



MAYOR

Jason Ashton
509-7306

DEPUTY MAYOR

Brad Pearson

BOARD OF TRUSTEES

Larry Rhodes
Gary Hadden
Jason Shelton

VILLAGE CLERK

Pamela Hogenes
924-3311

TREASURER

Diane White
924-3311

VILLAGE ATTORNEY

Reid A. Holter

DIRECTOR OF PUBLIC WORKS

John C. Turner
924-2004

PLANNING BOARD

CHAIRPERSON
Meg CHaides

ZONING BOARD CHAIRPERSON

Michael Crowley

URBAN RENEWAL AGENCY

CHAIRPERSON
Carol Commisso

Village of Victor Board of Trustees Agenda

July 20, 2015

1. Call to Order/Salute to the Flag - 7:00pm

2. Privilege of the Floor - 7:00pm

- A. Brett Morgan - Airosmith/Verizon
- B. Mitch Donovan - HAVD
 - Events in Mead Park - Res. #1
 - Banner over Maple Ave. - Res. #2
- C. Mike Stockman - Victor Fest
- Alcohol Consumption Permit - Res. #3

3. Clerk Report – 7:45pm

- A. Acceptance of Minutes - June 15 - Res. #4
- B. Acceptance of Minutes - July 6 - Res. #5
- C. Payment of Bills – Abstract #4– Res. #6
- D. Standard Work Day - Res. #7

4. Director of Public Works Report – 8:00pm

- A. Release of Funds - Kaplan-Schmidt - Res. #8
- B. Resolution of Support - Reduce Speed Limit - Res. #9

5. Trustee Reports – 8:15pm

- A. National Night Out Update
- B. ADA 25th Anniversary - Res. #10
- C. Unreserved Fund Balance Policy - Res. #11
- D. Fund Transfers - Res. #12 - 16

6. Mayor Report – 8:30pm

7. Attorney Report – 8:45pm

Next Meeting: Monday, August 3, 2015

Resolution #00-15

Victor Chamber of Commerce, Hang Around Victor Day – Use of Mead Park and Surrounding Area

On motion of Trustee XX, seconded by Trustee XX the following resolution was ADOPTED X AYES X NAYS

Resolved to give authorization to the Victor Chamber of Commerce to use Mead Park and Surrounding Area for their Hang Around Victor Day event on September 12, 2015.

Further resolved to have the Victor Chamber of Commerce provide proof of insurance naming both the Urban Renewal Agency (URA) as certificate holder and the Village of Victor as additionally insured and signing a holds harmless release form.

Resolution #00-15

Victor Chamber of Commerce - Banner Across Maple Avenue, Hang Around Victor Day

On motion of Trustee XX, seconded by Trustee XX the following resolution was ADOPTED X AYES X NAYS

Resolved that the Victor Chamber of Commerce be and hereby is granted permission to hang a banner across Maple Avenue advertising Hang Around Victor Day from August 28 – September 13, 2015 on the condition:

1. That the Victor Chamber of Commerce obtains a banner permit from Rochester Gas and Electric; and,
2. That the Victor Chamber of Commerce execute and deliver a release of liability to the Village in a form acceptable to the Village; and,
3. That the Victor Chamber of Commerce provide proof of insurance in such form and in such amount as is acceptable to the Village.
4. Paying a maintenance fee of \$50.00

Further Resolved that the Village of Victor will be responsible for erecting, maintaining, and removing the banner.

Resolution #00-15

Victor Fest Alcohol Consumption Permit

On motion of Trustee XX, seconded by Trustee XX, the following resolution was
ADOPTED X AYES X NAYS

Whereas, the Town of Victor Parks and Rec Department will conduct Victor Fest on
September 12, 2015; and,

Whereas, Chapter 47, Alcoholic Beverages, §47-2 Exception; permits, issuance of
permits of the Village Code states a permit must be submitted for approval from the
Village Board of Trustees at least 15 days prior to the event; now be it

Resolved, that the Village Board approves the Alcohol Consumption Permit Application
submitted by the Victor Parks and Rec Department to allow King Ferry Winery to serve
Alcohol in the Village of Victor from 6:00pm to 9:30pm on September 12, 2015.

RESOLUTION #00-15

Standard Workday and Reporting Resolution for Elected And Appointed Officials for Retirement Purposes

On motion by Trustee XX, seconded by Trustee XX, the following resolution was ADOPTED X AYES X NAYS

WHEREAS, the New York State and Local Employees' Retirement System requires that a standard workday be established for retirement credit purposes; now therefore be it

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.

FURTHER RESOLVED, that this resolution be added to the Organizational meeting.



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Resolution #00-15

WWTP Control System Improvements – Kaplan-Schmidt Electric, Inc.

On motion of Trustee XX, seconded by Trustee XX the following resolution was ADOPTED X AYES X NAYS

Whereas, the Village of Victor was notified on July 6, 2015 by Chatfield Engineers recommending payment of \$39,686.25 to Kaplan-Schmidt Electric, Inc. for Pay Application #2 of the WWTP Control System Improvements project; now,

Therefore, be it resolved, that the Village Board of Trustees approves the payment to Kaplan-Schmidt Electric, Inc. in the amount of \$39,686.25.

Resolution #00-15

Resolution in Support to Reduce the Speed Limit on High Street within the Victor Central School District Zone

On motion of Trustee XX, seconded by Trustee XX, the following resolution was ADOPTED X AYES X NAYS

WHEREAS, the speed limit on High Street is currently 30mph in the Victor Central School zone (the "School Zone"); and

WHEREAS, the Village Board has determined that it would be in the interest of the Village to reducing the speed limit to 25mph throughout the School Zone; and

WHEREAS, the Village Board shall reduce the speed limit in the portion of the School Zone within the Village if the speed limit is also reduced in the portion of the School Zone outside of the Village; and

WHEREAS, the Village requests the Town of Victor to reduce the speed limit to 25mph in the portion of the School Zone outside of the Village; and

RESOLVED, that the Village of Victor Board of Trustees hereby respectfully supports the Town of Victor's request that the New York State Department of Transportation lower the speed limit from the Village line on High Street from 30mph to 25mph within the Victor Central School zone.

Resolution# 00-15

AMERICANS WITH DISABILITIES ACT – 25TH ANNIVERSARY RECOGNITION

On motion by Trustee XX, seconded by Trustee XX the following resolution was ADOPTED X AYES X NAYS

Whereas, on July 26, 1990, President George H.W. Bush signed into law the Americans with Disabilities Act (ADA) to ensure the civil rights of people with disabilities; and

Whereas, the Americans with Disabilities Act (ADA) established a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities; and

Whereas, Sunday, July 26, 2015 marks to 25th anniversary of the Americans with Disabilities Act (ADA); now, be it

Resolved, that the Victor Village Board of Trustees on behalf of the Victor Community, celebrates and recognizes the progress that has been made by reaffirming the principles of equality and inclusion which has been achieved as a result of our Americans with Disabilities Act (ADA) compliance.

Resolution #00-15

Unreserved Fund Balance Policy

On motion of Trustee XX, seconded by Trustee XX the following resolution was
ADOPTED X AYES X NAYS

Whereas, during a recent audit by the Office of the NYS Comptroller, it was
advised that the Village of Victor update its Unreserved Fund Balance Policy; now

Be it hereby Resolved, that the Board of Trustees of the Village of Victor
update the Unreserved Fund Balance Policy.

UNRESERVED FUND BALANCE POLICY

I. Purpose and need for Policy

The Village of Victor understands it has a responsibility to maintain prudent financial operations to ensure stable Village operations for the benefits of Village residents and businesses. Unreserved Fund Balance Reserves are an important component in ensuring the overall financial health of the community, by giving the Village cushion to meet contingency or cash-flow timing needs. This will secure and maintain investment grade credit ratings, meet cash flow requirements, and reduce susceptibility to emergency or unanticipated expenditures or to revenue shortfalls.

II. Policy

- Provide and maintain an Unreserved General Fund Balance of 50-90% of budgeted other revenues.
- Annual proposed budgets shall include Unreserved Fund balances.
- Board of Trustees shall review the amounts in fund balance in conjunction with the annual budget approval, and make adjustments as necessary to meet expected cash-flow needs.
- Board of Trustees may consider appropriating fund balance in excess of the policy level. An example of preferred use of excess fund balance would be for one-time expenditures such as capital expenditures.

III. Procedures

- Village shall maintain necessary funds in accordance with Village policy.

- Annual financial statements shall be prepared establishing the fund balance at the end of each year.
- Board of Trustees shall review fund balance and cash-flow needs during the budget process in accordance with this policy.
- In the event the fund balance is greater than 90% at the end of any fiscal year, the excess may be used for one-time expenditures which do not increase recurring operating costs.
- If at the end of a fiscal year, the fund balance is below 50%, the Board of Trustees shall prepare a plan for expenditure reductions and/or revenue increases. The Board of Trustees shall take action necessary to restore the unreserved fund balance to acceptable levels.
- This policy shall remain in place until modified by motion of the board. A review of this policy should be done every 3 years, or before the onset of any changes to the scope of the Village boundaries, budget, or services.

Whereas, the Contingency account in the Water and Sewer Funds is an unacceptable General Ledger Account number, per the Office of the State Comptroller; and

Whereas, amounts were budgeted in the Contingency Account in the 2015-16 Budget, therefore

Resolve to authorize Treasurer to moved budgeted amounts of \$17,091 and \$38,858 from the Contingency Account to F8340.4, Water Transmission & Distribution Expense and to G8130.4, Sewer Treatment & Disposal Expense, respectively.

Resolve to authorize Treasurer to transfer \$9,534 from the Computer Reserve to General Fund account A1680.2, Central Data Processing and close the Computer Reserve, per the request of the Office of the State Comptroller.

Resolve to authorize Treasurer to transfer the balance of \$72,097 from the Water Tank Project, HH, to the Water Reserve and close Water Tank Project account, per the request of the Office of the State Comptroller.

Resolve to created a VFD Major Repair Reserve per the request of Fire Chief Joe Murphy; and futhermore,

To authorize Treasurer to move \$4,000 from the VFD Equipment Reserve to this VFD Major Repair Reserve.

Resolve to created a Sewer Equipment Reserve per the request of the Office of the State Comptroller; and,

To authorize Treasurer to move \$255,500 from the Equipment Reserve to this Sewer Equipment Reserve for the accumulated replacement costs of the Flusher Truck and Utility Pickup Truck.