

Town Organizational Meeting

The Organizational Meeting of Canandaigua Town Board

Canandaigua, NY held on January 4, 2012 at 5:00 pm

Present:	Sam Casella	Supervisor
	Ralph Brandt	Councilperson
	Greg Westbrook	Councilperson
	Pam Helming	Councilperson
	Terry Fennelly	Councilperson

Others present: Lew Smith, Kevin Reynolds, Jean Chrisman, Derek Brocklebank, Ray Henry, Jim Crane, Yvonne Chavez and others who did not sign in.

Pledge of Allegiance lead by Greg Westbrook

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

Councilperson Helming-requested that the Rules of procedure which allows public comment be followed. Agreed by consensus.

The following motion was offered by Councilperson Brandt, and seconded by Councilperson Westbrook, Regular Town Board meetings throughout the year of 2012 will be held on Monday's, 1/23, 2/13, 3/5, 3/26, 4/16, 5/7, 5/21, 6/11, 7/2, 7/23, 8/13, 9/10, 10/1, 10/22, **11/5**, 12/3
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.

Moved by Councilman Brandt, seconded by Councilperson Westbrook to amend the above
5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella
Moved as amended: 5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

The following 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.
5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

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

WHEREAS. 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 and

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.

5 ayes Fennelly, Helming, Westbrook, Brandt, Casella

Moved by Councilperson Westbrook, seconded by Councilperson Helming, paid holidays will be observed as outlined in the Town of Canandaigua Employee Handbook for the calendar year 2012, there will be one half day given on April 6 and December 21, and a full day on December 24 and 31st.

The transfer station will be closed on all holidays observed by the Town of Canandaigua.

3 ayes: Fennelly, Brandt, Casella 2 nays: Helming, Westbrook

Moved by Councilperson Fennelly seconded by Supervisor Casella, that the board will follow the Rules of Procedure dated 4/15/10.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved by Councilperson Brandt, seconded by Councilperson Westbrook, that the board has reviewed the procurement policy and accepts it.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Councilperson Helming recommended the Town board review the procurement policy with Dept. Heads & anyone with the authority to make purchases.

Moved by Councilperson Helming, seconded by Councilperson Fennelly

WHEREAS, equipment purchased for the Town of Canandaigua becomes part of the Town of Canandaigua's fixed asset records, and

WHEREAS, all technology equipment will be part of the asset record,

NOW, THEREFORE BE IT RESOLVED, that all other equipment must have a value of over \$500 before it is added to the asset record.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved by Supervisor Casella, seconded by Councilperson Brandt,

The Town Board does hereby fix the salaries of the officers and employees for the year beginning January 1, 2012 at the time respectively stated, that such salaries shall be payable at the time respectively specified:

<u>PERSONNEL</u>	<u>JOB DESCRIPTION</u>	<u>PAY RATE</u>	<u>FREQUENCY</u>
Samuel Casella	Supervisor	\$39,300/year	Bi-weekly
Judith Carson	Town Clerk	\$49,233/year	Bi-weekly
Terry Fennelly	Councilperson	\$ 4,729/year	Bi-weekly
Pam Helming	Councilperson	\$ 4,729/year	Bi-weekly
Greg Westbrook	Councilperson	\$ 4,729/year	Bi-weekly
Ralph Brandt	Councilperson	\$ 4,729/year	Bi-weekly

Walter Jones	Town Justice	\$21,069/year	Bi-weekly	
David Prull	Town Justice	\$21,069/year	Bi-weekly	
James Fletcher	Highway Superintendent	\$58,885/year	Bi-weekly	
Jeanne 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 p/t	\$ 17.40/hour	Bi-weekly	
	Chair of the Planning Board	\$ 3,289/year	Quarterly	
	Planning Board Members (4)	\$ 2,068/year	Quarterly	
	Planning Board Steno. P/T	\$ 13.13/hour	Bi-weekly	
	Zoning Board of Appeal Chair	\$1,698/year	Quarterly	
	Zoning Board Members (4)	\$ 769/year	Quarterly	
	ZBA steno	\$ 13.13/hour	Quarterly	
	Assess. Board of Review, Chair	\$ 500/year	Quarterly	
	Assess. Board of Review (4)	\$ 250/year	Quarterly	
	Water Superintendent/T	\$12,406/year	Quarterly	
	Deputy Supervisor ,P/T	\$ 2,000/year	Quarterly	
	Deputy Hway Supt. P/T	\$ 3,008/year	Quarterly	
	Deputy Town Clerk F/T	\$ 16.38/hour	Bi-weekly	
	Deputy Town Clerk P/T	\$ 12.57	Bi-weekly	
	Deputy Tax Collector	\$ 11.46	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	\$70,000/year	Bi-weekly	
	Zoning Inspector, F/T	\$38,985/year	Bi-weekly	
	Micro Computer Operator	\$ 16.47/year	Bi-weekly	
	Office Specialist #1	\$ 12.50/year	Bi-weekly	
	Assessor	\$52,974/year	Bi-weekly	
	Assessor Aide, F/T	\$ 13.76/hour	Bi-weekly	
	Office Specialist #1	\$12.50/hour	Bi-weekly	
	Receptionist, P/T	\$ 9.93/hour	Bi-weekly	
	Receptionist, P/T	\$ 9.93/hour	Bi-weekly	
	Park Maint. Supervisor	\$41,350/year	Bi-weekly	
	Park-Laborer, F/T	\$ 15.24hour	Bi-weekly	
	Director of Parks & Recreation	\$13,102/year	Quarterly	
	Constable, P/T	\$ 3,330/year	Bi-weekly	
	Acct. Clk Typist, F/T-Highway	\$ 13.36/hour	Quarterly	
Highway Department	Working Supervisors	\$ 24.74/hour	Bi-weekly	
	Motor Equipment Operator	\$ 18.00/hour - \$23.56/hour	Bi-weekly	
	Laborer	\$ *7.25/hour-\$10.75/hour	Bi-weekly	
	*State Minimum Wage			

Moved by Councilperson Westbrook, seconded by Councilperson Helming, 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.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved by Councilperson Fennelly, seconded by Supervisor Casella

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

AND FURTHER RESOLVED, Code Enforcement officers will be responsible for enforcement of NYS Building Code, Fire Code, Multiple Housing Code, Watershed Inspection and Zoning Code Enforcement.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved by Councilperson Brandt seconded by Councilperson Westbrook that Tom Schwartz be appointed to the Planning Board for a term ending 12/31/16.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved by Councilperson Helming, seconded by Councilperson Fennelly that Tom Schwartz be appointed to serve as Chairperson of the Planning Board for the year 2012.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved by Councilperson Fennelly seconded by Supervisor Casella that Alexandra Schenk be appointed to the Parks and Recreation Committee for term ending 12/31/16.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved by Councilperson Brandt seconded by Councilperson Westbrook that Kevin Landrigan be appointed as Chairman of the Parks and Recreation Committee for 2012.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved by Councilperson Helming seconded by Councilperson Fennelly that Rocco Venezia be appointed to the Environmental Conservation Board with term ending 12/31/16.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved by Supervisor Casella seconded by Councilperson Brandt that Robert Krokus be appointed to the Board of Assessment Review term ending 09/30/16.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved by Councilperson Westbrook seconded by Councilperson Helming that Carl Sahler be appointed to the Zoning Board of Appeals for a term that expires 12/31/16.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved by Councilperson Westbrook seconded by Councilperson Helming that Graham Smith will serve as the Chairman of the Zoning Board of Appeals for 2012.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved by Councilman Brandt seconded by Councilperson Helming that Kevin Reynolds be appointed Chairman of the Environmental Conservation Board.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved by Supervisor Casella seconded by Councilperson Brandt,

RESOLVED, that the following professional services be named subject to an approved proposal:

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

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved by Councilperson Westbrook seconded by Councilperson Helming that The Supervisor is hereby directed to sign the 2012 Agreements for Services provided to the Town for the following:

Ontario County Historical Society be paid the sum of year \$8,500 for the year 2012 per the agreement.

Wood Library Association be paid the sum of \$ \$135,325 for the year 2012 per the agreement.

Mercy Flight be paid the sum of \$3,500 for the year 2012 per the agreement.

A donation of \$3,000 be given to the Canandaigua Emergency Squad.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Councilperson Helming –requested corrections be made to the Mercy Flight Service agreement (error in amount) and Canandaigua Emergency Squad(add dollar amount).

Moved by Councilperson Fennelly seconded by Supervisor Casella that the Gate house at Onanda Park have a petty cash fund of \$150 for 2012.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

The following was moved by Councilperson Brandt seconded by Councilperson Westbrook

RESOLVED, that the City of Canandaigua be paid \$321,912 for Fire Protection for the year 2012 per the contract.

RESOLVED, that the East Bloomfield-Holcomb Fire Department be paid \$34,320 for the year 2012 per contract.

RESOLVED, that the Bristol Volunteer Fire Department be paid \$19,883 for the year 2012 per contract.

RESOLVED, that the Cheshire Volunteer Fire Department be paid \$461,818 for the year 2012 per contract.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved 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.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

The Supervisor announced he will be budget officer for 2012

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

Supervisor Casella named the following standing committee appointments:

Fire Protection: Sam Casella & Ralph Brandt

All committees may utilize staff as needed.

Tax Collector Jeanne Kesel announced that Nancy Beecher will be her deputy.

Moved by Councilperson Westbrook seconded by Councilperson Helming the Town representative to the Canandaigua Lake Watershed Council shall be Sam Casella and Pam Helming as the alternate representative.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

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

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved by Councilperson Brandt seconded by Councilperson Westbrook

WHEREAS, the Town Supervisor shall be delegated the power and duties of administration and supervision for 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 the board's basic statutory responsibilities.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved 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.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved by Supervisor Casella seconded by Councilperson Brandt that the Town Clerk or Deputy Supervisor countersigns any Town checks over \$5,000.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved by Councilperson Westbrook seconded by Councilperson Helming

WHEREAS, the Town Board sets the Town of Canandaigua Fee Schedule for 2012and,

NOW, THEREFORE BE IT RESOLVED, that the 2012 Fee Schedule be adopted as presented.

Discussion and recommendations made for updates. Approved by consensus that per unit be added to the Park and Rec fee.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved by Councilman Brandt, seconded by Councilman Fennelly

WHEREAS, the Water Rates are established by the Town Boards for the Canandaigua Consolidated Water Districts and Extensions thereof, and

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 cub feet per the Rate Schedules for 2012

BE IT FURTHER RESOLVED, that all rates shall be on file with the Town Clerk's office.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved by Councilperson Helming, seconded by Councilman Brandt

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 Service Charges Schedule for 2012.

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

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Moved by Councilman Brandt, seconded by Councilman Westbrook

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, Operation and Maintenance cost have increased over the past years and it is necessary to increase water rates in order to better control property tax rates from a projected increase in 2012 & 2013. The water rate will increase by approximately 2.8% over the 2011 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 established the Water Rates per the Rate Schedule for 2012.

BE IT FURTHER RESOLVED, that all rates shall be in effect for 2012-2013 subject to any rate increase from the City of Canandaigua and shall be on file with the Town Clerk's office.

5 ayes: Fennelly, Helming, Westbrook, Brandt, Casella

Councilperson Helming requested copy of MRB 2011 rates. Asked and received confirmation that the Attorney for the Town rates remains consistent with 2011. Requested modification in the Public Sector contract (specifically change to the indemnification clause).

The meeting was adjourned at 6:00 pm.

Judith H. Carson
Town Clerk