

**A. CONVOCAATION:**

1. The Canadice Town Board Meeting was held on February 10, 2020 at 7:30 pm at the Canadice Town Hall.

2. Roll call showed the following-

- Present: Supervisor Kristine Singer
- Councilman John O’Connor
- Councilman Mark Statt
- Councilman Mark Malmendier
- Councilman Teryl Gronwall

Others Present: Six (6) guests/residents attended the Regular Town Board Meeting.

3. Salute to the Flag.

4. Approval of January 13, 2020 Organizational/Regular Meeting 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 Malmendier seconded, and it was unanimously carried to approve the minutes of the January 13, 2020 Organizational/Regular Town Board Meeting.

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

**B. PRIVILEGE OF THE FLOOR:**

1. Supervisor Singer mentioned the HVA Roadside Clean-Up is April 25<sup>th</sup>.

2. Mr. Lynn Dodge from Fineline Pipeline Construction is asking that an another time extension be granted due to additional groundwater issues that were unusual at Poplar Cove, Sunset Drive and County Road 36 near Bartholomew Drive. After some discussion, he thanked the board for their time and consideration.

**C. COMMUNICATIONS:**

Note: Communications are filed with the Town Clerk. Discussion on any item may be called for by any Member of this Board.

**D. REPORTS:**

1. Town Clerk/Tax Collector- Mrs. Eileen Schaefer.

a. The financial report for the Town Clerk/Tax Collector for the month of January was submitted (see T. C. file).

b. The remaining warrant payment has been disbursed to Supervisor Singer of \$459,789.08 (total warrant paid to the Supervisor \$859,789.08) and a payment of \$500,000 was sent to the Ontario County Treasurer.

Councilman Statt motioned, Councilman Gronwall seconded, and it was unanimously carried to accept the Town Clerk/Tax Collector’s report.

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

2. Historian- Mrs. Margaret Bott.
  - a. No report.
3. Code Enforcement Officer- Mr. Stephen Smith.
  - a. The written report for the month of January was submitted (see T. C. file).
  - b. Reviewed the permit fee recommendations provided by the CEO office. Additional discussion will take place at the March meeting.
4. Planning Board- Mr. Theodore Mayhood.
  - a. Draft minutes were submitted to the Town Board (see T. C. file).
  - b. Distribution of Short Term Rental Research Committee Findings
    1. Further discussion at the March Town Board Meeting
5. Zoning Board of Appeals- Mrs. Linda Moorhouse.
  - a. No meeting held in February.
6. Highway Superintendent- Mr. Jeremy Fraim.
  - a. The written report for the month of January was submitted (see T. C. file).
  - b. We are up to 29 plow/salt runs since the last board meeting.
  - c. Shoulder repair took place on Ross Road at two cross culverts due to the shoulder eroding around the pipe head wall.
  - d. Brush trimming on Cross Road, Old West Lake Road and the length of Middle Road.
  - e. filling pot holes all around town and spread crushed stone on the dirt portion of Canadice Hill Road to fill the larger holes.
  - f. Removed dead trees leaning over the road on Johnson Hill Road and S. Old Bald Hill Road.
  - g. replaced the pneumatic pump for the bulk hydraulic fluid.
  - h. Some discussion took place after Councilman O'Connor questioned the results of the experiment with the truck loaded for a salt run.
7. Honeoye Lake Watershed Research Task Force- Councilman Gronwall.
  - a. The written report for the month of January was submitted (see T.C. file).
  - b. A meeting was held January 23<sup>rd</sup> .
  - c. The winter HLWTF newsletter was released on January 24<sup>th</sup> and posted on the Canadice, Richmond and HVA websites.
  - d. The Honeoye Lake Watershed Task Force members reviewed a prototype website and approved completing it by May 2020. It will be funded by Ontario County FLOWPA.
  - e. The grant that was not funded scored just below the necessary number. It will be re-submitted in the spring.
8. Assessor- Mrs. Lisa M. Bennett
  - a. The written report for the month of January was submitted (see T.C. file).

9. Water District

- a. January 16 Water District Progress Minutes
- b. January 30 Water District Progress Minutes
- c. Draft ready to connect & Non Std Service Letters
- d. January 31 SWPPP Inspection Report
- e. Councilman Malmendier reported the main on County Road 36 passed bio testing, the generator will be started tomorrow and there should be power within a couple of weeks.

10. Supervisor- Ms. Kristine Singer.

- a. The financial reports for the months of January and February will be submitted at the next meeting.

**E. UNFINISHED BUSINESS:**

**1. Resolution Number 12 of 2020 – Reappointment Of Edwin Bott To The Canadice Zoning Board Of Appeals**

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

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

WHEREAS, the term of Zoning Board of Appeals member Mr. Edwin Bott expired on December 31, 2019; and

WHEREAS, Mr. Bott has indicated that he would like to remain on the Zoning Board of Appeals; and  
WHEREAS, this Board after due deliberation agrees that Mr. Bott has been and will continue to be an asset to the Zoning Board of Appeals and is pleased that Mr. Bott wishes to continue in said position; now, therefore, be it

RESOLVED, that this Board does hereby reappoint Mr. Edwin Bott to the Town of Canadice Zoning Board of Appeals commencing with the adoption of this resolution and terminating on December 31, 2024; and, be it further

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

**2. Resolution Number 13 of 2020 – Awarding Bid To Aquino Contractors, Inc. For Concrete And Masonry For An Equipment Storage Shed On Town Property**

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

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

WHEREAS, this Board and the Highway Superintendent have determined that an enclosed Equipment Storage Building is necessary to protect the equipment assets used by the Highway Department; and  
WHEREAS, the Highway Superintendent developed specifications and obtained four bids from contractors to complete the concrete and masonry work necessary for the structure (attached); and  
WHEREAS, this Board has reviewed the bids and selected Aquino Contractors, Inc. of Rush, New York as the lowest responsible bidder for the work as specified with a bid of \$79,882.92; and

WHEREAS, this Board agrees with the Highway Superintendent's recommendation to award the bid to Aquino Contractors, Inc. of Rush, New York; now, therefore, be it  
RESOLVED, that this Board hereby awards the bid for the concrete and masonry work for the Equipment Storage Building to Aquino Contractors, Inc. of Rush, New York; and be it further  
RESOLVED, that this Board authorizes the Supervisor to execute any documents necessary to complete the award; and, be it further  
RESOLVED, that the Clerk of this Board is to retain a copy of this resolution in addition to sending certified copies to Highway Superintendent Jeremy Fraim, and to Aquino Contractors, Inc..

**TOWN OF CANADICE**  
**CONCRETE & MASONRY WORK FOR EQUIPMENT STORAGE BUILDING**  
**BID OPENING Wednesday, December 4, 2019 at 4:00 PM**

Present: Michael Virgil, Highway Superintendent  
Jeremy Fraim, Highway Superintendent Elect  
Eileen Schaefer, Town Clerk

Bids received from:

Catenary Construction Corp.  
112 Hudson Avenue  
Rochester, NY 14605

Burnett General Contracting, Inc.  
9126 Howcroft Road  
Hemlock, NY 14466

Roy White Enterprises, Inc.  
5862 Middle Road  
Hemlock, NY 14466

Aquino Contractors, Inc.  
242 Five Points Road  
Rush, NY 14543

Catenary Construction Corp.: Specifications met, bid amount \$97,975.92  
Burnett General Contracting, Inc.: Specifications met, bid amount \$96,963.00  
Roy White Enterprises, Inc.: Specifications met, bid amount \$98,879.92  
Aquino Contractors, Inc.: Specification met, Bid amount \$79,882.92

3. Distribution of Copies of Current Policies

- a. Chapter 10, Code of Ethics
- b. Procurement Policy and Procedures
- c. Budget Transfer Policy
- d. Fund Balance Management Policy
- e. Investment Policy – Resolution to amend in new business
- f. Credit Card Policy

g. Cyber Security Policy – Councilman Malmendier had a couple of suggestions he will pass on to Dodie.

h. Whistleblower Policy

i. Sexual Harassment Policy is contained in the Personnel Policy Manual

4. Distribution of draft Online Banking Policy for review.

5. Independent Accountant’s Report for Year Ending 12/31/2018 and Response to Findings.

**F. NEW BUSINESS:**

**1. Resolution Number 14 of 2020** – Authorization To Execute Engagement Letter For Year Ending 2019 With Raymond F. Wager, CPA, P.C. A Division Of Mengel, Metzger, Barr And Co., LLP

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

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

WHEREAS, the last independent audit of the Town’s financial records was conducted for the year 2018; and

WHEREAS, the Board is currently constructing Canadice Water District No. 1; and

WHEREAS, the Town has obtained grant funds and low interest loans to fund the project; and

WHEREAS, General Municipal Law requires an independent audit of the Towns financial records when grants from state and federal sources exceeds \$750,000; and

WHEREAS, not only will the audit be required as a result of the funding received, this Board agrees that due to the changes in procedures instituted by the State Comptroller over the last number of years it is in the best interest of the Town to have a complete audit including internal controls conducted on a more regular basis; now, therefore, be it

RESOLVED, that this Board authorizes the Supervisor to execute said engagement letter; and, be it further

RESOLVED, that the Clerk of this Board send certified copies of this resolution with the executed engagement letter to Ray Wager, CPA, P.C. a Division of Mengel, Metzger, Barr & Co. LLP, Canadice Supervisor Kristine Singer and retain a copy in the Town files.

**2. Resolution Number 15 of 2020** – Amendment To The Canadice Investment Policy

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

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

WHEREAS, the Town Board adopted the current Investment Policy with Resolution 34 of 2017; and

WHEREAS, the Supervisor, as the Chief Financial Officer, recommends adding NY Class to the list of authorized Depositories; and

WHEREAS, the Town Board agrees it is in the best interest of the Town to amend the policy to add NY Class as a Designated Depository to Section H of the policy; now, therefore, be it

RESOLVED, that NY Class is hereby added to the list of authorized Depositories for deposit of monies as defined in the Investment Policy originally adopted July 10, 2017.

RESOLVED, that the Clerk of this Board enter this resolution in the official minutes of the Town.

**3. Resolution Number 16 of 2020 - Authorization To Execute NYCLASS Municipal Cooperation Agreement**

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

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

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o (Section 119-o) empowers municipal corporations (defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, towns and villages, and districts) to enter into, amend, cancel, and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers, and duties on a cooperative or contract basis; and

WHEREAS, the Town of Canadice wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 14, 2014; and

WHEREAS, the Town of Canadice wishes to assure the safety and liquidity of its funds; now, therefore, be it RESOLVED, that Kristine Singer, Canadice Town Supervisor, is hereby authorized to execute and deliver the NYCLASS Municipal Agreement Amended and Restated as of March 14, 2014 in the name of and behalf of the Town of Canadice; and be it further

RESOLVED, that Kristine Singer, Supervisor, be the Key Contact with NYCLASS as indicated by her signature included herewith on this date.

**4. Resolution Number 17 of 2020 - Appointment Of Kaitlynn McCumiskey As A Member To The Town Planning Board**

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

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

WHEREAS, Planning Board Member Darlene Bentley has submitted her resignation effective January 27, 2020; and

WHEREAS, Mrs. Kaitlynn McCumiskey was appointed as the alternate member of the Planning Board November 11, 2019; and

WHEREAS, the Planning Board has recommended to the Town Board the appointment of Kaitlynn McCumiskey to the Town Planning Board; and

WHEREAS, this Board after due deliberation agrees with the Planning Board to appoint Mrs. McCumiskey and appreciates her interest to be appointed to said position; now, therefore, be it

RESOLVED, that this Board does hereby appoint Mrs. Kaitlynn McCumiskey to the Canadice Planning Board commencing with the adoption of this resolution and terminating on December 31, 2021; and, be it further

RESOLVED, that the Clerk of this Board send certified copies of this resolution to Mrs. McCumiskey and the Secretary of the Planning Board.

**5. Resolution Number 18 of 2020 – Appointment Of Kate Crowley As Alternate Member To The Town**

Planning Board

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

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

WHEREAS, the Planning Board has a vacant alternate member position with a term that would expire December 31, 2023 since alternate member Mrs. Kaitlynn McCumiskey has been appointed as a full member of the Planning Board; and

WHEREAS, Mrs. Crowley has expressed an interest in a Planning Board position; and

WHEREAS, the Planning Board has recommended to the Town Board the appointment of Kate Crowley as the alternate member to the Town Planning Board; and

WHEREAS, this Board after due deliberation agrees with the Planning Board to appoint Mrs. Crowley and appreciates her interest to be appointed to said alternate position; now, therefore, be it

RESOLVED, that this Board does hereby appoint Mrs. Kate Crowley as alternate member to the Canadice Planning Board commencing with the adoption of this resolution and terminating on December 31, 2023; and, be it further

RESOLVED, that the Clerk of this Board send certified copies of this resolution to Mrs. Crowley and the Secretary of the Planning Board.

**6. Resolution Number 19 of 2020 – Appreciation To Darlene Bentley**

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

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

WHEREAS, Planning Board Member Ms. Darlene Bentley has submitted her resignation effective January 27, 2020; and

WHEREAS, Ms. Bentley began her tenure as the alternate member of the Canadice Planning Board on November 13, 2017; and

WHEREAS, Ms. Bentley was appointed as a member of the Canadice Planning Board effective April 9, 2018; and

WHEREAS, during her tenure, Ms. Bentley 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, Ms. Bentley spent numerous hours performing her duties as a Planning Board Member and also serving on research committees during his tenure; and

WHEREAS, Ms. Bentley always maintained an open mind and performed her due diligence with regards to each issue or task presented to her which contributed to the excellent decisions rendered by the Planning Board on behalf of the citizens of Canadice; now, therefore, be it

RESOLVED, that this Board on behalf of the citizens of the Town of Canadice, expresses its appreciation to Ms. Darlene Bentley for her service to the Town; and, be it further

RESOLVED, that this Board extends its best wishes to Ms. Darlene Bentley and hopes that future years bring good health, contentment and possible future service to the Town of Canadice; and, be it further

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

7. Approval of the Bills –

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

ABSTRACT #14 for 2019-

	Voucher	
General/Highway/Water Accounts	#618 to #621	\$ 142,433.61
Trust & Agency	#16	\$ 359.72

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

ABSTRACT #2 for 2020-

	Voucher	
General/Highway/Water Accounts	#19 to #55	\$176,526.61
Trust & Agency	#2	\$ 517.47

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

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

**H. EXECUTIVE SESSION:** Regarding Proposed or Pending Litigation

Councilman O’Connor motioned, Councilman Malmendier seconded, and it was unanimously carried to move to executive session at 8:45 pm to discuss pending litigation.

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

Councilman O’Connor motioned, Councilman Malmendier seconded, and it was unanimously carried to close the executive session with no action taken and resume the meeting at 9:15 pm.

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

**I. ADJOURNMENT:**

Councilman O’Connor motioned, Councilman Malmendier seconded, and it was unanimously carried to adjourn the meeting at 9:16 pm.

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

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