

**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

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Jack Marren, Supervisor

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David Tantillo, Councilman

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David Condon, Councilman

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Silvio Palermo, Councilman

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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.

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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.