mrs. Lisa M. Bennett

a. The written report for the month of December 2016 was submitted (see T. C. file).

9. Special Reports –

a. Water District:

*Supervisor Singer indicated the attorney and engineer are getting final EDPL documents together for filing in February. We are down to four individuals on five parcels. The EDPL list is so small due to the work Councilman Malmendier and Mr. Tom Peaslee did. We will be getting together financing for our first BAN.
 *Councilman Malmendier indicated the updated drawing packages will be posted online after the easements are done. 2017 construction is still in the schedule.

b. Highway Facility Improvements:

*Estimate for re-siding the existing shed is \$122,585.

*Repaired floor cracks in the shop with epoxy.

10. Supervisor- Ms. Kristine Singer.

a. The financial report for the month of December 2016 was submitted (see T.C. file).

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

APPROVED Ayes 4 O’Connor, Hershey, Statt, Malmendier
 Abstained 1 Singer
 Nays 0

b. Budget Transfers:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
A1620.41	A1620.4	\$ 309.94	Expenditures greater than budgeted amount.
A8010.11	A8010.4	\$ 55.68	Expenditures greater than budgeted amount.
A5132.1	A3310.1	\$ 763.84	Expenditures greater than budgeted amount.
DA5130.4	DA5130.2	\$ 4.77	Expenditures greater than budgeted amount.
DA5148.1	DA5142.1	\$ 7,377.58	Expenditures greater than budgeted amount.
DA5148.1	DA5140.1	\$ 6,053.43	Expenditures greater than budgeted amount.
DA5148.1	DA5130.1	\$ 6,530.96	Expenditures greater than budgeted amount.
DA5112.1	DA5110.1	\$ 2,888.27	Expenditures greater than budgeted amount.

Councilman Statt motioned, Councilman Hershey seconded, and it was unanimously carried to approve the

budget transfers.

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

c. Resolution Number 6 of 2017- 2016 Budget Modifications

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

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

WHEREAS, The Budget Officer has received funds in excess of budgeted amounts from the sales tax revenue distribution; and

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

WHEREAS, The expenditure of funds for the Water District creation from certain appropriation lines was anticipated in advance of receiving funding for the project; now, therefore, be it

RESOLVED, That this Board directs the Budget Officer to make the following 2016 Budget Modifications:

Revenues

 Increase A1120, Non Property Tax Distribution by \$110,000.00

 Increase A599, Appropriated Fund Balance by \$82,635.57

Expenditures

 Increase A1420.4, Attorney – Contractual by \$135.67

 Increase A1420.4, Attorney – Contractual by \$7,972.35

 Increase A1420.42, Attorney – Contractual, Water District by \$76,614.41

 Increase A1440.4, Engineering – Contractual by \$2,240.00

 Increase A1440.42, Engineering – Contractual, Water District by \$105,673.14

F. UNFINISHED BUSINESS:

1. Update – Natural Gas Service is still a possibility, but no other information was provided to Councilman Malmendier.

2. Update – Charter/Time Warner Service Expansion. Councilman Malmendier indicated he spoke to someone that was taking a pole survey. They still don’t admit to looking at a service expansion in the area at this time.

G. NEW BUSINESS:

1. Resolution Number 7 of 2017 – Approval Of Town Officers Financial Records

 a. 2016 Supervisors Financial Report 12/31/2016 was submitted (see T. C. file).

 b. 2016 Town Clerk and 2016 Tax Collector Reports were submitted (see T. C. file).

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, 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 9, 2017; 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.

2. Resolution Number 8 of 2017 – Update Of The Five-Year Capital Improvement Program Of The Town Of Canadice Town Roads And Authorization To Execute The 284 Agreement With The Canadice Highway Superintendent

Councilman Malmendier motioned, Councilman O’Connor seconded and it was unanimously carried to adopt the following 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 plan five-year plan and completed 284 Agreement for approval; now, therefore, be it
 RESOLVED, That this Board does hereby approve the following list of rebuild projects to be performed on Town roads during the years 2017 through 2021:

2017

- *Canadice Lake Road Sta 192+00 north to Burch Hill Road. Replace, sleeve/re-line large cross culverts, as applicable, re-profile road surface, reconstruct shoulders and surface treat with oil and stone
- *Surface treat with oil and stone Canadice Lake Road from Burch Hill to Richmond TL – 2.62 miles, Luckenbach Hill Road – 1.54 miles, South Old Bald Hill Road – 3.62 miles

2018

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

2019

- *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

2020

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

2021

- *Canadice Hill Road 2.45 miles from County Road #37 to Ross Road – Mix pave and surface with 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 authorizes the execution thereof; and, be it further

RESOLVED, That the five-year plan as submitted is accepted as presented with the addition of the 2021 project included in this resolution carried forward from the 2016 approved plan; 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.

3. Resolution Number 9 of 2017 – Authorization To Execute An Agreement With Ontario County For Dog Control Services

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

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

WHEREAS, It has been determined by this Board that it is in the best interest of the Town to contract with Ontario County for dog control services; and

WHEREAS, This Board agrees to the terms set forth in the contract provided by Ontario County for the year 2017; 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 two signed copies of the agreement along with a certified copy of this resolution to Karen DeMay, Clerk of the Ontario County Board of Supervisors; and, be it further

RESOLVED, That upon the signing of said agreement by the duly authorized Ontario County representative and approval of the Office of the Ontario County Attorney, one copy of said agreement shall be returned to the Canadice Town Clerk for filing in the Towns records.

4. Resolution Number 10 of 2017 – Authorization To Execute The Highway Superintendent Software Support Contract With Williamson Law Book Company

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

APPROVED Ayes 5 Singer, O’Connor, Hershey, Statt, Malmendier
 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 \$474.00 for 2017; and

WHEREAS, The Budget Officer recommends 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 11 of 2017 – Authorization To Execute The Payroll Software Support Contract With Williamson Law Book Company

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

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

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 \$ 864.00 for 2017; and

WHEREAS, The Budget Officer recommends 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.

6. Resolution Number 12 of 2017 – Reappointment Of Diane Horning To The Board Of Assessment Review

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

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

WHEREAS, The term for Assessment Review Board Member Mrs. Diane Horning expired on September 30, 2016; and

WHEREAS, Mrs. Horning has indicated her desire to be reappointed to the Board of Assessment Review; and

WHEREAS, This Board, after due deliberation, agrees that Mrs. Horning has been and will continue to be an asset to the Assessment Review Board and is pleased that Mrs. Horning wishes to be reappointed to said Board; now, therefore, be it

RESOLVED, That this Board does hereby reappoint Mrs. Diane Horning to the Town of Canadice Assessment Review Board to a term that will expire on September 30, 2021; and, be it further

RESOLVED, That the Clerk of this Board send certified copies of this resolution to Mrs. Diane Horning, and Ontario County Real Property Tax Services.

7. 2017 Meeting and Payroll schedules submitted.

8. Justice Records Audit 2016 – Audit to be performed by Dodie Huber and submitted to the Town Board for approval.

9. Approval of the Bills –

Councilman Malmendier motioned, Councilman Hershey seconded, and it was unanimously carried that the bills are to be paid in the following amounts:

ABSTRACT #1 for 2016-

	Voucher	
General/Highway	#596 to #636	\$ 32,801.24
Trust & Agency	#18	\$ 506.77

ABSTRACT #1 for 2017-

		Voucher	
General/Highway		#1 to #22	\$ 180,930.61
Trust & Agency		#1	\$ 3,102.92
APPROVED	Ayes 5	Singer, O'Connor, Hershey, Statt, Malmendier	
	Nays 0		

H. PRIVILEGE OF THE FLOOR:

1. Councilman Malmendier asked the status of the house next door. Councilman Hershey indicated the fire department is postponing the controlled burn until spring. There has been no answer from Mr. Cratsley as to when he will be up to remove the trailer on the property. It was supposed to be removed last fall.
2. Councilman O'Connor questioned why KS Bank was used for the financing on the new truck. Superintendent Virgil indicated Beam Mack set up the financing and the rate was less.
3. Councilman Malmendier questioned the status of the grader shared-service agreement. Superintendent Virgil is working out numbers for a possible agreement.
4. Councilman Hershey commented on additional information regarding the barge used on Honeoye Lake. When the barge became available, the lake level was down over a foot compromising its ability to get close to the shoreline.

I. EXECUTIVE SESSION:

Councilman O'Connor motioned, Councilman Malmendier seconded, and it was unanimously carried to adjourn the meeting to go into Executive Session to discuss contract negotiations and employment history at 8:56 pm.

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

Councilman O'Connor motioned, Councilman Malmendier seconded, and it was unanimously carried to adjourn the executive session and resume the meeting at 9:45 pm.

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

J. ADJOURNMENT:

Councilman Hershey motioned, Councilman Statt seconded, and it was unanimously carried to adjourn the meeting at 9:46 pm.

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

Respectfully submitted, _____ Eileen Schaefer, Town Clerk