

AGENDA

ONTARIO TOWN BOARD MEETING

DATE: December 14, 2009

TIME: 7:00pm

LOCATION: Ontario Town Hall

I. Call to Order

II. Pledge of Allegiance

III. Revisions to agenda/ Add Business items

IV. Comments from the Public

V. Approval of Minutes of Prior Meeting(s) – November 23, 2009

VI. Correspondence:

VII. Reports of the Attorney for the Town

VIII. Reports of Department Heads & Town Agencies

1. Superintendent of Water Utilities (Attachment 1)
2. Superintendent of Highways (Attachment 2)
3. Building Inspector/Code Enforcement Officer (Attachment 3)
4. Director of Recreation and Parks (Attachment 4)
5. Sole Assessor (Attachment 5)
6. Director of Ontario Public Library (Attachment 6)
7. Town Justice Court (Attachment 7)
8. Dog Control Officer (Attachment 8)
9. Watershed Management Advisory Council (No meeting/ no report)
10. Economic Development Department (Attachment 9)

IX. Old Business

X. New Business

1. Motion to authorize posting of the position of Part Time Building Inspector/Code Enforcement Officer, per town code, as requested in memo from Building Inspector/ Code Enforcement Office, Ed Collins. **(Attachment 10)**
2. Motion to adopt Resolution Authorizing Budget Adjustments for Fiscal Year Ending December 31, 2009 **(Attachment 11)**
3. Motion to approve 2010 Hourly, Monthly and Salaried Pay Schedules **(Attachment 12)**
4. Motion to approve compensation for Non-Unionized, Salaried, Exempt and Hourly Employees for 2010. (Attachment to Town Board Members only). **(Attachment 13)**
5. Motion to approve toe 2010 Holiday Schedule **(Attachment 14)**
6. Motion to authorize approval to amend Town Policy 4030.6AR as mentioned in Memo #19-2009 from Rod Peets, Superintendent of Water Utilities. **(Attachment 15)**
7. Motion to approve purchase of Orion system water meters as mentioned in Memo # 20-2009 from Rod Peets, Superintendent of Water Utilities. **(Attachment 16)**
8. Motion to authorize Superintendent of Water Utilities to fill position of Distribution Crew Chief, as mentioned in Memo # 21-2009. **(Attachment 17)**
9. Motion to approve purchase of Casco Security Systems, Fire/Security/Video Protection System not to exceed total price of \$43,514.00 as mentioned in Memo # 22-2009 from Rod Peets, Superintendent of Water Utilities. **(Attachment 18)**
10. Motion to accept lowest quote from Secor to replace and expand fence around sludge drying bed at Wastewater Treatment Plant, for a total price not to exceed \$8,200.00 per Memo # 23-2009 from Rod Peets, Superintendent of Water Utilities. **(Attachment 19)**
11. Motion to authorize purchase of two computers for the Community Center not to exceed \$2,300.00 per Memo from Bill Riddell, Parks & recreation Director. **(Attachment 20)**
12. Motion to authorize purchase of one commercial treadmill for the Community Center, not to exceed \$5,865.85 per Memo from Bill Riddell, Parks & Recreation Director. **(Attachment 21)**

13. Motion to adopt a resolution for SEQRA findings for Commerce Center Master Plan. **(Attachment 22)**

XI. Budget Transfers/Adjustments (separate sheets attached)

1. Transfer from SS8130.4 (Sewage Treatment & Disposal) to Ss8130.2 (Sewage Treatment & Disposal) in the amount of \$22,705.00 to cover portion of cost for Alarm System @ Wastewater Treatment Facility & Fence for Expanding Sludge Dry Bed **(Attachment 23)**

2. Transfer from SWS8120.4 (Sewer Collection) to SS8120.2 (Sewer Collection) in the amount of \$14,505.00 to cover portion of cost for Alarm System @ Wastewater Treatment Facility **(Attachment 24)**

3. Transfer from S28120.4 (Sewer Collection) to S28120.2 (Sewer Collection) in the amount of \$14,505.00 to cover portion of cost for Alarm System @ Wastewater Treatment Facility **(Attachment 25)**

4. Transfer from 1110.4 to 1110.2 in the amount of \$3,875.00 to cover the cost of installing air condition unit in Court office. **(Attachment 26)**

5. Transfer from A-1620.4 (Buildings) to A-1620.2 (Buildings) in the amount of \$6,500.00 to cover cost of new file cabinets, air conditioner units and CCTV system. **(Attachment 27)**

XII. Policy Items

XIII. Appointments and Resignations

XIV. Information Forum

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

XV. Approval of Claims

XVI. Workshop Items

XVII. Executive Sessions

Adjournment

NEXT WORKSHOP MEETING

December 21, 2009 @ 7 pm at the Town Hall

NEXT BUSINESS MEETING

January 11, 2010 @ 7 pm at the Town Hall

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

Town of Ontario Water Utilities Department

Monthly Town Board Report for November 2009

Water Treatment Plant

- ❖ Sent Stage 2 results to EPA and NYS DOH
- ❖ Annual Internal Lab Audit
- ❖ Collected last Stage 1 sample for 2009
- ❖ Cleaned UV units
- ❖ Calibrated NTU Meters

Wastewater Treatment Plant

- ❖ Received sludge from Town of Williamson 52,200 gal.
- ❖ Repaired north blower belts in new blower building
- ❖ Repaired #1 air inlet actuator
- ❖ Repaired #3 back wash outlet
- ❖ Notified DEC of high zinc test
- ❖ Completed annual lab audit

Distribution / Collection Systems

- ❖ High wet well Millcreek pump station
- ❖ Repaired leak 505 Ontario Drive

- ❖ **Repaired plugged sewer main Wooster Way and Ames plaza**
- ❖ **Installed water service @ 2620 Putnam Road**
- ❖ **Installed water service @ 5969 Lanson Road**
- ❖ **Meters, stakeouts, and inspections**
- ❖ **Read monthly water meters**
- ❖ **Weekly pump stations checks**
- ❖ **Pump station repair and maintenance**
- ❖ **Monthly vehicle/equipment repair/maintenance**

2009 FISCAL YEAR FINANCIAL AND ACTIVITY REPORT

ENDING 30-Nov-09

Laboratory Bacteriological-Samples

	Current/M	Y T D		Current/M	Y T D		Current/M	Y T D
T Ontario	10	115	WCS&W	1	89	Private	26	134
WCW&SA	38	539	T Williamson	8	60	T Marion	0	1
V Webster	10	54	T Sodus	8	42			
N Y S D O H	0	21	V Sodus Point	2	10			

Total samples (month) 103
 Total sampling revenue (YTD) \$17,040.35
 Misc. Water Revenue (YTD) \$9,020.10

WATER - Revenue

	January	February	March	April	May	June	July	August	Sept.	October	November	December	Total
WCW&SA													
Gallons/M	18,737,000	23,502,000	28,402,000	26,839,000	32,891,000	35,279,000	28,884,000	28,238,000	26,956,000	19,074,000	23,544,000	0	292,346,000
Dollars	\$34,101.34	\$42,773.64	\$51,691.64	\$48,846.98	\$59,861.62	\$64,207.78	\$52,568.88	\$51,393.16	\$49,059.92	\$34,714.68	\$42,850.08	\$0.00	\$532,069.72

Ontario

W-Gallons/M	0	0	0	70,414,000	0	0	70,189,000	0	0	102,458,000	0	0	243,061,000
W-Dollars/Qrtl	\$0.00	\$0.00	\$0.00	\$224,760.22	\$0.00	\$0.00	\$212,413.69	\$0.00	\$0.00	\$314,244.83	\$0.00	\$0.00	\$751,418.74
S- Dollars/Qrtl	\$0.00	\$0.00	\$0.00	\$170,588.47	\$0.00	\$0.00	\$171,355.54	\$0.00	\$0.00	\$171,065.79	\$0.00	\$0.00	\$513,009.80

Ontario - Final Bills

W - Gallons	6	31	64	49	185	101	116	95	194	14	90	0	945
W - dollars	\$60.00	\$173.80	\$251.15	\$196.35	\$411.49	\$339.55	\$149.84	\$406.66	\$698.86	\$110.00	\$372.33	\$0.00	\$3,170.03
S - Dollars	\$34.74	\$197.52	\$356.65	\$33.50	\$76.74	\$237.00	\$103.00	\$245.00	\$612.00	\$96.00	\$199.00	\$0.00	\$2,191.15

SERVICE CALLS

	#/Month	#/YTD	# of Accounts	CONNECT/SERVICE CHARGES	Fee	#/Month	\$/Month	#/YTD	\$/YTD
WATER									
Emergency	1	9	W&S	1,952	WATER-Connection	2	\$1,350.00	25	\$13,900.00
Repairs	1	7	Water	1,747	WATER-Connection	0	\$0.00	1	\$3,000.00
Install	2	5	SEWER	56	SEWER DIST #1				
Inspections	2	24	TOTAL	3,755	Lateral Connection Fee	0	\$3,750.00	2	\$3,750.00
					Existing Home - New Tn Install	0	\$0.00	0	\$0.00
SEWER					New Home - Developer Installed	3	\$3,750.00	15	\$18,750.00
Repairs	1	1			New Connection - Residential	0	\$0.00	2	\$3,000.00
Install	0	4			Unit Chg - Multi Family/Com/Ind	0	\$0.00	0	\$0.00
Emergency	2	10			Stonehedge-Developer Installed	0	\$0.00	0	\$0.00
Inspections	1	18			Payment Plan	0	\$0.00	0	\$0.00

PLANT OPERATIONS & TREATMENT

	2009	2008		
Water Produced For Sale / M	61,725,000	63,438,000	SEWER DIST #2 1 - 10	
Water Produced For Sale / YTD	645,188,000	736,201,000	1995 or Newer	
Effluent From Booster Station / M	30,087,000	32,256,000	Payment Plan	\$3,250.00
Effluent From Booster Station / YTD	381,578,000	417,581,000	Lateral Connection Fee	0.00
Water Supplied Outside Ontario (Gallons)	19,074,000	21,862,000	Miscellaneous revenue	\$2,500.00
Water Remaining in Ontario (Gallons)	11,839,000	10,394,000	Sludge Generated Revenue	
Sewer Plant Intake for Treatment (Gallons)	17.58 MG	18.75MG		
Sewer Plant Sludge Removed (cu.yds.)	97.5cu.yds.	22.5cu.yds.		

Total Revenue YTD \$1,896,695.93

Respectfully,
 Rodney M. Peets
 Superintendent of Water Utilities

TOWN OF ONTARIO HIGHWAY DEPARTMENT
 6449 FURNACE ROAD
 ONTARIO, NEW YORK 14519
 TELEPHONE (315) 524-8111 FAX (315) 524-7694
 TDD 1-800-622-1220

The Town of Ontario is an Equal Opportunity Employer & Provider

*Jerry Santangelo, Superintendent of Highways
 typist/D.E.O.
 Passantina, Clerk-typist*

*Marilee Stallery, Clerk-
 Cindy*

**MONTHLY TOWN BOARD REPORT
 NOVEMBER 2009**

During the month of November, the Highway Department continued spreading topsoil at the Town Landfill and had the area seeded. We hauled sand for ice control, began installing sanders and plows on trucks and putting up plow markers along the routes for the winter season. The dock was removed from Bear Creek Harbor and we started cleaning roadside ditches.

In – Kind Services

Ontario Town Hall ó assisted Charlie with putting up drywall in the Library and demolition of shed.

Town of Ontario Water Utilities ó finished blacktop for repairs

Parks and Recreation ó moved planters and garbage cans on Main Street. Mowed weeds at Bear Creek Harbor. Put snow fence up at Casey Park.

Watershed – delivered 12 ft. of 24 inch SBP pipe to 5979 Walworth Road.

Central Garage

Assisted Parks and Recreation with brake repair.

SERVICE AND MAINTENANCE OF EQUIPMENT

YEAR	DESCRIPTION	MONTHLY SERVICE DESCRIPTION
1987	FORD 540B TRACTOR	Replace broken hose and change brushes.
1990	JOHN DEERE 3 YD - 544 ETC LOADER	Install marker lights. Service loader. Repaired brake pedal. Changed windshield wiper blade.
1997	FORD 10 WHEEL DUMP TRUCK	NYS Inspection.
2000	STERLING 6 WHEEL DUMP TRUCK	Replace bearings and spinner motor on the sander.

2002	STERLING 10 WHEEL DUMP TRUCK	Put wing on truck.
2002	JOHN DEERE 4 YD - 644H LOADER	Replaced broken pin for bucket
2006	VOLVO RUBBER TIRE EXCAVATOR	Volvo still leaking oil. Took Volvo back to Volvo Rents to have repaired.
2007	STERLING 6 WHEEL DUMP TRUCK	NYS Inspection.
2008	FORD STEP VAN	Install radio.
2009	MACK 10 WHEEL DUMP TRUCK	Put wing on truck. Replaced spinner motor on sander. Had metal skirts made and installed on sander.

General Repairs / Miscellaneous

- **Landfill**
 - Leveled clay.
 - Leveled topsoil.
 - Seeded completed areas.
 - Returned rented JD 850 dozer to Five Star Equipment.
- Picked up dead deer at 2279 Lake Road
- Hauled ice control sand.
- Repair road shoulder on Ontario Center Road near Landfill.

Brush and Weeds

Mowed weeds on Lincoln Road.

Traffic Control / Signs

Put up "NO PARKING NOV. 1 - APR. 1" signs on Main Street.
 Painted new "Handicap Parking" spaces in the North Parking Lot.
 Put up "Drifting Snow" signs on Lincoln Road.
 Put up delineators to mark snowplow routes.

Respectfully submitted by: _____, Superintendent of Highways

Jerry Santangelo

Director of Parks and Recreation
Town Board Report

for November 2009

Submitted: December 11, 2009

Parks and Recreation Administrative

Special Events

The department conducted three special events during the month of October and November.

Halloween Event: October 24th, 2009 at the Ontario Community Center. This event was an over whelming success. The department estimates that approximately 300 residents experienced the event. The event was free to the public. Included in the event was hay rides, train rides, pumpkin decorating, apple cider making demonstration, games, bounce house, and cider and donuts.

The Ontario Friends of the Parks held a chicken Bar-Q and sold every chicken dinner available.

Friday Night Flick at the Center: Friday, October 30th, 2009 at the Ontario Community Center. This was a nice event for a first time occurrence. Approximately 60 residents turn out to watch Monster verse Aliens on a 14 foot screen located in the gymnasium. This was the first of three similar events that are schedule for the 2009 ó 2010 seasons.

Harvest Breakfast: Thursday, October 22nd, 2009 at the Ontario Parks and Recreation Nutrition Site located at Brown Square Apartments. This was a wonderful event held for the senior population. Sixty-five members of the community attended this event. The event was co-sponsored by Confer (Brown Square Management).

Events schedule in December:

Breakfast with Santa: Saturday, December 5th at the Adult Activity Center. This is a annual event co-sponsored by the Ontario Friends of the Parks. The projected attendance is always around 100 individuals.

Santa Sleigh ride through Ontario: Through out the month of December the departments in conjunction with the Ontario Friends of the Parks bring Santa in his lighted sleigh around to the different sub-division in Ontario. The nights and route can be found on the department's web site.

Adult Activity Center

The department is in the final stages of converting the back room in the Parks and Recreation Administrative Building into the town's new Adult Activity Room. The new tables and Chairs have been purchased and the new social furniture has arrived.

During the last week in December the coffee bar and entertainment areas will be completed. The grand opening and activities are scheduled to start during the first quarter of 2010.

Parks

Casey Park Sign: The main sign designating Casey Park had been deteriorating over the past two years. In August of this year the sign completely delaminated and fell apart. A new sign made from recycled plastic has been installed.

A similar sign will be installed in-front of the new community center during the month of December.

Village Green: The department decorated the village green for the holiday season. This included setting up the 14' tall holiday tree and all the ground decorations. They will be set-up until the first of the year.

Respectfully Submitted

William I. Riddell

Parks and Recreation Director



Att. 5

Town of Ontario Assessor's Office
1850 Ridge Road, Ontario, NY 14519

Report for the Month of November 2009
Presented at the December 14th Town Board Meeting

1. Processed 25 transfers received for the month of October. 1 split involving 3 parcels and 4 merges consisting of 12 parcels.
2. Assessor attended several meetings with Wayne County Assessor's Association.
3. Assessor has been elected to the Executive Committee of the Wayne County Assessor's Association
4. Town Wide Reassessment project is continuing. To date ½ of residential and commercial properties have been completed
5. Sent copy of 2009 Roll on November 19, 2009 as requested by RPTS for 2010 Town and County Tax bills. This covers transfers through October only.
6. Exemptions are being reviewed. Property owners will be notified if more information is needed from them to complete the exemption requirements.
7. Clerk started processing and entering all exemptions for the 2010 Roll to date.

8. Distributed new sales to various civic organizations.

Respectfully submitted,

Chris Luteyn

**Town of Ontario
Economic Development Report
November, 2009**

Department \ Program

Business Activities

- OptiPro Systems, Inc. was approved for a three-phased 16,000 square foot expansion at the Nov. planning board meeting. They were also listed as #37 in the Rochester Top 100 Businesses for 2009. Supervisor Kelsch sent letter of congratulations.
- Democrat & Chronicle's Rochester's 1st Choice Awards included two Ontario Businesses. Bill Gray's was first choice for burger, fish fry, and hot dog while Dunkin' Donuts was first choice for doughnuts. Supervisor Kelsch sent letters of congratulations.
- New boundary for Empire Zone has been adopted by the state. The new boundary is located on the north side of Route 104, east of Dean Parkway extending to the intersection of Lincoln Road. The Empire program is scheduled to sunset in June, 2010.
- 153 Lake Road ó Assisted individual with interpretation of existing use variance and procedure to allow modification of the variance. Application for modification of the use variance is on the Dec. 9th zoning board agenda.
- Assisted realtor regarding location on NYS Rt. 104 for a radio controlled car track for international competition. Developer is seeking to build a 43,000 square foot building. Will maintain contact.
- Assisted individual seeking an existing building for a welding and fabrication shop. Recommended several locations. Will maintain contact.
- 6280 Furnace Road ó Wireless Zone grand opening is scheduled for Dec 3-4th.
- Assisted individual with existing location(s) suitable for financial services professional office. Recommended several sites. Will maintain contact.
- Fallon Enterprises ó SE corner Rt. 104 and Ontario Ctr. Rd. **A closing date of Dec. 30, 2009** has been set with Rite Aid. Will maintain contact with Rite Aid after closing to facilitate resolution of outstanding issues to finalize NYS DOT approval.
- Public ROW Sidewalk Improvement Project ó 2001 and 2003 Ridge Road ó Business District Revitalization. Existing sidewalk was removed on Sept. 29th. Handrail installation has been completed. Landscaping and lighting anticipated for spring 2010 installation.

Department \ Program

**Timothy Lane
Improvements\GEIS \
Concept Plan**

- Final Generic Environmental Impact Statement (FGEIS) was adopted by the town board on Nov. 9th. The FGEIS and Notice of Completion has been distributed to all involved agencies,

posted on the town's web site and sent to the Environmental News Bulletin. Next step:
Issue final findings and adopt Commerce Center Industrial Park Master Plan.

Department / Program

Marketing

- Town of Ontario Merchants Discount Brochure. Distributed 13 copies to new residents from the October 2009 Sales Report.
- Updated online business directory
- Contacted local businesses/organizations for marketing materials to include in the Welcome Packages distributed by the Ontario Chamber of Commerce.

Respectfully
William Riddell
Economic Development Director

Donna Burolla
Economic Development Coordinator