

A regular meeting of the Village of Victor Board of Trustees was held on Monday, June 6, 2016, at the Village Hall, 60 East Main Street.

MEMBERS PRESENT: Mayor Jason Ashton
Deputy Mayor Michael Crowley
Trustee Larry Rhodes
Trustee Gary Hadden
Trustee Carol Commisso
Village Attorney Reid Holter
Village Clerk Pamela Hogenes

MEMBERS ABSENT: Director of Public Works John Turner

OTHERS PRESENT: Kathy Rayburn, Mitch Donovan, Scott Hopkins, Tina Kolaczyk, Maureen Bills, Chief Andy Stromfeld, Robert Mann, Steve Limbeck, Jason Shelton, Gerald Barry and Joe Murphy

Meeting was called to order by Mayor Ashton at 7:00pm.

Salute to the flag.

Privilege of the Floor

Kathy Rayburn, Director of Economic Development/LDC, distributed the May LDC report and an Economic Development/LDC update as it relates to the Village. Ms. Rayburn noted the kiosk on E. Main St. now has a map in it that denotes where core buildings are located.

Ms. Rayburn stated Brad Pearson has resigned from the LDC Board and asked the board to think of a replacement noting it doesn't have to be a Village Board member, but someone the Board designates.

Ms. Rayburn made the board aware of some grant opportunities that are available for either 1) Technical assistance for our code rewrite or 2) for our Village Strategic planning or 3) a Main Street Master Plan revitalization and redevelopment review.

Ms. Rayburn also distributed actions items from the 2015 survey from the Village Government and Business Alliance group.

Mayor Ashton stated he asked Tina Kolaczyk and Scott Hopkins to address the board regarding mandatory policies and procedures and safety training.

Tina Kolaczyk, Human Resources, Town of Victor, stated Mayor Ashton has asked her about several procedures the Town follows, such as Americans with Disabilities compliance, Family Leave, hiring practices, filling board positions, disciplinary action,

workplace violence, harassment, etc. Supervisor Marren has approved Ms. Kolaczyk to assist the Village with implementing these policies, procedures and training.

Scott Hopkins, Safety Instructor, Town of Victor, stated he was asked to explain the PESH regulations, what they look for during inspections, etc. Mr. Hopkins noted the Town of Farmington just had an inspection and were found out of compliance in several areas. Mr. Hopkins explained when PESH comes into Victor, they will be inspecting, the Victor Fire Dept., Dept. of Public Works, Fishers Fire Dept., Village Hall, Town Hall and the School District and the Library.

Mr. Hopkins brought a folder and a thumb drive containing information regarding PESH regulations and compliance. Mr. Hopkins outlined the violation process as. Citation is written up, 30 days to comply, \$200/day if not in compliance after 31 days.

Mr. Hopkins will follow up with Mr. Turner after he has had time to look over the information in the folder.

Mayor Ashton stated the DPW Dept. and the Village Hall staff have taken the Workplace Violence and Harassment training and noted all of the Village Boards need to take this training.

Resolution # 78-16

Utilize the Town of Victor, Human Resources Officer and Safety Instructor to conduct reviews on Safety Training and Policies and Procedures

On motion by Mayor Ashton, seconded by Trustee Larry Rhodes, the following resolution was ADOPTED 5 AYES 0 NAYS

Resolved, that the Village Board of Trustees authorizes the Tina Kolaczyk and Scott Hopkins from the Town of Victor to review the Village of Victor's Policies and Procedures and the Department of Public Works Safety Requirements.

Maureen Bills, Chairman of the Board of Fire Commissioners, Fishers Fire District, stated Mayor Ashton invited her to attend the meeting to share a resolution that was passed at their April meeting regarding investigating the feasibility of combining the Victor Fire Dept. with the Fishers Fire Dept. Ms. Bills read the resolution:

"Commissioner Maureen Bills reported to the Board that the District has in the past had discussions to study a merger with the Fire Department of the Village of Victor and now the time is right for the District to investigate the availability, costs, the benefits and disadvantages of a possible merger with the Village of Victor Fire Department. The Board after due deliberation has decided that it is in the best interest of the District to investigate a combination of the District with the Fire Department of the Village of Victor.

After discussion and deliberation on Motion of Fire Commissioner Bills, and seconded by Fire Commissioner Herb it was RESOLVED, that the Fishers Fire District after due deliberation and having followed the appropriate procedures set forth in the New York State Laws shall commence a study and to merge with the Village of Victor Fire Department.

Ms. Bills explained they are asking the Village Board to consider just doing a study with Fishers Fire District on consolidating.

Andy Stromfeld, Fishers Fire Chief, stated the two Fire Dept. work very well together, including training and joint purchasing. Chief Stromfeld stated Fishers only has 9 volunteer firefighters including himself. Fishers has 3 paid firefighters and are hiring 3 more.

Chief Stromfeld recognized that the Town of Victor is in the middle of an Emergency Services study with CGR and feels we should wait until the findings of the study are complete. Mayor Ashton asked Fire Dept. Inc. President, Gerald Barry for his thoughts on the Fishers proposal and Mr. Barry also felt we should wait for the results of the study.

It was determined that the Village Board will reserve action on this study until the Emergency Services Study currently being conducted is completed.

Ms. Kolacyzk stated the study is due to be complete in September.

Clerk Report

Resolution #79-16

Acceptance of Minutes

On motion of Trustee Gary Hadden, seconded by Trustee Carol Commisso, the following resolution was APPROVED 3 AYES 0 NAYS 2 ABSTAIN Mike Crowley, Larry Rhodes

Resolved to accept the meeting minutes from May 16, 2016

Resolution #80-16

Payment of Bills

Whereas, the Village Board of Trustees has audited and approved invoices for payment, that appear on Abstract #1 using vouchers #1-85; and,

NOW, therefore on a motion made by Trustee Carol Commisso, seconded by Trustee Michael Crowley, the following resolution was ADOPTED 5 AYES 0 NAYS

Resolved to authorize the Treasurer to pay invoices from Abstract #1 in the following amounts:

General	\$ 59,530.61
Water	\$ 11,838.29
Sewer	\$ 16,303.76
HL – Latchmere Dr. Reconstruction	\$ 26,467.62
TA – 5 Kent Letter of Credit	\$ <u>7,021.50</u>
TOTAL	\$ 121,161.78

Resolution #81-16

2015-16 Fiscal Year End Budget Transfers & Encumbrances

On motion of Trustee Michael Crowley, seconded by Trustee Gary Hadden, the following resolution was ADOPTED 5 NAYS 0 NAYS

Resolved to approve the following 2015-16 Fiscal Year End Budget Transfers & Encumbrances:

ENCUMBRANCES

<u>Account</u>	<u>Title</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
A1410.4	Clerk - Contractual	Village Hall Upgrades - Telephones/Monitors	\$ 9,000.00	
A1640.45	Fuel	Construction	\$ 7,500.00	
A3410.44	Truck Repair	Rescue Van Repairs	\$ 5,000.00	
A3410.48	Fire Department - Training	FDIC - Registration, Hotel, Meals	\$ 3,700.00	
A4010.4	Public Health/Safety	CEMP Assistant	\$ 1,000.00	
A1640.45	Central Garage	Tools	\$ 5,690.00	
A8020.4	Planning Board	Consultant	\$ 850.00	
A8030.4	Research	Code Review	\$ 14,000.00	
A8510.2	Community Beautification	Mead Square Irrigation System	\$ 17,000.00	
A8560.2	Shade Trees	Trees/Consulting Service	\$ 2,931.00	
A9089.8	Boot Allowance	Employees Boot/Outerwear	\$ 2,000.00	\$68,671.00
F8324.4	School Street Pump Station	Masonry Restoration	\$ 4,752.00	\$4,752.00
G8130.2	WWTP Treatment & Disposal	Belt Press Repair	\$ 11,935.00	<u>\$11,935.00</u>
				<u><u>\$85,358.00</u></u>

RESERVE TRANSFERS:

<u>Account</u>	<u>Title</u>	<u>Reserve</u>	<u>Amount</u>	<u>Total</u>
A	Fire Department	Fire Apparatus Reserve	\$153,147.11	
A	Fire Dept - SCBA Repayment	Fire Apparatus Reserve	\$ 18,000.00	
A	Fire Dept Debt Service	Fire Hall Reserve	\$ 9,387.00	
A	General Fund	Equipment Reserve	\$134,500.00	
A	General Fund	Street Reserve	<u>\$ 20,000.00</u>	\$335,034.11
F	Water Fund	Water Reserve	<u>\$ 5,000.00</u>	\$ 5,000.00
G	Sewer Fund	Sewer Reserve	\$210,700.00	
G	Sewer Fund	Equipment Reserve	<u>\$ 15,000.00</u>	\$225,700.00

Resolution #82-16
5K FOOT RACE, YMCA

On motion by Trustee Larry Rhodes, seconded by Trustee Gary Hadden the following resolution was ADOPTED 5 AYES 0 NAYS

Whereas, the YMCA wishes to conduct a foot race on Saturday, September 10th, 2016; and,

Whereas, the race will commence at 20 School St and end at the at the Village Parking Lot between the Library, 15 West Main Street and the Fire Hall, 34 Maple Avenue; and,

Whereas, said race will be conducted on public roadways in the Village; and,

Whereas, such a road race will enhance the quality of life in the Village and be without cost to the Village.

NOW, BE IT HEREBY RESOLVED

1. That the Village of Victor hereby consents to the YMCA using the parking lot of the Village of Victor, and public roadways in the Village for a foot race on September 10, 2016.

2. That this approval is conditioned upon the YMCA:

- a. Assuming all costs and responsibilities for conducting said race; and,
- b. Agreeing to hold the Village harmless from any liability for conducting said race; and,
- c. Providing proof of insurance satisfactory to the Village insurance carrier; and,
- d. Obtaining a release from all participants in the race releasing the Village from any and all liability of any sort that may arise from the conduct of the race; and,
- e. Receiving approvals from the Town of Victor if any portion of the race is run in the Town of Victor; and,
- f. Providing adequate traffic control at the intersections of roadways throughout the race.

Resolution #83-16

Release of Funds – Karen Lynch Subdivision

On motion of Trustee Gary Hadden, seconded by Trustee Carol Commisso the following resolution was ADOPTED 5 AYES 0 NAYS

Resolved, to authorize the Treasurer to release from the Letter of Credit \$7,021.50 as per Chatfield Engineer's letter dated May 31, 2016. This release is for the Karen Lynch Subdivision (Balance remaining is \$2,074.60)

Trustees Reports

Michael Crowley – Mr. Crowley reviewed the May Fire Dept. report with Chief McAdoo. Ferris Terrace presented the 3-D renderings to the ZBA and the ZBA is expected to rule on the variances at the June meeting

Larry Rhodes - None

Carol Commisso – Ms. Commisso stated at the June URA meeting the Agency will be reviewing the Saratoga Plan.

Gary Hadden – Mr. Hadden stated he and Ms. Commisso attended the Cemetery committee meeting. Dianne Parks, the current chairperson is resigning and Bonnie

Warters is taking over. Ruth Nellis has offered to plant wildflowers in Harlan Fisher Park. Ms. Nellis would also like to create a labyrinth in Harlan Fisher Park.

Mayor Report

Mayor Ashton stated he would like to move forward with forming a Strategic Plan Committee to develop a 1 year, 5 year and 10 year Strategic Plan. Mayor Ashton met with the Mayor of Spencerport who stated they took 5 years to get a Plan in place. Mayor Ashton would like 1 member from each board to be on the committee along with 5 Village residents.

Mr. Crowley feels we may not be qualified to put this Plan together and look into hiring a consultant to work on the Plan. Mr. Rhodes would like to follow Kathy's lead on applying for a grant to help pay for the consultant. Ms. Commisso fees we should start with a vision statement. Mr. Hadden brought up the Parks & Rec Master Plan, which they are in the process of reviewing.

Mayor Ashton stated the County Planning Board has hours available to the Village to help facilitate this process. Mayor Ashton would like to mail out notices looking for volunteers for this committee, putting something in the newspaper explaining what we are looking for. Mayor Ashton would like a committee together in Sept.

Mayor Ashton stated for the June 20 meeting, the Fire Dept. line officers will be sworn in at 6:30 and at 7:00 four people will be presented with lifesaving awards from the Mayor for an incident in April. Mayor Ashton has contacted the media.

National Night Out will be on Wed. Aug. 3 from 5:00 to 8:00 in Mead Park.

Mayor Ashton would like to enter into executive session after the Attorney's Report.

Attorney Report

None

Executive Session

On a motion made by Mayor Jason Ashton, seconded by Trustee Gary Hadden, the following resolution was ADOPTED 5 AYES 0 NAYS

Resolved to enter into Executive Session to discuss a personnel issue.

Ms. Hogenes and Attorney Holter exited at 8:45pm

On a motion made by Mayor Jason Ashton, seconded by Trustee Carol Commisso, the following resolution was ADOPTED 5 AYES 0 NAYS

Resolved to exit out of Executive Session.

Adjournment

Meeting adjourned on motion at 9:02pm.

Pamela Hogenes, Village Clerk