

**A regular meeting of the Village of Victor Board of Trustees was held on Tuesday, January 19, 2016 at the Village Hall, 60 East Main Street.**

**MEMBERS PRESENT:** Mayor Jason Ashton  
Deputy Mayor Brad Pearson  
Trustee Larry Rhodes  
Trustee Gary Hadden  
Trustee Michael Crowley  
Attorney Reid Holter  
Director of Public Works John Turner  
Village Clerk Pamela Hogenes

**MEMBERS ABSENT:** Trustee Larry Rhodes

**OTHERS PRESENT:** Rick Ricigliano, Village Inn, Chief Joe Murphy, Deputy Chief Sean McAdoo and Tom Simonds, Victor Fire Dept.

Meeting was called to order by Mayor Ashton at 7:05pm.

Salute to the flag.

**Privilege of the Floor**

**Rick Ricigliano, Village Inn,** came before the board requesting permission to have a food cart in the Village Right-of-way between his building and the Frontier building.

Mr. Ricigliano stated he would like to sell tacos, etc. on Wed, Thurs and Fri. between 11:00am – 3:00pm from May to Oct. Mr. Ricigliano would like to have a couple tables outside, cook inside and have soda/water for sale.

Mr. Ricigliano is also requesting a sandwich board to advertising.

Mayor Ashton asked for a map of the area he was referring to, check with Code Enforcement for any issues and look into supplying a DOH permit to the Clerk.

Mr. Ricigliano will return at a later date with the requested items.

**Chief Joe Murphy, Victor Fire Dept.** provided the board with the Fire Dept. 2015 report noting the following:

- Responded to 400 calls, 270 in the Victor Fire District and 130 mutual aid calls
- 10 Structure Fires, 3 Vehicle Fires, 42 Motor Vehicle accidents, 7 brush fires
- 16 EMS calls, 51 Hazardous Condition calls and several good intent/false alarms

Chief Murphy stated there was an average of 10.74 firefighters per call with an average response time of 2 min 25 sec per call. The Victor Fire Dept. currently has 48 active members.

Mr. Crowley asked Chief Murphy for an age breakdown of the active firefighters.

**Deputy Chief McAdoo**, explained that instead of sending the old ladder truck to auction, the Dept. wanted to classify it as surplus and hire a broker to negotiate the sale. Chief McAdoo explained the process and presented the following resolution:

**Resolution #11-16**

**Fire Department Apparatus – Declared Surplus**

On motion by Trustee Gary Hadden, seconded by Trustee Michael Crowley the following resolution was ADOPTED 4 AYES 0 NAYS

Whereas, the Village of Victor Board of Trustees, on behalf of the Victor Fire Department, have authorized the purchase of a 100' Seagrave Aerial Apparatus with the intent of replacing the current 1995 Smeal Aerial Apparatus; and,

Whereas, a portion of the funding for this purchase is anticipated to come from the sale of the current apparatus; and,

Whereas, the Victor Fire Department recommends the current apparatus be sold through a broker specializing in fire apparatus in order to realize the highest return;

Therefore, the Board of Trustees authorizes the Chief of the Department to declare the 1995 Smeal Aerial Apparatus surplus on or around September 1, 2016, for the purpose of completing the sale;

Furthermore, the Board of Trustees authorizes the Chief of the Department to enter into a contract with Brindlee Mountain Fire Apparatus to list for sale the current apparatus, as shown in Schedule A;

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**Chief Murphy**, explained that after visiting the manufacturer for the new ladder truck, the Truck committee would like to add a few things to the truck, increasing the price of the truck by \$32,430. Chief Murphy provided a breakdown of the additional items.

Items include; Foam system, seat patches, storage compartments, a ladder and a new bell.

Victor Fire Dept. inc. will pay for the new bell, Chief Murphy will buy the seat patches personally, \$11,600 will be taken from the current equipment budget. Chief Murphy is asking the board to approve an increase in the purchase of \$18,730.00

**Resolution #12-16**

**Authorize Victor Fire Department to Purchase a New Ladder Truck**

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

**Whereas**, on October 19, 2015 the Village Board of Trustees authorizes the Victor Fire Department to purchase a new 100ft Seagrave Quint (ladder truck) for an amount not to exceed \$997,000; now therefore be it,

**Resolved**, that the Village Board approves an increase for the purchase price of the 100ft Seagrave Quint (ladder truck) in an amount not to exceed \$18.730.00.

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Chief Murphy stated the Victor Fire Dept. applied for an extension of the 2010 recruitment and retention grant from FEMA and Homeland Security and was also approved for an additional \$25,000 for digital signage at the Fire Hall. The sign costs \$39,900. Victor Fire Dept. Inc. will put up the funds to pay for the sign and Chief Murphy request that the Village Board reimburses Victor Fire Dept. Inc. when the grant money comes in.

Attorney Holter is concerned who will ultimately own the sign. The Board discussed when all is said and done, Victor Fire Dept. Inc. will "sell" the sign back to the Village for \$1. Chief Murphy will put some language together and submit it at the Feb. 1 meeting.

**Clerk Report**

**Resolution #13-16**

**Acceptance of Minutes**

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

**Resolved** to accept the meeting minutes from January 4, 2015

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**Resolution #14-16**

**Payment of Bills**

**Whereas**, the Village Board of Trustees has audited and approved invoices for payment, that appear on Abstract #16 using vouchers #1122-1189; and,

**NOW**, therefore on a motion made by Trustee Brad Pearson, seconded by Trustee Michael Crowley, the following resolution was ADOPTED 4 AYES 0 NAYS

**Resolved** to authorize the Treasurer to pay invoices from Abstract #16 in the following amounts:

General	\$ 62,889.33
Water	\$ 12,719.83
Sewer	\$ 2,794.98
HA – Village Hall parking lot	\$ 558.74
HL – Latchmere Reconstruction	\$ 620.61
HR – Maple Ave Reconstruction	\$ 567.24
HW – WWTP Upgrades	\$ 312.64
TA – 5 Kent (LOC)	\$ <u>15,299.30</u>
<b>TOTAL</b>	\$ 95,762.67

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**Resolution #15-16**

**2016 Town Fuel Management System Contract**

On motion by Trustee Gary Hadden, seconded by Trustee Brad Pearson the following resolution was ADOPTED 4 AYES 0 NAYS

**WHEREAS**, the Village of Victor and the Victor Fire Department is desirous to access and use the Town of Victor’s fuel management system on Town property, and

**WHEREAS**, the Town of Victor has presented the Village of Victor with a proposed contract commencing January 1, 2016 and expiring December 31, 2016; now, therefore be it

**RESOLVED**, that the Village Board of Trustees authorizes Mayor Jason Ashton to sign the Contract of Use and Access Town Fuel Management System as presented at a cost of the fuel (per gallon) plus five cents (\$.05) per gallon to the Town of Victor; and be it further

**RESOLVED**, that the Village Board of Trustees authorized Chief Joe Murphy to sign the contract with the Victor Fire Department under the same terms and conditions as previously stated.

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Ms. Hogenes noted the Village Caucus is on Wed. Jan. 20 @ 7:00pm and the Village budget workshops start on Monday, Jan. 25 @ 6:00pm.

Ms. Hogenes has been approached by a Girl Scout troop to hold a “drive thru” Girl Scout cookie sale on March 6 from 9 – 12 in front of the Village Hall. Ms. Hogenes will obtain a certificate of liability insurance and have a hold harmless agreement signed.

**Director of Public Works Report**

Mr. Turner stated the tree removals have been completed. Snow removal has begun. Mr. Turner read the following resolution into record:

**Resolution #16-16**

**Release of Funds – Karen Lynch Subdivision**

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

**Resolved**, to authorize the Treasurer to release from the Letter of Credit \$15,299.30 as per Chatfield Engineer's letter dated January 6, 2016. This release is for the Karen Lynch Subdivision (Balance remaining is \$9,096.10)

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**Trustees Reports**

**Brad Pearson** – Mr. Pearson provided an update on 61 School St (an application in front of the Planning Board). Mr. Pearson will report the decision at the next board meeting.

**Gary Hadden** – Mr. Hadden stated the Parks and Rec Advisory Board have been interviewing for an opening for a Town resident. Due to health concerns one of the Village members may have to step down. The Advisory Board has two good candidates, one Town and one Village, so both may get appointed.

The new Parks and Rec facility is done and they have moved in. The grand opening is scheduled for Feb. 13 in conjunction with Winterfest from 1 – 6pm.

**Michael Crowley** – Mr. Crowley stated Mayor Ashton attended the URA meeting charging the URA will possibly hosting some events within the URA district to bring more visibility to the Agency. There is still one (1) opening on the URA to be filled.

Mr. Crowley read the following resolution into record:

**Resolution #17-16**

**Vehicle and Equipment Policy**

On a motion made by Trustee Gary Hadden, seconded by Trustee Brad Pearson, the following resolution was ADOPTED 4 AYES 0 NAYS

**Resolved**, that the Board of Trustees of the Village of Victor adopt the Vehicle and Equipment Policy as follows:

# **VILLAGE OF VICTOR VEHICLE & EQUIPMENT POLICY**

## **I. PURPOSE:**

The purpose of this policy is to establish procedures and guidelines for the appearance, maintenance, and operation of Village of Victor (represented as Village) vehicles and equipment. The Village Board is the authority having jurisdiction over all equipment purchased, operated and used for Village business.

## **II. SCOPE**

This policy, and its provisions, apply to and serve as a guide to all Village personnel, volunteer firefighters and users authorized to operate a Village vehicle or piece of equipment.

## **III. RESPONSIBILITY**

Each department head is responsible for identifying authorized employees or users within their departments. In addition, each department head is responsible for the implementation and administration of this policy. The Clerk of the Village is responsible for maintaining the appropriate documentation for each applicable employee and the processing of all financial transactions.

## **IV. POLICY**

The Village provides vehicles and equipment for use by employees and volunteer firefighters in performing their job duties. These policies and procedures set forth the rules for vehicle and equipment use on Village business, establish the minimum driver requirements and protocols to be used while operating Village vehicles as well as owned, leased or rented equipment to/by the Village.

## **V. PROCEDURES**

All Village personnel required in their job duties to operate Village vehicles or equipment will be provided this written policy as well as a Vehicle and Equipment Acknowledgement form showing the receipt of said policy. The appropriate heads of each department will administer this procedure.

All Village volunteer firefighters will be provided this written policy as well as a Vehicle and Equipment Acknowledgement form showing the receipt of said policy. The Volunteer Fire Chief or their designated representative will administer this procedure for all Village volunteer firefighters.

Where applicable, the Vehicle and Equipment Acknowledgement form will be retained in the employee's personnel file. The department head shall ensure that each employee executes the Vehicle and Equipment Acknowledgement form. The original form shall be forwarded to the Village Clerk's Office for retention. Employees of the Department of Public Works will also have a copy saved at the DPW by its department head. Village volunteer firefighters will have the Vehicle and Equipment Acknowledgement form retained in the Volunteer Fire Chief's office and a copy made available to the Village Clerk's office upon request.

## **VI. NEW YORK DRIVER'S LICENSE**

All employees who are permitted to drive Village vehicles or large pieces of equipment shall possess a Valid New York Driver's License. Each department head and the Volunteer Fire Chief will be responsible that applicable employees or volunteer firefighters have the appropriate class designation license as determined by The New York State Department of Motor Vehicles.

**Emergency Vehicles:** New York State does not require a CDL License to drive or operate an emergency vehicle. The Village will require that any personnel that drive and/or operate emergency vehicles possess the following qualifications:

- Emergency Vehicle Operation Course (EVOC: Drive emergency Command or utility Vehicles) or equivalent as determined by the Fire Chief.
- Pump Operators Course or equivalent as determined by the Fire Chief: Drive and operate emergency Pumper or Pumper Tanker
- Ladder Operators Course or equivalent as determined by the Fire Chief: Drive and operate Ladder Truck

The Village has the right to review any appropriate documents including driving records and proof of a valid license. The Village may periodically require employees to demonstrate proof that they possess a valid New York Driver's License and may conduct a driver's license records check to ensure individuals have valid driver's licenses. Employees found to be driving Village vehicles without a valid Driver's license may be disciplined up to and including termination.

## **VII. AUTHORIZED DRIVERS**

Authorized users of either Village vehicles or equipment shall be:

- Full time employees of the Village
- Part time employees of the Village
- Volunteer Firefighters of the Village within the scope of their duties.
- "At Will Contract Employees" acting within the scope of their duties.

## **VIII. AUTHORIZED PASSENGERS**

No unauthorized persons shall be permitted to ride in Village vehicles. Authorized passengers include: Village employees, elected Village officials, Village board or committee members, volunteer firefighters, independent contractors, business professionals, professional service providers, any other government employee, any other persons while involved in an activity which furthers the business of the Village. With the exception of an assigned take home vehicle no one may ride in a Village vehicle for personal business. Spouses, children, relatives and friends of employees are prohibited from riding in a Village vehicle without the permission of the Village Mayor or their designee. Note: Members of an employee's family participating in a

Village business function are authorized to ride in a Village vehicle with Mayors approval.

Requests for exceptions to this policy may be made to the Village Mayor or their designee.

## **IX. VEHICLE PERSONAL USE**

Use of Village vehicles for personal business is prohibited except for reasonable personal use during official Village travel.

## **X. DRIVER RESPONSIBILITY**

Anyone driving on Village business in a Village or personal vehicle or using Village equipment shall ensure that they operate in a safe and appropriate manner. Each driver is responsible for ensuring that they:

- Comply with all laws and regulations relating to the operation of motor vehicles, including driving in accordance with the posted speed limits and the use of seats belts by all occupants.
- Maintain a valid driver's license and are physically and mentally capable of safely operating a vehicle.
  - o In the event of suspension, revocation, arrest for driving under the influence (D.U.I); driving while intoxicated (D.W.I) or any change in license status, the employee must immediately notify their direct supervisor in writing.
  - o Any employee whose license is suspended shall not operate Village vehicles for the duration of the suspension.

All documentation relating to this policy will be placed in the employees' personnel file. In addition to obeying laws and regulations of the Department of Motor Vehicles, vehicle operators will be responsible to the following:

- Report citations and/or any arrests, which occur while driving on Village business.
- Keep their vehicles clean and presentable, both internally and externally, at all times.
- Ensure all occupants wear safety belts while vehicle is being operated.
- Do not leave vehicles unattended and remove keys from the ignition when the vehicle is unattended
- Whenever allowable by law, vehicles should be backed into parking spaces if applicable.

## **XI. SMOKING**

Smoking is prohibited in all Village vehicles or equipment. (Already in the Employee Handbook)

## **XII. DRUG OR ALCOHOL USE**

Employees are prohibited from operating a Village vehicle while under the influence of drugs or alcohol. Employees shall refrain from operating a Village vehicle after taking prescription drugs or over-the-counter medications which may cause drowsiness, affect the employee's alertness and/or driving ability.

Employees shall not transport an open container of alcohol in a Village vehicle.

## **XIII. TAKE HOME VEHICLES**

Village vehicles may be assigned to employees to expedite the completion of official Village business on a 24-hour per day 7-day per week basis. Travel associated with Village approved seminars and training are considered official business. Commuting to and from work and other reasonable personal use are the only regular non-business uses permitted. Immediate family members of employees assigned take home vehicles are authorized to be passengers in the vehicle but shall not be permitted to operate said vehicle.

## **XIV. ACCIDENT REPORTING**

Employees are to report all accidents to their direct Supervisor immediately (including minor dents or scrapes to the vehicle). All accident claims will be processed through the Village Clerk's Office.

## **XV. VIOLATION**

Employees who are in violation of this policy or who misuse Village vehicles may be subject to disciplinary action up to and including termination.

## **XVI. APPEARANCE**

The Village official color for all Village Owned Vehicles is RED or a combination of black over red. Any deviation from this color will require the Board of Trustees approval. Letter, trim and striping of any vehicles are to be highly visible and clearly identified with more than 70% of the apparatus being RED.

**Department of Public Work Equipment:** Identified with white "Village of Victor" lettering. Will meet Department of Transportation guidelines when it comes to striping and visibility.

**Fire Department Equipment:** Identified with gold "Victor Fire Department" lettering only. Trim and striping will be highly visible and clearly identified and will meet the National Fire Protection Association 1901 guidelines. All Chief's vehicles will have minimum of 4 inches of highly reflective striping along each side and the rear of the vehicle. Any deviation from this will require the Board of Trustees approval.

## **XVII. VILLAGE OWNED VEHICLE PRE MAINTENANCE SYSTEMS CHECK.**

The Department of Public Work (DPW) will assume all pre maintenance as well as responsibility for vehicle repairs of Village owned equipment.

- All weekly equipment checks shall be performed before the end of the week.

- Weekly checks shall be performed completely referencing the check sheet for that vehicle and small engines.
- All vehicles and small engines will have fluid levels replenished at the end of each week.
- All vehicles and small engines will be operated once a week.
- Any issues arising such as equipment or apparatus malfunctioning shall be brought to the attention of the Volunteer Fire Chief and DPW Director and equipment maintenance form filled out to ensure timely repair.
- All weekly unit checks shall be performed prior to the end of the normal workweek.
- Weekly unit checks will be completed in full while referencing the check sheet for that apparatus.
- Any equipment taken out of service must have the Department Head's permission with notification to the Village Mayor and the Village Clerk. For emergency vehicles, the volunteer fire chief or their designee is responsible to make the 911 Center and surrounding fire department notifications.
- Notification must be made by phone calls and/or in person and in writing to the Director of Public Works and the Village Clerk for documentation purposes.
- All DPW Vehicles are to be inspected by the DPW Director quarterly to:
  - o Ensure high level of performance.
  - o Record and correct any damage, improper working, and mechanical deficiency.
  - o Ensure long service life.
- All Fire Department Vehicles are to be inspected by the Fire Chief or his designee quarterly to:
  - o Ensure high level of performance
  - o Record and correct any damage, improper working and mechanical deficiency
  - o Ensure long service life

### **XVIII. PURCHASING FUEL EFFICIENCY VEHICLES**

Whenever possible the village will purchase fuel-efficient vehicles. Any deviation from this fuel efficiency will have the Board of Trustees approval.

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**Mayor Report**

Mayor Ashton reported the following:

- Met with URA regarding taking over the National Night Out event
- CEMP meeting – a) Hydrant Marking project b) Deputy Emergency Manager job description is being worked on

**Attorney Report**

None

**Adjournment**

Meeting adjourned on motion at 8:45pm.

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Pamela Hogenes, Village Clerk