

**A regular meeting of the Village of Victor Board of Trustees was held on Monday, April 2, 2018 at the Village Hall, 60 East Main Street.**

**MEMBERS PRESENT:** Mayor Gary Hadden  
Trustee Carol Commisso  
Trustee Robert Kelly  
Attorney Reid Holter  
Director of Public Works John Turner  
Village Clerk Pamela Hogenes  
Village Treasurer Diane White

**MEMBERS ABSENT:** Deputy Mayor Michael Crowley  
Trustee Larry Rhodes

**OTHERS PRESENT:** Sean McAdoo, Chief VFD, Gerald Barry, VFD and Robert Lowenthal

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

Salute to the flag.

**Public Hearing**  
**2018-2019 Fiscal Budget**

Pamela Hogenes read the following legal notice into the record:

***NOTICE IS HEREBY GIVEN*** that the Board of Trustees of the Village of Victor will meet at the Village Hall, 60 East Main Street, Victor, New York on the 2nd day of April, 2018 at 7:00 pm for the purpose of holding a public hearing on the tentative budget of said Village for the fiscal year beginning June 1, 2018.

*A copy of said tentative budget is available at the office of the Village Clerk located at 60 East Main Street during the hours of 8:30 am and 4:30 pm for the purpose of inspection by interested persons.*

*The compensation proposed to be paid is as follows:*

<i>Mayor</i>	<i>\$ 11,118.00</i>
<i>Deputy Mayor</i>	<i>\$ 7,805.00</i>
<i>Trustee</i>	<i>\$ 6,691.00</i>

*By Order of the  
Village of Victor*

*Board of Trustees*

***Open Public Hearing***

On a motion made by Trustee Carol Commisso, seconded by Trustee Robert Kelly, the following resolution was ADOPTED 3 AYES 0 NAYS

**Resolved,** that the Village Board of Trustees will open the Public Hearing.

*Mayor Hadden asked for comments from the Board*

No comments from the Board

*Mayor Hadden asked for comments from the public*

No comments from the Board

***Close Public Hearing***

On a motion made by Trustee Robert Kelly, seconded by Trustee Carol Commisso, the following resolution was ADOPTED 3 AYES 0 NAYS

**Resolved,** that the Village Board of Trustees will close the Public Hearing.

**Resolution #43-18**

**2018-2019 Fiscal Budget Adoption**

On motion of Trustee Carol Commisso, seconded by Trustee Robert Kelly the following resolution was ADOPTED 3 AYES 0 NAYS

**Resolved,** that the Village of Victor Board of Trustees adopts the proposed Budget for the fiscal year 2018-2019 as presented.

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*Ms. White exited at 7:03pm*

**Privilege of the Floor**

**Sean McAdoo, Chief VFD,** stated there are issues with the heating system at the Fire Hall. John Betlem has been out several times for repairs. When the new budget is in place and RFP will be issued for a new heating/cooling vendor.

Chief McAdoo noted a new mandate has been approved for Cancer Gap coverage for volunteer interior firefighters. Chief estimates this will add approximately \$400 per firefighter for insurance. This will start Jan. 1, 2019 and will be paid out of the Fire Departments budget.

Chief McAdoo stated the Fishers Fire District voted down consolidating the Fire Departments. He would like to now pursue forming a District for the Victor Fire Department. Sean distributed an information sheet to the board explaining the role of the fire commissioners, the organization of a district and a timeline he would like to see the District formed. Sean also shared an article regarding the decrease in volunteer fire departments.

Chief McAdoo anticipates the initial tax rate for the District will be \$1.62/1,000 which includes two paid firefighters and a full time administrator. He will present his proposal to the Town Board in the near future.

### **Clerk Report**

#### **Resolution #44-18**

##### **Acceptance of Minutes**

On motion of Trustee Carol Commisso, seconded by Trustee Robert Kelly, the following resolution was APPROVED 3 AYES 0 NAYS

**Resolved** to accept the meeting minutes from March 19, 2018

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#### **Resolution #45-18**

##### **Payment of Bills**

**Whereas**, the Village Board of Trustees has audited and approved invoices for payment, that appear on Abstract #21 using vouchers #1656-1732; and,

**NOW**, therefore on a motion made by Trustee Robert Kelly, seconded by Trustee Carol Commisso, the following resolution was ADOPTED 3 AYES 0 NAYS

**Resolved** to authorize the Treasurer to pay invoices from Abstract #21 in the following amounts:

General	\$ 191,347.43
Water	\$ 8,074.41
Sewer	\$ 14,512.37
HI – DPW & Mead Sq. Improvements	\$ 251.75
HL – Latchmere Reconstruction	\$ <u>2,683.57</u>
<b>TOTAL</b>	\$ 216,869.53

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### **ORGANIZATIONAL PORTION**

The Village Clerk reviewed the fire escape plan for the Village Hall pointing out the exits and that in case of evacuation everyone should proceed to the Presbyterian Church, 70 East Main Street.

## **Resolution # 46-18**

### **ORGANIZATIONAL APPOINTMENTS**

On a motion made by Trustee Robert Kelly, seconded by Trustee Carol Commisso, the following resolutions were ADOPTED 3 AYES X NAYS

### **ORGANIZATIONAL MEETING**

1. **VILLAGE BOARD MEETING NIGHTS**  
**Resolved** that the Victor Village Board of Trustees meetings will be held the first and third Mondays of each month at 7:00 p.m. In the event that the first or third Monday falls on a holiday, the meeting will be held on Tuesday of the same week.
2. **CHANGE ANNUAL FIRST MEETING IN SEPTEMBER**  
**Resolved**, to annually change the first Board of Trustees meeting in September to be on the second Monday of the month due to the Labor Day Holiday
3. **VILLAGE HALL SUMMER HOURS**  
**Resolved**, that the Village Board of Trustees authorizes the Village Hall Office Staff to establish summer hours, 8:00am to 4:00pm, Monday through Friday, during the months of July and August.
4. **OFFICIAL NEWSPAPER**  
**Resolved** that the Daily Messenger be designated as the official publication for the Village of Victor.
5. **OFFICIAL DEPOSITORY**  
**Resolved** that the Village of Victor may do business with any bank or trust company licensed to do business in the state of New York.
6. **CUSTODIAN OF LOCK BOX**  
**Resolved** that the Treasurer be the custodian of the lock box.
7. **VILLAGE ATTORNEY APPOINTMENT**  
**Resolved** to appoint Reid Holter as Village Attorney for a term of one (1) year.
8. **VILLAGE ENGINEERING FIRM**  
**Resolved** to appoint Chatfield Engineers as the Village Engineer for a term of one (1) year.
9. **VILLAGE FINANCIAL CONSULTANT**  
**Resolved** to appoint Fiscal Advisors (Contract with Roy McMaster) for a term of one (1) year.
10. **VILLAGE INSURANCE AGENT**

**Resolved** to appoint Robert Anderson of R L Anderson –Van Horne Associates for a term of one (1) year.

11. **VILLAGE DEPUTY MAYOR**

**Resolved** to appoint Michael Crowley as Deputy Mayor for a term of one (1) year.

12. **CODE ENFORCEMENT OFFICER**

**Resolved**, that the Village Board of Trustees will appoint Doug Scarson as Code Enforcement Officer for a term of one (1) year.

13. **PLANNING BOARD**

**Resolved**, that the Village Board of Trustees will appoint the following to the Planning Board for a term of five (5) years:

Steve Van Dyke – Term expires 4/23

14. **ZONING BOARD OF APPEALS**

**Resolved**, that the Village Board of Trustees will appoint the following to the Zoning Board of Appeals for a term of three (3) years:

Sean Sanderson – Term expires 4/21

David Chalupa – Term expires 4/21

15. **URBAN RENEWAL AGENCY**

**Resolved**, that the Village Board of Trustees will appoint the following to the Urban Renewal Agency for a term of three (3) years:

Michelle Chalupa – Term expires 4/21

16. **PART TIME CLERK**

**Resolved** to appoint Roseanne Turner-Adams as Part-time Clerk for a term of one (1) year.

17. **DESIGNATION OF THE VICTOR CHAMBER OF COMMERCE AS COORDINATOR TO PROMOTE TOURISM IN VICTOR**

**Resolved**, that the Village of Victor does hereby designate the Victor Chamber of Commerce as the Coordinator to promote tourism in Victor

18. **MILEAGE RATE**

**Resolved**, that the Village of Victor will pay mileage to its Village Officials and Employees at the rate in accordance with the allowance paid by the Internal Revenue Service regulations.

19. **CHECK SIGNING AUTHORIZATION**

**Resolved** to authorize the Mayor and Village Clerk to sign checks, banking slips and tax searches in the absence of the Treasurer.

20. **PREPAID BILLS**

**Resolved** to authorize the Treasurer to prepay the utility bills, postage, insurance and freight.

21. **VILLAGE INVESTMENT POLICY**

**Resolved** that the Village of Victor Investment Policy as it appears in the Village Code Book has been reviewed and is hereby adopted for fiscal year 2018-2019.

22. **PROCUREMENT POLICY**

**Resolved** that the Village of Victor Procurement Policy as it appears in the Village Code Book has been reviewed and is hereby adopted for fiscal year 2018-2019.

23. **REVERTER CLAUSE**

**Resolved** that the Village of Victor Reverter Clause for the Urban Renewal Agency has been reviewed and discussed and is hereby adopted for fiscal year 2018-2019.

24. **COMPREHENSIVE EMERGENCY MANAGEMENT PLAN COMMITTEE**

**Resolved** that Fire Marshal, Robert Graham is requesting the Village Board appoint a Comprehensive Emergency Management Plan Committee consisting of the Village Clerk Pamela Hogenes, Village Public Works Representative Jon McConnell, Village Deputy Emergency Manager, Gerald Sensabaugh, Town Highway Representative Scott Hopkins and Town Board Representative Jack Marren.

25. **STANDARD WORKDAY AND REPORTING RESOLUTION FOR ELECTED AND APPOINTED OFFICIALS FOR RETIREMENT PURPOSES**

**Resolved,** for New York State Retirement purposes, the Village Board of Trustees reports the following days worked for employees of the Village of Victor as follows:

Elected officials standard workday is 6 hours per day.

Village Clerk standard workday is 8 hours per day.

Village Treasurer standard workday is 8 hours per day.

Village Director of Public Works standard workday is 8 hours per day.

Village Attorney standard workday is 6 hours per day.

Part time Village employees standard workday is 6 hours per day.

26. **REGISTRAR OF VITAL STATISTICS**

**Resolved,** that the Village Board of Trustees will appoint Karen Bodine, Town Clerk as Registrar of Vital Statistics for a term of four (4) years. (Expires 4/22)

27. **VILLAGE HISTORIAN**

**Resolved,** that the Village Board of Trustees will appoint Babette Huber as Village Historian for a term of two (2) years. (Expires 04/20)

28. **BOARD LIAISONS 2018-2019**

**Resolved,** that the Mayor Gary Hadden assigns the following Board Liaisons:

<b><i>Board Liaisons 2018 - 2019</i></b>					
	Gary Hadden	Michael Crowley	Larry Rhodes	Carol Commisso	Robert Kelly
Deputy Mayor		X			
Employees/ Drug & Alcohol Program		X			
Financial			X		
Fire Department		X			
Insurance		X			
Parks and Recreation	X				
Town Board (rotate)					
Tree Board			X		
Urban Renewal Agency				X	
Victor Round Table					X
Village Cemetery Committee	X				
Planning Board					X
Zoning Board of Appeals		X			
Local Development Corp.				X	

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**Director of Public Works Report**

**Resolution #47-18**

**Release of Funds – Karen Lynch Subdivision - Final Payment**

On motion of Trustee Carol Commisso, seconded by Trustee Robert Kelly the following resolution was ADOPTED 3 AYES 0 NAYS

**Whereas,** the Village of Victor was notified on March 20, 2018 by Chatfield Engineers that 100% of the Karen Lynch Subdivision project was completed and all required documents had been submitted; now,

**Therefore, be it resolved,** that the Village Board of Trustees approves final payment to Barn Door Enterprises LLC. in the amount of \$2,074.60.

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**Resolution #48-18**

**Grant Application, WWTP Disinfection Project**

On motion by Trustee Robert Kelly, seconded by Trustee Carol Commisso, the following resolution was ADOPTED 3 AYES 0 NAYS

**Resolved** to authorize Mayor Hadden to sign the proposal from Chatfield Engineers, PC to submit a grant application, on the Village's behalf for the Waste Water Treatment Plant Disinfection Project in an amount not to exceed \$2,500.00.

**Further Resolved,** that these funds will come from Sewer Operating Budget.

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Mr. Turner reported the following:

- RT 96 closed April 16 for the Mud Creek bridge replacement
- Large Trash starts April 9
- Drainage will be done at VCS starting April 3
- Terry Tree is removing a tree in front of 115 E. Main St. on April 5

### **Trustees Reports**

**Michael Crowley** – None

**Larry Rhodes** – None

**Carol Commisso** – LDC meeting – Hired Labella Assoc. to administer the grant for restoration at 2 West Main St., Victor Business Awards Luncheon is on May 3, Dadras will be coming to a board meeting in the next few months to give their Village Revitalization report.

**Robert Kelly** – None

### **Mayor Report**

Mayor Hadden, Mr. Kelly, Mr. Rhodes, Ms. Commisso and Mr. Turner attended the RT 96 Corridor Study workshop on March 26.

*With regards to the Commercial Code Review changes, the board decided to strike the limitations of stories in the Village Center Business District and the Gateway Corridor Business District and leave the building height at 50ft.*

### **Attorney Report**

Attorney Holter requested executive session to discuss a litigation matter.

### **Executive Session**



On a motion made by Trustee Carol Commisso, seconded by Trustee Robert Kelly, the following resolution was ADOPTED 3 AYES 0 NAYS

**Resolved,** that the Village Board of Trustees will enter into executive session to discuss a litigation matter. Attorney Holter, Mr. Turner and Ms. Hogenes to remain.

On motion of Trustee Robert Kelly, seconded by Trustee Carol Commisso, the following resolution was ADOPTED 3 AYES 0 NAYS

**Resolved,** that the Village Board of Trustees will exit out of executive session.

**Adjournment**

Meeting adjourned on motion at 9:00pm.

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Pamela Hogenes, Village Clerk