

**CITY COUNCIL AGENDA
ORGANIZATIONAL MEETING
MONDAY, JANUARY 5, 2026 6:00 P.M.
CITY COUNCIL CHAMBERS- HURLEY BUILDING
205 SALTONSTALL ST.
VIRTUAL: <https://us06web.zoom.us/j/82103183289>
LIVE STREAM: <https://fingerlakestv.org/live/>**

City Council:

- Thomas Lyon, Mayor**
- Michael Mills, Councilmember Ward I**
- Guy Turchetti, Councilmember Ward II**
- Donna Cator, Councilmember Ward III**
- Erich Dittmar, Councilmember Ward IV**
- Sim Covington, Councilmember-at-Large**
- Doug Merrill, Councilmember-at-Large**
- J.T. Squires, Councilmember-at-Large**
- Gwen Van Laeken, Councilmember-at-Large**

John Goodwin, City Manager
Shawna Bonshak, Assistant City Manager
Erin VanDamme, City Clerk
David Hou, Corporation Counsel

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Public Hearings:**
- 4. Review of Community Core Values:**
As residents, city staff and appointed & elected officials of the City of Canandaigua, our decisions and actions will be guided by these core values: Responsive; Participatory Governance; Caring & Respect; Integrity; Heritage; Stewardship; and Continuous Improvement.
- 5. Approval of Minutes: December 15, 2025**
- 6. Recognition of Guests:**
- 7. Manager's Report:**
- 8. Items For Action**
 - A. City Council Rules and Procedures**
 - B. Election of City Council President**
 - C. Appointment of Standing Committees**
 - D. Designation of Official Newspapers**
 - a. Daily Messenger**
 - E. Appointment of City Historian**
 - a. Preston Pierce**
 - F. Appointments of BID Representatives**

- a. City Council – Ellen Polimeni
- b. City Manager – Rick Brown
- c. Mayor – Stephen Cole

G. Appointment of Canandaigua LDC Representative

- a. Denise Chaapel

H. Establishing Time for Regularly Scheduled Meetings

9. Resolutions:

Resolution #2026-001: A Resolution Setting the Time and Place of a Public Hearing on a Local Law Establishing and Imposing Sewer Rents in the City of Canandaigua

10. Local Laws:

Local Law #2026-001: A Local Law Establishing and Imposing Sewer Rents in the City of Canandaigua

11. Adjournment

CANANDAIGUA CITY COUNCIL RULES AND PROCEDURES

1. ORGANIZATION

The City Council shall consist of the Mayor and eight Councilmembers, one to be elected from each of the City's four (4) Wards and four (4) to be elected from the City at large. The members of the City Council shall meet biennially on the first Monday of the year or, if that day is a Public Holiday, on the next day thereafter, and organize. They shall, at said organizational meeting, elect a President of the City Council from their number, whose term of office shall expire with that of his/her term of office as a Councilmember and said President shall preside over all meetings of the City Council in the absence of the Mayor and have a voice therein. At all meetings of the City Council, the Mayor, when present, shall preside and have a voice therein.

2. CLERK

The City Clerk shall be the Clerk of the City Council.

3. MEETINGS

The City Council shall hold at least one (1) regular meeting each month of the calendar year; the day and time to be decided upon at the organizational meeting. The City Council shall hold adjourned or special meetings in its chambers or location that is otherwise designated, at such times as it shall designate. The Mayor, or in his/her absence, the President of the City Council or a majority of its members may call a special meeting by causing a written notice thereof, specifying the date, time and the object thereof, to be served by the City Manager, or his/her designee, upon each member personally at least three (3) hours before the time specified in such notice for such meeting or by mail or electronic mail directed to the member of the Council at his place of residence or place of business at least twelve (12) hours before the time specified in such notice for said meeting.

4. VOTING

- a. Each member of the City Council shall vote on every duly offered and properly seconded motion.
- b. The order of voting will be as follows:
 - (1) The Councilmember representing the First Ward.
 - (2) The Councilmember representing the Second Ward.
 - (3) The Councilmember representing the Third Ward.
 - (4) The Councilmember representing the Fourth Ward.
 - (5) Each of the four (4) Councilmembers-at-Large.
 - (6) The Mayor.
- c. A member of the City Council will be excused from voting by the presiding officer, only if, in the judgment of the presiding officer or the Corporation Counsel, such vote would be in a conflict of interest of the Councilmember.
- d. No motion shall be discussed or put to vote unless properly seconded. When a motion is properly seconded, it shall be stated by the presiding officer before discussion.
- e. After motion is stated, it shall be before the Council, but may be withdrawn at any time by the member who offered the motion before decision or amendment.
- f. When a motion is under discussion, no motion shall be honored except a motion to amend, to put it to vote, to lay it on the table or to adjourn the Council.
- g. A motion to adjourn, properly seconded, is always in order.
- h. A roll call vote shall be called and recorded on all motions or Resolutions involving the expenditure of funds (money).
- i. Affirmative vote of at least five (5) members of the Council shall be necessary to adopt any Local Law, Ordinance, Resolution or Order.

5. **COMMITTEES**

The Mayor, for the purpose of aiding and assisting the City Council and City Manager, shall appoint the following Standing Committees at the time of the organizational meeting:

- a. Finance/Budget Committee
- b. Ordinance
- c. Environmental/Parks Committee
- d. Planning/Development Committee

Note: The Mayor and City Manager shall be members ex-officio of any and all appointed committees.

6. **CONDUCT OF COUNCIL MEETINGS**

- a. Six (6) members of the City Council will constitute quorum.
- b. Order of Business
 - (1) Pledge of Allegiance
 - (2) Roll Call
 - (3) Review of Core Values
 - (4) Approval of Minutes of last regular meeting.
 - (5) Recognition of Guests
 - (6) Resolutions
 - (7) Ordinances
 - (8) Local Laws
 - (9) Manager's Report
 - (10) Miscellaneous
 - (11) Adjournment.
- c. The presiding officer shall preserve order and decorum.
- d. Each member, prior to his speaking, shall raise his hand and await recognition from the presiding officer and address himself to the presiding officer.

- e. No member shall speak more than once on any question until every member wishing to speak shall have spoken.
- f. Any and all members called to order by the presiding officer shall immediately come to order.
- g. Any citizen shall have the right to come before the City Council at any meeting to speak on any subject before the Council or to request information or action on any City matter. All meetings and proceedings of the City Council shall be public except as designated by State law. A person wishing to address the Council must:
 - (1) Be recognized by the presiding officer.
 - (2) After recognition, state his or her name and address.
 - (3) Present any information or request action in a polite, businesslike manner.
 - (4) Be seated and silent upon request of the presiding officer.
- h. All questions of order not covered by the Rules of City Council shall be decided by the Corporation Counsel based on the provisions of Robert's Rules of Order.

2026 City of Canandaigua City Council Committees

Council President: Erich Dittmar

Corporation Counsel: Bond, Schoeneck & King, PLLC

City Historian: Preston Pierce

Standing Committees

ENVIRONMENTAL:

Chair – Doug Merrill
Erich Dittmar
Sim Covington
J.T. Squires

FINANCE:

Chair – Michael Mills
Donna Cator
Guy Turchetti
Gwen Van Laeken

ORDINANCE:

Chair – Erich Dittmar
Sim Covington
Doug Merrill
J.T. Squires

PLANNING:

Chair- Guy Turchetti
Donna Cator
Michael Mills
Gwen Van Laeken

Special Committees

PUD (Planned Urban Development):

Chair: Thomas Lyon
All Council Members

WATERSHED COUNCIL- Thomas Lyon

DRAFT 2026 CITY COUNCIL & COMMITTEE MEETING DATES

City Council Meetings

**6 PM Hurley Building
(3rd Monday of the Month)**

January (Org. Meeting)	5
January	26
February	23
March	16
April	20
May	18
June	15
July	20
August	17
September	28
October	26
November	16
December	21

Special Committees

TBA

Budget Workshops

6-9 PM Hurley Building

November 2
November 9
November 23
November 30
December 7 (if needed)
December 14 (if needed)

Environmental Committee & Ordinance Committee Meeting

**6-8 PM Hurley Building
(1st Monday of the Month)**

January	5	July	6
February	2	August	3
March	2	September	14
April	6	October	5
May	4	November	-
June	1	December	-

Planning Committee & Finance Committee Meeting

**6-8 PM Hurley Building
(2nd Monday of the Month)**

January	12	July	13
February	9	August	10
March	9	September	21
April	13	October	19
May	11	November	-
June	8	December	-

RESOLUTION #2026-001

A RESOLUTION SETTING THE TIME AND PLACE OF A PUBLIC HEARING ON A LOCAL LAW ESTABLISHING AND IMPOSING SEWER RENTS IN THE CITY OF CANANDAIGUA

WHEREAS, the City Manager will be recommending an increase in sewer rents which may only be enacted through the adoption of a local law; and

WHEREAS, it is required that a public hearing be held prior to the adoption of a local law;

NOW, THEREFORE, BE IT RESOLVED by City Council that a public hearing on a Local Law establishing and imposing sewer rents shall be held in the City Council Chambers, the Hurley Building, 205 Saltonstall Street, Canandaigua, New York beginning at 6 PM on January 26, 2026 which can also be attended virtually via the following hyperlink: <https://us06web.zoom.us/j/82103183289>; and

ADOPTED this 5th day of January, 2026.

ATTEST:

Erin VanDamme
City Clerk

LOCAL LAW #2026-001

A LOCAL LAW ESTABLISHING AND IMPOSING SEWER RENTS IN THE CITY OF CANANDAIGUA

Section 1. Statement of Policy

As a means of producing revenue for operation and maintenance of the sewer system of the City of Canandaigua, it is necessary to establish and impose charges for the use of said system, or to any portion of said system. This sewer rent is enacted pursuant to Article 14-F of the General Municipal Law of the State of New York.

Section 2. Definitions

- a. "Sewer System" - The sewer system of the City of Canandaigua includes all sewer pipes and other appurtenances which are used or are useful in connection with the collection, treatment, or disposal of sewage, industrial waste, and other wastes which are owned, operated or maintained by the City of Canandaigua, including sewage pumping stations and sewage treatment and disposal works and private on-site wastewater disposal, if any.
- b. "Part" - As used in relation to the term "sewer system" - all lateral sewers, or all branch sewers, or all interceptor sewers, or all trunk sewers, any sewage treatment and disposal works, and private on-site wastewater disposal systems, each part with necessary appurtenances including pumping systems.
- c. The terms "sewage", "industrial wastes", and "other waste" shall have meanings as set forth in Section 451 of the General Municipal law, as the same may be amended from time to time.

Section 3. Basis for Sewer Rent Computation

- a. Sewer rent charges shall be based either (1) upon the consumption of water on the premises connected with and served by the sewer system, or any part or parts thereof, or (2) upon the basis of actual discharge to the sewer system. Such actual discharge shall be based upon the measurement of an actual flow measuring device recording the actual flow of sewage to the sewer system.
- b. No user may elect to pay sewer rent charges on the basis of actual discharge unless a flow measuring device and control manhole have been installed and approved by the Director of Public Works. Such approval of the flow measuring device and control manhole shall be based upon measuring devices and shall be subject to periodic inspection, testing, and reading by the Director of Public Works. The cost of installation, maintenance and testing of the flow measuring device and control manhole shall be borne solely by the system user.
- c. Sewer rent charges shall be **\$7.322** per 1,000 gallons of (a) water consumption or (b) measured sewer discharge during the period for which any statement is rendered, provided, however, that the minimum quarterly charge shall be **\$82.00**.

Section 4. Payment Dates; Penalties; And Enforcement

- a. Billing of sewer rents shall be quarterly with bills due on the 1st day of the month in which the bill is mailed. Each bill shall be for the preceding quarter.
- b. Payment of the sewer rents shall be made within 20 days of rendering of the bill without penalty (or the next business day if the 20th falls on a weekend or holiday).

- c. Any payment received 20 days after billing shall accrue a 15% penalty of the amount due. Bills are considered rendered upon mailing.
- d. In April of each year, the amounts of all past due bills from the preceding year, plus penalties, shall be certified by the City Clerk/Treasurer and shall be collected and enforced in the same manner and at the same time as provided by law for the collection and enforcement of City taxes.

Section 5. Sewer Rent Fund

- a. Revenues derived from sewer rents, including penalties, shall be credited to a special fund for the sewer system, to be known as the “City of Canandaigua Sewer Fund.” Monies in such fund shall be used in the following order:

(1) For the payment of the costs of operation, maintenance, and repairs of the sewer system or such part or parts thereof for which sewer rents have been established and imposed.

(2) For the payment of the interest on and amortization of, or payment of, indebtedness which has been or shall be incurred for the construction of sewage treatment and disposal works with necessary appurtenances including pumping stations, or for the extension, enlargement, or replacement of, or addition to, such sewer system, or part or parts thereof.

(3) For transportation charges imposed by any other municipality or entity for the transport of sewage via such other municipalities sewer mains, interceptors or lines.

- b. Such revenues from sewer rents shall not be used (1) to finance the cost of any extension or any part of a sewer system (other than any sewage treatment or disposal works with necessary appurtenances including pumping stations) to serve unsewered areas if such part has been constructed wholly or partly at the expense of the real property especially benefited, or (2) for the payment of the interest on, and the amortization or payment of, indebtedness which is to be paid in the first instance from assessments upon the benefited real property.

Section 6. Amendments

Any amendments to or other action taken affecting such sewer rents shall be accomplished in the same manner as provided in Article 14-F of the General Municipal Law for the original establishment of sewer rents.

Section 7. Effective Date

This Local Law shall take effect immediately upon filing with the Secretary of State.

ADOPTED this 26^h day of January, 2026.

ATTEST:

Erin VanDamme
City Clerk