

**Village Board of Trustees  
Meeting Minutes of November 2, 2010**

Present: Mayor Lee, Trustees Horylev, Gates, Speer, Bimmler  
Village Manager, Janet Surridge  
Superintendent of Public Works, Mike McHenry  
Village Clerk, Shari Pearce  
Code Enforcement Officer, Mike Lissow

Guests: none

Mayor Lee called the public meeting to order at 5:00 p.m. with the pledge of allegiance to the flag.

**Public Forum**

Mayor Lee opened the meeting to the public at 5:02 p.m. There being no comments, Mayor Lee closed the public forum at 5:03 p.m.

**Code Enforcement**

- Unionville Station: Mr. Lissow reported that as of October 26<sup>th</sup>, the Unionville Homeowners Association has been replaced with the Unionville Condominium Association.
- 291 East Ave: Mr. Lissow stated Mr. Dave Goodrich, President of the CLIO Lodge will be presenting the idea of purchasing our property to the members in the coming month. Mr. Goodrich should have a decision on whether they want to buy the land or not by our next board meeting.
- Chicken BBQ: Mr. Lissow stated there was a miscommunication with the event that took place last month at #135 South Avenue. Mr. Troy Prince, who was in charge of the event, was told specifically by the Village Board that the cooking must be done on Village property and all the cooking took place on the Exempt Club's property (blacktop area). The board decided that in the future we should not allow these types of events to take place on that property because of the conflicts they can create.
- Exempt Club: Trustee Speer went to an Exempt Club meeting and the members were inquiring if a sign could be placed on the Village's property at 135 South Ave. The purpose of the sign is to let patrons know where they are located. The Exempt Club cannot install a sign on their property due to setback regulations. Discussion followed and no action was taken.

**Public Works Report**

- DPW Addition: Mr. McHenry reported the addition is almost completed, there has been a deduction from the original bid and the project will come in within budget.
- Sanitary Sewer: Mr. McHenry stated there are only three manholes left to complete the project. There have been no unexpected issues and he is satisfied with the contractor's work.

- Red Cross Disaster Trailer: The Red Cross has asked to park their response trailer inside the Department of Public Work's compound. The trailer is 8'x16' and will be lettered with their advertisement. Mr. McHenry noted they have room to park the trailer in the fenced area. Mr. McHenry believes this is a good resource to have in the community. There is no responsibility to the Village, other than letting someone in and out of the property. General discussion followed.

**Resolution** to authorize the Superintendent to allow the Red Cross trailer to be housed at the DPW facility. Trustee Gates made the motion, seconded by Trustee Speer. Carried unanimously 5-0.

- New Parks Employee: Mr. McHenry drafted a job description for the board to review. He is requesting the boards input on the document and wants them to submit any changes to him. He will be requesting approval at the December meeting.
- Unionville Station Section Six: Mr. McHenry is requesting the release of \$50,499.22 for the letter of credit for Unionville Station Section Six. The board granted permission to release the funds.
- North Avenue Sewers: Mr. McHenry relayed to the board that Mr. Bob Crowley, who is the contractor for these homeowners, may be asking for outside sewer connections for three homes on the north end of the Village. These are part of the original group of the seven homes that asked for connection years ago. The current outside sewer connection fee is \$1,500.00. General discussion followed.

### **Clerk's Report**

- Uncollected Village Taxes: Mrs. Pearce stated a resolution needs to be approved to relevy the uncollected taxes to Monroe County.

**Resolution** to relevy Village delinquent taxes in the amount of \$ 10,089.92 to the Monroe County Treasury to receive reimbursement. Motion made by Trustee Horylev, seconded by Trustee Gates. Carried unanimously 5-0.

- Health Insurance Broker: The management team conducted the last interview for consultant services to be the Village's broker for our health insurance policies. After meeting with two brokers, it is the management's team recommendation to hire Haylor, Freyer and Coon, as our consultants for managing our health insurance. There is no cost associated with this; the fee of 4% is already included in our premiums. Excellus will pay the firm directly. There are no cancellation terms; we can void the contract at anytime during the year. Mrs. Pearce recommended the board approve the following resolution.

**Resolution** to hire Haylor, Freyer & Coon, Inc. as the Village of Hilton's Insurance Broker at no cost to the Village. Trustee Horylev made the motion, seconded by Trustee Speer. Carried unanimously 5-0.

- **Water Billing Training:** Mrs. Pearce explained to the board the recent job change with the water billing duties. She requested the board approve \$200.00 for water billing training from our software vender. Discussion followed.

**Resolution** to authorize the Village Clerk to expend \$200.00 to Springbrook Software for water billing training. Trustee Horylev made the motion, seconded by Trustee Gates Vote as follows: Mayor Lee, aye; Trustee Gates, Horylev & Bimmler, aye; Trustee Speer opposed. Carried 4-1

- **Records Grant:** Mrs. Pearce stated she has been discussing with Town Clerk Donna Curry the possibility of applying for a joint records grant for the 2011-12 year. The applications are due February 1, 2011. Neither Clerk has time to write a grant application. Caroline Gallego, who wrote the needs assessment study for both municipalities in 2008, would charge each municipality \$250.00 to write the grant application. She would invoice the municipalities in two payments, the first would be \$125.00 and only if they are awarded the grant would she bill each municipality the other \$125.00. This is an unbudgeted item and the money would have to be taken out of the contingency fund. The grant would include having the minutes and payroll records put on microfiche and scanned as a permanent record to allow for electronic searches. General discussion followed.

**Resolution** to authorize the Village Clerk to hire Caroline Gallego to write a records grant and authorize the Treasurer to expend \$250.00, which will be split between the Village and Town of Parma. The Village's share shall be \$125.00. The funds are to be taken out of the contingency fund. Trustee Speer made the motion, seconded by Trustee Horylev. Carried unanimously 5-0.

- **Management Training:** Mrs. Pearce is requesting approval to attend a management class in January 2011. Previous approval was granted in August, however, due to her work load, she did not attend. The cost is \$99.00; the class is being held in Rochester on January 26, 2011.

**Resolution** to authorize the Treasurer to expend \$99.00 for the Clerk to attend a management training class on January 26, 2011. Trustee Horylev made the motion, seconded by Trustee Bimmler. Carried unanimously 5-0.

## **Village Manager**

- **Shared Services Project:** Mrs. Surridge reported the team is meeting on November 4, 2010 to discuss the work that has been completed to date.
- **Health Insurance:** Mrs. Surridge stated that the Village is providing different insurance policies to our retirees. Those that have residency established in Florida receive a Medicare Supplemental H Plan that costs \$303 per person per month. The retirees who reside in NY receive a Medicare Blue Choice Optimum Plan that costs \$156 per person. Based on preliminary investigation, the Village could save approximately \$7,000 per year if we chose different medical plans. Mrs. Surridge also mentioned that we are providing a BCBS plan to one dependent of a retiree who is under age 65 that has become very costly. She requested permission from the Board to pursue this further. The Board agreed and asked for a recommendation to be submitted at the next meeting.
- **Parking/Easement Agreement, 10 Canning Street:** Mrs. Surridge stated the parking/easement agreement still remains unresolved. She recommended that the Village sell the entire lot instead of subdividing the parcel and retaining one piece for municipal parking. The Board agreed with this recommendation.
- **10 Canning Street:** Mr. Joe Sciortino has submitted a purchase offer to the Village for 10 Canning Street. Mr. Sciortino does not have an issue with the existing parking/easement agreement. The Village will still be tied to this easement agreement and will still own the street. The Village will be responsible for street maintenance, i.e., salting and snow removal. The Village will maintain a record of any future operating costs, especially if there comes a time when each party may bill each other for services rendered. Mrs. Surridge remarked she contacted Metro Appraisal and their opinion is \$40,000 is a very fair price. Mrs. Surridge said that Mr. Sciortino's offer was subject to not closing until June 2011 and there are no development approvals attached to this offer.

**Resolution** to accept the purchase offer from Mr. Joe Sciortino for 10 Canning Street for \$40,000.00. The lot includes the eleven parking spaces across the street from the lot. The closing will take place by June 2011. Motion made by Trustee Horylev, seconded by Trustee Speer. Carried unanimously 5-0.

- **Employee handbook:** The management team have finished their review and are now ready to distribute their findings and recommendations to the employees. The goal is to put our recommendation on the December agenda for the board's approval.
- **30 Mariah St:** Mrs. Surridge remarked our attorney noticed there was not a resolution on the books authorizing her to sign the closing documents for this address. She is requesting the following resolution be approved.

**Resolution** to acknowledge that Village Manager Janet Surridge was authorized to sign the closing documents to sell Village owned property at #30 Mariah Street to Mr. and Mrs. Joseph Fertitta in July 2010, but this authorization was not

documented in the Village Board minutes at that time. Motion was made by Larry Speer, seconded by Jim Gates, 5-0.

**Village Benches and Salmon Creek Pavilion**

Discussion took place on the possibility of removing the benches near the flag pole in Hovey Square to discourage the kids from gathering in that area. Mr. McHenry was against removing the benches; he feels the Sheriff’s Department should be making themselves more visible in the area. He did not want to punish residents that use the benches; he does not want to take away a community asset to others because of the problems with the kids.

The remark was made that the Village of Spencerport has a law against skateboarding in public areas, other than the skateboard park. Mrs. Surrudge stated she will obtain a copy of the law that Spencerport has enacted against skateboarding for the board to consider.

Discussion took place surrounding the Salmon Creek Pavilion and its current use. Mayor Lee suggested the DPW tear down the pavilion; it is not being used for what it was intended for. Mr. McHenry stated the pavilion is in fair condition, however, it is a constant maintenance issue. General discussion followed.

The Village Board unanimously agreed to have the DPW tear down the pavilion as time allows, this would alleviate the shelter from being vandalized and the DPW constantly having to maintain it.

**Annexation Request**

Mrs. Surrudge stated Mr. Jamie Kuhn, who owns the subdivision of Country Village Estates in the Town of Parma is inquiring on possibly submitting a petition to the Village requesting annexation of his property. Mr. Kuhn is interested in knowing what the board’s position is on this subject. Mr. McHenry stated there are a lot of variables to consider. General discussion followed.

Mrs. Surrudge stated the management team will research the positive and negative impacts this could have on the Village and she will report back to the board with the findings and a recommendation.

**Vouchers**

**Resolution** to approve the abstract of vouchers with the following additions: Shari Pearce, \$28.00, Metro Appraisals \$125.00, Time Warner Cable \$81.95 and Lacy Katzen \$40.00. Totals as follows:

General fund	\$	30,928.69
Water fund	\$	25,120.43
Sewer fund	\$	29,089.50
Gas&Electric	\$	5,768.03
Prepaid	\$	111,302.63
<u>T&amp;A</u>	\$	<u>12,303.01</u>
Total	\$	281,940.58

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

| \_\_\_\_\_ **Minutes**

**Resolution** to approve the meeting minutes of October 5, 2010 as written. Trustee Gates made the motion, Trustee Bimmler seconded the motion. Carried 5-0.

At this time, Trustee Horylev had another commitment and left the meeting.

A motion was made by Trustee Speer that the Village Board enter into executive session at 6:45 p.m. Trustee Gates seconded the motion, carried unanimously 4-0.

A motion was made by Trustee Bimmler to exit out of executive session at 7:15 p.m. Trustee Speer seconded the motion. Carried unanimously 4-0.

Respectfully Submitted,

Shari Pearce, Village Clerk