A special meeting of the Ontario Town Board was called to order by Supervisor John Smith at 6:40 p.m. in the Ontario Town Hall. Present were Supervisor Smith, Council members: Jason Ruffell, Frank Robusto (entered 6:53 p.m.), Joseph Catalano, Richard Leszyk and Attorney for the Town Richard Williams.

A motion was made by Mr. Smith, seconded by Mr. Ruffell, to enter into an executive session at 6:41 p.m. for an interview with a specific person for an advisory board position. 4 Ayes 0 Nays 1 Absent (Robusto) MOTION CARRIED

Mr. Robusto entered at 6:53 p.m.

A motion was made by Mr. Smith, seconded by Mr. Ruffell, to adjourn the executive session at 6:55 p.m. 5 Ayes 0 Nays MOTION CARRIED

The organizational meeting of the Ontario Town Board was called to order by Supervisor at 7:00 PM in the Ontario Town Hall. Present were Supervisor Smith, Council members: Frank Robusto, Joseph Catalano, Jason Ruffell, Superintendent of Highways Marilee Stollery, Director of Recreation and Parks William Riddell, Code Enforcement Officer Charles DeMinck, Business Manager Paul Liess, Sole Assessor Melissa Halstead, Attorney for the Town Richard Williams and Town Clerk Debra DeMinck.

Absent: Library Director Sandra Hylen

16 residents and visitors were present at the meeting.

Mr. Ruffell led the Pledge of Allegiance.

A motion was made by Mr. Robusto, seconded by Mr. Ruffell, to approve the agenda as presented. 5 Ayes 0 Nays MOTION CARRIED

Mr. Smith presented the following appointments for 2017 with the terms of office 1/1/17 to 12/31/17 unless stated otherwise:

- Attorney for the Town of Ontario: Richard T. Williams II
- Records Access Officer: Debra DeMinck
- Deputy Records Access Officer: Shelley LaRocca
- Records Management Officer: Debra DeMinck
- Deputy Records Management Officer: Shelley LaRocca
- Sub Registrar of Vital Statistics: JoAnn Amico
- Engineer for the Town: MRB Group
- Liability Insurance Agent: Brit Insurance Agency
- Disability Insurance Agent: Thomas C. Briggs, Broker
- Deputy Health Officer: Charles DeMinck
- Code Enforcement Officer: Charles DeMinck
- Deputy Code Enforcement Officer: William I. Riddell
- Civil Defense Coordinator: John Smith
- Budget Officer: John Smith
- Town Historian: Elizabeth Albright
- Animal Control Officer: Mark Plyter
- Health Officer: Dr. Daniel Koretz 1/1/17-12/31/20
A motion was made by Mr. Smith, seconded by Mr. Catalano, to **accept the above appointments**. 4 Ayes 0 Nays 1 Abstention (Ruffell) MOTION CARRIED

Continuing Appointment Affirmations:

- **Receiver of Taxes & Assessments**: Debra DeMinck (1/1/16-12/31/17) 2-Year Term
- **Deputy Receiver of Taxes & Assessments**: Shelley LaRocca (1/1/16-12/31/17) 2-Year Term
- **Registrar of Vital Statistics**: Debra DeMinck (1/1/16-12/31/19) 4-Year Term
- **Deputy Reg. of Vital Statistics**: Shelley LaRocca (1/1/16-12/31/19) 4-Year Term

A motion was made by Mr. Leszyk, seconded by Mr. Ruffell, to **approve the following designations for 2017 as follows:**

- **designate the Sun & Record with the Wayne County Mail** and the **Times of Wayne County** as the town’s official newspapers
- **designate Lyons National Bank and Canandaigua Bank** as the official depositories for the Town of Ontario
- **Set the mileage rate at 53.5 cents per mile** (IRS rate approved for 2017) 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Ruffell, seconded by Mr. Leszyk, to **adopt a Resolution that Lyons National Bank be and hereby is designated as the Financial Institution for the Town of Ontario and will act in normal banking capacity for the Town; BE IT FURTHER RESOLVED that the following people are designated as authorized signers for financial transactions for 2017**: John Smith, Town Supervisor and Paul Liess, Business Manager. 5 Ayes 0 Nays RESOLUTION ADOPTED

A motion was made by Mr. Robusto, seconded by Mr. Ruffell, to **establish $10,000,000.00 as the maximum amount that may be on deposit at any one financial institution.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Ruffell, seconded by Mr. Catalano, to **approve the town’s operating policies: 4051 P Town Procurement Policy, 4052P Town Investment Policy and 4080AR Online Banking as reviewed on 01/09/2017.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Ruffell, seconded by Mr. Robusto, to **approve the following petty cash funds and change funds designations for 2017:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Amount</th>
<th>Authorized Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Clerk</td>
<td>$300.00</td>
<td>Debra DeMinck or Shelley LaRocca</td>
</tr>
<tr>
<td>Recreation &amp; Parks ( Petty Cash)</td>
<td>$125.00</td>
<td>William I. Riddell or Kim Millard</td>
</tr>
<tr>
<td>Recreation &amp; Parks (change fund)</td>
<td>$75.00</td>
<td>William I. Riddell or Kim Millard</td>
</tr>
<tr>
<td>Town Justice</td>
<td>$100.00</td>
<td>Justice Reginald Higgins or Dawn Yantch</td>
</tr>
<tr>
<td>Town Justice</td>
<td>$100.00</td>
<td>Justice Paul Sucher or Dawn Yantch</td>
</tr>
<tr>
<td>Building &amp; Assessing</td>
<td>$200.00</td>
<td>Charles DeMinck, Melissa Halstead or Brian Smith</td>
</tr>
<tr>
<td>Water Utilities Department</td>
<td>$100.00</td>
<td>Stephen Johnville (Interim) or John Smith</td>
</tr>
<tr>
<td>Highway Department</td>
<td>$100.00</td>
<td>Marilee Stollery or Cindy Passantino</td>
</tr>
<tr>
<td>Community Center</td>
<td>$200.00</td>
<td>Kim Millard or William Riddell</td>
</tr>
</tbody>
</table>

5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Ruffell, seconded by Mr. Leszyk, to **establish the following additional annual designations for 2017: authorize Department Heads to make purchases from County and State Contracts/bids within the Town’s Procurement Policy and to Adopt Robert Rules of Order except where Town Law conflicts.** 5 Ayes 0 Nays MOTION CARRIED
A motion was made by Mr. Smith, seconded by Mr. Ruffell, to appoint

- Tab Orbaker to the Planning Board for a term beginning 1/1/17-12/31/21
- Scott TeWinkle to the Zoning Board of Appeals for a term beginning 1/1/17-12/31/21
- Everett Taylor to the Zoning Board of Appeals (unexpired term) 1/1/17-12/31/20
- Robert Kelsch to the Recreation & Parks Advisory Board for a term beginning 1/1/17-12/31/21
- Virginia Molino to the Recreation and Parks Advisory Board for a term beginning 1/1/17-12/31/21
- James Gocker to the Board of Ethics for a term beginning 1/1/17-12/31/21
- Marilee Stollery to the Watershed Management Council beginning 1/1/17-12/31/17
- John Aman to the Board of Assessment Review beginning 1/1/17-9/30/21

5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Robusto, seconded by Mr. Ruffell, to affirm the following Chairpersons for 2017:

President of the Library Board: Stephen LaLonde 1/1/17-12/31/17
Planning Board: Steve Leaty
Zoning Board of Appeals: Scott Tewinkle
Trustee of the Library: Kristen Killion 1/1/17-12/31/21

5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Smith, seconded by Mr. Ruffell, to establish the monthly meeting days for the various advisory boards as follows:

Planning Board will meet the second Tuesday at 7:30 p.m.
Zoning Board of Appeals will meet the first Wednesday at 7:00 p.m.
Parks and Recreation Advisory Board will meet the fourth Wednesday at 6:30 p.m.
Watershed Management Advisory Board TBD

5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Leszyk, seconded by Mr. Robusto, to adopt a resolution to consent to the temporary assignment of the Town of Ontario's Judges to preside in other Town and Village Courts as the need arises during the year 2017 and approve the temporary assignment of Judges from other Town and Village Courts to Ontario’s Court as needed during the year 2017. 5 Ayes 0 Nays RESOLUTION ADOPTED

A motion was made by Mr. Ruffell, seconded by Mr. Catalano, to designate the Ontario Town Board as the Board of Water Commissioners for 2017 and appoint John Smith as Chairman of the Board of Water Commissioners for 2017. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Smith, seconded by Mr. Robusto, to appoint the following members of the Records Management Council: Supervisor John Smith, Town Clerk Debra DeMinck and Town Employee Jennifer Benedict. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Ruffell, seconded by Mr. Leszyk, to designate the following as Official Departmental Signers for 2017:
Supervisor – John Smith or Richard Leszyk
Town Clerk – Debra DeMinck or Shelley LaRocca
Planning/Zoning – Charles DeMinck or Brian Smith
Economic Development – William Riddell or John Smith
Recreation/Parks – William Riddell or Kim Millard
Building – Charles DeMinck or Brian Smith
Assessing – Melissa Halstead or Daughn Higgins
A motion was made by Mr. Catalano, seconded by Mr. Ruffell, to accept the Supervisor’s Designation of Town Board Liaison assignments for 2017 as presented. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Smith, seconded by Mr. Ruffell, to affirm the Supervisor’s appointment of Richard Leszyk as Deputy Town Supervisor. 5 Ayes 0 Nays MOTION CARRIED

Regular Town Board Meeting

Approval of the Agenda – A motion was made by Mr. Ruffell, seconded by Mr. Catalano, to approve the agenda with the addition of the acceptance of a letter of credit from Nicholas D’Angelo. 5 Ayes 0 Nays MOTION CARRIED

Comments from the Public – General comments were received regarding fiber optics in Ontario and the state of lighting in a specific parking lot.

Approval of Minutes – A motion was made by Mr. Ruffell, seconded by Mr. Robusto, to approve the minutes of December 27, 2016 as presented. 5 Ayes 0 Nays MOTION CARRIED

Correspondence – None

Attorney for the Town Report – None

Department Head Reports -
Supervisor’s Financial Statement – A motion was made by Mr. Ruffell, seconded by Mr. Leszyk, to accept the December 2016 Supervisor’s Financial Statement as presented. 5 Ayes 0 Nays MOTION CARRIED

Superintendent of Water Utilities – A motion was made by Mr. Ruffell, seconded by Mr. Robusto, to accept the December 2016 report as presented. 5 Ayes 0 Nays MOTION CARRIED

Superintendent of Highways – A motion was made by Mr. Robusto, seconded by Mr. Ruffell, to accept the December 2016 report as presented. 5 Ayes 0 Nays MOTION CARRIED

Code Enforcement Officer – A motion was made by Mr. Smith, seconded by Mr. Leszyk, to accept the December 2016 report as presented. 5 Ayes 0 Nays MOTION CARRIED

Sole Assessor – A motion was made by Mr. Ruffell, seconded by Mr. Robusto, to accept the December 2016 report as presented. 5 Ayes 0 Nays MOTION CARRIED

Ontario Public Library - A motion was made by Mr. Leszyk, seconded by Mr. Ruffell, to accept the December 2016 Library report as presented. 5 Ayes 0 Nays MOTION CARRIED
Ontario Town Court – A motion was made by Mr. Leszyk, seconded by Mr. Ruffell, to receive the December 2016 report as presented. 5 Ayes 0 Nays MOTION CARRIED

Director of Recreation & Parks – A motion was made by Mr. Robusto, seconded by Mr. Ruffell, to accept the December 2016 report as presented. 5 Ayes 0 Nays MOTION CARRIED

Economic Development Department - A motion was made by Mr. Ruffell, seconded by Mr. Robusto, to accept the December 2016 report as presented. 5 Ayes 0 Nays MOTION CARRIED

Watershed Management Advisory Council – A motion was made by Mr. Leszyk, seconded by Mr. Ruffell, to accept the December 2016 report as presented. 5 Ayes 0 Nays MOTION CARRIED

Animal Control Officer – No Report, tabled until the next meeting.

New Business – A motion was made by Mr. Smith, seconded by Mr. Leszyk, to authorize Paul Liess, Business Manager, to attend the annual GFOA (Government Finance Officers Association) in Albany, NY on Tuesday, March 28, 2017 through Friday, March 31, 2017. This is a budgeted expense from code A1221.4 not to exceed $1,350.00 as requested in a memo dated December 28, 2016 from the Business Manager. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Ruffell, seconded by Mr. Robusto, to authorize the Chief Water Plant Operator/Interim Water Superintendent to replace the under drains for the north side filters from Graver Water Systems, New Providence, NJ (sole source vendor) for a cost not to exceed $25,572 from budget code F8330.4. Freight will be paid separately once the cost has been determined. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Smith, seconded by Mr. Ruffell, to accept the letter of credit from Nicholas D’Angelo for Lakefront Estates Phase V in the amount of $309,367.83 and to authorize the Supervisor to sign it. 5 Ayes 0 Nays MOTION CARRIED

Budget Transfers/Adjustments - A motion was made by Mr. Smith, seconded by Mr. Ruffell, to approve the budget transfers presented by the Business Manager for the period ending 12/31/2016 as listed. 5 Ayes 0 Nays MOTION CARRIED

Reports by Town Board Members – Mr. Smith reported that the town is looking at their information systems to save money.

Mr. Leszyk reported that Judge Sucher gave him a tour of the court room and the new position of the witness box. He also stated that the court was awarded $8,330 from the JCAP grant to replace the front doors at Palmer Hall. He would like to workshop this because $8,330 is not enough to cover the cost of the doors.

Comments from the Public – A resident asked how the damaged solar array was coming along. Mr. Smith replied that the damaged panels have been ordered and it should be up and running by April, at the latest. Another question was does the county pursue state mandate relief? Mr. Smith responded that they try but it is difficult to make progress.

A resident followed up on the status of sprinklers or electronic heat detection at the town barns which was brought up at the last meeting. There has been no progress made.
Approval of Claims - A motion was made by Mr. Ruffell, seconded by Mr. Leszyk, to approve the abstract of claims for January 9, 2017 including vouchers #3394 through #3506 for 2016 (3404-3408, 3439, 3449 and 3484 used by the Business Office) with a grand total of $135,684.58 and vouchers #1 through #12 for 2017 (1 & 2 used by the Business Office) with a grand total of $11,543.13 and to authorize the Supervisor to issue payments for same. 5 Ayes 0 Nays MOTION CARRIED

Executive Session - A motion was made by Mr. Smith, seconded by Mr. Ruffell, to move into an executive session at 7:53 p.m. for collective bargaining and pending litigation. 5 Ayes 0 Nays MOTION CARRIED

Reconvene – 9:00 p.m.

Adjour - A motion was made by Mr. Smith, seconded by Mr. Leszyk, to adjourn at 9:01 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.