



Ontario Town Board Meeting

7:00 P.M March 25, 2019

Ontario Town Hall

Future Meetings:

April 8 – Meeting

April 15 – Workshop

- I. Call to Order/Pledge of Allegiance
- II. Revisions to Agenda
- III. Comments from the Public
- IV. Approval of Minutes from Past Meetings: March 11, March 18 (Att. 1 & 2)
- V. Correspondence with the Town Clerk
- VI. Reports from the Attorney of the Town
- VII. Business - Consideration of:
 - a) Request to attend Valuation of Vacant Land class- *Mel Halstead* (Att. 3)
 - b) Purchase Order for Attorney Contractual services- *Frank Robusto* (Att. 4)
 - c) Contract for NEQUALS (Att. 5)
 - d) AED Powerheart Purchases (Att. 6)
 - e) Town Hall Generator quotes (Att. 7)
- VIII. Workshop Items
- IX. Comments from the Public
- X. Budget Adjustments/Transfers
- XI. Appointments/Resignations
- XII. Information Forum
- XIII. Approval of Claims
- XIV. Executive Session/Adjournment

MARCH 11, 2019
ONTARIO TOWN BOARD MEETING

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, Jeremy Eaton, Superintendent of Highways Marilee Stollery, Code Enforcement Officer Brian Smith (entered 7:29), Water Superintendent/Town Engineer Adam Cummings, Director of Recreation & Parks William Riddell, Assessor Melissa Halstead, Accountant Linda Yancey (entered 7:05), Library Director Sandra Hylen, Attorney for the Town Richard Williams and Town Clerk Debra DeMinck.

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

Mr. Eaton led the Pledge of Allegiance.

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

Comments from the Public – A resident asked about the Assessor being appointed in Walworth. Mr. Robusto stated the board would be discussing shared services later in the meeting. The question was raised if we had an intermunicipal agreement with Walworth and what was Walworth paying the Town.

Another resident read a letter to the editor he will be sending to the paper.

The condition of the solar array was also questioned with all the wind storms we have had.

The Supervisor stated the solar array was in good condition. The Accountant stated we have not been getting a lot of energy credits the last two months due to no sun.

The current status of the Ginna PILOT agreement was raised. The Supervisor has been in conversation with various parties and will talk to the Fire District prior to signing the agreement.

Approval of Minutes - Mr. Robusto asked for approval of the minutes of the February 25, 2019 Town Board Meeting. A motion was made by Mr. Catalano, seconded by Mr. Eaton, to **approve the minutes as presented**. 4 Ayes 0 Nays 1 Abstention (Robusto) MOTION CARRIED

Correspondence – None

Attorney for the Town Report – None

Department Head Reports -

Town Clerk – a motion was made by Mr. Leszyk, seconded by Mr. Eaton, to **accept the February 2019 report as presented**. 5 Ayes 0 Nays MOTION CARRIED

Superintendent of Water Utilities/Town Engineer – A motion was made by Mr. Catalano, seconded by Mr. Leszyk, to **accept the February 2019 report as presented**. 5 Ayes 0 Nays MOTION CARRIED

Code Enforcement Officer – A motion was made by Mr. Leszyk, seconded by Mr. Eaton, to **accept the February 2019 report as presented**. 5 Ayes 0 Nays MOTION CARRIED

Sole Assessor – A motion was made by Mr. Eaton, seconded by Mr. Catalano, to **accept the February 2019 report as presented**. 5 Ayes 0 Nays MOTION CARRIED

Superintendent of Highways – A motion was made by Mr. Catalano, seconded by Mr. TeWinkle, to **accept the February 2019 report as presented**. 5 Ayes 0 Nays MOTION CARRIED

Director of Recreation & Parks – A motion was made by Mr. TeWinkle, seconded by Mr. Leszyk, to **accept the February 2019 report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Economic Development Department - A motion was made by Mr. Catalano, seconded by Mr. Leszyk, to **accept the February 2019 report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Watershed Management Advisory Council – A motion was made by Mr. Leszyk, seconded by Mr. Eaton, to **accept the February 2019 report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Library – A motion was made by Mr. Leszyk, seconded by Mr. Eaton, to **accept the February 2019 report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Supervisor's Financial Statement – A motion was made by Mr. Catalano, seconded by Mr. TeWinkle, to **accept the February 2019 Supervisor's Financial Statement as presented.** 5 Ayes 0 Nays MOTION CARRIED

Ontario Town Court – No reports

Animal Control Officer – A motion was made by Mr. TeWinkle, seconded by Mr. Catalano, to **accept the January and February 2019 reports as presented.** 5 Ayes 0 Nays MOTION CARRIED

New Business – Superintendent Robusto recognized **Ryan J. Hemstreet** for successfully completing his Eagle Project of constructing a bird blind and a stone trail at Casey Park. He will present Mr. Hemstreet with a signed Certificate of Recognition this weekend.

A motion was made by Mr. Leszyk, seconded by Mr. TeWinkle, to **authorize purchase order #35444 for Attorney Services to Barclay Damon for an amount not to exceed \$15,000.** 5 Ayes 0 Nays MOTION CARRIED

Mr. Dave Spoletta with his Attorney addressed the Town Board with regard to their proposed pond extension at 5739 Arbor Road. The Town Board needs to approve the permit and it must also go to the Town Planning Board and the County Planning Board and a public hearing is necessary.

A motion was made by Mr. Catalano, seconded by Mr. TeWinkle, to **request a pond extension for 5739 Arbor Road following 75-3 of the Town Code which says the application must go to the Town Planning Board and Wayne County Planning for review and to direct the Town Clerk to post and publish a legal notice for a public hearing to be held on April 14, 2019 at 7:00 pm on this matter.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. TeWinkle, seconded by Mr. Eaton, to **authorize the Supervisor to sign the agreement for salting and sanding services with the Ontario Fire District #1 for an amount of \$2,000 for the 2018/2019 season.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Eaton, seconded by Mr. TeWinkle, to **authorize the purchase of new meter reading software from Badger Meter to read the new Orion ME water meters for an amount not to exceed \$7,800.0 from F8340.4 for software licensing and training and \$9,645.00 for meter reading hardware from F8340.2 as requested by the Superintendent of Water in a memo dated March 8, 2019.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. TeWinkle, seconded by Mr. Leszyk, to **authorize the Water Superintendent to purchase 100 badger Orion water meter replacement parts and associated registrations for 2019 for an amount not to exceed \$20,741.00 from budget code F8340.4 as requested by the Superintendent of Water in a memo dated March 7, 2019.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Leszyk, seconded by Mr. TeWinkle, to **authorize the Water Superintendent to purchase maintenance services and rotating assemblies for the Slocum Road pump station from Siewert Equipment for an amount not to exceed \$7,800.00 from budget code SS8120.4 as requested by the Superintendent of Water in a memo dated March 8, 2019.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Eaton, seconded by Mr. TeWinkle, to **authorize the purchase of a 2019 Caterpillar 310 Excavator, with the 2017 caterpillar 308D2 eligible for the trade in program. The cost will not exceed \$30,650 through the NYS bid and from budget code SD8540.2 as requested by the Superintendent of Water in a memo dated March 8, 2019.** 4 Ayes 1 Nay (Catalano) MOTION CARRIED

A motion was made by Mr. Catalano, seconded by Mr. Leszyk, to **authorize the Superintendent of Water to post internally for the two week requirement as well as inquire with Water County Human Resources to identify potential candidates, for an outside crew member, first shift (6:00 am through 2:30pm) Monday through Friday plus rotating Holidays and weekends at the treatment plants, and another position later in the year as retirement plans are solidified. This will be from budget codes F8340.1 and SS8120.1 and all other related personnel budget codes as requested by the Superintendent of Water in a memo dated March 8, 2019.** 5 Ayes 0 Nays MOTION CARRIED

Comments from the Public – Several residents asked why the attachments were not on the website. There is no cost to the town. Supervisor Robusto will take it under advisement.

Another resident asked why the Fire District snow and ice removal contract was delayed.

Reports by Town Board Members – Supervisor Robusto visited the senior nutrition site last week and had lunch with the seniors. The Town will be looking at ways to improve services to its senior citizens. Supervisor Robusto also announced that CP Kelly, a local contracting firm, will be constructing the Office Building for Intergrow.

Mr. TeWinkle asked Adam Cummings for an update on the computers.

Mr. Cummings responded that all the computers are set to go with the Highway Department being replaced tomorrow. In three to four weeks all departments should have their new computers.

Comments from the Public – None

Approval of Claims - A motion was made by Mr. TeWinkle, seconded by Mr. Catalano, to **approve the abstract of claims for March 11, 2019 including vouchers #405 through #525 (412-413, 426-430 used by the Business Office) with a grand total of \$60,503.06 and to authorize the Supervisor to issue payments for same.** 5 Ayes 0 Nays MOTION CARRIED

Workshop – Shared Services

Mr. Robusto gave an overview of shared services. March 1st the Assessor in Walworth left. The Walworth Supervisor reached out to Ontario to see if we could help. It is hopefully short term. No later than July 1st. Melissa Halstead, Ontario Assessor, is working nights and weekends to accommodate the Ontario residents. Attorney Richard Williams gave a legal view point and saw nothing to prohibit the arrangement. Board members had a brief discussion on shared services and the Assessing arrangement in Walworth.

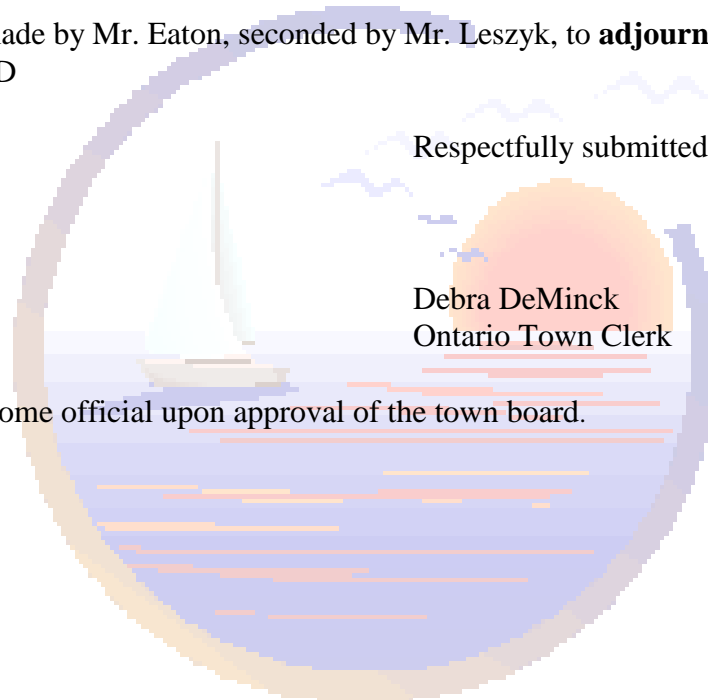
Town Clean up –

The Supervisor urged board members to look at the hazardous waste information they were given. He is less likely to consider this option due to the unknown, potentially high cost of this service.

Executive Session - A motion was made by Mr. Leszyk, seconded by Mr. TeWinkle, to **move into an executive session at 9:10 p.m. for pending litigation and negotiations.** 5 Ayes 0 Nays MOTION CARRIED

Reconvene – 10:09 p.m.

Adjourn - A motion was made by Mr. Eaton, seconded by Mr. Leszyk, to **adjourn at 10:10 p.m.** 5 Ayes 0 Nays MOTION CARRIED



The above minutes will become official upon approval of the town board.

March 18, 2019
ONTARIO TOWN BOARD WORKSHOP MEETING

A workshop 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: Scott TeWinkle, Joseph Catalano, Richard Leszyk, Jeremy Eaton, Superintendent of Highways Marilee Stollery, Code Enforcement Officer Brain Smith, Business Manager Linda Yancey and Deputy Town Clerk Shelley LaRocca.

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

Mr. Leszyk led the Pledge of Allegiance.

Revisions to the Agenda - A motion was made by Mr. Leszyk, seconded by Mr. Eaton, **to approve the agenda as presented.** 5 Ayes 0 Nays MOTION CARRIED

Workshop – Members from OVES, Wayne County ALS, Union Hill Ambulance and Nequals gave an overview of their operations and fielded questions from the board. Many thanks to each agency for servicing the needs of the town.

Public Comment – General comments received.

New Business – A motion was made by Mr. Catalano, seconded by Mr. Leszyk, **to TABLE the notice of seasonal hires as outlined in memo #19-01 from Code Enforcement Officer Brain Smith.** 5 Ayes 0 Nays MOTION TABLED

A motion was made by Mr. Eaton, seconded by Mr. Leszyk, **to authorize the purchase of 24 Defender CD8180 CO Detectors at a total cost of \$2368.32 and will be paid from budget code A1620.400 as requested by Code Enforcement Officer Brian Smith.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. TeWinkle, seconded by Mr. Eaton, **to authorize the increase in purchase order #35545 from \$42,324.70 to \$51, 362.00 from budget code FFF8320.400 to pay for repairs and materials for one of the Raw Intake Pumps.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Catalano, seconded by Mr. TeWinkle, **to approve a budget transfer request from Business Manager Linda Yancey. \$10, 000.00 from SD1.854.400 to SD1.8540.200.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Leszyk, seconded by Mr. TeWinkle, **to authorize repairs to the Tymco Sweeper at an estimated cost of \$2749.00 as requested by the Superintendent of Highways in memo #19-02.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Catalano, seconded by Mr. Eaton, **to TABLE a request from the Superintendent of Highways to advertise and hire a new Account Clerk as requested in memo #19-03.** 5 Ayes 0 Nays MOTION TABLED

Board Member Comments - Mr. Eaton has attended another meeting with the BID. One of their biggest concerns is sidewalks and snow removal.

Mr. Leszyk would really like a citizen AD-HOC committee formed before his term is over on December 31, 2019.

Mr. Robusto attended a meeting at the county on LED street lighting. There will be a meeting next month to bring the topic back to the board members. Mr. Robusto stated that Ray Wager says the town is in good shape and the audit should be completed May 1, 2019.

Mr. TeWinkle wanted to apologize to Code Enforcement Officer Brian Smith for the miscommunication and misunderstandings regarding the town hall project.

Mr. Catalano mentioned the leaks at Palmer Hall.

Adjourn – A motion was made by Mr. Eaton, seconded by Mr. TeWinkle, **to adjourn at 9:30 p.m.**
5 Ayes 0 Nays MOTION CARRIED



Respectfully submitted,

Shelley LaRocca
Ontario Deputy Town Clerk

The above minutes will become official upon approval of the town board.

TOWN OF  **ONTARIO**

WAYNE COUNTY'S "COMMUNITY OF GOOD NEIGHBORS"

Melissa Halstead
Assessor

March 20, 2019

To: Frank Robusto, Supervisor
Members of the Ontario Town Board

From: Melissa Halstead, Sole Assessor

Date: March 20, 2019

Re: Authorization to attend Valuation of Vacant Land

I am requesting permission from the members of the Ontario Town Board to attend Valuation of Vacant Land on April 26, 2019 from 9am – 4pm at the Quality Inn & Suites, 8250 Park Rd, Batavia, NY 1402. The cost of the class is \$110.00 and will be charged to account A1355.4. This is a one day course and is needed for my continuing education credits to maintain my certification.

Sincerely,



Mel Halstead
Sole Assessor

TOWN OF ONTARIO

1850 Ridge Road
 Ontario, New York 14519
 Phone: (315) 524-3200 • Fax: (315) 524-8501

Purchase Order No.

35444

Date February 27, 2019

PURCHASE ORDER

DEPARTMENT Attorney Contractual

VENDOR'S NAME AND ADDRESS: Barclay Damon, LLP
P.O. Box 1265
Albany, NY 12201-1265

VENDOR NO. 4304

FUND APPROPRIATION	AMOUNT
AAA-1420.4	15000 00
TOTAL →	15000 00

FEDERAL TAX ID. # 15 - 6001075

NYS TAX: PURCHASE ORDERS MAY BE ACCEPTED IN LIEU OF EXEMPTION CERTIFICATES. THE VENDOR MUST RETAIN A COPY OF THIS PURCHASE ORDER TO SUBSTANTIATE EXEMPT SALE.

Ship To: _____
 (Address) _____

Bill To: _____
 (Address) _____

REMARKS: _____

Quantity	Unit	Description	Unit Price	Amount
		<u>Legal Services - Retained Labor and Employment Matters</u>		15000 00
		Shipping / Handling		
		PLACE OUR ORDER NO. on all packages, invoices & correspondence. If shipment cannot be made as requested, notify us at once.		
			TOTAL	15000 00

APPROVAL OF FUNDS

PURCHASE AUTHORIZATION

The following authorization number verifies that funds are available and have been encumbered for the amount of this purchase order.

Deliver the items to the place indicated above. See remarks.

3/12/19 DATE
20190312TG01 AUTHORIZATION NUMBER

3/11/19 DATE
 ↑
 DEPARTMENT HEAD

To: Town Board
From: Brian Smith, Code Enforcement Officer
Date: March 14, 2019
Subject: AED G3 Packages

Gentlemen,

A request has been made by the Justices at Palmer Hall to review the requirements of having a Powerheart AED G3 package available at a place of public assembly.

NYS Public Health Law requires the presence of an AED in locations with an occupancy of at least 1,000 people. At this time, Town buildings are not legally required to have AED's. With the concern for the public and employee safety in mind, I would recommend the installations of these units.

After our most recent Fire Inspection at the Highway department, it has been determined that they have no AED's in any of their buildings. During inspections at the remaining town buildings, we have found that the Pediatric Defibrillation Electrodes in the Town Hall and the park along with one battery at the park and one (1) set of Adult Defibrillation Electrodes have expired.

I respectfully request approval for the purchase of two (2) new Powerheart AED G3 packages, two (2) sets of Pediatric Defibrillation electrodes, one (1) set of Adult Defibrillation electrodes and one (1) replacement lithium battery. The cost will be \$3,003.00 and all material will be purchased from Rent AN AED in Webster, NY. This purchase will be paid from budget code A 1620.400.

Please call or email me with any further questions.

Brian Smith, Code Enforcement Officer

Brian Smith
Code Enforcement Officer

To: Frank Robusto and Ontario Town Board
From: Brian Smith
Date: 03/14/2019
Subject: Town hall generator.

Town board members,

Over the course of the last few months my department has been working with numerous generator installers for pricing, sizing and installation.

Once we had determined the size requirement to handle the load required for the location it was determined that the natural gas supply was insufficient to operate the existing generator or any that we had priced out.

We worked with RGE and devised a plan to install a new gas line to supply the generator only.

I am providing you with the initial quotes we have received and would like to discuss with you in an effort to put together a spec sheet for sealed bids per the town's procurement policy for bidding.

Please call or email me with any further questions.

Brian Smith
Town of Ontario
Code Enforcement Officer

Brian Smith
Code Enforcement Officer

JTE

Kohler 100 KW	\$48,950
VDE (soft start)	\$4,200
Total	\$53,150

Move old generator ½ mile off site.

CPS/HPS Kohler 100KW -

No soft start	
Remove old generator	
Total	\$74,235

Milton Cat Caterpillar DG100 100 KW -

With soft start.	
Remove old generator.	
Total	\$81,585

RGE – Gas Service and meter upgrade.

\$2994.42