

**Village Board of Trustees
Meeting Minutes of June 5, 2012**

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

Guests: Carm Carmestro, Tom Scheg, Dave Wright, David Nelson, Nicole Sarlo,
Haley Corette, Tom Podgers and family members

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

Public Forum

Mayor Lee opened the meeting for public comments at 5:00 p.m.

Three students from the Quest school, Nicole Sarlo, Tom Podgers, and Haley Corette were present to make a presentation to the board explaining their IB Exhibition project they helped organized, which was the 2012 Clean the Village Park Day. The goal for their project was to clean up the park, test the water for contaminants and remove debris from Salmon Creek. The entire school and staff participated in the event. The students showed the board a short video illustrating the events of the project. The board commended the students for an excellent job. Mayor Lee presented each student with a certificate and a "Key to the Village". The students are hoping this becomes an annual project.

David Nelson, 157 East Ave, was inquiring on the purchase contract for 10 Canning Street and asked what business will be occupying the property. He lives on East Ave near Canning Street and is concerned on the traffic and the limitations of parking in that area. Janet SurrIDGE stated the anticipated business is a small engine repair and hardware store and they are expected to apply to the Zoning Board in the near future for development approvals. Residents in that area will receive notification of the meeting in the mail.

There being no further public comments, the public forum was closed at 5:20 p.m.

Code Enforcement

- Exempt Club Sign: Mike Lissow reported he has finally received approval from FEMA for the Exempt Club to place an identification sign on Village property at 135 South Ave. The Exempt Club would like to move forward with a Conditional Use Permit with the Zoning Board, however, prior to allowing them to go before the Zoning Board, the Village Board needs to grant permission since it is Village owned property. Mike Lissow recommended the following resolution be approved.

Resolution to authorize the Hilton Exempt Club to install an identification sign on the southeast edge of Village owned property located at #135 South Ave, subject to the

Zoning Board of Appeals granting a Conditional Use Permit. Trustee Speer made the motion, seconded by Trustee Fowler. Carried unanimously 5-0.

- Monroe County Communication Tower: Mike Lissow reported site work has begun and within two weeks the tower should be assembled. He reiterated this tower is for public safety use only and there will be no additional antennas (commercial) added to the structure.
- Storm Water Coalition: Mike Lissow stated the annual report has been completed and recommended the board approve the annual resolution to designate him to serve on the coalition and the Village to be included in the coalition.

Resolution.

: Acceptance of the Stormwater Coalition of Monroe County 2011-2012 Joint Annual Report for Compliance with the Phase II Stormwater Regulations

WHEREAS, the Village of Hilton has been identified as a Municipal Separate Storm Sewer System (MS4) under the EPA's Phase II Stormwater Regulations under the Clean Water Act of 1999, and

WHEREAS, the Phase II Program requires each MS4 to prepare an Annual Report, or contribute to a Joint Annual Report, on the Village of Hilton's efforts to protect and improve the water quality of our streams and water bodies, and

WHEREAS, the public is invited to review the Joint Annual Report and provide input, and

WHEREAS, a Joint Annual Report has been prepared in conformance with the Phase II Regulations by the Stormwater Coalition of Monroe County, and

WHEREAS, the Joint Annual Report must be submitted to the New York State Department of Environmental Conservation offices in Albany, NY by June 1, 2012,

NOW, THEREFORE, BE IT RESOLVED, that the Joint Annual Report is accepted by the Village of Hilton Board and that said Joint Annual Report is available for public review at <http://www.monroecounty.gov/des-stormwater-coalition> and the (MUNICIPALITY TOWN/VILLAGE/CITY) Hall,

BE IT FURTHER RESOLVED, that all comments on the Joint Annual Report will be incorporated into the 2011-2012 or the 2012-2013 Annual Reports to the NYSDEC.

Trustee Speer made the motion, seconded by Trustee Bimmler. Carried unanimously 5-0.

- Clean up the Park Day: Mike Lissow stated the project was a great success and he hopes this will become an annual event. He noted by the end of the clean-up there was a large pile of garbage, including scrap metal and bags of recycling. He commended the students that helped organize the event and wanted to recognize the two teachers that helped with

the event, Brenda Carpenter and John Weingart. The board thanked Mike and the Quest students and staff for a great job.

Superintendent's Report

- Sale of Equipment: Mike McHenry reported on the municipal auction results. We will be receiving \$2,700.00 for the sale of our 2001 Dodge pickup truck, but the sweeper did not get the reserve of \$18,000.00; however, the Village of Dundee is interested in purchasing the sweeper. Discussion followed.

Resolution to authorize the Superintendent to negotiate the best price for the sweeper and sell it. Trustee Fowler made the motion, seconded by Trustee Gates. Carried unanimously 5-0.

- Sanitary Sewer Project: Mike McHenry announced that Green Mountain Pipe was the only bidder for the upcoming project. The price per foot is considerably less than the previous year and our engineering firm has had experience with this company and are very impressed. He recommended the board accept the bid.

Resolution to accept the bid from Green Mountain Pipe Line for the sewer relining project for the amount of \$106,850.00. Trustee Speer made the motion, Trustee Bimmler seconded the motion. Carried unanimously 5-0.

- Railroad Lift Station pumps: Mike McHenry stated repair work will begin on the two pumps at the Railroad Lift Station at a cost not to exceed \$9,600.00. This is a budgeted item.
- Peach Blossom Road sidewalks: Mike McHenry reported the DPW crew will be repairing the sidewalks beginning on June 11, 2012; notification letters will be going out this week to the residents.
- Community Center handicap ramp replacement: Mike McHenry recommended we hire Contractor, Gene Marciano to repair the ramp at a cost of \$8,930.00. The DPW will perform all the demolition work and needed sidewalk replacement. The amount budgeted for the project is \$18,000.00. Since the project is under budget and the south entrance doors to the building are in poor shape, he would like to obtain quotes to replace them; the board was supportive of this.

Resolution to authorize the Superintendent to hire Gene Marciano to repair and rebuild the handicap ramp located at the Community Center for a cost of \$8,930.00. Trustee Speer made the motion, seconded by Trustee Bimmler. Carried unanimously 5-0.

- Community Center maintenance: Mike McHenry commended the part time staff and the DPW crew for their hard work this past month with the Community Center; there have been a lot of maintenance issues that have been completed. The board commended the staff as well.

- Equipment Purchase: Mike McHenry requested permission to purchase a new F-550 truck from Van-Bortel Ford for a price of \$45,770.14. He will need \$3,000.00 additional for accessories. A total of \$48,770.14 will be needed for the truck. The budgeted amount for the truck was \$54,000.00. This is off the county bid from Chautauqua County.

Resolution to authorize the Superintendent to purchase an F-550 truck from the Chautauqua County Bid from Van-Bortel Ford at a cost of \$45,770.14. Motion made by Trustee Gates, seconded by Trustee Bimmler. Carried unanimously 5-0.

- Welcome to the Village Signs: Mike McHenry reported last winter two of the signs were damaged by weather. These signs are approximately 20 years old and designed to have a life expectancy of 10 years. He requested authorization to purchase two new signs. This is a budgeted item.

Resolution to authorize the Superintendent to purchase two new welcome signs for a cost of \$2,695.00 each, for a total of \$5,390.00. Trustee Fowler made the motion, seconded by Trustee Bimmler. Carried unanimously 5-0.

Clerk's Report

- Insurance Renewals: Shari Pearce met with insurance agent, Jerry Doberstein, regarding the Village's upcoming renewal, which is July 1st. Mr. Doberstein indicated that our current insurer, Houston Casualty, will not be increasing their base rates this year. Other companies that bid on our package annually are raising their rates. He is recommending that we continue to stay with Houston Casualty for the upcoming year. She requested authorization to not obtain quotes for our insurance package this year and recommended the following resolution be approved.

Resolution based on the recommendation of insurance agent, Jerry Doberstein, that we do not obtain quotes (request for proposal) from other companies for the year 2012-2013 year. Trustee Speer made the motion, seconded by Trustee Gates. Carried unanimously 5-0.

- Code of Ethics Training: Shari Pearce reported she will be taking a training class that is being sponsored by NYCOM on Wednesday, June 6th at 7:00 p.m. at Monroe Community College. The fee is \$25.00 and is included in this month's vouchers. The basis of the training seminar is to assist members in complying with the requirements of the New York's ethics laws. She will be making sure we comply with the State requirements and making recommendations to our law, if needed.

Other miscellaneous items were discussed.

Manager's Report

- Hilton Community Childcare: Janet Surridge recommended the following resolution be approved based on the current situation with the daycare and their rent agreement.

Resolution to terminate the existing five year lease (expires 2014) with the Hilton Community Child Care and enter into a new one year lease for the period of 6/1/12-5/31/13 for the purpose of amending the rent payment schedule. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously 5-0.

- Shared Services project: Janet Surridge remarked we authorized LaBella Associates to prepare the site design last fall and at that time we also discussed the drainage problems in the area of the Town garage and the neighbors back yards on Grove Street. LaBella's proposal to prepare a drainage improvement plan is not to exceed \$4,000.00, however, the job will be billed hourly so the cost may be less. Normally, the Village and School District would each share 10% of this cost. Janet Surridge recommended that the Village share 25% and the School District would share nothing. The reason being is that this work will correct a drainage issue for Village residents, and there's no benefit at all to the School District. She recommended the Board approve up to \$1,000.00 for the plan. She noted we have \$15,000.00 budgeted for this project. The cost to the Town of Parma would not exceed 3,000.00.

Resolution to hire Labella Associates to prepare a master plan that will mitigate both the drainage issues at the Parma Highway Department and the neighbors on Grove Street. The Village's cost shall not exceed \$1,000.00. Trustee Fowler made the motion, seconded by Trustee Bimmler. Carried unanimously 5-0.

- Community Center/ Ingham Room fee: The board discussed creating a fee schedule to be paid by private organizations who rent the Community Center. The use would only be on Saturdays when the building is open from 9:00 a.m. -3:00 p.m.

Resolution that the charge to private/ profit groups shall be \$30.00 per hour plus a \$100.00 security deposit to rent the Ingham Room on Saturdays between the hours of 9:00-3:00. Trustee Speer made the motion, seconded by Trustee Fowler. Carried 4-1. (Trustee Bimmler opposed, he was not in favor of renting out the Community Center to private groups)

- Community Development Grant: Janet Surridge stated we have been notified by the County that we have been awarded grant monies in the amount of \$22,350.00 to be put toward the 2012 Sanitary Sewer project.

Resolution to accept a Community Development Grant for \$22,350.00 and to amend the sewer fund budget as follows: Increase revenue, G4989 Community Development Grant \$22,350.00 and increase expense G1990.4 contingency. Trustee Speer made the motion, seconded by Trustee Gates. Carried unanimously 5-0.

- 9-11 South Ave- Parking Lot Lease: Janet Surridge reported Mr. Gary Inzana is purchasing 9-11 South Ave. At this time, it is unknown what the proposed use will be; however, the Village does lease a portion of the property for municipal parking. She recommended approving a resolution to enter into a parking lot lease agreement with the new owner under the same conditions as the previous lease.

Resolution to enter into a lease agreement with Mr. Gary Inzana to lease a portion of his property located at 9-11 South Avenue for the purpose of municipal parking. The lease will contain the same conditions that the previous owner had. Trustee Speer made the motion, seconded by Trustee Bimmler. Carried unanimously 5-0.

- Backflow Devices: Janet Surridge has been working on the annual report to Monroe County and the NYS Health Department requiring all the backflow devices in the Village of Hilton be tested. Thus far, she has determined that 22 additional businesses need to have a backflow device installed and will report back to the board when it's completed.

Historian

Janet Surridge stated Historian, Dave Crumb, has received a donation in the amount of \$500.00 from the Panarites' family. He requested the funds be placed into the Historian's savings account for future historical use.

Resolution to transfer \$500.00 from the general fund to the Historian's savings account. Trustee Fowler made the motion, seconded by Trustee Speer. Carried unanimously 5-0.

2011-2012 Annual Budget Amendments

Resolution to amend the 2011-12 budget as follows: Trustee Gates made the motion, seconded by Trustee Speer. Carried unanimously 5-0.

Increase

Decrease

General:

A-1-1910-40	Unallocated Insurance	\$ 392.50	A-2-5142-40
A-1-1950-40	Taxes on Property	\$ 204.12	A-2-5142-40
A-1-3620-20	Building Dept., Equip	\$ 20.50	A-2-5142-40
A-1-3620-40	Building Dept., Other	\$ 505.00	A-2-5142-40
A-2-7110-40	Village Parks Other	\$2342.26	A-2-5142-40
A-1-8010-40	Zoning Bd. Personnel	\$3100.00	A-1-8020-10

A-1620-10	Community Ctr Personnel	\$1500.00	A-5142.40
A-3620-10	Building Dept. Personnel	\$ 816.00	A-5142.40
A-7110-10	Parks Personnel	\$3000.00	A-5142.40
A-8189-10	Recycling Personnel	\$ 660.00	A-5142.40

Water:

F-1-8310-40	Administration, Postage	\$500.00	F-1-1440-40
F-2-8340-40	Distribution Water Lines	\$2763.31	F-1-1440-40
F-1-8340-1A	Personnel, OT	\$4949.31	F-1-8320-40
F-1-9030-40	Social Security	\$ 500.00	F-1-8320.40

Sewer:

G-1-1440-40	Sewer Engineering	\$9000.00	G-1-1990-40
G-1-1950-40	Taxes on Property	\$ 15.68	G-1-1990-40

Walt Horylev Civic Beautification Award

Last month the board approved and supported creating the Walt Horylev Civic Beautification Award. Discussions have taken place regarding on how to promote the award. Janet SurrIDGE is recommending based on ideas from the Mayor and Walt Horylev that an annual contest be conducted and the Village Board would then be the judge and select the winner. The winner would be presented a plaque and a monetary award of \$100.00, which Walt Horylev has graciously agreed to donate \$50.00 and the Village would match the remaining \$50.00. The board agreed and there will be an upcoming article in the Suburban News explaining the details.

Time Warner Cable

Resolution that pursuant to the existing franchise agreement and per Section 626 (1) of the Real Property Tax Law, a tax credit of \$195.47 is hereby granted to Time -Warner Cable for fiscal year 2012-13. Trustee Speer made the motion, seconded by Trustee Bimmler. Carried unanimously 5-0.

Minutes

Resolution to approve the meeting minutes of April 24, 2012 as submitted. Motion made by Trustee Fowler, seconded by Trustee Gates. Carried 5-0.

Resolution to approve the meeting minutes of May 1, 2012 as submitted. Motion made by Trustee Fowler, seconded by Trustee Bimmler. Carried 5-0.

Vouchers

Resolution to approve the abstract of vouchers with the following addition, Rochester Paint \$26.40: Totals as follows:

General fund	\$	138,573.88
Water fund	\$	39,611.53
Sewer fund	\$	19,806.69
Gas&Electric	\$	4,795.89
Prepaid	\$	135,288.88
<u>T&A</u>	<u>\$</u>	<u>5,496.64</u>
Total	\$	343, 573.51

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

There being no further business, the meeting was adjourned at 6:45 p.m.

Respectfully Submitted,

Shari Pearce, Village Clerk