

**A regular meeting of the Village of Victor Board of Trustees was held on Monday, April 1, 2019 at the Village Hall, 60 East Main Street.**

**MEMBERS PRESENT:**

|                          |                  |
|--------------------------|------------------|
| Mayor                    | Gary Hadden      |
| Deputy Mayor             | Michael Crowley  |
| Trustee                  | Carol Commisso   |
| Trustee                  | Robert Kelly     |
| Trustee                  | Michelle Chalupa |
| Director of Public Works | John Turner      |
| Attorney                 | Reid Holter      |
| Village Clerk            | Pamela Hogenes   |

**OTHERS PRESENT:** Mitchell Garfield, Don Ras, Lynn Ras, Paul Dennis, Dave Karwas, Sherry Karwas and Chief Sean McAdoo

Meeting was called to order by Mayor Hadden at 7:00pm.

Salute to the flag.

**Privilege of the Floor**

Mayor Hadden introduced **Dave and Sherry Karwas** from the Top of the Lamp. Dave has retired from the Top of the Lamp after over 31 years. Mr. Karwas opened in October of 1987 and closed it on March 9, 2018. Mr. Karwas was happy to say the Eldred Sale was his first customer.

Mayor Hadden presented Mr. Karwas with a certificate of appreciation from the Village Board. The board congratulated Mr. Karwas on his retirement.

Mayor Hadden introduced **Donald Ras, Jr.** who came before the Board for minor subdivision approval.

Mr. Ras, Jr. explained he had received area variances from the Village Zoning Board in February because the two lots would both be less than the lot size requirement in the R-1 District.

Mr. Crowley noted a memo from the Code Enforcement Officer that the two sheds that are currently on each of the lots has to be removed. Mr. Ras concurred and also stated he was moving the fence that is currently on one lot to the new lot line.

**Resolution #32-19**

**Ras Minor Subdivision Application – 18 West Parkway**

On motion by Trustee Carol Commisso, seconded by Trustee Michael Crowley, the following resolution was ADOPTED 5 AYES 0 NAYS

**Whereas**, an application was received on December 13, 2018 from Donald Ras, Jr. requesting a lot line adjustment at 18 West Parkway having tax map # 16.18-2-041; and,

**Whereas**, survey map dated July 9, 2018 by Richard Maier Land Surveying accompanied the application; and,

**Whereas**, the requested lot line adjustment was deemed a minor subdivision by Doug Scarson, Village Code Enforcement Officer; and,

**Whereas**, the minor subdivision would result in two non-conforming lots that would require an area variance from the Village Zoning Board of Appeals; and

**Whereas**, the said area variance was granted by the Zoning Board of Appeals on February 20, 2019, resolution #02-19ZBA recognizing Lot 1 being 15,200 sq. ft. and Lot 2 being 15,020 sq. ft. where 16,500 sq. ft. is required; now, be it

**Resolved**, that the application of Donald Ras, Jr. for a minor subdivision at 18 West Parkway, Tax Map #16.18-2-041, be approved; and

**Further Resolved**, that the survey map dated July 9, 2018 along with a certified copy of this resolution be filed with Ontario County Real Property Tax Department.

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### **Open Discussion**

Chief Sean McAdoo, Victor Fire Department came before the board first to thank the board for putting the referendum for the Fire District on the election ballot for the Village residents to vote on.

Chief McAdoo had a request from St. Patrick's Church to use their building at 221 S. High St. for training that will result in a live burn, hopefully sometime in May and is seeking board approval to sign the hold harmless agreement with the Church.

Chief McAdoo stated there will be other Fire Departments invited to the training. Training will be done on Monday nights and the burn will be on a Saturday morning.

### **Resolution #33-19**

#### **Authorization to Sign Agreement**

On motion by Trustee Michael Crowley, seconded by Trustee Michelle Chalupa the following resolution was ADOPTED 5 AYES 0 NAYS

**WHEREAS**, the Victor Fire Department has received an offer to utilize the building at 221 S High Street for training; and

**WHEREAS**, the property owner has provided signed copies of the hold harmless agreement indemnifying the Victor Fire Department and the Village of Victor from liability;

**RESOLVED**, that the Village Board of Trustees authorize Chief Sean McAdoo to sign the hold harmless agreement as presented.

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**Clerk Report**

**Resolution #34-19**

**Acceptance of Minutes**

On motion of Trustee Robert Kelly, seconded by Trustee Carol Commisso the following resolution was APPROVED 5 AYES 0 NAYS

**Resolved** to accept the meeting minutes from March 18, 2019

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**Resolution #35-19**

**Payment of Bills**

**Whereas**, the Village Board of Trustees has audited and approved invoices for payment, that appear on Abstract #21 using vouchers #1607-1685; and,

**NOW**, therefore on a motion made by Trustee Carol Commisso, seconded by Trustee Michelle Chalupa, the following resolution was ADOPTED 5 AYES 0 NAYS

**Resolved** to authorize the Treasurer to pay invoices from Abstract #21 in the following amounts:

|                                 |                    |
|---------------------------------|--------------------|
| General                         | \$ 54,291.86       |
| Water                           | \$ 7,841.31        |
| Sewer                           | \$ 16,759.63       |
| HG – Glendower/Duxbury Reconst. | \$ <u>4,337.25</u> |
| <b>TOTAL</b>                    | \$ 83,230.05       |

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**Resolution #36-19**

**Schedule Public Hearing, Tentative Budget**

On motion by Trustee Robert Kelly, seconded by Trustee Carol Commisso the following resolution was ADOPTED 5 AYES 0 NAYS

**Resolved**, that the Village of Victor Board of Trustees will schedule a public hearing for April 15, 2019 at 7:00pm for the tentative budget for fiscal year 2019-2020.

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Ms. Hogenes reviewed the Fire Safety and Evacuation Plan.

**Resolution #37-19**

**ORGANIZATIONAL MEETING**

On motion of Trustee Carol Comisso, seconded by Trustee Robert Kelly the following resolutions were ADOPTED 5 AYES 0 NAYS

1. **VILLAGE BOARD MEETING NIGHTS**  
**Resolved** that the Victor Village Board of Trustees meetings will be held the first and third Mondays of each month at 7:00 p.m. In the event that the first or third Monday falls on a holiday, the meeting will be held on Tuesday of the same week.
2. **CHANGE ANNUAL FIRST MEETING IN SEPTEMBER**  
**Resolved**, to annually change the first Board of Trustees meeting in September to be on the second Monday of the month due to the Labor Day Holiday
3. **VILLAGE HALL SUMMER HOURS**  
**Resolved**, that the Village Board of Trustees authorizes the Village Hall Office Staff to establish summer hours, 8:00am to 4:00pm, Monday through Friday, during the months of July and August.
4. **OFFICIAL NEWSPAPER**  
**Resolved** that the Daily Messenger be designated as the official publication for the Village of Victor.
5. **OFFICIAL DEPOSITORY**  
**Resolved** that the Village of Victor may do business with any bank or trust company licensed to do business in the state of New York.
6. **CUSTODIAN OF LOCK BOX**  
**Resolved** that the Treasurer be the custodian of the lock box.
7. **VILLAGE ATTORNEY APPOINTMENT**  
**Resolved** to appoint Reid Holter as Village Attorney for a term of one (1) year.
8. **VILLAGE ENGINEERING FIRM**  
**Resolved** to appoint MRB Group as the Village Engineer for a term of one (1) year.
9. **VILLAGE FINANCIAL CONSULTANT**  
**Resolved** to appoint Fiscal Advisors (Contract with Roy McMaster) for a term of one (1) year.
10. **VILLAGE INSURANCE AGENT**

**Resolved** to appoint Robert Anderson of R L Anderson –Van Horne Associates for a term of one (1) year.

11. **3<sup>RD</sup> PARTY ELECTRICAL INSPECTORS**

**Resolved** to appoint New York Electrical Inspection Agency, Commonwealth Agency and Middle Department Agency as 3<sup>rd</sup> Party Electrical Inspectors for a term of one (1) year.

12. **VILLAGE DEPUTY MAYOR**

**Resolved** to appoint Michael Crowley as Deputy Mayor for a term of one (1) year.

13. **CODE ENFORCEMENT OFFICER**

**Resolved**, that the Village Board of Trustees will appoint Doug Scarson as Code Enforcement Officer for a term of one (1) year.

14. **URBAN RENEWAL AGENCY**

**Resolved**, that the Village Board of Trustees will appoint the following to the Urban Renewal Agency for a term of three (3) years:

Jason Shelton – Term expires 4/22

15. **ZONING BOARD OF APPEALS**

**Resolved**, that the Village Board of Trustees will appoint the following to the Zoning Board of Appeals for a term of three (3) years:

Brian Pancoast – Term expires 4/22

16. **VILLAGE CLERK**

**Resolved** to appoint Pamela Hogenes as Village Clerk for a term of two (2) years (Expires 4/21)

17. **DIRECTOR OF PUBLIC WORKS**

**Resolved** to appoint John Turner as Director of Public Works for a two (2) year term; (expires 4/21)

18. **TREASURER**

**Resolved** to appoint Diane White as Treasurer for a term of two years. (Expires 4/21)

19. **PART TIME CLERK**

**Resolved** to appoint Roseanne Turner-Adams as Part-time Clerk for a term of one (1) year.

20. **DESIGNATION OF THE VICTOR CHAMBER OF COMMERCE AS COORDINATOR TO PROMOTE TOURISM IN VICTOR**

**Resolved**, that the Village of Victor does hereby designate the Victor Chamber of Commerce as the Coordinator to promote tourism in Victor

21. **MILEAGE RATE**  
**Resolved**, that the Village of Victor will pay mileage to its Village Officials and Employees at the rate in accordance with the allowance paid by the Internal Revenue Service regulations.
22. **CHECK SIGNING AUTHORIZATION**  
**Resolved** to authorize the Mayor and Village Clerk to sign checks, banking slips and tax searches in the absence of the Treasurer.
23. **PREPAID BILLS**  
**Resolved** to authorize the Treasurer to prepay the utility bills, postage, insurance and freight.
24. **VILLAGE INVESTMENT POLICY**  
**Resolved** that the Village of Victor Investment Policy as it appears in the Village Code Book has been reviewed and is hereby adopted for fiscal year 2019-2020.
25. **PROCUREMENT POLICY**  
**Resolved** that the Village of Victor Procurement Policy as it appears in the Village Code Book has been reviewed and is hereby adopted for fiscal year 2019-2020.
26. **REVERTER CLAUSE**  
**Resolved** that the Village of Victor Reverter Clause for the Urban Renewal Agency has been reviewed and discussed and is hereby adopted for fiscal year 2019-2020.
27. **COMPREHENSIVE EMERGENCY MANAGEMENT PLAN COMMITTEE**  
**Resolved** that Fire Marshal, Robert Graham is requesting the Village Board appoint a Comprehensive Emergency Management Plan Committee consisting of the Village Clerk Pamela Hogenes, Village Public Works Representative Jon McConnell, Village DPW Director John Turner, Town Highway Representative Mark Years, Town Supervisor Jack Marren and Gerald Sensabaugh, Deputy Emergency Manager.
- Further Resolved**, that Robert Graham be appointed as Emergency Manager for the Comprehensive Emergency Management Plan Committee.
28. **STANDARD WORKDAY AND REPORTING RESOLUTION FOR ELECTED AND APPOINTED OFFICIALS FOR RETIREMENT PURPOSES**  
**Resolved**, for New York State Retirement purposes, the Village Board of Trustees reports the following days worked for employees of the Village of Victor as follows:
- Elected officials standard workday is 6 hours per day.  
Village Clerk standard workday is 8 hours per day.  
Village Treasurer standard workday is 8 hours per day.  
Village Director of Public Works standard workday is 8 hours per day.  
Village Attorney standard workday is 6 hours per day.

Part time Village employees standard workday is 6 hours per day.

## 29. LIAISONS

| <b><i>Board Liaisons 2019 - 2020</i></b> |             |                 |                  |                |              |
|--|-------------|-----------------|------------------|----------------|--------------|
|  | Gary Hadden | Michael Crowley | Michelle Chalupa | Carol Commisso | Robert Kelly |
| Employees/ Drug & Alcohol Program        |             | X               |                  |                |              |
| Financial                                | X           |                 |                  |                |              |
| Fire Department                          |             | X               |                  |                |              |
| Insurance                                |             | X               |                  |                |              |
| Parks and Recreation                     | X           |                 |                  |                |              |
| Town Board (rotate)                      |             |                 |                  |                |              |
| Tree Board                               |             |                 | X                |                |              |
| Urban Renewal Agency                     |             |                 |                  | X              |              |
| Victor Round Table                       |             |                 |                  |                | X            |
| Village Cemetery Committee               | X           |                 |                  |                |              |
| Planning Board                           |             |                 |                  |                | X            |
| Zoning Board of Appeals                  |             | X               |                  |                |              |
| Victor Farmington Library                |             |                 | X                |                |              |
| Local Development Corp.                  |             |                 |                  | X              |              |

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Ms. Hogenes discussed two Special Events applications from Twin Elders Brewery, Bike nights and Cruise nights starting Memorial Day through the end of August. There were a couple discrepancies on the applications and will be presented for approval at the April 15 meeting.

### **Director of Public Works Report**

Mr. Turner reported:

- Started replacing rotted cross culverts on Hillcrest and Valley View Drive
- Large trash starts April 8
- Guys have gone to Dig Safely and PESH training
- Received DEC approval for digester, out to bid at the end of April
- Would like to replace the bucket truck next year. It takes a year to get delivery once it's ordered. Mr. Turner has a quote for \$158, 879. Since we share the bucket truck with the Town Highway, Mr. Turner is hoping the Town will share the cost of the new bucket truck.

The board would like Mr. Turner to try and find one at an auction first.

### **Trustees Reports**

**Robert Kelly** – Met with Tim Niver and Jim Myers from the Library. Mr. Turner, Ms. Hogenes and Mayor Hadden also attended. The Building Committee is narrowing down sites to build a new library.

**Carol Commisso** - LDC has adopted new by-laws, the annual audit is completed.

Victor Business Awards luncheon is Thursday, May 2 @ 11:30 at Cobblestone Creek. Mr. Pearson did not attend the LDC meeting. URA is having their organizational meeting on April 10.

**Michelle Chalupa** – None

**Michael Crowley** – Met with the owner of 33 School St. Both will meet in the near future with Ms. Rayburn.  
Met with Dr. Ferris regarding Ferris Terrace, he is still trying to develop the W. Main St. property

### **Mayor Report**

Mayor Hadden reported the following:

- Wed. April 3 – Parks and Rec Advisory Committee Meeting. They are updating the Parks master plan which includes looking for a new facility
- April 11 – Hosting Ontario County Mayor's meeting
- April 16 – new Fire District Commissioners workshop
- Would like to go into executive session to discuss a litigation and possible litigation matter.

### **Attorney Report**

None

### **Executive Session**

On a motion made by Trustee Carol Commisso, seconded by Trustee Michael Crowley, the following resolution was ADOPTED 5 AYES 0 NAYS

**Resolved,** that the Village Board of Trustees will enter into executive session to discuss a litigation and possible litigation matter. Attorney Holter, Mr. Turner and Ms. Hogenes to remain.

On motion of Trustee Robert Kelly, seconded by Trustee Carol Commisso, the following resolution was ADOPTED 5 AYES 0 NAYS

**Resolved,** that the Village Board of Trustees will exit out of executive session.

### **Adjournment**

Meeting adjourned on motion at 8:35pm.

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Pamela Hogenes, Village Clerk