

MINUTES OF THE CANANDAIGUA CITY COUNCIL MEETING
THURSDAY, FEBRUARY 7, 2019 7:00 P.M.
City Council Chambers
City Website: canandaiguanewyork.gov

Pledge of Allegiance:

Roll Call:

Members Present: Councilmember Ward 1 Nick Cutri
Councilmember Ward 2 Robert Palumbo
Councilmember Ward 3 Karen White
Councilmember Ward 4 Renée Sutton
Councilmember-at-Large Robert O'Brien
Councilmember-at-Large James Terwilliger
Councilmember-at-Large Stephen Uebbing
Mayor Ellen Polimeni

Members Absent: Councilmember-at-Large David Whitcomb

Also Present: City Manager, John Goodwin
City Clerk-Treasurer Nancy C. Abdallah
Corporation Counsel Terence Robinson, Boylan Code
Assistant City Manager Rob Richardson

Review of Community Core Values: Councilmember-at-Large Terwilliger read the 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.

Approval of Minutes:

January 3, 2019

Moved: Councilmember-at-Large Terwilliger
Seconded: Councilmember-at-Large Uebbing
Vote Result: Carried unanimously by voice vote (8-0)

Recognition of Guests:

- Councilmember-at-Large Terwilliger read Resolution 2019-004 recognizing and thanking Waste Water Treatment Plant Operator Sally Bateman for her 30 years of service. She could not be in attendance at the meeting but Lou Loy, Retired Director of Public Works spoke about her and stated that she was an excellent worker.
- Denise Chaapel – Downtown Manager for the Business Improvement District spoke about upcoming BID events to be held downtown.

Committee Reports:

Planning/Development Committee Meeting:

January 8, 2019 (Appendix A)

- Economic Development

February 5, 2019 (Appendix A)

- Habitat for Humanity
- Pathstone Corporation
- Comprehensive Plan Committee
- DRI (Downtown Redevelopment Initiative)

Environmental/Parks Committee Meeting:

January 15, 2019: (Appendix B)

- Boiler Replacement at WWTP
- Dog Park Update
- Watershed Environmental Initiative
- Landscape Alternative Options
- Humane Society Concerns

Ordinance/PUD Committee Meeting:

January 22, 2019 (Appendix C)

- Parking restrictions on Prospect Street
- Public Hearing Notices-Planning Commission and Zoning Board of Appeals
- Legislation Banning Single Use Plastics & Polystyrene Foam Packaging

Finance/Budget Committee Meeting:

January 29, 2019 (Appendix D)

- Creating Office Specialist II Position
- Review of Financial Policies

Resolutions:

Resolution #2019-004

Moved: Councilmember-at-Large Terwilliger

Seconded: Councilmember-at-Large Uebbing

**A RESOLUTION RECOGNIZING AND THANKING
RETIRED WASTE WATER TREATMENT PLANT OPERATOR SALLY BATEMAN
FOR HER 30 YEARS OF SERVICE TO THE CITY OF CANANDAIGUA**

WHEREAS, Sally Bateman served the City of Canandaigua beginning October 17, 1988, as a Waste Water Treatment Facility Operator until she celebrated her retirement on January 31, 2019; and

WHEREAS, during her 30+ years Sally has ensured that the natural resources of the City and downstream region were constantly protected by the effective operation of the Waste Water Treatment Plant; and

WHEREAS, during her tenure Sally has happily greeted and helped anyone who visited the Waste Water Treatment Plant, especially multiple tours of students each year; and

WHEREAS, Sally has served under six City Managers, two Mayors, and sixteen City Councils; and

WHEREAS, during her distinguished career Sally has performed her duties with dedication and professionalism, and has won the respect and admiration of the community, her peers and coworkers; and

NOW, THEREFORE, BE IT RESOLVED, that the Canandaigua City Council, on behalf of the residents of the City of Canandaigua, does hereby recognize and thank Sally Bateman, for her 30+ years of dedicated service to the City of Canandaigua and wishes her many happy years of retirement.

Vote Result: Carried unanimously by voice vote (8-0)

Resolution #2019-005

Moved: Council Member Ward 1 Cutri

Seconded: Council Member Ward 2 Palumbo

**A RESOLUTION AUTHORIZING THE PURCHASE OF A REPLACEMENT BOILER
AT THE WASTE WATER TREATMENT PLANT**

WHEREAS, one of the boilers at the Waste Water Treatment Plant is no longer functioning properly and needs to be replaced; and

WHEREAS, a bid was opened on December 5th, and the only bid submitted from the five vendors sent the specifications came from Landry Mechanical, located at 164 Flint Hill Road in Leroy, NY for a total cost of \$144,400; and

WHEREAS, the 2019 Sewer Fund Capital Budget included funding (\$150,000) to replace the boiler, and Staff recommends purchasing the replacement boiler from Landry Mechanical; and

WHEREAS, this request was reviewed and approved by the Environmental/Parks Committee at its January 15th meeting;

NOW, THEREFORE, BE IT RESOLVED, that City Council hereby authorizes the purchase of a replacement boiler from Landry Mechanical, located at 164 Flint Hill Road in Leroy, NY for a total cost not to exceed \$144,400.

The motion CARRIED UNANIMOUSLY on the following vote:

AYES: Council Member Ward 1 Cutri, Council Member Ward 2 Palumbo, Councilmember Ward 3 White, Councilmember Ward 4 Sutton, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, Councilmember-at-Large Uebbing and Mayor Polimeni.

NOES: None

Resolution #2019-006

Moved: Councilmember Ward 3 White

Seconded: Councilmember Ward 4 Sutton

**A RESOLUTION SUPPORTING THE PROPOSED BAN ON SINGLE-USE PLASTIC BAGS
IN NEW YORK STATE**

WHEREAS, in his 2019 Executive Budget, Governor Andrew Cuomo included a proposal to ban single-use plastic bags; and

WHEREAS, while the policy is still incomplete and a path to implementation has not been determined, The City of Canandaigua firmly believes in environmental stewardship and that action must be taken to reduce the amount of solid waste sent to landfills; and

WHEREAS, knowing the Casella landfill will close by 2028, City Council full supports the Governor's proposed ban on single use plastic bags; and

WHEREAS, in addition to banning single use plastic bags, some countries and municipalities have gone a step further to reduce solid waste generated from single use products; and

WHEREAS, for example, New York City banned the possession, sale, or use of single-use polystyrene foam items effective January 1, 2019, and the European Union is working to ban single-use straws, plates, cutlery and cotton swabs; and

WHEREAS, City Council would like to see New York State pursue similar initiatives;

NOW, THEREFORE, BE IT RESOLVED, that City Council fully supports the Governor's proposed ban on single-use plastic bags in New York State; and

BE IT FURTHER RESOLVED, the City of Canandaigua would like to see New York State pursue more policies similar to those in New York City and being pursued by the European Union to reduce solid waste and further promote environmental stewardship.

The motion CARRIED UNANIMOUSLY on the following vote:

AYES: Council Member Ward 1 Cutri, Council Member Ward 2 Palumbo, Councilmember Ward 3 White, Councilmember Ward 4 Sutton, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, Councilmember-at-Large Uebbing and Mayor Polimeni.

NOES: None

Resolution #2019-007

Moved: Councilmember-at-Large O'Brien

Seconded: Councilmember-at-Large Uebbing

A RESOLUTION AUTHORIZING THE CREATION OF THE OFFICE SPECIALIST II POSITION

WHEREAS, the Adopted 2019 Budget included funding to convert the administrative assistant in the Code Enforcement Office from a part-time to a full-time position; and

WHEREAS, this position will be able to complete administrative tasks currently performed by Code Enforcement Officers allowing them to complete more inspections, respond to complaints, and increase the amount of time spent on proactive enforcement throughout the City; and

WHEREAS, a request was submitted to Ontario County to create a full-time Office Specialist II position that will provide the additional support necessary in Code Enforcement without significantly impacting the operations of the department; and

WHEREAS, in addition to receiving approval during the 2019 Budget process, this request was reviewed and approved at the January 29th Finance/Budget Committee Meeting;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Canandaigua hereby authorizes the creation of the Office Specialist II position pending jurisdictional classification by the New York State Civil Service Commission.

The motion CARRIED UNANIMOUSLY on the following vote:

AYES: Council Member Ward 1 Cutri, Council Member Ward 2 Palumbo, Councilmember Ward 3 White, Councilmember Ward 4 Sutton, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, Councilmember-at-Large Uebbing and Mayor Polimeni.

NOES: None

Resolution #2019-008

Moved: Councilmember-at-Large Uebbing

Seconded: Councilmember-at-Large O'Brien

A RESOLUTION UPDATING THE CITY OF CANANDAIGUA INVESTMENT POLICY

WHEREAS, the City of Canandaigua's Investment Policy was developed to provide the Clerk/Treasurer with direction regarding the investment of money and other financial resources belonging to the City of Canandaigua; and

WHEREAS, the City Manager and Clerk/Treasurer recommended the following changes to the policy:

- Identify the signatories for all investments and cash deposits as the City Manager, Clerk/Treasurer, or Deputy Clerk/Treasurer
- Change MBIA to NYCLASS to reflect the change in vendor
- Remove Five Star Bank and First Niagara Bank from the approved banks and trust companies authorized to accept deposits
- Increase the maximum deposit amounts at Canandaigua National Bank & Trust (from \$10,000,000 to \$15,000,000), NYCLASS (from \$3,500,000 to \$10,000,000), Lyons National Bank (from \$3,500,000 to \$5,000,000), and Genesee Regional Bank (from \$5,000,000 to \$10,000,000) respectively; and

WHEREAS, these recommendations proposed to update the Investment Policy were reviewed and approved at the January 29th Finance/Budget Committee Meeting;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Canandaigua that the attached updated Investment Policy be adopted.

Councilmember-at-Large Terwilliger abstained from voting because he is an Officer of Canandaigua National Bank.

The motion CARRIED UNANIMOUSLY on the following vote:

AYES: Council Member Ward 1 Cutri, Council Member Ward 2 Palumbo, Councilmember Ward 3 White, Councilmember Ward 4 Sutton, Councilmember-at-Large O'Brien, Councilmember-at-Large Uebbing and Mayor Polimeni.

NOES: None

Resolution #2019-009

Moved: Councilmember-at-Large O'Brien
Seconded: Councilmember Ward 4 Sutton

**A RESOLUTION AUTHORIZING THE CITY OF CANANDAIGUA
TO ENTER INTO A RENEWAL AGREEMENT WITH
HABITAT FOR HUMANITY OF ONTARIO COUNTY, NY**

WHEREAS, in March, 2014 the City of Canandaigua entered into an agreement with Habitat for Humanity of Ontario County, NY (Habitat) for the purposes of conducting a housing rehabilitation project; and

WHEREAS, the original scope of the project was limited to Chapin Street, but was later expanded to include the entire City of Canandaigua; and

WHEREAS, Habitat has successfully recruited volunteers to improve homes throughout the City which has not only improved the safety and physical appearance of the homes and neighborhoods, but has also strengthened the homeowners' sense of pride and investment in the community; and

WHEREAS, the City is desirous of entering into a renewal agreement with Habitat; and

WHEREAS, the City is in receipt of funds received in the form of loan repayments from past U.S. Dept. of Housing and Urban Development Community Development Block Grants (HUD CDBG), known as "Program Income" which in accordance with HUD must be repurposed for activities that advance HUD's National Objectives; and

WHEREAS, the City's cost for this proposal is \$15,000 which will be funded from program income in the City's CDBG Fund and be utilized for materials and supplies;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Canandaigua hereby authorizes the City Manager to execute a renewal agreement with Habitat; and

BE IT FURTHER RESOLVED that this project will be funded from a not-to-exceed \$15,000 allocation from the City's CDBG Fund.

The motion CARRIED UNANIMOUSLY on the following vote:

AYES: Council Member Ward 1 Cutri, Council Member Ward 2 Palumbo, Councilmember Ward 3 White, Councilmember Ward 4 Sutton, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, Councilmember-at-Large Uebbing and Mayor Polimeni.

NOES: None

Resolution #2019-010

Moved: Councilmember Ward 4 Sutton
Seconded: Councilmember Ward 3 White

**A RESOLUTION AUTHORIZING THE CITY OF CANANDAIGUA TO ENTER INTO A
RENEWAL AGREEMENT WITH PATHSTONE CORPORATION**

WHEREAS, in March 2014, City of Canandaigua and PathStone Corporation (PathStone) partnered to provide assistance to low to moderate income homeowners in making repairs to their homes and energy efficiency improvements, known as the Home Energy and Improvement Program; and

WHEREAS, PathStone has submitted a proposal to renew this program with said proposal including the rehabilitation of at least seven homes within the City of Canandaigua; and

WHEREAS, the City is desirous of renewing said partnership with PathStone; and

WHEREAS, PathStone possesses the experience, skill and capacity required to deliver essential services to income-eligible homeowners to receive assistance from the City of Canandaigua under the Home Energy and Improvement Program; and

WHEREAS, the City is in receipt of funds received in the form of loan repayments from past U.S. Dept. of Housing and Urban Development Community Development Block Grants (HUD CDBG), known as “Program Income” which in accordance with HUD must be repurposed for activities that advance HUD’s National Objectives; and

WHEREAS, the City cost of this proposal is \$46,600 which will be funded from program income in the City’s CDBG Fund; and

WHEREAS, additional funds will be provided by other grants awarded to PathStone including grants from the New York State Energy Research and Development Authority; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Canandaigua hereby authorizes the City Manager to execute an agreement with PathStone for purposes of initiating a Home Energy and Improvement Program; and

BE IT FURTHER RESOLVED that this project will be funded from a not-to-exceed \$46,600 allocation from the City’s CDBG Fund.

The motion CARRIED UNANIMOUSLY on the following vote:

AYES: Council Member Ward 1 Cutri, Council Member Ward 2 Palumbo, Councilmember Ward 3 White, Councilmember Ward 4 Sutton, Councilmember-at-Large O’Brien, Councilmember-at-Large Terwilliger, Councilmember-at-Large Uebbing and Mayor Polimeni.

NOES: None

Resolution #2019-011

Moved: Council Member Ward 2 Palumbo

Seconded: Council Member Ward 1 Cutri

A RESOLUTION ESTABLISHING THE COMPREHENSIVE PLAN COMMITTEE

WHEREAS, a Comprehensive Plan is an expression of goals and recommended actions to guide the development of government structure as well as the natural and built environment of a city; and

WHEREAS, a Comprehensive Plan lays the foundations for land use controls that protect the health, safety, and general welfare of the community’s citizens, and focuses on immediate and long-range protection, enhancement, growth and development of Canandaigua’s assets; and

WHEREAS, the parameters of creating a comprehensive plan are stipulated in General City Law section §28-a of the State of New York; and

WHEREAS, a committee will review Canandaigua's current Comprehensive Plan and make revisions as they engage the public and comply with the Open Meetings Law and provide notice to the media in advance, post notice in a public location, and provide meeting access to the public; and

WHEREAS, the committee will provide reports to the City Council monthly with a completed plan being presented for approval by January 31, 2020; and

NOW, THEREFORE, BE IT RESOLVED, the 2018-2019 City Council approves the formation of a committee to review and revise the Comprehensive Plan of the City of Canandaigua.

The motion CARRIED UNANIMOUSLY on the following vote:

AYES: Council Member Ward 1 Cutri, Council Member Ward 2 Palumbo, Councilmember Ward 3 White, Councilmember Ward 4 Sutton, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, Councilmember-at-Large Uebbing and Mayor Polimeni.

NOES: None

Ordinances:

Ordinance #2019-001:

Councilmember Ward 3 White read the following ordinance and placed it on the table.

AN ORDINANCE AMENDING CHAPTER 648-21 ENTITLED PARKING, STANDING, AND STOPPING RESTRICTIONS OF THE MUNICIPAL CODE

SECTION 1. Chapter 648-21 (Parking, Standing and Stopping Restrictions) of the Municipal Code is hereby amended as follows:

Prospect Street: No parking on the south side from the east curblineline of Thad Chapin Street to the west curblineline of South Pearl Street.

No parking on the north side curblineline on Prospect Street within the first 80' from the crosswalk at the corner of Prospect Street and South Pearl Street.

SECTION 2. This ordinance shall take effect thirty (30) days from its adoption.

Ordinance #2019-002:

Councilmember-at-Large Uebbing read the following ordinance and placed it on the table.

AN ORDINANCE AMENDING CHAPTER 161 OF THE CITY CODE RELATIVE TO THE CITY OF CANANDAIGUA, PURCHASING POLICIES AND PROCEDURES.

WHEREAS, New York State General Municipal Law §104-b(4) requires the City Council to review the City's policies and procedures with respect to purchases; and

WHEREAS, the proposed amended policies and procedures were reviewed and discussed by the Department Heads in accordance with General Municipal Law §104-b(3); and

WHEREAS, after reviewing the City's current Purchasing Policy and Procedures, the City Manager and Clerk/Treasurer recommends the updating the policy to include refunds under §161-5 Section C: Exceptions to Purchase Orders; and

WHEREAS, the proposed recommendation to update the Purchasing Policy and Procedures was reviewed and approved at the January 29th Finance/Budget Committee Meeting;

NOW, THEREFORE, BE IT ENACTED by the City Council of the City of Canandaigua that:

Sec. 1 Chapter 161 of the Municipal Code, is hereby amended in its entirety and replaced with the attached "Purchasing Policies and Procedures" (additions in **bold**, deletions **stricken**); and

Sec. 2 This ordinance shall be effective thirty (30) days following its enactment.

Local Laws: None

Manager's Report: City Manager John D. Goodwin reported the following:

- Proud Dad moment – Daughter Emma is first chair violinist at concert tonight, which was rescheduled from last week due to the weather.
- Presentations by the Community Support Center was given at the Rotary luncheon. This is a wonderful resource we have in the community for anyone struggling with addiction or who just needs someone to talk to.

Appointments: None

Miscellaneous: None

Executive Session:

Councilmember Ward 4 Sutton moved to close the regular meeting to go into Executive Session at 7:52 PM work history of an individual. Councilmember Ward 3 White seconded the motion.

Vote Result: Carried unanimously by voice vote (8-0)

Regular Session:

Councilmember Ward 4 Sutton moved to close the executive session and return to the regular meeting at 8:35 PM. Councilmember Ward 3 White seconded the motion.

Vote Result: Carried unanimously by voice vote (8-0).

Adjournment

Councilmember Ward 4 Sutton moved to adjourn the regular session at 8:35 PM. Councilmember Ward 3 White seconded the motion.

Vote Result: Carried unanimously by voice vote (8-0).

APPENDIX A
PLANNING/DEVELOPMENT COMMITTEE
Tuesday, January 8, 2019
7:00 p.m.
Wood Library – Ewing Family Community Room

Committee: Robert O’Brien, Chair, Bob Palumbo, Steve Uebbing, Renée Sutton

1. Economic Development Discussion

Judy McKinney Cherry, CEcD, the Executive Director of the Schuyler County Partnership for Economic Development, has been invited to talk about successful economic development strategies that have been deployed in Schuyler County.

PLANNING/DEVELOPMENT COMMITTEE
Tuesday, February 5, 2019
7:00 p.m.
Wood Library – Ewing Family Community Room

Committee: Robert O’Brien, Chair, Bob Palumbo, Steve Uebbing, Renée Sutton

Other Councilmembers: Mayor Polimeni, Nick Cutri, Karen White, Jim Terwilliger **(7:10 p.m.)**,
Dave Whitcomb **(7:13 p.m.)**

Staff: John D. Goodwin, Rob Richardson

1. Renewal of Homeownership and Home Preservation Program – Habitat for Humanity

Habitat for Humanity (Habitat) and the City has partnered over the last several years to assist homeowners with exterior home repairs and improvements. Nash Bock from Habitat will be at the meeting to make a short presentation detailing the benefits of the program to the community and their proposal to continue their work. Funding for this program needs to be appropriated and recommended to be appropriated from existing CDBG funds (\$15,000).

Nash was at the meeting to discuss his request and provided a brief synopsis of the services they provide. They intend to partner with the Office of the Aging to focus on installing handicapped ramps. The Mayor asked how the last year’s program went, and Nash said they did not use all funds. They struggled to get people to apply, but he thinks the partnership with O of A will allow them to use the full allocation. Bob asked what the guidelines for the program approval are, and Nash said they are owner occupied dwellings earning less than 60% of the median average income. They are also required to actively participate in other Habitat initiatives. This program is available City-wide. John added the program focus varies from year to year based on what is needed by homeowners. The funds requested are primarily for materials, but occasionally professional services.

Renée moved to approve the request, Steve seconded.

4 in favor, 0 opposed. Motion carries to Full City Council.

2. Renewal of Home Energy and Improvement Program – PathStone Corporation

In March 2014, the City and PathStone partnered to provide assistance to low to moderate income homeowners in making repairs to their homes and energy efficiency improvements. Scott Oliver from

PathStone will be at the meeting to make a short presentation detailing the benefits of the program to the community and their proposal to continue their work. Funding for this program needs to be appropriated and recommended from existing CDBG funds (\$46,600).

Scott was at the meeting to discuss his request and provided a brief synopsis of the services they provide. Last year they only worked on a few houses, but these were big projects. They also simplified the application for energy improvement projects on their end. They also adjusted their criteria so that they could potentially do work on some rental properties. They only had 3 last year, but they already have 2 applications this year. He suggested contacting the landlord registry and inserts in the water bills to attract more applicants. John is hesitant to use the registry because it's for emergencies only. Mike Yarger suggested he get in contact with the landlord's guild and Scott said they would exchange information.

Steve moved to approve the request, Renée seconded.

4 in favor, 0 opposed. Motion carries to Full City Council.

3. Comprehensive Plan Committee

The Mayor will briefly discuss her appointments and charge of the Comprehensive Plan Committee.

The Mayor mentioned the names of the people who will be on the committee- they are waiting for one person to check with his wife. This group will be doing a variety of things to garner community feedback. Eric Cooper will be chairing the committee for the Town, and both will be doing the plan at the same time. Adrian Gantz will represent the City on their Comprehensive Plan Committee in an effort to promote "One Canandaigua." She has asked Rob O'Brien to report back to Council regarding what is happening, and the Mayor would like to see Councilmember attend the meeting. The resolution will request the plan be finished January 31, 2020. Thomas Lyon added we may need to supplement/update census data considering a new census is being done in 2020. Rob added we're lucky to have incredibly qualified individuals as part of this effort.

4. DRI Discussion

For the last three years, the City of Canandaigua has submitted applications for the Downtown Revitalization initiative (DRI) in an effort to secure \$10,000,000 from New York State to fund various projects Downtown. Despite being a finalist each of those years, the City's application was not selected and the funding was awarded to other municipalities. This item was added to the agenda to discuss how the City will approach the DRI in 2019.

John stated the Governor's budget includes a 4th round of the DRI, so we will be pursuing it again. This time, we plan to hold more public meetings to engage the public. The application is usually due sometime in June. Bob asked if having a professional do it makes a difference- some do it in house and some hire out. Hiring a professional doesn't guarantee anything. Renée asked if winning applications are available online, and they normally are. We will also be trying some of the tactics used by Watkins Glen last year i.e. lobbying. Steve asked if this can be a One Canandaigua application, and John said we can try to strengthen that part of the application but the funds should be geared towards our Downtown. Steve said we need more compelling ideas, and Dave reminded us that the needs of other communities also factor in. We didn't necessarily fail- but the Committee determined other communities needed it more. The Mayor added some Mayors who have received the money have been told they need to do other projects by the State, so what we put in the application may not even be the work that gets done. John added Geneva is near their debt limit with the projects they have done and still have not received the money. This is/has caused fiscal strain on their community. Renée suggested we create a synergy with Finger Lakes Forward. Jim stated this item should stay on the Planning Agenda for several months, and he would like to see our application involve the lakefront. He would also like to explore the One Canandaigua application as Steve suggested. John is concerned including the lakefront in the application

would be where the money goes because its “sexy”- and its already receiving the investment. Our downtown is not receiving that investment- we really need to focus on our Downtown. Robert is wondering if the DRI is a poisoned chalice- Geneva won 3 years ago and they still haven’t really gotten their projects of the ground. John said he understands the sentiment- but it’s also \$10 million bucks. Dave agrees with John- expanding the scope waters down what the grant is trying to accomplish. Thomas Lyon was involved in the first application, and they were told in no uncertain terms the scope of the application was too large. Mike thinks Robert’s question is valid- if the State is dictating how the money is spent and it doesn’t jive with our plan, then is it worth it? If we’re seeing that in other communities maybe we should take another look at whether or not we submit. Steve would like to see some kind of planning group to give some direction to the application. Robert suggested continuing to apply for smaller grants to cobble the funds for some of the projects from other places.

Renée asked if the projects down at the lake that aren’t finished/stalled is hurting us, and John said the birdcage is likely impacting our application. That said, we’re hopeful to have all our construction projects underway this year. Bob doesn’t think we should include the lakefront- this is a revitalization grant and the lakefront doesn’t need to be revitalized.

Bob motioned to have an RFP prepared to assist with the DRI process, Steve seconded.

Robert is concerned that getting all of our construction projects off the ground will hurt our application because we will look like we don’t need help. John pointed out Judy stated to focus on housing, and these projects are all housing based.

4 in favor, 0 opposed. Motion carries to Full City Council.

Renée motioned to move to Executive Session, Bob seconded.

Meeting adjourned to Executive Session at 8:30 p.m.

Renée motioned to adjourn, Steve seconded.

Meeting adjourned at 8:41 p.m.

APPENDIX B
ENVIRONMENTAL/PARKS COMMITTEE
Tuesday, January 15, 2019
7:00 PM
Wood Library

Committee: Karen White- Chair, Bob Palumbo, Renée Sutton, Dave Whitcomb **(7:03 p.m.)**

Other Council Members: Mayor Polimeni, Nick Cutri, Steve Uebbing, Robert O'Brien

Staff: John D. Goodwin, Rob Richardson, Jim Sprague

1. Boiler Replacement at WWTP

One of the boilers at the Waste Water Treatment Plant (WWTP) needs to be replaced. A bid was opened on December 5th, and of the five responders only one bid on the project. Landry Mechanical, located at 164 Flint Hill Road in Leroy, NY came back with a bid of \$144,400. The 2019 Sewer Fund Capital Budget included funding (\$150,000) to replace the boiler. James Sprague will be at the meeting to discuss the purchase and answer questions.

This item was bypassed in favor of doing Agenda Item #3 first. We returned to this item once we completed that agenda item. John gave a brief synopsis of the situation- we are bringing this forward now to cut down on lead time. The funding for this was included in the 2019, and the boiler is completely down at this point. There are two boilers, but one is down and we need to get this repaired. Renée asked with only receiving one bid how can be assured we're getting a good bid. Jim said this cost is inline with what the engineers estimated.

Bob moved that we approve the purchase, Renée seconded.

3 in favor, 0 opposed. Motion carries to full City Council.

The Mayor asked if we got a delivery date for the furniture, and Jim said as soon as he has a delivery date, he will send an e-mail.

2. Dog Park Update

On November 21, 2018 the City held a "soft-opening" for the nearly completed Canandaigua Canine Campus. When the "soft-opening" was held, some elements of the park, including the electric needed to power the gate and some alterations to the gate, needed additional work in order to have the dog park up and fully functional. City Manager John Goodwin will provide an update on the progress made to complete the project.

We addressed this item third. John stated we are still waiting for power to the gates and for the gate to be fixed. Part of the delay was our engineers went on maternity leave and didn't forward her work. John said we should be getting a design from RG&E this week to get that done. We also need the U-Shaped locks on the gate, so John told staff to get them and install them so we aren't waiting for the fence to be functional. Hopefully by this time next month we will have it fully functional. In the spring we will pave the parking lot and put the additional amenities in. The U-Shaped piece on the gates will be completed by the end of this week.

Renée asked if we could put some reflective tape on the dog at the entrance so people don't think it's a living animal, and John said they are aware of this issue and they plan on moving it away from the road. She also asked about the drop from RG&E, and John said we should have a design by the end of the

week. Once this is paid, they will do the drop. He hopes to have more info by the end of the week. Nancy asked that the dog cut-out be returned to the guy who made it, and John said yes. This was just a placeholder until the permanent sign is installed, which came in this week.

3. Watershed Education Initiative

Protecting Canandaigua Lake is a priority for the City and surrounding communities who use it for drinking water, recreation and tourism. The City Council added funding in the 2019 Budget to be utilized toward educating the public on how it could help protect the lake by reducing or eliminating the use of fertilizers, herbicides and pesticides. During discussions in regard to an ordinance to regulate the use of pesticides in the City, representatives from the Canandaigua Lake Watershed Association invited the City to work with them on an education campaign: [Lake Friendly Lawn Care Program](#). Some preliminary meetings have taken place to discuss a potential partnership and inviting other community stakeholders. The item is on the agenda to share with the Committee conceptual ideas and ensure that the partnership will meet the goals set by City Council when it added funding to the budget.

Because Rob Gray was a guest, we addressed this item first. Karen and Rob met earlier today to discuss the Lake Friendly Lawn Care Program that the Watershed Committee is in the process of developing. There have been several groups meeting to discuss the watershed and to protect the lake. They are hoping to have educational information programs in place by the time that lawn care season arrives. Karen is still hoping to get an ordinance banning pesticides passed. Rob is an officer in the Canandaigua Lake Watershed Association. Both the Town and City are interested in protecting the Lake, so we are trying to develop a comprehensive educational campaign. Rob showed the group a yellow sign that people post when their lawns have been treated. He shared information from a MSDS regarding a lawncare herbicide that is commonly used on lawns. It included several warnings for what to do if poison is inhaled or ingested, and there are quite a few dangers associated with using this product. It also included instructions on what needs to be worn when using the chemical. People who eat organic foods can be appealed to, because they do not want pesticides on their food but they use them on their lawns. He and Karen are hoping to have some sort of initiative off the ground by March, and there are informational flyers that can be included with the water bills that get mailed out. People willing to follow the lawn friendly practices and sign the pledge card can be given a sign to post in their lawn as opposed to the yellow signs with pesticides warnings.

The Mayor added there is a more expansive meeting on Friday to discuss this initiative. Steve added he is enthusiastic about this, and longs for the day where we are seen as a community of lake stewards. How we do that is open for discussion, but needing to do it is not. He has spoken to the HOA where he lived and they seemed interested in participating. He hopes the educational campaign will help residents see their personal connection to the lake. Rob added we need to change the culture around expecting a perfect green lawn and prioritize the lake.

Renée asked if we have explored any commercial involvement- not just residential. Rob said Suckerbrook is a target, as they tend to be big polluters. He also said we should have a discussion with FLCC. Karen added our main focus has been residential, but we plan to expand this. Steve said as we form this plan, reps need to sit with these corporate and non-profit stakeholders to try and get them involved in protecting the lake as well. We should be celebrating people who make this commitment- especially big businesses.

4. Landscape Alternative Options

Councilmember Karen White requested this item be added to the agenda to discuss landscaping alternative options for the City that may require less labor-intensive maintenance for DPW staff as they maintain landscape beds throughout the City without the use of pesticides.

Karen just wants DPW to know City Council supports them and is willing to support what they need to follow the moratorium. Jim said he would share the attachments from the agenda tomorrow at the DPW supervisor's meeting. Mike Yarger said we can solve this problem by planting Bermuda Grass.

5. Humane Society Concerns

Via §114 of NYS Agriculture and Markets Law (all City, Towns and Villages), the City of Canandaigua is required to have a pound or shelter. In lieu of establishing and maintaining one, the City is part of an inter-municipal agreement renewed annually with Ontario County that contracts county-wide dog control services from the Ontario County Humane Society (OCHS). OCHS is a separate 501 (c)3 organization that is not a county agency. Recently, some concerns have been raised about the scope, level, and quality of services that OCHS provides. The Geneva's City Council submitted a letter to Ontario County asking County leadership to examine other options for animal services and complete a comprehensive professional third-party assessment of OCHS shelter operations and a Board audit. County Supervisors David Baker and Rich Russell have been invited to the meeting to discuss what the County is doing and have a general discussion with City Council.

Because Rich Russell and David Baker are guests, we did this item fourth. They came to answer any questions Council has. He provided a brief synopsis of the situation. Rich added that OCHS is undergoing an audit, which started today, to ensure they are following the terms of their agreement. Rich added our only arrangement with them is for dog control and rabies clinics. They are not required to publicize internal information if they choose not to. Funds are taken from the municipalities and funneled to OCHS, and how much is determined by the number of dog licenses. If the City wanted to establish their own, it would be expensive. This is a shared services example.

Cindy Wade was at the meeting, and she added she's asked for the OCHS financials for years. She's heard lots of negative stories, and one year they did get a one pager but nothing extensive. Sara Britton was also at the meeting, and she has done most of the work collecting data and meeting with the City of Geneva. Essentially, they are hoping the City will join with Geneva to voice their concerns and ensure good animal care. OCHS has the highest kill rate. Cindy then allowed Sara to speak and share her concerns. She is a volunteer with the Colony Caregivers, but does not represent them. She FOILED records and spoke to the executive directors of surrounding humane societies and found OCHS is at the bottom of many of the statistical categories. She also added OCHS does not handle cats, but other shelters do despite having the lowest animal intake. She and her group have presented this data to several people, who have given her the exact same answers and Rich and David. She doesn't understand why OCHS only does dogs- especially in Ontario County considering the farms and other livestock. Rich added the item is still in front of the County, but one Geneva Council member disavowed the letter and said they wish they hadn't signed it in the first place. They can have some influence, and based on the findings of their audit they will do whatever they can in their power to address the findings. Sara thinks considering the county owns the land, the building, and gives \$360,000 in taxpayer funds so they should do more. As far as she is concerned, the shelter is not meeting it's intended purpose. Rich has encouraged her to schedule a meeting in February or March as suggested.

Renée spoke to Alice Calabrese at Lollipop- she toured OCHS and said it was clean, the staff was friendly, and was doing a good job. That said, OCHS needs to meet the needs of the community and it does not appear they are doing that. She's concerned about the lack of transparency, especially in comparison to other shelters like Lollipop. She thinks we need to take a leading role in holding them accountable, and if we don't, we are failing in our role. Rich and Dave added there will be compliance involved in the audit as 501 ©3 agencies are being held to a higher standard. Rich added Lollipop has a \$14 million-dollar endowment, and they leverage that to provide more services. Sara didn't include Lollipop in her data matrix because she wanted to compare to municipalities of a similar size.

Dave pointed out the letter from the Geneva City Council doesn't mention the genesis of the argument. Sara said this happened due to the data matrix and through meetings with citizens and her group of supporters. Robert added that until we know exactly what they are looking for and how much it will cost, we cannot do anything. Everything has a price. Cindy added no one has ever seen their financials, so there is no accountability. OCHS reports to their board of directors and no one else, and she wants to make sure the money is going where it needs to go. Robert said we need to work backwards- establish a level of desired service and then figure out how to get there.

Several members of Council were struck by the lack of transparency, and Rich and Dave said they are in the process of auditing- that will be public but he leaves that to John and Mary Krause to decide how they move forward. This item will be added to the February agenda as well.

Renée motioned to move into Executive Session, Bob seconded.

Meeting adjourned to Executive Session at 8:51 p.m.

Renée motioned to close, Bob seconded.

Meeting adjourned at 9 p.m.

APPENDIX C
ORDINANCE COMMITTEE
Tuesday, January 22, 2019
7:00 PM
Wood Library

Committee: David Whitcomb, Chair, Nick Cutri, Jim Terwilliger, Karen White

Other Council Members: Mayor Polimeni, Bob Palumbo, Renée Sutton, Robert O'Brien, Steve Uebbing

Staff: John D. Goodwin, Rob Richardson, Rick Brown

1. Parking Restriction on Prospect Street

In December, a resident contacted City Hall to raise concerns regarding difficulty accessing her driveway due to on-street parking. If a vehicle is parked directly across from the end of her driveway, it is difficult for the homeowner to enter and exit her property without hitting the curb. New York State Vehicle and Traffic Law (§1202) prohibits parking within 20 feet of a crosswalk at an intersection, unless a different distance is indicated by official signs, markings or parking meters. Staff recommends prohibiting parking within the first 80 feet of the crosswalk and adding a sign (currently there is no sign) to resolve the issue and improve the overall safety of the intersection.

John gave a brief synopsis of situation- we do not have street signs posted everywhere to prevent sign pollution. Linda the homeowner was at the meeting as well. John proposed putting a sign at 85 feet, as it will also improve the safety of the intersection. Linda spoke with one of her neighbors regarding the request and she doesn't think there is going to be an issue with the others. If there is more than one car at the end of the driveway, she is unable to get in and out. Renée asked if we would be providing notice to the neighbors to make sure they agree, but he thinks this is the right thing to do. Karen asked who parks there and if they have an alternative, and Linda said they live on South Pearl but have 3 cars. Jim pointed out these people can still park on Prospect- they will just need to park further up. Jim asked if this required a public hearing, and John said no but he thinks we should notice the property directly across from Linda.

Nick moved to accept the change, Jim seconded.

Linda asked if this means it's approved, and John said no. It would need to go to City Council and be tabled unless it is a unanimous vote. Linda asked where the sign would be, and John said across the end from the end of her driveway. Linda said she would stop and speak with her neighbor tonight.

4 in favor, 0 opposed. Motion carries to full City Council.

2. Public Hearing Notices – Planning Commission and Zoning Board of Appeals

City Code, in relation to notice requirements for the Planning Commission and Zoning Board of Appeals when a public hearing is needed, requires that notice of the hearing be published in the newspaper at least five (5) days prior to the hearing and that notification letters regarding the public hearing be mailed to all property owners within 200 feet of the subject property. Recently Councilmember Bob Palumbo asked that this provision be reviewed by City Council. Councilmember Palumbo also suggested that City Council consider requiring signs being posted on the property under review as well as increasing the distance from 200 feet to within 500 feet of the subject property.

Rick Brown was at the meeting to discuss this issue with Council. John provided handouts to show the difference to in 200 and 500 feet as well as a mock sign. Bob saw the notice in the paper, and was concerned people aren't properly noticed. The numbers John presented are way more people than Bob

anticipated, but he does think posting notification signs would be a good idea so neighbors know what is going on. It's up to City Council to set these parameters, as well as direct us to post signs.

Rick stated it's 200 feet from anywhere on the property so it depends on the sign of the property. He sent out 100 notices and held 3 public hearings and no one came. Most towns use 500 feet, and this would triple the number of letters that went out. Jim asked if the number of notifications is typical with 200, and Rick said yes. Bob asked how far in advance of meetings the notices go out, and Rick said 5-10 days. State law isn't specific and "due notice" is vague, but Rick tries to get them out earlier. Bob is comfortable with the 200 feet, but he'd like the signs to be considered. Rick said they used to do the signs voluntarily, but asked Council to understand these are similar to campaign signs. Rick did these for 3 years and no one called.

Renée stated that the signs may invite an audience that doesn't have grounds to complain, and people without standing can complicate the process. Robert said these aren't posted anywhere on the website. He thinks people should be able to access these online. The Mayor said the best way to notice people is to go door to door. Dave pointed out that if we need to post signs, we need to maintain consistency- we either post signs or we don't. When we did these before the cost benefit wasn't there, and Dave added the more of these projects we add the harder it will be for Staff to get things done. Jim would like to add a section to the public notices to the website. Karen pointed out we've taken great lengths to protect personal privacy, and if they are following the rules, we shouldn't create additional issues.

No action was taken with this agenda item.

3. Legislation Banning Single Use Plastics & Polystyrene Foam Packaging

Last year, upon the request of Councilmember David Whitcomb, the Ordinance Committee began a discussion of an ordinance banning the use of plastic straws in the City. After much discussion the Committee decided to explore a more comprehensive approach and potentially adding other items such as plastic bags and polystyrene foam items in an effort to reduce waste and prevent pollution. This item was added to the agenda for further discussion on what measures and approach the City of Canandaigua would like to explore to reduce solid waste.

John asked Staff to provide guidance on what Council would like Staff to pursue. Dave asked Council "how far they would like to go." Some communities have already taken some of these measures, and Rye Brook has passed similar legislation. Karen added the Governor has this on his agenda, and we should follow his lead. We can do an independent resolution to support any legislation.

Karen moved we draft a resolution, Nick seconded.

4 in favor, 0 opposed. Motion carries to full City Council.

Dave would like to see legislation banning straws, polystyrene, plastic bags, etc. Mike Yarger asked what the alternative would be, and Dave said it isn't our solution to figure out. Bob added Pac-Tiv is our largest employer, and this is what they do. He would hate to lose all those jobs, and their website does provide info on the advantages to their product. We need to take them into consideration. Steve would feel more comfortable voting on this after seeing some information on the impact of these items on the environment because the alternative could be worse than the original solution. We need to show the community we've done our due diligence. Renée says this has been successful in other places when adding a 5-cent charge on paper bags, and she thinks anything we do should include that. Karen says instead of banning we can require people to ask for them. Jim understands the intent on these bans, but he thinks the impact would be better at the County or State level. He thinks these types of issues should be decided at a higher level of government. If we do go beyond supporting the State ban, we need to include

local business (fast food) in the discussion. John proposed a budget amendment asking the City to follow NYC's lead. Robert proposed 2 separate resolutions. The Mayor agrees that we need to do more research. It's nice to ban things- we need to provide solutions as well. Dave would like to see a draft of an ordinance, and John said he would have one ready for the next meeting. Steve thinks we are rushing into this, and that we should make sure we cover all of our bases. He'd rather have this take a few months and have the community support it than have to keep walking back legislation.

Karen motioned to adjourn, Nick seconded.

Meeting adjourned at 8:11 PM.

APPENDIX D
FINANCE/BUDGET COMMITTEE
Tuesday, January 29, 2019
7:00 p.m.

Committee: James Terwilliger, Chairman, Robert O'Brien, Steve Uebbing, Nick Cutri

Other Councilmembers: Mayor Polimeni, Bob Palumbo, Karen White, Renée Sutton,

Staff: John D. Goodwin, Rob Richardson, Nancy Abdallah, James Sprague

1. Creating Office Specialist II Position

The Adopted 2019 Budget included funding to convert the part-time administrative assistant position in the Planning/Development Office into a full-time position. Civil Service requires that the City create the position via official resolution.

This is meeting the Civil Service requirement to officially create the position.

Steve moved to approve position, Nick seconded.

4 in favor, 0 opposed. Motion carries to Full City Council.

2. Review of Financial Policies

It is a prudent fiscal management practice, to periodically review the financial policies of the City. Staff recently reviewed and has recommended changes to the following policies:

- Purchasing Policy: minor change adding refunds to Exceptions to Purchase Orders.

For example, this will allow us to refund someone without the fee or going through the purchase order process. This would also apply to the Dog Park, as well as other programs. It also prevents us from having to set these up as vendors- our new system prevents us from using the code "miscellaneous vendor." Steve asked if we use a service to write policies, and both John and Nancy said no. These are standing policies that are updated or taken from model policies.

Nick moved to accept the change, Steve seconded.

4 in favor, 0 opposed. Motion carries to Full City Council.

- Investment Policy: changes include:

- o Denoting the signatories for investments and deposits
- o Changing the amounts authorized for the deposits of money and the banks and trust companies authorized for the deposit and the maximum amounts

John explained the rationale behind these changes. Nancy explained this will allow our money to work harder for us, and it will allow the City to benefit based on interest income. This will also give Nancy the ability to move funds around as she needs to ensure that the City's money accumulates the best interest possible.

Nick moved to accept the changes, Steve seconded.

3 in favor (Jim abstains), 0 opposed. Motion carries to Full City Council.

- *Budget Amendment Policy:*
 - o Changes to the budget amendment process
 - o Adding reference to contingency

John explained most of the changes are internal process changes to clean up and simplify the process for department heads. Steve asked if this diminishes the Council control over the budget, and John said no. The changes that are made to get brought to City Council so they still have oversight. Nancy added this will make it easier to book donations, interdepartmental transfers, etc.- the budget still doesn't change. This would not apply to contingency funds, or any funds that would need to be moved into the current year budget that weren't there initially. We also wouldn't be taking anything from reserves without Council approval.

Staff was directed to make a few changes to the policy. Council would like to see donations reported quarterly beginning, and change the amount of donation that comes to Council from \$10,000 to \$5,000. Nancy said she would start doing this for the first quarter of 2019, as well as 2018 to give Council a general idea of what a typical year of donations look like. They would also like language about any time the revenue doesn't offset expenditure in the budget amendment that it comes to Council expressly put into the policy. They would also like language about Nancy's approval/oversight included in the policy. Nancy discussed the internal controls in place to ensure departments don't overspend, i.e. they can't submit a purchase order if they the purchase will put them over budget.

The changes in the policy will be made and brought to the next Budget/Finance Committee Meeting.

Clerk/Treasurer Nancy Abdallah will be in attendance to answer questions & discuss recommended updates for Council consideration.

Nick motioned to adjourn, Steve seconded.

Meeting adjourned at 8:09 p.m.