

**Town Organizational Meeting**  
**The Organizational Meeting of Canandaigua Town Board**  
**Canandaigua, NY, held on January 3, 2011 at 5:00 p.m.**

Present: Sam Casella Supervisor  
Ralph Brandt Councilperson  
Oksana Fuller Councilperson –necessarily absent  
Terry Fennelly Councilperson  
Pam Helming Councilperson

Others present: Yvonne Chavez, Tom Schwartz, Lew Smith, Jim Fletcher and Jean Chrisman.

Pledge of Allegiance

The Supervisor informed the public that there would be no public comment as this was an Organizational Meeting.

**The following motion was offered by Councilperson Brandt, and seconded by Councilperson Helming**

Regular Town Board Meetings throughout the year of 2011 will be held at on Monday's, 1/24, 2/14, 3/7, 3/28, 4/18, 5/9, 6/6, 6/27, 7/18, 8/8, 8/29, 9/19, 10/3, 10/24, 11/14, 12/5 . Town Board meetings will be held in the downstairs courtroom of the Canandaigua Town Hall @7pm.

The deadline for submission items for the Town Board agenda will be the Monday before a board meeting @noon to the Town Clerk.

4 ayes: Fennelly, Helming, Brandt, Casella

**The following motion was offered by Councilperson Helming, seconded by Councilperson Fennelly,**

The Canandaigua National Bank and Trust Co., Five Star Bank, J.P. Morgan Chase Bank NA, First Niagara Bank, Community Bank NA, Key Bank of New York or their successors be designated as the depositories in which all Town Officers of the Town of Canandaigua shall deposit all Town Monies coming into their hands. The Supervisor is to use his own discretion in selection of the specific bank for various deposits.

The Canandaigua Daily Messenger shall be designated as the Official Town of Canandaigua newspaper.

Radio stations WCGR (1550 AM) and WISY (102.3 FM) be designated as the official radio stations for the Town of Canandaigua.

4 ayes: Fennelly, Helming, Brandt, Casella

**The following motion was offered by Councilperson Fennelly, seconded by Supervisor Casella,**

The Supervisor shall be authorized to make payments of all bills by check after audit by the majority of the Town Board and issuance of a warrant by the Town Clerk.

The Town Clerk shall be custodian of the petty cash account of \$50.00.

Whereas, payments by voucher are sometimes submitted by valid billing, and the claimant does not have access to a voucher to sign, therefore be it further resolved to approve of waiving the claimants signature on voucher payments of less than \$1500.

4 ayes: Fennelly, Helming, Brandt, Casella

**The following motion was moved by Supervisor Casella, seconded by Councilman Brandt**

Paid holidays will be observed as outlined in the Town of Canandaigua Employee Hand Book for the calendar year 2011 there will one half day given on December 23. New Year's Day will be observed on **1/2/12**, Christmas Day will be observed on **12/26/11**. The transfer station will be closed on all holidays observed by the Town of Canandaigua.

**Moved by Councilperson Brandt, seconded by Councilperson Helming** moved to amend the above motion as follows: that one half day be given on Good Friday and that the transfer station will be closed on the following days: 4/24, 12/24-25, 12/31, 1/1/12.

4 ayes: Fennelly, Helming, Brandt, Casella

**Councilperson Helming moved the amended motion seconded by Councilman Fennelly,**

4 ayes: Fennelly, Helming, Brandt, Casella

**The following was moved by Councilperson Brandt, seconded by Councilperson Helming,** that the board will follow the Rules of Procedure dated 3/15/2010.

4 ayes: Fennelly, Helming, Brandt, Casella

**The following was offered by Councilperson Helming, and seconded by Councilperson Fennelly**

The Town Board does hereby fix the salaries of the officers and employees for the Year 2011 beginning January 1, 2011 at the time respectively stated, that such salaries shall be payable at the time respectively specified:

PERSONNEL	JOB DESCRIPTION	PAY RATE	FREQUENCY
Sam Casella	Supervisor	\$ 39,300/year	Bi-weekly
Judy Carson	Town Clerk	\$ 49,233/year	Bi-weekly
Ralph Brandt	Councilperson	\$ 4,729/year	Bi-weekly
Oksana Fuller	Councilperson	\$ 4,729/year	Bi-weekly
Terry Fennelly	Councilperson	\$ 4,729/year	Bi-weekly
Pam Helming	Councilperson	\$ 4,729/year	Bi-weekly
David Prull	Town Justice	\$ 21,069/year	Bi-weekly
Walter Jones Jr.	Town Justice	\$ 21,069/year	Bi-weekly
James Fletcher	Highway Supt.	\$ 58,885/year	Bi-weekly
Jeannie Kesel	Tax Collector	\$ 7,754/year	Bi-weekly
	Court Clerk	\$ 22,350/year	Bi-weekly
	Bookkeeper	\$ 41,200/year	Bi-weekly
	Budget Officer	\$ 4,350/year	Bi-weekly
	Typist Full Time	\$ \$17.40/hour	Bi-weekly
	Chair of Planning Board	\$ 3,289/year	Quarterly
	Planning Board Members (4)	\$ 2,068/year	Quarterly
	Planning Bd-Stenographer P/T	\$ 13.13/hour	Bi-weekly
	Zoning Board of Appeals, Chair	\$ 1,698/year	Quarterly
	Zoning Brd/Appeals Members (4)	\$ 769/year	Quarterly
	Zoning Brd/Appeals Secretary	\$ 13.39/hour	Bi-weekly
	Assess. Board of Review, Chair	\$ 500/year	Quarterly
	Assess. Brd of Rev Members (4)	\$ 250/year	Quarterly
	Water Superintendent, P/T	\$ 12,406/year	Quarterly
	Deputy Supervisor, P/T	\$ 2,000/year	Bi-weekly
	Deputy Hwy Superintendent	\$ 3,008/year	Quarterly
	Deputy Town Clerk, F/T	\$ 16.38/hour	Bi-weekly
	Deputy Town Clerk, P/T	\$ 12.57/hour	Bi-weekly
	Deputy Tax Collector	\$ 11.46/hour	Quarterly
	Town Historian	\$ 1,450/year	Quarterly
	Code Enforcement Officer, F/T	\$ 55,000/year	Bi-weekly
	Code Enforcement Officer, P/T	\$ 17.74/hour	Bi-weekly
	Code Enforcement Officer F/T	\$ 40,000/year	Bi-weekly
	Director of Development	\$ 75,000/year	Bi-weekly
	Zoning Inspector, F/T	\$ 38,985.00	Bi-weekly
	Micro Computer Operator	\$ 16.47/hour	Bi-weekly
	Office Specialist #1	\$ 12.50/hour	Bi-weekly
	Assessor	\$ 52,974.00	Bi-weekly
	Assessor Aide, F/T	\$ 13.76/hour	Bi-weekly
	Office Specialist #1	\$ 12.50/hour	Bi-weekly
	Receptionist-Part-time	\$ 9.93/hour	Bi-weekly
	Receptionist-Part-time	\$ 9.93/hour	Bi-weekly
	Park Maint. Supervisor	\$ 41,350/year	Bi-weekly

Park-Laborer F/T	\$ 15.24/hour	Bi-weekly
Director of Parks & Recreation	\$ 13,102/year	Quarterly
Constable, P/T	\$ 3,330/year	Bi-weekly
Account Clerk/Typist F/T - Highway	\$ 13.36/hour	Bi-weekly

Highway Department:

Working Supervisors	\$ 24.74/hour
Motor Equipment Operator	\$ 18.00/hour - \$23.56/hour
Laborer	\$ 7.25*/hour - \$10.07/hour

\* State Minimum Wage

4 ayes: Fennelly, Helming, Brandt, Casella

**A motion was made by Councilperson Fennelly, seconded by Supervisor Casella,** that Town employees shall be allowed compensation of .51 per mile for the use of their personal vehicles in the performance of their duties, if a Town owned vehicle is not available.

And the Highway Superintendent shall be authorized to purchase gravel at a rate of no more than \$4.00 per ton from the Town of East Bloomfield.

4 ayes: Fennelly, Helming, Brandt, Casella

**The following was offered by Supervisor Casella, seconded by Councilperson Brandt,**

RESOLVED, that the Town Board does hereby appoint the following people to said respective positions:

Water Superintendent	James Fletcher
Director of Parks and Recreation	Dennis Brewer
Constable	Karl Nelson

Code Enforcement officers will be responsible for enforcement of NYS Building Code, Fire Code, Multiple Housing Code, Watershed inspection and zoning code enforcement.

4 ayes: Fennelly, Helming, Brandt, Casella

**Motion moved by Councilperson Brandt, seconded by Councilperson Helming** that Tom Crawford be re- appointed to the Planning Board for a term ending 12/31/15.

4 ayes: Fennelly, Helming, Brandt, Casella

**Motion moved by Councilperson Helming seconded by Councilperson Fennelly,** to appoint Tom Schwartz to serve as the Chairperson of the Planning Board for the year 2011.

4 ayes: Fennelly, Helming, Brandt, Casella

**Motion moved by Councilperson Fennelly, seconded by Supervisor Casella,** that Barb Rose is re- appointed to the Parks and Recreation Committee for term ending 12/31/15.

4 ayes: Fennelly, Helming, Brandt, Casella

**Motion moved by Supervisor Casella, seconded by Councilperson Brandt,** that Greg Case is re-appointed to the Environmental Conservation Board with term ending 12/31/15.

**Moved by Councilperson Brandt, seconded by Councilperson Helming,** that Gary Davis is re-appointed to the Zoning Board of Appeals for a 5 year term. Said term expires 12/31/15, and

BE IT RESOLVED, Gary Davis will serve as the Chairman of the ZBA.

4 ayes: Fennelly, Helming, Brandt, Casella

**The following was moved by Councilperson Helming, seconded by Councilperson Fennelly,**

BE IT RESOLVED, that the following professional providers be named subject to an approved contract:

MRB Group, P.C.

Town Engineer

Ray Wager, CPA, Inc.	Accountant-Auditor
BPD, Inc.	Financial Advisor
Public Sector HR Consultants	Personnel Consultants
Derek Brocklebank	Attorney for the Town

Discussion.

Councilperson Helming requested that this motion be laid over per Rule 19.

**The following was offered by Councilperson Fennelly, seconded by Supervisor Casella,** that the Supervisor is hereby directed to sign the 2011 Agreements for services provided to the Town for the following:

Ontario County Historical Society for the year 2011 in the amount of \$8,500 per agreement.

Canandaigua Emergency Squad be paid a sum of \$3,000 for the year 2011

Wood Library Association be paid a sum of \$135,325 for the year 2011.

Mercy Flight, be paid a sum of \$3,500 for the year 2011

4 ayes: Fennelly, Helming, Brandt, Casella

**Moved by Supervisor Casella, seconded by Councilperson Brandt,** that the Gate House at Onanda Park have a petty cash fund of \$150 for 2011.

4 ayes: Fennelly, Helming, Brandt, Casella

**The following was moved by Councilperson Brandt, seconded by Councilperson Helming,**

RESOLVED, that the City of Canandaigua be paid \$321,912 for Fire Protection for the year 2011, per the amended contract.

RESOLVED, that the East Bloomfield-Holcomb Fire Department be paid \$34,320 for the year 2011, per contract.

RESOLVED, that the Bristol Volunteer Fire Department be paid \$19,281 for the year 2011, per contract.

RESOLVED, that the Cheshire Volunteer Fire Department be paid \$461,818 for the year 2011, per contract.

Discussion.

**Councilperson Helming moved the following amendment, seconded by Supervisor Casella:**

Delete the last paragraph under the heading Annual Reporting and replace it with the following: The fire district of the Ontario County Fire Dept. inventory for the East Bloomfield/Holcomb fire district is to provide the town board annually prior to the contract payment date an updated copy to reflect all available equipment and that equipment designed for town fire protection.

1 aye: Helming 3 nays: Fennelly, Brandt, Casella

**4 ayes as presented:** Fennelly, Helming, Brandt, Casella

Councilperson Helming made the following statement: That change that she recommended that was defeated in no way impacted the amount of money paid to the fire departments or fire protection of Canandaigua residents. It was simply proposed to clear up contract language

**The following resolution was offered by Councilperson Helming, seconded by Councilperson Fennelly,**

RESOLVED, that in accordance with Town Law Section 33 paragraph 11 and Town Law 64 Paragraph 74 the Town Board does delegate the authority to buy, place and maintain Highway Warning Signs in accordance with the New York State Manual of Uniform Traffic Control Device to the Highway Superintendent.

4 ayes: Fennelly, Helming, Brandt, Casella

The Supervisor announced the appointment of Deborah Trillaud as Bookkeeper to the Supervisor.

The Supervisor announced he will be Budget Officer for 2011.

The Supervisor announced that Ray Henry will be the Town Historian.

Supervisor Casella named the following standing committee appointments:

**Insurance: Terry Fennelly, Pam Helming**

**Fire Protection: Sam Casella & Ralph Brandt**

All committees may utilize staff as needed.

**Motion made by Councilperson Fennelly, seconded by Supervisor Casella,** the Town representative to the Canandaigua Lake Watershed Council shall be Sam Casella and Pam Helming is the alternate representative.

4 ayes: Fennelly, Helming, Brandt, Casella

**Motion made by Supervisor Casella, seconded by Councilperson Brandt,** the Town of Canandaigua shall be allowed to purchase material/equipment from the Ontario County Bid List.

4 ayes: Fennelly, Helming, Brandt, Casella

**Motion made by Councilperson Brandt, seconded by Councilperson Helming,**

WHEREAS, the Town Supervisor shall be delegated the power and duties of administration and supervision of Town or Special Improvement district functions to be performed on behalf of the Town Board and,

THEREFORE, the purpose of this provision is to allow the town to function between town board meetings. By this delegation, however, a town board may not abdicate to the supervisor or surrender to him or her the board's basic statutory responsibilities.

4 ayes: Fennelly, Helming, Brandt, Casella

**Motion was made by Councilperson Helming, seconded by Councilperson Fennelly,** that the public pay the following charges: map charges will be per county rate charged for copies, and that duplication of meeting recordings be charged \$1.00 per tape: also that \$1.25 per disk will be charged for documents sold in any medium ( CD/DVD, etc.), and any electronic format.

4 ayes: Fennelly, Helming, Brandt, Casella

**A motion was made by Councilperson Fennelly, seconded by Supervisor Casella,** that the Town Clerk or Deputy Supervisor countersigns any Town Checks over \$5,000

4 ayes: Fennelly, Helming, Brandt, Casella

**Motion moved by Supervisor Casella, seconded by Councilperson Brandt,**

WHEREAS, the Town Board sets the Town of Canandaigua fee Schedule for 2011 and, THEREFORE BE IT RESOLVED, that the 2011 Fee schedule be adopted at presented.

4 ayes: Fennelly, Helming, Brandt, Casella

**Moved by Councilman Brandt, seconded by Councilperson Helming,**  
Canandaigua Consolidated Water District  
Water Rates - 2011

January 3, 2011

WHEREAS, the Water Rates are established from time to time by the Town Boards for the Canandaigua Consolidated Water Districts and extensions thereof, and

WHEREAS, the City of Canandaigua has projected the wholesale rate for 2011 will increase by approximately 6% over the 2010 rate.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Canandaigua acting on behalf of the Canandaigua Consolidated Water District hereby establishes the Water Rates both per 1,000 gallons and per 100 cubic feet per the attached Rate Schedules for 2011.

4 ayes: Fennelly, Helming, Brandt, Casella

**Moved by Councilperson Helming, seconded by Councilman Fennelly,**  
Canandaigua-Farmington Consolidated Water District

**Water Rates - 2011**

**January 3, 2011**

**WHEREAS**, the Water Rates are established from time to time by the Town Boards for the Canandaigua-Farmington Water Districts and extensions thereof, and

**WHEREAS**, the City of Canandaigua has projected the wholesale rate for 2011 will increase by approximately 6% over the 2010 rate.

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Canandaigua acting on behalf of the Canandaigua-Farmington Water District hereby establishes the Water Rates per the attached Rate Schedule for 2011.

**BE IT FURTHER RESOLVED**, that all Rates shall be in effect for 2011-2012 subject to any rate increase from the City of Canandaigua and shall be on file with the Town Clerk's office.

4 ayes: Fennelly, Helming, Brandt, Casella

**Moved by Councilman Fennelly, seconded by Supervisor Casella,**

**Canandaigua-Farmington Consolidated Water District  
Service Charges – 2011**

**January 3, 2011**

**WHEREAS**, the Service Charges are established from time to time by the Town Boards for the Canandaigua-Farmington Water Districts and extensions thereof.

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Canandaigua acting on behalf of the Canandaigua-Farmington Water District hereby establishes the Service Charges per the attached Service Charges Schedule for 2011.

**BE IT FURTHER RESOLVED**, that all Service Charges Rates shall be on file with the Town Clerk's office.

4 ayes: Fennelly, Helming, Brandt, Casella

Moved by Councilperson Helming, seconded by Councilman Fennelly that after review and audit of bills abstract #18 \$48,755.07 general fund, \$83,774.00 highway fund, \$31,972.46 water fund, \$3,164.33 Ext. 36, \$1,865.46 Hopkins/Grimble Wtr. District, \$854.55 Fox Ridge lighting, \$175.14 Centrepoint lighting, \$196.42 Lakewood Meadows lighting, \$112.63 Fallbrook Meadows lighting that the bills be paid.

4 ayes: Fennelly, Helming, Brandt, Casella

Supervisor Casella adjourned the meeting at 6:03pm.

Judith H. Carson  
Town Clerk