

A. CONVOCAATION:

1. The Canadice Town Board Meeting was held on February 12, 2024 at 7:30 pm at the Canadice Town Hall and Virtually via Zoom.

2. Roll call showed the following-

- Present: Supervisor Christopher Vastola
- Councilman Mark Statt
- Councilman Teryl Gronwall
- Councilman Rick Mitchell

Absent Councilwoman Kate Crowley; participated via zoom but unable to vote.

Others Present: Three (3) guests/residents attended the Regular Town Board Meeting in person or virtually.

3. Salute to the Flag led by Councilman Gronwall.

4. Approval of January 8, 2024 Regular/Organizational 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 Gronwall motioned, Councilman Mitchell seconded, and it was unanimously carried to approve the minutes of the January 8, 2024 Regular/Organizational Town Board Meeting.

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

B. PRIVILEGE OF THE FLOOR:

1. The Ontario County Hazard Mitigation Plan is printed and available for review on the Town Clerk’s counter.

2. The Ontario County Tourism survey is available to complete on their website.

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- Eileen Schaefer.

a. The financial report for the Town Clerk/Tax Collector for the month of January was submitted (see T. C. file). \$947,463.50 the full 2024 warrant has been paid to the Supervisor and another \$500K will be mailed to the Ontario County Treasurer this week.

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

APPROVED Ayes 4 Vastola, Statt, Gronwall, Mitchell

Nays 0

2. Historian- Denise Coon
 - a. The written report for the month of January was submitted (see T.C. file).
3. Code Enforcement Officer- Joseph Miller.
 - a. The written report for the month of January was submitted (see T. C. file).
 - b. CEO Miller indicated their department is caught up on short-term rental permits that were already received. Supervisor Vastola mentioned Deputy CEO Joki reformatted the CEO report which is very much appreciated.
4. Planning Board- Theodore Mayhood.
 - a. Draft minutes were submitted to the Town Board (see T. C. file).
 - b. No agenda items. The Planning Board is recommending Caroline Nestro for a full member position on the Board.
5. Zoning Board of Appeals- Ed Bott.
 - a. No report, the ZBA did not meet in January.
6. Highway Superintendent- Jeremy Fraim.
 - a. The written report for the month of January was submitted (see T. C. file).
 - b. Significant rain and melting snow pack from the higher elevations on 1/26 caused some flooding issues with culvert pipes. The worst area was along County Road 36.
 - c. Filling pot holes and hauling crusher run and gravel.
 - d. B&B recycling hauled away scrap culvert pipes.
 - e. 22 Plow/salt runs since the January meeting with the entire fleet and three runs with a truck or two for localized issues.
 - f. Purchased and installed another set of spring-loaded (React) snowplow blades onto Truck #3. That truck will plow the entire length of County Road 37 within the Town.
 - g. The new F550 is in and will be ready to be picked up in a week or two. Per the equipment replacement schedule Superintendent Fraim is looking into pricing for a new loader.
7. Honeoye Lake Watershed Research Task Force- Councilman Gronwall.
 - a. The updated written report for the month of January was submitted (see T.C. file).
 - b. Honeoye Lake only experienced four weeks of ice cover; the ice-out is currently in progress.
 - c. The Honeoye Lake level has been receding only .25-.50 inches per day recently versus an expected drop of .8-1.0 inches per day. Shale deposits where Mill Creek joins the Outlet Creek is impacting the issue. No letters should be written to our representatives yet regarding issuing a designated permit to remove the shale consistently.
 - d. An Ontario County Water Resource Council \$3,000 grant was awarded in January to provide funds for the Boat Cleaning System Educational Outreach material and other miscellaneous expenses associated with deploying a boat cleaning system.
 - e. The 2024 Winter Honeoye Lake Watershed Task Force newsletter has been published and is

available online.

f. The 2024 Annual Roadside Trash Cleanup Day is Saturday April 20th. Information is posted on the website.

8. Assessor- Holly Swingle.

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

9. Water District Operations –

a. Rochester Water Authority Operations Report submitted (see T.C. file).

b. Councilwoman Crowley indicated for the month of January, just over 700K gallons of water were pumped which is approximately 100K gallons more than last year. There was one extra pump to flush the system that took place in January. Operations are normal.

10. Supervisor- Christopher Vastola.

a. The financial report is still being processed as the books are not closed yet for 2023. Then January and February 2024 can be reported.

E. UNFINISHED BUSINESS:

1. Solar Eclipse planning has been taking place in the larger towns and cities. Canadice does not need to process any major planning. The Finger Lakes Visitor’s Connection has a lot of information on their website pertaining to the Solar Eclipse.

2. Next year our Procurement Policy will include a Green Policy.

F. NEW BUSINESS:

1. **Resolution Number 22 of 2024** – Resolution Setting Date, Place And Time For A Public Hearing To Entertain Comments Pertaining To A Septic Placement Variance Request For 5943 County Road 37 Springwater New York 14560

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

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

WHEREAS, the Town of Canadice Municipal Code Chapter 92 contains the requirements for Septic Systems installed or repaired within the Town; and

WHEREAS, said code states that the Canadice Town Board of Health must review and approve any requested variances to these rules and regulation; and

WHEREAS, Mr. Joe Miller, Canadice Code Enforcement Officer has referred the plans for a new system to be installed at 5943 County Road 37 for review and variance approval; and

WHEREAS, §92-8 C of the Canadice Municipal Code states that a public hearing is to be held with required legal postings; now, therefore, be it

RESOLVED, that this Board will conduct a public hearing to entertain comments pertaining to said variance request at 7:30 pm on March 11, 2024 at the Canadice Town Hall, 5949 County Road 37; and, be it further

RESOLVED, that the Clerk of this Board publish notice of said hearing in the official newspaper in

accordance with Town Law, send copies of this resolution to G. Cadrette 5943 County Rd. 37 Springwater 14560, Joe Miller, Canadice Code Enforcement Officer, and CEO Miller will issue a property sign to the owner for posting in accordance with Chapter 92, §92-8 C.

2. Resolution Number 23 of 2024 – Authorization To Accept Proposal For Financing Of The 2023 Ford F550 Truck

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

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

WHEREAS, this Board established an Equipment Purchase & Replacement Schedule in order to maintain the efficient and cost-effective operation of the Canadice Highway Department; and
WHEREAS, the Highway Superintendent solicited quotes for the financing of the truck; and
WHEREAS, this Board has reviewed the proposals from Real Lease (\$31,368.00 x 4) and Key Government Finance Inc. (\$31,890.90 x 4); and
WHEREAS, this Board agrees that the proposal from Real Lease consisting of four annual payments in the amount of \$31,368.00 each is within our approved equipment replacement budget; now, therefore, be it
RESOLVED, this Board authorizes the Supervisor to execute the proposal acceptance with Real Lease to fund the purchase of said truck; and, be it further
RESOLVED, that the Clerk of this Board send a copy of this resolution to Jeremy Fraim, Highway Superintendent and Real Lease; the executed acceptance was already submitted to Real Lease with the related contract documents.

3. Resolution Number 24 of 2024 – Authorization To Execute The Town Clerk Software Support Contract With Williamson Law Book Company

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

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

WHEREAS, this Board purchased the Town Clerk/Tax Collector program from Williamson Law Book Company in 1998 which has been updated to the Town Clerk Plus Program; and
WHEREAS, the software support for The Town Clerk is an annual renewable contract, at a prorated amount of \$805.16 for 10 months in 2024, invoice was \$911.00 for fiscal year in 2022-23; and
WHEREAS, the Budget Officer and Town Clerk recommend the contracts be renewed; now, therefore, be it
RESOLVED, that this Board authorizes the Supervisor to execute said contract and remit the contract fees to Williamson Law Book Company; and,
RESOLVED, that the Clerk of this Board send a certified copy of this resolution with executed contracts to Williamson Law Book Company and retain a copy of same in the Town files.

4. Resolution Number 25 of 2024 – Appointment Of Caroline Nestro To The Planning Board As A Full Member

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

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

WHEREAS, Planning Board Member Stephen Engard resigned to become Town Justice creating a vacancy on the Board; and

WHEREAS, Caroline Nestro has expressed her interest to serve as a Full Member of the Planning Board; and

WHEREAS, Mrs. Nestro has been an asset to the Planning Board as an Alternate Member and is pleased that Mrs. Nestro wishes to continue serving on said Board; now, therefore, be it

RESOLVED, that this Board does hereby appoint Mrs. Nestro to the Town of Canadice Planning Board to the unexpired term that will expire on December 31, 2026 and, be it further

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

5. Resolution Number 26 of 2024 – Reappointment Of Kevin Hass To The Board Of Assessment Review
Councilman Statt motioned, Councilman Gronwall seconded, and it was unanimously carried to approve the resolution.

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

WHEREAS, the term for Assessment Review Board Member, Mr. R. Kevin Hass expired on September 30, 2023; and

WHEREAS, Mr. Hass has served on the Board of Assessment Review since March of 2003; and

WHEREAS, Mr. Hass has indicated that he wishes to be reappointed to the Board of Assessment Review; and

WHEREAS, this Board, after due deliberation, agrees that Mr. Hass has been an asset to the Assessment Review Board and is pleased that Mr. Hass wishes to continue his tenure on said board; now, therefore, be it

RESOLVED, that this Board does hereby reappoint Mr. Kevin Hass to the Town of Canadice Assessment Review Board for a five-year term that expires on September 30, 2028 and, be it further

RESOLVED, that the Clerk of this Board send certified copies of this resolution to Mr. R. Kevin Hass, and Ontario County Real Property Tax Services.

6. Resolution Number 27 of 2024 – Authorization To Execute A Municipal Accounting Software Support Contract With Williamson Law Book Company

Supervisor Vastola motioned, Councilman Mitchell seconded, and it was unanimously carried to approve the resolution.

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

WHEREAS, this Board purchased the Municipal Accounting Software Program from Williamson Law Book Company in 1998; and

WHEREAS, the software support is an annual renewable contract at a prorated amount of \$864.85 from 6/1/24-12/31-24, it was \$1366.00 for fiscal year 2023-24; 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 in the Town files.

7. Resolution Number 28 of 2024 – Authorization To Execute A Water & Sewer Billing Software Support Contract With Williamson Law Book Company
Councilman Gronwall motioned, Councilman Mitchell seconded, and it was unanimously carried to approve the resolution.

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

WHEREAS, this Board purchased the Water & Sewer Billing Software Program from Williamson Law Book Company in 2018 for use in Canadice Water District No. 1; and
WHEREAS, the software support is an annual renewable contract at a prorated amount of \$1,062.02 for 7/1/24 – 12/31/24, was \$1,930 for the period 7/1/23 to 6/30/24 for the previous year; 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 in the Town files.

8. Councilwoman Crowley has a Disaster Recovery Plan drafted and that version is being reviewed. A vendor list will also be prepared.

9. Approval of the Bills –
Councilman Gronwall motioned, Councilman Statt seconded, and it was unanimously carried that the bills are to be paid in the following amounts:

ABSTRACT #14 for 2023-

General/Highway/Capital Project/Water District #1	Voucher #612 to #621	\$ 4,600.32
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APPROVED Ayes 4 Vastola, Statt, Gronwall, Mitchell
 Nays 0

ABSTRACT #2 for 2024-

General/Highway/Water District #1	Voucher #34 to #79	\$ 63,688.31
Trust & Agency	#3	\$ 484.98

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

G. PRIVILEGE OF THE FLOOR:

1. Mrs. Dorothy Gronwall asked Superintendent Fraim how to get signs replaced on County Road 36. Superintendent Fraim indicated the Ontario County Highway Department would need to address that issue.
2. Councilman Gronwall questioned if the WLB programs run on individual computers or in the cloud.

Supervisor Vastola indicated they operate in the cloud.

3. Councilman Statt mentioned that Superintendent Fleig told him town websites are supposed to be ADA compliant. Councilwoman Crowley will check into the option.

4. Supervisor Vastola will be the voting delegate at the Association of Towns Annual meeting in New York.

H. ADJOURNMENT:

Councilman Gronwall motioned, Mitchell seconded, and it was unanimously carried to adjourn the meeting at 8:07 pm.

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

I. EXECUTIVE SESSION:

Supervisor Vastola motioned, Councilman Statt seconded, and it was unanimously carried to open an executive session meeting at 8:16 pm to discuss ongoing litigation.

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

Councilman Statt motioned, Councilman Gronwall seconded, and it was unanimously carried to close the executive session meeting at 8:38 pm.

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

*Supervisor Vastola indicated no official vote took place during the executive session, however the Town Board did direct CEO Miller to supply the ZBA with the application from Mr. Castronova for their consideration at the next ZBA meeting.

Respectfully submitted, _____ Eileen Schaefer, Town Clerk