

AGENDA

ONTARIO TOWN BOARD MEETING

DATE: April 26 , 2010

TIME: 7:00pm

LOCATION: Ontario Town Hall

I. Call to Order

II. Pledge of Allegiance

III. Revisions to agenda/ or other Business items

IV. Second Public Hearing: Community Development Block Grant

V. Comments from the Public

VI. Approval of Minutes of Prior Meeting(s) – April 12, 2010

VII. Correspondence:

VIII. Reports of the Attorney for the Town

IX. Old Business

X. New Business

1. Authorize to surplus office equipment, per memo from Donna Burolla, Economic Development. (Attachment 1)
2. Review and adopt agreement with the Town of Williamson regarding Ontario providing temporary supervision of Williamson's Water Treatment Plant. (Attachment 2)
3. Motion to approve Scott Erdeli's attendance at the 2010 Annual Town Finance Schools – "Managing Costs Amid Shrinking Revenues" at the Woodcliff Hotel, Rochester, May 5-7, with registration and all actual and necessary charges to be a town charge per attached memo. This training has been budgeted for. (Attachment 3)

XI. Budget Transfers/Adjustments (separate sheets attached)

1. Transfer from A-9010.800 (Employee Benefits State Retirement) to A-9050.800 (Employees Benefit Unemployment Insurance in the amount of \$1,000.00 to cover additional contribution/expense above budgeted amount for 2010. (Attachment 4)

XII. Policy Items

1. Second reading and justification of Policy 4311.9 AR, Recreation Leader.

(Attachment 5)

XIII. Appointments/Resignations

XIII. Information Forum

1. County Business
2. Board Reports
3. Comments from the Public
4. Questions/comments from students

XIV. Approval of Claims

XV. Workshop Items

XVI. Executive Session

Adjournment

NEXT WORKSHOP MEETING

May 17, 2010 @ 7 pm at the Town Hall

* Time Reporting & The State Retirement System??

NEXT BUSINESS MEETING

May 10, 2010 @ 7 pm at the Town Hall

PLEASE NOTE – The second and fourth Monday evening will be a Business meeting. The third Monday evening of the month will be a workshop. All Town Board meetings are held at 7:00 p.m. at the Ontario Town Hall, 1850 Ridge Road, Ontario, NY and are open to the public.

APRIL 12, 2010

ONTARIO TOWN BOARD MEETING AND PUBLIC HEARING

A regular meeting of the Ontario Town Board was called to order by Supervisor Kelsch at 7:00 PM in the Ontario Town Hall. Present were Supervisor Robert Kelsch, Council members: Jason Ruffell, Lori Eaton-Smith,

Frank Robusto and Stephen Tobin, Superintendent of Highways Jerry Santangelo, Building Inspector/Code Enforcement Officer Edward Collins, Superintendent of Water Utilities Rodney Peets, Director of Recreation & Parks William Riddell, Accountant Scott Erdeli, Sole Assessor Christine Luteyn, Library Director Sandra Hysten,

Attorney for the Town Alan Knauf and Town Clerk Debra DeMinck.

Absent: Dog Control Officer Mark Plyter

7 residents and visitors were present at portions of the meeting.

Mr. Robusto led the Pledge of Allegiance.

The Legal Notice of Public Hearing to consider the Community Development Block Grant Program was posted on the Town Clerk's bulletin board and published in the Times of Wayne County on March 27, 2010 and in the Wayne County Mail on April 1, 2010.

Mr. Kelsch opened the public hearing at 7:03 p.m.

Mr. Dave Richardson from the Wayne County Industrial Development Agency (IDA) explained the Community Development Block Grant (CDBG) Program. It is a federally funded program authorized by the Housing and Community Development Act of 1974. On a continuous year-round basis, the Office of Community Renewal invites eligible communities to submit requests for Economic Development projects where the maximum award is

\$750,000. Applicants of the CDBG program must ensure that 70% of all activities funded under the program primarily benefit low and moderate income households-those with incomes at or below 80% of the area median income established by the U.S. Department of Housing and Urban Development.

Mr. Kelsch asked about competitive rounds. Economic Development grants are open year round for submission.

Mr. Chuck Lantry asked if the grants had to be paid back. Mr. Riddell responded with no, grants are not paid back.

Mr. Robusto asked how the grants were monitored if they were to be used for low to moderate income levels.

Mr. Richardson responded they are based on applications and they use individual income tax returns.

A motion was made by Mr. Tobin, seconded by Mr. Ruffell to **close the public hearing at 7:16 p.m.**

Approval of the Agenda – A motion was made by Mr. Tobin, seconded by Mr. Ruffell, to **approve the agenda**

with the addition of approving the minutes of the March 29, 2010 Town Board special meeting.

5 Ayes 0 Nays MOTION CARRIED

Comments from the Public – None

Approval of Minutes - Mr. Kelsch asked for approval of the minutes of the March 22, 2010 Town Board meeting. A motion was made by Mr. Ruffell, seconded by Mr. Tobin, to **approve the minutes as presented.**

5 Ayes 0 Nays MOTION CARRIED

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A motion was made by Mr. Robusto, seconded by Mrs. Smith, to **approve the minutes of the March 29, 2010 Town Board special meeting as presented.** 4 Ayes 0 Nays 1 Abstention (Ruffell) MOTION CARRIED

Correspondence – The Town Clerk presented the board with a summary of taxes collected for 2010.

Mr. Kelsch received a thank you from Sheriff Barry Virts regarding his recent visit to Ontario.

A motion was made by Mr. Tobin, seconded by Mr. Ruffell, to **accept and file the correspondence.** 5 Ayes 0 Nays MOTION CARRIED

Attorney for the Town Report – An appeal has been filed in the Gullace (Orchard Grove Mobile Home Park)

tax certiorari case and an appraisal has been done on the DKR (Ames Plaza) tax certiorari case.

Department Head Reports -

Superintendent of Water Utilities – A motion was made by Mr. Robusto, seconded by Mrs. Smith, to **accept the March 2010 report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Superintendent of Highways – A motion was made by Mr. Kelsch, seconded by Mrs. Smith, to **accept the March 2010 report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Building Inspector/Code Enforcement Officer – A motion was made by Mr. Ruffell, seconded by Mr. Tobin, to **accept the March 2010 report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Director of Recreation & Parks – A motion was made by Mrs. Smith, seconded by Mr. Tobin, to **accept the March 2010 report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Sole Assessor – A motion was made by Mr. Robusto, seconded by Mrs. Smith, to **accept the March 2010 report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Ontario Public Library – A motion was made by Mrs. Smith, seconded by Mr. Tobin, to **accept the March 2010 Library report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Supervisor's Financial Statement – A motion was made by Mr. Kelsch, seconded by Mr. Tobin, to **accept the March 2010 Supervisor's Financial Statement as presented.** 5 Ayes 0 Nays MOTION CARRIED

Ontario Town Court – A motion was made by Mr. Tobin, seconded by Mr. Ruffell, to **receive the March 2010 report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Dog Control Officer – A motion was made by Mrs. Smith, seconded by Mr. Robusto, to **accept the March 2010 report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Watershed Management Advisory Council – No meeting/no report

Economic Development Department – A motion was made by Mr. Robusto, seconded by Mrs. Smith, to **accept the March 2010 report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Old Business – None

New Business – A motion was made by Mr. Kelsch, seconded by Mr. Ruffell, to **authorize the Superintendent**

of Highways to seek bids for a contractor to blacktop and replace the gutters on Bear Creek Drive from Furnace Road to the intersection at Pear Tree Meadows and to authorize and direct the Town Clerk to

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post and publish a legal notice to bidders, as requested by the Superintendent of Highways in memo # 10-06. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Ruffell, seconded by Mr. Tobin, to **surplus and dispose of in the proper manner the following: a Hewlett Packard Laserjet 2200D printer, serial number CNDRC56530 and a Certex Electronic Check Protector Model 3200, serial number 0635Z05 with asset tag #2730 as requested by the Accounting Department.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Kelsch, seconded by Mr. Ruffell, to **surplus and dispose of in the proper manner the following: a 1974 Freuhauf Semi Flatbed Trailer-VIN#FWS585206, a 2002 John Deere 644H 4-yard loader-serial #DW644HX583182, an Imperial Eastman Kwikrimp hydraulic hose crimper, model #K20, a Dell Computer serial # 8D7G221 and keyboard-serial #CN-07N242-71616-45R-OCT7 and a Panasonic Dictaphone machine-model RR930 and serial #3798835508 as requested by the Superintendent of Highways in memo #10-05.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Tobin, seconded by Mr. Ruffell, to **authorize Judge Higgins and Judge Sucher to attend the Integrated Domestic Violence Initiative Judicial Conference at The Inn on the Lake in Canandaigua, NY on May 5, 2010 and May 6, 2010 with registration and all actual and necessary charges to be a town charge as requested by Judge Higgins and Judge Sucher.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Kelsch, seconded by Mr. Tobin, to **authorize the Supervisor to execute the agreement with Advanced Occupational Services to provide random drug testing as recommended by the**

Accountant for the Town. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Robusto, seconded by Mrs. Smith, to **authorize the Supervisor to sign the agreement between the Town of Ontario, the Wayne County Industrial Development Agency (IDA) and John Lockwood Plumbing, LLC (Lockwood) to install approximately 1,250 foot four-inch gas main along Timothy Lane, in the vicinity of the other improvements (the Gas Main) to further encourage development. RG&E has approximated the installation cost to be \$10,570.00. The Town, the IDA and Lockwood will share the installation costs equally.** 5 Ayes 0 Nays MOTION CARRIED

Budget Transfers/Adjustments - A motion was made by Mr. Robusto, seconded by Mr. Tobin, to **approve the following budget transfer: SEWER fund transfer \$19,530 from SS1990.4 to SS1440.4** 5 Ayes 0 Nays MOTION CARRIED

Comments from the Public – None

Reports by Town Board Members – Mr. Kelsch reported that all Town employees have been bonded. He also stated he and Mr. Tobin were literacy volunteers at the Ontario Primary School and it was a great experience. Mr. Tobin announced the Ontario Justice Court was successful in receiving a grant for \$9,375.71 under the Justice Court Assistance Program.

Approval of Claims – A motion was made by Mr. Tobin, seconded by Mr. Ruffell, to **approve the abstract of claims for April 12, 2010 including vouchers #898 through #1086 with a grand total of \$113,442.24 and to authorize the Supervisor to issue payments for same.** 5 Ayes 0 Nays MOTION CARRIED

Workshop – Mr. Riddell gave a presentation on the justification of a Community Center Recreation Leader position.

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Executive Session – A motion was made by Mr. Ruffell, seconded by Mrs. Smith, to **move into an executive session at 8:55 p.m. to discuss litigation.** 5 Ayes 0 Nays MOTION CARRIED

Reconvene – 9:34 p.m.

Adjourn - A motion was made by Mr. Robusto, seconded by Mrs. Smith, to **adjourn at 9:35 p.m.** 5 Ayes 0 Nays MOTION CARRIED

Respectfully submitted,

Debra DeMinck

Ontario Town Clerk

The above minutes will become official upon approval of the town board.

Memo To: Ontario Town Board
From: Donna Burolla
Topic: Surplus Office Equipment
Date: April 21, 2010

I am requesting permission from the Ontario Town Board to surplus the following office equipment:

- One Harris Lanier Dictaphone machine, Model P-128, Serial # 1663170. This item does not have a fixed asset tag.
- One Polaroid Instant OneStep camera (600 film) Serial #M8B01-04. This item does not have fixed asset tag.

To: Ontario Town Board
From: Scott Erdeli, Accountant
Date: April 22, 2010
Re: Continuing Education

I would like permission to attend the Tenth Annual Town Finance Schools -
“Managing Costs Amid Shrinking Revenues”

Co-sponsored by the Association of Towns of the State of New York and the
Office of the State Comptroller, Division of Local Government and School Accountability

Location	Date	Fee
Woodcliff Hotel, Rochester	May 5-7, 2010	\$200.00

Travel and all necessary and actual expenses will be a town charge. This training has been budgeted for.

Thank You.

Scott Erdeli
Accountant

**TOWN OF ONTARIO
1850 Ridge Road
Ontario, NY 14519**

BUDGET TRANSFER

FUND: General

DATE: April 22, 2010

TRANSFER FROM: A-9010.800 Employee Benefits State Retirement Balance \$98,700.00

TRANSFER TO: A-9050.800 Employee Benefits Unemployment Insurance

AMOUNT: \$1,000.00

EXPLANATION: Additional contribution/expense above budgeted amount for 2010.

REQUESTED BY: _____

REVIEWED - ACCOUNTING OFFICE: _____

BUDGET OFFICER APPROVAL _____ DATE: _____
(signature)

TOWN BOARD ACTION:

APPROVED: _____ DISAPPROVED: _____ DATE: _____

COMMUNITY CENTER RECREATION LEADER

JUSTIFICATION

Demand for Additional Staff Member

COMMUNITY CENTER

Since opening in January of 2009, the Community Center has seen growth in all areas, including membership, sports leagues, rentals and programming. The Center has also experienced steady revenue growth during this time. The staff continues to receive requests for additional programming and expanded hours. Currently the center is open for 98 hours a week. The facility is open additional hours on when rented. To date, the management and staff have absorbed the additional demands of the center without significant increases in full-time staffing, and minimal increase in part-time staff. The appointment of an additional full time staff member will meet the increasing operational needs of the center and allow for greater accountability and professionalism in the operation of the center on evenings and weekends.

MEMBERSHIP NUMBERS

Rising membership numbers is one of the factors indicating a need for additional professional staffing, in order to continue serving the membership and ensure the smooth operation of the facility. As illustrated in the graph below, membership has increased steadily and at times sharply, since the center first opened.

ACTIVE MEMBERSHIPS 0 200 400 600 800 1000 1200 Feb. '08 Feb '09 Mar '09 Apr '09 May '09 Jun '09 Jul '09 Aug '09 Sep '09 Oct '09 Nov '09 Dec '09 Jan '10 Feb '10

UTILIZATION OF COMMUNITY CENTER PROGRAMMING

Group exercise classes have increased to six classes which are included in all membership packages in January 2009 to eleven classes offered with memberships today. Most classes are at or near capacity each week.

In October of 2009, the center began running soccer leagues one evening a week on the indoor turf field. By March of 2010, league play expanded to four nights a week.

Other popular programming includes Adult Pick-up Basketball and children's birthday parties, both operating at capacity each week, and SilverSneakers®, which includes over 250 senior members.

DEMAND FOR ADDITIONAL HOURS OF OPERATION

In a recent member survey, one-fifth of all respondents indicated a desire for extended hours at the center, either on weekday mornings, or on the weekend, and a willingness to incur a rate increase for extended hours. Currently, the Center is staffed with only one employee to oversee the center during nearly seventy percent of the open hours. A one to two-hour extension on each of the seven days would mean hiring an additional employee, as all part time employees are currently at or near maximum allowable hours.

INCREASED REVENUE

Growth in membership, along with increases in rentals, league play and personal training sales has resulted in an overall boost to monthly revenue. Seasonal spikes occur in the winter months as expected and slow periods occur in the summer. Although there is not currently enough history to compare each month with the previous year, the significant upward trend indicates that the center is able to employ an additional full time staff member while remaining self-supporting.

0 5000 10000 15000 20000 25000 30000 35000 Jan '09 Apr '09 Jul '09 Oct '09 Jan '10 Monthly Revenue

SUMMER AQUATICS PROGRAMMING

In 2008, the town entered into an agreement with Brookwoods Golf Club, for the operation of the outdoor pool at the club during the summer months, including open swim time and swimming lessons. Since swimming lessons have been offered at the Golf Club, enrollment has increased from 66 swim lesson registrations in 2007 to an average of 300 lessons per year in 2008 and 2009. In addition, the park continues to offer swimming and canoe and paddle boat rental at the beach in Casey Park seven days a week during July and August.

The Parks & Recreation Director proposes to move the duties of the full time Recreation Leader to the seasonal position of Aquatic supervisor during the slower summer months at the Community Center. The Aquatic Supervisor position is an existing seasonal position that is currently open. A slight rate adjustment is the only necessary change to the budget.

April 2010

JOB DESCRIPTION

RECREATION LEADER

To Whom Responsible: Reports to the Community Center Recreation Supervisor for all Community Center assignments and to the Assistant Recreation Director for Summer Aquatics Programming.

Major Area of Responsibility: This is a full time entry-level position requiring strong organizational and customer service skills, knowledge of sports and fitness activities and equipment, and a willingness to perform a large variety of tasks. Experience in aquatics and swim instruction is preferred. Applicants must be confident working with groups of all ages. Basic computer skills are required.

Specific Areas of Responsibility:

Works afternoon to evening and weekend shifts during the majority of the year. Responsible for opening and/or closing the facility during assigned shifts

Oversees all Community Center activities during assigned hours

Coordinates all necessary setup and break down for Community Center activities.

Acts as front desk attendant, giving tours, selling memberships, and answering the telephone

Uses Microsoft Word, Publisher, Excel, and Outlook, as well as web-based membership and registration programs to perform daily duties

Runs after school sports and recreational programming for all grade levels

Acts as birthday party coordinator

Acts as Aquatics Supervisor during the summer months, in these duties will manage part-time summer aquatic staff.

Assists in organizing and running events

Demonstrates proper use of equipment to members

May act as timekeeper, scorekeeper, or sports official

May be responsible for activities at school or other offsite programming locations

Performs light cleaning and maintenance as needed

Other programming, or maintenance duties as required

Working Conditions:

This position will be required to work primarily evening and weekend hours at the Community Center, during the school year. Summer hours may include weekdays, early evenings, and weekends. Summer assignments will be outdoors.

Minimum Qualification:

A) Four year degree in Recreation and Leisure or a related field OR a two year degree in Recreation or a related field plus two years experience working in sports, fitness, or another related field, OR a high school diploma or equivalency plus four years experience in sports, fitness, or another related field.

B) Ability to operate a computer and knowledge of Microsoft® Word, Excel, and Publisher

C) Ability to relate in a positive manner to the public

ADOPTED:

REVISED: