

6:00 PM TOWN BOARD WORKSHOP-GIS Web Based Mapping System, LaBella Associates

A regular meeting of the Victor Town Board was held on January 22, 2018 starting at 7:00 PM with the following members present:

PRESENT:

Supervisor	Jack Marren
Councilman	David Condon
Councilman	David Tantillo
Councilman	Mike Guinan
Councilman	Ed Kahovec

OTHERS PRESENT: Karen Bodine, Town Clerk; Frank Pavia, Town Attorney; Mark Years, Highway Superintendent; Brian Emelson, Parks & Recreation Director; Steve Metzger, Town Engineer; Lisa Roberts, Gregg Richards, Larry Fisher, Mark Bayer, Josh Raymor, David Nankin, Neil Stein and Kim Kinsella.

Supervisor Marren called the meeting to order at 7:04 PM, and made the following announcements:

1) Everyone was asked to sign in on the attendance sheet, cell phones were requested to be turned off, and any private conversations or interviews to be conducted in the hallway or outside. Emergency exit locations were pointed out to the left and right sides of the Main Meeting Room.

The flag was saluted.

RESOLUTION #52

APPROVAL OF MINUTES

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

RESOLVED that the minutes of the regular meeting of December 27, 2017 hereby passed.

RESOLUTION #53

PAYMENT OF BILLS

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

RESOLVED that the bills be paid on Manifest #2 (2017) in the amount of \$110,494.80.

Documentation for these expenditures can be found on vouchers filed by numbers #20172843-20172893.

A- General Townwide	\$73,940.20
B- General Outside Village	\$117.80
DB – Highway Townwide	\$34,713.30
SS –S5 CVS Sewer	\$532.50
TA –Trust & Agency	\$1,191.00

Supervisor Marren reviewed each of the three large expenses that were included in Manifest #2 (2017

Purchase of rock salt, purchase of guide rail for various town roads, and fines and fees collected for the month of December 2017. Councilman Kahovec asked if the town gets any reimbursement for the guide rails. Superintendent Mark Years stated that normally the county helps with this, but at this time with Troy Paige being out, he had to find other resources. While doing repairs, Mark also installed a guide rail on Parish Road that had been needed for some time now. If there is an accident and the guide rail is taken out, it may be covered if there is a police report.

RESOLUTION #54
PAYMENT OF BILLS

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

RESOLVED that the bills be paid on Manifest #2 (2018) in the amount of \$465,879.80. Documentation for these expenditures can be found on vouchers filed by numbers #20180024-20180092.

A- General Townwide	\$271,886.97
B- General Outside Village	\$32,372.75
DB – Highway Townwide	\$161,620.08

Supervisor Marren reviewed each of the nine large expenses that were included in Manifest #2 (2018) Contribution to the V/F Ambulance Corp, LDC, Town Insurance with Selective, Salt, Rent for Town Courts, Rents for Victor Parks and Recreation, MVP Health Insurance, Weekly Computer Services provided to all the town facilities, Purchase of diesel fuel and winter mix.

PUBLIC COMMENT

Supervisor Marren requested public comment on any subject.

Neil Stein – 1722 Strong Road, Victor, Fishers Fire District. Mr. Stein commented that he attended the Fishers Fire Department Board of Commissioners Meeting last week and he was appalled at what he heard at the meeting. He felt there was a lack of organization and procedural accountability. He felt worried and expressed great concern about how his tax money is being used. They did not vote on consolidation as the agenda had said they were and they may vote next month. Asked the Board if they could show up at the Fishers Fire Board of Commissioners meetings to give a sense that more people are watching and it can't be business as it has been in the past. He felt it was not an encouraging experience.

Supervisor Marren thanked Mr. Stein for his attendance at the meeting and his comments. Supervisor Marren also expressed a sense of the lack of transparency, organization and their concern about protecting two million of reserve money if they consolidated. Also, the department has a number of credit cards for their members, when asked how many, maybe 20-25. Supervisor Marren stated that he would be meeting with two Commissioners tomorrow.

REPORTS SUBMITTED

Supervisor
 Town Clerk
 Highway
 Parks and Recreation
 Finance

Kim Kinsella and Steve Metzger gave an update on the Design and Construction standards for the Town of Victor. Steve gave highlands on some of the changes, modifying submission requirements for applicants to the Planning Board for project approvals. Clarifications on what is required for part of the record drawing process, clarification on street lighting, and the fire department contributed some suggestions for updates, miscellaneous type o's that were corrected. Also piping specs and asphalt specs that were updated to meet current standards and practices. Details that cleaned up requirements for driveways, streets, cross sections, pipe laterals, and manholes. This information is gathered over a period of time and when it becomes a critical mass that is when the changes are brought before the board for acceptance.

Supervisor Marren asked when the last update was done and Steve said somewhere in 2015-2016. Supervisor Marren also added that he saw several changes and additions with the fire protection and thanked both Kim and Steve for their work on this.

SUPERVISOR

Supervisor Marren distributed information in a submitted report to Town Board members, and discussed the following items:

Thursday February 1, 2018 at the Victor Central School Early Childhood Auditorium, there will be a Diction 101 Forum at 7:00PM. There will be Community discussion on substance misuse and abuse. The Victor Chamber taken the lead on this with support from the Kiwanis, Rotary, Lions Club and the Partnership for Ontario County.

TOWN CLERK

The Town Clerk read a request from Chipotle Mexican Restaurant for a liquor license and there were no objections.

TOWN BOARD COMMITTEE REPORTS

Councilman Kahovec as liaison for the transfer station reported that so far that we have sold 31 punch cards. Many complaints about expiration of the cards, requests for a one time drop off fee for \$25. Casey believes that many people will not purchase the punch cards until they have a lot to drop off to the transfer station. Over all running pretty smooth.

Councilman Condon reported that he had fielded a few questions concerning the Fishers Fire District. He feels the public is unaware of what they are paying in fire tax and maybe they don't care. The public needs to be educated on what is taking place with this fire district and it is going to take a concerted effort to get residents to start attending the meetings and raise some awareness to start putting pressure on the Commissioners. Councilman Condon also commented on the transfer station and the punch cards, stating that it would cost to take a truck load to AlpcO. He added that it seems to be going smooth and asked Superintendent Years to keep track of the man hours and maybe there doesn't have to be three guys unloading the vehicles.

Mark commented that it may be an insurance/liability issue with residents unloading their own garbage, he was going to check on it. Conversation was that a year ago there was a letter sent out to residents letting them know of the changes at the transfer station. Mark stated that there has been savings on the hauling of materials, wear and tear on the trucks, and savings on the dumping fees.

Councilman Guinan also commented that the guys at the transfer station have been doing a great job of checking permits when residents come in.

RESOLUTION #55SOUTHGATE HILLS (FORMERLY EAST VICTOR ROAD) SUBDIVISION - ACCEPTANCE OF DEDICATION

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

WHEREAS BRW of Greece LLC, developer of the Southgate Hills (formerly East Victor Road) Subdivision, has offered to dedicate to the Town of Victor the sanitary sewer system as set forth in the Town Engineer's letter of January 17, 2018; and

WHEREAS, the Engineer for the Town has indicated by letter dated January 17, 2018 the sanitary sewer system is acceptable to be dedicated to the Town; and,

WHEREAS, BRW of Greece, LLC has posted a Maintenance Bond No. 71987825 in the amount of \$17,764.00 which is the amount recommended by the Town Engineer in a letter dated January 17, 2018, to be held for two (2) years after the acceptance of the dedicated facility; now, therefore, be it

RESOLVED, AS FOLLOWS:

That the Town of Victor hereby accepts dedication of the sanitary sewer system located within the right-of-way as they either lie within the dedicated right-of-way or the Town has previously been granted easements.

That the dedication of the said system 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., Highway Superintendent, Engineer for the Town, and BRW of Greece, LLC.

RESOLUTION #56

SOUTHGATE HILLS (FORMERLY EAST VICTOR ROAD) SUBDIVISION, LETTER OF CREDIT, RELEASE 5

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

WHEREAS, BRW of Greece, LLC, received Planning Board approval for Southgate Hills (Formerly 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 Bank of Castile Bank Irrevocable Letter of Credit No. 520005439 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. 5 dated January 16, 2018 and recommends in his letter January 17, 2018 that \$117,513.86, be released from said Letter of Credit; now, therefore, be it

RESOLVED that the Town Board hereby approves Release No. 5 on the Bank of Castile Bank Irrevocable Letter of Credit No. 520005439 in the amount of \$117,513.86, as recommended by the Town Engineer conditioned upon payment of all engineering and inspection fees owed to the Town and providing a maintenance bond in the amount of \$17,764.00 for a period of two years for the sanitary sewer; and further

RESOLVED that given said release, there now remains \$143,054.83 in said Letter of Credit; and further

RESOLVED that a copy of this resolution be forwarded to the Engineer for the Town, BRW of Greece, and BME Associates.

RESOLUTION #57

REQUEST FOR CERTIFICATE OF LIABILITY INSURANCE WAIVER

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

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 which is in accordance with the Town's insurance requirements 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 vendor, who is 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>	<u>Reason for Exemption</u>
Outside the Box Entertainment	Winterfest Concert and Show	Victor Recreation Center	\$450.00	February 10, 2018	Not Applicable

Now, therefore be it

RESOLVED that the Town Board grants the Certificate of Liability Waiver for the following service provider:

<u>Vendor</u>	<u>Event</u>	<u>Location of Event</u>	<u>Amount of Contract</u>	<u>Duration of Contract</u>	<u>Reason for Exemption</u>
Outside the Box Entertainment	Winterfest Concert and Show	Victor Recreation Center	\$450.00	February 10, 2018	Not Applicable

And be it further

RESOLVED that a copy of this resolution be sent to Brian Emelson, Director of Parks and Recreation; Town Clerk, Finance Department and Matthew Roy, Outside the Box Entertainment Group.

RESOLUTION #58

AUTHORIZATION TO ENTER INTO AGREEMENT - OUTSIDE THE BOX ENTERTAINMENT FOR CONCERT AND SHOW AT WINTERFEST

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

WHEREAS, the Department of Parks and Recreation seeks to offer a concert and show at its annual Winterfest event; and

WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement with Outside the Box Entertainment to provide a concert and show to be held on Saturday, February 10, 2018 from 1:00 – 2:30 pm for a fixed fee not to exceed of Four Hundred Fifty Dollars (\$450.00); and

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

WHEREAS, funds are included and available in the 2018 Operating Budget line item A7550.4 Celebrations 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 Outside the Box Entertainment to provide a concert and show to be held on Saturday, February 10, 2018 from 1:00 – 2:30 pm for a fixed fee not to exceed of Four Hundred Fifty Dollars (\$450.00), said funds are included and available in the 2018 Operating Budget line item A7550.4 Celebrations 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; Karen Bodine, Town Clerk; and Matthew Roy, Outside the Box Entertainment Group.

Councilman Condon asked about a link to view to the system to see how many people show up to these events. Brian Emelson stated a link was sent to create a log on and he said Felicia would generate the link again. Brian said once logged on administratively you can see minimum and maximum actual totals of residents participating, excluding special events when not taking a registration, like concerts series and hang around Victor day. Brian offered this to all the Board if they want to use this, Councilman Kahovec said he would like this link.

TOWN OF VICTOR PARKS AND RECREATION MASTER PLAN UPDATE DISCUSSION

Brian Emelson presented the Parks and Recreation Master Plan Update to the Board. The initial Master Parks and Recreation Plan was originally developed in 2002 when the department was first professionalized having full time staff and expanding its parks system most notably with a master plan for Dryer Road Park. Initially the Parks and Recreation Master plan was adopted in April of 2007, since that plan these items were identified. VMP was planned for and dedicated to the community in 2010, a lodge was constructed and opened in 2012. The Auburn Trail extension project which was designed and constructed. Improvements to Mary Francis Bluebird Haven, including renovations to Butler Cottage, which was a private residence before the town acquired the property and now rents out to residents. Construction of an assessable fishing dock at Mary Francis Bluebird Haven, a garden and expansion of the parking lot there also. Victor Hiking Trails have completed a number of projects, Fishers Park tennis courts and picnic areas. Playground upgrade and landscaping improvements at Harlan Fisher Park within the Village. More recently, a new box rink for Lacrosse and Soccer activities at Dryer Road Park. Several trail boardwalks, bridges and wildlife viewing opportunities also in the plan for Lehigh Crossing Park. Athletic field improvements to the Village on the Park as well re-organizing the mowing operations for the Drumlin at the park for sledding. The Historic Parks cemetery was revitalized. Opened the recreation center at Lehigh Crossing in January of 2016. Collaborated with The Victor Central School District to construct sidewalks as part of the safe routes to school project which was also a part of the plan. This summer more sidewalks will be constructed on Lane and High Street through the Victor Community Connectivity project. Several citizen advisory committee members working on various projects as part of the Parks and Recreation Master Plan.

Brian stated how important the public outreach and community engagement is in this whole process of master planning. It is critical to get the proper public surveys and meetings. The steering committee started in October 2017 to request authorization for proposals for the project. Nine proposals were received, and 3 were short listed. Brian stressed how much our community has changed and grown in the last ten years. Brian pointed out that Victor is in a unique position due to our rapid residential and commercial growth and we are still growing. The key here is to have an actionable plan and implement it to conform to the community that will use it. In addition, a large public open house for the project and more programmatic community outreach and collaboration with civic organizations. Brian pointed out that the last survey of the public did not turn out well, so this time an electronic survey would be done. He also pointed out several acres of land that could still be developed, like Paparone on Brace Road.

Supervisor Marren commented on the proposals received and the wide spread difference in hours figured into this Master Plan by the companies.

Councilman Kahovec asked time frame of this Master Plan, usually 5 to 10 years, but Bayer was recommended due to their unique cultural and historical approach.

Councilman Condon asked about more specifics on what Bayer has done.

Mark Bayer spoke to the board about projects they have completed for the Town of Brighton and City of Rochester. Mark also stated they will get a survey out in collaboration with the Parks Dept. and engage to help determine Victor's Park identity. He also commented on the hours put in the proposal, that with ten parks and 60 miles of trail, 400 plus acres, 300 hours would not be enough to do this project justice.

Councilman Tantillo feels it would be impossible to narrow down a time frame due to the growing population and the services that are being asked for. He feels we definitely need it and hopefully this will be a guide for the future with Parks and Recreation for developers.

Attorney Frank Pavia asked about the agreement between Bayer and the town.

Councilman Condon also asked Barb Cole how much money would be coming out of the Trust Fund for the Parks and Recreation. Barb felt there was \$30,000 budgeted for the master plan, but she will check on it.

Councilman Kahovec commented on the nice job that Bayer did on their time and thought process that went into their proposal.

RESOLUTION #59

AUTHORIZATION FOR TOWN SUPERVISOR TO ENTER INTO AGREEMENT WITH BAYER LANDSCAPE ARCHITECTURE FOR PARKS AND RECREATION MASTER PLANNING SERVICES IN SUPPORT OF THE (2018) TOWN OF VICTOR PARKS AND RECREATION MASTER PLAN UPDATE

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

WHEREAS, it is the desire of the Town Board, the Department of Parks and Recreation and the Parks and Recreation Citizens' Advisory Committee to have the current Master Plan updated to reflect the parks and recreation needs and desires of our residents; and

WHEREAS, the Town Board authorized the Supervisor to solicit proposals for Parks and Recreation Master Planning Services by Resolution #408 on October 23, 2017; and

WHEREAS, the Director of Parks and Recreation issued a Request for Proposals (RFP) and the Interim Town Clerk advertised the Legal Notice in the Daily Messenger for said professional services on October 26, 2017; and

WHEREAS, a Project Advisory Team including the Director of Parks and Recreation, Lisa Roberts, Larry Fisher and Mark Robbins of the Parks and Recreation Citizens' Advisory Committee reviewed nine (9) proposals that were received; and

WHEREAS, the Project Advisory Team met on November 28, 2017 to review and rank the proposals and select the top three (3) firms to interview; and

WHEREAS, a series of interviews were conducted on December 11-12, 2017 by the members of the Project Advisory Team of the final three (3) firms submitting proposals based on the rankings;

<u>Firm</u>	<u>Not-to-Exceed Cost</u>	<u># of Project Hours</u>
Bayer	\$80,930.00	730
Barton & Loguidice	\$33,340.00	300
McCord/Labela	\$29,727.00	414

and

WHEREAS, it is the recommendation of the Project Advisory Team that Bayer Landscape Architecture be awarded the contract for Parks and Recreation Master Planning Services in association with the (2018) Town of Victor Parks and Recreation Master Plan Update per the Scope of Services (Exhibit A) in an amount not to exceed Eighty Thousand Nine Hundred Thirty Dollars (\$80,930.00); and

WHEREAS, funds are available for this project in the Capital Parks Reserve Fund (CP7183); now, therefore, be it

RESOLVED that the Town Board authorizes the Town Supervisor to enter into agreement with Bayer Landscape Architecture for Parks and Recreation Master Planning Services in association with the (2018) Town of Victor Parks and Recreation Master Plan Update per the Scope of Services (Exhibit A) in an amount not to exceed Eighty Thousand Nine Hundred Thirty Dollars (\$80,930.00); and further

RESOLVED that a copy of this resolution be forwarded to Brian Emelson, Director of Parks and Recreation; Karen Bodine, Town Clerk; Barbara Cole, Director of Finance; Lisa Roberts, Mark Robbins, Larry Fisher, Parks and Recreation Citizens' Advisory Committee and Mark Bayer / Joshua Raymor, Bayer Landscape Architecture.

Brian Emelson presented the Parks and Recreation Master Plan Update to the Board. The initial Master Parks and Recreation Plan was originally developed in 2002 when the department was first

professionalized having full time staff and expanding its parks system most notably with a master plan for Dryer Road Park.

RESOLUTION #60

RECOMMENDATION OF THE APPOINTMENT OF MARTIN AVILA AS THE TOWN OF VICTOR REPRESENTATIVE TO THE ONTARIO COUNTY PLANNING BOARD

Supervisor Marren recognized Tim Maher for his efforts for stepping up and representing the Town of Victor.

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

WHEREAS, Timothy Maher submitted his resignation as Town of Victor representative to the Ontario County Planning Board on September 13, 2017; and

WHEREAS, the Victor Town Board wishes to thank Timothy Maher for all of his hard work and dedication in representing the Town of Victor on the Ontario County Planning Board since 2015; and

WHEREAS, the Ontario County Board of Supervisors requests a formal recommendation from the Victor Town Board as to the name of an individual to represent the Town of Victor for a Five (5) year term on the Ontario County Planning Board; and

WHEREAS, the Victor Town Board hereby recommends that Martin Avila be appointed to represent the Town of Victor on the Ontario County Planning Board for a Five (5) year term, commencing upon approval from the Ontario County Board of Supervisors; now be it further

RESOLVED that the Victor Town Board hereby recommends to the Ontario County Board of Supervisors that Martin Avila be the representative for the Town of Victor on the Ontario County Planning Board for a Five (5) year term, commencing upon approval from the Ontario County Board of Supervisors; and further

RESOLVED that a copy of this resolution be forwarded to the Ontario County Board of Supervisors, Timothy Maher, Human Resources Office, Kimberly Kinsella, Ernie Santoro, Town Clerk, and the Ontario County Planning Board – Linda Phillips

RESOLUTION #61

AUTHORIZATION TO ENTER INTO AN INTER-MUNICIPAL AGREEMENT – ONTARIO COUNTY SHERIFF'S OFFICE – COURT SECURITY

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

WHEREAS, the Town Justices' have identified the need for additional court security in the operation of the Town Court; and

WHEREAS, Ontario County, by contracting with the Ontario County Sheriff and pursuant to General Municipal Law Section 119-o, has agreed to provide these services for the terms and conditions outlined in an Inter-Municipal Agreement for Court Security Services; and

WHEREAS, the cost of the services is Twenty Five Thousand Five Hundred dollars (\$25,500.00) payable to Ontario County for the term of this contract; and

WHEREAS, funds are included and available in the 2018 Budget line item A.1110.4 Justices Contractual; now, therefore, be it

RESOLVED, that the Town Board authorizes the Supervisor to enter into an Inter-Municipal Agreement with Ontario County, for additional court security at the Town Court at a cost not to exceed Twenty Five Thousand Five Hundred dollars (\$25,500.00) for the terms listed in the contract, said funds are included and available in the 2018 Budget line item A.1110.4 Justices Contractual; and further

RESOLVED, that the term of this Agreement shall commence on January 1, 2018 and shall terminate on December 31, 2018; and further

RESOLVED, that a copy of this resolution be forwarded to Karen DeMay, Clerk, Ontario County Board of Supervisors; Ontario County Sheriff's Office, Judge Reid Holter, Supervisor Jack Marren, Karen Bodine, Tina Kolaczyk and Barb Cole.

RESOLUTION #62

AUTHORIZATION FOR TOWN SUPERVISOR TO ENTER INTO AN INTERMUNICIPAL AGREEMENT WITH THE TOWN OF FARMINGTON FOR SHARED SAFETY REGULATIONS OFFICER SERVICES

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

WHEREAS, the Town of Farmington is currently in need of a Safety Coordinator to assist with safety training and compliance items; and

WHEREAS, the Town of Victor and the Town of Farmington have agreed to utilize the shared services of a Safety Regulations Officer employed by the Town of Victor, per the Agreement identified as Schedule A and kept in the subject file in the Town Clerk's office; and

WHEREAS, the Town of Victor will bill the Town of Farmington at the beginning of each month for the total hours used in the prior month at an hourly rate of Forty Six dollars and One cent (\$46.01)/hour and an overtime hourly rate of Sixty Nine dollars and One cent (\$69.01)/hour, not to exceed Four Hundred Seventy Eight (478) hours in 2018 and/or a total cost of Twenty Two Thousand dollars (\$22,000.00); now, therefore be it

RESOLVED, that the Supervisor is authorized to enter into an Intermunicipal Agreement with the Town of Farmington for the shared services of the Town of Victor's Safety Regulations Officer at a rate of Forty Six dollars and One cent (\$46.01)/hour and an overtime hourly rate of Sixty Nine dollars and One cent (\$69.01)/hour, not to exceed Four Hundred Seventy Eight (478) hours in 2018 and/or a total cost of Twenty Two Thousand dollars (\$22,000.00); and be it further

RESOLVED that a copy of this resolution be sent to Scott Hopkins, Safety Regulations Officer; Highway Superintendent, Finance Department, Human Resources, Town Clerk, and the Town of Farmington Supervisor.

RESOLUTION #63

AMEND THE TOWN OF VICTOR DESIGN AND CONSTRUCTION STANDARDS FOR LAND DEVELOPMENT

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

WHEREAS, the Town Engineer has identified the need to amend the Design and Construction Standards of the Town of Victor; now therefore be it

RESOLVED that the following amendments to the Town of Victor Design and Construction Standards be made as follows:

All provisions of the 2017 document shall remain in full force and effect except as specifically described in the following proposed changes.

SECTION 1

Item 1-1 Modify Section 1.3.3 ELECTRONIC FORMAT SUBMISSION REQUIREMENTS

Effective January 1, 2004, approved subdivision maps, including utilities, utility easements, conservation easements, lot consolidations, lot line adjustments and record drawings shall be submitted in electronic format. This format shall be AutoCAD 2002 or latest version, in "dwg" file format, with viewports open and in the same layers as the approved drawings. **Provide file in the "State Plane Central" coordinate system.**

Item 1-2 Modify Section 1.3.3.2 Electronic Files of Record Drawings

Before the Town releases all funds remaining in the surety posted for construction, ~~three (3)~~ **two (2)** copies of electronic files of approved record drawings shall be submitted along with ~~one (1)~~ **five (5)** paper ~~copy~~ **copies** to the Town Engineer.

Item 1-3. Modify Section 1.7.4 MONUMENTS AND PROPERTY CORNER MARKERS

Monuments shall be set in the required locations as shown on the final subdivision plat approved by the Planning Board, and shall be on the record drawings. All permanent property corner markers shall be in place for each lot. **Conservation easement markers shall be shown on the final subdivision plat, but will be installed when each lot is developed.**

Item 1-4 Modify Section 1.7.7 RECORD DRAWINGS

Following approval by the Town Engineer, record drawings for minor subdivisions shall include one (1) set of electronic files and four (4) paper prints and shall be submitted as final to the Town. Record drawings for major subdivisions and commercial development projects shall include two (2) sets of electronic files and ~~four (4)~~ **five (5)** paper prints and shall be submitted as final to the Town.

Item 1-5 Modify Section 1.7.7

9. Show surveyed location of ~~conservation easement markers and pins. Annotate marker as SET MARKER, a.~~ Annotate pin as SET PIN.

Item 1-6 Modify Section 1.8.1 Submission Requirements for Minor Subdivision Plan, General

9. Covenants, easements ~~or~~ **and** deed restrictions affecting the proposed subdivision.

Item 1-7 Add Item 23 to Section 1.8.1 Submission Requirements for Minor Subdivision Plan, General

23. Tax Map available from Ontario County Real Property Services with property proposed for subdivision outlined and with adjoining property owners shown.

Item 1-8 Add Items 11 and 12 to Section 1.10.6 STREETS AND ROADS

11. Profiles of proposed streets

12. Intersection Lighting

Item 1-9 Modify Section 1.11.6 STREETS AND ROADS. Renumber all remaining items appropriately.

1. Lines and grades of proposed streets.
2. Typical cross-sections of proposed streets.
- ~~3. Profiles of proposed streets.~~
4. Proposed location of monuments.
5. Easements including descriptions and dimensions.
6. Note on plan indicating that street and traffic signs shall be provided as required by the Design and Construction Standards.
7. Approval for open cut road crossings shall be obtained from Highway Superintendent. Include Town's standard detail for typical road crossing.

8. Street and traffic sign locations, size, and MUTCD designation shown.

Item 1-10 Modify Section 1.12.1 SUBMISSION REQUIREMENTS FOR SITE PLANS, GENERAL

10. **Covenants, easements or and** deed restrictions affecting the proposed site.

Item 1-11 Add Item 7 to Section 1.12.6 ROADS AND PARKING AREAS

7. Intersection Lighting

SECTION 2

Item 2-1 Add Item 10 to Section 2.9.5 INTERSECTION DESIGN REQUIREMENTS

10. Provide intersection lighting as required by the Planning Board.

Item 2-2 Modify Section 2.9.16.4 Fire Department Requirements

Residential driveways for one and two family dwellings that extend beyond 250' must be designed to support HS-25 loading, require a 30' x 10' pull over lane every **250'** ~~300'~~, and a turn-around point near the house but beyond the collapse zone (distance equal to 1.5 times the measure of the peak of the structure to final grade) of the building.

Item 2-3 Modify Section 2.9.18 STREET LIGHTING

All major commercial and industrial subdivisions with dedicated roads shall create a lighting district. However, in major residential subdivisions, individual homeowner lamp posts shall be installed in lieu of a Rochester Gas & Electric Corporation lighting district. Lamp posts will be required prior to issuance of a Certificate of Occupancy. The lamps shall have photo electric devices and be maintained by the property owner. Lamp posts shall have uniform location of 20 feet from right-of-way and use uniform light fixtures.

In instances where a lighting district is created, street lighting fixtures are to be installed, owned and maintained by Rochester Gas & Electric Corporation. Street lighting fixtures shall be what is known by Rochester Gas & Electric as "Colonial". Light fixtures are spaced approximately 150 feet apart.

Provide intersection lighting as required by the Planning Board.

A street lighting plan showing the location of street lighting fixtures shall be submitted as part of all Final Subdivision Plans.

Item 2-4 Add items to Section 2.10.4 Hydrants and Fire Department Connections

Hydrants located on cul-de-sacs or dead-end roads will have hydrants situated at the end of the cul-de-sac/ road.

Hydrants serving fire department connections (FDC) must be situated within 100 feet of the FDC but outside the collapse zone(s) of the building (distance equal to 1.5 times the measure of the peak of the structure to final grade).

Additional hydrants are to be provided when the distance of apparatus path of travel exceeds 500' from nearest street hydrant and/or additional apparatus, including pumpers and aerial devices, would be blocked from accessing building by supply hose of first arriving apparatus.

Private fire hydrants shall have independent supply lines, not shared with sprinkler supply lines.

FDCs to be 5" Storz connections with 30-degree downturn elbow.

Item 2-5 Add new sub-section to Section 2.10 FIRE SERVICE PROVISIONS

2.10.5 Combustible Mulch

Combustible mulch shall be separated from buildings by a two-foot noncombustible barrier of decorative stone or pavement.

Combustible mulch shall not be used along main walkways or within 10-feet of exit doors where people may congregate to smoke.

SECTION 3Item 3-1 Modify 3.3.8.2 Concrete Cradle

NYS DOT ~~504-2~~ **Section 501**, Portland Cement Concrete, Class B with 1-1/2 inch maximum slump. When approved by the Engineer, water may be omitted from the mix.

Item 3-2 Add item to Section 3.5

All new hydrants shall include a reflective hydrant marker. The marker shall be 3/8" diameter fiberglass rod, with red and white reflective banding, a heavy-duty stainless steel spring, and be top-mounted. Markers shall be in place prior to the final surety release.

Private hydrants shall be equipped with a hydrant marker that shall be attached to a bonnet bolt. Marker shall be 60-inches in height, colored red with silver reflective striping. Maintenance of markers on private fire hydrants shall be the responsibility of the Fire Department.

Item 3-3 Correct a minor typographic error in Section 3.6.1.1 Polyvinyl Chloride (PVC) Main Sewer

ASTM D3034 SDR 35, PVC Plastic Gravity Sewer Pipe with elastomeric gasket joints. Provide 4 inch diameter branch fittings. Use ~~SDR-24~~ **SDR-21** PVC pipe for sewers deeper than 16 feet.

Item 3-4 Modify the material allowed in 3.6.1.2 Polyvinyl Chloride (PVC) Building Sewer

ASTM D3034-~~SDR-35~~-**21**, PVC Plastic Gravity Sewer Pipe and fittings with elastomeric gasket joints. Glued joints will not be allowed.

Item 3-5 Modify Section 3.6.1.7 Concrete

Concrete for backing, bracing, encasement and cradle shall be NYS DOT ~~504-2~~ **Section 501**, Portland Cement Concrete, Class B, 2-inch maximum slump. Water may be omitted from the mix for cradle and encasement when approved by the Engineer.

Item 3-6 Add specifying materials (and renumber remaining sections) to 3.7.1 MATERIALS FOR STORM DRAINAGE SYSTEM**3.7.1.4 Polyvinyl Chloride (PVC) Building Sewer**

ASTM D3034-SDR 35, PVC Plastic Gravity Sewer Pipe and fittings with elastomeric gasket joints. Glued joints will not be allowed.

3.7.1.5 Perforated Piping Between Catch Basins, Underneath Town Road.

12-inch diameter and larger, NYS DOT 706-12 Smooth Interior Corrugated Polyethylene Pipe

Item 3-7 Modify Section 3.7.1.4 Concrete (renumbered)

3.7.1.6 NYSDOT ~~501-2~~, **Section 501**, Portland Cement Concrete, Class A., ~~conforming to NYSDOT 501-1, 501-2, and 501-3.~~

Item 3-8 Modify Section 3.7.1.8 Concrete Cradle (renumbered)

3.7.1.10 NYSDOT ~~501-2~~ **Section 501**, Portland Cement Concrete, Class B, 2-inch maximum slump.

Item 3-9 Clarify specifying materials in 3.8.1 MATERIALS FOR STORM DRAINAGE SYSTEM

3.8.1.4 Filter Fabric for Underdrain **and Perforated Pipe**

High porosity nonwoven geotextile fabric composed of polypropylene filaments, Mirafi 140N as manufactured by Mirafi, Inc.

Item 3-10 Modify Section 3.8.1.9 Asphalt Concrete

NYSDOT Section 400, Bituminous Plant Mix, Type 3 (**19.0 mm**) Binder Course and ~~Type 7~~ **Type 6F (12.5 mm)** Top Course.

Item 3-11 Modify Section 3.8.1.10 Concrete

NYSDOT ~~501-2~~ **Section 501**, Portland Cement Concrete ~~conforming to NYSDOT 501-1, 501-2, and 501-3.~~ Class and compressive strength as specified.

Item 3-12 Modify Section 3.8.6.2 Asphalt Concrete Binder

Binder shall be constructed to a minimum compacted thickness of three ~~and a half~~ (3 1/2) inches, or greater thickness as shown on the drawings, in accordance with applicable requirements of NYSDOT 402-3 and 403-3. The material shall be placed with a self-propelled bituminous paver conforming to NYSDOT 402-3.02, and compacted with vibrator type or static steel wheel type roller conforming to NYSDOT 402-3.04. Contractor to place all essential safety markings on binder course.

Item 3-13 Modify Section 3.8.6.3 Asphalt Concrete Top

Before placing of the top course, the binder shall be cleaned of mud, dust and debris, and shall be inspected by the Town Highway Superintendent. Tack coat shall be applied at a rate of 0.1 gallon per square yard before placing the top course. Any depressions or settlements in the binder shall be repaired by shimming before applying the tack coat and placing the top course.

Top course shall be constructed to a minimum compacted thickness of one **and a half** (1 1/2) inch, or greater thickness as shown on the drawings, in accordance with applicable requirements of NYSDOT 402-3 and 403-3.

Placing and compaction shall be as specified for the binder course.

Item 3-14 Correct a minor reference error in Section 3.8.11 PROPERTY CORNER MARKERS

During construction lots may be staked with wood hubs. After construction and final grading is completed, permanent corner markers consisting of 3/4-inch diameter solid steel rod 24-inches long shall be set by a Licensed Surveyor at all corners of each lot.

The top of the rod shall be set 1/4-inch lower than adjacent finished grade.

At the option of the property owner, monuments conforming to Section ~~3.8.9~~ **3.8.10** may be used in lieu of steel rods.

SECTION 4

There are no items to be revised in Section 4.

SECTION 5

Item 5-1 Minor typographic correction to Section 4.18

4.18 Where minimum corner clearance cannot be met, due to specific site conditions, a corner clearance of at least 125 **feet** or greater should be provided.

Item 5-2 Delete Table 2, "Posted Speed Limit and Desirable Access Spacing on Highways within the Town of Victor" to eliminate conflicts with Town Board action.

SECTION 6

Item 6-1 Minor typographic corrections:

- RS-6 Driveway Layout. Replace "DESIRERED" with "DESIRED".
- ST-1 Storm sewer drainage manhole set in pavement or grass. Replace "ARCHIVE" with "ACHIEVE"

Item 6-2 Add annotation calling out geotextile on TR-3 HDPE & PVC Perforated Pipe Storm Sewer Bedding Detail (line work is shown).

Item 6-3 Modify RS-9 Typical Roadway Sections Alt A to reflect changes made to the pavement width in earlier revisions. Extend the foundation course to 28 feet (from 26 feet. Pavement width was increased from 20 feet to 22 feet, plus 0.5 feet outside of each gutter).

Item 6-4 Modify details TR-1, TR-2, and TR-3. Eliminate the 1'-0" dimension from the surface to the warning tape. Modify Note 3 on TR-1 and TR-2, and also annotation on TR-3:

~~6" WIDE UNDERGROUND DETECTABLE WARNING TAPE SHALL BE USED DURING INSTALLATION OF ALL NON-METALLIC STORM AND SANITARY PIPES. SHALLOW BURY TAPE 6" - 12" FROM FINISHED GRADE, ENSURING MAXIMUM DISTANCE BETWEEN WARNING TAPE AND BURIED PIPE.~~

FOR PIPES UP TO FOUR FEET DEEP, INSTALL DETECTABLE TAPE BURIED AT MANUFACTURER'S RECOMMENDED DEPTH. FOR PIPES DEEPER THAN FOUR FEET, IN ADDITION TO THE DETECTABLE WARNING TAPE, INSTALL NON-DETECTABLE WARNING TAPE A MINIMUM OF ONE FOOT ABOVE THE PIPE.

Item 6-5 Modify SA/ST-4 and SA/ST-5. Replace SDR-35 with SDR-21 on building sewer.

Item 6-6 Modify RS-9 and RS-10, Local Street, 3" Binder Course and 1.5" Top Course (currently 3.5" binder and 1" top). Modify RS-9 and RS-10 to reflect the change in Top Course (from 7 to 6F).

RESOLVED, that a copy of this resolution be forwarded to the Town Engineer.

RESOLUTION #64

SET PUBLIC HEARING – LOCAL LAW NO. _____ - 2018 TO AMEND THE TOWN OF VICTOR EMPLOYEE RECOGNITION PROGRAM

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

WHEREAS, the Customer Service Committee made recommendations to the Town Board of revisions to the current employee recognition program; and

WHEREAS, the Town Board finds that the employee recognition program should be revised to allow all employees the opportunity to participate in order to be recognized as an exemplary employee; and

WHEREAS, a draft of said local law is on file with the Town Clerk; now, therefore, be it

RESOLVED by the Town Board that a Public Hearing shall be had on the 12th day of February, 2018 at 7:30 p.m. for the purpose of adopting a local law to amend the Town of Victor Employee Recognition Program; and be it further

RESOLVED that the Town Clerk advertise for said Public Hearing in a manner consistent with law.

On motion of Councilman Condon, seconded by Councilman Kahovec, the meeting was adjourned at 8:20 PM.

Respectfully submitted, _____ Karen C. Bodine, Town Clerk