



**Town of Ontario
Town Hall Offices
1850 Ridge Road
Ontario NY 14519
Main Phone 315.524.3441
Supervisor 315.524.7105**

**24 August 2020
Ontario Town Board Meeting Agenda
7:00 p.m. Meeting
Casey Park**

- I. Call to Order / Pledge of Allegiance**
- II. Revisions to Agenda**
- III. Comments from the Public**
- IV. Approval of Minutes**
- V. OLD BUSINESS**
- VI. REPORTS**
 - Watershed (attached)
 - Parks & Rec
 - Supervisor (attached)
- VII. NEW BUSINESS**
 - Adoption of standard work days (attached)
- VIII. BUDGET / ADJUSTMENT TRANSFERS**
- IX. APPOINTMENTS / RESIGNATIONS**
 - Ontario Public Library Board of Trustees appointment (attached)
- X. Board Member Comments**
- XI. Approval of Claims**
- XII. Workshop Items**
 - Human Resources (attached)
- XIII. Executive Session / Adjournment**



August 20, 2020

Submitted by: Adam Cummings, PE, BCEE

July 2020 Watershed Progress Report

Project Status Updates

- Project completed for Whispers Lane drainage. Final seeding/restoration still needs to be completed.
- Roder PW Project - Final seeding/restoration still needs to be completed.
- Ditch cleaning along Preston Landscaping was delayed due to equipment failure. Recommencement will take place in early August.

Planning

- Town Workshop planned for August 17th.
- Question has arisen regarding Watershed Fees that are collected for developments at Permit Application Stage. It appears that these funds are remaining in General Fund (AAA) and should be transferred to Drainage/Watershed (SD1). Further investigation is pending with EFPR.
- Upon further inspection, additional planning, funding and coordinating of MS4 activities is needed.



Town of Ontario
July 2020
Supervisor's Report - Executive Summary

MONTHLY STATEMENT OF REVENUES & EXPENDITURES – SEE ATTACHED

• **REVENUES**

- Total receipts for the month were: \$387,542.41
 - Water Rents - \$190,176.33
 - Sewer Rents (SS1) - \$141,846.71
 - Sewer Rents (SS2) - \$14,313.19
 - Town Clerk Receipts (June) - \$24,470.93
 - Justice Fines & Fees - \$9,129.00
 - Rent - \$2,986.24
 - Interest & misc - \$4,620.01

• **EXPENSES**

Expenditures through July on average should equal 58.33% of the annual budget.

General Fund (AAA):

- Year to date expenses are \$1,959,097.41 compared to the annual budget of \$4,521,632 or 43.33% of the budget.

Highway Fund (DA1):

- Year to date expenses are \$672,621.89 compared to the annual budget of \$1,695,503 or 39.67% of the budget.

Water Fund (FFF):

- Year to date expenses are \$926,028.08 compared to the annual budget of \$2,141,446 or 43.24% of the budget.

Sewer Fund (SS1):

- Year to date expenses are \$537,588.54 compared to the annual budget of \$960,112 or 55.99% of the annual budget.

Sewer Fund (SS2):

- Year to date expenses are \$5,110.38 compared to the annual budget of \$108,700 or 4.70% of the annual budget.



Be it Resolved, that the Town of Ontario hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York States and Local employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body.

And be it resolved, that the Ontario Town Board directs the Clerk of the Board to certify and file the appropriate paperwork with the New York State Employees' Retirement System and post said resolution on the website for the Town of Ontario, ontariotown.org, and on the bulletin board at the Ontario Town Hall for 30 days.

<u>Title</u>	<u>Name</u>	<u>Standard Work</u> <u>Day</u> (hrs/day)	<u>Term</u>	<u>Record of Time</u> <u>Worked (Y/N)</u>	<u>Days/Month</u> (based on record of activities)
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Elected Officials

Supervisor	Frank Robusto	8	1/1/20-12/31/21	N	28.58
Highway Superintendent	Marilee Stollery	8	1/1/20-12/31/23	N	30.55
Town Clerk	Debra DeMinck	8	1/1/20-12/31/23	N	22.06

Appointed Officials

Director Parks & Recreation	William Riddell	8	1/1/20-12/31/21	N	22.33
Asst. Rec Director	Kimberly Millard	8	1/1/20-12/31/21	N	26.21
Water Superintendent	Adam Cummings	8	1/1/20-12/31/21	N	21.25
Assessor	Melissa Halstead	8	1/1/20-12/31/21	N	20.63
Dog Control Officer	Mark Plyter	6	1/1/20-12/31/21	N	7.29
Code Enforcement Officer	Brian Smith	8	1/1/20-12/31/21	N	22.67
Parks & Rec Advisory Bd. Cora Lee TeWinkle		6	1/1/20-12/31/21	N	.60
Zoning Bd. Of Appeals Dom Paz		6	1/1/20-12/31/21	N	.75
Councilman Timothy Strickland		6	1/1/20-12/31/23	N	4.10



Ontario Public Library

19 August 2020

Mr. Frank Robusto, Town Supervisor
Town of Ontario
1850 Ridge Road
Ontario, NY 14519

RE: Appointment of Virginia Molino
Ontario Public Library Trustee

Dear Frank,

On behalf of the Board of Trustees, I am pleased to recommend Ontario resident, Virginia “Ginny” Molino, for appointment as Trustee of the Ontario Public Library. Ginny is active in the community and a long-term member of the library. She brings many skills and professional relationships of value to our board. We will work with her to benefit our members and community with new and modified services.

Ginny will serve through December 31, 2022 filling the position left vacant by Ms. Angela Lay last year.

Kind regards,



Alan M. Seigel

(Signed with permission)
Alan M. Seigel
President, Board of Trustees
Ontario Public Library

cc: Jeremy Eaton

HR Solutions Includes:

Human Resource Management

- Dedicated human resource professional
- HR consultation and assessments
- Onsite training
- Regulatory guidance
- H R management system
- Employee personnel files
- Employee handbook
- Supervisor procedures manual
- Performance management
- Required state and federal labor posters
- Paychex Learning Center (online training courses)

Employee Benefits

- ACA compliance services
- Premium Only Plan (POP)
- Flexible Spending Account (FSA)
- Retirement services planning and record keeping
- Employee assistance program (EAP)
- Employee discount program
- COBRA administration

Payroll

- Payroll processing (report how you prefer - online, phone)
- Taxpay
- Employee pay options
 - Direct deposit
 - Check
 - Paycard (Skylight)
- New-hire reporting
- Time-off accrual
- Garnishment payment service
- Paychex Report Center
- General Ledger Reporting Service
- Employee access online

Property and Casualty Insurance

- State Unemployment Insurance administration
 - Claims administration
 - Benefit charge audits
 - Wage verifications

Safety Services

- Federal and state safety and health compliance
- Employee safety and health management
- Employee safety training media
- Holistic safety training seminars

Recruiting, Interviewing & Selection

- Employee Screening Essentials
- Onboarding Essentials
- Customized job descriptions
- Interviewing and selection manual
 - Interviewing best practices
 - Legal requirements
 - Prescreening best practices
- New-employee orientation
- Compensation manual
- Salary benchmarking

Paychex HR Online

- Human resource management system (HRMS) centralizes access to organizational directories, company documents, dynamic forms, and more

HOW TO PAY FOR PAYCHEX CONTRACT

8/24/2020

DRAFT

For the 4 months remaining in 2020			
	Cost per Unit	Units	Remaining in 2020
	\$		\$
Paychex Payroll	235.68	8.7	2,050.42
	\$		\$
Adding HRS	404.00	4	1,616.00
			\$
TOTAL for 2020			3,666.42

HR Solutions for a full year			
	\$		\$
Paychex Payroll	235.68	26	6,127.68
	\$		\$
HR Solutions	640.00	12	7,680.00
			\$
TOTAL for a full year			13,807.68

HR Essentials for a full year			
	\$		\$
Paychex Payroll	235.68	26	6,127.68
	\$		\$
HR Essentials	304.00	12	3,648.00
			\$
TOTAL for a full year			9,775.68

Account		2017 Actual	2018 Actual	2019 Budget	2020 Adopted	2020 June YTD
AAA.1221.100	Bookkeeping Personal Service	\$ 135,572	\$ 147,539	\$ 145,895	\$ 110,000	\$ 40,346
AAA.1221.200	Bookkeeping Equipment			\$ 1,500	\$ 1,500	-
AAA.1221.400	Bookkeeping Personal Service	\$ 11,437	\$ 10,238	\$ 16,675	\$ 44,675	\$ 48,361

Account	NAME	2018 W-2 Wages	Projected for 2019	2020 Budget	Total Benefits	Wages + Benefits
A-1221.100	Payroll (2 employees)	\$ 69,796	\$ 77,709	\$ 79,742	\$ 56,121	\$ 135,773

EFPR Solutions Annual Support	\$ 28,000	Plus billing outside of Annual Support
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PROPOSAL FOR 2020

For September 1, 2020 through December 31, 2020 add HR Solutions (\$404 per month) to our current Paychex contract for payroll services. This would be an increase of \$1,616 for the remainder of 2020. The funds to cover this could be a transfer from A.1221.100 to A.1221.400.

A.1221.100 is currently projected to be underspent by over \$25,000. That amount is more than enough to cover the \$1,616 noted above.

PROPOSAL FOR 2021

Move from HR Solutions to HR Essentials. There will be a reduction of a dedicated HR

