

This meeting will be held in person at the Victor Town Hall and live streamed via YouTube with text commenting available. Go To:
<https://www.youtube.com/c/townofvictornewyork>

**Victor Town Board Meeting Agenda
Monday, April 10, 2023
DRAFT RESOLUTION PACKET**

*"Town Board Draft Resolutions are in **draft** form and are subject to change prior to or during the public meeting."*

Regular Meeting, 7PM

Flag Salute

Public Hearings start at 7:00 PM

Approval of March 27, 2023 Regular Town Board meeting minutes

Payment of Bills

Privilege of the Floor

- Accountant from MMB to present the Annual Financial Statements

Public Comments and Concerns

Reports of Town Officials

- ❖ Assessor
- ❖ Farmington Fire Chief
- ❖ Finance
- ❖ Parks & Recreation
- ❖ Town Clerk

Resolutions

Finance

1. Red Truck Painting payment correction
2. Approving air duct cleaning company
3. Highway Department IT and security upgrades
4. Acceptance of the 2022 Victor town court audit report from Mengel, Metzger, Barr & Co., LLP
5. Acceptance of the 2022 Town of Victor financial audit report from Mengel, Metzger, Barr & Co., LLP

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Human Resources

6. Appointment of Lenore Shields to the Victor cemetery preservation & restoration committee
7. Appoint Scott Uhl, part-time transfer station laborer

Parks & Recreation

8. Dryer Road Park and Victor Municipal Park parking lot improvements project – bid award
9. Agreement with Jeffrey Smith, Legendary Mobile Laser Tag

PUBLIC COMMENT

Executive Session - Rule #2, the employment of a particular person, matters leading up to the promotion, appointment

ADJOURN

#1

RESOLUTION NO.
CORRECTION OF MANIFEST NO. 5-2023

WHEREAS the Finance Dept. has submitted the following voided check due to the amount of the payment made was added twice on the check resulting in the need to correct the corresponding Manifest; now, therefore, be it

RESOLVED that the following Manifest be corrected:

Town Board Meeting held on 03/13/2023 Manifest #5-2023 the total amount was \$20,970.00. This amount should be corrected to \$14,970.00 with the voided check #00067033 (Voucher # 20230520) Vendor - Red Truck Painting

and further

RESOLVED that a copy of this resolution be forwarded to the Finance Department and the Town Clerk.

#2

RESOLUTION NO.

AUTHORIZATION TO ENTER INTO A SERVICE AGREEMENT WITH CLEANER IMAGE, INC.

WHEREAS, the Air Ducts in all the Towns Buildings are in need of a thorough cleaning since they have not been done since construction was completed in 2008, and

WHEREAS, written quotations were received from Cleaner Image, Coit Cleaning & Restoration, Indoor Air Technologies and On The Spot Cleaning,

Cleaner Image	\$11,074.00
Coit Cleaning & Restoration	No Bid
Indoor Air Technologies	\$ 34,900.00
On The Spot Cleaning	\$ 17,110.00

and

WHEREAS, it is determined that the Cleaner Image was qualified to complete the work and most willing to work within the Town's scope, schedule and pricing per Building of Eleven Thousand Seventy-Four dollars (\$11,074.00), and

WHEREAS, funding for the Air Duct Cleaning is available in the 2023 Town Budget Line-Item A.1410.400 Town Clerk Contractual now, therefore, be it

RESOLVED, authorized to award contract to Cleaner Image for the Air Duct Cleaning of all the Towns Buildings for Eleven Thousand Seventy-Four dollars (\$11,074.00), and further

RESOLVED, funding for the service is available in the 2023 Town Budget Line-Item A.1410.400 Town Clerk Contractual for \$11,074.00; and further

RESOLVED that a copy of this resolution be forwarded to the Finance Department, Town Clerk, and Ryan Ricketts at Cleaner Image.

#3

RESOLUTION NO. ACCEPT QUOTATION FOR THE HIGHWAY IT AND SECURITY UPGRADES

WHEREAS, the Highway Department has the need to upgrade its IT infrastructure and install new security cameras; and

WHEREAS, the IT upgrades and security camera were not part of the 2023 Budget expenditures, and

WHEREAS, the Town is able to piggyback off the Broome County Contract CA2362-4 for these services with Integrated Systems, Inc. the Towns IT Support Vendor; and

WHEREAS, the ARPA funds being used to fund this project will need to be appropriated in the 2023 Budget to reflect the revenue and expense items for the current year that will be utilized for funding this project thru A.1680.200.ARP - Central Data Processing Equipment and A.1680.400 ARP - Central Data Processing Contractual, in the amount of Forty-Nine Thousand Eight Hundred Three dollars and Thirty-Eight cents (\$49,803.38) as outlined below, now, therefore, be it

Revenue:

A.4490.000	Federal Aid – ARPA	\$49,803.38
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Expense:

A.1680.200.ARP	Central Data Processing, Equipment - ARPA	\$29,673.38
A.1680.400.ARP	Central Data Processing, Contractual – ARPA	\$20,130.00

RESOLVED that the Town Board authorizes the contract to Integrated Systems for Four-Nine Thousand and Eight Hundred Three dollars and Thirty-Eight cents (\$49,803.38) paid from the 2023 Budget Line-item A.1680.200 ARP Central Data Processing, Equipment and A.1680.400 ARP Central Data Processing, Contractual; and further

RESOLVED that a copy of this resolution be forwarded to the Town Highway Superintendent, Finance Director, IT Director, Town Clerk, and Integrated Systems.

#4

RESOLUTION NO.

ACCEPTANCE OF THE 2022 VICTOR TOWN COURT AUDIT REPORT FROM MENGEL, METZGER, BARR & CO., LLP

WHEREAS, an audit of the Victor Town Court was conducted by Mengel, Metzger, Barr & Co., LLP for the fiscal year ending December 31, 2022; and

WHEREAS, the findings of the audit were received and reviewed with the Victor Town Board on April 10, 2023; now, therefore be it

RESOLVED that the 2022 Victor Town Courts Audit, conducted by Mengel, Metzger, Barr & Co., LLP be accepted; and be it further

RESOLVED that a copy of this resolution be sent to the Finance Director, Town Clerk, Tom Zuber, CPA, and the New York State Unified Court System.

#5

RESOLUTION NO.

ACCEPTANCE OF THE 2022 TOWN OF VICTOR FINANCIAL AUDIT REPORT FROM MENGEL, METZGER, BARR & CO., LLP

WHEREAS, a financial audit of the Town of Victor was conducted by (MMB) Mengel, Metzger, Barr & Co., LLP for the fiscal year ending December 31, 2022; and

WHEREAS, the findings of the audit were received and reviewed with the Victor Town Board on April 10, 2023; now, therefore be it

RESOLVED, that the 2022 Town of Victor Financial Audit, conducted by Mengel, Metzger, Barr & Co., LLP be accepted; and be it further

RESOLVED, that a copy of this resolution be sent to the Finance Director, Town Clerk, and Tom Zuber, CPA.

#6

RESOLUTION NO.
APPOINTMENT OF LENORE SHIELDS TO THE VICTOR
CEMETERY PRESERVATION & RESTORATION COMMITTEE

WHEREAS, Lenore Shields has approached the Victor Cemetery Preservation and Restoration Committee with an interest in becoming a member, and

WHEREAS, the Victor Cemetery Preservation and Restoration Committee reviewed Lenore Shields' background and voted that she would be a welcome addition to this committee; now, therefore be it

RESOLVED that Lenore Shields be appointed to the Victor Cemetery Preservation and Restoration Committee, and be it further

RESOLVED that a copy of this resolution be sent to Lenore Shields, Babette Huber, Robert Kelly, Suzy Mandrino, and Human Resources.

#7

RESOLUTION NO.

APPOINT SCOTT UHL - PART-TIME TRANSFER STATION LABORER

WHEREAS, the Town of Victor has an opening for a Part-Time Laborer position in the Transfer Station due to the resignation of Brian Boudreau; and

WHEREAS, the position was advertised, and Scott Uhl is being recommended for this position; now, therefore be it

RESOLVED that Scott Uhl be appointed to the Part-Time Laborer position for the Transfer Station at an hourly rate of twenty dollars and fifty-four cents (\$20.54) to be charged to the 2023 Town Budget Line A.8160.100 with a retroactive starting date of April 5, 2023; and be it further

RESOLVED that a copy of this resolution be sent to Scott Uhl, Highway/Recycle Department, Finance Department, and Human Resources.

#8

RESOLUTION NO.
DRYER ROAD PARK AND VICTOR MUNICIPAL PARK PARKING LOT IMPROVEMENTS
PROJECT – BID AWARD

WHEREAS, the Town of Victor has received federal funding from the America Rescue Plan for the re-design and construction of the parking lots at Dryer Road Park and Victor Municipal Park to accommodate additional parking and lighting in these community facilities; and

WHEREAS, the Department of Parks and Recreation and the Town Engineer have been working on a plan for said parking lots; and

WHEREAS, the Department of Parks and Recreation has the need to hire a contractor to complete the excavation, paving, installation of lighting poles and fixtures and all items necessary for the construction of these parking lots in accord with the design and specifications outlined in the contract documents; and

WHEREAS, the Town Clerk of the Town of Victor advertised in the Town designated newspaper an invitation to bid on March 10, 2023; and

WHEREAS, on Tuesday, March 21, 2023, all bids were opened and read publicly with the following results:

BIDDER	BASE BID AMOUNT
Road Tek LLC	\$498,222.00
Pooler Enterprises, Inc.	\$578,000.00
TME Excavating Corp.	\$608,220.00
Rochester Earth Inc.	\$634,000.00
DiFiore Construction	\$688,000.00
Ruston Paving Co., Inc.	\$699,500.00
Villager Construction	\$785,000.00

#8

AND WHEREAS, the Town's Project Engineer at Labella Associates and the Director of Parks and Recreation have reviewed and tabulated the bids and found no discrepancies in the bids; now, therefore, be it

RESOLVED that it is the recommendation of the Project Engineer and the Director of Parks and Recreation that Road Tek LLC meets all specifications and qualifications as defined in the bid documents; and, further

RESOLVED that pending completion of items called for in the Contract Documents including any insurance certificates and bonding, that Road Tek LLC be awarded this bid at a total cost of Four Hundred Ninety-Eight Thousand Two Hundred Twenty-Two dollars (\$498,222.00) for work in association with the terms of the Agreement as described in the Bid to be paid from the Budget Line-item A.7110.400 ARP; and further

RESOLVED that a copy of this resolution be forwarded to the Director of Parks and Recreation, Project Engineer LaBella Associates, Director of Finance, Town Clerk, and Road Tek LLC.

#9

RESOLUTION NO.
AGREEMENT – JEFFREY SMITH (LEGENDARY MOBILE LASER TAG)

WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement with Jeffrey Smith (Legendary Mobile Laser Tag) for supervision and equipment associated with the Department's April Recess Camp; and

WHEREAS, the Contractor has provided the Town with all the appropriate documents to support the proposed service agreement; now, therefore, be it

RESOLVED that the Town Board authorizes the Town Supervisor and the Director of Parks and Recreation to enter into agreement with Jeffrey Smith (Legendary Mobile Laser Tag) under the terms and conditions as provided for in the contract kept in the subject matter file in the Town Clerk's Office for a fixed fee of Two Hundred Fifty dollars (\$250.00) to be paid from the 2023 Budget Line item A.7020.400 Recreation Programs Contractual; and further

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 a copy will be forwarded to the Director of Parks and Recreation, Finance Director, Town Clerk, and Jeffrey Smith.