

**A regular meeting of the Village of Victor Board of Trustees was held on Monday, April 18, 2022 at the Village Hall, 60 E. Main St, Victor, NY 14564**

**MEMBERS PRESENT:** Mayor Gary Hadden  
Deputy Mayor Michael Crowley  
Trustee Robert Kelly  
Trustee Michelle Chalupa  
Village Attorney Reid Holter  
Director of Public works John Turner  
Village Clerk Pamela Hogenes

**MEMBERS ABSENT:** Trustee Carol Commisso

**OTHERS PRESENT:** None

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

Salute to the flag.

**Clerk Report**

**Resolution #35-22**

**Acceptance of Minutes**

On motion of Trustee Michael Crowley, seconded by Trustee Michelle Chalupa the following resolution was APPROVED 4 AYES 0 NAYS

**Resolved** to accept the meeting minutes from April 4, 2022.

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**Resolution #36-22**

**Payment of Bills**

**Whereas**, the Village Board of Trustees has audited and approved invoices for payment, that appear on Abstract #22 using vouchers #1237-1286 and,

**NOW**, therefore on a motion made by Trustee Robert Kelly, seconded by Trustee Michelle Chalupa, the following resolution was ADOPTED 4 AYES 0 NAYS

**Resolved** to authorize the Treasurer to pay invoices from Abstract #22 in the following amounts:

General	\$ 13,312.85
Water	\$ 14,487.97

Sewer	\$ 845.73
<b>TOTAL</b>	<b>\$ 28,646.55</b>

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Ms. Hogenes reviewed the Fire Safety and Evacuation Plan.

**Resolution #37-22**  
**ORGANIZATIONAL MEETING**

On motion of Trustee Michelle Chalupa, seconded by Trustee Robert Kelly the following resolutions were ADOPTED 4 AYES 0 NAYS

- 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.
- 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.
- OFFICIAL NEWSPAPER**  
**Resolved** that the Daily Messenger be designated as the official publication for the Village of Victor.
- 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.
- CUSTODIAN OF LOCK BOX**  
**Resolved** that the Treasurer be the custodian of the lock box.
- VILLAGE ATTORNEY APPOINTMENT**  
**Resolved** to appoint Reid Holter as Village Attorney for a term of one (1) year.
- VILLAGE ENGINEERING FIRM**  
**Resolved** to appoint MRB Group as the Village Engineer for a term of one (1) year.
- VILLAGE FINANCIAL CONSULTANT**  
**Resolved** to appoint Fiscal Advisors (Contract with Roy McMaster) for a term of one (1) year.
- VILLAGE INSURANCE AGENT**

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

10. **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.

11. **CODE ENFORCEMENT OFFICER**

**Resolved** to appoint Todd Smith as Code Enforcement Officer 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. **ZONING BOARD OF APPEALS**

**Resolved**, that the Village Board of Trustees will appoint the following to the Zoning Board of Appeals for a term as stated below:

Brian Pancoast – Term expires 4/25

14. **PLANNING BOARD**

**Resolved**, that the Village Board of Trustees will appoint the following to the Planning Board for a term as stated below:

Peter Kowal – Term expires 4/27

Jeff Swan – Term expires 4/27

15. **DIRECTOR OF PUBLIC WORKS**

**Resolved** to appoint John Turner as Director of Public Works for a two (2) years term; (expires 4/24)

16. **TREASURER**

**Resolved** to appoint Diane White as Treasurer for a term of two (2) years (expires 4/24)

17. **PART TIME CLERK**

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

18. **VILLAGE HISTORIAN**

**Resolved** that the Village Board of Trustees will appoint Babette Huber as Village Historian for a term of two (2) years (expires 4/24)

19. **DESIGNATION OF ONCHAMBER AS COORDINATOR TO PROMOTE TOURISM IN VICTOR**  
**Resolved**, that the Village of Victor does hereby designate ONChamber as the Coordinator to promote tourism in Victor
  
20. **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.
  
21. **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.
  
22. **PREPAID BILLS**  
**Resolved** to authorize the Treasurer to prepay the utility bills, postage, insurance and freight.
  
23. **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 2022-2023.
  
24. **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 2022-2023.
  
25. **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 2022-2023.
  
26. **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.
  
27. **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.

**28. LIAISONS**

Board Liaisons 2022 - 2023					
	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				
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		
Victor Community Development Office		X			

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**Director of Public Works Report**

Mr. Turner reported:

- Water service is being replaced at 251 E. Main on May 2
- JP Schepp has submitted his findings with the drainage issues on Woodworth St. Mayor Hadden and Mr. Turner will put together a letter to the homeowners and include JP's letter.
- Met with the owners of the Great Brook phase II project. They will be re-submitted their new plan to the Planning Board.
- Large Trash is complete
- Received the recommendations from DEC for the MS4 audit. Have until Sept. 19 to get into compliance.

*Discussion regarding 131 and 157 W. Main St. demolition. The homeowners are getting quotes for the asbestos abatement. Todd Smith, Code Enforcement Officer will start our own demo process if we don't hear anything in a timely manner.*

**Trustees Reports**

**Carol Commisso** – None

**Michelle Chalupa** – At Tree Board, getting ready for Arbor Day on April 30 @ 10:00am, tagging the trees on April 27, 72 volunteers!  
The Library Board discussed selling the old Library if the Library vote is favorable.

**Robert Kelly** – None

**Michael Crowley** – Will be meeting with a representative from Eastern Shores Insurance.

### **Mayor Report**

- Sent a thank you letter to the Victor Garden Club and The Seventh District Federated Garden Clubs of New York State for their donations towards the new gateway sign at Co. Rd. 9 and Church St.
- Met with Marjorie Burns who will be our new Assemblywoman when we get re-districted to the 133 Assembly District.
- Reached out to the Regional Economic Council regarding our DRI grant application

### **RESOLUTION #38-22**

#### **Update DRI Application – LaBella Associates**

On motion of Trustee Michael Crowley, seconded by Trustee Robert Kelly the following resolution was ADOPTED 4 AYES 0 NAYS

**WHEREAS**, on or about April 15, 2022, a quote for services was received from Ed Flynn of LaBella Associates to update the DRI Grant Application for Round VI in an amount not to exceed \$1000; and

**WHEREAS**, these services will include, but not limited to adjusting priorities and cost estimates and reformatting the application; now be it

**Resolved** to authorize Mayor Gary Hadden, to sign the quote for services from LaBella Associates as presented.

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### **Attorney Report**

None

### **Adjournment**

Meeting adjourned on motion at 7:50pm.

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Pamela Hogenes, Village Clerk