

An organizational meeting of the Victor Town Board was held on January 7, 2019 starting at 6:34 PM with the following members present:

PRESENT:

Supervisor	Jack Marren
Councilman	Ed Kahovec
Councilman	Dave Tantillo
Councilman	Dave Condon
Councilman	Mike Guinan

OTHERS PRESENT: Karen Bodine-Town Clerk, Kevin Overton-Town Attorney, Mark Years-Highway Superintendent, Wes Pettee and Steve Metzger-Town Engineers, Barb Cole- Finance Director, David Nankin, Lee Wager, Tim Brown, Neil Stein, Bruce Boncke, Stephanie Holtz, and Bob Cantwell.

RESOLUTION #1
TOWN BOARD MEETING NIGHTS

On motion of Councilman Tantillo, seconded by Councilman Condon, the following resolution was adopted:

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan
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, August, November and December where there is one meeting.* In the event that the second or fourth Mondays fall on a holiday, the meeting will be held on Tuesday of the same week.

Note: Exceptions will be made for Tuesday, May 28, 2019 and Tuesday, October 15, 2019.

RESOLUTION #2
RULES OF ORDER

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

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan
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 Councilman Tantillo, seconded by Councilman Guinan, the following resolution was adopted:

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

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

RESOLUTION #4
OFFICIAL DEPOSITORY

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

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan
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 Tantillo, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

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	\$15 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 Councilman Condon, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

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 Tantillo, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

Unanimously Approved

RESOLVED, that Tamara Vienna be appointed Town Constable at a rate of \$24.52 (Grade 3, Step F) per hour.

**Councilman Tantillo would like to have Tamara Vienna come to a Town Board Meeting to explain her duties as appointed Town Constable and to meet the Town Board members. The Town Clerk will contact Ms. Vienna to invite her to a meeting.*

RESOLUTION #8

ASSIGNMENT OF TEMPORARY JUSTICES - 7TH JUDICIAL DISTRICT

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

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

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 2019; 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

RESOLVED that the Victor 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 ANN ALDRICH AND LISA BOUGHTON-PARISI TO HISTORIC ADVISORY COMMITTEE

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

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

Unanimously Approved

WHEREAS, the three year terms of Ann Aldrich and Lisa Boughton-Parisi to the Historic Advisory Committee expired on December 31, 2018; and

WHEREAS, Ann Aldrich and Lisa Boughton-Parisi 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 of the Town of Victor hereby reappoints Ann Aldrich and Lisa Boughton-Parisi to the Historic Advisory Committee for a term of three years with said terms beginning on January 2, 2019 and expiring on December 31, 2021; and be it further

RESOLVED, that a copy of this resolution be forwarded to Ann Aldrich, Lisa Boughton-Parisi, Babette Huber, Suzy Mandrino, and Human Resources.

RESOLUTION #10

REAPPOINTMENT OF GREGORY RICHARDS AND BRADFORD BOWERS TO THE TOWN OF VICTOR PARKS & RECREATION CITIZENS ADVISORY COMMITTEE

On motion of Councilman Condon, seconded by Councilman Tantillo, the following resolution was adopted:

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

WHEREAS, Gregory Richards and Bradford Bowers terms to the Parks & Recreation Citizens Advisory Committee expired on December 31, 2018, and

WHEREAS, Gregory Richards and Bradford Bowers have indicated their desire to continue to serve on said Committee and have met the conditions for reappointment; now, therefore, be it

RESOLVED, that Gregory Richards and Bradford Bowers be re-appointed to the Parks & Recreation Citizens Advisory Committee for three-year terms, beginning on January 2, 2019 and ending on December 31, 2021, and be it further

RESOLVED, that a copy of this resolution be sent to Human Resources, Larry Fisher, Gregory Richards, Bradford Bowers, Suzy Mandrino, and Brian Emelson.

RESOLUTION#11

REAPPOINTMENT OF ERNEST SANTORO TO THE TOWN OF VICTOR PLANNING BOARD

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

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

WHEREAS, Ernest Santoro's term to the Planning Board expired on December 31, 2018, and

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

RESOLVED, that Ernest Santoro be re-appointed to the Planning Board for a five-year term, beginning on January 2, 2019 and ending on December 31, 2023, and be it further

RESOLVED, that a copy of this resolution be sent to Human Resources, Ernest Santoro, Kim Kinsella, and Suzy Mandrino.

RESOLUTION #12

APPOINTMENT OF ARCHITECTURAL REVIEW SUB-COMMITTEE

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

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

RESOLVED, that Al Gallina and Heather Zollo be appointed to the Architectural Review Sub-Committee of the Planning Board, with Joe Logan appointed as Alternate and that Al Gallina be appointed as Chair, and Mark Kukuvka from LaBella Associates will be the Architectural Consultant.

RESOLUTION #13

APPOINTMENT TO CHAIRMAN – CONSERVATION BOARD

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

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

RESOLVED, that Matthew Matteson be appointed as Conservation Board Chair.

RESOLUTION #14

APPOINTMENT TO CHAIRMAN – PARKS & RECREATION CITIZENS ADVISORY COMMITTEE

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

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

RESOLVED, that Gregory Richards be appointed as Parks & Recreation Citizens Advisory Committee Chair.

RESOLUTION #15

APPOINTMENT TO CHAIRMAN – PLANNING BOARD

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

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

RESOLVED, that Ernest Santoro be appointed as Planning Board Chair.

RESOLUTION 16#

VICTOR TOWN BOARD 2019 LIAISON ASSIGNMENTS

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

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

RESOLVED that the 2019 Town Board liaison assignments are as follows:

Boughton Park Committee	Dave Condon
Comprehensive Plan	Dave Condon / Mike Guinan
Conservation Board	Ed Kahovec (Jan-Apr) / Mike Guinan (May-Aug) / Dave Condon (Sept-Dec)
Emergency Services (Fire Departments, Ambulance, Emergency Preparedness/Services)	Jack Marren
Finance/Audit	Dave Condon / Jack Marren
Fishers Fire Department	Jack Marren
Highway Department	Dave Condon / Mike Guinan / Jack Marren
Highway Facility Capital Project	Mike Guinan / Jack Marren

Historic Advisory Committee	Dave Tantillo
Library	Jack Marren
Local Development Corp	Mike Guinan
Parks and Recreation Citizens Advisory Committee	Dave Tantillo
Parks and Recreation Master Plan	Dave Tantillo
Personnel/Compensation	Dave Condon / Jack Marren
Planning Board	Dave Condon (Jan-Apr) / Ed Kahovec (May-Aug) / Mike Guinan (Sept-Dec)
Route 96 Study	Dave Tantillo
Transfer Station	Ed Kahovec
Victor Central School Board	Jack Marren
Village Board of Trustees	Jack Marren
Village Cemetery Committee	Dave Tantillo
Zoning Board of Appeals	Dave Tantillo (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

RESOLUTION #17

AUTHORIZATION FOR SUPERVISOR TO PAY FUNDS TO VICTOR AMERICAN LEGION POST #931

On motion of Councilman Condon, seconded by Councilman Tantillo, the following resolution was adopted:

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

Unanimously Approved

WHEREAS, the Victor American Legion Post #931 requested and was granted funding for 2019 in the 2019 budget; now therefore be it

RESOLVED, that the Supervisor be authorized to allocate funds to the Victor American Legion Post #931 in the amount of \$5,400.00 from the 2019 budget line item #A.6510.4 Veterans Services Contractual to provide their services to the residents of the Town of Victor for the 2019 fiscal year; and further

RESOLVED, that a copy of this resolution be forwarded to the Finance Dept., and American Legion Post #931.

RESOLUTION#18

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

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

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

Unanimously Approved

WHEREAS, the Victor Local Development Corporation requested and was granted funding for 2019 in the 2019 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 Fifty-Six Dollars (\$24,356.00) from the 2019 budget line item A6420.410 Economic Development Local Development Corporation Contractual, to provide their services to the residents of the Town of Victor for the 2019 fiscal year; and further

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

RESOLUTION #19

FIDELITY BOND

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

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

Unanimously Approved

RESOLVED, that the following Town Officials will be bonded:

	<u>Current Coverage</u>
Karen C. Bodine	\$1,328,437
Renee McConnell	\$1,328,437
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	\$100,000
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 # TABLED

ACCEPTANCE OF THE TOWN OF VICTOR EMPLOYEE HANDBOOK

RESOLUTION #20

DESIGNATION OF FULL-TIME EMPLOYEES

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

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

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

RESOLUTION #21

ACCEPTANCE OF THE TOWN OF VICTOR ORGANIZATIONAL CHART

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

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

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. 29 on January 8, 2018 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 7, 2019 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 #22
DESIGNATION OF PAY DAYS

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

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan
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 #23
APPROVAL OF MILEAGE RATE

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

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

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

RESOLUTION #24
BENEFIT PACKAGE EMPLOYEE POLICY

On motion of Councilman Tantillo, seconded by Councilman Condon, the following resolution was adopted:

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

HOLIDAY SCHEDULE FOR 2019:

Martin Luther King Day	Monday	January 21, 2019
President’s Day	Monday	February 18, 2019
Memorial Day	Monday	May 27, 2019
Independence Day	Thursday	July 4, 2019
Floating Holiday	Friday	July 5, 2019
Labor Day	Monday	September 2, 2019
Columbus Day	Monday	October 14, 2019
Veterans’ Day	Monday	November 11, 2019
Thanksgiving Day	Thursday	November 28, 2019
Floating Holiday/Thanksgiving	Friday	November 29, 2019

Christmas	Wednesday	December 25, 2019
New Year's Day	Wednesday	January 1, 2020
Birthday Holiday		

RESOLUTION #25

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

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

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

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

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 #26

APPOINTMENT OF A COMPREHENSIVE EMERGENCY MANAGEMENT PLAN ADVISORY BOARD

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

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

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 and Robert Graham.

RESOLUTION #27

AUTHORIZATION FOR TOWN SUPERVISOR TO EXECUTE EASEMENT AGREEMENTS AND SEQRA CLASSIFICATION

On motion of Councilman Condon, seconded by Councilman Tantillo, the following resolution was adopted:

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

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

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 and that the executed agreement be recorded with the Ontario County Clerk's Office.

RESOLUTION #28

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

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

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

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 and Ontario County Planning Agency.

RESOLUTION #29

TOWN SUBJECT MATTER LIST

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

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

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 #30

REQUIREMENT OF PERSONAL REGISTRATION FOR SPECIAL TOWN ELECTIONS

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

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

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 2018; and further

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

ANNOUNCEMENT OF TOWN JUSTICE APPOINTMENT

Clerk to Town Justice Reid Holter- Terri Bolt

RESOLUTION#31

ADOPT UPDATED RULES OF PROCEDURE GOVERNING CONDUCT OF MEETINGS

Motion by Councilman Guinan, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

Unanimously Approved

WHEREAS, the Town Board has found it necessary to update the Town of Victor's Rules of Procedure governing conduct of meetings; now, therefore, be it

RESOLVED, that pursuant to Town Law Section 63 the Town Board adopts the updated "Rules of Procedure" as follows:

Town of Victor
Rules of Procedure

The Town Board hereby adopts the following Rules of Procedure. In the absence of the adoption of its own rules of order, these rules shall apply to all boards and committees of the Town of Victor. The Rules of Procedure will be posted in the Town Hall Meeting Rooms and on the Town of Victor website.

VICTOR TOWN BOARD RULES OF PROCEDURE

1. The organizational meeting of the Victor Town Board will be held during the month of January of each year, pursuant to the provisions of Town Law. The Town Board shall hold at least one (1) regular meetings each month of the calendar year, the date(s) and time(s) to be decided upon at the organizational meeting.
2. The Town Supervisor shall be the Chair of the Board. In the absence of the Supervisor, the Deputy Supervisor shall act as the Chair of the Board.
3. The majority of the Town Board (3 members) shall constitute a quorum.

COMMITTEES

4. The Town Board may from time to time create Committees of the Town Board as deemed necessary to assist the Board in the transaction of its business. The Town Board shall appoint one or more members of the Board to serve on such Committee on an annual basis for a one year term.
5. The Town Board may from time to time also create and abolish Advisory, Special Committees and/or Commissions. Any resolution creating an advisory Special Committee or Commission shall specify the powers and duties of the Special Committee or Commission.

MEETINGS

6. At each meeting the order of business shall be:
 1. Public Hearings (if applicable)
 2. Call to order and Pledge of Allegiance
 3. Approval of the Minutes
 4. Payment of Bills
 5. Privilege of the Floor
 6. Public Comments and Concerns
 7. Reports of Town Officials, Department Heads, Boards & Committees
 8. Resolutions and Motions
 9. Public Comment
 10. Executive session as needed
 11. Adjournment
7. The Chair shall preserve order and decorum at all meetings of the Board.
8. Every Board member, previous to his/her speaking shall address himself or herself to the Chair. When two or more members of the Board address the Chair at once, the Chairperson shall name the Board member who is to speak first. No Board member shall speak more than once on any question, until every Board member choosing to speak shall have spoken.
9. A Board member called to order shall immediately come to order, except that he/she will be permitted to explain. If an appeal shall be taken from a decision of the Chair, the Board shall decide the case by majority vote without debate.

PUBLIC HEARINGS

10. Public hearings shall begin promptly at the published time, or as soon thereafter as practicable in the Supervisor's / Chair's discretion and subject to the following rules:
 - a. Public hearings shall begin after a majority vote of the Board to begin the public hearing, and a reminder to the public of the application of these rules to the public hearing.
 - b. The topic and notice of the public hearing will be announced by the Town Clerk / Secretary and speakers are limited to address the topic announced. Multiple hearing topics shall be addressed separately and in succession. After each public hearing topic is addressed the public hearing shall be closed by a majority vote of the Board.
 - c. Speakers at a public hearing are encouraged to sign in to request an opportunity to speak prior to the start of the public hearing.
 - d. Each speaker will be limited to 5 minutes, except the Supervisor / Chair may permit additional time in his or her discretion after taking the total number of speakers and time available into account.
 - e. Each speaker will state his or her name and address.
 - f. Speakers may only address the Board.
 - g. Comments shall be presented in a courteous and respectful manner.
 - h. Video or audio records may not interfere with the orderly conduct of the meeting.
 - i. The Supervisor / Chair is authorized to enforce these rules, which shall be conspicuously posted in the meeting room at all times. Any person who has failed to comply with the Supervisor's or Chair's directives, after two (2) warnings, may be removed from the meeting.
 - j. Violations of these rules shall be punishable as Disorderly Conduct in violation of Penal Law section 240.20

PERMISSION FOR THE PUBLIC TO SPEAK BEFORE THE TOWN BOARD

11. Anyone from the public shall have the right to address the Board during the Privilege of the Floor portion of any Town Board meeting. Upon request a member of the audience may address the Town Board on a matter of public concern. The time allotted for addressing the Board shall be limited to three minutes unless the Supervisor has granted prior approval for additional time.
12. Each speaker will have three minutes to speak. Time may not be transferred from one speaker to another or reserved for a later time in the same meeting.

13. Speakers must direct their comments to the Town Board.
14. The use of racial, ethnic, or homophobic slurs; lewd, obscene, threatening, abusive, or profane language will not be tolerated. Speakers who violate this rule, will have their time immediately revoked and will be asked to leave the meeting.
15. Written materials must be provided to the Clerk to be incorporated into the official record.
16. No persons have a right to demand an answer to specific questions from a member of the board.

MOTIONS AND RESOLUTIONS

17. General deadline for preparation and submission of formal Resolutions to the Town Clerk for consideration and/or action by the Town Board is at the Town Supervisors discretion. The Town Board hereby acknowledges, in its sole discretion, may continue to consider and/or act upon any and all business that may properly come before the Town Board at any duly convened meeting of the Town Board by request of a waiver of the rule and the approval of a majority of the board.
18. No motion shall be stated, debated, or put, unless it is seconded. When a motion is seconded, the Chair, before debate, shall state it. Any motion shall be reduced to writing if the Chair or any Board member requires it.
19. After a motion is stated, it shall be before the Board, any such motion may be withdrawn by the Councilperson offering the motion at any time prior to decision or amendment.
20. If any question in debate contains several distinct propositions, any Board member may have the same divided.
21. When a question is under debate, no motion may be received, except a motion to amend the question, to put the question, to postpone it indefinitely, to adjourn it to a specific day, to lay it on the table, to commit it to a committee, or a motion to adjourn the Board.
22. Votes, when recorded: The name of the Board member offering a motion or resolution, and the name of the Board members seconding the motion or resolution shall be entered into the minutes. The ayes and nays and abstentions upon any question shall be taken and entered in the minutes. Any such motion must be made by a Board member, be duly seconded and then be approved by an affirmative vote of a majority of the board.
23. Any member of the board may request a roll call vote.
24. No standing rule of order shall be rescinded, suspended or changed, or any additional rule of order be adopted thereto, except by unanimous vote of the members present and voting at a regular or special meeting.
25. Every Resolution and Local Law, as amended before the Board, shall be laid over until the next regular session of the Board if so demanded by any member of the Board. No further action may be taken on the Resolution or Local Law or its amendments, but limited discussion may occur at the discretion of the Supervisor. No member shall be required to tell his/her reason for the lay-over of the Resolution or Local Law. Any action on a laid-over Resolution or Local Law must take place at the next scheduled meeting. No Resolution or Local Law may be laid over a second time.
26. All questions of order not addressed specifically by these Rules of Procedure shall be decided by legal counsel for the Town based on the provisions of Robert's Rules of Order and applicable law.
27. A motion to adjourn, duly seconded, shall always be in order and shall be decided without debate by an affirmative vote of a majority of the Board.

EXECUTIVE SESSIONS

28. Any Board Member may call for executive session on a specified topic, which must be approved by a majority vote. In addition, the Board shall announce who, in addition to the Board, shall be present for the executive session.

AGENDA

29. The Supervisor will set the agenda. The Town Clerk will post the agenda on the official bulletin board. The Town Clerk or designee will post the agenda and resolutions on the website by 4:00 p.m. the Friday prior to a Town Board meeting.

MEETING PACKET

30. The Town Clerk and/or the Supervisor will gather all information relevant to the Town Board meeting, including the agenda, and place it in the Town Board mailboxes and/or send via email by 4:00 p.m. the Friday prior to a meeting. Also, on the Friday prior to a meeting the agenda and supporting documents will be posted on the Town's website.

And further

RESOLVED that the Rules of Procedure be posted in the Main Meeting Room of Town Hall and on the Victor web site

RESOLUTION#32

PAYMENT OF BILLS PRIOR TO AUDIT

Motion by Councilman Condon, seconded by Councilman Kahovec, the following resolution was adopted:

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

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 #33

2020 ORGANIZATIONAL MEETING

Motion by Councilman Kahovec, seconded by Councilman Guinan, the following resolution was adopted:

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

Unanimously Approved

RESOLVED, that the Victor Town Board Organizational Meeting for the year 2020 will be held on Monday, January 6, 2020.

PUBLIC COMMENT: None

Motion to adjourn the Organizational meeting by Councilman Guinan, seconded by Councilman Tantillo @6:46PM. Motion carried.

RESOLUTION #34

MOTION TO OPEN SCHEDULED PUBLIC HEARING:

Motion by Councilman Tantillo, seconded by Councilman Guinan, the following resolution was adopted:

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

Unanimously Approved

RESOLVED, that the Victor Town Board move to hold the scheduled Public Hearings:

Public Hearings opened at 7:00 PM

The Town Clerk read the following notices:

- A) PROPOSED AMENDMENTS TO THE COMPREHENSIVE PLAN TO INCORPORATE THE ROUTE 96 TRANSFORMATIVE CORRIDOR INFRASTRUCTURE PLAN**

Public Hearing (A) held open pending comments from Ontario County Planning Board

Public Hearing B- Opened @ 7:02PM

- B) LOCAL LAW #___-2019 TO AMEND CHAPTER 211 ZONING IN ORDER TO ESTABLISH A PROGRAM OF INCENTIVE ZONING AND RELATED AMENDMENTS TO THE COMPREHENSIVE PLAN**

Public Hearing (B) held open pending comments from Ontario County Planning Board

Bruce Boncke – 15 Morraine Point addressed the Board in support of the incentive zoning and to express why he was so thankful that this program is being established. Bruce explained to the Board that

he wrote the underlying state legislation for incentive zoning many years ago working with the Association of Towns, the Conference of Mayors, the New York Planning Federation and the State Builders Association to this on the books. Many of the Towns surrounding Victor have incentive zoning in place. Bruce noted incentive zoning has been a phenomenal land use ordinance that has been in place for many years and he also noted to educate first and plan second. Bruce commented on the nice job of crafting the ordinance.

Wes Pettee – LaBella Associates gave a brief overview of Incentive Zoning with a handout for the Board and public. Wes explained that incentive zoning is a tool to achieve what is established in the Town, like a goal in the Comprehensive Plan such as affordable housing, historic preservation, parks environmental protection or traffic. Incentive zoning programs authorize the Town Board to augment the existing base of development regulations by offering developers regulatory allowances that would not otherwise be available in exchange for the provision of public benefits that would not otherwise be required.

Bob Cantwell – resident of Fairport and works for BME. Bob was in support of the incentive zoning and shared with the Board that BME was involved with an incentive zoning application in the Village of Fairport in which the ordinance was very beneficial to the community and kept the tax base down.

**Both Public Hearings were held open pending comments from the Ontario County Planning Board.*

RESOLUTION #35

MOTION TO CLOSE PUBLIC HEARINGS @ 7:22PM and OPEN REGULAR MEETING:

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

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

Unanimously Approved

RESOLVED to close the Public Hearing and open the regular meeting of the Victor Town Board.

Supervisor Marren 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.
- Salute to the flag and moment of silence for Councilman Guinan’s Mom Jean.
- Councilman Guinan thanked everyone for their condolences

RESOLUTION #36

APPROVAL OF MINUTES

On motion of Councilman Condon, seconded by Councilman Tantillo, the following resolution was adopted:

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

Unanimously Approved

RESOLVED that the minutes of the regular meeting of December 10, 2018 be approved.

RESOLUTION #37

PAYMENT OF BILLS

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

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

Unanimously Approved

RESOLVED that the bills be approved for Manifest #1 (2018) in the amount of \$157,205.09.

Documentation for these expenditures can be found on vouchers filed by numbers #20182735-20182804.

General Townwide	\$37,411.98
General Outside Village	1,661.67
Highway Townwide	98,729.26

Community Connectivity Cap. Project	13,800.00
Fishers Lighting	176.64
Brookwood Meadows Lighting	186.57
Highpoint Lighting	392.96
Cobblestone Lighting	2,653.63
Quail Ridge Lighting	519.48
Rolling Meadows Lighting	550.40
Legacy at the Fairways	695.58
Stoneleigh Lighting	26.92
Trust & Agency	400.00

Supervisor Marren reviewed each of the four expenses that were included in Manifest #1 (2018).

- NYS Fence – installation of 664ft of three rail wood fence(Connectivity Project)
- American Rock Salt – 285 tons of salt
- Harris Beach Legal Services – Town Handbook Review
- Carmody Ford Inc. – 2019 Ford F550

RESOLUTION #38

PAYMENT OF BILLS

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

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

Unanimously Approved

RESOLVED that the bills be approved for Manifest #1 (2019) in the amount of 105,918.93.

Documentation for these expenditures can be found on vouchers filed by numbers #20190001-20190016.

General Townwide	\$ 67,820.73
General Outside Village	17,596.20
Highway Townwide	20,502.00

Supervisor Marren reviewed the two expenses that were included in Manifest #1 (2019).

- Ontario County Treasurer – 2019 Workers Compensation Insurance
- Bluestone Creek Development – Parks & Recreation Rental for the month of February, 2019

PRIVILEGE OF THE FLOOR- NONE

PUBLIC COMMENTS: NONE

REPORTS OF TOWN OFFICIALS:

Supervisor Marren read aloud “*Proclamation for Cathy Templar, Planning Board Secretary*”

Supervisor Marren read aloud “*Proclamation for Wayne Pickering, Town Assessor*”

Other Town Officials Reports:

Historian

Fire Chief

Planning & Building

Highway

Town Clerk- the Board had no objection to Cobblestone Creek renewing their liquor license

SUPERVISOR REPORT:

- December 2018 Victor Patrol Report
- Empire State Development Grants Program
- Advertisement for the Sewer Capital Project Bid
- RFP for safety consultant services with Town of Farmington
- Recognized our Finance Director – maturing CD’s and getting the best rates

- Torpey Subdivision on County Road 41 and bus safety – email from Darrin Everhart and he has no concerns and feels there is great visibility
- Dick & Jean Meyers 8030 County Road 41 – culvert replacement by the County
- Supervisor Marren will be absent on January 28th due to attending a Conference
- Steve Metzger will lead discussion regarding a Sewer Master Plan in February
- Bid opening for Sanitary Sewer Project will be on 2-19-19
- Complimented the Highway Dept. and Keith Maynard working together on Coyler Crossing & Finke Subdivision and Franlee

Committee Reports:

Councilman Tantillo announced that the Parks & Recreation Advisory Committee will hold a workshop on January 23, 2019 from 6-6:30PM in the Town Hall. The committee will present the results from the Master Plan survey and the proposals for the next steps. The Town Clerk will advertise the workshop.

BUSINESS:

RESOLUTION #39

VALENTOWN PLAZA, LOT 3, LETTER OF CREDIT, RELEASE 1

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

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

Unanimously Approved

WHEREAS, 46 North Avenue, LLC, received Planning Board approval for Valentown Plaza, Lot 3 with the condition that a form of surety be submitted to cover the cost of improvements and infrastructure; and,

WHEREAS, M & T Bank Irrevocable Letter of Credit No. SB1871010001 was previously posted with the Town; and

WHEREAS, the Engineer for the Town has reviewed the Developer's Request for Release of Funds and Statement of Construction No. 1 dated December 14, 2018 and recommends in his letter December 20, 2018 that \$38,419.33, be released from said Letter of Credit; now, therefore, be it

RESOLVED that the Town Board hereby approves Release No. 1 on the M & T Bank Irrevocable Letter of Credit No. SB1871010001 in the amount of \$38,419.33, as recommended by the Town Engineer and conditioned upon payment of all engineering and inspection fees owed to the Town; and further

RESOLVED that given said release, there now remains \$92,494.66 in said Letter of Credit; and further

RESOLVED that a copy of this resolution be forwarded to the Engineer for the Town, 46 North Avenue, LLC and BME Associates.

RESOLUTION #40

ANTON VALLEY SUBDIVISION, LETTER OF CREDIT, RELEASE 4

On motion of Councilman Condon, seconded by Councilman Tantillo, the following resolution was adopted:

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

Unanimously Approved

WHEREAS, Antonelli Development, LLC, received Planning Board approval for Anton Valley Subdivision with the condition that a form of surety be submitted to cover the cost of improvements and infrastructure; and,

WHEREAS, Genesee National Bank Irrevocable Letter of Credit No. 180012791 was previously posted with the Town; and

WHEREAS, the Engineer for the Town has reviewed the Developer’s Request for Release of Funds and Statement of Construction No. 4 dated December 12, 2018 and recommends in his letter December 26, 2018 that \$38,353.70, be released from said Letter of Credit; now, therefore, be it

RESOLVED that the Town Board hereby approves Release No. 4 on the Genesee National Bank Irrevocable Letter of Credit No. 180012791 in the amount of \$38,353.70, as recommended by the Town Engineer and conditioned upon payment of all engineering and inspection fees owed to the Town; and further

RESOLVED that given said release, there now remains \$300,178.12 in said Letter of Credit; and further

RESOLVED that a copy of this resolution be forwarded to the Engineer for the Town, Antonelli Development, LLC, and Parrone Engineering.

RESOLUTION #41

AUTHORIZATION TO PURCHASE 2019 JOHN DEERE 6110M CAB TRACTOR WITH ATTACHMENTS, OFF NEW YORK STATE BID AWARD NUMBER 22792, CONTRACT PC67140 FROM DEERE & COMPANY AND DECLARE THE 2001 NEW HOLLAND CAB TRACTOR WITH ATTACHMENTS SURPLUS TO BE SOLD AT AUCTION IN THE SPRING

On motion of Councilman Condon, seconded by Councilman Tantillo, the following resolution was adopted:

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

Unanimously Approved

WHEREAS, the Highway Department has the need to purchase a 2019 John Deere 6110M Cab Tractor with attachments for mowing operations and declare the 2001 New Holland Cab Tractor with attachments, Serial Number 162157B, as surplus; and

WHEREAS, this equipment is available for purchase off New York State Bid Contract Award Number 22792, Contract PC67140 from John Deere & Company; and

WHEREAS, sufficient funds are available in the 2019 Budget Line DB.5130.200 Highway Equipment for the purchase of equipment for the operations of the Highway Department to replace an existing mower which will be declared surplus and sold at auction in the spring; now therefore, be it

RESOLVED, that the Town Board authorizes the Highway Superintendent to purchase the 2019 John Deere 6110M Cab Tractor with attachments in the amount not to exceed One Hundred Eighteen Thousand Four Hundred Thirty Four dollars and Eighty Four cents (\$118,434.84); and further

RESOLVED, that the Town Board authorizes the Highway Superintendent to declare the 2001 New Holland Cab Tractor with attachments, Serial Number 162157B, surplus to be sold at auction; and further

RESOLVED, that a copy of this resolution be forwarded the Mark Years, Highway Superintendent; the Finance Department, Town Clerk, and Deere & Company.

RESOLUTION #42

AUTHORIZATION TO PURCHASE 2020 WESTERN STAR TANDEM AXLE TRUCK WITH TENCO PLOW EQUIPMENT, PIGGYBACKING OFF OF THE ONEIDA COUNTY CONTRACT BID REFERENCE #1949 FOR HEAVY DUTY TRUCKS AND #1989 FOR TENCO PLOW EQUIPMENT AND DECLARE THE 2006 STERLING SINGLE AXLE TRUCK SURPLUS

On motion of Councilman Condon, seconded by Councilman Tantillo, the following resolution was adopted:

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

Unanimously Approved

WHEREAS, the Highway Department has the need to purchase a 2020 Western Star Tandem Axle Truck with Tenco plow equipment for highway operations and declare the 2006 Sterling Single Axle truck surplus (VIN #2FZAAZDE96AW99642); and

WHEREAS, this vehicle is available for purchase by piggybacking off from the Oneida County Contract #1949 for the tandem axle truck and #1989 for the Tenco plow equipment; and

WHEREAS, funds are available in the 2019 Budget line DB.5130.200 Highway Equipment for the purchase of equipment for the operations of the Highway Department to replace an existing vehicle which will be declared surplus and sold at auction in the spring; now, therefore, be it

RESOLVED, that the Town Board authorizes the Highway Superintendent to purchase a 2020 Western Star Tandem Axle Truck with Tenco plow equipment in the amount not to exceed Two Hundred Thirty Three Thousand One Hundred Ninety dollars (\$233,190.00); and further

RESOLVED, that the 2006 Single Axle Sterling (VIN #2FZAAZDE96AW99642) be declared surplus; and further

RESOLVED, that a copy of this resolution be forwarded to Mark Years, Highway Superintendent; the Finance Department, Town Clerk, Tracey Road Equipment, and Tenco Industries, Inc.

RESOLUTION #43

APPOINTMENT OF STEPHANIE HOLTZ AS SOLE TOWN ASSESSOR

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

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

Unanimously Approved

WHEREAS, Wayne Pickering resigned from the position as Sole Town Assessor on November 30, 2018; and

WHEREAS, the position of Sole Assessor is an appointed position for the Town of Victor which is not subject to Civil Service testing /List of Eligible requirements; and

WHEREAS, the position was advertised, and candidates were interviewed on December 27, 2018 by an interview committee consisting of Supervisor Jack Marren, Marlene Murnan – Real Property Appraisal Aide, and Robin Johnson – Ontario County Real Property Tax Agency; and

WHEREAS, it was decided by the interview team that Stephanie Holtz possesses the qualifications necessary to fill this position; now, therefore be it

RESOLVED, that Stephanie Holtz be appointed to complete the unexpired term, said term expiring on September 30, 2019, of Sole Assessor for the Town of Victor at a Grade 6, step C salary of Sixty One Thousand Two Hundred Twenty Three dollars and Eighty Four cents (\$61,223.84) to be funded from the 2019 Town Budget Line Item #A.1355.100 – Assessor Personal Services, with a starting date of January 21, 2019; and be it further

RESOLVED, that a copy of this resolution be forwarded to Stephanie Holtz, Robin Johnson –Ontario County Real Property Tax Agency, Human Resources, Finance Office, Town Clerk, and the Ontario County Department of Human Resources.

RESOLUTION #44

AUTHORIZATION FOR SUPERVISOR TO ENTER INTO PROFESSIONAL CONSULTING AGREEMENT WITH EFPR SOLUTIONS FOR TOWN ACCOUNTING SERVICES

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

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

Unanimously Approved

WHEREAS, pursuant to New York’s Town Law, including Section 64(6) and Section 20(2), the Town Board has the power to approve contracts for Town services, including but not limited to contracts for

legal, consulting, accounting, and engineering services prior to the execution of such contracts by the Town Supervisor; and

WHEREAS, pursuant to General Municipal Law 103-b and the Town’s Procurement Policy, the Town Board may direct a policy for the acquisition of the Town’s professional services; and

WHEREAS, EFPR Solutions has provided professional accounting consulting services for the Town since 2017; and

WHEREAS, the Finance Director wishes to extend the contract for 2019 at a total cost not-to-exceed Six Thousand dollars (\$6,000.00); now, therefore be it

RESOLVED that the Town Board hereby authorizes the Supervisor to enter into a contract with EFPR Solutions for the town accounting professional consulting services, for a limited term of one year from January 1, 2019 to December 31, 2019 under the terms and conditions as provided in the 2019 contract at an annual fee not to exceed Six Thousand dollars (\$6,000.00) to be funded from the 2019 Budget line item A.1310.400 Finance Audit and Services Contractual; and be it further

RESOLVED that a copy of this Resolution be forwarded to EFPR Solutions, the Finance Director, Town Clerk, and the Human Resources Department.

RESOLUTION #45
AUTHORIZATION FOR SUPERVISOR TO ENTER INTO PROFESSIONAL CONSULTING AGREEMENT WITH INTEGRATED SYSTEMS FOR THE DEVELOPMENT OF A WRITTEN INFORMATION SYSTEMS DISASTER RECOVERY PLAN

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

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

WHEREAS, pursuant to New York’s Town Law, including Section 64(6) and Section 20(2), the Town Board has the power to approve contracts for Town services, including but not limited to contracts for legal, consulting, accounting, and engineering services prior to the execution of such contracts by the Town Supervisor; and

WHEREAS, pursuant to General Municipal Law 103-b and the Town’s Procurement Policy, the Town Board may direct a policy for the acquisition of the Town’s professional services; and

WHEREAS, Integrated Systems has provided professional IT consulting services for the Town since 2014; and

WHEREAS, the Finance Director wishes to engage Integrated Systems to write the Information Technology (IT) portion of the Town of Victor Disaster recovery Plan, as specified as a requirement in the 2018 Town Audit; and

WHEREAS, Integrated Systems has provided a quote for Eight Thousand Seven Hundred Seventy Five dollars (\$8,875.00) to develop the written IT Disaster recovery Plan; and

WHEREAS, no other quotes have been solicited since Integrated Systems is intimately familiar with the Town’s IT Systems and is registered as an approved vendor with the New York State Office of General Services; now, therefore be it

RESOLVED that the Town Board hereby authorizes the Supervisor to enter into a contract with Integrated Systems for the development of a written Information (IT) Town of Victor Disaster Recovery Plan to be delivered by May 1, 2019 at a cost not to exceed Eight Thousand Seven Hundred Seventy Five dollars (\$8,875.00) under the terms and conditions as provided in the 2019 contract, to be funded from the 2019 Budget line item A.1680.400 Central Data Processing Contractual; and be it further

RESOLVED that a copy of this Resolution be forwarded to Integrated Systems, the Finance Director, Town Clerk, Suzy Mandrino, and the Human Resources Department.

RESOLUTION #46
SET PUBLIC HEARING – LOCAL LAW NO. _____ -2019 TO AMEND CHAPTER 27 FEES RELATING TO SEWERS

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

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

WHEREAS, the Town Board finds it necessary to amend Section 27-8Q relating to Sewers; and

WHEREAS, a draft Local Law has been submitted to the Town Board; said draft Local Law is on file with the Town Clerk; now, therefore, be it

RESOLVED by the Town Board of the Town of Victor that a Public Hearing shall be had on the 28th day of January, 2019, at 7:00 p.m., for the purpose of adopting a Local Law to amend the Victor Town Code at Chapter 27 Fees, Section 27-8Q in order to correct the referenced Unit Designations for properties located within the Town of Victor and serviced by the Village of Victor or the Farmington Sewage Treatment Plant; and be it further

RESOLVED that the Town Clerk advertise for said Public Hearing in a manner consistent with law.

RESOLUTION #47
SET PUBLIC HEARING – LOCAL LAW NO. _____ - 2019 TO AMEND CHAPTER 131 LIGHTING

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

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

WHEREAS, the Planning & Building Department has identified the need to amend Chapter 131 Lighting of the Victor Town Code in order to update provisions relating to the lighting regulations in the Town; and

WHEREAS, a draft Local Law has been submitted to the Town Board and said draft Local Law is on file with the Town Clerk; now, therefore, be it

RESOLVED, by the Victor Town Board that a Public Hearing shall be had on the 28th day of January, 2019, at 7:00 p.m., for the purpose of adopting a local law to amend Chapter 131 Lighting of the Victor Town Code in order to revise provisions relating to the lighting regulations in the Town; and be it further

RESOLVED, that the Town Clerk advertise for said Public Hearing in a manner consistent with law.

RESOLUTION #48
SET PUBLIC HEARING – LOCAL LAW NO. _____ -2019 TO AMEND CHAPTER 83 CONSTRUCTION CODES, UNIFORM

On motion of Councilman Condon, seconded by Councilman Tantillo, the following resolution was adopted:

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

WHEREAS, the Planning & Building Department has identified the need to amend Chapter 83 Construction Codes, Uniform of the Victor Town Code in order to include provisions related to Parking Garages in the Town as required by NYS Statute; and

WHEREAS, a draft Local Law has been submitted to the Town Board and said draft Local Law is on file with the Town Clerk; now, therefore, be it

RESOLVED, by the Victor Town Board that a Public Hearing shall be had on the 28th day of January, 2019, at 7:00 p.m., for the purpose of adopting a local law to amend Chapter 83 Construction Codes, Uniform of the Victor Town Code in order to include provisions related to Parking Garages in the Town; and be it further

RESOLVED, that the Town Clerk advertise for said Public Hearing in a manner consistent with law

PUBLIC COMMENT: none

RESOLUTION #49

MOVE TO EXECUTIVE SESSION

The Town Attorney Kevin Overton, Steve Metzger, Vince Pettrone, and Mark Years also in attendance.

Time: 7:40 PM

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

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

Unanimously Approved

RESOLVED that the Victor Town Board enter into Executive Session for the proposed acquisition/sale/lease of real property when publicity might affect value.

No action taken at this time.

RESOLUTION #50

MOVE TO CLOSE EXECUTIVE SESSION

On motion of Councilman Condon, seconded by Councilman Kahovec, the Executive session of the Victor Town Board was closed.

5 Ayes: Marren, Condon, Tantillo, Kahovec, Guinan

Unanimously Approved

ADJOURNMENT:

With no further business to come before the Board, the regular Town Board meeting was adjourned at 9:18 PM on motion by Councilman Kahovec, seconded by Councilman Guinan. Motion carried.

Respectfully Submitted,

Karen C. Bodine -Town Clerk