

Village Board of Trustees
Meeting Minutes of November 7, 2012

Present: Mayor Lee, Trustees Gates, Speer, Bimmler and Fowler
Village Manager, Janet Surridge
Superintendent of Public Works, Mike McHenry
Asst. Superintendent, Keith Brown
Village Clerk, Shari Pearce
Code Enforcement Officer, Mike Lissow

Guests: Shannon Zabelny, Dave and Robin Taney, Kevin and Deanna Zipkey,
Sarah and Scott Bremer, Wayne and Julie Bowles, Meredith and Anthony
Meyer and their children. Joe and Sue Fertitta and their family.

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.

Rick Bjornholm, 8 Peach Blossom Circle, stated the past few years he has had a Christmas light show at his house and he is now pursuing having a mobile Christmas light show with music to travel around the Village for only 4 days in December. The total anticipated costs are about \$800 and he has paid \$350.00 of his personal money to start the project. Rick Bjornholm stated they have requested use of the Town of Parma's trailer but they have some liability concerns so he's not sure if this trailer will become available. He questioned if the Village could supply a trailer?

The Board asked Mr McHenry for his input. Mike said that we have a trailer that could be retrofitted with railings to protect the people riding on it but he suggested that we use a village truck to tow it and have one of our employees drive it. General discussion followed

Mayor Lee stated he will talk to the area organizations and ask if they would make a monetary donation for the event.

Resolution to support the festivity and donate the use of a Village truck and trailer. Trustee Bimmler made the motion, seconded by Trustee Fowler. Carried unanimously 5-0.

There being no further comments, the public portion of the meeting was closed at 5:15 p.m.

Code Enforcement

- Tropical Storm Sandy: Mike Lissow reported the emergency disaster room located at the Fire Hall was activated for the first time. Even though Rochester did not get the storm that was predicated, it was good training for the committee. He noted that one area in the Village lost power for an extended time; he and Assistant Superintendent, Keith Brown, went door to door to check on the residents and inquire if they needed anything and assured residents they were on the RG&E list to repair their electric lines.
- Hilton Code: Mike Lissow stated that he has realized that two different sections of our code conflict with each other. The Architectural Review regulations require all exterior changes to be approved by the Zoning Board. The Site Plan Regulations, Section 24-500 require all exterior changes that only exceed 720 square feet to be referred to the Zoning Board. He will review this conflict with the Zoning Board and the Village Attorney and report back with a recommendation as to how to proceed.
- Training: Mike Lissow reported he attended the annual Fire Marshall's Conference at the State Fire Academy in October. This completes his requirement for annual training.

Superintendent's Report

- Sanitary sewer project: Mike McHenry reported the billed invoice for the project is \$91,852.40; which is well under budget.
- Community Center: Mike McHenry reported there is a leak in the north part of the roof and he is obtaining quotes from Upstate Roof to either repair or replace the roof. He will have a recommendation at the December meeting.
- Village Community Center Sign: The sign was damaged due to Tropical Storm Sandy. Mike McHenry obtained a quote for both replacement and repair. He also noted the sign is twenty years old. Discussion followed on whether to replace the sign or repair it. The consensus was to replace the sign and only have the Village Office and Recreation office's name appear on the new sign.
- Department of Labor: Mike McHenry reported all violations have been completed for both facilities. He submitted a proposed Hazardous Communication Policy which the Board reviewed.

Resolution to adopt the Hazard Communication policy: Motion made by Trustee Fowler, seconded by Trustee Bimmler. Carried unanimously 5-0.

Manager's Report

- Salt Facility Intermunicipal Agreement: The board discussed the draft agreement but did not take any action because this will be discussed at the upcoming joint meeting between the Village and Town boards next week. The bid opening has been changed to November 19th at 11:00 a.m. and the bids will be opened at the Town Hall.
- Town of Parma lease: Mrs Surridge informed the Board that the lease for the Hilton-Parma Recreation Department will expire on 12/31/12. She recommended that we offer the Town of Parma another 5 year lease and raise the rent 1.5% effective 1/1/13 to be consistent with other tenant increases that became effective last June. The Board supports this recommendation but tabled a decision since this topic will be discussed at the upcoming joint meeting with the Town Board.
- Proposed sign regulations: Janet Surridge presented a proposed Local Law to the board which would delete our existing sign regulations and create new regulations. General discussion followed.

Resolution to schedule a public hearing on December 4th at 6:00 p.m. to consider the adoption of Local Law #6 2012 which would establish new sign regulations. Trustee Gates made the motion, seconded by Trustee Speer. Carried unanimously 5-0.

Presentation of the Walt Horylev Civic Beautification Award

Joe and Sue Fertitta were present for the ceremony of the 2012 Walt Horylev Civic Beautification Award. Mayor Lee read the following proclamation and presented them with a plaque. A brief reception followed.

Proclamation

Whereas, it is important to a community that its businesses present an attractive appearance, and

Whereas, well-maintained or refurbished buildings are a fundamental part of civic beautification, appealing both to the residents and customers of the businesses, and

Whereas, the Village of Hilton wishes to recognize and show appreciation to Joe & Sue Fertitta for the improvements they made to the homes and businesses on South Avenue, East Avenue, Mariah Street, and West Avenue;

Now, therefore, we the Hilton Village Board, present this award, with sincere appreciation and thanks, to Joe & Sue Fertitta in recognition of their contribution to our community,

Raintree Land and Archer Drive Traffic Concerns

Residents from Raintree Lane and Archer Drive were present to address some traffic concerns they are experiencing in their area.

Robin Taney, 158 Raintree Lane, expressed great concern to the board regarding traffic speeding down her road; she requested stop signs be installed on Raintree Lane to slow down the cars. She explained an incident that happened regarding a car speeding and ending up on her front lawn. Thankfully, there were no children playing outside at that time. Other neighbors expressed their concern for the safety of their children. They encouraged the board to consider stop signs or kids at play signs.

Superintendent, Mike McHenry, explained he has completed traffic studies in the past to measure how much traffic passes in a week and how fast the cars are traveling. He noted there is a high volume of cars, approximately 5,700 cars a week, with peak times going to work and later in the afternoon. The time study showed only 42 cars were speeding and the average speed was 23 mph. He noted Monroe County Department of Transportation frowns heavily on placing stop signs to control speeding; however, the Village has used them to slow down traffic in the past. He recommended that the residents call 911 as much as possible because that develops a Monroe County Sheriff's record of activities in that area.

Mayor Lee stated he has spoken to the Captain of the Sheriff's office and they will be paying special attention to their area.

Kevin Zipkey, 2 Archer Drive, suggested different locations for the Sheriff's to watch for the speeding cars.

The Village Board encouraged the residents to continue to call 911 to try and slow the kids down. They asked the residents to report back to the board in a month.

Minutes

Resolution to approve the meeting minutes of October 2, 2012 as submitted. Motion made by Trustee Bimmler, seconded by Trustee Speer. Carried unanimously 5-0.

Vouchers

Resolution to approve the abstract of vouchers with the following additions: Mike Lissow, \$46.50, Geoffrey Bachman, \$769.52, Amy Harter, \$17.76 Totals as follows:

General fund	\$	37,917.07
Water fund	\$	26,350.31
Sewer fund	\$	92,369.31
Gas&Electric	\$	450.03
Prepaid	\$	111,472.21
T&A	\$	<u>14,386.67</u>

Total \$ 282,945.60

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

Safety Meeting

Resolution to authorize the Village to hold a safety meeting on December 21st at 1:30 p.m. and to authorize that both the office and DPW will be closed for the afternoon. Total cost for the safety meeting and lunch shall not exceed \$500.00. Trustee Speer made the motion, seconded by Trustee Bimmler. Carried unanimously 5-0.

Request for Reimbursement

Janet Surridge explained to the board there is a request from Sue Cummings to be reimbursed the sum of \$225.00 for medical costs she incurred due to a fall at the Community Center during the 2012 Apple Festival. Ms. Cummings has submitted copies of her bills. A detailed discussion followed and the consensus of the board is this function was during the Apple Festival and the Village should deny the request and refer this to the Apple Festival Committee.

Resolution to deny the request for reimbursement from Sue Cummings and forward this claim to the Apple Festival Committee for review. Trustee Bimmler made the motion, seconded by Trustee Gates. Carried unanimously 5-0.

Budget Amendments

Resolution to amend the 2012-13 budget as follows:

Increase expense:	(Drainage)	#A8540.40	\$1440
	(Park)	#A7110.4	\$2250
Decrease expense	(Highway)	#A5110.4	\$1440
	(Contingency)	#A1990.4	\$2250

Motion made by Trustee Speer, seconded by Trustee Fowler, carried unanimously 5-0.

Joint Meeting

Resolution to hold a joint meeting with the Parma Town Board at 6:30 pm on Tuesday, November 13th at the Village Community Center. Trustee Fowler made the motion, seconded by Trustee Speer. Carried 4-0-1 (Trustee Gates abstained as he will be out of town).

Zoning Board

Resolution to accept the resignation from Thomas Scheg as a member of the Zoning Board of Appeals. Motion made by Trustee Bimmler, seconded by Trustee Fowler. Carried 4-1 (Trustee Gates opposed, he feels Mr. Scheg is resigning for the wrong reasons.)

Resolution that alternate member, Shannon Zabelny, is hereby appointed to fill the unexpired term of Thomas Scheg on the Zoning Board of Appeals. Her term of office shall expire on 3/31/17. Motion made by Trustee Speer, seconded by Trustee Bimmler. Carried 4-1, (Trustee Gates opposed to be consistent with the previous resolution.)

Executive session

Motion made by Trustee Gates to enter into executive session at 7:30 p.m. to discuss a personnel matter. Trustee Fowler seconded the motion. Carried unanimously 5-0.

Motion made by Trustee Speer to exit out of executive session at 9:00 p.m. Trustee Gates seconded the motion. Carried unanimously 5-0.

Resolution. Whereas, former Trustee Walt Horylev is requesting health insurance coverage from the Village of Hilton beginning on 1/1/13; and

Whereas, Mr. Horylev served on the Village Board for 22 years;

Now, therefore, be it resolved that the Village Board hereby determines that Mr. Horylev is eligible for health insurance as per Section 802 (D) (1) of Employee Handbook. The Village Clerk is authorized to enroll Mr. Horylev into the Village of Hilton's Excellus Supplemental Health Insurance Plan beginning January 1, 2013 and this insurance will be provided to Mr. Horylev at no cost to him. Motion made by Trustee Speer, seconded by Trustee Bimmler. Carried 4-1 Trustee Fowler opposed. Trustee Fowler stated he was opposed due to the fact that he believes elected part time officials should not give themselves the same benefits that our full time employees get. He also believes that it is not morally correct that elected officials have drastically different benefits and ultimately different salaries. The public's vote should be for the person, not how much it costs the Village on the tax payer's dollars.

Village Manager Job Description

Resolution that the job description for the position of "Village Manager" is hereby updated as follows to reflect the current duties and responsibilities of this position: Motion made by Trustee Speer, seconded by Trustee Gates. Carried unanimously 5-0

Typical Work Activities

- Insures that Local, County and State laws, ordinances and resolutions are faithfully executed.
- Represents Village in dealing with various agencies, governments, business concerns, and the general public.
- Communicate policies, wages & benefit proposals between the employees and Village Board
- Work with Dept Heads and the Village Treasurer to prepare the annual budget
- Review, monitor and audit operating budget for all departments; provide oversight to safeguard village funds.

- Approve all monthly vouchers and expenses to be paid, prior to board meeting
- Oversee the preparation of the Village's annual financial statements
- Attends all Village Board meetings to advise and execute policy.
- Implements and reports progress on Village Board requests and miscellaneous tasks. Acts as Liaison between the Department Heads and the Village Board.
- Compile data, statistics, and reports on Village functions, including the Water Distribution System (i.e. annual water quality report, NYS & Monroe County Health Reports, certification of installed backflow devices)
- Assists and gives direction to department heads in planning and implementing services and projects
- Recommends improvements to Village procedures and policies
- Processes complaints and requests that are directed to the Village.
- Assist in the interviewing and hiring of all personnel
- Compile data, statistics, and contracts for the operation of the Municipal Gas & Electric utility, and implement changes as needed.
- Manage the Hilton Local Development Corporation, to include compiling data, preparing financial reports and the annual IRS tax return, and maintaining compliance with the NYS Authority Budget Office. Implement changes as needed
- Work the Village Attorney on all legal and real estate matters
- Represent the Village of Hilton as a member of the Upstate NY Municipal Worker's Compensation Program and attend all meetings
- Manage the operation of the Community Center, to include the following: oversee the daily use of the building, communication and leases with the tenants, and manage the custodial staff and building schedule.

Full Performance Knowledge's, Skills, Abilities and Personal Characteristics

Applicants must have the following qualifications:

- Good knowledge of principles and practices of public administration
- Good knowledge of procedures used in management and financial analysis
- Good knowledge of the techniques used in budget preparation
- Ability to coordinate village services
- Ability to establish and maintain effective professional relationships
- Ability to organize material and prepare narrative and financial reports and correspondence
- Ability to communicate effectively, both orally and in writing
- Ability to interpret personnel policy, rules and regulations
- Supervisory ability
- Integrity; good judgment; initiative;
- Health commensurate with the demands of the position.

Salary bracket: \$55,000 - \$75,000.

Civil Service: This is an Exempt position, non-competitive

There being no further discussion, the meeting was adjourned at 8:45 p.m.

Respectfully Submitted,

Shari Pearce, Village Clerk

