



Agenda: Ontario Organizational Meeting

Time: 7:00 P.M January 7, 2019

Location: Ontario Town Hall



I. Call to Order

II. Pledge of Allegiance

III. Revisions to Agenda

IV. Business

2019 Organizational Appointment & Designations

- 1) Motion for Appointments for 2019
 - 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 of Ontario Adam Cummings
 - Engineering Firm for the Town of Ontario MRB Group
 - Liability Insurance Agent Brit Insurance
 - Disability Insurance Agent Thomas C. Briggs, Broker
 - Deputy Health Officer Brian Smith
 - Code Enforcement Officer Brian Smith
 - Deputy Code Enforcement Officer Mark D'Angelo
 - Civil Defense Coordinator Frank Robusto
 - Budget Officer Frank Robusto
 - Town Historian Elizabeth Albright
 - Animal Control Officer Mark Plyter

Continuing Appointments

- Receiver of Taxes & Assessments Debra DeMinck (01/01/18 to 12/31/19)
2-Year Term
- Deputy Rec. of Taxes & Assessments Shelley LaRocca (01/01/18 to 12/31/19)
2-Year Term
- Registrar of Vital Statistics Debra DeMinck (01/01/16 to 12/31/19)
4 Year Term
- Deputy Reg. of Vital Statistics Shelley LaRocca (01/01/16 to 12/31/19)
4 Year Term
- Health Officer Daniel Koretz, M.D.(1/26/17 to 12/31/20)
4 Year TermUnexpired Term

Annual Designations

- Official Newspapers The Sun and Record/Wayne County Mail
The Times of Wayne County
- Official Depositories Lyons National Bank
Canandaigua National Bank
- Mileage Reimbursement Rate 58 cents per mile (IRS rate approved for 2019)

Meeting Schedules

- 2019 Town Board Business Meetings 2nd and 4th Monday at 7:00 PM
- 2019 Town Board Meetings/**Workshop** 3rd Monday at 7:00 PM
- 2019 Planning Board Meetings 2nd Tuesday at 7:30 PM
- 2019 Zoning Board Meetings 1st Wednesday at 7:00 PM

(Att. 1)

*All meetings will be held in the Town Hall Meeting Room, 1850 Ridge Road, Ontario, NY, at 7:00 PM unless otherwise posted.

2019 Holiday & Pay Schedules previously approved

2019 Town of Ontario Holiday Schedule (approved 11/13/18)

2019 Hourly Pay Schedule (approved 11/13/18)

2019 Salaried Pay Schedule (approved 11/13/18)

2019 Monthly Pay Schedule (approved 11/13/18)

Fee Schedule

Motion to adopt revised Fee Schedule

(Att. 2)

- 2) Motion to Adopt a Resolution for the Financial Institutions for the Town of Ontario as follows; RESOLVED that Lyons National Bank and Canandaigua National Bank are hereby designated as the Financial Institutions 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 2019: Frank Robusto, Town Supervisor and Linda Yancey, Town Business Manager/Accountant.

- 3) Motion to establish \$10,000,000 as the maximum amount that may be on deposit at any one financial institution.

- 4) Motion to re-approve Operating Policies for 2019

A) 4051P Procurement Policy

(Att. 3)

B) 4052P Investment Policy

(Att. 4)

C) 4080AR Online Banking

(Att. 5)

- 5) Motion to establish Petty Cash and Change Funds for 2019:

Department	Amount	Authorized Signature
Town Clerk	\$300.00	Debra DeMinck or Shelley LaRocca
Parks & Recreation	\$125.00	William I. Riddell, Kim Millard
Rec. & Parks (Change Fund)	\$75.00	William I. Riddell, Kim Millard
Town Justice	\$100.00	Justice William Benedict or Dawn Yantch
Town Justice	\$100.00	Justice Paul Sucher or Dawn Yantch
Building/Zoning & Assessing	\$200.00	Brian Smith, Melissa Halstead or Frank Robusto
Water Utilities	\$100.00	Adam Cummings
Highway	\$100.00	Marilee Stollery or Cindy Passantino
Community Center	\$200.00	Kim Millard or William I. Riddell

- 6) Motion(s) on Additional Designations for 2019

A) Authorize Department Heads to make purchases from County and State Contracts within the Town's Procurement Policy.

B) Adopt Robert's Rules of Order except where Town Law conflicts.

- 7) Motion(s) to appoint members to Advisory Boards (Terms of Office indicated)

A) Planning Board Member	(01/01/19 – 12/31/23)	Michelle Wright
B) Zoning Board Member	(01/01/19 – 12/31/23)	Jason Ruffell
C) Parks & Recreation Advisory Council	(01/01/19 – 12/31/23)	Jackie Robusto
D) Parks & Recreation Advisory Council	(01/01/19 – 12/31/23)	Cora TeWinkle
E) Board of Ethics	(01/01/19 – 12/31/23)	Roland Heimberger
F) Library Trustee	(01/01/19 – 12/31/23)	Michael Schoene

- 8) Motion to affirm Advisory Board Chairpersons for 2019

President of the Library Board; Michael Schoene
Planning Board Chair; Steve Leaty
Zoning Board of Appeals; Jason Ruffell
Parks & Recreation Advisory Board; Leora Stramonine
Board of Ethics; Tom Drexler
Board of Assessment Review; Robert Locke

9) Motion to establish monthly meeting days, as recommended by advisory board/councils, as follows:

Planning Board	2nd Tuesday
Zoning Board of Appeals	1st Wednesday
Parks & Recreation Advisory Board	4th Wednesday

10) Motion to adopt a Resolution consenting to the assignment of the Town of Ontario Justices to preside in other Town and Village Courts as the need arises during 2019 and approve the temporary assignment of Justices from other Town and Village Courts to Ontario's courts as needed during 2019.

11) Motion to designate the Ontario Town Board as the Board of Water Commissioners and appoint Frank Robusto as Chairman of the Board of Water Commissioners, both for 2019

12) Motion to appoint Town Supervisor – Frank Robusto, Town Clerk – Deb DeMinck, and Town Employee – Jennifer Benedict as members of the Records Management Council for 2019.

13) Motion to designate Official Departmental Signers for 2019. (Att. 6)

14) Motion to accept the Supervisor's Designation – Town Board Liaisons (Att. 7)

15) Motion to appoint Joseph Catalano as Deputy Town Supervisor

V. New Business

16) Motion to approve claims from December 26, 2018

17) **Motion to** revise and finance sewer improvements (Att. 8)

VI. Comments from the Public

VII. Board Member Comments

VII. Executive Session/Adjournment

Town Board Meeting Schedule for 2019

* Denotes Tuesday meeting

January 7, 2019	Annual Organizational Meeting		
January 14, 2019	TBM	July 8, 2019	TBM
January 22, 2019	TWM*	July 15, 2019	TWM
January 28, 2019	TBM	July 22, 2019	TBM
February 11, 2019	TBM	August 12, 2019	TBM
February 18, 2019	TWM	August 19, 2019	TWM
February 25, 2019	TBM	August 26, 2019	TBM
March 11, 2019	TBM	September 9, 2019	TBM
March 18, 2019	TWM	September 16, 2019	TWM
March 25, 2019	TBM	September 23, 2019	TBM
April 8, 2019	TBM	October 14, 2019	TBM
April 15, 2019	TWM	October 21, 2019	TWM
April 22, 2019	TBM	October 28, 2019	TBM
May 13, 2019	TBM	November 12, 2019	TBM*
May 20, 2019	TWM	November 18, 2019	TWM
May 28, 2019	TBM*	November 25, 2019	TBM
June 10, 2019	TBM	December 9, 2019	TBM
June 17, 2019	TWM	December 16, 2019	TWM
June 24, 2019	TBM	December 23, 2019	TBM

All meetings are held at the Ontario Town Hall, 1850 Ridge Road Ontario, NY 14519 at 7:00PM unless otherwise specified.

**The meeting that would otherwise fall on January 21, 2019 will be held on Tuesday, January 22 in observance of Martin Luther King Day. **

**The meeting that would otherwise fall on May 27, 2019 will be held on Tuesday, May 28 in observance of Memorial Day. **

**The meeting that would otherwise fall on November 11, 2019 will be held on Tuesday, November 12 in observance of Veteran’s Day. **

Town of Ontario
2019 Schedule for Filing and Meeting Dates
Planning Board and Zoning Board of Appeals

All meeting dates are subject to change. Held at Town Hall, 1850 Ridge Road in Ontario, unless noted.

PLANNING BOARD MEETING

Public Hearings being at 7:00 PM

Meetings are the 2nd TUESDAY of month

File by 12pm

<u>Filing Deadline</u>	<u>Meeting Date</u>
Dec. 12	Jan. 8
Jan. 16	Feb. 12
Feb. 13	Mar. 12
Mar. 13	Apr. 9
Apr. 10	May 14
May 15	Jun. 11
Jun. 12	Jul. 9
Jul. 17	Aug. 13
Aug. 14	Sept. 10
Sept. 11	Oct. 8
Oct. 16	Nov. 13 *Wed.
Nov. 13	Dec. 10
Dec. 11	TBD

ZONING BOARD OF APPEALS

Public Hearings begin at 7:00 PM

Meetings are 1st WEDNESDAY of month

File by 12pm

<u>Filing Deadline</u>	<u>Meeting Date</u>
Dec. 12	Jan. 2
Jan. 16	Feb. 6
Feb. 13	Mar. 6
Mar. 13	Apr. 3
Apr. 10	May 1
May 15	Jun. 5
Jun. 12	Jul. 10
Jul. 17	Aug. 7
Aug. 14	Sept. 4
Sept. 11	Oct. 2
Oct. 16	Nov. 6
Nov. 13	Dec. 4
Dec. 11	TBD

*During the months of June, July and August a second planning board meeting may be held, at the discretion of the planning board.

PLANNING REVIEW COMMITTEE MEETINGS

(Meetings are held at the Ontario Town Hall at 8:00 AM)

Jan 24, Feb 28 Mar 28, Apr 25, May 23, Jun 27, Jul 25, Aug 22, Sept 26, Oct 24, Nov 21, Dec 26

2019 Wayne County Planning Board Meeting Schedule (9 Pearl Street Lyons, NY 14489)

The Wayne County Planning Board meets the last Wednesday of the month with a referral deadline date seven working days prior to the meeting date. The meetings begin at 7:00 PM in the conference room.

Jan. 21	Jan. 30
Feb. 18	Feb. 27
Mar. 18	Mar. 27
Apr. 15	Apr. 24
May 20	May 29
Jun. 17	Jun. 26
Jul. 22	Jul. 31
Aug. 19	Aug. 28
Sept. 16	Sept. 25
Oct. 21	Oct. 30
Dec. 2**	Dec. 11**

* The November & December meetings are combined due to holidays and will meet the second Wednesday in December

ADOPTED J. January 7, 2019					Att. 2
					4030 AR
FEE SCHEDULE FOR THE TOWN OF ONTARIO					
This FEE SCHEDULE shall apply to all areas of the Town of Ontario					
				Basic Fee	Minimum Fee
					Date Adopted or Revised
PART A: APPLICATION FEES					
Section 1	PLANNING BOARD				
	Minor Subdivision			\$100.00	1/10/2005
	Major Subdivision			\$150.00	1/10/2005
	Administrative Subdivision Fee			\$25.00	10/13/2008
	Special Permit	Residential		\$75.00	1/10/2005
	Special Permit	Commercial Industrial		\$150.00	1/10/2005
	Re-Approve Final Plans; no changes			\$50.00	1/10/2005
	Re-Approve Final Plans; w/changes			\$100.00	per hr. for engineer 1/10/2005
	(Total cost will not exceed 50% of review fees, Section 2&3)				
	Public Posting Fee			\$25.00	1/12/2004
Section 2	ZONING BOARD OF APPEALS				
	Res.	Residential		\$25.00	1/1/1996
	Commercial and Industrial			\$100.00	1/1/1996
	Special Permit	Residential		\$50.00	1/6/1997
	Special Permit	Commercial Industrial		\$100.00	1/6/1997
	Public Posting Fee			\$25.00	1/12/2004
Section 3	TOWN BOARD				
	Request for Re-Zoning			\$500.00	1/10/2005
	Application fee for PUD Modification - Residential			\$25.00	1/9/2012
	Application fee for PUD Modification - Commercial			\$100.00	1/9/2012
	Plus actual engineering and legal review fees, see part C				
PART B: CONSTRUCTION & ALTERATION FEES (Fee payable prior to issuance of permit)					
PROJECT STARTED, NO PERMIT OBTAINED				\$75.00	1/1/1993
NO PERMIT & WORK SUBSTANTIALLY DONE				\$100.00	1/1/1993
Section 1	NEW CONSTRUCTION				
	Residential/Apartment S.F.		.08/sq. ft.	\$150.00	1/10/2005
	Apartments, 2 Family, Mult. Family & Townhouses		.10/sq. ft.	\$250.00	1/10/2005
	Garages, Porches, Accessories		.08/sq. ft.	included in above	1/10/2005
	Commercial & Industrial		.10/sq. ft.	\$250.00	1/10/2005
	Farm Structure, Non-Habitable		.02/sq. ft.	\$10.00	12/27/1988
	Single Wide Mobile Home			\$75.00	1/10/2005
	Double Wide Mobile Home			\$125.00	1/10/2005
	Permit Renewal Fee			\$10.00	1/10/2005
	Solely for Religious Purposes		.02/sq. ft.	\$50.00	12/27/1988
Section 2	ADDITIONS & ALTERATIONS				
	Residential/Apt. & Mobile Homes		.08/sq. ft.	\$75.00	1/10/2005
	Garages, Porches, Accessories		.08/sq. ft.	\$40.00	1/10/2005
	Commercial & Industrial		.10/sq. ft.	\$100.00	1/10/2005
	Remodel/Rebuild; No add. S.F. Res/Apt. & M.H.		2.00/thous AV	\$30.00	1/10/2005
	Permit Renewal Fee			\$10.00	1/10/2005
	Wood Stove, Fireplace, Solid Fuel			\$30.00	1/10/2005
	Accessories: Generators, Waterheaters, Furnaces, etc.			\$30.00	1/9/2006
	Remodel/Rebuild:No additional S.F./Commercial/Industrial		3.00/thousAV	\$50.00	1/10/2005
Section 3	DEMOLITION OF STRUCTURES				
	Residential (Habitable)			\$10.00	12/27/1988
	Residential (Non-Habitable)			\$5.00	12/27/1988
	Commercial and Industrial			\$25.00	12/27/1988

						4030.2AR	
					Basic	Minimum	
					Fee	Fee	
						Date	
						Adopted or	
						Revised	
Section 4	REMOVAL OF STRUCTURES						
	From one location & erect on another location						
	Residential Use				\$150.00	1/10/2005	
	Accessory - Residential Use				\$25.00	1/10/2005	
	Accessory - Farm Use				\$10.00	1/1/1993	
	Commercial & Industrial Use				\$250.00	1/10/2005	
Section 5	BUILDING INSPECTION FEES						
	Issue Certificate of Occupancy				\$30.00	1/1/1993	
	Duplicate Copy: Certificate of Occupancy				\$10.00	1/1/1993	
	Additional Cost if work not ready for inspection when scheduled				\$25.00	per visit 2/8/1993	
PART C: ENGINEERING & LEGAL RESIDENTIAL REVIEW FEES							
	(Sketch Plans, Plats, Plans, Easements, Dedications)						
Section 1	PAYMENT SCHEDULE						
	All review fees payable at time of application. Any additional Fees incurred through professional services above the initial application Fee shall be paid by the applicant prior to final plan signature by the Planning Board Chairman.						
Section 2	ENGINEER'S REVIEW FEES - RESIDENTIAL						
	(Sketch, Preliminary & Final and/or Final First Phase/Plans)						1/3/2005
	Administrative Subdivision; Eng. Review Fee (residential)				\$150.00	10/13/2008	
	Single Lot Subdivision/Site Plan				\$400.00	1/10/2005	
	Two Lot Subdivision/Site Plan				\$500.00	1/10/2005	
	3 to 10 lot Subdivision/Site Plan				\$600.00 +	\$140.00/lot over 3 lo 1/10/2005	
	More than 10 lot Subdivision/Site Plan				\$1,700.00 +	\$50.00/lot over 10 lo 1/10/2005	
Section 3	ENGINEER'S REVIEW: COMMERCIAL & INDUSTRIAL						
	For Subd., Site Plan, Sketch, Prelim. & Final - All Site Plans Add						
	\$.07 Per Sq. Ft. of Building Size						
	Single Parcel				\$1,200.00	1/10/2005	
	Two Parcels				\$1,400.00	1/10/2005	
	3 to 10 parcels				\$1,600.00 +	\$150.00/parcel over 1/10/2005	
	Over 10 Parcels				\$2,000.00+	\$70.00/parcel over 1 1/10/2005	
	Multi-Family Unit Review				\$2,000.00+	\$50.00/unit 1/10/2005	
Section 4	LEGAL PROCEDURE FOR CREATION OR EXPANSION OF SPECIAL DISTRICTS						
	Review Plans by Town Attorney				Pay Act. Cost	1/3/2005	
	Letter of credit, other financial guarantees				\$100.00	1/10/2005	
	Utility Easement Review Fee				\$300.00	1/10/2011	
	Highway Dedication Application				\$450.00	1/10/2011	
	Both Utility & Highway Dedication				\$750.00	1/10/2011	

Adopted January 2019

					4030.3AR	
				Basic Fee	Minimum Fee	Date Adopted or Revised
Section 5	ENGINEER REVIEW FEES DURING CONSTRUCTION					
	Review/Process Release Letter of Credit - Hourly rates of person assigned					1/10/2005
	Observation of Construction of Development Improvements					
	(amt. Determined & included in Letter of Credit prior to start of construction			Hourly rates of person assigned		2/8/1993
Section 6	ENGINEER REVIEW FOR HIGHWAY/UTILITY DEDICATION					
	Final Review and Approval by Engineer and/or Town Department Head - Hourly rates of person assigned					1/10/2005
Section 7	CONSULTANT FEES					
	Consultant fees deemed necessary by any board will be paid by the developer/applicant on an actual cost basis. See Policy Section 4090					1/6/1997
PART D: PLUMBING PERMIT FEES						
Section 1	RESIDENTIAL STRUCTURES					
	Single Family Residence			\$15.00		1/10/2005
	Duplex Residence			\$30.00		1/10/2005
	Remodel Single Family Residence			\$10.00		1/10/2005
	Remodel Duplex Residence			\$20.00		1/10/2005
Section 2	COMMERCIAL & INDUSTRIAL STRUCTURES					
	Industrial or commercial Use			\$40.00		1/10/2005
	Apartments, Multiple Dwellings or Townhouse			\$30.00	per unit	1/10/2005
	Hotel, Motel Others/unit			\$30.00	per unit	1/10/2005
	Item Charge			\$2.00	per fixture	1/10/2005
PART E: OTHER CONSTRUCTION FEES						
Section 1	SWIMMING POOLS					
	Above Ground			\$30.00		1/10/2005
	Below Ground			\$75.00		1/10/2005
Section 2	STORAGE TANKS					
	Commercial					
	Fuel Storage Tanks Installation			\$100.00	per tank	1/12/2009
	Fuel Storage Tanks Removal			\$100.00	per tank	1/12/2009
	Residential					
	Fuel Storage Tanks Installation/Replacement			\$100.00	per tank	1/12/2009
	Fuel Storage Tanks Removal Only			\$50.00	per tank	1/12/2009
Section 3	HOME BUILDER'S SECURITY FEES					
	Deposit at time permit			\$300.00		12/27/1988
	Security FEE is retained until that portion of the land extending through the ROW to the edge of gutter & any drainage channels are satisfactorily completed in a manner acceptable to the building inspector after completion of house and Permanent Certificate of Occupancy is issued					
	Permit Security Fees			\$100.00		1/10/2005
	Security shall be returned after C/O or C/C is issued					

Adopted January 2019

						4030.4AR
				Basic Fee	Minimum Fee	Date Adopted or Revised
Section 4	HOUSING MAINTENANCE CODE INSPECTIONS					
	Inspection Fee, Per Unit			\$50.00		6/11/1990
Section 5	LAND USES & ACTIVITIES (Zoning Ordinance)					
AMENDED	Satellite Dish Installation/over 3' diameter			\$25.00		1/10/2005
	Existing Towers: Change of antennae array or ground facilities			\$250.00		1/2/2007
	Installation New Towers			\$ 1,000.00	+ \$500 per tenant	1/2/2007
	Windmills - Commercial/Industrial			\$1,000.00		1/10/2005
	Windmills - Residential			\$250.00		1/10/2005
Section 3	MOBILE HOME PARK LICENSE PERMITS					
	Annual License Fee, per lot			\$15.00	\$50.00	1/1/1993
Section 4	EXCAVATING & FILL PERMITS					
	Application Fee			\$25.00		1/10/2005
	Renewal Fee			\$15.00		7/11/1989
	Permit Fee: Up to 500 cu. Yds			\$100.00		1/10/2005
	500 to 1,000 cu. Yds			\$200.00		1/10/2005
	each add'l 500 cu. Yds			\$75.00		1/10/2005
Section 8	SIGN PERMIT FEE					
	Permit Fee per sq. ft. of sign area			1.00/sq. ft.	\$20.00	1/10/2005
	Entire face of sign is used in calculating sign area; each double-faced sign face is included if individual letters, the rectangular area of each line is used to calculate the fee					
Section 10	WATERSHED MANAGEMENT CHARGES (Town-Wide)					
	Watershed Per New Unit*			\$400.00	\$400.00	1/10/2005
	Facility Fee					
	(*) New unit is single family. 2-family, multiple family, commercial & industrial structures					

Adopted January 2019

This statement of policies and procedures for procurement of goods and services by the Ontario Town Board is adopted as required by Section 104-b of the NYS General Municipal Law.

PURPOSE

Goods and services for which competitive bidding is not required by state law shall be procured in a manner which:

- a) assures the prudent and economical use of public funds,
- b) is in the best interests of the taxpayers,
- c) will facilitate the purchase of goods and services of maximum quality at the lowest possible price and
- d) guards against favoritism, fraud, corruption and extravagance. Goods or

services for which competitive bidding is required will comply with this policy.

Purchase contracts involve the purchase of commodities. If a purchase includes a substantial amount of supplies, equipment, materials or other commodities, it is considered a purchase contract.

Public works contracts involve services, labor or construction. If a purchase includes a substantial amount of services and the purchase of supplies, materials or equipment is incidental, it is considered a public works contract.

Procedure for Determination if Bidding is Required

General Municipal Law requires competitive bids for public works contracts of \$35,000 or more and for purchase contracts of \$20,000 or more.

Similar purchases made in the same fiscal year must be grouped together for purposes of determining if competitive bidding is required. As a guideline, the department head or agent of the Town of Ontario will consider the total amount of a given commodity purchased in the last full fiscal year to determine whether the total amount of that commodity grouping will exceed the \$20,000 limit in the fiscal year.

When making a determination that a proposed purchase does not require competitive bidding, town officials will obtain written, facsimile or verbal quotes, including telephone logs of verbal prices, to document that the cost of an item or service will not exceed bidding limits.

This documentation will also include notation of how the purchase was determined to be a purchase or public works contract as provided by this policy and state guidelines.

Statutory Exceptions from these Policies & Procedures

This policy shall not apply to the following purchases, as provided by law:

- * Items purchased under county contract (SS.103 (3), Gen. Mun L)
- * Items purchased under state contract (SS.104, Gen Mun L)
- * Articles manufactured in NYS Correctional Institutions (SS.184 & 186, Corrections L)
- * Professional services of an attorney, engineer, insurance agent/broker, physician, land surveyor, certified public accountant, investment management advisor, printing services involving extensive writing, editing or art work, management of programming services, emergency purchases, surplus & second-hand purchases from another governmental body.



Purchasing Methods for Non-Bid Items

Every town officer, department head or other authorized agent shall:

- a) determine if a purchase is a public works or purchase contract as outlined by this policy and state law
- b) make a good faith effort to determine whether it is known or can be reasonably expected that the total amount of such an item which will be purchased during the current fiscal year, will exceed the minimum amounts required for competitive bidding, taking into account past purchases and current year inventory requirements.
- c) provide written documentation that a purchase is not subject to competitive bidding, including notation or copies or verbal or written quotes from vendors, copies of purchase contracts or a memo identifying that a purchase is exempted from bidding by law
- d) obtain written or facsimile quotations of prices

All purchases for computer systems and software must have town board approval prior to purchase.

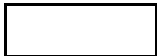
To assure the best use of public funds and to comply with Section 103 (b) of the General Municipal Law, the purchase of non-bid items will occur with documentation to the budget officer of the following:

PURCHASE CONTRACT

Estimated Amount	Method of Purchase
\$0 to \$2,500.....	left to discretion of purchasers identified below within budgetary appropriations
More than \$2,500 to \$5,000.....	two (2) written quotations with approval of the Department Head (or one of the purchasers for the Department identified below) and Town Board Liaison, or Town Supervisor or Deputy Supervisor within budgetary appropriations
More than \$5,000 to \$19,999	three (3) written/fax/email quotations with approval of Town Board

PUBLIC WORKS CONTRACT

Estimated Amount	Method of Purchase
\$0 to \$2,500.....	left to discretion of purchasers identified below within budgetary appropriations
More then \$ 2,500 to \$5,000	two (2) written quotations with approval of the Department Head identified below (or if none the purchasers for the Department identified below) and Town Board Liaison, or Town Supervisor or Deputy Supervisor within budgetary appropriations



More than \$5,000 to \$34,999 three (3) verbal/fax/email quotations with approval of the Town Board

All contracts for a value greater than the maximums indicated above will comply with the competitive bidding requirements of General Municipal Law Section 103.

Town officers and department heads shall make a good faith effort to obtain the required number of proposals. In cases where the number of proposals cannot be obtained, documentation of attempts to obtain them will be filed with the budget officer.

If an emergency arises, the purchase is allowed by the department head or supervisor upon notification to the budget officer/town supervisor. Action to ratify such purchases will occur at the next town board meeting.

Individuals Responsible for Purchasing

The following individuals (or their successors) shall be responsible, and authorized, to make purchases for the Town of Ontario:

- Office of the Town Supervisor: Town Supervisor or Deputy Supervisor
- Town Clerk’s Office: Town Clerk or Deputy Town Clerk
- Planning and Zoning Department: Building Inspector/Code Enforcement Officer or Director Economic Development
- Economic Development Office: Director Economic Development or Building Inspector/Code Enforcement Officer
- Recreation and Parks Department: Director or Building Inspector/Code Enforcement Officer
- Building and Code Enforcement Dept.: Building Inspector/Code Enforcement Officer, or Deputy Building Inspector/Code Enforcement Officer or Director Economic Development
- Assessor’s Office: Sole Assessor or Assessing Dept. Clerk
- Accounting Department: Accountant or Town Supervisor or Deputy Supervisor
- Highway Department: Superintendent of Highways or Highway Crew Chief or Highway Clerk
- Ontario Town Court: Town Justice or Town Justice
- Water Utilities Department: Water Utilities Superintendent or Building Inspector/Code Enforcement Officer
- Watershed Mgmt Advisory Council: Building Inspector/Code Enforcement Officer or Water Utilities Superintendent

Purchases from Other Than Lowest Responsible Bidder

Whenever a purchase contract is awarded to other than the lowest responsible bidder, documentation will be filed with the budget officer, which includes an explanation of how the



purchase will achieve savings and how the price/vendor is determined to be a responsible bidder.

The town recognizes changes made in New York State law allowing the principle of “Best Value” to be used. The intent of the best value option is to allow the government the ability of purchasing products and services that may not be the lowest in initial price but due to factors such as the product life or quality, this option may be a cheaper long-term solution.

Items Exempted from this Policy

For items exempted from this policy as enumerated on policy 4051 (b), the vendor will be selected based upon accountability, reliability, responsibility, skill, education & training, judgment, integrity, and ability to work successfully with the Town of Ontario, its officers and agents.

The taxpayers of the Town of Ontario deserve the benefit of expertise for exempted services which will ultimately save money for the taxpayers.

Input from Officers

Comments concerning this policy and related procedures shall be solicited from officers of the Town of Ontario who are involved in purchasing activities prior to enactment of the policy and from time to time as the review is conducted.

Annual Review

Each year the Ontario Town Board shall review this policy (at the organizational meeting) and shall receive a written report from the independent auditor of the status on the internal control structure established to insure compliance with this policy and from time to time in the future.

Unintentional Failure to Comply

The unintentional failure to comply with provisions of Section 104-b of the NYS General Municipal Law or this policy shall not provide grounds to void action or give rise to a cause of action against the Town of Ontario, its agents and special districts, or any town officer or employee.

Purchase Order Policy

For purchases up to \$2,500 – purchase orders are not required. The following process is to be used.

1. Appropriate level employee (or their successors) approves the purchase
2. Order is placed
3. When the order is received the back of the invoice is stamped, coded, signed and sent to Accounting.
4. Accounting to generate a voucher for payment and sends one copy to the Town Clerk for inclusion in the next abstract and sends one copy to the department for their records.

For Purchases between \$2,500 and \$5,000 – purchase orders are required. The following process is to be used.

1. The purchase order is to be signed by Department Head (or their successor)



2. The Town Board liaison and/or Town Supervisor to sign the Purchase Order
3. Order is placed with the vendor / supplier.
4. When the order is received the Ordering Department will complete the Purchase Order, attach the invoice and send it to Accounting who will generate the voucher.
5. Accounting to generate a voucher for payment and sends one copy to the Town Clerk for inclusion in the next abstract and sends one copy to the department for their records.

For Purchases between \$5,000 or greater – purchase orders are required. The following process is to be used.

1. The purchase order is to be signed by Department Head (or their successor)
2. The Town Board to approve the Purchase Order
3. Order is placed with the vendor / supplier.
4. When the order is received the Ordering Department will complete the Purchase Order, attach the invoice and send it to Accounting who will generate the voucher.
5. Accounting to generate a voucher for payment and sends one copy to the Town Clerk for inclusion in the abstract.

Purchase Orders, when used consist of a four part pre-numbered form. The copies are as follows:

- White- Vendor Copy
- Yellow- Accounting Department Copy
- Pink- Voucher Copy
- Green- Departmental File Copy

If a Purchase Order is to be used the following instructions should be utilized to activate a valid Purchase Order:

1. The department is to completely fill out the P.O. The Department Head must sign and date the P.O.
2. The completed P.O. should then be faxed to the Accounting Department (524-3200).
3. The Accounting Department will then verify that there are sufficient unused and unencumbered funds in the account(s) you wish to use. After this verification is completed, they will fax an authorization back to you.
4. After receiving the authorization number you must:
 - A. Write the authorization number on the P.O.
 - B. Attach the faxed copy of the authorization form to the departmental file copy.
 - C. Forward the vendor copy of the P.O. to them.
 - D. Forward the yellow copy to the Accounting Department.

The Accounting Department will not issue an authorization number if there are not sufficient funds in the account requested.

Each department is responsible for their “block” of P.O.’s. If you make an error, please mark the P.O. as void, keep the green copy for the departments own records and return the portions of the voided form to the accounting office.

Payment instructions

If the invoice is for the complete P.O., attach the pink copy of the P.O. to the voucher.



If the invoice is for a partial order, attach a COPY of the P.O. to the voucher. When the final invoice for the P.O. is to be paid, attach the pink copy.

The completed package for the monthly abstract of claims should be placed in the following order:

- Voucher
- Invoice
- Purchase Order

Any questions regarding the issuance or voiding of a P.O. should be directed toward the Accounting Office.

Adopted: March 23, 1992

Last Revised: December 31, 2014

PLEASE NOTE – This policy is reviewed as part of the Board’s Annual Meeting

PURPOSE

The Ontario Town Board desires to provide the finest public services possible to the residents of the Town of Ontario compatible with the least cost to its taxpayers. To achieve this goal, all sources of revenue must be enhanced. Interest earnings offer a large potential alternative source of revenue.

The Ontario Town Board desires that excess town funds, not needed for immediate payment of claims be invested to earn a safe return as provided for within the Town Law, General Municipal Law and Local Finance Law.

The priorities for investing town monies shall be in order of priority:

SAFETY: Funds must not be lost to the Town of Ontario

LIQUIDITY: Appropriate amounts must be available for each payroll, for abstracts of claims and debt service

YIELD: The highest market interest rate available (other conditions being equal) is to be solicited

AUTHORIZED FINANCIAL INSTITUTIONS

At the annual organizational meeting in January, the Ontario Town Board designates depositories, and the maximum amount of deposit for each, which are commercial banks or trust companies (not savings banks or associations), located and authorized to conduct business in New York State, for replacement of investments (General Municipal Law Section 11; Local Finance Law Section 165.00). Additional depositories may be designated at other times during the fiscal year as may be determined by the Ontario Town Board.

All financial institutions with which the Town of Ontario conducts business must be creditworthy. Banks shall provide their most recent Consolidated Report of Condition (call report) at the request of the Ontario Town Board. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank as primary dealers.

AUTHORIZED INVESTMENT INSTRUMENTS

As authorized by SS.11 of the General Municipal Law, the Ontario Town Board authorizes the town supervisor, as chief fiscal officer, to invest monies not required for immediate expenditure for terms not to exceed projected cash flows in the following types of investment: special time deposit accounts, certificates of deposit, savings accounts and any other investment instruments as may be approved by the Office of the State Comptroller from time to time.

INTERNAL CONTROL

It is the policy of the Ontario Town Board for all monies collected by any officer or employee of the town to transfer those funds to the town supervisor, as chief fiscal officer, within three (3) business days of deposit, or within a time period specified by law, whichever is shorter. The town supervisor is responsible for establishment of applicable procedures and compliance with applicable laws and regulations.



DELEGATION OF AUTHORITY FOR INVESTING TOWN FUNDS

The Ontario Town Board hereby specifically delegates the authority to make day-to-day investment decisions with the guidelines and limitations of this policy to:

Town Supervisor, as Chief Fiscal Officer, and/or, in his or her absence, the Deputy Town Supervisor

The above officers are hereby authorized to utilize the advisory services of municipal consulting firms in planning the timing, amount, maturity, bidding, placement and reporting on any investments made here under.

F.D.I.C. INSURANCE & COLLATERALIZATION

The primary objective of this policy is to enhance the safety and availability of any town funds invested. Safety is enhanced by F.D.I.C. Insurance for the first \$250,000 of the total Town of Ontario funds on deposit with any one specific commercial bank or trust company.

As required by Section 11 of the General Municipal Law, all deposits of the Town of Ontario in excess of the amount insured under the provisions of the F.D.I.C. Act, including certificates of deposit and special time deposits, shall be secured:

1. by a pledge of "eligible securities" with an aggregate "market value" as provided by Section 11, equal to the aggregate amount of deposits from the categories designated in this policy (see listing of collateral)

F.D.I.C. INSURANCE & COLLATERALIZATION

2. by an eligible "irrevocable letter of credit", issued by a qualified bank other than the bank with the deposits, in favor of the Town of Ontario, for a term not to exceed ninety (90) days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. (A qualified bank is one whose commercial paper and other unsecured short term debt obligations are rated in one of three (3) highest rating categories by at least one (1) nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based requirements)
3. by an eligible surety bond payable to the Town of Ontario for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two (2) nationally recognized statistical rating organizations

TRANSFER OF FUNDS

The Ontario Town Board specifically extends to designated officials the authority to use electronic transfer of funds, among the approved banking institutions, to assist in obtaining "federal funds" and enhanced interest rates. Each such transfer shall be specifically identified in the original journal entry as a "wire transfer" and subsequently supported by the bank confirmation notice to provide an audit trail.



SAFEKEEPING & COLLATERIZATION

The Ontario Town Board specifically extends to designated officials the authority to turn over the physical custody of Certificate(s) of Deposit and other evidences of investments for "safekeeping" possession to the designated bank, as provided in Section 11(3) of the General Municipal Law, subject to security and custodial agreements, to facilitate access to funds at maturity and to eliminate having live certificates in the town hall.

The security agreement shall provide that eligible securities are pledged to secure the town's deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and events which will enable the local government exercise its rights against the pledged securities.

In the event that the securities are not registered or inscribed in the name of the Town of Ontario, such securities shall be delivered in a form suitable for transfer or with an assignment which is blank to the Town of Ontario or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of or custodian for the Town of Ontario, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the collateral for any other deposits or other liabilities.

The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall also provide for the frequency of re-valuation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Town of Ontario a perfected interest in the securities.

WRITTEN REPORTS

All investments shall be documented in written reports to the Ontario Town Board, outlining the details of the investment and the bids received thereon. When investments are placed, these reports should be present no less than monthly.

LISTING OF ELIGIBLE SECURITIES FOR COLLATERAL

The following securities are eligible for collateral of invested town funds:

- a) obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof, or a U.S. government sponsored corporation
- b) obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guaranty
- c) obligations issued or fully insured or guaranteed by the State of New York obligations issued by a municipal corporation, school district or district corporation of such state or obligations of any public benefit corporation which under a specific state status may be accepted as security for deposit of public monies.



Adopted: January 4, 1988

Last Revised: January 9, 2012

PLEASE NOTE - This policy is reviewed as part of the Board's Annual Meeting

Policy Statement

Accounting and reporting procedures shall be developed to facilitate analysis and evaluation of the Town of Ontario's financial status and fixed assets. The Town will use the Uniform System of Accounts.

1. Books and records of the Town shall be maintained in accordance with statutory requirements.
2. Provisions shall be made for the adequate storage, security, and disposition of all financial and inventory records.

Online Banking

The Board has entered into a written agreement with designated banks and trust companies for online banking and electronic or wire transfers, which includes the implementation of a security procedure for all transactions. Online transactions must be authorized by the Town Supervisor. The Business Manager, with a separate established user name and password, will have the authority to process online banking transactions. The Town Clerk, with a separate established user name and password, will be responsible for online banking and transactions in the event the Supervisor is not available. A monthly report of all online banking activity will be reviewed by the Business Manager and Supervisor of the online banking process and reconciled with the bank statement. Online banking will only take place on secure Town computers located inside the Business Office and the Town Clerk's Office.

Electronic Transactions and Wire Transfers

Procedures will be implemented specifying who is authorized to initiate, approve, transmit, record, review and reconcile electronic transactions. At least two individuals will be involved in each transaction.

The Town will enter into written wire transfer security agreements for Town bank accounts which will include established procedures for authenticating wire transfer orders.

All wire transfers must be authorized by the Business Office or his/her designee. Dual approval controls will be established for non-routine wire transfer orders and ACHs (Automated Clearing House Transactions) established by the Town of Ontario and the finance institution to validate all payments and transfers.

Adopted:

Last Revised: July 9, 2014

Official Department Signers for 2019

<u>Department</u>	<u>Department Head</u>	<u>Official Alternate Signer</u>
Supervisor	Frank Robusto	Joseph Catalano
Town Clerk	Debra DeMinck	Shelley LaRocca
Planning/Zoning	Brian Smith	Frank Robusto
Economic Development	William Riddell	Frank Robusto
Recreation/Parks	William Riddell	Kim Millard
Building	Brian Smith	Frank Robusto
Assessing	Melissa Halstead	Tammy Goetz
Accounting	Linda Yancey	Jennifer Benedict
Highway	Marilee Stollery	Cindy Passantino
		Steve Amsler
Court	William Benedict/Paul Sucher	Dawn Yantch
Water Utilities	Adam Cummings	Frank Robusto
Watershed	Adam Cummings	Frank Robusto
Community Center	Kim Millard	William Riddell

Frank Robusto	Joe Catalano	Jeremy Eaton	Rick Leszyk	Scott Tewinkle
Economic Development	Planning/ Zoning	Sole Assessor	Fire Protection/ Ambulance Services	Recreation & Parks
Wastewater	Town Courts	Lighting Districts	Public Library	Information Technology
Receiver of Taxes	Traffic Control/Signs Off St Parking	Business Improvement District	Compr. Plan	Safe Workplace
Business Manager/ Office	Highway	Board of Health/Health Officer	Collective Bargaining	Animal Control
Water	Collective Bargaining/ Union Contracts	Union Contracts	Drainage/MS4	Cemeteries, Celebrations, Veterans' Services
Town Clerk			Insurance/ Sidewalks	Code Enforcement/ Safety Inspection

Presented January 7, *Frank Robusto* Town Supervisor

At a Regular Meeting of the Town Board
of the Town of Ontario, New York held
at the Town Hall, Ontario, New York, on
the 7th day of January, 2019.

PRESENT: Frank Robusto, Supervisor
Joseph Catalano, Councilman
Richard Leszyk, Councilman
Scott TeWinkle, Councilman
Jeremy Eaton, Councilman

ABSENT: None

In the Matter

of

GENERAL OBLIGATION SERIAL BONDS TO FINANCE
SEWER SYSTEM CAPITAL IMPROVEMENTS WITHIN
THE TOWN OF ONTARIO, NEW YORK

_____ presented the following resolution and duly
moved that it be adopted and was seconded by _____:

RESOLUTION DATED JANUARY 7, 2019 OF THE TOWN
BOARD OF THE TOWN OF ONTARIO, NEW YORK,
AMENDING BOND RESOLUTION DATED SEPTEMBER 5,
2018, AUTHORIZING GENERAL OBLIGATION SERIAL
BONDS TO FINANCE SEWER SYSTEM CAPITAL
IMPROVEMENTS WITHIN THE TOWN, AUTHORIZING
THE ISSUANCE OF BOND ANTICIPATION NOTES IN
CONTEMPLATION THEREOF, THE EXPENDITURE OF
SUMS FOR SUCH PURPOSE, AND DETERMINING
OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, pursuant to a bond resolution dated September 5, 2018 (the
"Original Bond Resolution") the Town Board of the Town of Ontario, New York
approved expenditures for, and the issuance and sale of, up to \$5,000,000 aggregate
principal amount of general obligation bonds and bond anticipation notes relative to
sewer system improvements; and

WHEREAS, it is now desired to amend such Original Bond Resolution to correct a whereas clause therein; Now, Therefore, be it

RESOLVED BY THE TOWN BOARD OF THE TOWN OF ONTARIO, NEW YORK as follows:

Section 1. The second whereas clause of the Original Bond Resolution, dated September 5, 2018, is hereby amended, supplemented and restated as follows:

WHEREAS, the purpose hereinafter described consists of sewer system capital improvements duly authorized on September 5, 2018 to be undertaken by the Town Board of the Town of Ontario, New York pursuant to the Article 12-C of the Town Law; and

Section 2. All other provisions of the Original Bond Resolution remain in full force and effect, as hereby modified.

Section 3. This resolution shall take effect immediately upon its adoption.

Said matter having been put to a vote, the following votes were recorded:

Frank Robusto	VOTING
Joseph Catalano	VOTING
Richard Leszyk	VOTING
Scott Tewinkle	VOTION
Jeremy Eaton	VOTING

The Resolution was thereupon declared duly adopted.

Dated: January 7, 2019.

STATE OF NEW YORK }
COUNTY OF WAYNE } ss:

I, the undersigned clerk of the Town of Ontario, DO HEREBY CERTIFY as follows:

1. A meeting of the Town Board of the Town of Ontario, Wayne County, State of New York, was held on January 7, 2019, and Minutes of said meeting have been duly recorded in the Minute Book kept by me in accordance with law for the purpose of recording the minutes of meetings of said Town Board.

2. I have compared the attached Extract with said Minutes so recorded and said Extract is a true copy of said Minutes and of the whole thereof insofar as said Minutes relate to matters referred to in said Extract.

3. Said Minutes correctly state the time and place when said Meeting was convened and the place where such meeting was held and the members of said Board who attended said Meeting.

4. Public Notice of the time and place of said Meeting was duly posted and duly given to the public and the news media in accordance with the Open Meetings Law, constituting Chapter 511 of the Laws of 1976 of the State of New York, and that all members of said Town Board had due notice of said Meetings and that the Meeting was in all respects duly held and a quorum was present and acted throughout.

5. IN WITNESS WHEREOF, I have hereunto set my hand and have hereunto affixed the corporate seal of the Town of Ontario this _____ day of January, 2019.

Debra DeMinck, Town Clerk
Town of Ontario

EXTRACT OF MINUTES OF MEETING OF THE TOWN BOARD
ADOPTING AMENDING BOND RESOLUTION

At a regular meeting of the Town Board of the Town of Ontario, Wayne County, New York, held at the Town Offices in Ontario, New York, on the ___ day of _____, 20__:

PRESENT:

ABSENT:

_____ presented the following resolution and duly moved that it be adopted and was seconded by _____:

RESOLUTION DATED _____ OF THE TOWN BOARD OF THE TOWN OF ONTARIO, NEW YORK, AMENDING BOND RESOLUTION DATED SEPTEMBER 5, 2018, AUTHORIZING GENERAL OBLIGATION SERIAL BONDS TO FINANCE SEWER SYSTEM CAPITAL IMPROVEMENTS WITHIN THE TOWN, AUTHORIZING THE ISSUANCE OF BOND ANTICIPATION NOTES IN CONTEMPLATION THEREOF, THE EXPENDITURE OF SUMS FOR SUCH PURPOSE, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, pursuant to a bond resolution dated September 5, 2018 (the "Original Bond Resolution") the Town Board of the Town of Ontario, New York approved expenditures for, and the issuance and sale of, up to \$5,000,000 aggregate principal amount of general obligation bonds and bond anticipation notes relative to sewer system improvements; and

WHEREAS, it is now desired to amend such Original Bond Resolution to correct a whereas clause therein; now therefor, be it

RESOLVED BY THE TOWN BOARD OF THE TOWN OF ONTARIO, NEW YORK as follows:

Section 1. The second whereas clause of the Original Bond Resolution, dated September 5, 2018, is hereby amended, supplemented and restated as follows:

WHEREAS, the purpose hereinafter described consists of sewer system capital improvements duly authorized on September 5, 2018 to be

undertaken by the Town Board of the Town of Ontario, New York pursuant to the Article 12-C of the Town Law; and

Section 2. All other provisions of the Original Bond Resolution remain in full force and effect, as hereby modified.

Section 3. This resolution shall take effect immediately upon its adoption.

The motion having been duly seconded, it was adopted and the following votes were cast:

AYES

NAYS

STATE OF NEW YORK }
 }
COUNTY OF WAYNE }

ss:

I, the undersigned clerk of the Town of Ontario, DO HEREBY CERTIFY as follows:

1. A meeting of the Town Board of the Town of Ontario, Wayne County, State of New York, was held on _____, and Minutes of said meeting have been duly recorded in the Minute Book kept by me in accordance with law for the purpose of recording the minutes of meetings of said Town Board.

2. I have compared the attached Extract with said Minutes so recorded and said Extract is a true copy of said Minutes and of the whole thereof insofar as said Minutes relate to matters referred to in said Extract.

3. Said Minutes correctly state the time and place when said Meeting was convened and the place where such meeting was held and the members of said Board who attended said Meeting.

4. Public Notice of the time and place of said Meeting was duly posted and duly given to the public and the news media in accordance with the Open Meetings Law, constituting Chapter 511 of the Laws of 1976 of the State of New York, and that all members of said Town Board had due notice of said Meetings and that the Meeting was in all respects duly held and a quorum was present and acted throughout.

5. IN WITNESS WHEREOF, I have hereunto set my hand and have hereunto affixed the corporate seal of the Town of Ontario this ___ day of _____, 20__.

Town Clerk
Town of Ontario

LAW OFFICES
OF
Timothy R. McGill

248 WILLOWBROOK OFFICE PARK
FAIRPORT, NEW YORK 14450

Kristine M. Bryant
Paralegal

Tel: (585) 381-7470
Fax: (585) 381-7498

December 18, 2018

Frank Robusto, Town Supervisor
Town of Ontario
1850 Ridge Road
Ontario, New York 14519

Re: **Town of Ontario, New York**
Wastewater Treatment Plant Project

Dear Supervisor Robusto:

In reviewing the Town's application for a debt exclusion for the captioned matter, a staff attorney for the Office if the State Comptroller phoned me to report that one of the whereas clauses in the Town's adopted bond resolution incorrectly references §202-b of the Town Law, rather than Article 12-C of the Town Law. When drafting the bond resolution, we were advised that there was going to be a §202-b hearing and approval the same night as the bond resolution was to be considered. Apparently that was incorrect. I told the staff attorney that I would provide a correcting resolution to the Town for their consideration and action, as appropriate.

Assuming that OSC is correct (I do not yet have a copy of any Article 12-C proceedings to verify one way or the other), enclosed is an amending resolution with a corrected reference. This would accomplish a minor, technical correction with no substantive effect on the bond resolution.

Please confer with your Town attorney. Thank you. All the best,

Very truly yours,



Timothy R. McGill

TRM:kmb
Encl.

xc: Richard T. Williams, Esq.
Alan D. Cummings
Bernard P. Donegan, Inc.