I. Call to Order/Pledge of Allegiance

II. Revisions to Agenda/Add Business Items

III. Public Hearing: Local Law #1 Pages 3-4

IV. Comments from the Public

V. Approval of Minutes from Prior Meeting(s) – February 24 Pages 5-6

VI. Correspondence: Town Clerk

VII. Reports of the Attorney for the Town

VIII. Reports of Department Heads and Town Agencies
   a) Building Inspector/Code Enforcement Officer – Brian Smith Pages 7-8
   b) Parks and Recreation Director – Bill Riddell Page 9
   c) Economic Development Director – Bill Riddell Page 10
   d) Animal Control Officer – Mark Plyter Page 11
   e) Ontario Public Library Director – Sandra Hylen Pages 12-13

IX. Old Business

X. New Business- Consideration of
   a) Adoption of Local Law #1 Pages 14-15
   b) Palmer Hall Building Fees Waive Request Page 16
   c) Burke Group Service Agreement Pages 17-20
   d) Parks and Rec Payroll Memo Page 21
   e) Comprehensive Plan

XI. Budget Adjustments/Transfers
XII. Appointments/Resignations
   a) Recreation Supervisor          Page 22
   b) Confidential Clerk             Page 23

XIII. Information Forum

XIV. Approval of Claims

XV. Workshop Items

XVI. Executive Session/Adjournment

Can you guess the city/country on the Smartboard?
_____________________/______________________
BE IT ENACTED BY THE
TOWN BOARD OF THE
TOWN OF ONTARIO, NEW YORK
AS follows:
LOCAL LAW NO. 1 OF 2020:
THE ADOPTION OF PROPOSED LOCAL LAW
NO. 1 of 2020: PLANNING BOARD SUBMISSIONS

Sec. 1 Title

This Local Law shall be known as “Local Law No. 1 of 2020: Planning Board Submissions.”

Sec. 2 Purpose

The purpose of this Local Law #1 of 2020 is to amend the provisions of Town Code Section A154-70, relating to the requirements for submissions to the Town of Ontario Planning Board. Such amendments are designed to make the submission requirements more clear and to provide discretion to the Planning Board with regard to the number of copies and format of submissions as well as the requirements for the time deadline for submissions.

Sec. 3 Enactment of Town Code Chapter 24

The provisions of Town Code Section A154-70 are hereby amended, to read, as follows:

ONTARIO TOWN CODE
Chapter A154
Land Development Regulations and Public Works Requirements
Article V – Plan Requirements

§ A154-70. General provisions.

A. All submittals requiring Planning Board action shall be submitted to the Planning Board Secretary. The submittal package shall include all plans, sketches and/or exhibits, together with engineering reports and/or studies, so as to provide the Planning Board with a complete understanding of the application. The Planning Board shall establish a deadline for submissions, together with requirements as to the form of the submission and the number of copies.

B. Before plans are submitted to the Planning Board for review, they shall be reviewed by the Town’s Engineer for completeness, in accordance with the provisions of this Article.
C. Incomplete submittals shall be cause for rejection by the Planning Board until they comply with the provisions of this Article.

D. The Planning Review Committee ("PRC") shall review all plans prior to presentation to the Planning Board. The PRC will provide a written Report with recommendations to the Board and the applicant/design professional within prior to the Planning Board meeting. The applicant/design professional shall submit to the Planning Board a written response to all PRC comments. Such response shall be submitted in accordance with deadline requirements established by the Planning Board.

Sec. 4 ______ Severability

If any clause, sentence, phrase, paragraph or any part of this Local Law shall for any reason be adjudicated finally by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Local law, but shall be confined in its operation and effect to the clause, sentence, phrase, paragraph or part thereof, directly involved in the controversy or action in which such judgment shall have been rendered. It is hereby declared to be the legislative intent that the remainder of this Local Law would have been adopted had any such provision been excluded.

Sec. 5 ______ Effective Date

This Local Law shall take effect immediately upon filing with the Secretary of State.
A special meeting of the Ontario Town Board was called to order by Supervisor Frank Robusto, in the Ontario Town Hall. Present were Supervisor Robusto, Council members: Scott TeWinkle, Joseph Catalano, Tim Strickland and Jeremy Eaton.

A motion was made by Mr. Robusto, seconded by Mr. Eaton, to enter Executive Session for matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion or suspension of a particular person. 5 Ayes 0 Nays MOTION CARRIED

Reconvene: 6:54 p.m.

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: Scott TeWinkle, Joseph Catalano, Tim Strickland, Jeremy Eaton and Town Clerk Debra DeMinck.

10 residents and visitors were present at portions of the meeting

Mr. Robusto led the Pledge of Allegiance.

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

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

**Approval of Minutes of Prior Meeting(s)** – A motion was made by Mr. Eaton, seconded by Mr. TeWinkle, to approve the minutes of the February 10, 2020 meeting as presented. 5 Ayes 0 Nays MOTION CARRIED

**New Business** – CPA Raymond Wager, a Division of Mengel, Metzger Barr & Co. presented the Board with the 2018 Audit and explained it.

A motion was made by Mr. TeWinkle, seconded by Mr. Strickland, to accept the audit as presented. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Robusto, seconded by Mr. TeWinkle, to accept the Supervisor’s report as presented. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Eaton, seconded by Mr. TeWinkle, to accept the January Assessor’s report as presented. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Robusto, seconded by Mr. Eaton, to adopt the following resolution:

The Ontario Town Board fully supports the submission of a Local Government Records Management Improvement Fund grant application to New York State Archives through the category of Document Conversion and Access for improved management of Town Building Department records, a priority for the Town; BE IT FURTHER RESOLVED that the Town will assume primary responsibility for the ongoing implementation of the improved records management program on a long term continuing basis and maintain the results of the project over the long term; BE IT FURTHER RESOLVED that the Town recognizes Town Clerk Debra DeMinck as the designated Records Management Officer; and BE IT FURTHER RESOLVED that the Town utilizes and has formally adopted Records Retention and Disposition Schedule MU-1. 5 Ayes 0 Nays RESOLUTION ADOPTED

**Approval of Claims** – A motion was made by Mr. TeWinkle, seconded by Mr. Eaton, to approve the abstract of claims for February 24, 2020 including vouchers #213 through #382 (213-215, 278-279 used by the
Business Office with a grand total of $1,438,173.41 and to authorize the Supervisor to issue payments for same. 5 Ayes 0 Nays MOTION CARRIED

Board reports – Mr. Catalano talked about the brush pile at the highway department. He would like to discuss this soon as it needs to be taken care of.

Mr. Strickland met with the BID (Business Improvement District) and they are appreciative of the efforts being done on sidewalk snow removal. The board needs to address the Masterplan to attract business to the town.

Mr. Eaton stated the BID is concerned with the condition of the flag at Furnace and Ridge Road.

Mr. TeWinkle stated Union Hill Ambulance is having a meeting tomorrow and there will be a press release after which should dispel the rumors.

Mr. Robusto attended the Association of Towns Training in New York City. He focused on classes regarding Economic Development.

Workshop Items – Robert Kelsch presented the board and audience with a budget model forecast. He engineered this financial model and shared it. The focus is on the loss of Ginna revenue in the future and to help board members in the budget process.

Executive Session – A motion was made by Mr. Eaton, seconded by Mr. TeWinkle, to move into an executive session at 8:06 p.m. on a personnel matter leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion or suspension of a particular person and public safety. 5 Ayes 0 Nays MOTION CARRIED

Reconvene – 8:39 p.m.

Adjourn – A motion was made by Mr. TeWinkle, seconded by Mr. Eaton, to adjourn at 8:40 p.m.
Ayes Nays MOTION CARRIED

Respectfully submitted,

Debra DeMinck
Ontario Town Clerk

The above minutes will become official upon approval of the town board.
Building Department – February 2020 Monthly Report

**Building Permits**
11 - Permits Processed  
06 - Permits Closed out  
39 - Inspections

**Fire Inspections**
20 – Contacted  
14 – Appointments scheduled  
9 – Inspected  
6 – Code Compliance  
3 – Code Violations  
1 - Unsafe Structures

**Emergency Response Calls**
-374 Lodi Ct (manufactured home fire)  
-1988 Ridge Rd (apartment fire)

**Maintenance Requests**
- general maintenance  
- replacing ceiling tiles

**Planning Board**
0 – Applications (new)  
0 – Applications (carry over)  
0 – Applications approved  
2 – Administrative application

**Zoning Board**
0 – Applications (new)  
0 – Applications (carry over)  
0 – Applications approved  
0 – Applications

**Other Projects**
- review and prepare planning and zoning applications  
- meetings with residents about complaints  
- sorting files  
- maintenance for buildings  
- follow up on violation complaints, inspections and letters  
- inputting Checklist building permits into Williamson Law  
- follow up on drainage complaints  
- documenting keys and codes for town building security

**Did you know?**
- In Feb 2019, Senator James Skoufis in coordination with Senator Brian Kavanagh, led an investigation to uncover the difficulties in enforcing code, particularly in residential buildings, and sought to understand how code enforcement across NYS could be enhanced or assisted by the State.
Building Permits

Total Annual Building Permits

Respectfully submitted
Brian Smith, Code Enforcement Officer
Director of Parks and Recreation
Town Board Report
for February 2020

Community Center Membership Overview:

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<th>Membership Type</th>
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<tr>
<td>Current Active Members</td>
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<td>Silver Sneakers Members</td>
<td>100</td>
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<td>Total Active memberships</td>
<td>1018</td>
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<tr>
<td>Silver &amp; Fit Membership</td>
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<tr>
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<tr>
<td>Active and Fit Prime</td>
<td>2</td>
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<td>Prime</td>
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</table>

Membership:
The Medicare advantage programs being accepted by the department for the 2020 year are as follows: Silver Sneakers, Silver 7 fit, Optimum Fitness, Active and Fit and Prime.

Administrative Highlights

- The department working closely with the Supervisor office has been working with both FEMA and New York State Division of Homeland Security & emergency Service to have the boat launch at Bear Creek Harbor eligible for federal and state disaster funding due to the 2017 lake Ontario high water disaster. The town has been successful is get the harbor designated and will be receiving a total of 87.5% of the total project cost pay for through disaster funding.

  The department has engaged the MRB Group to assist with the revised plan for the reconstruction of the launch at Bear Creek Harbor. The Town is waiting on FEMA and New York State to respond to the cost estimate as presented by the Town.

  ** The town has received acknowledgement of the needed changes to the scope of the project from FEMA. We have submitted all necessary documentation to both FEMA and New York State and are awaiting execution paperwork.

- The department is continuing to be investigating the possibility of adding and aquatic facility within the Town of Ontario. This investigation is in conjunction with an initial large donation anonymously pledged towards the construction of such a facility.

  ** The department has put together and analysis of the cost to develop and Aquatic Facility. With the help of a volunteer subcommittee the department is developing a plan to further explore this opportunity. A fund-raising committee is being explored.

- The department will be holding the ribbon cutting of the new Tobin Trail on April 25th at 10:15. The trail is located in Casey Park @6551 Knickerbocker Road Ontario, NY 14529

- The advisory board working with the department is moving forward on the departments five years plan. The plan will be completed this spring with a presentation to be presented shortly after completion.

- The department is seeing a large increase in the number of residents utilizing our Senior Site located at Brown Square. The department operates the site from 9:30 to 1:30 Monday through Friday. In 2019 172 meals were served during the month of January. That number has been increased to 290 meals served during the month of January this year. Staff is doing an amazing job.

Respectfully Submitted
William I. Riddell
Parks and Recreation Director
The department working in conjunction with the Supervisors office, Water Utilities, Wayne County IDA and the Deputy Supervisor held a meeting with stake holders of the BEH Industrial Park as well as properties west of the park. The purpose of this meeting was to determine what barriers exist to the development of more shovel ready industrial sites.

** In respect to the plan moving forward the Town is investigating additional resource to help finance the planning, engineering and development of the needed infrastructure.

** On going

The department is working with RG&E and developers on barriers to development in the western Industrial zone of the town. This is a slow process, but we believe it is headed in a positive direction.

** Additional discussions have occurred and one of the property owners located in this area has secured additional property that would be necessary for infrastructure to be made available from County Line Road.

** The town has applied for a grant to continue planning / exploring this development. This grant will cover traffic and other aspects of this development.

** Waiting on official notification on grant results.

Met with the Wayne County IDA to identify possibly barriers to the development of IDA owned property on Timothy Lane. With the assistance of the Town Attorney and Code Enforcement, a few barriers were identified and resolutions to those barriers were explained.

In cooperation with the supervisor’s office, the department is exploring non-conventional ways to allow resident of the town better access to both town and community events. An attempt is being made to add this access to information as a net zero cost to the residents.

** Working with the supervisors office a proposal has been put together and will be presented at a later board meeting.

Respectfully
William Riddell
Economic Development Director
MONTHLY REPORT - JOINT ANIMAL CONTROL OFFICER  
Mark Plyter, Animal Control Officer

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<th>TOWN OF MACEDON</th>
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<td>HOURS WORKED</td>
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COMMENTS:
Ontario Public Library
Town of Ontario, NY March 2020

Everybody Counts: Census 2020 Library preparations to support residents with the digital Census 2020 reporting are about complete. Staff are knowledgeable to aid individuals wanting to file from a secured library computer. Final set-up of the computer will be completed before end of the week starting March 9.

Regarding the 4445 households in the Town of Ontario census tracts,
- 808 households do not have internet access
- 53 households only have cellular data plan access
- 4410 households will receive a mailed letter with instructions to submit responses online or by phone
- 35 households will receive hand-delivered packet with paper census questionnaire as well as online instruction and digital response ID
- All households may request paper questionnaire
- A census taker will follow up in person for households not reporting following final by April 27
- Ontario data included here compiled by Census through 2018.

Circulation statistics, the number of materials borrowed, in January and February showed an increase over circulation for the years 2017, 2018, and 2019. Growth was highest at 7% over 2018, 6.3% over 2019.

The New York State Library continues to adjust the data libraries must report. Changes are the result of evolving operations of libraries given technological and digital advances in libraries, to name a few influences, over the last 25 years.

- New NY State Library minimum standards for libraries, last updated early 1993-1994, were adopted mid-2018.
- Many changes have been implemented in the past year with full compliance expected in January 2021.
- Additional statistical data will be noticed as NYS summer reading program reports.

Training for the prevention of sexual harassment in the workplace for library staff was completed March 4, 2020 (Labor Law §201-g).

Community Use & Collaboration
Community Health Care Association: Non-profit certified health insurance navigator
Small Business Association (SBA): Finance Boot Camp for Women Entrepreneurs
The Tot Spot: Early literacy programming
U.S. Census Bureau: Job opportunities and employer-sponsored online job application help.

Respectfully submitted,

Sandra M. Hylen, 3/5/2020
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<th>Feb</th>
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<th>Jul</th>
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BE IT ENACTED BY THE
TOWN BOARD OF THE
TOWN OF ONTARIO, NEW YORK
AS FOLLOWS:
LOCAL LAW NO. 1 OF 2020:
THE ADOPTION OF PROPOSED LOCAL LAW
NO. 1 of 2020: PLANNING BOARD SUBMISSIONS

Sec. 1 Title

This Local Law shall be known as “Local Law No. 1 of 2020: Planning Board Submissions.”

Sec. 2 Purpose

The purpose of this Local Law #1 of 2020 is to amend the provisions of Town Code Section A154-70, relating to the requirements for submissions to the Town of Ontario Planning Board. Such amendments are designed to make the submission requirements more clear and to provide discretion to the Planning Board with regard to the number of copies and format of submissions as well as the requirements for the time deadline for submissions.

Sec. 3 Enactment of Town Code Chapter 24

The provisions of Town Code Section A154-70 are hereby amended, to read, as follows:

ONTARIO TOWN CODE
Chapter A154
Land Development Regulations and Public Works Requirements
Article V – Plan Requirements

§ A154-70. General provisions.

A. All submittals requiring Planning Board action shall be submitted to the Planning Board Secretary. The submittal package shall include all plans, sketches and/or exhibits, together with engineering reports and/or studies, so as to provide the Planning Board with a complete understanding of the application. The Planning Board shall establish a deadline for submissions, together with requirements as to the form of the submission and the number of copies.

B. Before plans are submitted to the Planning Board for review, they shall be reviewed by the Town’s Engineer for completeness, in accordance with the provisions of this Article.
C. Incomplete submittals shall be cause for rejection by the Planning Board until they comply with the provisions of this Article.

D. The Planning Review Committee (“PRC”) shall review all plans prior to presentation to the Planning Board. The PRC will provide a written Report with recommendations to the Board and the applicant/design professional within prior to the Planning Board meeting. The applicant/design professional shall submit to the Planning Board a written response to all PRC comments. Such response shall be submitted in accordance with deadline requirements established by the Planning Board.

Sec. 4 Severability

If any clause, sentence, phrase, paragraph or any part of this Local Law shall for any reason be adjudicated finally by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Local law, but shall be confined in its operation and effect to the clause, sentence, phrase, paragraph or part thereof, directly involved in the controversy or action in which such judgment shall have been rendered. It is hereby declared to be the legislative intent that the remainder of this Local Law would have been adopted had any such provision been excluded.

Sec. 5 Effective Date

This Local Law shall take effect immediately upon filing with the Secretary of State.
Memorandum

Memo # 20-03

To:       Frank Robusto, Supervisor
          Ontario Town Board Members

From:    Brian Smith, Code Enforcement Officer

Date:  March 5, 2020

RE: Palmer Hall – Building fees waived

The Building Department requests the Ontario Town Board to waive the Building Permit fees for the installation of a Cummins Generator to be installed by Marlock Electric at Palmer Hall.

Brian Smith
Town of Ontario
Code Enforcement Officer
March 3, 2020

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

Re: GASB 75 Service Agreement

Dear Frank:

This letter outlines the services Burke Group will provide to the Town of Ontario (the Town) for actuarial services to be rendered for the Town regarding GASB 75 valuation services for their postretirement healthcare plans. When properly executed by both parties, this letter, together with referenced Appendix A, becomes the Service Agreement for these services.

Services, Deliverables and Fees

Appendix A, Schedule of Services and Fees, dated March 3, 2020 conveys our services, deliverables and related fees for this Agreement. If the scope of these services changes, we will issue a letter of amendment to this Service Agreement with an accompanying updated Appendix A for mutual signature.

The Burke Group Actuarial Services Team

Members of the Burke Group actuarial services team are listed at the bottom of Appendix A, Schedule of Services and Fees.

Key Dependencies and Assumptions

We assume that all data and information provided by you will be accurate and timely.

Fees

Fees for the actuarial services specified in this Agreement are presented in Appendix A, Schedule of Services and Fees. Additional fees, computed at the actuary's hourly rate, may be charged for additional services performed. Appendix A includes our hourly rates for additional services or special projects. Any change in our fees will be communicated to you in writing.
Term

This Agreement is applicable only for the project(s) stated. Either of us may terminate this Agreement by giving the other written notice at least 90 days in advance of the effective date of the termination and by you paying us for services we have rendered up to the time of termination.

Billing

All fees will be billed monthly as work progresses.

Payment

Our terms of payment are Net-10 days from date of invoice. We appreciate being paid promptly, and expect you to communicate with us before the invoice due date if you are not satisfied with our services, do not agree with our bill, or have other reasons why payment cannot be made within terms. In cases of unreasonable payment delays, we reserve the right to withhold services until accounts are brought current. In such instances, we will not be held accountable for delays in services.

Indemnification

You agree to indemnify and hold us and our parent, affiliates, officers, employees and agents (collectively the "indemnified parties") harmless for any loss, damage, liability or cost (including reasonable attorneys' fees) to you or any third party arising out of the performance of this Agreement, but only to the extent that such losses are caused by or result from 1) inaccurate information supplied by you, or 2) non-negligent acts or omissions on the part of the indemnified parties.

Confidentiality

Burke Group acknowledges the confidential nature of the information supplied by you, and will not disclose this information to any third party without your prior written consent, unless directed to do so by order of a court of law or authorized governmental department or agency.

Notice

Any notice given pursuant to this Agreement shall be in writing and shall be deemed to have been given when personally delivered, or sent by certified mail addressed to the party for whom it is intended at the address set forth on page 1 or at such other address the parties may specify.
Entire Agreement

This Agreement and incorporated Appendix A constitute the entire agreement between Burke Group and the Town of Ontario, and supersedes and cancels any and all prior representations, negotiations, undertakings and contracts, whether written or verbal, between them or their agents, with respect to any of the matters to which this Agreement applies. The non-enforceability of any single provision of this Agreement shall not affect the validity and enforceability of any remaining provisions. This Agreement may not be altered, amended, waived, canceled or changed in any manner, unless done so in a written document signed by both parties or a termination notification.

Governing Law

This Agreement shall be deemed to have been executed in the State of New York, and shall be construed and interpreted in accordance with the laws thereof. Any claims arising under this Agreement shall be brought in the courts of the State of New York or in the United States District Court for the Western District of New York, upon which jurisdiction is hereby expressly conferred.

Frank, we believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. Otherwise, please acknowledge your agreement to the understanding by signing and dating below and returning one copy to us.

Sincerely,

Vince Cassano, F.S.A., M.A.A.A.
Consulting Actuary

BURKE GROUP, INC

By:

Print Name: Vince Cassano
Title: Principal and Consulting Actuary
Date: March 3, 2020

Town of Ontario

By:

Print Name: _______________________
Title: _______________________
Date: _______________________

APPENDIX A

Town of Ontario
SCHEDULE OF SERVICES AND FEES
GASB 75 SERVICE AGREEMENT DATED March 3, 2020

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>GASB 75 full valuation and report for the Town of Ontario postretirement healthcare plans for the fiscal year ending December 31, 2019</td>
<td>$3,500</td>
</tr>
<tr>
<td>GASB 75 interim valuation and report for the Town of Ontario postretirement healthcare plans for the fiscal year ending December 31, 2020</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

**Actuarial Services Team Hourly Rates**

Any additional services that are beyond the scope of the GASB 75 project would be billed at the following hourly rates:

<table>
<thead>
<tr>
<th></th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vince Cassano</td>
<td>$300 per hour</td>
</tr>
<tr>
<td>Tim Dennie</td>
<td>$200 per hour</td>
</tr>
<tr>
<td>Support Staff</td>
<td>$75 per hour</td>
</tr>
</tbody>
</table>
MEMORANDUM: 07-2020

TO: Town Supervisor, Ontario Town Board

CC: Jennifer Benedict, Payroll Clerk

FROM: William I. Riddell, Parks & Recreation Director

DATE: March 4, 2020

RE: Parks & Recreation Staff Pay

Please change or add the following onto the Ontario Parks & Recreation Department payroll:

<table>
<thead>
<tr>
<th>A-7110.1 / A-8810.1</th>
<th>Parks</th>
<th>Start Date</th>
<th>End Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathy Schneider</td>
<td>Part Time Dept Clerk</td>
<td>undetermined</td>
<td>$14.00</td>
<td></td>
</tr>
<tr>
<td>Madison McIntosh</td>
<td>Counselor</td>
<td>02/17/2020</td>
<td>12/31/2020</td>
<td>$11.80</td>
</tr>
</tbody>
</table>

All employees are part-time / seasonal with no benefits.

Thank you.
MEMORANDUM: PR6-2020

TO: Ontario Town Board
FROM: William I. Riddell, Parks & Recreation Director
RE: Recommendation for Recreation Supervisor Position
DATE: March 4, 2020

I am recommending that the Town of Ontario provisionally appoint Denise L. Anderson to the position of Recreation Supervisor. Denise L. Anderson would be required to take and be reachable on the Wayne County Civil Service Exam for the Recreation Supervisor position the next time it is offered by Wayne County. I have check with Wayne County Civil Service and no eligibility list currently exists.

Denise L. Anderson would be on a probationary period until the successful completion of this exam occurred. At the time she would be eligible for a permanent appointment.

The starting wage would be $16.00 per hour. It would be a full-time position and be eligible for benefits. This would be filling a vacancy that is budgeted for in the 2020 budget.

The job description is attached.

Thank you
Attn: Town Board and Department Heads of Ontario
Subject: Notice
Date: 3/4/2020

Please consider this as my official letter of resignation, effective March 20, 2020. As my first official job, I've learned a lot about the working world and what it takes to succeed as a professional. These are lessons I hope to carry with me through the rest of my professional career.

Thank you,
Joshua Faulks