

Organizational/Regular Meeting of the Victor Town Board –January 6, 2020

An Organizational Meeting of the Victor Town Board was held on January 6, 2020 starting at 6:30 PM with the following members present:

PRESENT:

Supervisor	Jack Marren
Councilman	David Condon
Councilman	Mike Guinan
Councilman	Ed Kahovec
Councilman	Drew Cusimano

OTHERS PRESENT: Karen Bodine-Town Clerk, Frank Pavia- Town Attorney, Mark Years-Highway Superintendent, Brian Emelson- Parks & Recreation, David Nankin, Neil Stein, Steve Metzger- LaBella Associates, Barb Cole- Finance Director, Stephanie Holtz, Glenn Lockwood-Fire Chief Victor Fire District, and Amy DiPrima- Victor Chamber.

Flag Salute:

Deputy Supervisor Condon opened with welcoming Councilman Drew Cusimano for his first official Town Board Meeting. Also welcomed Supervisor Marren and Chief Glenn Lockwood.

RESOLUTION #1

TOWN BOARD MEETING NIGHTS

On motion of Councilman Kahovec, seconded by Councilman Guinan, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

RESOLVED, that the Victor Town Board Meetings will be held the second and fourth Mondays of each month at 7:00 p.m. *with the exceptions of June, July, and August where there is one meeting on the 4th Monday (On the 2nd Monday of those months, there will be a quorum to pay bills only).* In the event that the second or fourth Monday falls on a holiday, the meeting will be held on Tuesday of the same week.

Note: Exceptions will be made for Tuesday, May 26, 2020 and Tuesday, October 13, 2020.

RESOLUTION #2

RULES OF ORDER

On motion of Councilman Kahovec, seconded by Councilman Guinan, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

RESOLVED, that Roberts Rules of Order, Newly Revised, 10th Edition will govern such meetings when not in conflict with the laws of the State of New York.

RESOLUTION #3

OFFICIAL NEWSPAPER

On motion of Supervisor Marren, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

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RESOLVED, that the Daily Messenger be designated as the official publication for the Town of Victor.

RESOLUTION #4
OFFICIAL DEPOSITORY

On motion of Councilman Kahovec, seconded by Supervisor Marren, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

RESOLVED, that the Town of Victor may do business with any bank or trust company licensed to do business in the State of New York.

RESOLUTION #5
TOWN OF VICTOR AUTHORIZED FINANCIAL INSTITUTIONS AND INVESTMENT LIMITS

On motion of Councilman Kahovec, seconded by Councilman Guinan, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, Chapter 32, Section 10, of the Victor Town Code requires the Town “shall maintain a list of financial institutions approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution”; and

WHEREAS, the intent of this Policy is to maintain cash controls and accountability for Town funds; and,

WHEREAS, the proposed limits account for the total sum deposits and transfers from Real Property tax collection, average collected balances and bond monies; and

WHEREAS, the Finance Director has proposed the following Financial Institutions and Investment Limits;

<u>Financial Institution</u>	<u>Investment Limits</u>
Canandaigua National Bank	\$20 million
Five Star Bank	\$15 million
Genesee Regional Bank	\$15 million
Generations Bank	\$15 million

Now, therefore be it

RESOLVED that the Financial Institution and Investment Limits recommended by the Finance Director be approved and reviewed annually at each Town Board Organizational Meeting; and be further

RESOLVED that a copy of this resolution be sent to the Finance Director, Senior Account Clerk, Finance Clerk, Human Resources Director, Confidential Secretary to the Town Supervisor, Town Clerk, Canandaigua National Bank, Five Star Bank, Genesee Regional Bank and Generations Bank.

RESOLUTION #6
MARRIAGE OFFICER APPOINTMENT

On motion of Supervisor Marren, seconded by Councilman Cusimano, the following resolution was adopted:

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5 Ayes: 0 nays *unanimously approved*

WHEREAS, the Domestic Relations Law Section 11-c authorizes the governing body of any village, town or city to appoint one or more Marriage Officers who have the authority to solemnize a marriage; now, therefore, be it

RESOLVED, that the Victor Town Board hereby appoints Deputy Town Clerk Roxann Ammerman as a Marriage Officer of the Town of Victor to run concurrent with her appointed term of office; and, further

RESOLVED, that the Victor Town Board hereby appoints Supervisor Jack Marren as a Marriage Officer of the Town of Victor to run concurrent with his elected term of office; and, further

RESOLVED, that a certified copy of this resolution be filed at the appropriate state agency as required by law; and, further

RESOLVED, that a copy of this resolution be forwarded to Supervisor Jack Marren, Town Clerk Karen C. Bodine and Deputy Town Clerk Roxann Ammerman.

RESOLUTION #7

APPOINTMENT - TOWN CONSTABLE

On motion of Councilman Kahovec, seconded by Councilman Guinan, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

RESOLVED, that Tamara Vienna be appointed Town Constable at a rate of \$25.01 (Grade 3, Step F) per hour.

RESOLUTION #8

ASSIGNMENT OF TEMPORARY JUSTICES - 7TH JUDICIAL DISTRICT

On motion of Councilman Kahovec, seconded by Councilman Cusimano, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, towns and villages within the Seventh Judicial District for more than twenty years have consented to the temporary assignment of its justices to other town/village courts within the Seventh Judicial District should the need arise; and

WHEREAS, said assignment procedures administered by the Unified Court Systems have been very successful in streamlining this process when necessary; and

WHEREAS, the Unified Court System Seventh Judicial District is again requesting the consent of the town/villages within this District to the temporary assignment of its justices to provide in other town/village courts within the District as the need arises during the year 2020; and

WHEREAS, both Town Justice Holter and Town Justice Reh support and encourage the town to consent to this assignment procedure; now, therefore, be it

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RESOLVED that the Town Board does hereby consent to take part in the temporary assignment of its justices to other town/village courts within the Seventh Judicial District should the need arise; and further

RESOLVED, that a copy of this resolution be forwarded to the Unified Court System Seventh Judicial District, Town Justice Reid Holter and Town Justice Thomas Reh.

RESOLUTION #9

REAPPOINTMENT OF CHAUNCY YOUNG TO THE BOUGHTON PARK COMMISSION

On motion of Councilman Guinan, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, Chauncy Young's term on the Boughton Park Commission expired on December 31, 2019; and

WHEREAS, Chauncy Young has indicated his desire to continue to serve on said Commission and has met the conditions for reappointment; now, therefore be it

RESOLVED, that the Town Board hereby reappoints Chauncy Young as the Victor Representative to the Boughton Park Commission for a term of four years with said term beginning on January 1, 2020 and expiring on December 31, 2023; and be it further

RESOLVED, that a copy of this resolution be forwarded to Chauncy Young, David Damaske – Chair, Suzy Mandrino, Town Clerk, and Human Resources.

RESOLUTION #10

REAPPOINTMENT TO CONSERVATION BOARD – KEITH PARRIS

On motion of Supervisor Marren, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, the term of Keith Parris to the Conservation Board expired on December 31, 2019; and

WHEREAS, Keith Parris has indicated his desire to continue to serve on said Board and has met the conditions for reappointment; now, therefore, be it

RESOLVED, that the Town Board hereby reappoints Keith Parris to the Conservation Board for a term of five years with said term beginning on January 1, 2020 and expiring on December 31, 2024 at a salary of Two Thousand Three Hundred dollars (\$2,300.00) per year, to be taken from budget line item #A.8090.100 Environmental Control Personal Services, and be it further

RESOLVED, that a copy of the resolution be sent to Keith Parris, Matt Matteson - Chair, Suzy Mandrino, Town Clerk, and Human Resources.

RESOLUTION #11

REAPPOINTMENT OF JOHN BUTLER AND ROBERT KELLY TO HISTORIC ADVISORY COMMITTEE

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On motion of Councilman Kahovec, seconded by Councilman Cusimano, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, the three year terms of John Butler and Robert Kelly to the Historic Advisory Committee expired on December 31, 2019; and

WHEREAS, both John Butler and Robert Kelly have indicated their desire to continue to serve on said Committee and have met the conditions for reappointment; now, therefore be it

RESOLVED, that the Town Board hereby reappoints John Butler and Robert Kelly to the Historic Advisory Committee for a term of three years with said terms beginning on January 1, 2020 and expiring on December 31, 2022; and be it further

RESOLVED, that a copy of this resolution be forwarded to John Butler, Robert Kelly, Ann Aldrich – Chair, Babette Huber, Suzy Mandrino, Town Clerk, and Human Resources.

RESOLUTION #12

REAPPOINTMENT OF MARK ROBBINS TO THE TOWN OF VICTOR PARKS & RECREATION CITIZENS ADVISORY COMMITTEE

On motion of Councilman Kahovec, seconded by Councilman Guinan, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, Mark Robbins term to the Parks & Recreation Citizens Advisory Committee expired on December 31, 2019; and

WHEREAS, Mark Robbins has indicated his desire to continue to serve on said Committee and has met the conditions for reappointment; and

RESOLVED, that the Town Board hereby reappoints Mark Robbins to the Parks & Recreation Citizens Advisory Committee for a term of three years with said term beginning on January 1, 2020 and expiring on December 31, 2022; and be it further

RESOLVED, that a copy of this resolution be sent to Human Resources, Mark Robbins, Gregory Richards – Chair, Suzy Mandrino, Town Clerk, and Brian Emelson.

RESOLUTION #13

REAPPOINTMENT TO ZONING BOARD OF APPEALS – MICHAEL REINHARDT

On motion of Supervisor Marren, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, the term of Michael Reinhardt to the Zoning Board of Appeals expired on December 31, 2019; and

WHEREAS, Michael Reinhardt has indicated his desire to continue to serve on said Board and has met the conditions for reappointment; now, therefore, be it

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RESOLVED, that the Town Board hereby reappoints Michael Reinhardt to the Zoning Board of Appeals for a term of five years with said term beginning on January 1, 2020 and expiring on December 31, 2024 at a 2020 salary of Three Thousand Five Hundred One dollars (\$3501.00) per year, to be taken from budget line item #B.8010.100 Zoning Personal Services; and be it further

RESOLVED, that a copy of the resolution be sent to Michael Reinhardt, Suzy Mandrino, Town Clerk, and Human Resources.

RESOLUTION #14

APPOINTMENT OF ROBERT ENCK TO TOWN OF VICTOR BOARD OF ETHICS

On motion of Councilman Guinan, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, the term of Patricia Palomaki to the Town of Victor Board of Ethics expired on December 31, 2019; and

WHEREAS, Robert Enck was found by the interview committee to be an acceptable candidate for the vacant position on the Board of Ethics; now, therefore be it

RESOLVED, that the Town Board hereby appoints Robert Enck to the Town of Victor Board of Ethics for a term of five years with said term beginning on January 1, 2020 and expiring on December 31, 2024; and be it further

RESOLVED, that a copy of this resolution be forwarded to Julie Bielicki - Chair, Robert Enck, Finance Department, Suzy Mandrino, Town Clerk, and Human Resources

RESOLUTION #15

APPOINTMENT OF BARBARA PIPPIN TO CEMETERY PRESERVATION & RESTORATION COMMITTEE

On motion of Supervisor Marren, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, a vacancy exists on the Cemetery Preservation & Restoration Committee; and

WHEREAS, Barbara Pippin has expressed her interest in becoming a member of said Committee; and

WHEREAS, Barbara Pippin was found by the interview committee to be an acceptable candidate for the vacant position on the Cemetery Preservation & Restoration Committee; now, therefore be it

RESOLVED, that the Town Board of the Town of Victor hereby appoints Barbara Pippin to the Cemetery Preservation & Restoration Committee; and be it further

RESOLVED, that a copy of this resolution be forwarded to Barbara Pippin, Robert Kelly – Chair, Babette Huber, Suzy Mandrino, Town Clerk, and Human Resources.

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RESOLUTION #16

APPOINTMENT OF JOSEPH LIMBECK AND SCOTT HARTER TO TOWN OF VICTOR PLANNING BOARD

On motion of Councilman Cusimano, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, the term of Heather Zollo to the Town of Victor Planning Board expired on December 31, 2019; and

WHEREAS, Joseph Limbeck and Scott Harter were found by the interview committee to be acceptable candidates for the two vacant positions on the Planning Board; now, therefore be it

RESOLVED, that the Town Board of the Town of Victor hereby appoints Joseph Limbeck to the Town of Victor Planning Board for a term of five years with said term beginning on January 1, 2020 and expiring on December 31, 2024 at a 2020 salary of Three Thousand Three Hundred Six dollars (\$3306.00) per year, to be taken from budget line item #B.8020.100 Planning Personal Services; and be it further

RESOLVED, that the Town Board hereby appoints Scott Harter to the Town of Victor Planning Board to fill the unexpired term of Richard Seiter with said term beginning on January 1, 2020 and expiring on December 31, 2022 at a 2020 salary of Three Thousand Three Hundred Six dollars (\$3306.00) per year, to be taken from budget line item #B.8020.100 Planning Personal Services; and be it further

RESOLVED, that a copy of this resolution be forwarded to Ernest Santoro - Chair, Joseph Limbeck, Scott Harter, Kim Kinsella, Lisa Boughton, Finance Department, Suzy Mandrino, Town Clerk, and Human Resources

RESOLUTION #17

APPOINTMENT OF SARAH MITCHELL TO TOWN OF VICTOR ZONING BOARD OF APPEALS

On motion of Councilman Kahovec, seconded by Councilman Cusimano, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, the term of Scott Harter to the Town of Victor Zoning Board of Appeals expired on December 31, 2019; and

WHEREAS, Sarah Mitchell was found by the interview committee to be an acceptable candidate for the vacant position on the Zoning Board of Appeals; now, therefore be it

RESOLVED, that the Town Board hereby appoints Sarah Mitchell to the Town of Victor Zoning Board of Appeals for a term of five years with said term beginning on January 1, 2020 and expiring on December 31, 2024 at a 2020 salary of Two Thousand Three Hundred Twenty Five dollars (\$2325.00) per year, to be taken from budget line item #B.8010.100 Zoning Personal Services; and be it further

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RESOLVED, that a copy of this resolution be forwarded to Sarah Mitchell, Kim Kinsella, Kim Reese, Finance Department, Suzy Mandrino, Town Clerk, and Human Resources

RESOLUTION #18

APPOINTMENT TO CHAIRMAN – ZONING BOARD OF APPEALS

On motion of Supervisor Marren, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

RESOLVED, that Michael Reinhardt be appointed as Zoning Board of Appeals Chair.

RESOLUTION #19

VICTOR TOWN BOARD 2020 LIAISON ASSIGNMENTS

On motion of Councilman Guinan, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

RESOLVED that the 2020 Town Board liaison assignments are as follows:

Boughton Park Commission	Dave Condon
Cemetery Preservation & Restoration Committee	Drew Cusimano
Comprehensive Plan	Dave Condon / Mike Guinan
Conservation Board	Ed Kahovec (Jan-June) / Mike Guinan (July-Dec)
Emergency Services (Fire Departments, Ambulance, Emergency Preparedness/Services)	Jack Marren
Finance/Audit	Dave Condon / Jack Marren
Fishers Fire District	Jack Marren
Highway Department	Drew Cusimano / Mike Guinan / Jack Marren
Highway Facility Capital Project	Mike Guinan / Jack Marren
Historic Advisory Committee	Drew Cusimano
Library	Jack Marren
Local Development Corp	Mike Guinan
Parks and Recreation Citizens Advisory Committee	Drew Cusimano
Personnel/Compensation	Dave Condon / Jack Marren

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Planning Board	Dave Condon (Jan-Apr) / Ed Kahovec (May-Aug) / Mike Guinan (Sept-Dec)
Transfer Station	Ed Kahovec
Victor Central School Board	Jack Marren
Victor Fire District	Dave Condon
Village Board of Trustees	Jack Marren
Zoning Board of Appeals	Drew Cusimano (Jan-June) / Ed Kahovec (July-Dec)

Liaison Expectations

- ✓ Attend monthly and special interest meetings, activities, and events
- ✓ Work cooperatively with Victor community groups and businesses that could work in partnership with the Board/Committee
- ✓ Interview, and recommend appointments for members.
- ✓ Provide insight and assistance, when needed, to further the Board/Committee along on projects and goals.
- ✓ Provide periodic update/report at Town Board meetings
- ✓ Report back to the Liaison group on pertinent Town Board information

****Supervisor Marren thanked Councilman Condon for adding the Victor Fire District to the Liaison List***

RESOLUTION #20

AUTHORIZATION FOR SUPERVISOR TO ALLOCATE TOWN'S BUDGETED PORTION OF FUNDING TO VICTOR LOCAL DEVELOPMENT CORPORATION

On motion of Councilman Guinan, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, the Victor Local Development Corporation requested and was granted funding for 2020 in the 2020 budget; now therefore be it

RESOLVED, that the Supervisor be authorized to allocate funds to the Victor Local Development Corporation (VLDC), for their annual Town contribution to the VLDC, in the amount Twenty-Four Thousand Three Hundred Forty Dollars (\$24,340.00) from the 2020 budget line item A6420.411 Economic Development Local Development Corporation Contractual, to provide their services to the residents of the Town of Victor for the 2020 fiscal year; and further

RESOLVED, that a copy of this resolution be forwarded to Kathy Rayburn, Executive Director VLDC; Town Clerk, and Town Finance Dept.

RESOLUTION #21

FIDELITY BOND

On motion of Councilman Kahovec, seconded by Supervisor Marren, the following resolution was adopted:

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5 Ayes: 0 nays *unanimously approved*

RESOLVED, that the following Town Officials will be bonded:

	<u>Current Coverage</u>
Karen C. Bodine	\$1,000,000
Renee McConnell	\$1,000,000
Barbara J. Cole	\$1,000,000
Supervisor	\$100,000
Deputy Town Supervisor	\$30,000
Town Justices (2)	\$100,000
Court Clerks (2)	\$100,000
Court Account Clerk	\$100,000
Deputy Town Clerks (2)	\$30,000
Senior Account Clerk	\$300,000
Finance/Account Clerk	\$100,000
Highway/Transfer Station Clerks (2)	\$100,000
Parks and Rec Director	\$30,000
Parks & Rec Assistant Director	\$30,000
Parks & Rec Clerks (2)	\$100,000
Recreation Supervisors (2)	\$30,000
Town Councilmen (4)	\$100,000

RESOLVED, that a copy of this resolution be sent to Eastern Shore Associates.

A \$30,000 Bond is carried on all public employees.

RESOLUTION #22

DESIGNATION OF FULL-TIME EMPLOYEES

On motion of Supervisor Marren, seconded by Councilman Cusimano, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

RESOLVED, that the designation of full-time employees will be as follows:

Sole Assessor
 Real Property Appraisal Aide
 Code Enforcement Officer (3)
 Fire Marshal
 Secretary to Zoning Board of Appeals
 Secretary to Planning Board
 Stormwater Program Manager
 Development Coordinator
 Court Clerks (2)
 Court - Account Clerk
 Deputy Town Clerks (3)
 Town Clerk
 Highway Superintendent
 Deputy Highway Superintendent
 Hourly Highway Employees (12) working 40 hours per week
 Highway/Transfer Station Account Clerk
 Highway/Transfer Station/Court Account Clerk

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Highway Mechanic
 Highway/Stormwater Motor Equipment Operator
 Recycling Operators (1)
 Town Supervisor
 Confidential Secretary to the Supervisor
 Finance Director
 Finance - Bookkeeper
 Senior Account Clerk
 Administrative Aide
 Parks Maintenance Assistant
 Parks & Recreation Assistant Director
 Parks Motor Equipment Operator - MEO
 Parks Motor Equipment Operator - Light
 Parks & Recreation Director
 Parks Account Clerk Typist
 Recreation Supervisors (2)
 Director of Economic Development

RESOLUTION #23

ACCEPTANCE OF THE TOWN OF VICTOR ORGANIZATIONAL CHART

On motion of Councilman Guinan, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, Resolution #230-10 – Acceptance of the Town of Victor Organizational Chart – was passed on July 12, 2010; and

WHEREAS, the Town of Victor has undergone several employee and department changes over the past several years; and

WHEREAS, a new organizational chart was developed to document Town employees and reporting relationships in Town offices; and

WHEREAS, the organizational chart, previously adopted by Resolution No. 21 on January 7, 2019 is no longer valid; now, therefore, be it

RESOLVED, that the Town Board of the Town of Victor accepts the Town of Victor Organizational Chart listed as Schedule “A” dated January 6, 2020 and kept in the subject file in the Town Clerk’s Office; and, further

RESOLVED, that the organizational chart will be placed on the agenda for every Town Board Organizational Meeting; and be it further

RESOLVED that a copy of this resolution be forwarded to Department Heads, Town Clerk, Finance Director, Town Board, and the Human Resources Department.

RESOLUTION #24

DESIGNATION OF PAY DAYS

On motion of Supervisor Marren, seconded by Councilman Kahovec, the following resolution was adopted:

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5 Ayes: 0 nays *unanimously approved*

RESOLVED, that all personnel employed by the Town of Victor be paid bi-weekly, with the exception of the following who will be paid annually on the first pay day in December:

1. Planning Board Members (5)
2. Zoning Board of Appeals Members (5)
3. Assessment Board of Review (5)
4. Conservation Board Members (5)

RESOLUTION #25

APPROVAL OF MILEAGE RATE

On motion of Councilman Kahovec, seconded by Councilman Cusimano, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

RESOLVED, that the Town of Victor pay mileage at a rate in accordance with Internal Revenue Service regulations.

RESOLUTION #26

BENEFIT PACKAGE EMPLOYEE POLICY

On motion of Councilman Kahovec, seconded by Supervisor Marren, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

HOLIDAY SCHEDULE FOR 2020:

Martin Luther King Day	Monday	January 20, 2020
President's Day	Monday	February 17, 2020
Memorial Day	Monday	May 25, 2020
Independence Day	Friday	July 3, 2020
Labor Day	Monday	September 7, 2020
Columbus Day	Monday	October 12, 2020
Veterans' Day	Wednesday	November 11, 2020
Thanksgiving Day	Thursday	November 26, 2020
Floating Holiday/Thanksgiving	Friday	November 27, 2020
Floating Holiday	Thursday	December 24, 2020
Christmas	Friday	December 25, 2020
New Year's Day	Friday	January 1, 2021
Birthday Holiday		

RESOLUTION #27

APPOINTMENT OF NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS), NIMSCAST POINT OF CONTACT

On motion of Councilman Guinan, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, the National Incident Management System (NIMS ensures that all government agencies are prepared to protect against, respond to and recover from any incident; and

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WHEREAS, the Federal Emergency Management Agency’s National Integration Center developed NIMS Compliance Assistance Support Tool (NIMSCAST) to help State and local jurisdictions to maintain their national baseline compliance, and requires the selection of one person to be a Point of Contract for NIMS in our jurisdiction; now, therefore, be it

RESOLVED, that Robert Graham, Fire Marshal, be appointed as Point of Contact for NIMSCAST; and further

RESOLVED, that a copy of this resolution be forwarded to Robert Graham, and Jeff Harloff, Ontario County Fire Coordinator.

RESOLUTION #28

APPOINTMENT OF A COMPREHENSIVE EMERGENCY MANAGEMENT PLAN ADVISORY BOARD

On motion of Councilman Kahovec, seconded by Councilman Cusimano, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, the Town Board annually appoints a Comprehensive Emergency Management Plan Committee consisting of the Village Clerk Pam Hogenes, Village Public Works Representative Jon McConnell, Village DPW Director John Turner, Town Highway Representative Mark Years, Town Supervisor Jack Marren, Village Deputy Emergency Manager Gerry Sensabaugh, and Fire Marshal Robert Graham; and

WHEREAS, Robert Graham will be appointed as the Emergency Manager for the Comprehensive Emergency Management Plan Advisory Board; now therefore, be it

RESOLVED, that a copy of this resolution be forwarded to Pam Hogenes, Jon McConnell, Jack Marren, John Turner, Gerry Sensabaugh, Mark Years, Robert Graham and Town Clerk.

RESOLUTION #29

AUTHORIZATION FOR TOWN SUPERVISOR TO EXECUTE EASEMENT AGREEMENTS AND SEQRA CLASSIFICATION

On motion of Councilman Kahovec, seconded by Councilman Guinan, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, upon the Town of Victor Planning Board approval of final site plans/subdivision plans routinely condition said approval upon the applicant providing certain easements for the control of storm water, access, conservation and utility services; and

WHEREAS, said easement agreements are necessary to the proper function of public services; and

WHEREAS, the easements and accompanying plans have been approved by the Town Engineer; and

WHEREAS, the easements and agreements have been recommended by the Town Attorney; and

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WHEREAS, the proposed action is an unlisted action pursuant to 6 NYCRR 617; and

WHEREAS, the acceptance of easement agreements in and of itself has no impact upon the environment; now, therefore, be it

RESOLVED, that the Town Board of the Town of Victor determines the acceptance of easement agreements to be Type II action pursuant to the State Environmental Quality Review Act; and, further

RESOLVED, that the Town Board of the Town of Victor authorizes the Supervisor to execute the Easement Agreements, including Storm Water Facility Maintenance Agreements required by the Planning Board for development projects; and, further

RESOLVED, that a copy of this resolution be forwarded to the applicant, the Planning Department, Town Clerk, and that the executed agreement be recorded with the Ontario County Clerk's Office.

RESOLUTION #30
AUTHORIZATION FOR TOWN SUPERVISOR TO ENTER INTO AGREEMENTS WITH THE ONTARIO COUNTY PLANNING DEPARTMENT PURSUANT TO GENERAL MUNICIPAL LAW 239

On motion of Councilman Cusimano, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, the General Municipal Law permits the County Planning Agency to enter into agreements with the referring body of a town, city, or village to provide for whether certain actions are of a local or county-wide concern; and

WHEREAS, certain minor actions are of local concern only, and may be classified as "Class 1" by the County Planning Agency; now, therefore, it is hereby

RESOLVED, that the Town Supervisor is authorized to enter into agreements with the Ontario County Agency to mutually accept certain actions as "Class 1," having only local concern; and be it further

RESOLVED, that a copy of this resolution be forwarded to the Planning Department, Planning Board, Zoning Board of Appeals, Town Clerk, and Ontario County Planning Agency.

RESOLUTION #31
TOWN SUBJECT MATTER LIST

On motion of Supervisor Marren, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

RESOLVED, that the New York State Record Retention and Disposition Schedule MU-1 be maintained as the Town Subject Matter List for Freedom of Information requests.

RESOLUTION #32
REQUIREMENT OF PERSONAL REGISTRATION FOR SPECIAL TOWN ELECTIONS

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On motion of Supervisor Marren, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, pursuant to Town Law, 84-(a), personal registration for special elections may be required providing for absentee ballots for voters who are unable to appear in person the day of the special elections; and

WHEREAS, the Victor Town Board may determine that it may be beneficial for town voters to require personal registration so that eligible voters who are unable to appear in person would be able to vote by absentee ballots; now, therefore, be it

RESOLVED, that personal registration may be required for any Special Town Elections that may be held in 2020; and further

RESOLVED, that the Town Clerk shall publish and post the notice for personal registration as required by Town Law, 84(2).

RESOLUTION #33

ANNOUNCEMENT OF TOWN SUPERVISOR APPOINTMENTS

On motion of Councilman Kahovec, seconded by Councilman Guinan, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

Bookkeeper	Debby Trillaud
Budget Officer	Jack Marren
Confidential Secretary	Suzy Mandrino
Deputy Supervisor	Dave Condon
Director of Economic Development	Kathy Rayburn
Secretary to the Planning Board	Lisa Boughton
Secretary to the Zoning Board of Appeals	Kimberly Reese
Town Historian	Babette Huber

RESOLUTION #34

PAYMENT OF BILLS PRIOR TO AUDIT

On motion of Councilman Kahovec, seconded by Councilman Cusimano, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

RESOLVED, as allowed by Town Law Section 118(2), the Victor Town Board hereby authorizes the Town Supervisor to make payments of all bills without prior audit for public utility services such as gas, electric, water, sewer, fuel oil, and telephone services as well as postage, freight, and express charges.

RESOLUTION #35

2021 ORGANIZATIONAL MEETING

On motion of Councilman Kahovec, seconded by Councilman Cusimano, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

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RESOLVED, that the Victor Town Board Organizational Meeting for the year 2021 will be held on Monday, January 4, 2021.

PUBLIC COMMENT

Deputy Supervisor Condon called for Public Comment on any subject, hearing none the Organizational Meeting portion of the meeting was closed @ 6:45PM followed by a short break.

Deputy Supervisor Condon called to order the regularly scheduled Town Board Meeting and made the following announcements:

- Everyone was asked to sign in on the attendance sheet, cell phones were requested to be turned off, and any private conversations or interviews to be conducted in the hallway or outside. Emergency exit locations were pointed out to the left and right sides of the Main Meeting Room.

RESOLUTION #36

APPROVAL OF MINUTES

On motion of Councilman Kahovec, seconded by Councilman Guinan, the following resolution was adopted:

5 Ayes 0 nays
Unanimously Approved

RESOLVED that the minutes of the regular meeting of December 23, 2019 Town Board Meeting Minutes be approved.

RESOLUTION #37

PAYMENT OF BILLS

On motion of Councilman Guinan, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: Marren, Cusimano, Condon, Kahovec, Guinan
Unanimously Approved

RESOLVED that the bills be approved for Manifest #1 in the amount of \$275,162.61.

Documentation for these expenditures can be found on vouchers filed by numbers #20200001-20200086.

General Townwide	\$ 123,155.78
General Outside Village	19,366.82
Special Revenue SWMP	269.60
Highway Townwide	122,670.15
Sanitary Sewer Capital Project	220.00
Storm Sewer Mapping Project	3,584.50
Fishers Light	170.65
Brookwood Meadows Lighting	181.42
High Point Lighting	369.40
Cobblestone Lighting	2,587.23
Quail Ridge Lighting	507.46
Rolling Meadows Lighting	535.50
Legacy at the Fairways Lighting	682.15
Stoneleigh Lighting	21.95
Trust & Agency	840.00

Deputy Supervisor Condon reviewed the following expenditures for Manifest #1 that were in the range or exceeded \$10,000.00.

- American Rock Salt – road salt

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- Lehigh Hanson – stone for stock
- Rochester Gas & Electric – Street Lighting
- Griffith Energy – diesel fuel
- Integrated Systems – WIFI Courts Building
- Lime Energy LED updates in the Town Hall
- Ontario County – 2020 Workers Compensation
- Victor/Farmington Volunteer Ambulance – 2020 Contract
- Mercy Flight – 2020 Contract

PRIVILEGE OF THE FLOOR: None

PUBLIC COMMENTS AND CONCERNS:

- Chief Glenn Lockwood addressed the Board as New Chief for the Victor Fire District
- Questions about the Fire District Tax call the Fire Hall @ 924-3321, specific questions call Glenn @ 315-8244.

REPORTS OF TOWN OFFICIALS:

Historian

Planning & Building

Supervisor – Traffic Report

TOWN COMMITTEE REPORTS:

Supervisor Marren thanked Deputy Supervisor Condon for allowing him to have the time needed to have a successful recovery. The fact that he is in the Town Hall daily provides him piece of mind knowing he is assisting the staff day to day. Supervisor Marren welcomed Councilman Cusimano to the Town Board and congratulated him on his election. Deputy Supervisor Condon thanked Supervisor Marren for his comments and expressed how pleased he is with his recovery and looking forward to his return.

BUSINESS:

RESOLUTION #38

REQUEST FOR CERTIFICATE OF LIABILITY INSURANCE WAIVERS

On motion of Councilman Guinan, seconded by Councilman Cusimano, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, the Town Board adopted the Resolution # 234 - Town of Victor Contract Procedures on June 13, 2016; and

WHEREAS, per the Contract Process, contractors and vendors who cannot obtain a Certificate of Liability Insurance which is in accordance with the Town's insurance requirements in order to perform their contracted service for the Town of Victor may appeal to the Victor Town Board for a Waiver of the Certificate of Liability Insurance; and

WHEREAS, the Town wishes services to be provided by the following vendors, who are requesting the waiver of providing a Certificate of Liability Insurance to the Town of Victor:

<u>Vendor</u>	<u>Activity / Event</u>	<u>Location of Event</u>	<u>Amount of Contract</u>	<u>Duration of Contract</u>	<u>Reason for Exemption</u>
Mary Slaughter	Preschool Programs	Victor Recreation Center	70% / 30%	December 31, 2020	Insufficient Coverage

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Rochester Accessible Adventures	Inclusive Programming	Victor Recreation Center	\$2,500.00 / annual	December 31, 2020	Insufficient Coverage
Sharon Mikulec	Lego and Children's Programs	Victor Recreation Center	70% / 30%	December 31, 2020	Insufficient Coverage
Philip Hilden	Photography Programs	Victor Recreation Center	70% / 30%	December 31, 2020	Insufficient Coverage
Benjamin Gordner	Flint Creek Band Performance	Victor Municipal Park	\$850.00 / annual	July 30, 2020	Insufficient Coverage

Now, therefore be it

RESOLVED that the Town Board grants the Certificate of Liability Waivers for the following service provider.

<u>Vendor</u>	<u>Event</u>	<u>Location of Event</u>	<u>Amount of Contract</u>	<u>Duration of Contract</u>	<u>Reason for Exemption</u>
Mary Slaughter	Preschool Programs	Victor Recreation Center	70% / 30%	December 31, 2020	Insufficient Coverage
Rochester Accessible Adventures	Inclusive Programming	Victor Recreation Center	\$2,500.00 / annual	December 31, 2020	Insufficient Coverage
Sharon Mikulec	Lego and Children's Programs	Victor Recreation Center	70% / 30%	December 31, 2020	Insufficient Coverage
Philip Hilden	Photography Programs	Victor Recreation Center	70% / 30%	December 31, 2020	Insufficient Coverage
Benjamin Gordner	Flint Creek Band Performance	Victor Municipal Park	\$850.00 / annual	July 30, 2020	Insufficient Coverage

And be it further

RESOLVED that a copy of this resolution be sent to Brian Emelson, Director of Parks and Recreation; Karen Bodine, Town Clerk; Mary Slaughter, Anita O'Brien, Sharon Mikulec, Philip Hilden, and Benjamin Gordner.

RESOLUTION #39

AUTHORIZATION TO ENTER INTO AGREEMENT - BENJAMIN GORDNER – FLINT CREEK BAND

On motion of Councilman Guinan, seconded by Councilman Cusimano, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, the Department of Parks and Recreation seeks to offer a concert in the park; and

WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement with Benjamin Gordner – Flint Creek Band to provide a concert to be held on Thursday, July 16, 2020 from 7:00 – 8:30 pm for a fixed fee of Eight Hundred Fifty dollars (\$850.00); and

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WHEREAS, the Contractor has provided the Town with all the appropriate documents to support the proposed service agreement; and

WHEREAS, funds are included and available in the 2020 Operating Budget line item A7550.4 Celebrations Contractual; now, therefore, be it

RESOLVED that this resolution is conditioned upon receiving approvals from the Town's Insurance Broker and the Attorney for the Town; and further

RESOLVED, that the Town Board authorizes the Town Supervisor and the Director of Parks and Recreation to enter into agreement with Benjamin Gordner – Flint Creek Band to provide a concert to be held on Thursday, July 16, 2020 from 7:00 – 8:30 pm for a fixed fee of Eight Hundred Fifty dollars (\$850.00) and said funds are included and available in the 2020 Operating Budget line item A7550.4 Celebrations Contractual; and further

RESOLVED, that a copy will be forwarded to the Assistant Director of Parks and Recreation, Director of Parks and Recreation, Finance Director, Town Clerk and Benjamin Gordner.

RESOLUTION#40

AUTHORIZATION TO ENTER INTO AGREEMENT - MARY SLAUGHTER

On motion of Councilman Guinan, seconded by Councilman Cusimano, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, the Department of Parks and Recreation seeks to offer preschool and youth art, sports and creative play instruction in their recreation program; and

WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement with Mary Slaughter to provide instructional staff and supplies for preschool and youth art, sports and creative play classes to be held at a date and time that is mutually agreed upon by the Contractor and recreation program coordinator for a sum of Seventy Percent (70%) of the recreation program revenues allocated to the Contractor and Thirty Percent (30%) of the recreation program revenues allocated to the Town; and

WHEREAS, the Contractor has provided the Town with all the appropriate documents to support the proposed service agreement; and

WHEREAS, funds are included and available in the 2020 Operating Budget line item A7020.4 Recreation Programs - Contractual; now, therefore, be it

RESOLVED that this resolution is conditioned upon receiving approvals from the Town's Insurance Broker, or an insurance waiver from the Town Board, and the Attorney for the Town; and further

RESOLVED, that the Town Board authorizes the Town Supervisor and the Director of Parks and Recreation to enter into agreement with Mary Slaughter to provide instructional staff and supplies for preschool and youth art, sports and creative play classes to be held at a date and time that is mutually agreed upon by the Contractor and recreation program coordinator for a sum of Seventy Percent (70%) of the recreation program revenues allocated to the Contractor

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and Thirty Percent (30%) of the recreation program revenues allocated to the Town and said funds are included and available in the 2020 Operating Budget line item A7020.4 Recreation Programs - Contractual; and further

RESOLVED, that a copy of this resolution be forwarded to Steve Hendrickson, Recreation Supervisor; Director of Parks and Recreation, Director of Finance Director, Town Clerk and Mary Slaughter.

RESOLUTION #41

AUTHORIZATION TO ENTER INTO AGREEMENT - PHIL HILDEN

On motion of Councilman Guinan, seconded by Councilman Cusimano, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, the Department of Parks and Recreation seeks to offer photography classes for adults in their recreation program; and

WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement with Phil Hilden to provide instructional staff and equipment for photography classes to be held on various dates & times for Sixty Percent (70%) of the program registration net funds with the Town taking Forty Percent (30%) of the program registration net funds; and

WHEREAS, the Contractor has provided the Town with all the appropriate documents to support the proposed service agreement; and

WHEREAS, funds are included and available in the 2020 Operating Budget line item A7020.4 Recreation Programs Contractual; now, therefore, be it

RESOLVED that this resolution is conditioned upon receiving approvals from the Town's Insurance Broker, or an insurance waiver from the Town Board, and the Attorney for the Town; and further

RESOLVED, that the Town Board authorizes the Town Supervisor and the Director of Parks and Recreation to enter into agreement with Phil Hilden to provide instructional staff and equipment for photography classes to be held at various dates & times for Sixty Percent (70%) of the program registration net funds with the Town taking Forty Percent (30%) of the program registration net funds, said funds are included and available in the 2020 Operating Budget line item A7020.4 Recreation Programs Contractual; and further

RESOLVED, that a copy of this resolution be forwarded to the Assistant Director of Parks and Recreation, Director of Parks and Recreation, Finance Director, Town Clerk; and Phil Hilden.

RESOLUTION #42

AUTHORIZATION TO ENTER INTO AGREEMENT - ROCHESTER ACCESSIBLE ADVENTURES

On motion of Councilman Guinan, seconded by Councilman Cusimano, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, the Department of Parks and Recreation seeks to enter into agreement with Rochester Accessible Adventures to support the Department in attaining its' goals outlined in

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the Strategic Inclusion Action Plan and to seek our grants to support physical and programmatic improvements for residents with developmental disabilities; and

WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement with Rochester Accessible Adventures to provide seventy five (75) hours of service support for Two Thousand Five Hundred Dollars (\$2,500.00); and

WHEREAS, the Contractor has provided the Town with all the appropriate documents to support the proposed service agreement; and

WHEREAS, funds are included and available in the 2020 Operating Budget line item A7021.4 Recreation Administration - Contractual; now, therefore, be it

RESOLVED that this resolution is conditioned upon receiving approvals from the Town's Insurance Broker, or an insurance waiver from the Town Board, and the Attorney for the Town; and further

RESOLVED, that the Town Board authorizes the Town Supervisor and the Director of Parks and Recreation to enter into agreement Rochester Accessible Adventures to provide seventy five (75) hours of support to the Department to assist it in attaining its' goals outlined in the Strategic Inclusion Action Plan and to assist with seeking out grants to support physical and programmatic improvements for residents with developmental disabilities in the amount of Two Thousand, Five Hundred Dollars (\$2,500.00), said funds are included and available in the 2020 Operating Budget line item A7021.4 Recreation Administration - Contractual; and further

RESOLVED, that a copy of this resolution be forwarded to the Director of Parks and Recreation, Finance Director, Town Clerk, and Anita O'Brien, Rochester Accessible Adventures.

RESOLUTION #43

AUTHORIZATION TO ENTER INTO AGREEMENT - SHARON MIKULEC

On motion of Councilman Guinan, seconded by Councilman Cusimano, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, the Department of Parks and Recreation seeks to offer children's group play programs; and

WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement with Sharon Mikulec to provide instructional staff and supplies for children's group play programs to be held at a date and time that is mutually agreed upon by the contractor and recreation program coordinator for a sum of Seventy Percent (70%) of the recreation program revenues allocated to the Contractor and Thirty Percent (30%) of the recreation program revenues allocated to the Town; and

WHEREAS, the Contractor has provided the Town with all the appropriate documents to support the proposed service agreement; and

WHEREAS, funds are included and available in the 2020 Operating Budget line item A7020.4 Recreation Programs - Contractual; now, therefore, be it

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RESOLVED that this resolution is conditioned upon receiving approvals from the Town's Insurance Broker, or an insurance waiver from the Town Board and the Attorney for the Town; and further

RESOLVED, that the Town Board authorizes the Town Supervisor and the Director of Parks and Recreation to enter into agreement with Sharon Mikulec to provide instructional staff and supplies for children's group play programs to be held at a date and time that is mutually agreed upon by the contractor and recreation program coordinator for a sum of Seventy Percent (70%) of the recreation program revenues allocated to the Contractor and Thirty Percent (30%) of the recreation program revenues allocated to the Town and said funds are included and available in the 2020 Operating Budget line item A7020.4 Recreation Programs - Contractual; and further

RESOLVED, that a copy will be forwarded to the Assistant Director of Parks and Recreation, Director of Parks and Recreation, Finance Director, Town Clerk; and Sharon Mikulec.

RESOLUTION #44

AUTHORIZATION TO ENTER INTO AGREEMENT - PAMELA WARREN

On motion of Councilman Guinan, seconded by Councilman Cusimano, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, the Department of Parks and Recreation seeks to offer ice skating instruction in their recreation program; and

WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement with Pamela Warren to provide equipment and instructional staff for a learn to ice skate program to be held at a date and time that is mutually agreed upon by the contractor and recreation program coordinator for a sum of Seventy Percent (70%) of the recreation programs revenues allocated to the Contractor and Thirty Percent (30%) of the recreation program revenues allocated to the Town; and

WHEREAS, the Contractor has provided the Town with all the appropriate documents to support the proposed service agreement; and

WHEREAS, funds are included and available in the 2020 Operating Budget line item A7020.4; now, therefore, be it

RESOLVED that this resolution is conditioned upon receiving approvals from the Town's Insurance Broker, or an insurance waiver from the Town Board, and the Attorney to the Town; and further

RESOLVED, that the Town Board authorizes the Town Supervisor and the Director of Parks and Recreation to enter into agreement with Pamela Warren to provide equipment and instruction for a learn to skate program to be held at a date and time that is mutually agreed upon by the contractor and recreation program coordinator for a sum of Seventy Percent (70%) of the recreation programs revenues allocated to the Contractor and Thirty Percent (30%) of the recreation program revenues allocated to the Town and said funds are included and available in the 2020 Operating Budget line item A7020.4 Recreation Programs – Contractual; and further

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RESOLVED, that a copy of this resolution be forwarded to Steve Hendrickson, Recreation Supervisor; Director of Parks and Recreation, Finance Director, Town Clerk, and Pamela Warren.

RESOLUTION #45

AUTHORIZATION TO ENTER INTO AGREEMENT - YELENA SHAPIRO

On motion of Councilman Guinan, seconded by Councilman Cusimano, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, the Department of Parks and Recreation seeks to offer music classes for preschool age children; and

WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement with Yelena Shapiro to provide equipment and instructional staff for music together classes to be held at a date and time that is mutually agreed upon by the contractor and recreation program coordinator for a sum of Seventy Percent (70%) of the recreation program registration revenues allocated to the Contractor and Thirty Percent (30%) of the recreation program revenues allocated to the Town; and

WHEREAS, the Contractor has provided the Town with all the appropriate documents to support the proposed service agreement; and

WHEREAS, funds are included and available in the 2020 Operating Budget line item A7020.4; Recreation Programs – Contractual, now, therefore, be it

RESOLVED that this resolution is conditioned upon receiving approvals from the Town's Insurance Broker, or an insurance waiver from the Town Board and the Attorney for the Town; and further

RESOLVED, that the Town Board authorizes the Town Supervisor and the Director of Parks and Recreation to enter into agreement with Yelena Shapiro to provide equipment and instructional staff for music together classes to be held at a date and time that is mutually agreed upon by the contractor and recreation program coordinator for a sum of Seventy Percent (70%) of the recreation program registration revenues allocated to the Contractor and Thirty Percent (30%) of the recreation program revenues allocated to the Town; and further

RESOLVED, that a copy will be forwarded to Steve Hendrickson, Recreation Supervisor; Director of Parks and Recreation, Director of Finance, Town Clerk, and Yelena Shapiro.

RESOLUTION #46

AUTHORIZATION TO ENTER INTO AGREEMENT - ROCHESTER FENCING CLUB

On motion of Councilman Guinan, seconded by Councilman Cusimano, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, the Department of Parks and Recreation seeks to offer fencing instruction for youth and adults in its recreation program; and

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WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement with Rochester Fencing Club to provide equipment and instructional staff for a fencing program to be held at a date and time that is mutually agreed upon by the contractor and recreation program coordinator for Seventy Percent (70%) of the program revenues allocated to the Contractor and Thirty Percent (30%) of the program revenues allocated to the Town; and

WHEREAS, the Contractor has provided the Town with all the appropriate documents to support the proposed service agreement; and

WHEREAS, funds are included and available in the 2020 Operating Budget line item A7020.4; Recreation Programs - Contractual; now, therefore, be it

RESOLVED that this resolution is conditioned upon receiving approvals from the Town's Insurance Broker, or an insurance waiver from the Town Board, and the Attorney to the Town; and further

RESOLVED, that the Town Board authorizes the Town Supervisor and the Director of Parks and Recreation to enter into agreement with the Rochester Fencing Club to provide equipment and instruction for youth and adult fencing instruction to be held at a date and time that is mutually agreed upon by the contractor and recreation program coordinator for Seventy Percent (70%) of the program revenues allocated to the Contractor and Thirty Percent (30%) of the program revenues allocated to the Town, and said funds are included and available in the 2020 Operating Budget line item A7020.4 Recreation Programs – Contractual; and further

RESOLVED, that a copy of this resolution be forwarded to Steve Hendrickson, Recreation Supervisor; Director of Parks and Recreation, Director of Finance, Town Clerk; and Bethany Higgins / Iris Zimmerman, Rochester Fencing Club.

RESOLUTION #47

ACKNOWLEDGEMENT OF - RESIGNATION OF DREW HOUGHTALING - PART-TIME RECYCLE LABORER

On motion of Councilman Kahovec, seconded by Supervisor Marren, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, Drew Houghtaling submitted his letter of resignation from the Part-Time Laborer position for the Town of Victor Transfer Station, effective December 19, 2019; now, therefore be it

RESOLVED that the Victor Town Board and the Highway Superintendent accept the resignation of Drew Houghtaling from the Part-Time Laborer position for the Town of Victor Transfer Station, effective December 19, 2019, and they thank him for his service and dedication to the Town of Victor and it's residents, and wish him well on his new adventures, and be it further

RESOLVED that a copy of this resolution be sent to Drew Houghtaling, Highway Superintendent, Human Resources, Finance Department, Town Clerk, and the Ontario County Human Resources Department.

RESOLUTION #48

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AUTHORIZATION OF EXPENDITURE OF FUNDS FOR PURCHASE OF LAND FOR FUTURE DEVELOPMENT

On motion of Councilman Guinan, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, the Town intends to purchase land for future development; and

WHEREAS, on December 23, 2019 by Resolution #476 funds were reallocated to A.0878.001 Capital Reserve-R1 Buildings and Land for the anticipated land purchase in 2020; and

WHEREAS, the maximum amount proposed to be expended for such land purchase is the sum of Three Hundred Fifty Thousand dollars (\$350,000.00); and

WHEREAS, the Finance Director has advised that such sum of Three Hundred Fifty Thousand dollars(\$350,000.00) is available in the A.0878.001 Capital Reserve-R1 Buildings and Land, subject to permissive referendum, and, as such, no financing will be required; and

WHEREAS, the evidence offered at such time and place requires that the Town Board make the determinations hereinafter made, now therefore be it

RESOLVED by the Town Board of the Town of Victor, in the County of Ontario, that it is in the public interest of the Town of Victor to purchase land for the development of various Town facilities, which may include, but are not limited to, a Highway Department Transportation Facility, Courts, and/or a Parks and Recreation complex; and be it further

RESOLVED, that since no financing will be employed in relation to the land purchase, it is not necessary to obtain the approval of the New York State Comptroller's Office; and be it further

RESOLVED, that this resolution be subject to Permissive Referendum; and be it further

RESOLVED, that the Town Clerk duly advertise for the Permissive Referendum related to the expenditure out of A.0878.001 Capital Reserve-R1 Buildings and Land, as required by law; and be it further

RESOLVED, that the Town Clerk of the Town of Victor shall cause a certified copy of this Resolution to be duly recorded in the Office of the Clerk of Ontario County within ten (10) days of the adoption of this Resolution.

RESOLUTION #49

ACCEPTANCE OF VICTOR CONSOLIDATED SEWER DISTRICT EXTENSION ENGINEERS REPORT FOR PROPOSED HORSEPOWER MOTORWORKS SEWER DISTRICT AS COMPLETE AND SCHEDULING OF PUBLIC HEARING

On motion of Supervisor Marren, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, the Town Board of the Town of Victor ("the Town") has received from ANAC Holdings, LLC a Consolidated Sewer District Extension Engineers Report containing, in part, a map, Short Form Environmental Assessment Form, and a proposed sewer extension plan (the

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“Report”) requesting an extension of the Town of Victor Consolidated Sewer District (the “Sewer District”) to include 11.9+/- acres of lands located on the east and south side of Brace Road, more specifically depicted on the map contained in the Report, the metes and bounds description of which is also set forth in the Report (the proposed extension to the Sewer District is hereinafter referred to as the “Horsepower Motorworks Sewer District”), all of which is available for public inspection at the Victor Town Clerk’s Office; and

WHEREAS, given the nature of the Report and the policy of the Town of Victor with respect to sewer districts, the Report has been converted to one for the proposed establishment and consolidation of the Horsepower Motorworks Sewer District into the Sewer District; and

WHEREAS, the Town of Victor proposes to consolidate the Horsepower Motorworks Sewer District into the Sewer District, so as to eliminate the additional administrative burden and costs associated with the operation of multiple sewer districts; and

WHEREAS, pursuant to New York General Municipal Law Article 17-A, the Town of Victor Town Board, acting jointly as the governing body of the Sewer District as well as what will be the governing body of the proposed Horsepower Motorworks Sewer District, has prepared a “Proposed Joint Consolidation Agreement between the Victor Consolidated Sewer District and the Horsepower Motorworks Sewer District” (the “Agreement”), a copy of which is on file with the Victor Town Clerk for public viewing, now, therefore be it

RESOLVED, that the Town Board of the Town of Victor deems the Report as complete for the purposes of proceeding with the necessary procedures pursuant to New York General Municipal Law Article 17-A to consider the proposed consolidation of the Sewer District and the proposed Horsepower Motorworks Sewer District; and be it further

RESOLVED, that the Town Board hereby authorizes and directs the Town Clerk to duly post a copy of the proposed Agreement at the Victor Town Hall, publish a summary of the proposed Agreement in the official Town newspaper once a week for four (4) consecutive weeks, and publish a copy of the proposed Agreement on the official Town of Victor website; and be it further

RESOLVED, that pursuant to Article 17-A of the Town Law, the Town Board of the Town of Victor shall meet at the Town Hall, 85 East Main Street, Victor, New York, on March 9, 2020, at 7:00 p.m. for the purpose of conducting a public hearing on the proposal to consolidate the Horsepower Motorworks Sewer District with the Sewer District, at which time and place all persons interested in the subject thereof may be heard concerning the same.

RESOLUTION #50

UPDATE THE TOWN OF VICTOR CREDIT CARD POLICIES AND PROCEDURES

On motion of Councilman Kahovec, seconded by Supervisor Marren, the following resolution was adopted:

5 Ayes: 0 nays *unanimously approved*

WHEREAS, Resolution No. 111 was adopted by the Town Board on March 22, 2010 authorizing the implementation of the Town of Victor credit card policies and procedures; and

WHEREAS, an update to the policy is needed; now therefore be it

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RESOLVED that the Victor Town Board hereby adopts and implements the updated credit card policy and procedures:

A. *General Guidelines*

1. Any credit card issued to the Town of Victor (“Town Credit Card”) is to be used solely for the use and benefit of the Town of Victor.
2. Use of the Town Credit Card for personal purposes is strictly prohibited and will be met with disciplinary action as set forth herein.
3. Any and all purchases made with the Town Credit Card must be made in accordance with the Policy and Procedures contained herein.
4. Any and all purchases made with the Town Credit Card must be made in accordance with the Town of Victor Procurement Policy at Chapter 39 of the Victor Town Code.

B. *Authorized Users*

1. The Town Supervisor, Deputy Town Supervisor and Department Heads are the only authorized users of the Town Credit Card. Department Heads may appoint one or more individuals in their department as an authorized designee. Department Heads will be accountable for purchases made by their designee(s).
2. Prior to the use of any Town Credit Card, all users must provide written acknowledgement for placement in his/her personnel file that the user understands and will comply with this Policy and Procedures. Department Heads are responsible for assuring that any designee in his/her department has completed the form authorizing use of each individual card.

C. *Limits and Restrictions*

1. The Town Credit Card shall not be utilized for cash advances, items for personal use, or any product, service, or fee that would not be authorized pursuant to the Town of Victor Procurement Policy.
2. The Supervisor’s VISA Town Credit Card will be retained by the Senior Account Clerk in the Finance office and the Highway Superintendent’s VISA Town Credit Card will be retained by the Account Clerk in the Highway office and will only be released with prior approval from the Town Supervisor, or in his/her absence the Deputy Town Supervisor, the Highway Superintendent or Department Head.
3. Additional Town Credit Cards have been issued and assigned as listed: Home Depot and Staples Credit Cards are maintained in the Town Clerk’s office. A Tops Credit Card is held in the Parks and Recreation Department. Finally, Tractor Supply (TSC) and Home Depot Credit Cards are maintained in the Highway office. These Town Credit Cards are subject to the same authorizations by Department Head(s) before release to an employee for use.
4. The Town of Victor is tax exempt and it is the responsibility of the user to ensure that sales tax is not charged. Any sales tax assessed on the Town Credit Card will be the responsibility of the user of the card.
5. Under no circumstances shall purchases be made that are in excess of budgetary appropriations without prior approval from the Town Board.
6. Under no circumstances shall purchases be made that are in excess of the credit limit of the Town Credit Card.

D. *Receipts/Statement Reconciliation*

1. All users incurring expenses through the VISA Credit Card shall be required to submit an itemized receipt to the Senior Account Clerk in the Finance Office along with a completed Credit Card Use form providing the proper general ledger accounting codes

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and authorized signatures upon completion of the transaction. Paperwork on the Highway Superintendent's VISA Town Credit Card will be completed by the Account Clerk in the Highway office and delivered to the Senior Account Clerk in the Finance Office for processing and reconciliation.

2. All users incurring expenses on any Town Credit Card other than the VISA shall be required to submit itemized receipts to the Deputy Town Clerk in the Town Clerk's office, the Account Clerk in the Parks and Recreation office or the Account Clerk in the Highway office providing information on the appropriate general ledger accounting code for chargeback upon completion of the transaction.
3. Each credit card user shall be responsible for returning the credit card to the appropriate office in a timely manner.
4. Upon receipt of the monthly VISA credit card statement, the statement shall be reconciled with any and all receipts prior to the due date on that monthly statement. Specifically, the Senior Account Clerk shall ensure that each charge on the VISA credit card is substantiated by a corresponding itemized receipt indicating the charged goods/services were actually received by the Town. Correspondingly, completion of vouchers for payment of all other credit cards shall occur in the office where the card is housed with the Deputy Town Clerk or Account Clerk(s) ensuring that each charge on the credit card is substantiated by a corresponding itemized receipt indicating the charged goods/services were actually received by the Town.
5. Any discrepancies shall be reported to the credit card issuer immediately upon confirmation that the discrepancy exists.
6. No purchases shall be made unless an itemized receipt is obtainable to verify the type of purchase made and the costs associated with the purchase.
7. When a purchase is returned the vendor shall issue the Town Credit Card a credit. Under no circumstances should the user accept cash in lieu of a credit on the credit card account.
8. All balances shall be paid in full by the Town of Victor on or before the due date.
9. At no time shall the Town of Victor incur finance charges as a result of failure to pay a credit card bill in a timely manner.
10. All credit card payments will be reviewed by the Finance Director.
11. The Town Board will audit each claim in accordance with the Town of Victor Procurement Policy and New York State Law.

E. *Credit Card Maintenance and Housekeeping*

1. The Finance Director shall keep, review and update a master list of credit cards issued to the Town of Victor.
2. The Finance Director shall review and cancel existing credit cards that are no longer in use or otherwise not needed.
3. Lost or stolen cards shall immediately be reported by the user to the credit card issuer, the Finance Office and, if appropriate, the proper authorities.
4. The Town of Victor does not intend to acquire or earn cash back, miles or other rewards that may accrue as a result of use of a credit card ("Rewards"). However, in the event any Rewards accrue as a result of use of the Town Credit Card, said Rewards shall belong entirely to the Town of Victor and shall only be used for the benefit of the Town. In no event may Rewards be used by individuals for personal purposes.

F. *Failure to Comply with Town of Victor Credit Card Policies and Procedures*

Organizational/Regular Meeting of the Victor Town Board –January 6, 2020

1. FAILURE TO COMPLY WITH THE ABOVE GUIDELINES FOR USE OF THE TOWN CREDIT CARD MAY RESULT IN DISCIPLINARY ACTION, INCLUDING BUT NOT LIMITED TO TERMINATION.

PUBLIC COMMENTS: None

ADJOURNMENT:

With no further business to come before the Board, the regular Town Board meeting was adjourned at 7:12 PM on motion by Supervisor Marren, seconded by Councilman Guinan. Motion carried.

Respectfully Submitted,

Karen C. Bodine- Town Clerk