

A. CONVOCAATION:

1. The Canadice Organizational/Town Board Meeting was held on January 8, 2024 at 7:30 pm at the Canadice Town Hall in person and virtually.

2. Roll call showed the following-

Present: Supervisor Christopher Vastola
Councilman Mark Statt
Councilman Terry Gronwall
Councilwoman Kate Crowley

Absent: Councilman Rick Mitchell

Others Present: Three (3) guests/residents attended the Organizational and Regular Town Board Meeting.

3. Salute to the Flag led by Councilman Statt.

4. Approval of December 11, 2023 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 Gronwall motioned, Councilwoman Crowley seconded, and it was unanimously carried to approve the minutes of the December 11, 2023 Town Board Meeting:

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
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 Mark Statt
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- Mary Beers
- Dog Control Officer- Ontario County Humane Society
- Code Enforcement Officer- Joseph Miller
- Deputy Code Enforcement Officer- Rich Joki
- Records Management Officer- Eileen Schaefer
- Planning Board Chairperson- Theodore Mayhood
- Zoning Board of Appeals Chairperson- Ed Bott
- Assessment Review Board Chairperson- Chosen by BAR each year
- Representative to County Planning Board- Stephen Groet
- Representative to Honeoye Lake Watershed Taskforce– Terry Gronwall

f. Appointments To Be Made By Town Officers:

- 1. By Supervisor:
 - Deputy Supervisor- Councilman Mark Statt
 - Historian- Denise Coon
 - Deputy Historian- Open
 - Budget Officer- Christopher Vastola
 - Bookkeeper to the Supervisor- Krista Hoover
- 2. By Town Clerk/Tax Collector:
 - Deputy Town Clerk/Tax Collector- Diane Horning
 - Deputy Town Clerk/Tax Collector - Stephanie Seeley
 - Deputy Records Management Officer- Vacant
- 3. By Highway Superintendent:
 - Deputy Highway Superintendent- Joseph Canute
- 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- a motion was presented after a brief discussion by Councilman Statt, seconded by Councilwoman Crowley to establish \$.67 cents per mile as the mileage rate for 2024.

APPROVED	Ayes 4	Vastola, Statt, Gronwall, Crowley
	Nays 0	

j. Salary Schedule- (As established by the adoption of the 2024 budget)

Four Councilpersons	\$3,300.00 each per year
	\$13,200.00 total

Two Justices	\$10,000.00 each per year \$20,000.00 total
Supervisor	\$23,000.00 annual
Highway Superintendent	\$74,000.00 annual
Deputy Highway Superintendent	\$4,400.00 annual
Machine Equipment Operator Heavy	\$30.00 per hour
Machine Equipment Operator Light	\$21.50 per hour
Laborer	\$17.00 per hour
Budget Officer	\$3,500.00 annual
Town Clerk/Tax Collector	\$46,000.00 annual
Registrar of Vital Statistics	\$700.00 annual
Deputy Town Clerk/Tax Collector	\$2,300.00 annual
Deputy Town Clerk/Tax Collector	\$19.50 per hour
Bookkeeper To The Supervisor	\$19.50 per hour
Appointed Assessor	\$25,000.00 annual
Assessor Clerk	\$18.50 per hour
Code Enforcement Officer	\$20,000.00 annual
Deputy CEO	\$22.00 per hour
Town Historian Personnel	\$1,500.00 annual total
Court Clerk	\$19.00 per hour
Planning Board Members	\$48.00 per meeting attended
Planning Board Chairperson	\$350.00 stipend in addition to above
Planning Board Secretary	\$100.00 per meeting attended
Zoning Appeals Board Members	\$48.00 per meeting attended
Zoning Appeals Board Chairperson	\$280.00 stipend in addition to above
Zoning Appeals Board Secretary	\$100.00 per meeting attended
Board of Assessment Review	\$15.00 per hour

2. Resolution Number 1 of 2024 Approval Of Organizational Meeting Items

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

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley

Nays 0

WHEREAS, the Organizational Meeting of the Town of Canadice was held on January 8, 2024; and
 WHEREAS, the annual items required for the conduct of Town business 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 2024 – Adoption Of Rules Of Procedure And Order

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

resolution.

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
 Nays 0

WHEREAS, §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 2024:

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, booing, 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 2024 pursuant to §63 of the Town Law; and, be it further

RESOLVED, that the Clerk of this Board send certified copies of this resolution to the Secretary of each Appointed Board, the Highway Superintendent and retain a copy for the official records.

4. Resolution Number 3 of 2024 – Review Of The Town Of Canadice Procurement Policy And Procedures. Councilman Statt motioned, Councilman Gronwall seconded, and it was unanimously carried to approve the resolution.

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
 Nays 0

WHEREAS, §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, §103 or any other law; and

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

WHEREAS, this Board removed Chapter 21 from the Canadice Municipal Code with Local Law Number 2 of 2019 to allow more streamlined updates to conform with changing laws and/or market purchasing procedures; and

WHEREAS, a stand-alone policy was adopted with Resolution Number 11-2019 in place of Chapter 21 and amended with Resolution Number 3-2021; and

WHEREAS, comments have been solicited from the Town Board by the Budget Officer pertaining to the procurement policies and procedures as defined in the updated policy; now, therefore, be it

RESOLVED, that the Town of Canadice does hereby approve the Procurement Policy and Procedures as presented to this Board on this date; be it further

RESOLVED, that the Clerk of this Board distribute copies of the adopted Procurement Policy and Procedures along with a copy of this resolution to all Town officials whom initiate purchases and retain a copy for the official record.

5. Resolution Number 4 of 2024 – Request To Be Included In Ontario County Highway Bids For 2024
Councilman Statt motioned, Councilman Gronwall seconded, and it was unanimously carried to approve the resolution.

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
 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 2024; 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 2024– Request To Be Included In Livingston County Highway Bid Contracts For 2024

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

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
 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 2024; 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 Purchasing Department and Jeremy Fraim, Canadice Highway Superintendent.

7. Resolution Number 6 of 2024 – Approval Of Town Fees Schedule

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

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
 Nays 0

WHEREAS, Chapter 55 of the Town of Canadice Municipal Code, Local Law Number 1 of 1997 and Chapter 52 of the Town of Canadice Municipal Code, Local Law Number 1 of 2006, allows the Town to establish building permit fees; and

WHEREAS, §55-14 and §52-17 state the fees may be set from time to time by this Board; and

WHEREAS, the Town of Canadice Code Enforcement Officer recommended that the permits fees be revised to the Town Board and provided comparisons of fees from surrounding Towns in early 2020; and

WHEREAS, this Board reviewed the information provided including the fees recommended by the Town of Canadice Code Enforcement Officer and adopted said fees with Resolution Number 44 of 2020; and

WHEREAS, Canadice Water District No. 1 became operational in August 2020 and the fee schedule was amended to included applicable fees pertaining to the operation and maintenance of the District with Resolution 6 of 2021; and

WHEREAS, this Board adopted a Local Law Establishing Requirements and Standards for Short-Term Rentals and approved fees pertaining to administration of the law with Resolution 67 of 2021; and

WHEREAS, this Board has reviewed the current fee schedule and has determined that all fees established prior to this date remain in force; now, therefore, be it

RESOLVED, that the Clerk of this Board send certified copies of this resolution to Mr. Joe Miller, Town of Canadice Code Enforcement Officer, post a copy of the complete Building Departments fee schedule on the public bulletin board and on the website and retain a copy of this resolution for the Town’s official records.

8. Audits of Department Books will be scheduled and approved as completed: Justices, Town Clerk/Tax Collector, Budget Officer

C. PRIVILEGE OF THE FLOOR: There was no one to be heard.

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- Eileen Schaefer.

a. The financial report for the Town Clerk for the month of December 2023 was submitted (see T. C. file). A check for the remaining funds left in the Tax Collectors Accounts of \$12.55 was written to the Supervisor. A report for tax collection for 2023 was submitted. The Annual Financial Town Clerk Report was also submitted for 2023 which is a compilation of all of the monthly financial reports provided during the year.

Supervisor Vastola motioned, Councilman Gronwall seconded, and it was unanimously carried to accept the Town Clerk/Tax Collectors reports.

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley

Nays 0

2. Historian- Denise Coon.
 - a. The written report for the month of December 2023 was submitted (see T. C. file).
3. Code Enforcement Officer- Joseph Miller.
 - a. The written report for the month of December 2023 was submitted (see T. C. file). The 2023 Building Department Year-End report was also submitted.
 - b. Councilwoman Crowley questioned if a notice will be mailed for renewals for the Short-Term Rental permits. Deputy CEO Joki is developing a postcard template that can be used for that purpose. Mr. Mayhood questioned if another reminder postcard will be mailed to the whole town so they are aware a permit is needed. CEO Miller indicated they will be processing that task also. Supervisor Vastola indicated a note could be added to water bills when they are mailed out. Councilwoman Crowley will provide CEO Miller with the new booking company's information that may provide leads to more short-term rentals that don't have permits.
4. Planning Board- Theodore Mayhood.
 - a. Draft minutes were submitted to the Town Board (see T. C. file).
 - b. The Comprehensive Plan Update Committee is scheduled for a meeting this coming Thursday. It will be zoomed.
5. Zoning Board of Appeals- Ed Bott.
 - a. The ZBA has not met yet, so there is no report.
6. Highway Superintendent- Jeremy Fraim.
 - a. The written report for the month of December 2023 was submitted (see T. C. file).
 - b. The grader and roller were used on the dirt portion of Canadice Hill Rd to fix pot hole sections again. It also allowed the opportunity for training and familiarizing the department with the new grader.
 - c. Fixed shoulder damage and ditch line erosion on Hayward Hill Rd.
 - d. Fallen trees have been cleared from the roadways and cleaned leaves out from driveway culvert pipes after recent rains and wind events.
 - e. Seven plow/salt runs of which three were only snow events. The remainder trips were for nuisance snow/salt for freezing conditions. An additional four more trips were made since Superintendent Fraim submitted his report.
7. Honeoye Lake Watershed Research Taskforce- Councilman Gronwall.
 - a. The written report for the month of December 2023 was submitted (see T. C. file).
 - b. The Mill Creek Outlet Channel is functioning correctly for now. If we get a major rain storm that will not be the case. DEC still needs to approve a permit for continued shale removal.
 - c. The Boat Cleaning System grant proposal for Honeoye Lake is still pending and close to being approved.
 - d. The 2024 Winter HLWTF Newsletter is expected to publish in February.
 - e. We are having a mild winter so far, not likely to have an early ice-in!

f. The Honeoye Lake level on December 5, 2023 was 803.14 feet above sea level. That was an increase of about 3.8 inches from the end of October.

8. Assessor- Holly Swingle

a. The written report for the month of December 2023 was submitted (see T. C. file).

9. Water District Operations – Councilwoman Crowley.

a. The written report for the month of December 2023 was submitted (see T. C. file).

b. Councilwoman Crowley explained some of the data on the report and overall, the water district is in good shape

10. Supervisor- Christopher Vastola.

a. The financial report for the month of December will be submitted when the books are closed for 2023. Then the financial reports can also be presented for 2024.

F. UNFINISHED BUSINESS:

1. CSC Registration slated for an April 2024 deadline, Supervisor Vastola will need some help with that.

2. The composting program began; some posters were provided to Superintendent Fraim for the Highway Department.

G. NEW BUSINESS:

1. Resolution Number 7 of 2024 – Authorization To Execute Highway Superintendent Software Support Contract With Williamson Law Book Company

Councilwoman Crowley motioned, Councilman Gronwall seconded and it was unanimously carried to adopt the following resolution.

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
 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 \$668.00 for 2024 an increase of \$32; 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 with the executed contract to Williamson Law Book Company with the contract fee and retain a copy of same in the Town files.

2. Resolution Number 8 of 2024 – Authorization To Execute Payroll Software Support Contract With Williamson Law Book Company

Councilwoman Crowley motioned, Councilman Gronwall seconded and it was unanimously carried to adopt the following resolution.

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley

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 \$1218.00 for 2024, an increase of \$58; 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 with the executed contract to Williamson Law Book Company and retain a copy of same in the Town files.

3. Resolution Number 9 of 2024 – Authorization To Purchase New Covers For Salt Storage Buildings Councilman Vastola motioned, Councilman Statt seconded and it was unanimously carried to adopt the following resolution.

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
 Nays 0

WHEREAS, this Board was informed by the Highway Superintendent that new covers are needed for our Salt Storage Buildings (2). The replacement covers purchase needs to be scheduled in order to maintain the efficient and cost-effective operation of the Canadice Highway Department; and

WHEREAS, in accordance with said replacement schedule the Highway Superintendent solicited bids for new covers; and

WHEREAS, the following bid for the Cover Package including a maintenance package and the asphalt emulsion spray was submitted to the Town; and

WHEREAS, this Board and Highway Superintendent Jeremy Fraim have reviewed all bids; and

WHEREAS, this Board has determined that the bid from Hybrid Building Solutions is an acceptable replacement plan; now, therefore, be it

RESOLVED, this Board authorizes the Supervisor to execute all necessary documents for the purchase of the covers, maintenance package and the asphalt emulsion spray to be completed by June of 2024; and, be it further

RESOLVED, that the Clerk of this Board send a certified copy of this resolution to Jeremy Fraim, Canadice Highway Superintendent and retain a copy in the Town records.

4. Resolution Number 10 of 2024 – Appointment Of Denise Coon As Historian For The Town Of Canadice Councilman Gronwall motioned, Councilman Statt seconded and it was unanimously carried to adopt the following resolution.

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
 Nays 0

WHEREAS, the Town of Canadice needs to begin transition of the Historian Office; and

WHEREAS, Mrs. Coon has performed as he Deputy for the Historian Office since August 2023; and

WHEREAS, Mrs. Coon was a valued Deputy Town Clerk for Canadice from September 2002 – December 2003; and

WHEREAS, Mrs. Coon took care of the gardens as Canadice Town Gardner for a season during the George Bush Administration; and

WHEREAS, Mrs. Coon has expressed an interest in this position; and
 WHEREAS, this Board has determined, after due deliberation, that Mrs. Coon has been and will continue to be an asset to the Town of Canadice as Town Historian; now, therefore, be it
 RESOLVED, that this Board does hereby appoint Mrs. Denise Coon as Town Historian for the Town of Canadice; and, be it further
 RESOLVED, that the Clerk of this Board send certified copies of this resolution to Mrs. Denise Coon.

5. Resolution Number 11 of 2024 – Appreciation – Mr. John O’Connor

Supervisor Vastola motioned, Councilman Gronwall seconded and it was unanimously carried to adopt the following resolution.

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
 Nays 0

WHEREAS, Canadice Town Board Member Mr. John O’Connor’s term ends effective December 31, 2023; and

WHEREAS, he chose not to run in the 2023 election; and

WHEREAS, Mr. O’Connor had also previously served as a member of the Town Planning Board for four years prior to joining the Town Board in 1999; and

WHEREAS, Mr. O’Connor, has been an integral part of countless decisions and projects this Board has undertaken during his tenure including the water project; and

WHEREAS, during his tenure Mr. O’Connor demonstrated integrity and dedication to both the Town and its citizens and exhibited those unique attributes and qualities which exemplify the characteristics expected of individuals serving in public service; and

WHEREAS, Mr. O’Connor has volunteered countless hours helping Foodlink distribute food to those in need throughout Ontario County; and

WHEREAS, Mr. O’Connor has certainly left his mark on the Town of Canadice, its residents, officials, employees and the water district; now, therefore, be it

RESOLVED, that this Board on behalf of the citizens of the Town of Canadice, expresses its appreciation to Mr. O’Connor for his service and dedication to the Town; and, be it further

RESOLVED, that this Board offers their best wishes to Mr. John O’Connor as he enters this new chapter in his life, ‘real retirement’ and hopes he enjoys his free time for many years to come; and, be it further

RESOLVED, that the Clerk of this Board send a certified copy of this resolution to Mr. O’Connor.

6. Resolution Number 12 of 2024 – Appreciation – Mr. Dale Schaefer

Supervisor Vastola motioned, Councilman Gronwall seconded and it was unanimously carried to adopt the following resolution.

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
 Nays 0

WHEREAS, Canadice Town Justice Mr. Dale Schaefer’s term ends effective December 31, 2023; and

WHEREAS, he chose not to run in the 2023 election; and

WHEREAS, Mr. Schaefer had also previously served on the Zoning Board of Appeals as a member for 13 years, Board Chair for at least seven of those years, and two years on the Board of Assessment Review prior to being elected as Town Justice in 1999; and

WHEREAS, Mr. Schaefer has been an integral part of the countless decisions with the ZBA and Board of

Assessment Review during his tenure; and

WHEREAS, during his tenure Mr. Schaefer demonstrated integrity and dedication to both the Town and its citizens and exhibited those unique attributes and qualities which exemplify the characteristics expected of individuals serving in public service; and

WHEREAS, Mr. Schaefer has certainly left his mark on the Town of Canadice, its residents, officials and employees; now, therefore, be it

RESOLVED, that this Board on behalf of the citizens of the Town of Canadice, expresses its appreciation to Mr. Schaefer for his service and dedication to the Town; and, be it further

RESOLVED, that this Board offers their best wishes to Mr. Dale Schaefer as he enters this new chapter in his life, ‘real retirement in the forest’ and hopes he enjoys his free time for many years to come; and, be it further

RESOLVED, that the Clerk of this Board send a certified copy of this resolution to Mr. Schaefer.

7. Resolution Number 13 of 2024 – Appreciation – Mr. Dave Bott

Supervisor Vastola motioned, Councilman Gronwall seconded and it was unanimously carried to adopt the following resolution.

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
 Nays 0

WHEREAS, Canadice Deputy Historian Mr. Dave Bott’s appointment ended effective December 31, 2023; and

WHEREAS, Mr. Bott had also previously served as an Elected Assessor for a Four-Year Term from 1990 to 1993; and

WHEREAS, during his tenure Mr. Bott demonstrated integrity and dedication to both the Town and its citizens and exhibited those unique attributes and qualities which exemplify the characteristics expected of individuals serving in public service; and

RESOLVED, that this Board on behalf of the citizens of the Town of Canadice, expresses its appreciation to Mr. Bott for his service and dedication to the Town; and, be it further

RESOLVED, that this Board offers their best wishes to Mr. Dave Bott as he now fully retires and hopes he enjoys his free time farming for many years to come; and, be it further

RESOLVED, That the Clerk of this Board send a certified copy of this resolution to Mr. Dave Bott.

8. Resolution Number 14 of 2024 – Appreciation – Mrs. Margaret (Jo) Bott

Supervisor Vastola motioned, Councilman Gronwall seconded and it was unanimously carried to adopt the following resolution.

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
 Nays 0

WHEREAS, Canadice Town Historian Mrs. Margaret (Jo) Bott’s appointment ended effective December 31, 2023; and

WHEREAS, Mrs. Bott served as Town Historian for 24 years; and

WHEREAS, Mrs. Bott had also previously served as a member of the Town Planning Board for seven years prior to joining the Town Board; and

WHEREAS, Mrs. Bott had also previously served as a member of the Zoning Board of Appeals for four

years; and

WHEREAS, Jo Bott has been an integral part of assisting families trace documents and histories of friends and family members; and

WHEREAS, Mrs. Jo Bott has certainly left her mark on the Town of Canadice, its residents, officials and employees; now, therefore, be it

RESOLVED, that this Board on behalf of the citizens of the Town of Canadice, expresses its appreciation to Mrs. Jo Bott for her service and dedication to the Town; and, be it further

RESOLVED, that this Board offers their best wishes to Mrs. Bott as she enters another chapter in her life and hopes she enjoys her free time for many years to come; and, be it further

RESOLVED, that the Clerk of this board send a certified copy of this resolution to Mrs. Margaret (Jo) Bott.

9. Resolution Number 15 of 2024 – Appointment Of Krista Hoover As Court Clerk For The Town Of Canadice

Councilman Gronwall motioned, Supervisor Vastola seconded and it was unanimously carried to adopt the following resolution.

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
 Nays 0

WHEREAS, the Town of Canadice needed a new Court Clerk after Steven Engard was elected as Town Justice; and

WHEREAS, Town Justice Coon and former Court Clerk Engard interviewed and selected Krista Hoover; and

WHEREAS, Krista Hoover has expressed an interest in this position; and

RESOLVED, this Board does hereby support the appointment of Krista Hoover as Court Clerk for the Town of Canadice; and, be it further

RESOLVED, that the Clerk of this Board send a certified copy of this resolution to Ms. Krista Hoover.

10. Resolution Number 16 of 2024 - Water District - Software Conversion - Subscription-Based Service
Supervisor Vastola motioned, Councilman Statt seconded and it was unanimously carried to adopt the following resolution.

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
 Nays 0

WHEREAS, the Town of Canadice currently uses NSight software to support meter reading and water infrastructure monitoring and was advised by Ti-Sales, provider of NSight software, that they are requiring all customers using this software to convert to the cloud-based solution Neptune 360; and

WHEREAS, the Neptune 360 software is subscription based and carries an annual subscription cost of \$5.27/ meter based on the number of meters supported by the Water District; and

WHEREAS, a meter reconciliation was completed using current water district records and validated by the Town Clerk so that the first-year subscription cost of \$1,591.54 (302 meters; allowing for forecasted growth of 4 hook-ups) is agreed; and

WHEREAS, Ti-Sales will provide set-up, file conversion, on-site training and support for the new software for a one-time fee of \$4,527.00; now, therefore, be it

RESOLVED, this Board accepts the proposal from Ti-Sales totaling \$6,118.54; and, be it further

RESOLVED, that this Board authorizes the Supervisor to execute any documents necessary to approve the

required software conversion; and, be it further

RESOLVED, that the Clerk of this Board send a certified copy of this resolution to Ti-Sales and retain a copy in the official records.

11. Resolution Number 17 of 2024 – Authorization To Execute The Building Code Software Support Contract With Cloudpermit

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

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
 Nays 0

WHEREAS, this Board intends to purchase the Building, Code Enforcement and Planning Software program from Cloudpermit in 2024, total package including training and data migration is \$10,000; and

WHEREAS, the software support is an annual renewable contract, at a rate of \$5,500 for 2025 and 2026; and

WHEREAS, the Budget Officer and the Code Enforcement Officer recommend the contract be executed; now, therefore, be it

RESOLVED, that this Board authorizes the Supervisor to execute said contract and remit the contract fees to Cloudpermit; and, that the Clerk of this Board send a certified copy of this resolution with the executed contract to Cloudpermit and retain a copy of same in the Town files.

12. Resolution Number 18 of 2024 – 2023 Budget Modification To Increase Fund Balance

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

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
 Nays 0

WHEREAS, the Bookkeeper to the Budget Officer/supervisor has determined there is insufficient funds remaining in the General Fund due to expenditures greater than budgeted; and

WHEREAS, the original budget did not account for the increase in contractual expenditures at Canadice Town Hall, Canadice Town Court and an equipment purchase; and

WHEREAS, the Budget Officer has determined there is sufficient funds available in unappropriated fund balance to cover these expenses; now, therefore, be it

RESOLVED, that this Board directs the Budget Officer to make the following 2023 budget modifications;

 Increase A599 Appropriated Fund Balance by \$341,656.23

Expenditures

 Increase A5132.2 – Buildings-Town Shed-Equipment by \$276,442.00

 Increase A1620.4 – Buildings-Town Hall-Contractual by \$60,647.00

 Increase A1620.41- Buildings-Town Court-Contractual by \$4,567.23

And be it further

RESOLVED, that the Clerk of this Board provide certified copies of this resolution to the Town of Canadice Bookkeeper.

13. Resolution Number 19 of 2024 – Reappointment Of Stephen Groet To The Town Planning Board

Supervisor Vastola motioned, Councilman Gronwall seconded and it was unanimously carried to adopt the following resolution.

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
 Nays 0

WHEREAS, the term of Planning Board member, Mr. Stephen Groet, expires on December 31, 2023; and

WHEREAS, Mr. Groet has indicated that he would like to remain on the Planning Board; and
WHEREAS, the Planning Board has recommended the reappointment of Mr. Stephen Groet to the Planning Board; and

WHEREAS, this Board after due deliberation agrees that Mr. Groet has been and will continue to be an asset to the Planning Board and is pleased that Mr. Groet wishes to be reappointed to said board; now, therefore, be it

RESOLVED, that this Board does hereby reappoint Mr. Stephen Groet to the Town of Canadice Planning Board commencing January 1, 2024 and terminating on December 31, 2030; and, be it further

RESOLVED, that the Clerk of this board send certified copies of this resolution to Mr. Groet, the Secretary of the Planning Board and retain a copy in the Town records.

14. Resolution Number 20 of 2024 – Reappointment Of Linda Moorhouse To The Town Zoning Board Of Appeals

Supervisor Vastola motioned, Councilman Gronwall seconded and it was unanimously carried to adopt the following resolution.

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
 Nays 0

WHEREAS, the term of Zoning Board of Appeals member, Mrs. Linda Moorhouse, expired on December 31, 2023; and

WHEREAS, Mrs. Linda Moorhouse has indicated that she would like to remain on the Zoning Board of Appeals; and

WHEREAS, this Board after due deliberation agrees that Mrs. Moorhouse has been and will continue to be an asset to the Zoning Board of Appeals and is pleased that Mrs. Moorhouse wishes to be reappointed to said board; now, therefore, be it

RESOLVED, that this Board does hereby reappoint Mrs. Linda Moorhouse to the Town of Canadice Zoning Board of Appeals commencing January 1, 2024 and terminating on December 31, 2028; and, be it further

RESOLVED, that the Clerk of this board send certified copies of this resolution to Mrs. Linda Moorhouse, the Secretary of the Zoning Board of Appeals and retain a copy in the Town records.

15. Resolution Number 21 of 2024 - Authorization To Execute Maintenance Service Contract With Paul Rader, D/B/A Poopman’s Septic Service For The Town Hall And Town Shed Onsite Wastewater Treatment Plant

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

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
 Nays 0

WHEREAS, Canadice installed an onsite home treatment plant at the Town Shed; and

WHEREAS, said treatment plant requires annual maintenance to be in compliance with state codes and to ensure proper operation; and

WHEREAS, this Board contracted with Paul Rader, D/B/A Poopman’s Septic Service beginning in 2024 with the execution of a 3-year agreement; and
 WHEREAS, Mr. Rader has submitted a new 3-year maintenance contract at no increase in price; and
 WHEREAS, the current maintenance contract expired on 6/13/2023 and this Board desires to have Paul Rader D/B/A Poopman’s Septic Service continue to maintain the system; now, therefore, be it
RESOLVED, that this Board gives authorization to execute the maintenance contract for a period of three years for the sum of \$700.00; and, be it further
RESOLVED, that an Addendum be added to the contract requiring that all inspections be scheduled with the Code Enforcement Office and are conducted with a representative of the Town in attendance; and, be it further
RESOLVED, that the Clerk of this Board send a signed copy of the agreement along with a certified copy of this resolution to Paul Rader; and, be it further
RESOLVED, that the Clerk retain a copy of said agreement for the Towns’ records.

16. 2024 Meeting and Payroll schedules distributed.

17. Approval of the Bills –

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

ABSTRACT #13 for 2023-

	Voucher	
General/Highway	#563B to #611	\$ 34,834.86
Trust & Agency	#20	\$ 394.85

ABSTRACT #1 for 2024-

	Voucher	
General/Highway	#1 to #33	\$218,530.70
Trust & Agency	#1 to #2	\$ 6,254.28

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
 Nays 0

H. PRIVILEGE OF THE FLOOR:

1. Liz Clement reached out from RFD. They have our meeting schedule for 2024 and Liz stated she will attend the Budget Workshop an October Meeting.

2. Councilwoman Crowley indicated the Disaster Recovery Plan is ready to be distributed to the Town Board. She also mentioned the Emergency Response Plan and Hazard Mitigation Plan need to be radically upgraded/amended. Councilwoman Crowley suggested we opt to defer to the County for instruction which most other municipalities have done. Supervisor Vastola suggested Councilman Mitchell assist Councilwoman Crowley with this upgrade.

3. Supervisor Vastola mentioned there are still several committees that he needs help with. Grant funds for LED lighting is one project.

I. ADJOURNMENT:

Councilman Statt motioned, Supervisor Vastola seconded, and it was unanimously carried to adjourn the meeting at 8:16 pm.

APPROVED Ayes 4 Vastola, Statt, Gronwall, Crowley
 Nays 0

Respectfully submitted, _____ Eileen Schaefer, Town Clerk