A regular meeting of the Ontario Town Board was called to order by Supervisor Frank Robusto at 7:00 p.m. in the Ontario Town Hall. Present were Supervisor Robusto, Council members: Joseph Catalano, Richard Leszyk, Scott TeWinkle, Jason Ruffell, Superintendent of Highways Marilee Stollyer, Code Enforcement Officer Brian Smith, Town Engineer/Water Superintendent Adam Cummings, Director of Recreation & Parks William Riddell and Town Clerk Debra DeMinck.

Absent: Assessor Melissa Halstead and Library Director Sandra Hylen

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

Mr. Catalano led the Pledge of Allegiance.

**Approval of the Agenda** – A motion was made by Mr. Ruffell, seconded by Mr. TeWinkle, to approve the agenda as presented. 5 Ayes 0 Nays MOTION CARRIED

**Comments from the Public** – General comments were received.

**Approval of Minutes** - Mr. Robusto asked for approval of the minutes of the September 24, 2018 Town Board Meeting. A motion was made by Mr. Leszyk, seconded by Mr. Ruffell, to approve the minutes 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. TeWinkle, to accept the September 2018 Supervisor’s Financial Statement as presented. 5 Ayes 0 Nays MOTION CARRIED

**Town Clerk** – a motion was made by Mr. Robusto, seconded by Mr. TeWinkle, to receive the September 2018 report as presented. 5 Ayes 0 Nays MOTION CARRIED

**Superintendent of Water Utilities/Town Engineer** – A motion was made by Mr. Leszyk, seconded by Mr. Ruffell, to accept the September 2018 report as presented. 5 Ayes 0 Nays MOTION CARRIED

**Superintendent of Highways** – A motion was made by Mr. Leszyk, seconded by Mr. Ruffell, to accept the September 2018 report as presented. 5 Ayes 0 Nays MOTION CARRIED

**Code Enforcement Officer** – A motion was made by Mr. Catalano, seconded by Mr. TeWinkle, to accept the September 2018 report as presented. 5 Ayes 0 Nays MOTION CARRIED

**Sole Assessor** – A motion was made by Mr. Robusto, seconded by Mr. Ruffell, to accept the September 2018 report as presented. 5 Ayes 0 Nays MOTION CARRIED

**Ontario Town Court** – A motion was made by Mr. Leszyk, seconded by Mr. Catalano, to receive the September 2018 reports as presented. 5 Ayes 0 Nays MOTION CARRIED

**Director of Recreation & Parks** – Verbal report given

**Economic Development Department** – Verbal report given
Watershed Management Advisory Council – A motion was made by Mr. Robusto, seconded by Mr. Ruffell, to accept the September 2018 report as presented. 5 Ayes 0 Nays MOTION CARRIED

Library – A motion was made by Mr. Robusto, seconded by Mr. TeWinkle, to accept the September 2018 report as presented. 5 Ayes 0 Nays MOTION CARRIED

New Business – A motion was made by Mr. Leszyk, seconded by Mr. Ruffell, to adopt the following:

THE ADOPTION OF A SECTION 3 PARTICIPATION PLAN IN CONNECTION WITH COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING

WHEREAS, Town has received Federal grant assistance in the amount of seven hundred fifty thousand dollars ($750,000.00), the (“Grant”) from the New York State Housing Trust Fund Corporation (hereinafter the “HTFC”) represented by the New York State Office of Community Renewal (hereinafter the “OCR”) through the Community Development Block Grant (hereinafter “CDBG”) Program (OCR Grant #849ED890-17) for the purpose of providing a grant to assist Intergrow East, Inc. in its construction of a greenhouse, packing facility and offices within the Town (the “Project”); and

WHEREAS, for all projects that would result in CDBG assistance in excess of $200,000, OCR requires that the municipality receiving the grant adopt a Section 3 Participation Plan, which describes how the municipality will, to the greatest extent possible, provide job training, employment, and contract opportunities for low-or very-low income residents in connection with housing rehabilitation, housing construction or other public construction projects, in accordance with Section 3 of the Housing and Urban Development Act of 1968; and

WHEREAS, while the Grant proceeds will be used to fund the purchase of machinery and equipment and not construction, the Town wishes to adopt the Section 3 Plan in order to meet OCR requirements and permit the implementation of the Grant.

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Ontario hereby adopts the Section 3 Participation Plan for Section 3 Covered Contracts, as set forth on “Exhibit A”, annexed hereto and made a part hereof. 5 Ayes 0 Nays RESOLUTION ADOPTED

A motion was made by Mr. Ruffell, seconded by Mr. Leszyk, to purchase three (3) CS 550 units plus one (1) upgraded unit from Viking Cives (USA) for an amount not to exceed $23,000 from budget code DA5130.2 as recommended in memo 18-16R from the Highway Superintendent. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Ruffell, seconded by Mr. Leszyk, to adopt the following resolution:

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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Standard Work Day (hrs/day)</th>
<th>Term</th>
<th>Record of Time Worked (Y/N)</th>
<th>Days/Month (based on record of activities)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elected Officials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor</td>
<td>Frank Robusto</td>
<td>8</td>
<td>1/8/18-12/31/18</td>
<td>N</td>
<td>28.58</td>
</tr>
<tr>
<td>Councilman</td>
<td>Frank Robusto</td>
<td>6</td>
<td>1/1/14-12/31/17</td>
<td>N</td>
<td>15.95</td>
</tr>
<tr>
<td>Highway Supervisor</td>
<td>Marilee Stollery</td>
<td>8</td>
<td>1/1/16 12/31/19</td>
<td>N</td>
<td>30.55</td>
</tr>
<tr>
<td>Town</td>
<td>Debra</td>
<td>8</td>
<td>1/1/16-12/31/19</td>
<td>N</td>
<td>22.06</td>
</tr>
</tbody>
</table>
A motion was made by Mr. Ruffell, seconded by Mr. Leszyk, to authorize the Town Clerk to post and publish the legal notice of public hearing for the 2019 preliminary budget for Monday, October 22, 2018 at 7:00 p.m. and to set the public officials salary notice with a 2% increase for all of the elected officials. The Supervisor $54,983, the Town Clerk $62,606, the Councilmen each at $7,332 each, the Town Justices $24,480 for both positions and the Highway Superintendent $74,460. 5 Ayes 0 Nays MOTION CARRIED

Appointments/Resignations – A motion was made by Mr. Robusto, seconded by Mr. Ruffell, to accept the resignation of Robert Graham Jr., with regret, from the building department effective October 31, 2018. 5 Ayes 0 Nays MOTION CARRIED

Reports by Town Board Members – Mr. Ruffell stated the Business Improvement District (BID) would like to meet with Town Board members next week to discuss sidewalk snow removal. Code Officer Brian Smith would like to discuss the filling of the part time maintenance mechanic position.

Mr. Leszyk stated that the Town of Ontario and the County of Wayne were not on the State Comptrollers web site for municipalities in stress.

Mr. Robusto thanked all the town employees who helped with Palmer Hall in the two week time frame.
Mr. TeWinkle attended the Optimax ground breaking of their new addition. He stated that they have a great work environment.

The Parks and Recreation Halloween event is being held October 20th and the first family night is being held Sunday, October 14th from 4:30-6:30 p.m.

Mr. Catalano gave an update on the planning and zoning boards.

**Comments from the Public** – General comments were received.

**Approval of Claims** - A motion was made by Mr. Ruffell, seconded by Mr. TeWinkle, to **approve the abstract of claims for October 8, 2018 including vouchers #2669 through #2795 (2723, 2732-2736, 2743, 2796 and 2797 used by the Business Office) with a grand total of $54,366.44 and to authorize the Supervisor to issue payments for same.** 5 Ayes 0 Nays MOTION CARRIED

**Adjourn** - A motion was made by Mr. Ruffell, seconded by Mr. TeWinkle, to **adjourn at 8:51 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.