

6:00 PM Town Board Workshop- Access Management Workshop, Tom Harvey, Ontario County Director of Planning

A regular meeting of the Victor Town Board was held on March 12, 2018 starting at 7:05 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; Kim Kinsella, Brian Emelson, Parks & Recreation Director; Doug Fisher, Kate Crowley, Lee Wagner, David Nankin, Kathy Rayburn, Steve Metzger, Neil Stein, Randy Shea, Sue Stehling, Tim Brown and Gary Hadden.

Supervisor Marren called the meeting to order at 7:00 PM, and made the following announcements:

- 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.
- Birthdays for employees in the month of March

The flag was saluted.

RESOLUTION #109

APPROVAL OF MINUTES

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

RESOLVED that the minutes of the regular meeting of February 12, 2018 be approved.

RESOLUTION #110

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 #5 in the amount of \$256,079.85.

These expenditures can be found on vouchers filed by numbers: # 20180313-2018462.

A -General Townwide	\$146,158.32
B - General Outside Village	\$11,650.92
DB – Highway Townwide	\$51,960.22
SF1-Victor Fire Protection	\$23.88
SL1 –Fishers Light	\$14.03
SL2 –Brookwood Meadows Light	\$12.07
SL3 –High Point Light	\$83.23
SL4 –Cobblestone Light	\$154.18
SL5 –Quail Ridge Light	\$28.16
SL6 –Rolling Meadows Light	\$34.85
SL7 –Legacy at Fairways	\$30.84
SL8 –Stoneleigh Light	\$11.65

SS – Consolidated Sewer	\$22,425.00
TA –Trust & Agency	\$23,492.50

Supervisor Marren reviewed each of the four large expenses that were in the range of, or exceeded \$10,000 included in Manifest #5.

- LaBella- Town costs after charge backs
- MVP – Health Care
- 2018 Budgeted Contribution to Boughton Park Commission
- American Rock Salt- road salt

PUBLIC CONCERNS & COMMENTS:

Neil Stein - 1722 Strong Road, Neil asked about the overlapping jurisdictions that come in to play when talking about an access management plan when the village resides totally in the town.

Supervisor Marren expressed that it his understanding now and also from his experience on the Village Board that they would work together unilaterally.

Kathy Rayburn, Director Economic Development - Kathy brought the board up to date on the Route 96 Strategic Infrastructure Improvement Plan. The committee had a final meeting on March 7th and at the meeting feedback with minor changes and additions was provided to the consultant Rich Perrin from T.Y. Lin. He will be making the changes and provide a copy to the board of the draft the week of March 19th, to have it ahead of the March 26th meeting when Rich Perrin will come back and submit a short presentation on the plan along with Mark Tayrien from LaBella on the environmental review that will also have to be done.

Kathy continued with an overview of economic development and LDC for 2017 to show the board the activities that they have been involved in. Kathy noted all who are now on the LDC board. It has been fourteen years that the Business Awards Luncheon has been successful and grown honoring over 200 businesses to date. This year they will be handing out 22 awards, key note for this year is Vic Salerno from O'Connell Electric.

Kathy spoke about the things that go into business outreach, everything from start- up assistance, relocation, building and site availability. In some cases, Kathy helps with landlord issues, networking or just giving some direction. Kathy has kept tract of the business interaction calls and then she put them in categories, like start up's, relocation, real-estate, and then recruitment. Spoke that the area of recruitment has not been an aggressive area and would like to improve on. She also spoke about the financial support that is provided through the LDC. Kathy also spoke about grant money that was received to help with new businesses and renovations of existing businesses both with town and village. Kathy worked with town department heads to create a list of projects that could use grant money. She also is taking a grant management class and will be taking a writing grant money class to assist the grant money process.

Kathy also highlighted some accomplishments:

- assisted with five start-up businesses
- the Village updating their code
- Launching the mobile app with Lisa Hubler helping to sell this for the town.
- Victor Business Connection, which use to be Victor Merchants Group, has been reinvented with Lisa Hubler the events contact person.
- County partnership has grown as well as the great collaboration with Planning and Building department in assisting with businesses

Councilman Tantillo thanked Kathy for all her great work and expressed concern when there was discussion on the Route 96 Corridor project with Mark Tayrien and Kim with regards to the meeting with the railroad there was some confusion with residents on what can and can't be done on timing. Also at the county level with the SECOR process. Wanted to make sure when the board meets with Rich Perrin there are answers for the residents on these issues.

Councilman Tantillo also asked for an update on Fishers Ridge for the next meeting.

Councilman Kahovec also commented on a job well done and would like to see an increased focus on recruiting more businesses in her goals moving forward.

Councilman Condon asked Kathy for data on how many residents are using our app and asked her to shoot an email with the info. Also commented that he is glad she is putting more emphasis on using the app.

Councilman Guinan added that he has the opportunity to work with Kathy and stated the amount of work that she puts in does not always net a result, due to grants and businesses that do qualify. He also noted that Kathy puts a tremendous amount of time in and never gets down.

RESOLUTION #111

MOVE TO SCHEDULED PUBLIC HEARING

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 regular meeting of the Victor Town Board be interrupted to hold the scheduled Public Hearing.

Public Hearing was opened at 7:30 PM.

Legal Notice was read into the record by the Town Clerk.

Kate Crowley serving both as Conservation Board and member of the public. Kate informed the board that Governor Como signed a bill for 1.4 billion dollars in Solar Projects last Friday. Kate also stated that she supports this moratorium 100%, the timing is appropriate. She also encouraged the board to use external consultants to take a look at the zoning in our town, noting that this would be a perfect opportunity to do so. Also take a look at the impact on residential areas that are adjacent to it.

Councilman Tantillo also stated that this would be a good opportunity to look at our zoning as the whole town instead of small pieces.

Public Hearing closed 7:37 PM

RESOLUTION #112

MOVE TO CLOSE THE PUBLIC HEARING OF THE VICTOR TOWN BOARD

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

RESOLVED that the regular meeting of the Victor Town Board be reconvened.

SUPERVISOR'S REPORT

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

- Town of Farmington will be contracting with Ontario County Sheriff's Department for enhanced law enforcement services
- Mailbox replacements have been a courtesy of our Highway Department for years

REPORTS FROM TOWN OFFICIALS SUBMITTED:

Highway
Parks and Recreation
Historian
Victor Fire Chief
ED/VLDC

The Town Clerk informed the board that on Tuesday March 13th, BAS would be installing another license for the computer at the front counter to make it more efficient for the office staff. This is the program the office uses each day for dog licenses, permits, marriage and death certificates & etc.

TOWN BOARD LIASION COMMITTEE REPORTS:

Councilman Condon gave an update on the Boughton Park Commission stating that the months to come will be exciting with the restoration projects and making sure they are up to speed with the dams. Councilman Condon and Supervisor Marren met with the Supervisor from East Bloomfield, West Bloomfield, and members from the Boughton Park Commission and board members from each of the towns. Next month, trying to organize an invite for Farmington to come and speak to the Commission and noting this is a good opportunity to help preserve the park for future generations.

Supervisor Marren thanked Councilman Condon for his attendance and overview and stated that the engineering study on the dams will certainly dictate in the future what the budget needs are of the Commission and what areas of concerns they may have.

Councilman Kahovec commented on punch cards with no expiration. Residents are now becoming aware and are meeting it with gratitude. Staff at the transfer station are doing a great job and giving good feedback.

BUSINESS

RESOLUTION #113

ACCEPTANCE OF ESCROW- LSI SOLUTIONS CREEKSIDE BUILDING

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

WHEREAS, LSI Solutions Inc. received Planning Board approval for LSI Solutions Creekside Building with the condition that a form of surety be submitted to cover the cost of infrastructure, some of which will be dedicated to the town; and,

WHEREAS, it is the desire of LSI Solutions to enter into an escrow agreement with the Town of Victor in favor of the Town of Victor as a form of surety as prescribed for in Section 184-14 Section C (9)(b)(c) of the Town of Victor Subdivision Regulations in lieu of a letter of credit; 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 Engineer fee and has recommended a surety totaling \$203,265.40; and,

WHEREAS, LSI Solutions has submitted Canandaigua National Bank and Trust Company Escrow Account in favor of the Town of Victor in the amount of \$203,265.40 as recommended by the Town Engineer; now, therefore, be it

RESOLVED that the Victor Town Board hereby authorizes the Supervisor of the Town of Victor to enter into an Escrow Agreement as described above; and further

RESOLVED that a copy of this resolution be forwarded to Codes & Development, the Engineer for the Town and LSI Solutions.

RESOLUTION #114

AMEND THE DESIGNATION OF TOWN CLERK AS AGENT FOR THE TOWN OF VICTOR – SERVICE OF NOTICE OF CLAIMS

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

WHEREAS, General Municipal Law, §53 requires towns to file a certificate with the Secretary of State designating the Secretary of State as an agent for service of a notice of claim; and

WHEREAS, General Municipal Law, §53 requires the certificate to include the applicable time limit for filing the notice of claim and the name, post office address and electronic mail address, if available, of an officer, person, for the transmittal of notices of claim served upon the Secretary as the town’s agent; and

WHEREAS, pursuant to General Municipal Law, §50-e(1)(a), the applicable time limit for the filing of a notice of claim upon a town is 90 days after the claim arises, or in the case of a wrongful death action, 90 days from the appointment of a representative of the decedent’s estate; Now therefore Be It

RESOLVED, that the Town Board of the Town of Victor, County of Ontario designates Karen C. Bodine in her capacity as Town Clerk, to receive notices of claims served upon the Secretary of State by mail at 85 East Main Street, Victor, NY 14564 and email at townclerk@town-victory.us; and further

RESOLVED, that the Town Board hereby directs the Town Clerk to file the required amended certificate with the Secretary of State informing him or her of the town’s designation and applicable time limitation for filing a notice of claim with the town; and further

RESOLVED, that copies of this resolution be forwarded to the Secretary of State, the Town Attorney, and Karen C. Bodine.

RESOLUTION #115

AUTHORIZATION TO ACCEPT SPECIAL EVENTS SPONSORSHIP DONATIONS

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

WHEREAS, the Department of Parks and Recreation organizes numerous community-wide special events; and

WHEREAS, the activities have realized recent donations from 2018 sponsors and partners in the amount of Five Thousand Two Hundred Fifty Dollars (\$5,250.00) as follow from:

Victor Chevrolet	\$2,500.00
Generations Bank	\$1,500.00
GNC Victor	\$500.00
SunCommon	\$750.00
TOTAL	\$5,250.00

And

WHEREAS, the Director of Parks and Recreation recommends that we accept and deposit these donations in support of these community events which will incur costs and require expenditures within Budget Line A7550.4 Celebrations Contractual; now, therefore be it

RESOLVED that the Town Board accepts the above sponsorship donations in the amount of Five Thousand Two Hundred Fifty Dollars (\$5,250.00) and authorizes the Director of Finance to increase the revenue line A2705 Gifts and Donations by Five Thousand Two Hundred Fifty Dollars (\$5,250.00) in the 2018 Budget in addition to an offsetting increase in the expense line A7550.4 Celebrations Contractual of Five Thousand Two Hundred Fifty Dollars (\$5,250.00). All budget entries to be done upon board approval; and further

RESOLVED that a copy of this resolution be forwarded to Brian Emelson, Director of Parks and Recreation; Barbara Cole, Director of Finance; Peg Beaulieu, Finance Clerk; and Karen Bodine, Town Clerk

RESOLUTION #116

AUTHORIZATION TO ENTER INTO AGREEMENT - L.L. BEAN INCORPORATED FOR OUTDOOR DISCOVERY SCHOOL RECREATION PROGRAMS

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 outdoor recreation programs; and

WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement with L.L. Bean Incorporated to provide equipment and instructional staff for outdoor recreation programs to be held at a mutually agreeable time and date for Sixty Percent (60%) of the program registration net funds with the Town taking Forty Percent (40%) of the program registration net funds; 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 A7020.4 Recreation Programs Contractual; now, therefore, be it

RESOLVED that this resolution is conditioned upon receiving approvals from the Town's Insurance Broker, or an insurance waiver from the Town Board, 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 L.L. Bean Incorporated to provide equipment and instructional staff for outdoor recreation programs to be held at a mutually agreeable time and date for Sixty Percent (60%) of the program registration net funds with the Town taking Forty Percent (40%) of the program registration net funds, said funds are included and available in the 2018 Operating Budget line item A7020.4 Recreation Programs Contractual; and further

RESOLVED, that a copy of this resolution be forwarded to Mike Stockman, Assistant Director of Parks and Recreation; Brian Emelson, Director of Parks and Recreation; Barb Cole, Finance Director; Karen Bodine, Town Clerk; and Gretchen Ostherr, L.L. Bean Outdoor Discovery School.

RESOLUTION #117

AUTHORIZATION FOR THE PURCHASE, INSTALLATION AND INTEGRATION OF VIDEO SECURITY CAMERA SYSTEM FOR THE VICTOR RECREATION CENTER PIGGYBACKING OFF AWARD-20191 /NEW YORK STATE CONTRACT #PT65435

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 has the need to purchase and have installed a video security camera system for the Victor Recreation Center; and

WHEREAS, the equipment is available for purchase by piggybacking off award-20191, contract #PT65435 through Computerized Inventory Concepts dba Integrated Systems at a cost of Six Thousand Four Hundred Forty Eight dollars and Fifty cents (\$6,448.50); and

WHEREAS, funds are included and appropriated in the 2018 budget line item A7021.4 Parks & Rec. Dept. Contractual for the purchase of a video security camera system; now, therefore, be it

RESOLVED that the Town Board authorizes the Director of Parks and Recreation to purchase and have installed a video security camera system per quote #5484 in an amount not to exceed Six Thousand Four Hundred Forty Eight dollars and Fifty cents (\$6,448.50) piggybacking off award-20191, contract #PT65435, said funds are available in the 2018 Budget Line item A7021.4 Parks & Rec. Dept. Contractual; 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, Finance Director; and Dave O'Hare, Integrated Systems.

DISCUSSION ON RESOLUTION #118 CLEANING SERVICES AGREEMENT

Councilman Condon expressed that he had asked Tina a little bit ago to do some research and study analysis on the cleaning for all the buildings.

Supervisor Marren stated that right now this is what we have and moving forward the board can look at something like the school district uses.

Councilman Condon feels with the cost spent on cleaning for the three buildings we should continue to examine how viable and cost effective this is.

RESOLUTION #118

AMEND RESOLUTION # 297 -17 AUTHORIZATION FOR SUPERVISOR TO ENTER INTO CLEANING SERVICES AGREEMENT WITH ONTARIO ARC

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

WHEREAS, on June 26, 2017 the Town Board approved Resolution #274 - Authorization for Supervisor to enter into Cleaning Services Agreement with Ontario County ARC; and

WHEREAS, on July 10, 2017 the Town Board approved Resolution #297 – Amend Resolution #274 - Authorization for Supervisor to Enter into Cleaning Services Agreement with Ontario County ARC in order to correct the breakdown of charges to each Town Department, and

WHEREAS, Resolution #297 Authorization for Supervisor to Enter into Cleaning Services Agreement with Ontario County ARC needs to be amended due to the increase in cleaning costs due to the change in cleaning services from Spot-On Cleaning to Rochester Rehabilitation from \$3504.11/month to \$3,858.00/month, effective on February 16, 2018; now, therefore, be it

RESOLVED, that Resolution #297-17 to Amend Resolution #274 Authorization for Supervisor to enter into Cleaning Services Agreement with Ontario County ARC be amended as follows:

AUTHORIZATION FOR SUPERVISOR TO ENTER INTO CLEANING SERVICES AGREEMENT WITH ONTARIO ARC

WHEREAS, pursuant to New York’s Town 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, bids for cleaning services were received on June 16, 2017, and were evaluated with respect to services provided and cost to the Town as follows:

Rochester Rehabilitation, Rochester, NY (NYSID)	\$54,269.47
Spot On Cleaning Company, Canandaigua, NY (NYSID)	\$41,225.00
Ontario ARC (NYSID)	\$47,986.85

and

WHEREAS, it is recommended that Ontario ARC be hired to provide the cleaning services for Town buildings, effective from July 10, 2017 through June 30, 2018, as they are the NYSID preferred vendor submitted by NYSID; and

WHEREAS, Ontario ARC has provided references for their cleaning services; now, therefore be it

RESOLVED that the Town Board hereby authorizes the Supervisor to enter into a contract with Ontario ARC for a limited term of one year under the terms and conditions as provided in the 2017-2018 contract at an annual fee not to exceed Forty Seven Thousand Nine hundred Eighty Eight dollars (\$47,988) in effect from July 10, 2017 through June 30, 2018; and be it further

RESOLVED that Ontario ARC will provide the cleaning services to several Town buildings – Town Hall, Parks & Recreation, Town Courts, Highway Building, Recycle Office Building, and Parks Maintenance Building and the services will be charged to the following accounts:

Town Courts	A.1110.400	\$841.95
Highway Building	DB.5110.400/DB.5142.400	\$346.18
Recycle Office Building	A.8160.400	\$393.46
Parks & Recreation Building	A.7021.400	\$1,641.72
Town Hall	A.1620.400	\$775.55

And be it further

RESOLVED that a copy of this Resolution be forwarded to Margaret Werder and Kathryn Tucci , NYSID; the Finance Department, Karen Bodine, Victor Town Courts, Parks & Recreation, the Highway Superintendent, and the Human Resources Department.

RESOLUTION #119

SURPLUS COMPUTER EQUIPMENT DECLARATION & DISPOSITION

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

WHEREAS, Suzy Mandrino, IT Dept., maintains the inventory of computer equipment for the Town of Victor and has advised the Town Board of computer equipment that has been taken out of service and held in storage in the Town Hall; and

WHEREAS, it has been recommended by Suzy Mandrino, IT Dept. and determined by the Town of Victor that it is in the best interests of the Town that this out of service computer equipment be declared surplus and disposed of in an appropriate manner; and

WHEREAS, Finger Lakes Community College (FLCC) has expressed an interest in three (3) of the out of service switches, Cisco 3560, for use in their Computing Sciences IT Program lab for educational purposes; and

WHEREAS, it has been determined that the balance of the equipment no longer meets minimum standard requirements and cannot be redistributed to another location within the Town, any hardware that can be used has been salvaged, and the equipment has no value and can be discarded; now, therefore, be it

RESOLVED, that the Town Board hereby authorizes donation of the three (3) Cisco 3560 switches to FLCC Computing Sciences IT department for educational purposes; and be it further

RESOLVED, that the remainder of the equipment be picked up and disposed of by E-waste+ for a cost not to exceed One Hundred Twenty dollars (\$120.00), said funds are available in the 2018 Budget line item A.1680.400, Central Data Processing Contractual; and further

RESOLVED, that a copy of this resolution be forwarded to Bernie Ward, Account Manager Ewaste+, Jonathan Weissman, Associate Professor of Computing Sciences IT Program Coordinator FLCC Victor Campus; Suzy Mandrino, IT Dept.; Barb Cole, Finance Director; and Karen Bodine, Town Clerk.

RESOLUTION #120

SET PUBLIC HEARING – LOCAL LAW NO. _____ -2018 TO AMEND CHAPTER 27 FEES SECTION 27-8 FEES ENUMERATED

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

WHEREAS, the Town Board finds that it is necessary to amend the Transfer Station punch card; and

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

RESOLVED by the Town Board of the Town of Victor that a Public Hearing shall be had on the 26th day of March, 2018, at 7:30 p.m., for the purpose of adopting a Local Law to amend Chapter 27 Fees; and be it further

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

PUBLIC COMMENT

Supervisor Marren requested public comment on any subject.

No one wished to comment.

RESOLUTION #121

MOVE TO EXECUTIVE SESSION @ 7:50 PM

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

RESOLVED that the Victor Town Board enter into Executive Session for discussion of pending litigation. The Town Attorney was requested to stay, the Town Clerk was excused. No Town Board action to take place following the Executive Session

RESOLUTION #122

END EXECUTIVE SESSION

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

RESOLVED that the open meeting of the Victor Town Board be reconvened.

On motion of Councilman Tantillo, seconded by Councilman Kahovec, the meeting was adjourned at 8:16 PM.

Respectfully submitted, _____ Karen C. Bodine, Town Clerk