A regular meeting of the Ontario Town Board was called to order by Supervisor Smith at 7:00 p.m. in the Ontario Town Hall. Present were Supervisor John Smith, Council members: Jason Ruffell, Frank Robusto, Joseph Catalano, Richard Leszyk, Superintendent of Highways Marilee Stollery, Interim Code Enforcement Officer Brian Smith, Town Engineer/Water Superintendent Adam Cummings, Business Manager Paul Liess, Sole Assessor Melissa Halstead and Town Clerk Debra DeMinck.

Absent: Library Director Sandra Hylen and Director of Recreation & Parks William Riddell

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

Ms. Molino led the Pledge of Allegiance.

Approval of the Agenda – A motion was made by Mr. Ruffell, seconded by Mr. Leszyk, to approve the agenda with the addition of a budget amendment. 5 Ayes 0 Nays MOTION CARRIED

Approval of Minutes – A motion was made by Mr. Ruffell, seconded by Mr. Leszyk, to approve the minutes of the November 20, 2017 Town Board Workshop Meeting as presented. 4 Ayes 0 Nays 1 Abstention (Robusto) MOTION CARRIED
A motion was made by Mr. Ruffell, seconded by Mr. Robusto, to approve the minutes of the November 27, 2017 Town Board Meeting as presented. 5 Ayes 0 Nays MOTION CARRIED

Correspondence – None

Department Head Reports -
Supervisor’s Financial Statement – A motion was made by Mr. Ruffell, seconded by Mr. Catalano, to accept the November 2017 Supervisor’s Financial Statement as presented. 5 Ayes 0 Nays MOTION CARRIED

Superintendent of Water Utilities/Town Engineer – A motion was made by Mr. Ruffell, seconded by Mr. Leszyk, to accept the November 2017 report as presented. 5 Ayes 0 Nays MOTION CARRIED

Superintendent of Highways – A motion was made by Mr. Leszyk, seconded by Mr. Robusto, to accept the November 2017 report as presented. 5 Ayes 0 Nays MOTION CARRIED

Code Enforcement Officer – A motion was made by Mr. Robusto, seconded by Mr. Catalano, to accept the November 2017 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 November 2017 report as presented. 5 Ayes 0 Nays MOTION CARRIED

Ontario Public Library – A motion was made by Mr. Robusto, seconded by Mr. Leszyk, to accept the November 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 November 2017 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 November 2017 report as presented. 5 Ayes 0 Nays MOTION CARRIED

Economic Development Department - A motion was made by Mr. Smith, seconded by Mr. Ruffell, to accept the November 2017 report as presented. 5 Ayes 0 Nays MOTION CARRIED

Animal Control Officer – A motion was made by Mr. Smith, seconded by Mr. Ruffell, to accept the November 2017 report as presented. 5 Ayes 0 Nays MOTION CARRIED

New Business – A motion was made by Mr. Ruffell, seconded by Mr. Catalano, to authorize the Supervisor to sign the agreement between the Town of Ontario and North East Quadrant Advanced Life Support, Inc. for $8,000 for 2018 as presented. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Ruffell, seconded by Mr. Leszyk, to authorize the purchase of an HP 255 G5 Laptop and MS GSA Office Standard 2016 from CDW-G for an amount not to exceed $600.00 for the Town Board, Planning and Zoning meetings as requested in memo 17-41. The cost will be split equally three ways from accounts A1010.4, A8020.2 and A8010.2. The present laptop that is used is approximately 6-7 years old and not working properly. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Ruffell, seconded by Mr. Leszyk, to authorize the Highway Superintendent to send a letter of intent to purchase a 2018 – 10 wheel dump truck with plow equipment from Navistar/Regional International Corp. for the truck for a cost not to exceed $123,989.55 and the dump body and plow equipment from Henderson Products, Inc. for a cost not to exceed $77,432.00 for a combined total not to exceed $201,421.55 as requested in memo 17-24 from the Highway Superintendent. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Ruffell, seconded by Mr. Robusto, to add a section G to the Fee Schedule entitled Other Water Utilities Fees - Section 2 – Hydrant Meter Assembly (Hydrant Meter and RPZ) Rental fees and to adopt a standard rental agreement and instructions to provide to individuals that rent equipment as presented in a memo dated December 7, 2017 from Adam Cummings, Superintendent of Water Utilities. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Ruffell, seconded by Mr. Catalano, to add the following fees/charges to the Fee Schedule for the Town of Ontario under Section G – Other Water Utilities Fees as presented by the Superintendent of Water Utilities in a memo dated December 7, 2017:

- Industrial Wastewater Discharge Permit Fee - $1,500 per year for Significant Industrial User (SIU)
- Section 2 – Hydrant Meter Assembly – in the above memo.
- Section 2 – Water Turn On Fee - $25.00 per request; to cover administrative costs.
- Section 2 – Water Turn Off Fee (for greater than 2 weeks); $25.00 per request to cover administrative fees. 5 Ayes 0 Nays MOTION CARRIED

Budget Transfers/Adjustments - A motion was made by Mr. Smith, seconded by Mr. Ruffell, to approve the budget transfer list for the period ending November 30, 2017 from the Business Manager as presented. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Ruffell, seconded by Mr. Leszyk, to amend Drainage Fund (SD1) from expense code SD1.8540.2 $192,959.00 and SD1.8540.4 $65,795.62 which increased the fund $258,751.62 which is for clearing the negative expenses for 2017 in preparation to close financials. The .200 account amendment is for the purchase of the street sweeper/vacuum and the lease buyout of the mini excavator. The .400 account amendment is for additional projects, engineering, GIS work and EPA Audit. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Ruffell, seconded by Mr. Smith, to amend the General Fund-Contingency from T37 Parkland Development to H82 Bear Creek Harbor Improvement $7,000.00. This will fund engineering and grant preparation documents. 5 Ayes 0 Nays MOTION CARRIED
**Appointments/Resignations** – A motion was made by Mr. Smith, seconded by Mr. Ruffell, to affirm the appointment of Brian Smith as the permanent Code Enforcement Officer after successfully completing the 26 week probationary period with all conditions of employment as outlined in Supervisor Smith’s memo dated June 7, 2017. 5 Ayes 0 Nays MOTION CARRIED

**Reports by Town Board Members** – Mr. Robusto attended the Breakfast with Santa and the Tree Lighting Ceremony in Town and both were well attended events.

**Approval of Claims** - A motion was made by Mr. Ruffell, seconded by Mr. Leszyk, to approve the abstract of claims for December 11, 2017 including vouchers #2980 through #3123 (2981-2986 and 3041 used by the Business Office) with a grand total of $46,005.06 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 8:16 p.m. for a personnel matter for a specific person, collective bargaining and property acquisition. 5 Ayes 0 Nays MOTION CARRIED

**Reconvene** – 8:44 p.m.

**Adjourn** - A motion was made by Mr. Ruffell, seconded by Mr. Smith, to adjourn at 8:45 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.