

**Village Board of Trustees**  
**Meeting minutes of January 6<sup>th</sup>, 2009**

Present: Mayor Larry Gursslin  
Trustees Horylev, Gates, Speer & Lee  
Clerk-Treasurer, Janet Surridge  
Superintendent of Public Works, Tom Tilebein  
Deputy Clerk, Shari Pearce

Guests: Dave McCracken, Mike McHenry

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

**Credit Cards**

Shari Pearce presented her report on offering our customers the ability to pay bills by credit cards. She recommended that the Village enter into a contract with Nationwide Payment Solutions because there would be no financial impact to the Village. At the time of payment, the customer would be asked to approve a transaction fee up to 2.5% of their bill or a minimum of \$1.50. At that time, their credit card is charged for the Village bill plus the transaction fee. Nationwide deposits only the bill amount to the Village account and keeps the transaction fee as payment for their service. Discussion followed.

**Resolution** to enter into a contract with Nationwide Payment Solutions to set up and install the necessary equipment that will allow the Village of Hilton to accept credit card payments so long as there are no fees to be paid by the Village. Motion was made by Trustee Gates, seconded by Trustee Horylev. Carried unanimously 5-0

Mrs Pearce was asked to report back to the Board in 6 months on how well this new process is working.

**Superintendent of Public Works**

- Mike McHenry discussed the need to rent a bucket truck so that the DPW employees can trim trees. He stated that we usually borrow Brockport's equipment but it's not available at this time. The rental cost will be about \$2400/month. A question was asked on where the money would come from to pay this expense? Mrs Surridge said it would come from the contingency account.

**Resolution** to authorize the DPW to rent the necessary equipment to trim trees at a cost not to exceed a total cost of \$2,400. Motion was made by Trustee Horylev, seconded by Trustee Lee. Carried unanimously 5-0

- Sewer inspection project: Mr McHenry explained that the Village has advertised for sealed bids twice and both times no bids were received. He is now discussing with Monroe County Pure Waters on whether or not they can do the work. This may be a conflict of interest since the project is being funded with a Monroe County Community Development grant. He will keep the Board updated as more information is obtained.
- **Resolution** to authorize Tom Tilebein, Mike McHenry & Douglas Jock to attend a Western NY Water Works Conference in Batavia on February 4<sup>th</sup> and to authorize the Clerk-Treasurer to expend the registration fees and membership dues for a total cost of \$75.00 Motion was made by Trustee Horylev, seconded by Trustee Lee. Carried Unanimously 5-0
- Old Hojack Lane: Mr Tilebein and Mrs Surridge discussed the vacant land owned by the Hilton Local Development Corporation. The DPW is currently stock piling stone and storing it on private property because we do not have

anywhere else to put it. In the winter months, the snow from the parking lot areas is dumped on private property until it can be hauled away at a later date. A question was asked to the Board whether we should pursue buying some of this land from the LDC for these two purposes? The Board felt the concept had merit. Mayor Gursslin made a motion to authorize the Clerk-Treasurer to pursue this matter further. Seconded by Trustee Horylev. Carried Unanimously 5-0

Mayor Gursslin stated that the Board should decide on whether or not we will require RG&E to install underground or overhead wiring for any development that occurs on Old Hojack Lane. This information is needed so that prospective buyers will have all the information they need at the time of purchase. Mr Tilebein mentioned that underground electric will be very costly and any prospective buyer for the property may not be able to afford this. Discussion followed

**Resolution** that underground electric is not required on Old Hojack Lane, although it is encouraged. Motion was made by Trustee Gates, seconded by Trustee Lee. Vote as follows: Trustee Gates & Lee, aye; Mayor Gursslin, Trustee Horylev and Trustee Speer, opposed. Mayor Gursslin stated his reasons for being opposed is because as long as he has been associated with the village, we have been promoting underground electric for all new developments. Old Hojack is a main thoroughfare coming into the village and overhead wires will become in the way of trees in the future. Motion denied 3-2

- North Avenue sewer district: Mr Tilebein reported that the construction plans have been approved by the Town of Parma and our Planning Board chairman has signed the documents. The plans have now been submitted to DDS engineers for final distribution.

#### **Clerk's Report**

- Community Center:
  - a) Mrs Surridge recommended to the Board that the Village and Hilton-Parma Recreation research the possibility of sharing one Time Warner Roadrunner account. This could save the Town \$636/year. The Board agreed with the concept and authorized Mrs Surridge to pursue this.
  - b) Building usage: Mrs Surridge informed the Board that part time employee Art Taffi resigned from his custodian job without giving any notice. This is the 8<sup>th</sup> custodian we have hired in the last 4 years who has quit. Mrs Surridge feels it's because of the pay scale offered for the job as well as the hours. She recommended that the starting pay be raised from \$8.50/hr to \$9.00/hr. In addition to that, she also recommended that the Village change its building usage policy for Saturdays. The majority of the Saturday programs being held in this building are usually sponsored by Recreation. However, our dance tenant holds classes that day but they provide a doorman for security. Mrs Surridge has discussed with Recreation Director, Steve Fowler, the possibility of his department providing the employee for Saturday programs and he is willing to work with the Village on this issue. Discussion followed.

**Resolution** that the Village will no longer accept Saturday rental reservations from the public for the Community Center building, however, if the Hilton Parma Recreation Department needs to use the building on Saturdays, they shall be responsible for providing an employee to open and close the building at their cost. This policy will be reviewed in 6 months. Motion was made by Trustee Gates, seconded by Trustee Lee. Carried Unanimously 5-0

**Resolution** that the starting pay for part time Community Center employees shall be increased to \$9.00 per hour. Be it further resolved that the following employees shall receive a \$.50/per hour wage increase, effective January 5<sup>th</sup> 2009:

Marcia Doles, Vicky Taylor, Tom O'Leary and Judy Smith. Motion to approve was made by Trustee Speer, seconded by Trustee Lee. Carried Unanimously 5-0

- Main Street grant: After holding an informational meeting, these business owners have submitted their intent to participate in this grant: Pete McCann, Joe Fertitta (4 South Ave & 17 East Ave), Pro Hardware, Cariglio's Pizza, Ben Franklin and the Hilton Local Development Corp. At this time, our grant writer, John Steinmetz, feels we have enough support from the community to make it worthwhile for the application to be submitted to the State. Mrs Surridge said we have to wait until the grant program is announced before doing anything more.

### **Wind Energy Research**

Mayor Gursslin talked to the Board about our strategy for a wind energy project. Some of the things we need to decide is whether an independent company should develop a project, or is the Village going to own the infrastructure? A meeting is scheduled for January 20<sup>th</sup> with Empire State Wind Energy. The Board felt we will be better informed after that meeting to make our decisions.

Mrs Surridge & Trustee Speer reported on a meeting they had with LaBella Associates for the purpose of discussing consulting services they could provide to the Village if a project gets started. The Board reviewed the proposal from LaBella which outlined their fees. The Village would be charged only if work was completed (i.e. attendance at meetings) and the Board has the control on what services they provide. Trustee Speer recommended that we enter into a contract with them.

**Resolution** to accept the proposal from LaBella Associates for wind energy consultant work and to pay this firm on a per hour basis, plus reimbursable expenses, which is at the discretion of the Village Board. Motion was made by Trustee Horylev, seconded by Trustee Speer. Carried Unanimously 5-0

### **Hilton Parma Recreation**

**Resolution** to re-appoint Mary Ann Smith to the Hilton Parma Recreation Commission for a term to expire 12/31/2012. Motion was made by Trustee Lee, seconded by Trustee Horylev. Carried Unanimously 5-0

### **Vouchers**

**Resolution** to approve the abstract of vouchers with the following addition: Hilton-Parma Chamber of Commerce \$70.00. Totals as follows:

General fund	\$ 60,422.24
Water fund	\$ 28,252.69
Sewer fund	\$ 578.11
Electric fund	\$ 392.43
T/A fund	\$ 11,307.07
Prepaid	<u>\$264,692.80</u>
Total	\$365,645.34

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

### **Minutes**

**Resolution** to approve the meeting minutes of December 2<sup>nd</sup> 2008. Motion was made by Trustee Gates, seconded by Trustee Lee. Carried Unanimously 5-0

### **Deed of Dedication**

**Resolution:** to accept the deed of dedication from Parma Holding LLC for the 60' right of way at the end of Leith Lane, subject to our attorney's approval of the title documents. Motion was made by Trustee Horylev, seconded by Trustee Speer. Carried Unanimously 5-0

### **Shared Services**

Mrs Surridge reported that on December 17th a meeting took place with Village, Town & School District employees to discuss ideas for possible shared services projects. The Board was given a copy of the minutes from that meeting. This team is recommending to their respective boards that we apply for a NYS General Efficiency Planning Grant to study potential cost savings and the construction of a shared services facility that could be used by all three municipalities for a variety of services including, but not limited to, salt storage, administrative offices and equipment storage. Discussion followed. The Board was in favor of submitting a grant application and being lead agent for the project if it is selected.

Mrs Surridge then informed the Board that the deadline for our application is January 9th 2009 which doesn't give us much time. She discussed this proposed project with Supervisor Rick Lemcke last week and he gave his permission to allow Recreation Director, Steve Fowler, to write the grant application for all of us. Shortly thereafter, Mr Fowler & Mrs Surridge held a meeting with Stuart Brown Associates to gather more information for our application. Mr Fowler is suggesting that the 3 municipalities should consider hiring Stuart Brown Associates to write the application because it would improve our chances of being selected for a grant. The cost would be \$3,000.

When this suggestion was made to Supervisor Lemcke, he agreed to place it on the agenda for the Town Board meeting which is being held tonight. He feels it will be supported.

#### **Resolution:**

1. The Village Board of the Village of Hilton authorizes the Village Mayor, Larry Gursslin, to submit an application to the Local Government Efficiency (LGE) Grant Program for the 2008-2009 Program Year.
2. The Village of Hilton shall act as the "Lead Applicant" for the LGE grant application, and the Village Mayor shall be named as the "Lead Applicant Contact Person" on the grant application form and hereby authorizes the Village Mayor to execute all financial and/or administrative processes relating to the grant program.
3. The Village Board's authorization is made with the understanding that the Town Board of the Town of Parma and the Board of Education of the Hilton Central School District have agreed to serve as "Co-Applicants" and have authorized the Town Supervisor and the President of the Board of Education to execute all financial and/or administrative processes relating to the grant program on behalf of their respective municipality.
4. The application shall request a "General Efficiency Planning Grant" that would enable the Village of Hilton to work cooperatively with the Town of Parma and the Hilton Central School District to undertake a study of the potential cost savings and improved service delivery associated with the construction of a shared services facility that could be used by all three municipalities for a variety of services including, but not limited to, salt storage, administrative offices and equipment storage.
5. The Village of Hilton, as Lead Applicant, and the Town of Parma and the Hilton Central School District Co-Applicants, will apply for a General Efficiency Planning Grant of \$25,650. The required local match for the grant is \$2,850. The

Lead Applicant and the Co-Applicants will equally share the local cost and provide \$950 toward the project.

6. The Village of Hilton will work with the Co-Applicants to prepare and execute an inter-municipal agreement setting forth individual responsibilities to participate in the conduct of the study and to work toward the implementation of the proposed recommendations. Speer, Walt 5-0 Recommend 3 way split.

Motion was made by Trustee Speer, seconded by Trustee Horylev to approve this resolution. Carried Unanimously 5-0

**Resolution** to hire Stuart Brown Associates to write a NYS General Efficiency Planning Grant application on behalf of the Town, Village & School District at the cost of \$3,000. Be it further resolved that the Village will share 1/3 of this cost with the Town & School District. Motion was made by Trustee Speer, seconded by Trustee Horylev. Carried unanimously 5-0

### **10 Canning Street**

The real estate listing with Metro Appraisal Associates has expired and Mrs Surridge presented a new contract to the Board for approval. The Board felt that it has been over a year since the property was listed with Metro Appraisal and no offers were received. They would prefer to list the property with our local real estate business, Nothnagle.

**Resolution** to list #10 Canning Street for sale with Nothnagle Realty for 3 months for the price of \$39,900. Motion was made by Mayor Gursslin, seconded by Trustee Horylev. Carried unanimously 5-0

### **Empire Zone of Monroe County**

Section 959(a)(iii) of the law, and General Municipal Law Article 18-B, a business enterprise that has shifted its operation from an area within the State into an Empire Zone, this “shift operations” must be approved by the municipality in which the company is currently located.

Mrs Surridge was notified by Monroe County that Roccera, LLC would like to relocate from #6 Upton Street to the Monroe County Empire Zone. In accordance with the law, the Village Board must first hold a public hearing on the application. Discussion followed.

**Resolution** to schedule a public hearing for February 3<sup>rd</sup>, 2009 at 5:30 pm to review the application of Roccera, LLC to relocate into the Monroe County Empire Zone. Motion was made by Trustee Horylev, seconded by Trustee Speer. Carried Unanimously 5-0

### **Special Meetings**

Mr Tilebein is requesting a special meeting with the Board to go over all of the projects his department must complete in the coming years. He would like the Board to give their input on prioritizing these jobs for planning purposes.

Trustee Horylev and Mayor Gursslin would like to schedule a joint meeting with the Planning Board, ZBA and Village Board to go over the recommendations in the recently completed traffic study.

**Resolution** to hold a special meeting on January 13<sup>th</sup> at 3:00 pm to discuss future Public Works projects, and to hold another special meeting on January 20<sup>th</sup> at 6:30 pm to review the traffic study with Planning & Zoning Board members. Motion was made by Trustee Horylev, seconded by Trustee Lee. Carried Unanimously 5-0

### Holidays

**Resolution** to approve the following holiday schedule for 2009: Motion was made by Trustee Lee, seconded by Trustee Speer. Carried Unanimously 5-0

Holiday	All Departments Closed	Refuse & Recycling
New Years Day	Thursday January 1 <sup>st</sup>	Friday January 2 <sup>nd</sup>
Martin L. King	Monday January 19 <sup>th</sup>	Tuesday January 20 <sup>th</sup>
Presidents Day	Monday February 16 <sup>th</sup>	Tuesday February 17 <sup>th</sup>
Good Friday	Friday April 10 <sup>th</sup>	Not Applicable
Memorial Day	Monday May 25 <sup>th</sup>	Tuesday May 26 <sup>th</sup>
Independence Day	Friday July 3 <sup>rd</sup>	Not Applicable
	Monday July 6 <sup>th</sup>	Tuesday July 7 <sup>th</sup>
Labor Day	Monday September 7 <sup>th</sup>	Tuesday September 8 <sup>th</sup>
Columbus Day	Monday October 12 <sup>th</sup>	Tuesday October 13 <sup>th</sup>
Veterans Day	Wednesday November 11 <sup>th</sup>	Thursday November 12 <sup>th</sup>
Thanksgiving	Thursday November 26 <sup>th</sup>	<b>Wednesday Nov. 25<sup>th</sup></b>
	Friday November 27 <sup>th</sup>	Not Applicable
Christmas	Friday December 25 <sup>th</sup>	Not Applicable
New Years 2010	Friday January 1 <sup>st</sup>	Not Applicable

### Village Historian

The Board reviewed the applications submitted for the vacant Historian's position. Mayor Gursslin stated he will be abstaining from this discussion due to a conflict of interest. Trustee Horylev distributed a list of the applicants names to each Board member and asked that they rate each candidate as to a priority for hiring. #1 being the most favored candidate and so on. After this voting took place, Mrs Surridge was asked to tally the votes.

**Resolution** to appoint David Crumb as the Village Historian, effective immediately. Motion was made by Trustee Horylev, seconded by Trustee Lee. Carried 4-0-1

**Resolution** that John Corcoran will remain as the Assistant Village Historian. Motion was made by Trustee Horylev, seconded by Trustee Lee. Carried 4-0-1

### Personnel

Mayor Gursslin made a motion to enter into Executive session at 7:30 pm for the purpose of reviewing a personnel matter. Seconded by Trustee Horylev. Carried Unanimously 5-0. Trustee Gates made a motion to end Executive Session at 7:45 pm. Seconded by Trustee Speer. Carried Unanimously 5-0

**Resolution** to grant the following longevity wage increases to these employees, effective 1/5/09: Amy Harter \$.10/per hour and Maryalice Edwards \$.14/per hour. Motion to approve was made by Trustee Gates, seconded by Trustee Lee. Carried Unanimously 5-0

**Resolution** to hire Jim Stilson at the rate of \$8.50/per hour to organize the inactive records and dispose of the records that no longer have to be retained. The total cost for his services shall not exceed \$500. Motion was made by Trustee Lee, seconded by Trustee Horylev. Carried Unanimously 5-0

Meeting adjourned at 7:50 p.m.

Janet Surridge, Clerk-Treasurer