

**VICTOR TOWN BOARD MEETING  
MONDAY, DECEMBER 12, 2016  
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 AT 7:00 PM**

**8) BUSINESS**

- A. WOOD'S EDGE SUBDIVISION, ESCROW RELEASE NO. 2 (Debra Denz)
- B. BALLERINA COURT, PHASE 2, LETTER OF CREDIT, RELEASE 2 (Debra Denz)
- C. BALLERINA COURT, SECTION 1 - ACCEPTANCE OF DEDICATION (Debra Denz)
- D. BALLERINA COURT, SECTION 1, LETTER OF CREDIT, RELEASE NO. 4 (FINAL) (Debra Denz)
- E. ACCEPTANCE OF LETTER OF CREDIT, SOUTHGATE HILLS (FORMERLY KNOWN AS EAST VICTOR ROAD) SUBDIVISION (Debra Denz)
- F. TUSCANY HILLS SUBDIVISION, LETTER OF CREDIT, RELEASE 3 (Debra Denz)
- G. REQUEST WAIVER OF CERTIFICATE OF INSURANCE REQUIREMENT - MEETING ROOM USE FOR BOUGHTON HILL CEMETERY ASSOCIATION (Debra Denz)
- H. REQUEST FOR CERTIFICATE OF LIABILITY INSURANCE WAIVERS - RECREATION PROGRAMS (Brian Emelson)
- I. AUTHORIZATION TO ENTER INTO AGREEMENT WITH YELANA SHAPIRO FOR RECREATION PROGRAM (MUSIC TOGETHER) (Brian Emelson)
- J. AUTHORIZATION TO ENTER INTO AGREEMENT WITH EMPIRE TENNIS LLC FOR RECREATION PROGRAMS (Brian Emelson)
- K. AUTHORIZATION FOR DIRECTOR OF PARKS AND RECREATION AND HIGHWAY SUPERINTENDENT TO SUBMIT STATE AND MUNICIPAL FACILITIES (SAM) PROGRAM DOCUMENTS AND COMMIT FUNDING FOR COMMUNITY ATHLETIC FIELD IMPROVEMENTS AND TURK HILL ROAD IMPROVEMENTS IN ACCORD WITH SAM GRANT (Brian Emelson)
- L. ESTABLISHMENT OF GUIDELINES AND OPERATING PROCEDURES FOR THE CEMETERY PRESERVATION AND RESTORATION COMMITTEE (Babette Huber)
- M. APPROVAL OF TOWN OF VICTOR WAGE/PAY SCALE CHARTS FOR 2017 (Tina Kolaczyk)
- N. APPROVAL OF 2017 TOWN OF VICTOR EMPLOYEE SALARIES (Tina Kolaczyk)

- O. AUTHORIZATION TO RESCIND AGREEMENT WITH SOLU DIGITAL COLLABORATIVE FOR THE DEVELOPMENT OF A TOWN OF VICTOR MOBILE PHONE APPLICATION (Kathy Rayburn)
- P. AUTHORIZATION FOR SUPERVISOR TO ENTER INTO A PROFESSIONAL ENVIRONMENTAL ATTORNEY CONSULTING AGREEMENT WITH NIXON PEABODY LLP (Jack Marren)
- Q. SET PUBLIC HEARING - LOCAL LAW NO. \_\_\_ -2016 TO AMEND THE VICTOR TOWN CODE AT CHAPTER 198 "VEHICLES AND TRAFFIC" SECTION 198-1 "SPEED LIMITS ESTABLISHED" AND SECTION 198-18 "STOP INTERSECTIONS DESIGNATED" (Jack Marren)
- R. CONFIRMING RESOLUTION APPROVING ALTERATION OF EAST VICTOR ROAD (Jack Marren)

8A

RESOLUTION #  
WOOD'S EDGE SUBDIVISION, ESCROW RELEASE NO. 2

WHEREAS, Joyce W. Thon received Planning Board approval for Wood's Edge Subdivision, with the condition that a form of surety be submitted to cover the cost of improvements and infrastructure; and

WHEREAS, Canandaigua National Bank and Trust Company Escrow Account #30190 was previously posted with the Town; and

WHEREAS, the Engineer for the Town has reviewed the Developer's Request for Release of Funds and recommends in his letter dated November 16, 2016 that \$12,307.70 be released from said Escrow Account; now, therefore, be it

RESOLVED that the Town Board hereby approves Release No. 2 on the Canandaigua National Bank and Trust Company Escrow Account No. 30190 in the amount of \$12,307.70 as recommended by the Town Engineer; and further

RESOLVED that given said release, there now remains \$8,850.00 in said Escrow Account; and further

RESOLVED that a copy of this resolution be forwarded to the Engineer for the Town, Joyce W. Thon, and Grove Engineering.

8B

RESOLUTION #  
BALLERINA COURT, PHASE 2, LETTER OF CREDIT, RELEASE 2

WHEREAS, Affronti Development, LLC, received Planning Board approval for Ballerina Court, Phase 2 with the condition that a form of surety be submitted to cover the cost of improvements and infrastructure; and,

WHEREAS, Lyons National Bank Irrevocable Letter of Credit No. 392 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. 2 dated November 29, 2016 and recommends in his letter November 29, 2016 that \$228,697.89, be released from said Letter of Credit; now, therefore, be it

RESOLVED that the Town Board hereby approves Release No. 2 on the Lyons National Bank Irrevocable Letter of Credit No. 392 in the amount of \$228,697.89, as recommended by the Town Engineer; and further

RESOLVED that given said release, there now remains \$316,589.93 in said Letter of Credit; and further

RESOLVED that a copy of this resolution be forwarded to the Engineer for the Town, Affronti Development, and 104 Contractors.

8C

RESOLUTION #  
BALLERINA COURT, SECTION 1 - ACCEPTANCE OF DEDICATION

WHEREAS Affronti Development, LLC, developer of Ballerina Court Subdivision, Section 1, has offered to dedicate to the Town of Victor the roadways and sidewalks, as set forth in the Town Engineer's letter of November 17, 2016; and

WHEREAS, the Engineer for the Town has indicated by letter dated November 17, 2016, the roadways and sidewalks are acceptable to be dedicated to the Town; and,

WHEREAS, in lieu of a Maintenance Bond, the Developer has requested that a balance of \$20,972.55 remain in the Lyons National Bank Letter of Credit No. 372 which is the amount recommended by the Town Engineer in a letter dated November 17, 2016 to be held for two (2) years after the acceptance of the dedicated roadways and sidewalks; now, therefore, be it

RESOLVED AS FOLLOWS:

1. That the Town of Victor hereby accepts dedication of the portion of Abbott Circle roadway constructed in Ballerina Court Subdivision, Section 1, as the same is known and is described in deeds of dedication to be executed by Affronti Development, Inc., copies of which are on file in the Town Clerk's Office.
2. That the Town of Victor hereby accepts dedication of the portions of Erica Trail and Louise Way roadways and sidewalks constructed in Ballerina Court Subdivision, Section 1, as the same is known and is described in deeds of dedication to be executed by Affronti Development, Inc., copies of which are on file in the Town Clerk's Office.
3. That the dedication of the said portion of roadways and sidewalks shall be effective upon the executed deeds being filed in the Ontario County Clerk's Office.

AND FURTHER RESOLVED that a copy of this resolution be forwarded to the Planning and Building Dept., the Highway Superintendent, the Engineer for the Town, and Affronti Development, LLC.

Dated: December 12, 2016

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

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Dave Tantillo, Councilman

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Silvio Palermo, Councilman

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Mike Guinan, Councilman

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Dan Crowley, Councilman

8D

RESOLUTION #  
BALLERINA COURT, SECTION 1, LETTER OF CREDIT, RELEASE NO. 4 (FINAL)

WHEREAS, Affronti Development, LLC received Planning Board approval for Ballerina Court, Section 1 with the condition that a form of surety be submitted to cover the cost of improvements and infrastructure; and,

WHEREAS, Lyons National Bank Irrevocable Letter of Credit No. 372 was previously posted with the Town; and

WHEREAS, the Engineer for the Town has reviewed the Developer's Request for Release of Funds Statement of Construction No. 4 (Final) dated October 12, 2016 and recommends in his letter

November 18, 2016 that \$85,680.10 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. 4 (Final) on the Lyons National Bank Irrevocable Letter of Credit No. 372 in the amount of \$106,652.65 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 \$20,972.55 in said Letter of Credit to be held for two years after acceptance of the dedicated roadways and sidewalks in accordance with the Town Engineer's letter dated November 17, 2016; and, further

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

8E

RESOLUTION #

ACCEPTANCE OF LETTER OF CREDIT, SOUTHGATE HILLS (FORMERLY KNOWN AS EAST VICTOR ROAD) SUBDIVISION

WHEREAS, BRW of Greece, LLC., received Planning Board approval for Southgate Hills (formerly known as East Victor Road) Subdivision with the condition that a form of surety be submitted to cover the cost of improvements and infrastructure; and,

WHEREAS, the Engineer for the Town reviewed the developer's estimate of construction costs which includes 10% contingencies, 10% developer's assurance and 4% Town Engineering fees in his letter dated November 7, 2016 and has recommended a Letter of Credit totaling \$964,810.78; and,

WHEREAS, BRW of Greece, LLC. has submitted The Bank of Castile Irrevocable Letter of Credit No. 520005439 in favor of the Town of Victor in the amount of \$964,810.78 as recommended by the Town Engineer and is due to expire December 5, 2017; now, therefore, be it

RESOLVED that the Victor Town Board does hereby accept The Bank of Castile Irrevocable Letter of Credit No. 520005439 in the amount of \$964,810.78 with the condition that should this Letter of Credit not be renewed at least ten (10) days prior to its expiration date of December 5, 2017, the Town Clerk is authorized to draw the balance of this Letter of Credit and place said funds in an Escrow Account in the Town official depository until such time as the Engineer for the Town recommends dedication of the infrastructure and release of the remaining funds; and, be it further

RESOLVED that a copy of this resolution be forwarded to the Planning Board, Codes and Development, LaBella, BME Associates, and BRW of Greece, LLC.

8F

RESOLUTION #  
TUSCANY HILLS SUBDIVISION, LETTER OF CREDIT, RELEASE 3

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

WHEREAS, Lyons National Bank Irrevocable Letter of Credit No. 380 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. 3 dated November 28, 2016 and recommends in his letter November 29, 2016 that \$67,593.30, minus engineering and inspection fees, be released from said Letter of Credit; now, therefore, be it

RESOLVED that the Town Board hereby approves Release No. 3 on the Lyons National Bank Irrevocable Letter of Credit No. 380 in the amount of \$67,593.30, minus engineering and inspection fees, as recommended by the Town Engineer; and further

RESOLVED that given said release, there now remains \$125,708.51 in said Letter of Credit; and further

RESOLVED that a copy of this resolution be forwarded to the Engineer for the Town, Frank Affronti, and D. S. B. Engineers, PC.

8G

RESOLUTION #

REQUEST WAIVER OF CERTIFICATE OF INSURANCE REQUIREMENT - MEETING ROOM  
USE FOR BOUGHTON HILL CEMETERY ASSOCIATION

WHEREAS, Boughton Hill Cemetery Association is a non-profit, community group who wishes to use the meeting rooms in the Victor Town Hall; and

WHEREAS, the Victor Town Board adopted Resolution #177 on May 24, 2010 setting the Town of Victor Meeting Room Use Policy which requires groups wishing to use the Town meeting room facilities to either present a Certificate of Insurance or to submit a letter requesting a waiver of the Certificate of Insurance if none is available to the organization; and

WHEREAS, Boughton Hill Cemetery Association has submitted a letter requesting the use of the Town meeting rooms with request for a Waiver of Certificate of Insurance; now, therefore, be it

RESOLVED that the Boughton Hill Cemetery Association's request to use the Town meeting room facilities be granted; and further

RESOLVED that the requirement for the Certificate of Insurance for the Boughton Hill Cemetery Association be waived; and be it further

RESOLVED that a copy of this resolution be sent to Boughton Hill Cemetery Association and the Town Clerk.

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RESOLUTION #  
REQUEST FOR CERTIFICATE OF LIABILITY INSURANCE WAIVERS - RECREATION PROGRAMS

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>
Yelena Shapiro – Once Upon A Tune Music Together	Recreation Program	7891 Lehigh Crossing	70% of Net Funds (Minimum registration of 5 people)	December 31, 2017
Epic Trainings	Recreation Program	7891 Lehigh Crossing	70% of Net Funds (Minimum registration of 5 people)	December 31, 2017

Now, therefore be it

RESOLVED that the Town Board grants the Certificate of Liability Waivers 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>
Yelena Shapiro – Once Upon A Tune Music Together	Recreation Program	7891 Lehigh Crossing	70% of Net Funds (Minimum registration of 5 people)	December 31, 2017
Epic Trainings	Recreation Program	7891 Lehigh Crossing	70% of Net Funds (Minimum registration of 5 people)	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; Mary Lyng, Finance Department; Epic Trainings, and Yelena Shapiro.

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RESOLUTION #

AUTHORIZATION TO ENTER INTO AGREEMENT WITH YELANA SHAPIRO FOR RECREATION PROGRAM (MUSIC TOGETHER)

WHEREAS, the Department of Parks and Recreation seeks to offer music instruction recreation programs; and

WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement with Yelena Shapiro to provide equipment and instructional staff for a music program with the Contractor receiving seventy percent (70%) of the program registration revenue and the Town receiving 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; and

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 Yelena Shapiro to provide equipment and instruction for music instruction, said funds are included and available in the 2017 Operating Budget line item A7020.4 Recreation Programs Contractual; and further

RESOLVED, that a copy of this resolution be forwarded to Steve Hendrickson, Recreation Supervisor; Brian Emelson, Director of Parks and Recreation; Barb Cole, Town Accountant; Debra Denz, Town Clerk; and Yelena Shapiro.

85

RESOLUTION #  
AUTHORIZATION TO ENTER INTO AGREEMENT WITH EMPIRE TENNIS LLC FOR RECREATION PROGRAMS

WHEREAS, the Department of Parks and Recreation seeks to offer tennis lessons for youth and adults; and

WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement with Empire Tennis LLC ("Contractor") to provide tennis lessons for youth and adults with the Contractor receiving eighty percent (80%) of the program registration proceeds and the Town receiving twenty percent (20%) of the program registration proceeds; and

WHEREAS, Empire Tennis LLC has provided the Town with all the appropriate documents to support the proposed service agreement; and

WHEREAS, funds are included and available in the 2017 Operating Budget line item A7020.4 Recreation Administration Contractual; 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 Empire Tennis LLC to provide tennis lessons for youth and adult, said funds are included and available in the 2017 Operating Budget line item A7020.4 Recreation Programs Contractual; and further

RESOLVED, that a copy of this resolution be forwarded to Brian Emelson, Director of Parks and Recreation; Christine Winter, Recreation Supervisor; Barb Cole, Finance Director; Debra Denz, Town Clerk; and Jason Speirs, Empire Tennis LLC.

8k

RESOLUTION #

AUTHORIZATION FOR DIRECTOR OF PARKS AND RECREATION AND HIGHWAY SUPERINTENDENT TO SUBMIT STATE AND MUNICIPAL FACILITIES (SAM) PROGRAM DOCUMENTS AND COMMIT FUNDING FOR COMMUNITY ATHLETIC FIELD IMPROVEMENTS AND TURK HILL ROAD IMPROVEMENTS IN ACCORD WITH SAM GRANT

WHEREAS, the Director of Parks and Recreation and the Highway Superintendent submitted grant applications through the State and Municipal Facilities ("SAM") Program to fund improvements to community athletic fields and the reconstruction of Turk Hill Road in the Town of Victor; and

WHEREAS, with the support Rich Funke, New York State Senator from the 55th District and through the Dormitory Authority of the State of New York, the Town received the commitment of Fifty Thousand Dollars (\$50,000.00) for improvements to Papparone Park and Village on the Park for community athletic fields and Eighty Eight Thousand Dollars (\$88,000.00) for improvements to Turk Hill Road; and

WHEREAS, the Director of Recreation and Parks and the Highway Superintendent are prepared to submit documents including a project information sheet, land deeds, and related materials in accord with these improvements; and

WHEREAS, the Town has allocated Fifty Thousand Dollars (\$50,000.00) in its Capital Parks Fund (CP.7183.2) budget and Eighty Eight Thousand Dollars (\$88,000.00) in its Highway Fund (DB.5110.4) budget in 2017 for these projects; now, therefore, be it

RESOLVED, that the Town Board authorizes the Director of Parks and Recreation and the Highway Superintendent to submit the required documents to the Dormitory Authority of the State of New York for the State and Municipal Facilities ("SAM") Program for these projects; and further

RESOLVED, the Town Board commits Fifty Thousand Dollars (\$50,000.00) in its Capital Parks Fund (CP.7183.2) budget and Eighty Eight Thousand Dollars (\$88,000.00) in its Highway Fund (DB.5110.4) budget in 2017 for these projects with the anticipation that these costs will be reimbursed by the State of New York; and further

RESOLVED, that a copy of this resolution be forwarded to Brian Emelson, Director of Parks and Recreation; Mark Years, Highway Superintendent; Debra Denz, Town Clerk; Barbara Cole, Finance Director; and Sarah D. Antonacci, Senior Grant Administrator, Dormitory Authority State of New York.

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RESOLUTION #

ESTABLISHMENT OF GUIDELINES AND OPERATING PROCEDURES FOR THE VICTOR CEMETERY RESTORATION AND PRESERVATION COMMITTEE

WHEREAS, on June 11, 2007 the Town Board adopted Resolution #222 Establish a Victor Village Cemetery Restoration and Preservation Committee; and

WHEREAS, on September 14, 2015 the Town Board adopted Resolution #276 Changing the Name of the Village Cemetery Restoration and Preservation Committee; and

WHEREAS, the guidelines, structure, and operating procedures were not specified in this initial resolution, and now require formalization as follows:

CEMETERY PRESERVATION AND RESTORATION COMMITTEE GUIDELINES AND OPERATING PROCEDURES

INTENT AND PURPOSE:

A. The Town of Victor's Cemetery Preservation and Restoration Committee was created in an effort to preserve, interpret and educate about historic cemeteries, active and inactive, in the Town and Village of Victor. This mission statement reflects the Town's commitment to the importance, preservation and continuation of the Town's history for generations to come. The Cemetery Preservation and Restoration Committee serves the town as an advisory sub-committee under the auspices of the Historic Advisory Committee.

The Cemetery Committee was created:

1. To interpret our Town's rich history for present and future generation.
2. To honor and represent the history of Victor with a goal of preserving our burial grounds.
3. To increase public awareness of the value of historic and cultural preservation by developing and participating in education programs as approved by the Town Board.
4. To provide assistance to Town Boards by recommending that development is done in a manner which preserves our historic burial grounds.
5. To help research and document the cemeteries of Victor.

DUTIES:

- A. The powers and duties of the Committee are advisory in nature only.
- B. To advise, assist and support the Historian, Historic Advisory Committee, Town Board, Planning Board and Zoning Board in matters pertaining to Victor's cemeteries.
- C. To provide assistance in research of history, documentation, maintenance of our burial sites.
- D. To contribute knowledge for educational materials as approved by the Town Board, that promise an understanding and appreciation of preserving our historic cemeteries, including, but not limited to, walking tours, brochures, lectures, exhibits and other appropriate methods of knowledge.

DEVELOPMENT OF GOALS, OBJECTIVES, AND PLANS OF ACTION CONSISTENT WITH DUTIES:

- A. The Town Historian and /or her designee, shall serve as the facilitator to help the Committee with the development of its specific goals, objectives, and plans of action consistent with the Committee's duties and intent.
- B. Minutes of each meeting will be recorded by the designated secretary at each meeting, and will be kept on file in the Town Historian's Office,

MEMBERSHIP AND TERMS:

- A. The membership of this Committee shall be appointed by the Victor Town Board, and shall consist of five members, providing a balanced community-wide representation. Members are Victor residents who have an interest in and knowledge of local history and historic preservation.
- B. Members shall serve a term of three years, initially staggering terms upon the adoption of this resolution, two of which shall be one year, two which shall be two years, and one which shall be three years. After the initial staggering of the committee terms, future committee terms will be three (3) years. Vacancies on the Committee other than by expiration of a term shall be filled to complete the unexpired term of the vacancy. Recommendations for new Committee members shall be forwarded to the Town Board for review.
- C. The Cemetery Committee Chair will serve as a member of the Historic Advisory Committee.
- D. In addition, the Town Historian shall serve as an ex-officio nonvoting member.
- E. All member of the Cemetery Committee shall serve without compensation except for such amounts determined appropriate, in advance, by the Town Board to offset expenses incurred in the performance of their duties.
- F. Cemetery Committee members will be expected to attend all meetings and functions of the Committee, in the event of two absences by a Committee member in one calendar year, or malfeasance of membership as determined by the Committee, said Committee member's position may be declared vacant by a majority vote of a quorum of the Committee,
- G. Cemetery Committee members may resign at any time by providing formal written notice to the Chairperson of the Committee who will then forward such notice to Human Resources and to the Town Historian.
- H. A Committee member serves at the pleasure of the Town Board, and may be removed from office if such Committee member engages in an act [or acts] demonstrating a conflict of interest, misconduct, a violation of the Town's Code of Ethics or Standards of Conduct, or any other act which calls into question the Committee member's qualifications, integrity, or ability to participate on the Committee in a manner upholding the public trust, as may be determined by the Town Board in its sole discretion.

## ORGANIZATION:

- A. The Cemetery Committee shall, by majority vote, recommend to the Town Board one of its members to serve as Chairperson to preside over the meetings and one member to serve as Vice-Chairman. After approval by the Town Board, the members so designated shall serve in these capacities for the term of two years.
- B. A quorum for the Cemetery Committee shall consist of at least 50% of its sitting members. A quorum is necessary for the Cemetery Committee to conduct business. A roll call shall be taken upon the request of any member. A tie vote shall be deemed as denial of the motion or recommended action.

## MEETINGS:

- A. The Cemetery Committee shall meet eight times a year [March –October] at a mutually agreeable date/time specified by the members of the Committee. Meetings may be canceled or rescheduled by the mutual agreement of the Committee Chairperson and the Town Historian.
- B. A written agenda for each meeting shall be drafted by the Chairperson with input from the Committee members and the Town Historian and be sent to the members of the Committee at least three days prior to the meeting, as well as to be posted on the Town of Victor website.
- C. Minutes will be kept by the designated member of the Committee and shall be distributed to all Committee members and appropriate personnel within seven days of the meeting.
- D. Special meetings may be called by the Chairperson or the Town Historian. These meetings must be scheduled at least three days prior to the intended meeting date with written notification of the date, time, location, and purpose of the meeting sent to all Committee members in advance. These notices will also be placed on the Town of Victor website within three days of the intended meeting date.
- E. Each member of the Cemetery Committee shall have one vote on any matter submitted to the Committee for action. A majority vote is required for the passing of any action items. A majority of the Committee shall constitute a quorum. All meetings shall follow Robert's Rules of Order.
- F. Committee business at each meeting shall be as follows:
  - 1. Approval of the previous meeting minutes.
  - 2. Review of the agenda
  - 3. Discussion of the agenda items
  - 4. Review of action items
  - 5. Set agenda for subsequent meeting including the action items for that meeting yearly.
  - 6. Set budget review as required

## COPIES OF PROVISIONS:

Copies of these Guidelines and Operating Procedures shall be sent to all members.

Now, therefore be it

RESOLVED that the Guidelines and Operating Procedures for the Victor Cemetery Preservation and Restoration Committee be accepted, and be it further

RESOLVED that a copy of this resolution be forwarded to all Victor Cemetery Preservation and Restoration Committee members, Director of Parks & Recreation, Town Clerk, Town Historian, and Human Resources.

8 m

RESOLUTION #

APPROVAL OF TOWN OF VICTOR WAGE/PAY SCALE CHARTS FOR 2017

WHEREAS, the Town Board has developed a Wage/Pay Scale chart for 2017 for all Town of Victor civil service and appointed employees, designated as "Schedule "A" and kept in the subject file in the Town Clerk's office; and

WHEREAS, Parks & Recreation and Highway have developed a Wage/Pay Scale chart for part-time/seasonal Parks & Recreation and Highway employees to be in accordance with the recent New York State Minimum Wage Requirements, designated as "Schedule "B" and kept in the subject file in the Town Clerk's office; and

WHEREAS, the 2017 Wage/Pay Scale for all Town of Victor civil service and appointed employees has remained the same as the 2016 salary rates, per the 2017 Approved Town of Victor Budget; now therefore be it

RESOLVED that the 2017 Wage/Pay Scales for both civil service and appointed employees and for Parks & Recreation and Highway part-time and seasonal employees be adopted; and further

RESOLVED that the wages, grades, and steps in 2017 the Wage/Pay Scale charts be used to calculate employee salaries for 2017; and further

RESOLVED that a copy of the resolution and wage scales be sent to all Town of Victor employees and to Human Resources.

8N

RESOLUTION #  
APPROVAL OF 2017 TOWN OF VICTOR EMPLOYEE SALARIES

WHEREAS, the Town Board approved Resolution # \_\_\_\_\_ on December 12, 2016 for the 2017 Wage/Pay Scale Chart Town of Victor Employees; and

WHEREAS, the Town Board, per the 2017 Town of Victor Adopted budget, has not authorized any pay increases over 2016 rates, and has not authorized Longevity Pay for 2017; and

WHEREAS, the Town Board has assigned pay grades and steps for Town Employees for 2017 as listed:

Job Title	2017 salaries (with 2% COLA & step Increases)	Grade	Step
Account Clerk Typist	23.56	3	F
Account Clerk Typist	20.93	2	F
Account Clerk/Typist	20.30	2	E
Account Clerk/Typist	22.15	3	D
Administrative Aide	54,966.34	6	A
Assessment Board of Review Chair (1)	600.00		
Assessment Board of Review Members (4)	400.00		
Assessor	64,666.42	6	F
Assessor's Aide	19.67	2	D
Assistant Parks & Rec Director	66,993.16	7	C
Building Inspector – Part-Time	23.56	3	F
Building Inspector – Part-Time	22.86	3	E
Cleaner – Part-Time	17.45	1	F
Clerk to Town Justice	26.20	4	F
Clerk to Town Justice	23.56	3	F
Code Enforcement Officer	31.09	6	F
Code Enforcement Officer	29.22	6	D
Code Enforcement Officer	23.50	5	A
Confidential Secretary to Town Supervisor	43,531.80	2	F
Conservation Board Chair (1)	3,600.00		
Conservation Board Members (4)	2,300.00		
Constable - Courts	23.56	3	F
Councilman (4)	10,506.67		
Deputy Highway Superintendent	30.16	6	E
Deputy Water Superintendent/Recycle	31.09	6	F
Deputy Town Clerk	20.93	2	F
Deputy Town Clerk	20.93	2	F
Deputy Town Clerk/Receiver of Taxes	23.56	3	F
Deputy Town Supervisor	2,000.00		
Director of Development	80,094.56	8	E
Director of Economic Development	54,493.92	4	F
Director of Finance	62,576.28	7	A
Director of Parks & Rec	82,571.84	8	F
Fire Marshal	31.09	6	F

Highway Superintendent	77,617.58		
Historian	11,626.89		
Laborer – PT Parks & Rec	15.35	1	B
Laborer – PT Parks & Rec	16.40	1	D
Laborer – Part-Time Recycle	16.38 (\$0.50 Coordinator pay)	1	C
Laborer – Part-Time Recycle	15.88	1	C
Laborer – Part-Time Recycle	15.35	1	B
Laborer – Part-Time Recycle	14.83	1	A
Laborer-Part-Time Recycle	14.83	1	A
Laborer – Part-Time – Seasonal	17.45	1	F
Mechanic	27.65	5	F
Motor Equipment Operator - Recycle	26.20	4	F
Motor Equipment Operator - Recycle	26.20	4	F
Motor Equipment Operator - Recycle	25.41	4	E
Motor Equipment Operator – Highway	26.20	4	F
Motor Equipment Operator – Highway	26.20	4	F
Motor Equipment Operator – Highway	26.20	4	F
Motor Equipment Operator – Highway	26.20	4	F
Motor Equipment Operator – Highway	23.84	4	C
Motor Equipment Operator – Highway	25.41	4	E
Motor Equipment Operator – Highway	24.63	4	D
Motor Equipment Operator – Highway	22.27	4	A
Motor Equipment Operator – Highway	23.06	4	B
Motor Equipment Operator – Parks	23.84	4	C
Motor Equipment Operator – Parks	23.84	4	C
Motor Equipment Operator/Safety Regulations Officer	28.29	6	C
Motor Equipment Operator - Foreman	26.70(\$0.50 Foreman pay)	4	F
Parks Maintenance Assistant	31.09	6	F
Planning Board Chair	5,000.00		
Planning Board Members (4)	3,306.00		
Records Clerk – Part-Time	14.83	1	A
Recreation Supervisor	57,503.42	5	F
Recreation Supervisor	50,603.02	5	B
Secretary to the Planning Board	20.93	2	F
Secretary to the Zoning Board of Appeals	18.42	2	B
Senior Account Clerk	22.27	4	A
Senior Typist	29.22	6	D
Town Clerk	58,743.49		
Town Justice	40,180.54		
Town Justice	40,180.54		
Town Supervisor	85,957.85		
Typist – Part Time	17.45	1	F
Typist – Part-Time	15.88	1	C
Typist – Part-Time	14.83	1	A
Typist – Part-Time	17.45	1	F

Typist – Part-Time	15.88	1	C
Typist – Part-Time	16.40	1	D
Zoning Board of Appeals Chair	3,501.00		
Zoning Board of Appeals Members (4)	2,325.00		

now, therefore, be it

RESOLVED that the wages for 2017 for full time and part time staff are approved; and further be it

RESOLVED that a copy of this resolution be forwarded to the Finance Department and all Town of Victor employees.

80

RESOLUTION #  
AUTHORIZATION TO RESCIND AGREEMENT WITH SOLU DIGITAL COLLABORATIVE FOR THE DEVELOPMENT OF A TOWN OF VICTOR MOBILE PHONE APPLICATION

WHEREAS, on August 22, 2016 the Victor Town Board approved Resolution #343 Authorization for Supervisor to Enter Into an Agreement with Solu Digital Collaborative for the Development of a Town of Victor Mobile Phone Application; and

WHEREAS, the Victor Local Development Corporation will now be funding the entire Solu Digital Collaborative contract for the development of a Victor mobile phone application, and no funding will be necessary from the Town of Victor on this project; now, therefore be it

RESOLVED that Resolution # 343 Authorization for Supervisor to Enter Into an Agreement with Solu Digital Collaborative for the Development of a Town of Victor Mobile Phone Application be rescinded, and the contract between the Town of Victor and Solu Digital Collaborative be declared null and void; and be it further

RESOLVED that the allocated funds for this project of Thirty Six Thousand Two Hundred dollars (\$36,200.00) and an annual hosting fee of One Thousand Two Hundred dollars (\$1,200.00), be returned to 2016 budget lines A6420.410 Victor Local development and A6420.400 Economic Development Contractual, and be it further

RESOLVED that a copy of this resolution be sent to Solu Digital Collaborative, the Victor Local Development Corporation, Kathy Rayburn – Director of Economic Development, Town Clerk, and the Finance Department.

Original Resolution  
RESOLUTION #343

AUTHORIZATION FOR SUPERVISOR TO ENTER INTO AN AGREEMENT WITH SOLU DIGITAL COLLABORATIVE FOR THE DEVELOPMENT OF A TOWN OF VICTOR MOBILE PHONE APPLICATION

On motion of Councilman Tantillo, seconded by Councilman Crowley, the following resolution was ADOPTED AYES 5 (Marren, Palermo, Crowley, Guinan, Tantillo) NAYS 0

WHEREAS, pursuant to New York's Law, including Section 64(6) and Section 20(2), the Town Board has the power to approve contracts for Town services prior to the execution of such contracts by the Town Supervisor; and

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

WHEREAS, funds are available in the 2016 budget lines A6420.410 Victor Local Development and A6420.400 Economic Development Contractual; and

WHEREAS, Requests for Proposals (RFP's) for the development of a Mobile Phone Application were received on July 15, 2016, and were evaluated with respect to services, qualifications and cost to the Town as follows:

Soluteo – Montreal Canada	\$51,270
Envative – Rochester, NY	\$64,000
Solu Digital – Victor, NY	\$37,300
Mutual Mobile – Austin, TX	\$53,200
Infojini – Maryland	\$59,600
Purple Forge – Ottawa, Ontario	\$29,000

Eagledream – Rochester, NY
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Project budget not provided
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And,

WHEREAS, Kathy Rayburn is recommending that Solu Digital Collaborative be hired to implement the development of the Town of Victor Mobile Phone Application as Solu Digital Collaborative has demonstrated extensive knowledge to develop this application, introduced significant work samples, is located in close proximity to Town staff which allows a more efficient workflow and has significantly lower annual hosting fees; now, therefore be it

RESOLVED that the Town Board hereby authorizes the Supervisor to enter into a contract with Solu Digital Collaborative effective from August 22, 2016 through August 22, 2017, for a fee not to exceed Thirty Six Thousand dollars (\$36,200.00) and an annual hosting fee of One Thousand Two Hundred dollars (\$1,200.00), said funds are available in 2016 budget lines A6420.410 Victor Local Development and A6420.400 Economic Development Contractual; and further

RESOLVED that a copy of this Resolution be forwarded to Solu Digital Collaborative, the Finance Department, Debra Denz and Kathy Rayburn.

8P

RESOLUTION #  
AUTHORIZATION FOR SUPERVISOR TO ENTER INTO A PROFESSIONAL ENVIRONMENTAL ATTORNEY CONSULTING AGREEMENT WITH NIXON PEABODY LLP

WHEREAS, pursuant to New York 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, 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; now, therefore, be it

RESOLVED that the Town Board hereby authorizes the Supervisor to enter into a contract with Nixon Peabody, LLC for Environmental Attorney Professional Consulting Services related to the development, negotiation, and implementation of the Modock Springs Value Protection Plan, for a limited term not to exceed ten years under the terms and conditions as provided in the contract, at \$350.00 per hour, as specified in the contract; to be charged to the Victor Town Budget Account # B.8668.430, Rehabilitation Grant, and be it further

RESOLVED that a copy of this Resolution be forwarded to Al Floro – Nixon Peabody, LLC, Human Resources, Finance Department, and the Town Clerk.

8Q

RESOLUTION #

SET PUBLIC HEARING - LOCAL LAW NO. -2016 TO AMEND THE VICTOR TOWN CODE AT CHAPTER 198 "VEHICLES AND TRAFFIC" SECTION 198-1 "SPEED LIMITS ESTABLISHED" AND SECTION 198-18 "STOP INTERSECTIONS DESIGNATED"

WHEREAS, it is necessary for the Town Code to be updated when speed limits on Town roads are changed by the New York State Department of Transportation, stop intersections are added and yield signs are changed; and

WHEREAS, the Town Clerk has submitted to the Town Board a draft Local Law to amend Chapter 198; said draft Local Law is on file with the Town Clerk; now, therefore, be it

RESOLVED, by the Town Board that a public hearing to be had on the \_\_\_\_ day of \_\_\_\_\_, 2016 at 7:30 p.m. at the Victor Town Hall, 85 East Main Street, Victor, New York for the purpose of adopting a Local Law to amend Chapter 198 entitled "Vehicles and Traffic" Section 198-1 entitled "Speed Limits Established" and Section 198-18 entitled "Stop Intersections Designated" of the Victor Town Code; and be it further

RESOLVED, that the Town Clerk be directed to advertise for said public hearing in manner consistent with law; and be it further

RESOLVED, that a copy of this resolution be forwarded to the Highway Superintendent.

8R

RESOLUTION #

CONFIRMING RESOLUTION APPROVING ALTERATION OF EAST VICTOR ROAD

WHEREAS, on November 7, 2016, the Town Board duly adopted a resolution entitled "Approving Alteration of East Victor Road and Transfers Relating to Alterations," by which, among other things, the Town Board of the Town of Victor approved and authorized the alteration of East Victor Road at or about the intersection of East Victor Road and Auburn Trail by accepting dedication of certain lands as well as abandoning certain lands, with said alterations reflecting the actual use and layout of the highway. In connection with said alterations, the Town Board also authorized the acceptance of dedication of certain lands as well as the transfer of certain lands from the Town of Victor in consideration of said dedication; and

WHEREAS, only that portion of the Resolution dealing with the conveyance of lands from the Town of Victor was subject to Permissive Referendum; and

WHEREAS, the Town Clerk duly published and posted a Notice of Permissive Referendum in accordance with Town Law; and

WHEREAS, greater than 30 days have passed since the posting and publishing of said Notice of Permissive Referendum; and

WHEREAS, no petition in opposition to the conveyance of lands from the Town of Victor has been filed; now, therefore, be it

RESOLVED, that the Town Clerk file a certification with the Ontario County Clerk indicating that 30 days have passed since the posting and publishing of the Notice of Permissive Referendum and no petition in opposition to said conveyance of lands from the Town of Victor has been filed.