



## **Victor Town Board Agenda- Tuesday, May 26, 2026**

85 East Main Street

### **Executive Session 6:00PM to 7:00PM**

**REASON: Rule No. 3** - The Proposed Acquisition/Sale/Lease Of Real Property When Publicity Might Affect The Value.

**REASON: Rule No. 2** - Financial, Credit Or Employment History Of A Particular Person/Corp, Or Matters Leading To Said Dismissal, Removal, Promotion, Appointment, Employment, Discipline, Demotion Or Suspension

### **Call to Order Meeting at 7:00pm**

#### **Flag Salute**

#### **Roll Call**

#### **Approval of May 11, regular meeting minutes**

#### **Payment of Bills – Manifest No. 10**

☞ Manifest No.10

#### **Privilege of the Floor**

☞ Norbut Solar Project — Modified Decommissioning Plan

#### **Public Comments** (3 minutes, please)

#### **Reports of Town Officials**

☞ Parks & Recreation

☞ Highway - Transfer Station

#### **Action Items**

##### **Highway**

1. Suit Kote Crack Filling Services

##### **Human Resources**

2. Appointment of Part-Time Seasonal Highway Laborer

3. Rescinding the Appointment of Lewis Watson as Seasonal Highway Laborer

## **IT**

4. Authorization to Sign DocAccess Agreement with CivicPlus

## **Planning & Building**

5. Adopting Local Law Amending Chapter 165 of Town Code (Signs)

## **Recreation**

6. Angela Fisher Card Making Classes
7. Mark Rust – Summer Camp Entertainment
8. Certificate of Liability Insurance Waivers

## **Public Comment**

## **ADJOURN**

This meeting will be held in person at the Victor Town Hall and live streamed via YouTube with text commenting available. Go To:

<https://www.youtube.com/c/townofvictornewyork>

RESOLUTION NO.

AUTHORIZATION FOR THE PURCHASE OF CRACK FILLING SERVICES FROM SUIT-KOTE CORPORATION FOR THE 2026 CONSTRUCTION SEASON BY PIGGYBACKING OFF CATTARAUGUS COUNTY BID#12, LIQUID BITUMINOUS MATERIALS

WHEREAS, the Highway Department has the need for crack filling town roads for the 2026 road construction season, and;

WHEREAS, these services are available off Cattaraugus County Bid #12 Liquid Bituminous Materials through Suit-Kote Corporation and have been approved by Suit-Kote Corporation via April 28<sup>th</sup>, 2026, letter allowing political subdivisions to participate in piggybacking off this contract; and

WHEREAS, funds are available in the 2026 Budget line-item DB.5110.400 General Repairs Contractual for the purchase of crack filling services for highway road construction now, therefore, be it

RESOLVED that the Town Board authorizes the Highway Superintendent to piggyback off Cattaraugus County Bid #12 Liquid Bituminous Materials for the purchase of crack filling services for the 2026 town road construction season; and further

RESOLVED that a copy of this resolution be forwarded to Highway Superintendent, Town Clerk, Finance Department and Suit-Kote Corporation, 1911 Lorings Crossing Road, Cortland, New York 13045.

**RESOLUTION NO.**

**RESCINDING THE APPOINTMENT OF LEWIS WATSON AS SEASONAL HIGHWAY LABORER**

WHEREAS, the Town Board appointed Lewis Watson to the position of Seasonal Highway Laborer on May 11, 2026, per Resolution No. 135-2026; and

WHEREAS, Mr. Watson has subsequently notified the Town that he no longer wishes to accept or continue in said position due to obtaining other employment;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby rescinds and withdraws the appointment of Lewis Watson to the position of Seasonal Highway Laborer, effective immediately; and

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to Human Resources.

RESOLUTION NO.

AUTHORIZATION TO SIGN AGREEMENT WITH CIVICPLUS FOR DOCACCESS PDF COMPLIANCE PLATFORM

Whereas, the Town of Victor has identified a need to meet the ADA Accessibility Deadline for PDF documents on the website; and

Whereas, CivicPlus provides a DocAccess PDF Compliance Platform that meets the WCAG 2.1 AA requirements by automatically converting current and future PDF documents into screen reader-friendly HTML transcripts; and

Whereas, the Manager of Technology Support has reviewed the terms and conditions of the proposed Statement of Work software agreements and has determined that they are in the best interest of the Town; and

Now, Therefore Be It Resolved, that the Manager of Technology Support is hereby authorized and directed to sign the Statement of Work to purchase the DocAccess Platform from CivicPlus at a cost not to exceed Seven Thousand Three Hundred Fifty-Five Dollars (\$7,355.00), said funds will be paid through Budget line-item A.1680.400 Central Data Processing; and further

Resolved, that a copy of this resolution be forwarded to the Manager of Technology Support, Finance Director, Town Clerk, and CivicPlus.

**RESOLUTION NO.**  
**AFTER PUBLIC HEARING**  
**LOCAL LAW TO AMEND CHAPTER 165 OF THE TOWN CODE OF THE TOWN OF VICTOR**  
**REGARDING SIGN REQUIREMENTS**

WHEREAS, Chapter 165 of the Town Code of the Town of Victor (the "Town Code") is intended to promote and protect the public health, welfare and safety of the inhabitants of the Town of Victor (the "Town") by regulating existing and future signs of all types which are intended to be viewed from the outdoors, and thereby create a more attractive business and economic climate while enhancing and protecting the physical appearance of the community; and

WHEREAS, the Town proposed specific amendments to Chapter 165 of the Town Code in order to clarify certain signage requirements and to provide continued economic vitality and protection of the physical appearances of properties located within the Town of Victor ("Town"), both of which are of significant importance to the Town as well as to the community as a whole; and

WHEREAS, the Town Board scheduled, noticed, held, and closed a public hearing on May 11, 2026, in order to receive public comment and input on the proposed amendments to Chapter 165 of the Town Code; and

WHEREAS, in order to comply with the NY State Environmental Quality Review Act and its regulations promulgated thereto at 6 N.Y.C.R.R. Part 617 (collectively referred to as "SEQR"), the Town Board commenced an environmental impact assessment of the proposed amendments to the Town Code and was established as the Lead Agency responsible to complete the required SEQR review; and

WHEREAS, the Town Board previously received, reviewed, and accepted a Part 1 of a SEQR Environmental Assessment Form ("EAF") describing the potential environmental impacts of the proposed amendments to the Town Code as prepared for the Town Board's consideration by the Town Engineer, LaBella Associates, DPC ("LaBella"); and

WHEREAS, LaBella has now prepared and submitted for the Town Board's consideration Parts 2 and Part 3 of the EAF describing the proposed adoption of the local law that would amend the Town Code; and

WHEREAS, Part 2 of the EAF does not identify a potential significant adverse environmental impact associated with the proposed amendments to the Town Code.

NOW, THEREFORE, BE IT:

RESOLVED, that amending Chapter 165 of the Town Code to revise and establish further requirements for signage will provide clearer guidance on such provisions and promote and protect the public welfare of the Town; and be it further

RESOLVED, that the Town Board hereby accepts in accordance with SEQR Parts 2 and 3 of the EAF; and, be it further

RESOLVED, that the Town Board hereby finds that, as described more fully in the completed EAF, the proposed amendments to the Town Code will not result in a potential significant adverse impact on the environment; and, be it further

RESOLVED, that the Town Board hereby issues a Negative Declaration pursuant to 6 NYCRR § 617.7 of the SEQR regulations concluding the SEQR review of the proposed amendments to the Town Code; and, be it further

RESOLVED, by the Town Board hereby adopts Local Law No. 3-2026 Amending Chapter 165 of the Town Code as set forth in the attached Schedule A which is incorporated hereto and made a part of this Resolution; and be it further

RESOLVED, that the Town Clerk of the Town of Victor is hereby directed to enter said Local Law into the minutes of this meeting and to give due notice of the adoption of said Local Law to the Secretary of State of the State of New York.

**Schedule A**

LOCAL LAW NO. 3-2026 TO AMEND CHAPTER 165 OF THE TOWN CODE OF THE OF VICTOR  
REGARDING SIGN REQUIREMENTS

RESOLUTION NO.

AGREEMENT – ANGELA FISHER – CARD MAKING CLASSES

WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement with Angela Fisher to teach card making classes; and

WHEREAS, the Contractor has provided the Town with all the appropriate documents to support the proposed service agreement; now, therefore, be it

RESOLVED that the Town Board authorizes the Town Supervisor and the Director of Recreation to enter into agreement with Angela Fisher under the terms and conditions as provided for in the contract kept in the subject matter file in the Town Clerk's Office for a sum of Seventy Percent (70%) of the recreation program revenues allocated to the Contractor and Thirty Percent (30%) of the recreation program revenues allocated to the Town to be paid from the 2026 Budget Line item A.7020.400 Recreation Programs Contractual; and further

RESOLVED that this resolution is conditioned upon receiving approvals from the Town's Insurance Broker, or an insurance waiver from the Town Board, and the Attorney for the Town; and further

RESOLVED that a copy will be forwarded to the Director of Recreation, Finance Director, Town Clerk, and Angela Fisher.

RESOLUTION NO.

AGREEMENT – MARK RUST – SUMMER CAMP ENTERTAINMENT

WHEREAS, it is the intention of the Department of Parks and Recreation to enter into agreement with Mark Rust to provide entertainment for Summer Camp on Wednesday, July 8, 2026, 10:30am – 11:15am at Victor Junior High School; and

WHEREAS, the Contractor has provided the Town with all the appropriate documents to support the proposed service agreement; now, therefore, be it

RESOLVED that the Town Board authorizes the Town Supervisor and the Director of Parks and Recreation to enter into agreement with Mark Rust under the terms and conditions as provided for in the contract kept in the subject matter file in the Town Clerk's office for a fixed fee of Seven Hundred dollars (\$700.00) to be paid from the 2026 Budget Line item A.7020.400 Recreation Programs Contractual; and further

RESOLVED that this resolution is conditioned upon receiving approvals from the Town's Insurance Broker, or an insurance waiver from the Town Board, and the Attorney for the Town; and further

RESOLVED that a copy will be forwarded to the Director of Parks and Recreation, Finance Director, Town Clerk, and Mark Rust.

RESOLUTION NO.  
REQUEST FOR CERTIFICATE OF LIABILITY INSURANCE WAIVERS

WHEREAS, the Town Board adopted the Resolution #234 – Town of Victor Contract Procedures on June 13, 2016; and

WHEREAS, per the Contract Process, contractors and vendors who cannot obtain a Certificate of Liability Insurance which is in accordance with the Town’s insurance requirements in order to perform their contracted service for the Town of Victor may appeal to the Victor Town Board for a Waiver of the Certificate of Liability Insurance; and

WHEREAS, the Town wishes services to be provided by the following vendors, who are requesting the waiver of providing a Certificate of Liability Insurance to the Town of Victor:

<u>Vendor</u>	<u>Activity / Event</u>	<u>Location of Event</u>	<u>Amount of Contract</u>	<u>Duration of Contract</u>	<u>Reason for Exemption</u>
Angela Fisher	Card Making Classes	Victor Recreation Center	70%/30%	December 31, 2026	Insufficient Coverage
Mark Rust	Children’s Concert	VCS Campus	70%/30%	December 31, 2026	Insufficient Coverage

Now, therefore, be it

RESOLVED that the Town Board grants the Certificate of Liability Insurance Waivers for the following service providers:

<u>Vendor</u>	<u>Activity / Event</u>	<u>Location of Event</u>	<u>Amount of Contract</u>	<u>Duration of Contract</u>	<u>Reason for Exemption</u>
Angela Fisher	Card Making Classes	Victor Recreation Center	70%/30%	December 31, 2026	Insufficient Coverage
Mark Rust	Children’s Concert	VCS Campus	70%/30%	December 31, 2026	Insufficient Coverage

And be it

RESOLVED that a copy of this resolution be sent to Director of Recreation, Town Clerk, and Angela Fisher and Mark Rust.