JANUARY 2, 2018
ONTARIO TOWN BOARD ANNUAL ORGANIZATIONAL MEETING

The organizational meeting of the Ontario Town Board was called to order by Supervisor Molino at 7:00 PM in the Ontario Town Hall. Present were Supervisor Molino, Council members: Frank Robusto, Joseph Catalano, Scott TeWinkle, Richard Leszyk, Superintendent of Highways Marilee Stollery, Assessor Melissa Halstead, Code Officer Brian Smith, Judge Sucher (entered 7:35p.m.) and Town Clerk Debra DeMinck.

13 residents and visitors were present at the meeting.

Mr. Switzer led the Pledge of Allegiance.

A motion was made by Mr. Molino, seconded by Mr. Robusto, to approve the agenda with the addition of the Attorney contract for 2018. 5Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Leszyk, seconded by Mr. Robusto, to accept the resignation of Scott TeWinkle from the Zoning Board of Appeals and the Parks and Recreation Advisory Board effective December 31, 2017. 4 Ayes 0 Nays 1 Abstention (TeWinkle) MOTION CARRIED

Mr. Molino presented the following appointments with the terms of office 1/1/18 to 12/31/18:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attorney for the Town of Ontario</td>
<td>Richard T. Williams II</td>
</tr>
<tr>
<td>Engineer for the Town</td>
<td>MRB Group</td>
</tr>
<tr>
<td>Health Benefits Advisor</td>
<td>Eric Bond</td>
</tr>
<tr>
<td>Liability Insurance Agent</td>
<td>Brit Insurance Agency</td>
</tr>
<tr>
<td>Disability Insurance Agent</td>
<td>Thomas C. Briggs, Broker</td>
</tr>
<tr>
<td>External Auditing Firm</td>
<td>Mengel, Metzger &amp; Barr Company/Ray Wager</td>
</tr>
<tr>
<td>Budget Officer</td>
<td>Joseph P. Molino</td>
</tr>
<tr>
<td>Animal Control Officer</td>
<td>Mark Plyter</td>
</tr>
<tr>
<td>Sub-Registrar of Vital Statistics</td>
<td>JoAnn Amico</td>
</tr>
<tr>
<td>Code Enforcement Officer</td>
<td>Brian Smith</td>
</tr>
<tr>
<td>Deputy Health Officer, P/T</td>
<td>Brian Smith (Code Enforcement Officer)</td>
</tr>
<tr>
<td>Code Enforcement Officer, (f/k/a Civil Defense Coordinator)</td>
<td>Mark D’Angelo</td>
</tr>
<tr>
<td>Emergency Management Officer</td>
<td>Joseph P. Molino</td>
</tr>
</tbody>
</table>

A motion was made by Mr. Leszyk, seconded by Mr. TeWinkle, to accept the above appointments. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Catalano, seconded by Mr. TeWinkle, to confirm the following statutory positions:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records Access Officer</td>
<td>Town Clerk (Debra DeMinck)</td>
</tr>
<tr>
<td>Records Management Officer</td>
<td>Town Clerk</td>
</tr>
<tr>
<td>Deputy for Above</td>
<td>Deputy Town Clerk (Shelley LaRocca)</td>
</tr>
</tbody>
</table>

A motion was made by Mr. Robusto, seconded by Mr. TeWinkle, to confirm the following Multi-Year Town Board Appointments: 2 Year Terms

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiver of Taxes &amp; Assessments</td>
<td>Debra DeMinck</td>
</tr>
<tr>
<td>Deputy Rec’r of Taxes &amp; Assessments</td>
<td>Shelley LaRocca</td>
</tr>
</tbody>
</table>

5 ayes 0 Nays MOTION CARRIED
A motion was made by Mr. Robusto, seconded by Mr. TeWinkle, to **confirm the following multi-year**

**Town Board Appointments: 4 Year Terms**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Term Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar of Vital Statistics</td>
<td>Debra DeMinck</td>
<td>1/1/2016 to 12/31/2019</td>
</tr>
<tr>
<td>Deputy Registrar of Vital Statistics</td>
<td>Shelley LaRocca</td>
<td>1/1/2016 to 12/31/2019</td>
</tr>
<tr>
<td>Health Officer</td>
<td>Daniel J. Koretz, M.D.</td>
<td>1/1/2017 to 12/31/2020</td>
</tr>
</tbody>
</table>

5 ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Robusto, seconded by Mr. Catalano, to **confirm the following appointments for 2018**

- **Town Historian**
  - Liz Albright

- **Confidential Clerk**
  - Lauree Smith full time at $15.30 per hour with benefits, 80/20 Gold Plan

5 ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Catalano, seconded by Mr. TeWinkle, to **approve the following designations for 2018 as follows:**

- designate the *Sun & Record/Wayne County Mail* and the *Times of Wayne County* as the town's official newspapers
- designate Lyons National Bank and Canandaigua National Bank as the official depositories for the Town of Ontario
- Set the mileage rate at $.0.545 per mile.
- Board of Water Commissioners — Ontario Town Board
- Chairman of Board of Water Commissioners — Town Supervisor

5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Robusto, seconded by Mr. TeWinkle, to **approve the following petty cash funds and change funds designations for 2018:**

<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/Shelley LaRocca</td>
</tr>
<tr>
<td>Recreation &amp; Parks (Petty Cash)</td>
<td>$125.00</td>
<td>William I. Riddell/Kim Millard</td>
</tr>
<tr>
<td>Recreation &amp; Parks (change fund)</td>
<td>$75.00</td>
<td>William I. Riddell/Kim Millard</td>
</tr>
<tr>
<td>Community Center</td>
<td>$200.00</td>
<td>Kim Millard/William Riddell</td>
</tr>
<tr>
<td>Town Justice</td>
<td>$100.00</td>
<td>Justice William Benedict II/Dawn Yantch</td>
</tr>
<tr>
<td>Town Justice</td>
<td>$100.00</td>
<td>Justice Paul Sucher/Dawn Yantch</td>
</tr>
<tr>
<td>Code Enforcement &amp; Assessing</td>
<td>$200.00</td>
<td>Brian Smith/Melissa Halstead</td>
</tr>
<tr>
<td>Water Utilities Department</td>
<td>$100.00</td>
<td>Adam Cummings/Stephen Johnville</td>
</tr>
<tr>
<td>Highway Department</td>
<td>$100.00</td>
<td>Marilee Stollery/Cindy Passantino</td>
</tr>
</tbody>
</table>

5 Ayes 0 Nays MOTION CARRIED
A motion was made by Mr. Leszyk, seconded by Mr. Catalano, to **designate the following as Official Departmental Signers for 2018:**

- Supervisor — Joseph P. Molino or Deputy Town Supervisor
- Town Clerk — Debra DeMinck or Shelley LaRocca
- Highway — Marilee Stollery or Cindy Passantino
- Justice Court — William Benedict II or Paul Sucher/Dawn Yantch
- Code Enforcement — Brian Smith
- Assessor — Melissa Halstead or Cheryl Kazmerski
- Water Utilities — Adam Cummings or Stephen Johnville
- Accounting/Business Officer — Paul Liess or Jenny Benedict/Tracy Galusha
- Watershed Management — Marilee Stollery or Joseph P. Molino
- Economic Development — William Riddell or Joseph P. Molino
- Recreation/Parks — William Riddell or Kim Millard
- Community Center — William Riddell or Kim Millard
- Planning Board — Brian Smith
- Zoning Board of Appeals — Brian Smith

5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Molino, seconded by Mr. Catalano, to **approve the town's operating policies:**

- 4051 P Town Procurement Policy
- 4052P Town Investment Policy
- 4080AR Online Banking as reviewed on 1/02/2018

5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Molino, seconded by Mr. Leszyk, 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 2018 and approve the temporary assignment of Judges from other Town and Village Courts to Ontario's Court as needed during the year 2018.**

5 Ayes 0 Nays RESOLUTION ADOPTED

A motion was made by Mr. Catalano, seconded by Mr. Robusto, to **establish the following additional annual designations for 2018:** 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. Catalano, seconded by Mr. Robusto, that **the 2018 Town Board meeting schedule has been established as follows:**

- Regular Business Meetings will be held on the 2nd & 4th Monday's of the month at 7:00 p.m.
- Workshop Meetings on the 1st and 3rd Monday's, as needed, at 7:00 p.m.
- All meetings to be held in the Ontario Town Hall meeting room, 1850 Ridge Road, Ontario, NY unless otherwise posted.

5 Ayes 0 Nays MOTION CARRIED

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

- Planning Board will meet the second Tuesday at 7:00 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.
- Board of Ethics will have a minimum of one meeting per calendar year.
- Board of Assessment Review will meet the third Tuesday of May (as determined)

5 Ayes 0 Nays MOTION CARRIED
A motion was made by Mr. Leszyk, seconded by Mr. Robusto, to reappoint Steve Leaty to the Planning Board for a five (5) term beginning 1/1/2018-12/31/2022. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Catalano, seconded by Mr. TeWinkle, to appoint Jason Ruffell to the Zoning Board of Appeals for a five (5) year term beginning 1/1/2018 to December 31, 2022. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Catalano, seconded by Mr. Leszyk, to appoint John Bouchard to the Zoning Board of Appeals for a four (4) year term beginning 1/1/2018-12/31/2021. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Catalano, seconded by Mr. TeWinkle, to appoint Robert Graham to the Zoning Board of Appeals for a two year term beginning January 1, 2018 to December 31, 2019. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Catalano, seconded by Mr. Robusto, to reappoint Leora Stramonine to the Recreation & Parks Advisory Board for a five (5) year term beginning 1/1/2018-12/31/2022. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Catalano, seconded by Mr. Robusto, to appoint Cora TeWinkle to the Recreation and Parks Advisory Board for a one (1) year term beginning 1/1/2018-12/31/2018. 4 Ayes 0 Nays 1 Abstention (TeWinkle) MOTION CARRIED

A motion was made by Mr. Catalano, seconded by Mr. Leszyk, to reappoint Virginia Eaton to the Board of Ethics for a five (5) year term beginning 1/1/2018-12/31/2022. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Leszyk, seconded by Mr. Robusto, to reappoint Robert Locke to the Board of Assessment Review for a five (5) year term beginning 10/1/2017-9/30/2022. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Molino, seconded by Mr. TeWinkle, to affirm the appointment of Angela Lay to the Library Board of Trustees for a five (5) year term beginning 1/1/2018-12/31/2022. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Catalano, seconded by Mr. TeWinkle, to affirm the appointments of the Chairpersons of the Advisory Boards for 2018:
Planning Board — Stephen Leaty
Zoning Board of Appeals — Jason Ruffell
Recreation & Parks Advisory Council — Leora Stramonine
Board of Ethics — Tom Drexler
Board of Assessment Review — Robert Locke
President of the Board of Trustees of the Ontario Public Library — Michael Schoene
5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Molino, seconded by Mr. Leszyk, to appoint the following members of the Records Management Council: Supervisor, Town Clerk and Town Employee (Payroll Clerk). 5 Ayes 0 Nays MOTION CARRIED
**Town Board Reports** — Mr. Robusto announced he will be attending the Newly Elected Officials schooling in Henrietta in January and he encouraged others to attend.

**New Business** — A motion was made by Mr. Leszyk, seconded by Mr. Robusto, to **authorize the Supervisor to sign the 2018 contract with Richard T. Williams II for legal services to the Town of Ontario, effective January 1, 2018 as stated.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Molino, seconded by Mr. Leszyk, to **enter into Executive Session at 7:40 p.m. for pending litigation.** 5 Ayes 0 Nays MOTION CARRIED

**Reconvene** — 8:29 p.m.

**Adjourn** — A motion was made by Mr. TeWinkle, seconded by Mr. Catalano, to **adjourn at 8:30 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.