

VICTOR TOWN BOARD ORGANIZATIONAL MEETING, MONDAY, JANUARY 9, 2017

RESOLUTION #  
TOWN BOARD MEETING NIGHTS

RESOLVED, that the Victor Town Board Meetings will be held the second and fourth Mondays of each month at 7:00 p.m. In the event that the second and fourth Mondays fall on a holiday, the meeting will be held on Tuesday of the same week.

Note: Exceptions will be made for Tuesday, October 10, 2017, and Wednesday, December 27, 2017.

RESOLUTION #  
RULES OF ORDER

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 #  
OFFICIAL NEWSPAPER

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

RESOLUTION #  
OFFICIAL DEPOSITORY

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 #  
MARRIAGE OFFICER APPOINTMENT

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 Debra Denz and Deputy Town Clerk Roxann Ammerman.

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**RESOLUTION #**  
**APPOINTMENT - TOWN CONSTABLE**

RESOLVED, that Tamara Vienna be appointed Town Constable at a rate of \$23.56 (Grade 3, Step F) per hour.

**RESOLUTION #**  
**ASSIGNMENT OF TEMPORARY JUSTICES - 7TH JUDICIAL DISTRICT**

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 2017; 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 #**  
**REAPPOINTMENT TO BOARD OF ASSESSMENT REVIEW – TIMOTHY BROWN**

WHEREAS, the four year term of Timothy Brown to the Board of Assessment Review expired on September 30, 2016; and

WHEREAS, Timothy Brown 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 Victor Town Board hereby reappoints Timothy Brown, Victor, New York, to the Board of Assessment Review for a term of four years with said term beginning on October 1, 2016 and expiring on September 30, 2020 at a salary of \$400.00 (four hundred dollars) per year to be taken from budget line item # A.1360.100, Board of Assessment Review Personal Services, and be it further

RESOLVED, that a copy of the resolution be sent to Timothy Brown, James Cope - Chair, Suzy Paquin, and Tina Kolaczyk.

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RESOLUTION #  
REAPPOINTMENT TO BOARD OF ETHICS – TIMOTHY BROWN

WHEREAS, the four year term of Timothy Brown to the Board of Ethics expires on December 31, 2016; and

WHEREAS, Timothy Brown 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 Victor Town Board hereby reappoints Timothy Brown, Victor, New York, to the Board of Ethics for a term of four years with said term beginning on January 9, 2017 and expiring on December 31, 2020; and further

RESOLVED, that a copy of the resolution be sent to Timothy Brown, Kevin Merriman, Suzy Paquin, and Tina Kolaczyk.

REAPPOINTMENT OF ROBERT KELLY AND APPOINTMENT OF JOHN BUTLER TO HISTORIC ADVISORY COMMITTEE

WHEREAS, the three year term of Susan Stehling to the Historic Advisory Committee expired on December 31, 2016; and

WHEREAS, Susan Stehling has served for two terms on the Historic Advisory Committee; and

WHEREAS, the Town would like to acknowledge and thank Susan Stehling for her service, hard work, and dedication to this committee as a member for the past six years; and

WHEREAS, Robert Kelly's first term on the Historic Advisory Committee expired on December 31, 2016, and

WHEREAS, Robert Kelly has indicated his desire to continue to serve on said Committee and has met the conditions for reappointment, and

WHEREAS, interviews were conducted for the open position on January 4, 2017 by Ann Aldrich, Bonnie Waters, Michael Houser, Robert Kelly, Katie Coyne, Jason Shelton, Silvio Palermo, and Babette Huber of all candidates who had submitted letters of interest and resumes, and who wished to be interviewed for the open position on the Committee, and

WHEREAS, the interview team has recommended that John Butler, Victor, NY be appointed to the Town of Victor Historical Advisory Committee; now, therefore be it

RESOLVED, that the Town Board of the Town of Victor hereby reappoints Robert Kelly and appoints John Butler to the Historic Advisory Committee for a term of three years with said terms beginning on January 9, 2017 and expiring on December 31, 2019; and further

RESOLVED, that a copy of this resolution be forwarded to Katie Coyne, Robert Kelly, John Butler, Babette Huber, Suzy Paquin, and Tina Kolaczyk.

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**RESOLUTION #**  
REAPPOINTMENT OF LARRY FISHER TO THE TOWN OF VICTOR PARKS & RECREATION  
CITIZENS ADVISORY COMMITTEE

WHEREAS, the three-year term of Larry Fisher to the Parks & Recreation Citizens Advisory Committee expired on December 31, 2016, and

WHEREAS, Larry Fisher has indicated his desire to continue to serve on said Committee and have met the conditions for reappointment; now, therefore, be it

RESOLVED, that Larry Fisher be re-appointed to the Parks & Recreation Citizens Advisory Committee for a three-year term, beginning on January 9, 2017 and ending on December 31, 2019, and be it further

RESOLVED, that a copy of this resolution be sent to Human Resources, Gregg Richards, Larry Fisher, Suzy Paquin, and Brian Emelson.

**RESOLUTION #**  
APPOINTMENT OF MARK ROBBINS TO THE TOWN OF VICTOR PARKS AND RECREATION  
CITIZENS ADVISORY COMMITTEE

WHEREAS, a vacancy exists on the Town of Victor Parks & Recreation Citizen's Advisory Committee due to the expiration of the term of Christine Palmiere on December 31, 2016, and

WHEREAS, the Victor Town Board wishes to thank Christine Palmiere for her service, hard work, and dedication to the Parks & Recreation Citizen's Advisory Committee and the Town of Victor, and

WHEREAS, interviews were conducted by Greg Richards, Brian Emelson, and Larry Fisher on January 4, 2017 of all candidates who had submitted letters of interest and resumes, and who wished to be interviewed for the position, and

WHEREAS, the interview team has recommended that Mark Robbins, Victor, NY be appointed to the Town of Victor Parks & Recreation Citizen's Advisory Committee; now, therefore be it

RESOLVED, that the Town Board appoints Mark Robbins, Victor, NY to the Town of Victor Parks & Recreation Citizen's Advisory Committee for a three-year term effective from January 9, 2017 to December 31, 2019, and be it further

RESOLVED, that a copy of this resolution be sent to Mark Robbins, Greg Richards - Chairperson, Brian Emelson, Suzy Paquin, and Tina Kolaczyk.

**RESOLUTION #**  
REAPPOINTMENT OF ALBERT GALLINA TO TOWN OF VICTOR PLANNING BOARD

WHEREAS, the term of Albert Gallina to the Town of Victor Planning Board expires on December 31, 2016; and

WHEREAS, per the conditions specified in Resolution #18-15, Albert Gallina wishes to be re-appointed to another five year term; now, therefore be it

RESOLVED, that the Town Board of the Town of Victor hereby appoints Albert Gallina to the Town of Victor Planning Board for a term of five years with said term beginning on January 9, 2017 and expiring

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on December 31, 2021 at a 2017 salary of \$3306.00 (three thousand three hundred six dollars) 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 Jack Dianetti-Chairperson, Albert Gallina, Katie Evans, Kim Kinsella, Cathy Templar, Mary Lyng, Suzy Paquin, Tina Kolaczyk and Ontario County Human Resources.

RESOLUTION #  
APPOINTMENT OF ARCHITECTURAL REVIEW SUB-COMMITTEE

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#  
VICTOR TOWN BOARD 2017 LIAISON ASSIGNMENTS

RESOLVED that the 2017 Town Board liaison assignments are as follows:

Boughton Park Committee	Dan Crowley
Comprehensive Plan	All Town Board Members
Conservation Board	Dave Condon
Emergency Services (Fire Departments, Ambulance, Emergency Preparedness/Services)	Jack Marren
Finance/Audit	Silvio Palermo
Fishers Fire Department	Silvio Palermo
Highway Department	All Town Board Members
Historic Advisory Committee	Silvio Palermo
Library	Jack Marren
Local Development Corp	Mike Guinan (former Town Councilman)
Parks and Recreation Citizens Advisory Committee	Dave Tantillo
Personnel/Compensation	Dave Tantillo
Planning Board	Silvio Palermo (1 <sup>st</sup> 3 mos.) / Dave Tantillo (2 <sup>nd</sup> 3 mos.) / Dave Condon (last 6 mos.)
Victor Central School Board	Jack Marren
Village Board of Trustees	Jack Marren

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Village Cemetery Committee                      Dave Tantillo

Zoning Board of Appeals                      Dave Condon / Dan Crowley (Rotate - 6 Mos.)

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 monthly update/report at Town Board meetings
- ✓ Report back to the Liaison group on pertinent Town Board information

## RESOLUTION #

RE-ISSUE TOWN FUEL DEPOT CONTRACTS TO TOWN / VILLAGE SERVICE ORGANIZATIONS

RESOLVED, that the Town of Victor forward fuel contracts for the 2017 year for signature by the Village of Victor, the Victor Fire Department, and the Victor-Farmington Ambulance Corp.

## RESOLUTION #

CONTRACT VICTOR-FARMINGTON AMBULANCE CORPS FOR EMERGENCY SERVICES

RESOLVED, that the Town of Victor enter into a contract with the Victor-Farmington Ambulance Corps for \$14,850.00, to be funded from Budget line A.4540.400 Ambulance Contractual, to provide their services to the residents of the Town of Victor for the 2017 fiscal year and the Supervisor be authorized to sign the contract.

## RESOLUTION #

CONTRACT MERCY FLIGHT EMERGENCY SERVICES

RESOLVED, that the Town of Victor enter into a contract with Mercy Flight for \$5,000.00, to be funded from Budget line A.4540.400 Ambulance Contractual, to provide their services to the residents of the Town of Victor for the 2017 fiscal year and the Supervisor be authorized to sign the contract.

## RESOLUTION #

AUTHORIZATION TO ENTER INTO 2017 CONTRACT – VILLAGE OF VICTOR, FIRE PROTECTION SERVICE

RESOLVED, that the Supervisor be authorized to sign the 2017 Victor Fire Protection Contract with the Village of Victor at a cost of \$511,299.00, to be funded from Budget line SF1.3410.4 Fire Protection – Contract, following review by the Town Attorney.

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## RESOLUTION #

AUTHORIZATION FOR SUPERVISOR TO ENTER INTO A CONTRACT WITH SELECTIVE INSURANCE AND ANDERSON-VANHORNE FOR TOWN MUNICIPAL INSURANCE COVERAGE AND SERVICES

RESOLVED, that the Town Supervisor be authorized to contract with Selective Insurance for the Town of Victor's municipal insurance needs for the 2017 calendar year in the amount of \$129,196.80 to be charged to the 2017 Town Budget line items A.1910.400, B.1910.400, DB.1910.400; and be it further

RESOLVED, that the Town will continue to utilize Anderson-VanHorne Insurance and Financial Services as the insurance broker for the Town's municipal insurance needs for the 2017 calendar year; and be it further

RESOLVED, that a copy of this resolution be forwarded to all Department Heads, the Finance Department, and Rob Anderson, Anderson Insurance, for Selective Insurance.

## RESOLUTION#

AUTHORIZATION FOR SUPERVISOR TO ENTER INTO PROFESSIONAL CONSULTING SERVICES AGREEMENT WITH BPD MUNICIPAL FINANCE INC.

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 104-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, professional services are required by the Finance Department for the issuance of a serial bond, and

WHEREAS, BPD Municipal Finance Inc. has been identified by the Finance Department as providing the appropriate bond issue services for the Town of Victor due to costs, location, and reputation; and

WHEREAS, the agreement will be in effect for a one year period from January 9, 2017 to December 31, 2017 at a cost not to exceed the following:

Each Bond Anticipation Note borrowing or renewal	\$4,450.00 + out-of-pocket expenses \$2,225.00 + out-of-pocket expenses, if no official statement
Each Serial Bond Issue	\$8,925.00 + out-of-pocket expenses \$4,465.00 + out-of-pocket expenses, if no official statement
Financial Management Services	\$140.00 per hour + out-of-pocket expenses
Additional work not defined within the above scope	\$140.00 per hour + out-of-pocket expenses

and is to be funded from the 2017 budget line item A.1310.400; now, therefore be it

RESOLVED, that the Town Board hereby authorizes the Supervisor to enter into a contract with BPD Municipal Finance Inc. for Professional Consulting Services, for a limited term of one year under the terms and conditions as provided in the 2017 contract at a cost not to exceed the above table figures and is to be funded from the 2017 budget line item A.1310.400; and further be it

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RESOLVED, that a copy of this resolution be forwarded to BPD Municipal Finance Inc. and the Finance Department.

RESOLUTION #

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

WHEREAS, the Victor American Legion Post #931 requested and was granted funding for 2017 in the 2017 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 \$5,082.00 from the 2017 budget line item #A.6510.4 Veterans Services Contractual to provide their services to the residents of the Town of Victor for the 2017 fiscal year; and further

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

RESOLUTION #

SURETY BOND

RESOLVED, that the following Town Officials will be bonded:

- Supervisor
- Deputy Supervisor
- Tax Receiver
- Deputy Tax Receiver
- Town Justices (2)
- Court Clerks (3)
- Town Clerk
- Deputy Town Clerks (3)
- Finance Director
- Senior Account Clerk
- Finance/Account Clerk
- Highway/Transfer Station Clerks (2)
- Parks & Recreation Director
- Parks & Recreation Assistant Director
- Parks & Recreation Clerks (2)
- Recreation Supervisors (2)

An additional Bond is carried on all public employees.

RESOLUTION #

DESIGNATION OF FULL-TIME EMPLOYEES

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

1. Sole Assessor
2. Assessor's Aide
3. Code Enforcement Officer (3)
4. Fire Marshal
5. Secretary to Zoning Board of Appeals
6. Secretary to Planning Board
7. Senior Typist
8. Court Clerks (2)

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9. Court - Account Clerk
10. Deputy Town Clerks (3)
11. Town Clerk
12. Highway Superintendent
13. Hourly Highway Employees (12) working 40 hours per week
14. Highway/Transfer Station Clerk
15. Highway Mechanic
16. Recycling Operators (3)
17. Town Supervisor
18. Confidential Secretary to the Supervisor
19. Finance Director
20. Finance - Account Clerk
21. Senior Account Clerk
22. Administrative Aide
23. Parks Maintenance Assistant
24. Parks & Recreation Assistant Director
25. Parks Motor Equipment Operators - MEO (2)
26. Parks & Recreation Director
27. Parks Account Clerk Typist
28. Recreation Supervisors (2)
29. Director of Development
30. Director of Economic Development

## RESOLUTION #

ACCEPTANCE OF THE TOWN OF VICTOR ORGANIZATIONAL CHART

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. 230 on July 12, 2010 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 9, 2017 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.

## VICTOR TOWN BOARD ORGANIZATIONAL MEETING, MONDAY, JANUARY 9, 2017

RESOLUTION #  
DESIGNATION OF PAY DAYS

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 #  
APPROVAL OF MILEAGE RATE

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

RESOLUTION #  
BENEFIT PACKAGE EMPLOYEE POLICY

HOLIDAY SCHEDULE FOR 2017:

Martin Luther King Day	Monday	January 16, 2017
President's Day	Monday	February 20, 2017
Memorial Day	Monday	May 29, 2017
Floating Holiday	Monday	July 3, 2017
Independence Day	Tuesday	July 4, 2017
Labor Day	Monday	September 4, 2017
Columbus Day	Monday	October 9, 2017
Veterans' Day	Friday	November 10, 2017
Thanksgiving Day	Thursday	November 23, 2017
Floating Holiday/Thanksgiving	Friday	November 24, 2017
Christmas	Monday	December 25, 2017
New Year's Day	Monday	January 1, 2018
Birthday Holiday		

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

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

VICTOR TOWN BOARD ORGANIZATIONAL MEETING, MONDAY, JANUARY 9, 2017

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

RESOLUTION #  
APPOINTMENT OF THE EMPLOYEE SAFETY REGULATIONS OFFICER

RESOLVED, that Scott Hopkins, Motor Equipment Operator/Safety Coordinator, be appointed as the Employee Safety Regulations Officer.

RESOLUTION #  
APPOINTMENT OF A COMPREHENSIVE EMERGENCY MANAGEMENT PLAN ADVISORY BOARD

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, Town Highway Representative, Town Supervisor Jack Marren, Village Mayor Jason Ashton, 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, Jason Ashton, Town Highway Representative and Robert Graham.

RESOLUTION #  
AUTHORIZATION FOR TOWN SUPERVISOR TO EXECUTE EASEMENT AGREEMENTS AND SEQRA CLASSIFICATION

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.

VICTOR TOWN BOARD ORGANIZATIONAL MEETING, MONDAY, JANUARY 9, 2017

RESOLUTION #

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

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 #

TOWN SUBJECT MATTER LIST

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 #

REQUIREMENT OF PERSONAL REGISTRATION FOR SPECIAL TOWN ELECTIONS

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 2017; 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 SUPERVISOR APPOINTMENTS

Confidential Secretary	Suzanne Paquin
Budget Officer	Jack Marren
Town Historian	Babette Huber
Secretary to the Planning Board	Catherine Templar
Secretary to the Zoning Board of Appeals	Debby Trillaud
Director of Development	Katie Evans
Director of Economic Development	Kathy Rayburn

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ANNOUNCEMENT OF TOWN CLERK APPOINTMENTS

Deputy Town Clerks	Renee McConnell Roxann Ammerman Kimberly Heuer
Deputy Tax Receiver	Renee McConnell

ANNOUNCEMENT OF HIGHWAY SUPERINTENDENT APPOINTMENT

Deputy Highway Superintendent	Randy Rader
Stormwater Management Officer	Kenneth Wilson, Jr

ANNOUNCEMENT OF TOWN JUSTICE APPOINTMENTS

Clerk to Town Justice	Terri Bolt
Clerk to Town Justice	Kerry Miller

RESOLUTION #  
2018 ORGANIZATIONAL MEETING

RESOLVED, that the Victor Town Board Organizational Meeting for the year 2018 will be held on Monday, January 8, 2018.

PUBLIC COMMENT

Supervisor Marren called for Public Comment on any subject.

**VICTOR TOWN BOARD MEETING  
MONDAY, JANUARY 9, 2017  
DRAFT RESOLUTION PACKET**

*"Town Board Draft Resolutions are in **draft** form and are subject to change prior to or during the public meeting."*

**REGULAR MEETING STARTS IMMEDIATELY FOLLOWING THE ORGANIZATIONAL MEETING**

**8) BUSINESS**

- A. HIGH POINT BUSINESS PARK, LOT 2 BUILDING 100 SANITARY AND STORM SEWERS -ACCEPTANCE OF DEDICATION
- B. HIGH POINT BUSINESS PARK, LOT 2, BUILDING 100 SANITARY AND STORM SEWER, LETTER OF CREDIT, RELEASE 10 - FINAL RELEASE
- C. 7200 RAWSON ROAD, FILL PERMIT, LETTER OF CREDIT, RELEASE NO. 1 (FINAL)
- D. REQUEST FOR CERTIFICATE OF LIABILITY INSURANCE WAIVER FOR MARGARET HEISENBERGER, MELISSA MCCABE AND SHARON MIKULEC
- E. AUTHORIZATION TO ENTER INTO AGREEMENT WITH MELISSA MCCABE, YOUTH COOKING
- F. AUTHORIZATION TO ENTER INTO AGREEMENT WITH MARGARET HEISENBERGER FOR ADULT ART CLASSES
- G. AUTHORIZATION TO ENTER INTO AGREEMENT WITH SHARON MIKULEC FOR CHILDREN'S GROUP PLAY PROGRAMS

8A

RESOLUTION #

HIGH POINT BUSINESS PARK, LOT 2 BUILDING 100 SANITARY AND STORM SEWERS -  
ACCEPTANCE OF DEDICATION

WHEREAS, High Point 100, LLC, Developer of High Point Business Park, Lot 2 Building 100 had offered to dedicate to the Town of Victor the Sanitary and Storm sewer systems located within the right-of-way as set forth in the Town Engineer's letter of December 4, 2009; and

WHEREAS, the Engineer for the Town had indicated by letter dated December 4, 2009 that the sanitary sewer system, and storm sewer system located in the right-of-way of High Point Business Park, Lot 2 Building 100 were acceptable to be dedicated to the Town; and

WHEREAS, in lieu of a Maintenance Bond, the developer had requested that \$51,310.40 be left in the Manufacturers and Traders Trust Company Irrevocable Letter of Credit No. SB-911377-2000, which was the amount recommended by the Town Engineer in a letter dated December 4, 2009, be held for two (2) years after the acceptance of the dedicated facilities; and

WHEREAS, on December 14, 2009, the Town Board with Resolution #466 approved Release No. 9 leaving a total of \$124,987.55 the Manufacturers and Traders Trust Company Irrevocable Letter of Credit No. SB-911377-2000 which included the \$51,310.40 being held as maintenance surety; and

WHEREAS, on 12/15/16, the Town Engineer has recommended that the sanitary sewer system, and storm sewer system located in the right-of-way of High Point Business Park, Lot 2 Building 100 are acceptable to be dedicated, now, therefore, be it

RESOLVED AS FOLLOWS:

1. That the Town of Victor hereby accepts dedication of the Sanitary and Storm sewer systems constructed in High Point Business Park, Lot 2 Building 100 located within the right-of-way as they either lie within the dedicated right-of-way or the Town has previously been granted easements.
2. That this resolution shall constitute the written consent of the Town Board of the Town of Victor to the dedication of the systems.

AND FURTHER RESOLVED that a copy of this resolution be forwarded to the Planning/Building Dept., the Highway Superintendent, the Engineer for the Town, and High Point 100, LLC, Developer

Dated January 9, 2017

\_\_\_\_\_  
Jack Marren, Supervisor

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David Tantillo, Councilman

\_\_\_\_\_  
David Condon, Councilman

\_\_\_\_\_  
Silvio Palermo, Councilman

\_\_\_\_\_  
Dan Crowley, Councilman

8B

RESOLUTION #

HIGH POINT BUSINESS PARK, LOT 2, BUILDING 100 SANITARY AND STORM SEWER,  
LETTER OF CREDIT, RELEASE 10 - FINAL RELEASE

WHEREAS, High Point 100, LLC received Planning Board approval for High Point Business Park, Lot 2, Building 100 Sanitary and Storm Sewer, Pavements with the condition that a form of surety be submitted to cover the cost of improvements and infrastructure; and,

WHEREAS, Manufacturers and Traders Trust Company Irrevocable Letter of Credit No. SB-911377-2000 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.10 dated December 8, 2016 and recommends in his letter dated December 15, 2016 that \$124,987.55 be released from said Letter of Credit, leaving a balance of \$0.00 in said Letter of Credit; and,

WHEREAS, the Engineer for the Town in his letter dated December 15, 2016 has advised that a portion of roadway (High Point Drive) remains to be dedicated, but is not recommended at this time; now, therefore be it

RESOLVED that the Town Board hereby approves Release No. 10, Final on the Manufacturers and Traders Trust Company Irrevocable Letter of Credit No. SB-911377-2000 in the amount of \$124,987.55 as recommended by the Town Engineer; and, further

RESOLVED that given said release there now remains \$0.00 in said Letter of Credit, and, further

RESOLVED that a copy of this resolution be forwarded to the Engineer for the Town, High Point 100, LLC, Highway Superintendent, Planning / Building Dept., and BME Associates

8C

RESOLUTION #

7200 RAWSON ROAD, FILL PERMIT, LETTER OF CREDIT, RELEASE NO. 1 (FINAL)

WHEREAS, Russell P. LeFrois Builders, Inc. received Planning Board approval for 7200 Rawson Road, Fill Permit 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. SB1905240001 was previously posted with the Town; and

WHEREAS, the Engineer for the Town recommends in his letter January 4, 2017 that \$6,426.75 minus engineering and inspection fees and any other fees owed the Town be released from said letter of credit; now, therefore, be it

RESOLVED that the Victor Town Board hereby approves Release No. 1 (Final) on the M & T Bank Irrevocable Letter of Credit No. SB1905240001 in the amount of \$6,426.75 minus engineering and inspection fees and any other fees owed the Town as recommended by the Town Engineer; and, further

RESOLVED that given said release there now remains \$0.00 in said M & T Bank Irrevocable Letter of Credit No. SB1905240001; and, further

RESOLVED that a copy of this resolution be forwarded to the Engineer for the Town, LeFrois Builders and BME Associates.

8D

RESOLUTION #  
REQUEST FOR CERTIFICATE OF LIABILITY INSURANCE WAIVER FOR MARGARET HEISENBERGER, MELISSA MCCABE AND SHARON MIKULEC

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 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>Event</u>	<u>Location of Event</u>	<u>Amount of Contract</u>	<u>Duration of Contract</u>
Margaret Heissenberger	Adult Art	7891 Lehigh Crossing	70%/30%	December 31, 2017
Melissa McCabe	Youth Cooking	7891 Lehigh Crossing	70%/30%	December 31, 2017
Sharon Mikulec	Childrens Play Activities	7891 Lehigh Crossing	70%/30%	December 31, 2017

Now, therefore be it

RESOLVED that the Town Board grants the Certificate of Liability Waiver for the following service providers:

<u>Vendor</u>	<u>Event</u>	<u>Location of Event</u>	<u>Amount of Contract</u>	<u>Duration of Contract</u>
Margaret Heissenberger	Adult Art	7891 Lehigh Crossing	70%/30%	December 31, 2017
Melissa McCabe	Youth Cooking	7891 Lehigh Crossing	70%/30%	December 31, 2017
Sharon Mikulec	Childrens Play Activities	7891 Lehigh Crossing	70%/30%	December 31, 2017

And be it further

RESOLVED that a copy of this resolution be sent to Debra Denz, Town Clerk; Brian Emelson, Director of Parks and Recreation; Margaret Heissenberger, Melissa McCabe and Sharon Mikulec.

8E

RESOLUTION #  
AUTHORIZATION TO ENTER INTO AGREEMENT WITH MELISSA MCCABE, YOUTH COOKING

WHEREAS, the Department of Parks and Recreation seeks to offer youth cooking classes; and

WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement Melissa McCabe to provide instructional staff for youth cooking classes for a sum of Seventy Percent (70%) of the program registration revenue with the Town taking Thirty Percent (30%) of the program registration revenue; and

WHEREAS, funds are included and available in the 2017 Operating Budget line item A7020.4 Recreation Programs Contractual; now, therefore, be it

WHEREAS, the Contractor has provided the Town with all the appropriate documents to support the proposed service agreement; 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 Melissa McCabe to provide instructional staff for youth cooking classes and said funds are included and available in the 2017 Operating Budget line item A7020.4 Recreation Programs Contractual; and further

RESOLVED, that a copy will be forwarded to Michael Stockman, Assistant Director of Parks and Recreation; Brian Emelson, Director of Parks and Recreation; Barb Cole, Finance Director; Debra Denz, Town Clerk; and Melissa McCabe, Instructor.

8F

RESOLUTION #

AUTHORIZATION TO ENTER INTO AGREEMENT WITH MARGARET HEISSENBERGER  
FOR ADULT ART CLASSES

WHEREAS, the Department of Parks and Recreation seeks to offer adult art classes; and

WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement Margaret Heissenberger to provide instructional staff for adult art classes for a sum of Seventy Percent (70%) of the program registration revenue with the Town taking Thirty Percent (30%) of the program registration revenue; and

WHEREAS, funds are included and available in the 2017 Operating Budget line item A7020.4 Recreation Programs Contractual; now, therefore, be it

WHEREAS, the Contractor has provided the Town with all the appropriate documents to support the proposed service agreement; 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 Margaret Heissenberger to provide instructional staff for adult art classes and said funds are included and available in the 2017 Operating Budget line item A7020.4 Recreation Programs Contractual; and further

RESOLVED, that a copy will be forwarded to Michael Stockman, Assistant Director of Parks and Recreation; Brian Emelson, Director of Parks and Recreation; Barb Cole, Finance Director; Debra Denz, Town Clerk, and Margaret Heissenberger, instructor.

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RESOLUTION #

AUTHORIZATION TO ENTER INTO AGREEMENT WITH SHARON MIKULEC FOR CHILDRENS GROUP PLAY PROGRAMS

WHEREAS, the Department of Parks and Recreation seeks to offer children's group play activities such as Lego Club and American Girl Club; and

WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement Sharon Mikulec to provide instructional staff for children's group play activities for a sum of Seventy Percent (70%) of the program registration revenue with the Town taking Thirty Percent (30%) of the program registration revenue; and

WHEREAS, funds are included and available in the 2017 Operating Budget line item A7020.4 Recreation Programs Contractual; now, therefore, be it

WHEREAS, the Contractor has provided the Town with all the appropriate documents to support the proposed service agreement; 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 Sharon Mikulec to provide instructional staff for children's group play activities and said funds are included and available in the 2017 Operating Budget line item A7020.4 Recreation Programs Contractual; and further

RESOLVED, that a copy will be forwarded to Michael Stockman, Assistant Director of Parks and Recreation; Brian Emelson, Director of Parks and Recreation; Barb Cole, Finance Director; Debra Denz, Town Clerk; and Sharon Mikulec, instructor.