

Village Board of Trustees
Meeting minutes of April 3, 2007

Present: Mayor Larry Gursslin
Trustees Horylev, Gates, Lee and Speer
Clerk-Treasurer, Janet Surridge
Superintendent Tom Tilebein

Guests: Dave McCracken, Mike Lissow

Mayor Gursslin called the annual meeting to order at 5:00 p.m. followed by the pledge to the flag.

Public Works Report:

- **Resolution** that if the Village is unable to secure a temporary easement from the property owner at #3 Upton Street by May 1, 2007, the Superintendent of Public Works is hereby authorized to proceed with said construction across that property to finish the roadway and underground utilities. Motion was made by Trustee Gates, seconded by Trustee Horylev. Carried unanimously 5-0
- Street lighting system: Mr Tilebein reported that the Village of Bergen has a municipal electric system and they are in the process of replacing their cobra head street lights. He spoke to the Bergen Superintendent and requested permission to pick up about 50-100 of these fixtures since we can use them for our system. Bergen agreed.
- Park Place Subdivision. Mr Tilebein talked with the Board about the services the Village does not provide to residents in this area. When the subdivision was first created, the developer wanted to build the roads narrower than what our specifications called for and the developer did not want to install sidewalks. The Planning Board approved the site plan design on the condition that the Village Public Works Department would not provide refuse or snow plowing services. Now that a new section is being proposed for development, the Board needs to determine what services, if any, would be provided in this area. After a lengthy discussion, the Board felt that if the developer wants to build the same type units and non dedicated streets without village services, then we will honor their request.
- Discussion took place on updating our emergency preparedness plan to be in compliance with NIMS.

Clerk's Report

- Cable TV: Mrs Surridge stated that upon receipt of the 10 year Franchise Agreement for the Mayor's signature, it was discovered that the Village had to do two things: 1) Hold a public hearing to give "due process" and 2) amend Section 17 for installing Cable TV in new subdivisions. Therefore, the hearing was scheduled for tonight's meeting and the new proposed language was submitted to the Board for review.
- Records room: A few years ago, the Village had hired Don Stilson to organize the inactive files upstairs and destroy the records that had reached their expiration date. Mr Stilson is interested in returning to work for the Village and Mrs Surridge recommended that he be hired.

Resolution to hire Don Stilson at the rate of \$8.00/hr to organize and/or shred our inactive records. The cost of the project shall not exceed \$600/yr. Motion was made by Trustee Speer, seconded by Trustee Lee. Carried unanimously 5-0

- **Resolution** to revise the 2006-07 budget as follows:

<u>Account</u>		<u>Amount over</u>	<u>Explanation</u>
A1325.2	Office equipment	\$ 192.63	price increase for map files
A3620.2	Building Dept, equip	\$ 726.50	Bd approved purchase of additional file cabinet
A9010.4	State Retirement	\$ 4,152.00	Costs higher than estimated
A9730.7	Bond note-interest	\$ 9,164.35	Made 2nd interest payment
A1640.4E	Garage, miscell	\$ 711.28	New NYS DEC petroleum permit
A5110.1A	Streets, personnel OT	\$ 2,000.00	Under budgeted item
A5110.4A	Streets, road maint	\$35,000.00	Slurry seal
A5110.4C	Streets, insurance	\$ 3,447.00	Worker's comp increase
A7110.4	Parks, other	\$ 1,500.00	Supplies & utilities
A8160.1A	Refuse, personnel OT	\$ 1,000.00	Under budgeted item
A8160.4C	Refuse, repairs	\$ 1,500.00	Under budgeted item
F8310.40	Postage, water	\$ 3,000.00	USPS had been charging us an incorrect rate for our meter cards which got corrected this year.
F8340.1A	Distr, personnel OT	\$ 738.88	Under budgeted item
G8120.4D	Sewer Main repairs	\$ 1,514.21	2 lift station backups
D1420.4	Electric, legal fees	\$ 2,000.00	Revenue note
D8410.4	Electric, administ.	\$ 3,500.00	Changed program to self-operation
D8410.4D	ESG services	\$10,000.00	New contract
D8410.4E	UCAP charges	\$50,000.00	Changed program to self-operation

Motion made by Mayor Gursslin, seconded by Trustee Horylev. Carried unanimously 5-0

Appointments:

Resolution to appoint Thomas Tilebein as the Supt of Public Works. Motion made by Mayor Gursslin, seconded by Trustee Horylev. Carried unanimously 5-0

Resolution to appoint Mike Lissow as the Village Code Enforcement Officer and Fire Marshall. Motion made by Mayor Gursslin, seconded by Trustee Gates. Carried unanimously 5-0

Resolution to appoint James Volkmar as Assistant Code Enforcement Officer. Motion made by Mayor Gursslin, seconded by Trustee Lee. Carried unanimously 5-0

Resolution to appoint James Ingham as Assistant Code Enforcement Officer. Motion was made by Mayor Gursslin, seconded by Trustee Speer. Carried unanimously 5-0

Resolution to re-appoint Bob Cusenz to the Zoning Board of Appeals for a five year term which will expire on 3/31/2012. Motion made by Mayor Gursslin, seconded by Trustee Horylev. Carried unanimously 5-0

Resolution to re-appoint Joe Galatio to the Planning Board for a five year term which will expire on 3/31/2012. Motion made by Mayor Gursslin, seconded by Trustee Gates. Carried unanimously 5-0

Resolution to approve the following appointments: Motion made by Mayor Gursslin,
seconded by Trustee Lee: Carried unanimously 5-0

Vice Mayor	Walt Horylev
Solid Waste/Recycling	Thomas Tilebein
Planning Board Liaison	Walt Horylev
Zoning Board Liaison	Joe Lee
Fire Commissioners Liaison	Larry Speer
School Board Liaison	Joe Lee
Town of Parma Liaison	Jim Gates
Chamber of Commerce	Walt Horylev
Personnel Liaisons	Larry Gursslin & Larry Speer
Village Budget Liaison	Jim Gates
Recreation Liaison	Joe Lee
Historian	Mary Townsend
Asst Historian	David Crumb & John Corcoran
Attorney	Larry Schwind
Enhancement & Economic Development	Joe Lee
Public Relations	Larry Gursslin, Tom & Amy
Registrar of Vital Statistics	Janet Surridge
Deputy Reg. " "	Shari Pearce & Maryalice
Edwards	
Newsletter/website	Amy Harter & Debbie Buongiorno
Community Development	Janet Surridge & Tom Tilebein
Records Retention Officer	Janet Surridge
Park Enhancement	Larry Speer
Gas & Electric Utility liaison	Jim Gates

Annual Resolutions

Resolution that the following banks are hereby designated as the official depositories for the Village of Hilton: HSBC Bank, Citizen's Bank and M & T Bank. Motion was made by Mayor Gursslin, seconded by Trustee Speer. Carried unanimously 5-0

Resolution that Suburban News is hereby designated as the official newspaper of the Village of Hilton. If it is found, however, that other newspapers are needed, then the Greece Post and the Democrat and Chronicle shall also be designated as the official newspapers for the Village of Hilton. Motion was made by Mayor Gursslin, seconded by Trustee Horylev. Carried unanimously 5-0

Resolution that the Village Board will meet on the following dates at 5:00 p.m:

May 1st	November 6th
June 5th	December 4th
July 3rd	January 8th 2008
August 7th	February 5th
September 4 th	March 4th
October 2nd	April 1st

If Mayor Gursslin shall call a special meeting, the notification procedure to the media shall be by telephone or e-mail from the Village Clerk as soon as the meeting is called. Motion was made by Mayor Gursslin, seconded by Trustee Gates. Carried unanimously 5-0

Resolution that the Board of Trustees hereby authorizes payment in advance of the audit of claims for the following expenditures which are due prior to the regular meeting date of the Village Board. All such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees: Motion was made by Mayor Gursslin, seconded by Trustee Lee. Carried unanimously 5-0

- a) public utility services
- b) postage, freight and express charges
- c) Monroe County and/or New York State Department of Transportation fees
- d) Blue Cross/Blue Shield and Preferred Care medical insurance charges
- e) Energy Services Group
- f) Energetix and National Fuel Resources for the supply of natural gas.
- g) NY ISO for electricity
- h) Constellation Energy commodities for electricity

Resolution to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village at the rate of \$.40 cents per mile. Motion was made by Mayor Gursslin, seconded by Trustee Speer. Carried unanimously 5-0

Resolution: to authorize the following petty cash funds: \$ 75.00 for water/sewer/general transactions, and \$150.00 for gas & electric utility funds. Said funds shall be located in the Village Office, 59 Henry Street and the following employees shall have access to these funds: Janet Surridge, Amy Harter, Shari Pearce, Maryalice Edwards, Debbie Buongiorne. Motion was made by Mayor Gursslin, seconded by Trustee Horylev. Carried unanimously 5-0

Resolution to revise the fee schedule for fiscal year 2007-08 as follows: 1) Add a category for permits for any new commercial satellite antenna \$1,000; 2) Any co-mingled satellite antennas \$500; 3) eliminate the \$25.00 fee for residential satellite antennas as they are obsolete; 4) Increase the fee for any insufficient check to \$25.00; 5) Rental of Jennejahn Lodge: Employees shall receive a 50% discount but must pay the same security deposit, any reservation booked for Monday - Thursday receives a \$25.00 discount for both town & village residents. 6) Raise the fee for the purchase of any blue or yellow box to \$10.00; 7) Pyrotechnics -outside only

Motion was made by Mayor Gursslin, seconded by Trustee Lee. Carried unanimously 5-0

Resolution to authorize the Hilton Apple Festival Committee to use our building and grounds on September 29th and 30th 2007. Motion was made by Mayor Gursslin, seconded by Trustee Horylev. Carried unanimously 5-0

Resolution that the attached procurement policy shall be renewed for one year with no changes. Motion was made by Mayor Gursslin, seconded by Trustee Gates. Carried unanimously 5-0

Resolution that the investment policy for the Village of Hilton shall be renewed for one year. Motion was made by Mayor Gursslin, seconded by Trustee Lee. Carried unanimously 5-0

Resolution to raise the rent by 5% to all tenants of the Hilton Community Center. New annual rent shall be: Unity Health \$4,221; Day Care \$29,294; Recreation \$16,160; Apple Festival \$795.00 Motion was made by Mayor Gursslin, seconded by Trustee Speer. Carried unanimously 5-0

Resolution to authorize the Hilton Fire Department to use village streets for their annual parades on July 25th at 6:30 p.m. and July 26th at 7:00 p.m. Motion was made by Mayor Gursslin, seconded by Trustee Horylev. Carried unanimously 5-0

Resolution to authorize up to 3 Village Board members to attend the NYCOM conference for elected and appointed officials during the months of either April or June, 2007 and to authorize Trustee Horylev to attend the NYCOM Main Street conference in May, all at an estimated cost not to exceed \$950.00 each. Be it further resolved that the Clerk-Treasurer may expend the registration fees. 18. Motion was made by Mayor Gursslin, seconded by Trustee Gates. Carried unanimously 5-0

Vouchers

Resolution to approve the abstract of vouchers with the following additions/changes: Add Walt Horylev \$5.00 for pictures; Tom Tilebein \$100 for eye glass reimbursement; MCWA bill is actually \$22,974.99, not the estimated amount of \$25,000. Totals are:

General -	\$ 27,846.25
Water -	\$ 23,199.81
Sewer -	\$ 4,553.32
Electric	\$ 660.31
T/A Fund -	\$ 22,606.09
Prepaid -	<u>\$261,204.59</u>
Total -	\$340,070.37

Motion was made by Trustee Horylev, seconded by Trustee Gates. Carried unanimously 5-0

Minutes

Resolution to approve the meeting minutes of March 6th 2007. Motion was made by Trustee Speer, seconded by Trustee Lee. Carried unanimously 5-0

Resolution to approve the meeting minutes of March 14th 2007. Motion to approve was made by Trustee Horylev, seconded by Mayor Gursslin. Carried unanimously 5-0

Resolution to approve the meeting minutes of March 20th 2007. Motion to approve was made by Trustee Gates, seconded by Trustee Lee. Carried unanimously 5-0

Resolution to approve the meeting minutes of March 26th 2007. Motion was made by Trustee Horylev, seconded by Trustee Gates. Carried unanimously 5-0

Code Enforcement

Mike Lissow joined the meeting at 6:45 p.m. and made his monthly report. He submitted a time study for his position which the Board had requested he do.

Outdoor Wood Furnaces

Mayor Gursslin opened the public hearing at 7:05 p.m. to consider Local Law #4, 2007. There being no public comments, the hearing was closed.

Resolution to adopt local law #4 2007 which reads as follows:

Section 1: Section 24-209, Uses prohibited in all districts, is hereby amended by adding the following paragraph (E):

- E. Outdoor wood furnaces: The construction and/or operation of any outdoor wood furnace is prohibited in all districts within the Village of Hilton.

Section 2: This local law shall become effective upon filing with the Secretary of State as required by law.

Motion was made by Trustee Horylev, who stated it is being adopted to protect the health and safety of our residents. Seconded by Trustee Speer. Carried unanimously 5-0

Time Warner Franchise Agreement

Mayor Gursslin opened the public hearing at 7:06 p.m. to give due process on the proposed 10 year franchise agreement. There being no public comment, the hearing was closed.

Resolution to enter into a 10 year Franchise Agreement with Time Warner Cable as amended (reference Section 17) Motion was made by Trustee Speer, seconded by Trustee Lee. Carried unanimously 5-0

Village Budget

Mayor Gursslin opened the public hearing at 7:07 p.m. to review the proposed budget for fiscal year 2007-08. There being no public comments, the hearing was closed.

Resolution to adopt the annual budget for fiscal year 2007-08, with a tax rate of \$2.48/th, and in the total amount as follows:

General Fund	\$2,204,338
Water Fund	\$ 502,634
Sewer Fund	\$ 161,959
Electric Fund	\$1,792,419
Gas Fund	<u>\$ 412,332</u>
Total	\$5,073,682

Motion was made by Trustee Gates, seconded by Trustee Horylev. Carried unanimously 5-0

Executive Session

Mayor Gursslin called for an executive session of the Board at 7:15 p.m. At this time, Janet Surridge left the meeting.

The meeting was adjourned at 9:00 p.m.

Janet Surridge
Clerk-Treasurer