

# *Town of Canandaigua*

5440 Routes 5 & 20 West  
Canandaigua, New York 14424

## **AGRICULTURAL ADVISORY COMMITTEE**

### **MEETING MINUTES FOR THURSDAY, MAY 18, 2017**

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**Meeting Called by:** Doug Finch

**Committee Members Present:** Gary Davis  
Bob DiCarlo  
Ray Henry  
Mark Stryker

**Committee Members Absent:** Tim Riley  
Fernando Soberon

**Town Representatives:** Douglas Finch, Town Manager  
Sarah Reynolds, Planning Aide

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**a. CALL TO ORDER**

1. Meeting was called to order at 6:03 PM by Doug Finch. He reviewed the history of the CIC's creation of the Agricultural Project Team, its work on the Agricultural Enhancement Plan and the resulting Local Law establishing this committee.

**b. ORGANIZATIONAL MEETING**

1. Election of the Chairperson – Mark Stryker volunteered to chair the committee. Gary Davis made a motion to accept this and Ray Henry seconded the motion. Motion was carried unanimously.
2. Election of the Vice Chairperson – Bob DiCarlo volunteered to serve as the Committee's Vice Chairperson. Chairman Stryker made a motion and it was seconded by Ray Henry. The motion was carried unanimously.
3. Election of the Recording Secretary – Ray Henry volunteered to serve as recording secretary. The motion was made, seconded, and carried.

4. The following 2017 Meeting Schedule was adopted by a motion that was seconded and carried unanimously.

**Agricultural Advisory Committee  
Public Meetings, 6:00 p.m.**

June 1, 2017

July 6, 2017

August 3, 2017

September 7, 2017

October 5, 2017

November 2, 2017

December 7, 2017

January 4, 2018

5. The following Rules of Procedure were discussed and amended to be adopted as written below.

***TOWN OF CANANDAIGUA  
AGRICULTURAL ADVISORY COMMITTEE  
RULES OF PROCEDURE 2017***

***ORGANIZATION MEETING***

1. *The Organization Meeting of the Agricultural Advisory Committee shall be held in January of each year.*
2. *The Chair of the Agricultural Advisory Committee shall provide at least one week notice of the date, time, and place of the Organization Meeting to each member of the Committee, and public notice in accordance with the New York Open Meetings Law.*
3. *The order of business for the Organization Meeting shall be:*
  - a. *Election of the Chairperson*
  - b. *Election of the Vice Chairperson*
  - c. *Election of the Recording Secretary*
  - d. *Establish the date(s) and time(s) for regular meetings for each month of the calendar year.*
  - e. *Adopt Rules of Procedure by majority vote which may be altered after the Organizational Meeting also by majority vote.*

MEETING AGENDAS

1. *Any Member of the Agricultural Advisory Committee and any Town official wishing to have an item included on a Committee Meeting agenda must deliver the item, in written form, to the Town of Canandaigua Development Office ten (10) calendar days prior to the scheduled meeting, or at the Chairperson's discretion, in order to have it included on the agenda. The Chairperson shall have the final decision on inclusion of items on the agenda.*

MEETING SCHEDULE

1. *Committee meetings shall be held the first Thursday of each month. The third Thursday of the month shall be reserved for an additional meeting if needed. The Chair may call the additional meeting with the concurrence of the majority of the Committee.*
2. *All meetings shall convene at 6:00 p.m.*
3. *The foregoing meeting dates and times may be amended, including cancellation of a meeting, by the Committee as needed.*
4. *Public notice of all meetings shall be made in accordance with NYS Law and Town Code requirements.*

ETHICS

1. *Rules of ethical conduct for Committee Members are governed by Chapter 21 of the Town Code.*

PRIVILEGE OF THE FLOOR

1. *Any person, upon request, may address the Committee during a meeting on a matter of public concern that does not otherwise appear on the agenda for that meeting. The time allotted for addressing the Committee shall be limited to five (5) minutes unless the Chair grants approval for additional time.*

ORDER OF BUSINESS

1. *At each regular meeting the order of business shall be:*
  - a. *Call to Order by the Chair*
  - b. *Introductions of Committee/Staff/Guests by the Chair*
  - c. *Approval of the Minutes*
  - d. *Privilege of the Floor*

- e. Report of the Development Office*
  - f. Referrals from the Town Board,*
  - g. Referrals from the Planning Board, Zoning Board of Appeals, or Environmental Conservation Board*
  - h. Referrals from the Planning Review Committee*
  - i. Old Business*
  - j. New Business*
  - k. Member Reports*
  - l. Adjournment*
- 2. The Chairperson shall preserve order and decorum, and shall decide all questions of order.*
  - 3. Before or during a meeting, the Chairperson may adjust the Order of Business to better use the time of the Committee, Staff, and/or Invited Attendees.*
  - 4. The Vice Chair will assume the responsibilities and authority of the Chair when acting in the absence of the Committee Chairperson.*

#### MOTIONS AND RESOLUTIONS

- 1. No motion shall be stated, discussed, or put, unless it is seconded.*
- 2. If any question under discussion contains several distinct propositions, any Member may have the same divided.*
- 3. All questions of order not covered by these Rules of Procedure shall be decided based on the provisions of Robert's Rules of Order.*
- 4. A motion to adjourn shall always be in order and decided without debate.*
- 5. Three (3) Ayes are required to pass the question, in accordance with New York State General Construction Law.*
- 6. Three (3) Members present and voting shall be considered a quorum.*

#### MINUTES

- 1. The Secretary shall take the minutes of every meeting.*

2. *The stated motion or resolution, the name of the Member offering a motion or resolution, and the name of the Member seconding shall be recorded.*
3. *It will be recorded whether or not a discussion ensued.*
4. *If requested by any Member, the essential points of the discussion will be recorded in a few short sentences.*
5. *The Ayes and Nays upon any question shall be recorded.*
6. *A copy of approved minutes will be filed with the Town Clerk in accordance with state law.*
7. *A Member of the Committee shall be eligible to vote upon the Agricultural Advisory Committee minutes only when he or she was present for the subject meeting.*

#### ANNUAL REPORT

1. *An Annual Report of the work of the Committee during the current year shall be due to the Town Board each year in the month of December.*

#### EFFECTIVE DATE

*All adopted Rules of Procedure shall become effective upon filing in the Office of the Canandaigua Town Clerk and shall remain in effect until further amended by the Agricultural Advisory Committee.*

Gary Davis made a motion to adopt the rules of procedure. Chairman Stryker seconded the motion and it was carried unanimously.

There was a discussion of the agenda and public notices for this committee and it was decided that the Development Office will create the meeting agendas and email them to the Chairperson. The Development Office will also handle the public notices for the meetings.

There was a brief discussion of the process by which referrals will be made to the committee via the Planning Review Committee. This was accepted by the members present. This is the same process used to refer projects to the Planning, Zoning, and Environmental Conservation Boards.

Chairman Stryker and Bob DiCarlo discussed how Town road work can have a negative impact on farmers and there was a general question as to whether communication can be improved between the Town highway department and the farmers in the area where the road work will be done. Suggestions included: have the Complete Streets team help with this; invite the Highway Superintendant to an Agricultural Advisory Committee meeting;

send out courtesy notices to farmers in the area much in the same way that the Development Office sends 100' and 500' notices for projects.

Chairman Stryker stressed the importance of the Town's understanding of the limited flexibility that farmers have to work with in regards to timing of planting/harvesting and the concurrence of road work.

It was also discussed that the Complete Streets team needs to consider farm vehicles when suggesting road widths; perhaps make shoulders wider in narrow road-width areas in order to make room for wider farming vehicles and equipment while still adhering to complete streets standards.

**c. PRIVILEGE OF THE FLOOR**

1. None

**d. REPORT OF THE DEVELOPMENT OFFICE**

1. Doug Finch discussed the plans for PDR applications this year and the role this committee will play in reviewing and ranking those applications. A copy of the application, a PDR fact sheet, and the ranking criteria were handed out.
2. Doug also discussed the differences/similarities between PDRs and TDRs
  - a. Chairman Stryker suggested that we make contact with someone in Lancaster County PA – they are very well versed in PDRs and may have advice for the Town.
  - b. There was additional discussion about PDRs and whether or not the process treats all farmers/landowners fairly.
    - It was noted that it might be better if there was a standard grant/award/payment for all landowners/farmers within the Padelford Brook Greenway or the Farmland Protection Area but it was also generally agreed that this would be difficult to initiate.

**e. REFERRALS**

1. None

**f. OLD BUSINESS**

1. None

**g. NEW BUSINESS**

1. None

**h. MEMBERS' REPORTS**

1. None

**i. ADJOURNMENT AND NEXT MEETING**

1. Chairman Stryker suggested that there were no further discussions needed. Bob DiCarlo made a motion to adjourn the meeting. The motion was seconded by Ray Henry and it was unanimously carried. The meeting was adjourned at 7:20 PM. The next meeting will be June 1<sup>st</sup>, 2017 at 6:00 PM.