

## 6:30 PM ORGANIZATIONAL MEETING

An organizational meeting of the Victor Town Board was held on January 8, 2018 starting at 7:03 PM with the following members present:

PRESENT:                      Supervisor      Jack Marren  
                                          Councilman     David Condon  
                                          Councilman     Mike Guinan  
                                          Councilman     Ed Kahovec

ABSENT:                      Councilman      Dave Tantillo

OTHERS PRESENT: Karen Bodine, Town Clerk; Frank Pavia, Town Attorney; Mark Years, Highway Superintendent; Steve Metzger, Town Engineer; Barb Cole, Finance Manager; Neil Stein and Lee Wager.

Supervisor Marren called the meeting to order at 6:30 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 #1

TOWN BOARD MEETING NIGHTS

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was ADOPTED      AYES    4 (Marren, Guinan, Condon, Kahovec)      NAYS 0

RESOLVED, that the Victor Town Board Meetings will be held the second and fourth Mondays of each month at 7:00 p.m. In the event that the second and fourth Mondays fall on a holiday, the meeting will be held on Tuesday of the same week.

Note: Exceptions will be made for Tuesday, May 29, 2018, Tuesday, October 9, 2018, Tuesday, November 13, 2018, and Wednesday, December 26, 2018.

## RESOLUTION #2

RULES OF ORDER

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was ADOPTED      AYES    4 (Marren, Guinan, Condon, Kahovec)      NAYS 0

RESOLVED, that Roberts Rules of Order, Newly Revised, 10th Edition will govern such meetings when not in conflict with the laws of the State of New York.

## RESOLUTION #3

OFFICIAL NEWSPAPER

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was ADOPTED      AYES    4 (Marren, Guinan, Condon, Kahovec)      NAYS 0

RESOLVED, that the Daily Messenger be designated as the official publication for the Town of Victor.

## RESOLUTION #4

OFFICIAL DEPOSITORY

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was ADOPTED      AYES    4 (Marren, Guinan, Condon, Kahovec)      NAYS 0

RESOLVED, that the Town of Victor may do business with any bank or trust company licensed to do business in the State of New York.

## RESOLUTION #5

TOWN OF VICTOR AUTHORIZED FINANCIAL INSTITUTIONS AND INVESTMENT LIMITS

On motion of Councilman Condon, seconded by Councilman Guinan, the following resolution was ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

WHEREAS, Chapter 32, Section 10, of the Victor Town Code requires the Town "shall maintain a list of financial institutions approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution"; and

WHEREAS, the intent of this Policy is to maintain cash controls and accountability for Town funds; and,

WHEREAS, the proposed limits account for the total sum deposits and transfers from Real Property tax collection, average collected balances and bond monies; and

WHEREAS, the Finance Director has proposed the following Financial Institutions and Investment Limits;

<u>Financial Institution</u>	<u>Investment Limits</u>
Canandaigua National Bank	\$15 million
Five Star Bank	\$15 million
Genesee Regional Bank	\$15 million

Now, therefore be it

RESOLVED that the Financial Institution and Investment Limits recommended by the Finance Director be approved and reviewed annually at each Town Board Organizational Meeting; and be further

RESOLVED that a copy of this resolution be sent to the Finance Director, Senior Account Clerk, Finance Clerk, Human Resources Director, Confidential Secretary to the Town Supervisor, Town Clerk, Canandaigua National Bank, Five Star Bank, and Genesee Regional Bank.

## RESOLUTION #6

MARRIAGE OFFICER APPOINTMENT

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

WHEREAS, the Domestic Relations Law Section 11-c authorizes the governing body of any village, town or city to appoint one or more Marriage Officers who have the authority to solemnize a marriage; now, therefore, be it

RESOLVED, that the Victor Town Board hereby appoints Deputy Town Clerk Roxann Ammerman as a Marriage Officer of the Town of Victor to run concurrent with her appointed term of office; and, further

RESOLVED, that the Victor Town Board hereby appoints Supervisor Jack Marren as a Marriage Officer of the Town of Victor to run concurrent with his elected term of office; and, further

RESOLVED, that a certified copy of this resolution be filed at the appropriate state agency as required by law; and, further

RESOLVED, that a copy of this resolution be forwarded to Supervisor Jack Marren, Town Clerk Karen C. Bodine and Deputy Town Clerk Roxann Ammerman.

## RESOLUTION #7

APPOINTMENT - TOWN CONSTABLE

On motion of Councilman Condon, seconded by Councilman Guinan, the following resolution was ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

RESOLVED, that Tamara Vienna be appointed Town Constable at a rate of \$24.03 (Grade 3, Step F) per hour.

Councilman Condon asked what our Town Constable does. She is security at the Town Courts during the day sessions. She is assigned all the time and periodically we have extra people available if need be.

## RESOLUTION #8

ASSIGNMENT OF TEMPORARY JUSTICES - 7TH JUDICIAL DISTRICT

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

WHEREAS, towns and villages within the Seventh Judicial District for more than twenty years have consented to the temporary assignment of its justices to other town/village courts within the Seventh Judicial District should the need arise; and

WHEREAS, said assignment procedures administered by the Unified Court Systems have been very successful in streamlining this process when necessary; and

WHEREAS, the Unified Court System Seventh Judicial District is again requesting the consent of the town/villages within this District to the temporary assignment of its justices to provide in other town/village courts within the District as the need arises during the year 2018; and

WHEREAS, both Town Justice Holter and Town Justice Reh support and encourage the town to consent to this assignment procedure; now, therefore, be it

RESOLVED that the Victor Town Board does hereby consent to take part in the temporary assignment of its justices to other town/village courts within the Seventh Judicial District should the need arise; and further

RESOLVED, that a copy of this resolution be forwarded to the Unified Court System Seventh Judicial District, Town Justice Reid Holter and Town Justice Thomas Reh.

## RESOLUTION #9

REAPPOINTMENT TO BOARD OF ASSESSMENT REVIEW – REBECCA MELTON

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

WHEREAS, the term of Rebecca Melton to the Board of Assessment Review expired on September 30, 2017; and

WHEREAS, Rebecca Melton has indicated his desire to continue to serve on said Board and has met the conditions for reappointment; now, therefore, be it

RESOLVED, that the Victor Town Board hereby reappoints Rebecca Melton, Victor, New York, to the Board of Assessment Review for a term of five years with said term beginning on October 1, 2017 and expiring on September 30, 2022 at a salary of \$400.00 (four hundred dollars) per year to be taken from budget line item # A.1360.100, Board of Assessment Review Personal Services, and be it further

RESOLVED, that a copy of the resolution be sent to Rebecca Melton, James Cope - Chair, Assessor's Office, Suzy Mandrino, Robin Johnson – Ontario County Real Property Tax Agency, and Human Resources.

RESOLUTION #10

REAPPOINTMENT OF MATTHEW MATTESON TO TOWN OF VICTOR CONSERVATION BOARD

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

WHEREAS, the term of Matthew Matteson to the Town of Victor Conservation Board expires on December 31, 2017; and

WHEREAS, per the conditions specified in Resolution #18-15, Matthew Matteson wishes to be re-appointed to another five year term; now, therefore be it

RESOLVED, that the Town Board of the Town of Victor hereby appoints Matthew Matteson to the Town of Victor Conservation Board for a term of five years with said term beginning on January 2, 2018 and expiring on December 31, 2022 at a 2018 salary of \$2300.00 (two thousand three hundred dollars) per year, to be taken from budget line item #B.8010.100 Zoning Personal Services, and be it further

RESOLVED, that a copy of this resolution be forwarded to Kate Crowley-Chairperson, Matthew Matteson, Kim Kinsella, Cathy Templar, Mary Lyng, Suzy Mandrino, and Human Resources

RESOLUTION #11

REAPPOINTMENT OF MICHAEL HOUSER AND APPOINTMENT OF SUSAN STEHLING TO HISTORIC ADVISORY COMMITTEE

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

WHEREAS, the three year term of Katie Coyne to the Historic Advisory Committee expired on December 31, 2017; and

WHEREAS, Katie Coyne does not wish to seek reappointment to this committee for another term, and

WHEREAS, the Town would like to acknowledge and thank Katie Coyne for her service, hard work, and dedication to this committee as a member for the past six years; and

WHEREAS, Jason Shelton resigned his position on the committee effective September 4, 2017, and the committee has decided to leave the position vacant at this time, and

WHEREAS, the Town would like to acknowledge and thank Jason Shelton for his service, hard work, and dedication to this committee as a member for the past seven years; and

WHEREAS, Michael Houser's term on the Historic Advisory Committee expired on December 31, 2017, and

WHEREAS, Michael Houser has indicated his desire to continue to serve on said Committee and has met the conditions for reappointment, and

WHEREAS, the Historic Advisory Committee has recommended that Susan Stehling, Victor, NY be appointed to the Town of Victor Historical Advisory Committee; now, therefore be it

RESOLVED, that the Town Board of the Town of Victor hereby reappoints Michael Houser and appoints Susan Stehling to the Historic Advisory Committee for a term of three years with said terms beginning on January 2, 2018 and expiring on December 31, 2020; and be it further

RESOLVED, that a copy of this resolution be forwarded to Katie Coyne, Michael Houser, Babette Huber, Suzy Mandrino, and Human Resources.

RESOLUTION #12

REAPPOINTMENT OF LISA ROBERTS TO THE TOWN OF VICTOR PARKS & RECREATION  
CITIZENS ADVISORY COMMITTEE

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was  
ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

WHEREAS, Lisa Roberts' term to the Parks & Recreation Citizens Advisory Committee expired on  
December 31, 2017, and

WHEREAS, Lisa Roberts has indicated her desire to continue to serve on said Committee and has met  
the conditions for reappointment; now, therefore, be it

RESOLVED, that Lisa Roberts be re-appointed to the Parks & Recreation Citizens Advisory Committee  
for a three-year term, beginning on January 2, 2018 and ending on December 31, 2020, and be it further

RESOLVED, that a copy of this resolution be sent to Human Resources, Larry Fisher, Lisa Roberts, Suzy  
Mandrino, and Brian Emelson.

RESOLUTION #13

REAPPOINTMENT OF DONNA MORLEY TO TOWN OF VICTOR ZONING BOARD OF APPEALS

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was  
ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

WHEREAS, the term of Donna Morley to the Town of Victor Zoning Board of Appeals expires on  
December 31, 2017; and

WHEREAS, per the conditions specified in Resolution #18-15, Donna Morley wishes to be re-appointed  
to another five year term; now, therefore be it

RESOLVED, that the Town Board of the Town of Victor hereby appoints Donna Morley to the Town of  
Victor Zoning Board of Appeals for a term of five years with said term beginning on January 2, 2018 and  
expiring on December 31, 2022 at a 2018 salary of \$2325.00 (two thousand three hundred twenty-five  
dollars) per year, to be taken from budget line item #B.8010.100 Zoning Personal Services, and be it  
further

RESOLVED, that a copy of this resolution be forwarded to Michael Reinhardt-Chairperson, Donna  
Morley, Kim Kinsella, Cathy Templar, Mary Lyng, Suzy Mandrino, and Human Resources.

RESOLUTION #14

APPOINTMENT OF ARCHITECTURAL REVIEW SUB-COMMITTEE

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was  
ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

RESOLVED, that Al Gallina and Heather Zollo be appointed to the Architectural Review Sub-Committee  
of the Planning Board, with Joe Logan appointed as Alternate and that Al Gallina be appointed as Chair,  
and Mark Kukuvka from LaBella Associates will be the Architectural Consultant.

RESOLUTION #15

APPOINTMENT TO CHAIRMAN – CONSERVATION BOARD

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was  
ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

RESOLVED, that Kathryn Crowley be appointed as Conservation Board Chair.

## RESOLUTION #16

APPOINTMENT TO CHAIRMAN – PARKS & RECREATION CITIZENS ADVISORY COMMITTEE

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was  
 ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

RESOLVED, that Lawrence Fisher be appointed as Parks & Recreation Citizens Advisory Committee Chair.

## RESOLUTION #17

APPOINTMENT TO CHAIRMAN – PLANNING BOARD

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was  
 ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

RESOLVED, that Ernest Santoro be appointed as Planning Board Chair.

## RESOLUTION #18

APPOINTMENT TO CHAIRMAN – ZONING BOARD OF APPEALS

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was  
 ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

RESOLVED, that Michael Reinhardt be appointed as Zoning Board of Appeals Chair.

## RESOLUTION #19

VICTOR TOWN BOARD 2018 LIAISON ASSIGNMENTS

On motion of Supervisor Marren, seconded by Councilman Condon, the following resolution was  
 ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

RESOLVED that the 2018 Town Board liaison assignments are as follows:

Boughton Park Committee	Dave Condon
Comprehensive Plan	Dave Condon / Mike Guinan
Conservation Board	Dave Condon (Jan-Apr) / Mike Guinan (May-Aug) / Ed Kahovec (Sept-Dec)
Emergency Services (Fire Departments, Ambulance, Emergency Preparedness/Services)	Jack Marren
Finance/Audit	Dave Condon / Jack Marren
Fishers Fire Department	Jack Marren / Ed Kahovec
Highway Department	Dave Condon / Mike Guinan / Jack Marren
Highway Facility Capital Project	Mike Guinan / Jack Marren
Historic Advisory Committee	Dave Tantillo
Library	Jack Marren
Local Development Corp	Mike Guinan

Parks and Recreation Citizens Advisory Committee	Dave Tantillo
Parks and Recreation Master Plan	Dave Tantillo
Personnel/Compensation	Dave Condon / Jack Marren
Planning Board	Dave Tantillo (Jan-Apr) / Dave Condon (May-Aug) / Mike Guinan (Sept-Dec)
Route 96 Study	Dave Tantillo
Transfer Station	Ed Kahovec
Victor Central School Board	Jack Marren
Village Board of Trustees	Jack Marren
Village Cemetery Committee	Dave Tantillo
Zoning Board of Appeals	Ed Kahovec

#### Liaison Expectations

- ✓ Attend monthly and special interest meetings, activities, and events
- ✓ Work cooperatively with Victor community groups and businesses that could work in partnership with the Board/Committee
- ✓ Interview, and recommend appointments for members.
- ✓ Provide insight and assistance, when needed, to further the Board/Committee along on projects and goals.
- ✓ Provide periodic update/report at Town Board meetings
- ✓ Report back to the Liaison group on pertinent Town Board information
- ✓

Supervisor Marren stated that he felt that the Board members would best serve as liaison for certain committees, for example, Councilman Condon for the Boughton Park Committee being he was very well received and hopefully to help get Farmington on board as well. The Comprehensive Plan with the idea that both families Councilman Condon and Councilman Guinan have been land owners for a long time in Victor and with relationship to the plan whether or not we move forward in a transfer of developmental rights or not. Both would be ideal to support internal staff with the Comprehensive Plan. Supervisor Marren touched on the Fishers Fire District Liaison stating there is a meeting next week to talk about potential voting, a change with Maureen Bills stepping down. Originally Gaylen Powers was going to be the new Commissioner and then he resigned and at the next meeting Bob Johnson will take his spot. Highway Facility and Capital Project moving forward the first meeting in February there will be a presentation from LaBella on this.

Councilman Condon strongly suggested to the Board to add themselves to the email chain to all the committees. It is a great way to stay in tune with what is going on and get to know the individuals on the committees, also to give input. Supervisor Marren will have Suzy send out the contact information for the Town Board members who will be representing each committee. Councilman Kahovec also chimed in stating he felt from a learning curve perspective, it will bring everyone up to speed much faster.

Supervisor Marren reiterated to the Board Members as clarification that when speaking at committee meetings, it is the perception that we are speaking on behalf of all 5 board members. There may be times if the Board has not had a chance to vet everything out, each member should speak for themselves and not as the unified Board.

## RESOLUTION #20

RE-ISSUE TOWN FUEL DEPOT CONTRACTS TO TOWN / VILLAGE SERVICE ORGANIZATIONS

On motion of Councilman Condon, seconded by Councilman Guinan, the following resolution was  
ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

RESOLVED, that the Town of Victor forward fuel contracts for the 2018 year for signature by the Village of Victor, the Victor Fire Department, and the Victor-Farmington Ambulance Corp.

## RESOLUTION #21

CONTRACT VICTOR-FARMINGTON AMBULANCE CORPS FOR EMERGENCY SERVICES

On motion of Councilman Guinan, seconded by Councilman Kahovec, the following resolution was  
ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

RESOLVED, that the Town of Victor enter into a contract with the Victor-Farmington Ambulance Corps for \$17,500.00, to be funded from Budget line A.4540.400 Ambulance Contractual, to provide their services to the residents of the Town of Victor for the 2018 fiscal year and the Supervisor be authorized to sign the contract.

## RESOLUTION #22

CONTRACT MERCY FLIGHT EMERGENCY SERVICES

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was  
ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

RESOLVED, that the Town of Victor enter into a contract with Mercy Flight for \$5,000.00, to be funded from Budget line A.4540.400 Ambulance Contractual, to provide their services to the residents of the Town of Victor for the 2018 fiscal year and the Supervisor be authorized to sign the contract.

## RESOLUTION #23

AUTHORIZATION TO ENTER INTO 2018 CONTRACT – VILLAGE OF VICTOR, FIRE PROTECTION SERVICE

On motion of Councilman Kahovec, seconded by Councilman Guinan, the following resolution was  
ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

RESOLVED, that the Supervisor be authorized to sign the 2018 Victor Fire Protection Contract with the Village of Victor at a cost of \$513,865.15, to be funded from Budget line SF1.3410.4 Fire Protection – Contract, following review by the Town Attorney.

## RESOLUTION #24

AUTHORIZATION FOR SUPERVISOR TO ENTER INTO A CONTRACT WITH SELECTIVE INSURANCE AND ANDERSON-VANHORNE FOR TOWN MUNICIPAL INSURANCE COVERAGE AND SERVICES

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was  
ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

RESOLVED, that the Town Supervisor be authorized to contract with Selective Insurance for the Town of Victor's municipal insurance needs for the 2018 calendar year in the amount of \$129,038.70 to be charged to the 2018 Town Budget line items A.1910.400, B.1910.400, DB.1910.400; and be it further

RESOLVED, that the Town will continue to utilize Anderson-VanHorne Insurance and Financial Services as the insurance broker for the Town's municipal insurance needs for the 2018 calendar year; and be it further

RESOLVED, that a copy of this resolution be forwarded to all Department Heads, the Finance Department, and Rob Anderson, Anderson Insurance, for Selective Insurance.



Supervisor Marren noted that Rob Anderson will be in to give a high level presentation to the Board under this years' existing policy, but we will go through the RFP process for 2019 to also give opportunity to others to be competitive.

**RESOLUTION #25**

**AUTHORIZATION FOR SUPERVISOR TO PAY FUNDS TO VICTOR AMERICAN LEGION POST #931**

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

WHEREAS, the Victor American Legion Post #931 requested and was granted funding for 2018 in the 2018 budget; now therefore be it

RESOLVED, that the Supervisor be authorized to allocate funds to the Victor American Legion Post #931 in the amount of \$5,250.00 from the 2018 budget line item #A.6510.4 Veterans Services Contractual to provide their services to the residents of the Town of Victor for the 2018 fiscal year; and further

RESOLVED, that a copy of this resolution be forwarded to the Finance Dept., and American Legion Post #931.

**RESOLUTION #26**

**AUTHORIZATION FOR SUPERVISOR TO ALLOCATE TOWN'S BUDGETED PORTION OF FUNDING TO VICTOR LOCAL DEVELOPMENT CORPORATION**

On motion of Councilman Guinan seconded by Councilman Condon, the following resolution was ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

WHEREAS, the Victor Local Development Corporation requested and was granted funding for 2018 in the 2018 budget; now therefore be it

RESOLVED, that the Supervisor be authorized to allocate funds to the Victor Local Development Corporation (VLDC), for their annual Town contribution to the VLDC, in the amount Thirty-Three Thousand Seven Hundred Fifty-Six Dollars (\$33,756.00) from the 2018 budget line item A6420.410 Economic Development Local Development Corporation Contractual, to provide their services to the residents of the Town of Victor for the 2018 fiscal year; and further

RESOLVED, that a copy of this resolution be forwarded to Kathy Rayburn, Executive Director VLDC, Karen C. Bodine, Town Clerk; and Town Finance Dept.

**RESOLUTION #27**

**FIDELITY BOND**

On motion of Councilman Guinan, seconded by Councilman Condon, the following resolution was ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

RESOLVED, that the following Town Officials will be bonded:

	<u>Current Coverage</u>
Karen C. Bodine	\$1,328,437
Renee McConnell	\$1,328,437
Barbara J. Cole	\$1,000,000
Supervisor	\$100,000
Deputy Town Supervisor	\$30,000
Town Justices (2)	\$100,000
Court Clerks (2)	\$100,000
Court Account Clerk	\$100,000
Deputy Town Clerks (2)	\$30,000
Senior Account Clerk	\$100,000
Finance/Account Clerk	\$100,000

Highway/Transfer Station Clerks (2)	\$100,000
Parks and Rec Director	\$30,000
Parks & Rec Assistant Director	\$30,000
Parks & Rec Clerks (2)	\$100,000
Recreation Supervisors (2)	\$30,000
Town Councilmen (4)	\$100,000

RESOLVED, that a copy of this resolution be sent to Anderson-VanHorne Insurance.

A \$30,000 Bond is carried on all public employees.

#### RESOLUTION #28

#### DESIGNATION OF FULL-TIME EMPLOYEES

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was  
 ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

RESOLVED, that the designation of full-time employees will be as follows:

Sole Assessor  
 Assessor's Aide  
 Code Enforcement Officer (3)  
 Fire Marshal  
 Secretary to Zoning Board of Appeals  
 Secretary to Planning Board  
 Senior Typist  
 Court Clerks (2)  
 Court - Account Clerk  
 Deputy Town Clerks (3)  
 Town Clerk  
 Highway Superintendent  
 Deputy Highway Superintendent  
 Deputy Water Superintendent  
 Hourly Highway Employees (12) working 40 hours per week  
 Highway/Transfer Station Clerk  
 Highway Mechanic  
 Recycling Operators (1)  
 Town Supervisor  
 Confidential Secretary to the Supervisor  
 Finance Director  
 Finance - Account Clerk  
 Senior Account Clerk  
 Administrative Aide  
 Parks Maintenance Assistant  
 Parks & Recreation Assistant Director  
 Parks Motor Equipment Operators - MEO (2)  
 Parks & Recreation Director  
 Parks Account Clerk Typist  
 Recreation Supervisors (2)  
 Director of Economic Development

## RESOLUTION #29

ACCEPTANCE OF THE TOWN OF VICTOR ORGANIZATIONAL CHART

On motion of Councilman Guinan, seconded by Councilman Kahovec, the following resolution was ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

WHEREAS, Resolution #230-10 – Acceptance of the Town of Victor Organizational Chart – was passed on July 12, 2010, and

WHEREAS, the Town of Victor has undergone several employee and department changes over the past several years, and

WHEREAS, a new organizational chart was developed to document Town employees and reporting relationships in Town offices, and

WHEREAS, the organizational chart, previously adopted by Resolution No. 25 on January 9, 2017 is no longer valid; now, therefore, be it

RESOLVED, that the Town Board of the Town of Victor accepts the Town of Victor Organizational Chart listed as Schedule “A” dated January 8, 2018 and kept in the subject file in the Town Clerk’s Office; and, further

RESOLVED, that the organizational chart will be placed on the agenda for every Town Board Organizational Meeting, and be it further

RESOLVED that a copy of this resolution be forwarded to Department Heads, Town Clerk, Finance Director, Town Board, and the Human Resources Department.

## RESOLUTION #30

DESIGNATION OF PAY DAYS

On motion of Councilman Condon, seconded by Councilman Guinan, the following resolution was ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

RESOLVED, that all personnel employed by the Town of Victor be paid bi-weekly, with the exception of the following who will be paid annually on the first pay day in December:

1. Planning Board Members (5)
2. Zoning Board of Appeals Members (5)
3. Assessment Board of Review (5)
4. Conservation Board Members (5)

## RESOLUTION #31

APPROVAL OF MILEAGE RATE

On motion of Councilman Guinan, seconded by Councilman Kahovec, the following resolution was ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

RESOLVED, that the Town of Victor pay mileage at a rate in accordance with Internal Revenue Service regulations.

## RESOLUTION #32

BENEFIT PACKAGE EMPLOYEE POLICY

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was  
 ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

## HOLIDAY SCHEDULE FOR 2018:

Martin Luther King Day	Monday	January 15, 2018
President's Day	Monday	February 19, 2018
Memorial Day	Monday	May 28, 2018
Independence Day	Wednesday	July 4, 2018
Labor Day	Monday	September 3, 2018
Columbus Day	Monday	October 8, 2018
Veterans' Day	Monday	November 12, 2018
Thanksgiving Day	Thursday	November 22, 2018
Floating Holiday/Thanksgiving	Friday	November 23, 2018
Floating Holiday	Monday	December 24, 2018
Christmas	Tuesday	December 25, 2018
New Year's Day	Tuesday	January 1, 2019
Birthday Holiday		

## RESOLUTION #33

APPOINTMENT OF NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS), NIMSCAST POINT OF CONTACT

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was  
 ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

WHEREAS, the National Incident Management System (NIMS) ensures that all government agencies are prepared to protect against, respond to and recover from any incident; and

WHEREAS, the Federal Emergency Management Agency's National Integration Center developed NIMS Compliance Assistance Support Tool (NIMSCAST) to help State and local jurisdictions to maintain their national baseline compliance, and requires the selection of one person to be a Point of Contract for NIMS in our jurisdiction; now, therefore, be it

RESOLVED, that Robert Graham, Fire Marshal, be appointed as Point of Contact for NIMSCAST, and further

RESOLVED, that a copy of this resolution be forwarded to Robert Graham, Jeff Harloff, Ontario County Fire Coordinator.

## RESOLUTION #34

APPOINTMENT OF THE EMPLOYEE SAFETY REGULATIONS OFFICER

On motion of Councilman Kahovec, seconded by Councilman Guinan, the following resolution was  
 ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

RESOLVED, that Scott Hopkins, Motor Equipment Operator/Safety Coordinator, be appointed as the Employee Safety Regulations Officer.

## RESOLUTION #35

APPOINTMENT OF A COMPREHENSIVE EMERGENCY MANAGEMENT PLAN ADVISORY BOARD

On motion of Councilman Condon, seconded by Councilman Guinan, the following resolution was ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

WHEREAS, the Town Board annually appoints a Comprehensive Emergency Management Plan Committee consisting of the Village Clerk Pam Hogenes, Village Public Works Representative Jon McConnell, Village DPW Director John Turner, Town Highway Representative Scott Hopkins, Town Supervisor Jack Marren, Village Deputy Emergency Manager Gerry Sensabaugh, and Fire Marshal Robert Graham; and

WHEREAS, Robert Graham will be appointed as the Emergency Manager for the Comprehensive Emergency Management Plan Advisory Board; now therefore, be it

RESOLVED, that a copy of this resolution be forwarded to Pam Hogenes, Jon McConnell, Jack Marren, John Turner, Gerry Sensabaugh, Scott Hopkins and Robert Graham.

## RESOLUTION #36

AUTHORIZATION FOR TOWN SUPERVISOR TO EXECUTE EASEMENT AGREEMENTS AND SEQRA CLASSIFICATION

On motion of Councilman Condon, seconded by Councilman Kahovec, the following resolution was ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

WHEREAS, upon the Town of Victor Planning Board approval of final site plans/subdivision plans routinely condition said approval upon the applicant providing certain easements for the control of storm water, access, conservation and utility services; and

WHEREAS, said easement agreements are necessary to the proper function of public services; and

WHEREAS, the easements and accompanying plans have been approved by the Town Engineer; and

WHEREAS, the easements and agreements have been recommended by the Town Attorney; and

WHEREAS, the proposed action is an unlisted action pursuant to 6 NYCRR 617; and

WHEREAS, the acceptance of easement agreements in and of itself has no impact upon the environment; now, therefore, be it

RESOLVED, that the Town Board of the Town of Victor determines the acceptance of easement agreements to be Type II action pursuant to the State Environmental Quality Review Act; and, further

RESOLVED, that the Town Board of the Town of Victor authorizes the Supervisor to execute the Easement Agreements, including Storm Water Facility Maintenance Agreements required by the Planning Board for development projects; and, further

RESOLVED, that a copy of this resolution be forwarded to the applicant, the Planning Department and that the executed agreement be recorded with the Ontario County Clerk's Office.

## RESOLUTION #37

AUTHORIZATION FOR TOWN SUPERVISOR TO ENTER INTO AGREEMENTS WITH THE ONTARIO COUNTY PLANNING DEPARTMENT PURSUANT TO GENERAL MUNICIPAL LAW 239

On motion of Councilman Guinan, seconded by Councilman Condon, the following resolution was ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

WHEREAS, the General Municipal Law permits the County Planning Agency to enter into agreements with the referring body of a town, city, or village to provide for whether certain actions are of a local or county-wide concern; and

WHEREAS, certain minor actions are of local concern only, and may be classified as "Class 1" by the County Planning Agency; now, therefore, it is hereby

RESOLVED, that the Town Supervisor is authorized to enter into agreements with the Ontario County Agency to mutually accept certain actions as "Class 1," having only local concern; and be it further

RESOLVED, that a copy of this resolution be forwarded to the Planning Department, Planning Board, Zoning Board of Appeals and Ontario County Planning Agency.

## RESOLUTION #38

TOWN SUBJECT MATTER LIST

On motion of Councilman Kahovec, seconded by Councilman Guinan, the following resolution was ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

RESOLVED, that the New York State Record Retention and Disposition Schedule MU-1 be maintained as the Town Subject Matter List for Freedom of Information requests.

## RESOLUTION #39

REQUIREMENT OF PERSONAL REGISTRATION FOR SPECIAL TOWN ELECTIONS

On motion of Councilman Guinan, seconded by Councilman Kahovec, the following resolution was ADOPTED AYES 4 (Marren, Guinan, Condon, Kahovec) NAYS 0

WHEREAS, pursuant to Town Law, 84-(a), personal registration for special elections may be required providing for absentee ballots for voters who are unable to appear in person the day of the special elections; and

WHEREAS, the Victor Town Board may determine that it may be beneficial for town voters to require personal registration so that eligible voters who are unable to appear in person would be able to vote by absentee ballots; now, therefore, be it

RESOLVED, that personal registration may be required for any Special Town Elections that may be held in 2018; and further

RESOLVED, that the Town Clerk shall publish and post the notice for personal registration as required by Town Law, 84(2).

ANNOUNCEMENT OF TOWN CLERK APPOINTMENTS

Deputy Town Clerks	Renee McConnell Roxann Ammerman Kimberly Heuer
--------------------	------------------------------------------------------

Deputy Tax Receiver	Renee McConnell
---------------------	-----------------

ANNOUNCEMENT OF HIGHWAY SUPERINTENDENT APPOINTMENT

Deputy Highway Superintendent      Randy Rader  
Stormwater Management Officer      Kenneth Wilson, Jr

## RESOLUTION #40

2019 ORGANIZATIONAL MEETING

On motion of Councilman Kahovec, seconded by Councilman Guinan, the following resolution was  
ADOPTED      AYES    4 (Marren, Guinan, Condon, Kahovec)      NAYS 0

RESOLVED, that the Victor Town Board Organizational Meeting for the year 2019 will be held on  
Monday, January 7, 2019.

PUBLIC COMMENT

Supervisor Marren called for Public Comment on any subject. There was no public comment.

On motion of Councilman Condon, seconded by Councilman Kahovec, the meeting was adjourned at  
6:55 PM.

ADOPTED      AYES    4 (Marren, Guinan, Condon, Kahovec)      NAYS 0

A regular meeting of the Victor Town Board was held on January 8, 2018 starting at 7:03 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; Barb Cole,  
Finance Manager, David Nankin, Neil Stein, Lee Wager and Tim Brown.

Supervisor Marren called the meeting to order at 7:03 PM.  
The flag was saluted.

## RESOLUTION #41

APPROVAL OF MINUTES

On motion of Councilman Condon, seconded by Councilman Guinan, 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 be approved.

## RESOLUTION #42

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 #1 (2017) in the amount of \$157,401.77. Documentation for  
these expenditures can be found on vouchers filed by numbers #20172750-20172842.

A- General Townwide	\$26,051.55
B- General Outside Village	\$ 5,901.32
DB – Highway Townwide	\$75,535.03
SL1 –Fishers Light	\$ 370.85

SL2 –Brookwood Meadows Light	\$ 388.04
SL3 –High Point Light	\$ 871.01
SL4 –Cobblestone Light	\$ 5,457.29
SL5 –Quail Ridge Light	\$ 1,072.56
SL6 –Rolling Meadows Light	\$ 1,143.67
SL7 –Legacy at Fairways	\$ 1,151.13
SL8 –Stoneleigh Light	\$ 69.32
SS –S5 CVS Sewer	\$18,370.00
TA –Trust & Agency	\$21,020.00

Supervisor Marren reviewed each of the six expenses that were included in Manifest #1(2017) that were in the range of, or exceeded \$10,000.

#### RESOLUTION #43

##### PAYMENT OF BILLS

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 bills be paid on Manifest #1 (2018) in the amount of \$15,294.15. Documentation for these expenditures can be found on vouchers filed by numbers #20180001-20180018.

A- General Townwide	\$9,481.90
B- General Outside Village	\$5,000.00
DB – Highway Townwide	\$ 812.25

##### PUBLIC COMMENT

Neil Stein – Strong Road expressed concerns with the rising costs of the Fishers Fire District and encouraged Supervisor Marren to be diligent in his communication with the new Commissioner. Councilman Condon also stated that he understands how Mr. Stein feels that maybe with a community effort to attend the fire meetings more action would be taken. The next Fire meeting will be held on January 16<sup>th</sup> at 6:30 PM, 381 High St. and in February it will be on the 20<sup>th</sup>.

##### REPORTS SUBMITTED

Supervisor  
Town Clerk  
Highway  
Parks and Recreation  
Historian  
Victor Fire Department

Councilman Tantillo requested Brian Emelson and Mark Years to create a column in their report to show cost and revenues for both the transfer station and Recreation portion of Parks. Any cost associated with running the operations which would be both the direct and indirect labor, do not include labor associated with Parks, Trails, or cemeteries. Brian asked the window, the board thought once a month would be good.

As a follow-up from the last board meeting, Brian, Barb, and Supervisor Marren met to discuss the apportionment of the liability insurance waivers for the Parks and Recreations Programs. It is a work in progress with more to come, especially considering whether it is in house or on another parcel. Brian will get back to Supervisor Marren and Barb with a few options and then report to the board.

Supervisor Marren reviewed that a letter will be sent to all Boards and Committees regarding liaisons contact information and if a Councilman's attendance is requested at a meeting communication would need to be made in advance.



Supervisor Marren reiterated once more the importance to the Board Members that when speaking at committee meetings, it is the perception that we are speaking on behalf of all five board members. There may be times that the Board has not had a chance to vet everything out, so in that case each member should speak for themselves and not speak on behalf of all the Board Members.

**RESOLUTION #44**

**SCOUT CROSSING SUBDIVISION, LETTER OF CREDIT, RELEASE 1**

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

WHEREAS, Dehollander Design, Inc. received Planning Board approval for Scout Crossing Subdivision with the condition that a form of surety be submitted to cover the cost of improvements and infrastructure; and,

WHEREAS, Lyons National Bank Irrevocable Letter of Credit No. 408 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. 1 dated December 20, 2017 and recommends in his letter December 20, 2017 that \$16,158.00, be released from said Letter of Credit; now, therefore, be it

RESOLVED that the Town Board hereby approves Release No. 1 on the Lyons National Bank Irrevocable Letter of Credit No. 408 in the amount of \$16,158.00, as recommended by the Town Engineer and conditioned upon payment of all engineering and inspection fees owed to the Town; and further

RESOLVED that given said release, there now remains \$40,196.48 in said Letter of Credit; and further

RESOLVED that a copy of this resolution be forwarded to the Engineer for the Town, DeHollander Design, Inc. and BME Associates.

**RESOLUTION #45**

**REQUEST FOR CERTIFICATE OF LIABILITY INSURANCE WAIVERS**

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 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 vendors, who are 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>
Mary Slaughter	Preschool Art & Sports	Victor Recreation Center	70% / 30%	December 31, 2018	Not Applicable
Miroslava Dimitrova	Aesthetic Dance & Gymnastics	Victor Recreation Center	70% / 30%	December 31, 2018	Not Applicable
Margaret Heissenberger	Art Classes	Victor Recreation Center	70% / 30%	December 31, 2018	Not Applicable

Now, therefore be it

RESOLVED that the Town Board grants the Certificate of Liability Waivers for the following service providers:

<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>
Mary Slaughter	Preschool Art & Sports	Victor Recreation Center	70% / 30%	December 31, 2018	Not Applicable
Miroslava Dimitrova	Aesthetic Dance & Gymnastics	Victor Recreation Center	70% / 30%	December 31, 2018	Not Applicable
Margaret Heissenberger	Art Classes	Victor Recreation Center	70% / 30%	December 31, 2018	Not Applicable

And be it further

RESOLVED that a copy of this resolution be sent to Brian Emelson, Director of Parks and Recreation, Karen Bodine, Town Clerk, Mary Slaughter, Miroslava Dimitrova, and Margaret Heissenberger.

#### RESOLUTION #46

#### AUTHORIZATION TO ENTER INTO AGREEMENT - MARY SLAUGHTER FOR PRESCHOOL ART AND SPORTS CLASSES

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

WHEREAS, the Department of Parks and Recreation seeks to offer preschool art and sports instruction in their recreation program; and

WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement with Mary Slaughter to provide instructional staff and supplies for preschool art and sports classes to be held at a date and time that is mutually agreed upon by the contractor and recreation program coordinator for Seventy Percent (70%) of the program registration net funds with the Town taking Thirty Percent (30%) 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; 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 Mary Slaughter to provide instructional staff and supplies for preschool art and sport classes to be held at a date and time that is mutually agreed upon by the contractor and recreation program coordinator for Seventy Percent (70%) of the program registration net funds with the Town taking Thirty Percent (30%) of the program registration net funds, said funds are included and available in the 2018 Operating Budget line item A7020.4 Recreation Programs; and further

RESOLVED, that a copy of this resolution be forwarded to Steve Hendrickson, Recreation Supervisor; Brian Emelson, Director of Parks and Recreation; Barb Cole, Director of Finance Director; Karen Bodine, Town Clerk and Mary Slaughter.

## RESOLUTION #47

AUTHORIZATION TO ENTER INTO AGREEMENT - MIROSLAVA DIMITROVA AESTHETIC DANCE AND GYMNASTIC CLASSES

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 Department of Parks and Recreation seeks to offer aesthetic dance and gymnastic classes in their recreation program; and

WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement with Miroslava Dimitrova to provide instructional staff and equipment for aesthetic dance and gymnastic classes to be held at a date and time that is mutually agreed upon by the contractor and recreation program coordinator for Seventy Percent (70%) of the program registration net funds with the Town taking Thirty Percent (30%) 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; 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 Miroslava Dimitrova to provide instructional staff and equipment for aesthetic dance and gymnastics classes to be held at a date and time that is mutually agreed upon by the contractor and recreation program coordinator for Seventy Percent (70%) of the program registration net funds with the Town taking Thirty Percent (30%) of the program registration net funds, said funds are included and available in the 2018 Operating Budget line item A7020.4 Recreation Programs; and further

RESOLVED, that a copy of this resolution be forwarded to Steve Hendrickson, Recreation Supervisor; Brian Emelson, Director of Parks and Recreation; Barb Cole, Director of Finance Director; Karen Bodine, Town Clerk and Miroslava Dimitrova.

## RESOLUTION #48

AUTHORIZATION TO ENTER INTO AGREEMENT - MARGARET HEISSENBERGER FOR ART CLASSES

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 Department of Parks and Recreation seeks to offer art instruction for adults in their recreation program; and

WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement with Margaret Heissenberger to provide instructional staff and supplies for art classes to be held at a date and time that is mutually agreed upon by the contractor and recreation program coordinator for Seventy Percent (70%) of the program registration net funds with the Town taking Thirty Percent (30%) 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; 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 Margaret Heissenberger to provide instructional staff and supplies for art classes to be held at a date and time that is mutually agreed upon by the contractor and recreation program coordinator for Seventy Percent (70%) of the program registration net funds with the Town taking Thirty Percent (30%) of the program registration net funds, said funds are included and available in the 2018 Operating Budget line item A7020.4 Recreation Programs; 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, Director of Finance Director; Karen Bodine, Town Clerk and Margaret Heissenberger.

RESOLUTION #49

AUTHORIZATION TO ENTER INTO AGREEMENT - ROCHESTER FENCING CLUB FOR FENCING CLASSES

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 Department of Parks and Recreation seeks to offer fencing instruction for youth and adults in their recreation program; and

WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement with Rochester Fencing Club dba Zsport Inc. to provide instructional staff and equipment for youth and adult fencing classes to be held at a date and time that is mutually agreed upon by the contractor and recreation program coordinator for Seventy Percent (70%) of the program registration net funds with the Town taking Thirty Percent (30%) 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; 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 Rochester Fencing Club dba Zsport Inc. to provide instructional staff and equipment for youth and adult fencing classes to be held at a date and time that is mutually agreed upon by the contractor and recreation program coordinator for Seventy Percent (70%) of the program registration net funds with the Town taking Thirty Percent (30%) of the program registration net funds, said funds are included and available in the 2018 Operating Budget line item A7020.4 Recreation Programs; and further

RESOLVED, that a copy of this resolution be forwarded to Steve Hendrickson, Recreation Supervisor; Brian Emelson, Director of Parks and Recreation; Barb Cole, Director of Finance Director; Karen Bodine, Town Clerk and Iris Zimmerman, Rochester Fencing Club.

RESOLUTION #50

MOVE TO EXECUTIVE SESSION

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 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

Time: 7:30 PM

RESOLUTION #51

RE-OPEN OPEN MEETING

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 open meeting of the Victor Town Board be reconvened. Time: 7:52 PM.  
On motion of Councilman Guinan, seconded by Councilman Tantillo, the meeting was adjourned at 7:52 PM.

Respectfully submitted, \_\_\_\_\_ Karen C. Bodine, Town Clerk