

A regular meeting of the Village of Victor Board of Trustees was held on Monday, April 3, 2023 at the Village Hall, 60 E. Main St, Victor, NY 14564

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

MEMBERS ABSENT: Deputy Mayor Michael Crowley

OTHERS PRESENT: Linda Tice, Sean McAdoo and Jason Shelton

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

Salute to the flag.

Clerk Report

Resolution #35-23

Acceptance of Minutes

On motion of Trustee Carol Commisso, seconded by Trustee Robert Kelly the following resolution was APPROVED 4 AYES 0 NAYS

Resolved to accept the meeting minutes from March 20, 2023.

Resolution #36-23

Payment of Bills

Whereas, the Village Board of Trustees has audited and approved invoices for payment, that appear on Abstract #21 using vouchers #1248-1312 and,

NOW, therefore on a motion made by Trustee Michelle Chalupa, seconded by Trustee Carol Commisso, the following resolution was ADOPTED 4 AYES 0 NAYS

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

| | |
|---------|--------------|
| General | \$ 88,781.99 |
| Water | \$ 7,071.00 |
| Sewer | \$ 19,267.21 |

| | |
|----------------------------|---------------------|
| HP – WWTP Upgrades | \$ 140,815.57 |
| HH – High St. Improvements | \$ <u>21,131.60</u> |
| TOTAL | \$277,067.37 |

Ms. Hogenes reviewed the Fire Safety and Evacuation Plan.

Resolution #37-23

ORGANIZATIONAL MEETING

On motion of Trustee Carol Commisso, seconded by Trustee Robert Kelly the following resolutions were ADOPTED 4 AYES 0 NAYS

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. **VILLAGE HALL HOURS**
Resolved, that the Village Board of Trustees authorizes the Village Hall Office Staff to establish hours, 8:30am to 4:00pm, Monday through Friday.
3. **OFFICIAL NEWSPAPER**
Resolved that the Daily Messenger be designated as the official publication for the Village of Victor.
4. **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.
5. **CUSTODIAN OF LOCK BOX**
Resolved that the Treasurer be the custodian of the lock box.
6. **VILLAGE ATTORNEY APPOINTMENT**
Resolved to appoint Reid Holter as Village Attorney for a term of one (1) year.
7. **VILLAGE ENGINEERING FIRM**
Resolved to appoint MRB Group as the Village Engineer for a term of one (1) year.
8. **VILLAGE FINANCIAL CONSULTANT**
Resolved to appoint Fiscal Advisors (Contract with Roy McMaster) for a term of one (1) year.

9. **VILLAGE INSURANCE AGENT**
Resolved to appoint Robert Anderson of R L Anderson –Van Horne Associates for a term of one (1) year.
10. **3RD PARTY ELECTRICAL INSPECTORS**
Resolved to appoint New York Electrical Inspection Agency, Commonwealth Agency and Middle Department Agency as 3rd Party Electrical Inspectors 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 Todd Smith as Code Enforcement Officer for a term of one (1) year.
13. **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:
 - Carol Commisso – Term expires 4/26
 - Tim Niver - Term expires 4/26
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 as stated below:
 - Brendon Crossing – Term expires 4/26
15. **PLANNING BOARD**
Resolved, that the Village Board of Trustees will appoint the following to the Planning board for a term of five (5) years:
 - Steven VanDyke – Term expires 4/28
16. **VILLAGE CLERK**
Resolved to appoint Pamela Hogenes as Village Clerk for a term of two (2) years (expires 4/25)
17. **PART TIME CLERK**
Resolved to appoint Roseanne Turner-Adams as Part-time Clerk for a term of one (1) year.
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 2023-2024.

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 2023-2024.

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 2023-2024.

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 DPW Director John Turner, Town Highway Representative Mark Years, Town Supervisor Jack Marren and Gerald Sensabaugh, Deputy Emergency Manager.

Further Resolved, that Robert Graham be appointed as Emergency Manager for the Comprehensive Emergency Management Plan Committee.

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. DESIGNATION OF ONCHAMBER AS COORDINATOR TO PROMOTE TOURISM IN VICTOR

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

27. LIAISONS

| Board Liaisons 2023 - 2024 | - | | | | |
|-------------------------------------|-------------|-----------------|------------------|----------------|--------------|
| | Gary Hadden | Michael Crowley | Michelle Chalupa | Carol Commisso | Robert Kelly |
| Employees/ Drug & Alcohol Program | | X | | | |
| Financial | X | | | | |
| Fire Department | | X | | | |
| Insurance | | X | | | |
| Parks and Recreation | X | | | | |
| Tree Board | | | X | | |
| Urban Renewal Agency | | | | X | |
| Victor Round Table | | | | | X |
| Village Cemetery Committee | | | | | X |
| Planning Board | | | | | X |
| Zoning Board of Appeals | | X | | | |
| Victor Farmington Library | | | X | | |
| Victor Community Development Office | | X | | | |
| Village Revitalization | | | | X | |

Resolution #38-23

Devil Dash – Special Event Permit

On motion by Trustee Michelle Chalupa, seconded by Trustee Robert Kelly the following resolution was ADOPTED 4 AYES 0 NAYS

Whereas, Mike Marro, VCS Foundation submitted an application on or about March 13, 2023 for a Special Event Permit to hold a Devil Dash event on September 9, 2023 from 10:00am to 11:00am; and

Whereas, this event is to benefit the VCS Foundation and will start and end on Adams St. ; now, therefore

Be it Resolved that the Village Board approves the Special Event Permit for the Devil Dash event on September 9, 2023; and

Further Resolved that the organizers of the Devil Dash event follows all the rules and regulation on the Special Event Permit application.

Resolution #39-23

Hometown Day – Special Event Permit

On motion by Trustee Carol Commisso, seconded by Trustee Robert Kelly the following resolution was ADOPTED 4 AYES 0 NAYS

Whereas, Kathy Rayburn, Victor Community Development Office and Aimee Cain, AE Gifts and Clothing submitted an application on or about January 24, 2023 for a Special Event Permit to hold a Hometown Day event on September 9, 2023 from 10:00am to 3:00pm; and

Whereas, this event will be a sidewalk sale style event with the local businesses and will be held on East Main St. between Church St. and School St.; now, therefore

Be it Resolved that the Village Board approves the Special Event Permit for the Hometown Day event on September 9, 2023; and

Further Resolved that the organizers of the Hometown Day event follows all the rules and regulation on the Special Event Permit application.

Resolution #40-23

Climb Aboard – Special Event Permit

On motion by Trustee Michelle Chalupa, seconded by Trustee Carol Commisso the following resolution was ADOPTED 4 AYES 0 NAYS

Whereas, Drew Cusimano, Victor Town Councilman submitted an application on or about March 28, 2023 for a Special Event Permit to hold a Climb Aboard event on September 16, 2023 from 9:00am to 3:00pm; and

Whereas, this event will be located mainly along Adams St. and in Fireman's Field; now, therefore

Be it Resolved that the Village Board approves the Special Event Permit for the Climb Aboard event on September 16, 2023; and

Further Resolved that the organizers of the Climb Aboard event follows all the rules and regulation on the Special Event Permit application.

Mr. McAdoo and Ms. Tice stated the Fire Dept. Inc. has not approved the use of Firemen's Field and is still working on the logistics with Mr. Cusimano.

Director of Public Works Report

Mr. Turner reported the following:

- DPW employees are on summer hours, 6:00 – 4:00 Monday – Friday
- Large trash has started
- Rec'd \$205,000 from the UV grant money. UV has to be done by May 1.
- Met with Labella and VCS to lower the speed limit on High Street in a school zone
- Casella has increased tipping fees by 6%

Trustees Reports

Carol Commisso – URA meets on April 14.

Sent out Façade Improvement Applications. The committee has increased from \$2,000 to \$5,000, this is a matching program.

Michelle Chalupa – None

Robert Kelly - For Planning Board, a special use permit for a 3rd dog was denied and there was a public hearing for 47 East St, Village Landing. The Planning Board did not vote on the project and will return to the April meeting.

Michael Crowley – None

Mayor Report

Mayor Hadden reported the following:

- Met with RG&E regarding converting our street lights to LED
- Met with Rob Richardson regarding a Clean Energy Community grant funds that are available. We have already earned points towards the grant money by adopting the CCA Program, the Code Enforcement Officer has taken solar training, we installed the EV charging station and have converted the WWTP, DPW and Village Hall to motion sensors for the lighting.

- The lease between Ontario County and Finger Lakes Railway did not get renewed for the rail between RT 251 and RT 332. The Board members individually did submit a position letter to the Surface Transportation Board.

Attorney Report

None

Adjournment

Meeting adjourned on motion at 7:50pm.

Pamela Hogenes, Village Clerk