

**Village Board
Annual Meeting Minutes
April 1, 2014**

Present: Mayor Joe Lee, Trustees Fowler, Gates, Speer, Zabelny
Village Manager Shari Pearce, DPW Superintendent Mike McHenry,
Village Treasurer Maryalice Edwards, Deputy Clerk Amy Harter

Absent: Code Enforcement Officer Mike Lissow

Guests: Linda Viney, Bob Zabelny, Barb Speer, Tom Venniro

Oath of Office

Vice Mayor Gates administered the Oath of Office to Mayor Joe Lee for a four (4) year term effective April 1, 2014.

Mayor Lee administered the Oath of Office to Trustee Speer for a four (4) year term effective April 1, 2014.

Mayor Lee administered of the Oath of Office to Trustee Zabelny for a four (4) year term effective April 1, 2014.

Annual Appointments

Resolution to reappoint and administer the Oath of Office to Shari Pearce as Village Manager/ Clerk for a four (4) year term effective April 1, 2014. Motion made by Mayor Lee, seconded by Trustee Gates. Carried unanimously 5-0.

Resolution to reappoint and administer the Oath of Office Maryalice Edwards as Village Treasurer for a four (4) year term effective April 1, 2014. Motion made by Mayor Lee, seconded by Trustee Speer. Carried unanimously 5-0.

Resolution to reappoint and administer the Oath of Office Amy Harter as Deputy-Clerk for a four (4) year term effective April 1, 2014. Motion made by Mayor Lee, seconded by Trustee Fowler. Carried unanimously 5-0.

Code Enforcement

Mike Lissow was attending the New York Planning Federation Conference in Saratoga Springs. He is scheduled to return to work Wednesday, April 2nd. A monthly report was submitted for the Boards review.

- Snowmobiles: Mayor Lee asked that a letter regarding be mailed to Harriet Zunno regarding discussion of snowmobiles that took place on March 4th. Mayor Lee would like to verify that Ms. Zunno is aware of our communication with the Hilton Sno-Flyers Club.
- Intermunicipal Agreement: Trustee Gates informed the Board that an Intermunicipal Agreement between the Village and the Town of Parma Building Departments and Fire Marshall will expire in August 2014. The agreement allows both municipalities the ability to contact each other for service to the Village and Town residents in the event of an emergency and/or at such times that Hilton or Parma personnel are unavailable. This item will be placed on the July agenda.

Public Works Report

- Apple Fest: Mike McHenry reported that he and Keith Brown are working diligently to move the food vendors onto the parking lot in an attempt to lessen damage to the Community Center grounds. Mayor Lee noted that Rick Bjornholm sent an email to the food vendors requesting their cooperation to use propane instead of electric if possible.
- Concrete Bids: Mike McHenry noted that because no bids were received in February he advertised and held an additional bid opening on March 31st.

Resolution to accept the bid from Northrup Material @ \$97/cubic yard. Trustee Speer made the motion, seconded by Trustee Fowler. Carried unanimously 5-0.

- Community Center: Mike McHenry explained that he is actively shopping for a replacement tree near the Veteran's memorial. This tree will be dedicated to the Veterans and is intended to be planted by Memorial Day.
- Hazardous Waste: Ogden will host this years' collection on June 14th.
- Summer help: The DPW has three male college students returning for work this summer; Nick Edwards, AJ Engelbert and Andy Steiger. Mike McHenry noted that these are outstanding individuals, each with a strong work ethic.

- Overtime: Trustee Fowler commented overtime costs were handled well by Mike McHenry considering the amount of snow that has accumulated this season.
- Tree Trimming: Mike McHenry reported that Northeast Electric rented the use of their bucket truck to the Village for the cost of one month's rent, however they allowed us to use it for two months. Trustee Speer thanked the department for handling that during the extreme cold temperatures.
- Unified Planning Work Program Grant: Along with the Towns of Greece and Parma, we have received a \$5,000 grant for feasibility study to develop a trail along the Hojack Rail Line from Route 390 to the Village along the railroad bed.

Treasurer's Report

Resolution: To amend the 2013-14 budget as follows, Trustee Speer made the motion, seconded by Trustee Fowler. Carried unanimously 5-0:

<u>Increase</u>		<u>Decrease</u>
A1-1910.40 Unallocated Insurance	\$10,700	A1-1990-40 Contingency \$(10,700)
A2-5142.10 Snow Removal, OT	\$ 2,500	A2-5142.40 Snow Removal, other \$(2,500)
F1950.40 Taxes on Property	\$ 20	F18310.20 Water admin, equip \$(20)
G28120.20 Sewer equipment	\$ 1,600	G28120.4C Sewer maint. Repairs \$(1,600)

Resolution: To void the Resolution adopted from the November 5, 2013 board meeting, to loan \$40,000 from the electric fund to pay off the DPW addition bond. Trustee Speer made the motion, seconded by Trustee Gates. Carried unanimously 5-0.

Resolution: To amend the 2013-14 budget as follows to pay off the DPW addition bond,

Increase appropriated fund balance A599	\$ 70,000
Decrease Appropriations A960	\$(70,000)

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

6:00 p.m. Budget Public Hearing

Mayor Lee opened the Public Hearing at 6:00 p.m. No public comments were made.

Resolution to adopt the annual budget for fiscal year 2014-15. The tax rate is to remain at \$2.58/thousand. Motion made by Trustee Speer, seconded by Trustee Gates. Carried unanimously 5-0. Total budget amount as follows:

General	\$2,780,380
Water	\$ 513,360
Sewer	\$ 327,500
Gas & Electric	<u>\$ 9,525</u>
	\$3,630,765

Mayor Lee closed the Public Hearing at 6:04 p.m. Motion made by Trustee Speer, seconded by Trustee Gates. Carried unanimously 5-0.

Public Forum

Shawn Madigan, 17 Cosman Terrace, reported the property conditions at 11 Cosman Terrace are less than desirable. The Code Enforcement Officer will be asked to send a property maintenance letter and follow up with the property owner.

Manager's Report

Electric Program: Shari Pearce updated the Board on the status of the program. The variable rate for March was .107. The loss for this month was \$24,000 and our customers will be closed out in April.

Records Grant: Approximately 50,000 images has been scanned and returned to our office. The business files and some address residential files are scheduled to be scanned next. The grant allows us to have 97,000 images, therefore, we may scan additional permanent records.

Email address: In March, the Board discussed having email addresses available to the public listed on the website. The consensus of the Board is to offer email for each member which will be created by our webmaster.

LDC Authority: Shari Pearce reported she is working on the annual filing to the budget authority for the LDC. The annual audit was conducted this past week, upon completion the report can then be filed with the State.

Water Quality Report: The report is nearly complete and will be submitted to the Monroe County Water Authority for approval. The report will be mailed with the water bills to each resident.

Passports: A letter will be mailed to the Governor asking for assistance to begin offering passports from the Village Office.

Employee Evaluations: Shari Pearce will be conducting performance evaluations in the next month.

Facebook Page: Trustee Fowler suggested a page for the Village. Shari will be scheduling a meeting with the tech team to discuss the creation of the Facebook page and possible website changes.

Annual Resolutions:

Resolution to re-appoint Richard LaForce to the Zoning Board of Appeals for a five-year term which will expire on 3/31/19. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously 5-0.

Resolution that the following banks are hereby designated as the official depositories for the Village of Hilton: First Niagara, Chase Bank and M&T Bank. Motion made by Trustee Fowler, seconded by Trustee Gates. Carried unanimously 5-0.

Resolution that Westside News is hereby designated as the official newspaper of the Village of Hilton. If it is found, however, that another newspaper is needed, then the Democrat and Chronicle is also designated as the official newspaper for the Village of Hilton. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

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

2014

May 6th
June 3rd
July 8th
August 5th
September 2nd
October 7th
November 4th
December 2nd

2015

January 6th
February 3rd
March 3rd
April 7th

Motion to approve made by Trustee Gates, seconded by Trustee Speer. Carried 4-1, Trustee Fowler opposed, he feels that 5 p.m. is too early and one meeting per month is too infrequent.

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

Resolution to approve the following appointments: Motion made by Mayor Lee

Vice Mayor	Jim Gates
Zoning Board Liaison	Shannon Zabelny
Personnel Liaisons	Joe Lee and Jim Gates
Village Budget Liaison	Jim Gates and Larry Speer
Gas & Electric Utility liaison	Larry Speer and Andy Fowler
Hilton Parma Recreation Liaison	Andy Fowler
Enhancement	Joe Lee and Shannon Zabelny
Public Relations	Joe Lee
Newsletter	Joe Lee and Shari Pearce
Fire Commissioners Liaison	Larry Speer
School Board Liaison	Joe Lee and Shannon Zabelny
School Board of Education Liaison	Andy Fowler
Town of Parma Liaison	Joe Lee and Larry Speer
Chamber of Commerce	Joe Lee and Jim Gates
Historian	Dave Crumb
Assistant Historian	Chuck Nichols
Registrar of Vital Statistics	Shari Pearce
Deputy Reg. Vital Statistics	Amy Harter and Maryalice Edwards
Community Development	Shari Pearce and Mike McHenry
Records Retention Officers	Shari Pearce and Amy Harter
Shared Services Team	Jim Gates
Technology Committee	Andy Fowler, Shari Pearce and Debbie Jones

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 made by Trustee Speer, seconded by Trustee Zabelny. 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 & Hartford medical insurance charges
- e) Energy Services Group
- f) RGE for the supply of natural gas.
- g) NY ISO for electricity

Resolution: to authorize the following petty cash funds: \$75.00 for water & general transactions, and \$150.00 for Gas & Electric funds. Said funds shall be located in the Village Office, 59 Henry Street and the following employees shall have access to these funds: Amy Harter, Shari Pearce, Maryalice Edwards, Debbie Jones and Debbie Schwab. Motion made by Trustee Zabelny, seconded by Trustee Gates. Carried unanimously 5-0.

Resolution that the procurement policy shall be renewed for one year, with the removal of Janet Surridge from the policy. Motion made by Trustee Gates, seconded by Trustee Fowler. Carried unanimously 5-0.

VILLAGE OF HILTON PROCUREMENT POLICY

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from the administration involved in the procurement process, now, therefore, be it

RESOLVED, that the Village of Hilton does hereby adopt the following procurement policy which is intended to apply to all goods services which are not required by law to be publicly bid.

1. Every major purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can be reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 104 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases, goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County contracts; and surplus and second-hand purchases from another governmental entity. A major purchase is considered anything of value \$1,000.00 or more.

The decision that a major purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods and services

will be purchased at the best value and that favoritism will be avoided, except in the following circumstances; purchase contracts over \$20,000 and public works contracts \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.

3. The following method of purchase should be used as a guide when required by this policy in order to achieve the optimum savings:

<u>Estimated amount of purchase contract</u>	<u>Method</u>
Between \$1,000.00 and \$20,000	Written Quotations
<u>Estimated amount of public Works Contract</u>	<u>Method</u>
Between \$1,000 and \$35,000.00	Written Quotations

A good faith effort shall be made to obtain a reasonable number of proposals or quotations. If the purchaser is unable to obtain proposals or quotations, the purchaser will document the attempt made at obtaining the proposals.

4. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offerer. This documentation will include an explanation of how the award will achieve savings or how the offerer was not responsible. A determination that the offerer is not responsible shall be made by the purchaser.
5. Pursuant to General Municipal Law Section 104-b (2) (f), the procurement policy may contain circumstances when, or type of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Village of Hilton to solicit quotations or document the basis for not accepting the lowest bid:
 - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Village Board of Trustees shall take into consideration the following guidelines; (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or

training is a necessary prerequisite to the performance of the services; and c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Purchase of surplus and second-hand goods from any source. If alternate proposals are required, the Village may purchase surplus and second-hand goods at auctions or through special advertised sources where the best value may be obtained.

d. Goods or services under \$1,000. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism. All purchases made for goods and services under \$1,000 in cost shall be made based on the judgment of the purchaser.

6. This policy went into effect April 1, 1997 and is reviewed annually.

7. The following employees and/or their designees are authorized to make purchases:

Shari Pearce, Village Manager/Clerk
Mike McHenry, Superintendent
Maryalice Edwards, Treasurer
Debra Jones, Clerk III

Keith Brown, Asst. Supt
Jim Leise, mechanic
Amy Harter, Clerk III

Resolution that the investment policy for the Village of Hilton shall be renewed for one year with no changes. Motion to made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously 5-0.

INVESTMENT POLICY FOR THE VILLAGE OF HILTON

- I. SCOPE: This investment policy applies to all moneys and other financial resources available for investment on our behalf.
- II. OBJECTIVES: The primary objectives of the Village of Hilton's investment activities are, in priority order:
 - a) To conform with all applicable federal, state and other legal requirements;
 - b) To adequately safeguard principal;
 - c) To provide sufficient liquidity to meet all operating requirements; and
 - d) To obtain a reasonable rate of return
- III. DELEGATION OF AUTHORITY: The Village Board of Trustees responsibility for administration of the investment program is delegated to the Village Clerk who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.
- IV. PRUDENCE: All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Village of Hilton to govern effectively. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived. All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.
- V. DIVERSIFICATION: It is the policy of the Village of Hilton to diversify its deposits and investment by financial institution, by investment instrument, and by maturity scheduling.
- VI. INTERNAL CONTROLS: The Village Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.
- VII. DESIGNATION OF DEPOSITORY

The banks and trust companies authorized for the deposit of monies up to the following maximum amounts are:

<u>Depository Name</u>	<u>Maximum Amount</u>
M&T Bank	\$ 100,000
First Niagara	\$1,500,000
Chase Bank	\$ 500,000

VIII. COLLATERALIZING OF DEPOSITS: In accordance with the provisions of General Municipal Law, 10, all deposits of the Village of Hilton, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. Obligations issued by the United States of America, an agency thereof or a United States government sponsored corporation or obligations fully insured or guaranteed as to the payment of principal and interest by the United States of America, an agency thereof or a United States government sponsored corporation;
2. Obligations issued or fully insured or guaranteed by this state, obligations issued by a municipal corporation, school district or district corporation of this state or obligations of any public benefit corporation which under a specific state statute may be accepted as security for deposit of public moneys;
3. Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank; and
4. Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guaranty.

IX. SAFEKEEPING AND COLLATERALIZATION: Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party bank or trust company subject to security and custodial agreements. The security agreement shall provide that eligible securities are being pledged to secure the Village of Hilton deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Village of Hilton to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Village of Hilton, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Village or its custodial bank. The custodial agreement shall provide that securities held by the bank or trust company, or agent of a custodian for, the Village of Hilton, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Village of Hilton a perfected interest in the securities.

X. PERMITTED INVESTMENTS: As authorized by General Municipal Law, 11, the Village of Hilton authorizes the Village Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- a. Special time deposit accounts
- b. Certificates of deposit
- c. Obligations of the United States of America

All investment obligations shall be payable or redeemable at the option of the Village of Hilton within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Village of Hilton within two years of the date of purchase.

- XI. UNAUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS: The Village of Hilton shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the Village of Hilton conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Village of Hilton. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Village Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositaries, trading partners and custodians. Such listing shall be evaluated at least annually.
- XII. PURCHASE OF INVESTMENTS: The Village Clerk is authorized to contract for the purchase of investments:
- a. Directly from an authorized trading partner.
 - b. By participation in a cooperative investment program with another governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the Village Board of Trustees.
 - c. By utilizing an ongoing investment program with an authorized tracking partner Pursuant to a contract authorized by the Village Board of Trustees.

All purchased obligations, unless registered or inscribed in the name of the Village of Hilton, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Village of Hilton by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, 10. The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Village of Hilton, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Village of Hilton a perfected interest in the securities.

Resolution that the travel policy for the Village of Hilton shall be renewed for one year with no changes. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Village of Hilton
Travel Policy
Adopted 9/6/11

Travel by Board Members and appointed officials of the Village of Hilton will be allowed under the following policy:

1. Any travel expenses for which reimbursement is requested and allowed shall be for actual and necessary expenses incurred when conducting business for the Village and will be approved on the following basis.
 - a. Mileage - rates as approved by IRS.
 - b. Parking - necessary parking.
 - c. Tolls - for bridges, thruway charges, etc.
 - d. Meals - reimbursed subject to the IRS per diem rate
 - e. Lodging – arrangements will be made by the Village Clerk, Village Treasurer or Village Manager.
 - f. Miscellaneous - per receipt if for business purposes.
2. Whenever practical, travel shall be approved in advance by the Village Board.
3. Receipts or other documentation should be submitted for all expenses but if receipts are lost, a statement attesting to the charges may be accepted.
4. Reimbursement procedure. Upon completion of the travel a statement of all expenses with receipts shall be submitted to the Board who shall authorize the reimbursement to the employee.
5. Unauthorized expenses. Expenses such as alcoholic beverages, valet, laundry services, newspaper, entertainment expenses, or for other personal items will not be reimbursed.
6. Whenever possible, Village employees shall drive village vehicles. If a village vehicle is not available, the employee may drive their personal vehicle but the Village shall not be held liable for any damages that may happen to their vehicle, pay for any of the employee's insurance deductible.

Resolution to renew the following leases with tenants in the Hilton Community Center, motion made by Trustee Zabelny, seconded by Trustee Fowler. Carried unanimously, 5-0.

Hilton Community Child Care
Via Dance Studio
Apple Festival
Life Quest Church
Hilton Parma Recreation
Food Shelf

Resolution to retain the law firm of Lacy, Katzen LLP, and Attorney Larry Schwind on a fee basis when legal advice is needed at an hourly rate of \$ 215.00. Motion made by Trustee Gates, seconded by Trustee Fowler. Carried unanimously, 5-0.

Resolution to adopt the 2014-15 fee schedule as amended, effective date of 4/1/14. Motion to approve made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously 5-0.

**FEE SCHEDULE
VILLAGE OF HILTON
ADOPTED ON April 1, 2014
FOR FISCAL YEAR 2014-15**

*****Not for profit organizations will receive a \$30.00 credit applied to any building permit fee**

<u>Type of Permit:</u>	<u>Per Sq. Ft.</u>	<u>Minimum</u>
I. Residential:	(Price includes Certificate of Occupancy) For first dwelling unit. All others at \$40.00	
Dwelling Area	\$.12 rounded to nearest whole \$	No minimum - n/a
Unfinished Area	\$.12	No minimum - n/a
Non-Dwelling Area	\$.12	No minimum - n/a
II. Non-Residential	(Price includes Certificate of Occupancy)	
<i>New Building:</i>		
First 5000 sq. ft.	\$.12	\$150.00
All over 5000 sq. ft.	\$.10	
<i>Additions/Remodel:</i>		
First 5000 sq. ft.	\$.12	\$75.00
All over 5000 sq. ft.	\$.10	
III. <u>Other Permits</u>	(Price includes Certificate of Compliance)	<u>Fees</u>
Additions		\$ 75.00
Conversion to habitable space		\$ 75.00
Additional Certificate of Occupancy		\$ 40.00
Open or enclosed porch/sun room		\$ 75.00
Open or covered deck		\$ 75.00
Demolition		\$ 30.00
Minor structural improvements		\$ 30.00
Major structural improvements		\$ 50.00
Garage		\$ 75.00
Addition to garage		\$ 75.00
Storage shed		\$ 30.00
Swimming pool (above ground)		\$ 30.00
Swimming pool (in ground)		\$ 100.00
Fences		\$ 30.00
Commercial Satellite Antennas		\$1,500.00
Commercial co-mingled satellite antennas		\$1,000.00
Fireplace, wood stove		\$ 50.00

Floodplain development permit	\$ 75.00
Handicap Ramp	No charge
Standby generator	\$ 40.00
Sign	\$ 30.00
Additional signs (On Same Application)	\$ 20.00

Penalty fee:

If a building permit is not obtained as required by the Village Zoning Ordinance for any structure, addition or change of use, the Code Enforcement Officer shall double the permit fee. This fee is applicable to the current owner of the property, regardless if the improvement was undertaken by the previous owner or not.

IV. Miscellaneous:

Vendor's permit –parades	\$ 50.00/day per company
Vendor's permit – door to door sales	\$ 50.00/day for profit organizations
Vendor's permit – not for profit organizations	No Charge
Vendor's License - ice cream sales/food cart	\$ 50.00/per truck/cart p/Season (Apr-Oct)
Copies made for the public	\$.25/per page
Code Book	\$ 50.00
Zoning Law	\$ 25.00
Subdivision Specs	\$ 40.00
Tax Search	\$ 25.00
Additional copies requested of C.O's	\$ 25.00
Handicap parking sign	\$ 35.00
History books-Hilton USA	\$ 10.00
History books-First Families	\$ 20.00
Hilton 1965 Fire DVD	\$ 15.00
Checks returned for Insufficient funds	\$ 35.00
Recreation Fee	\$450.00/per unit
FOIL Documents	\$.25/per copy

V. Zoning Board Fees:

Application and Public Hearing	\$100.00
Conditional Use/Variance each occurrence	\$100.00
Application for Site Plan Review	\$200.00 (Once Scheduled)
Special Meeting Request for Zoning	At Cost
Village Engineer	At Cost

Village Board Fees:

Application to Rezone Property	\$200.00
--------------------------------	----------

VI. Inspection Fees:

Building Inspector	\$40.00/hr
Fire Marshall	\$40.00/hr

VII. Public Works Charges

RATE

Supervision	At cost
Labor	At cost
Equipment per NYSDOT & MCDOT rate schedule	
Sewer machine	\$35.00/hr
Sidewalks, owners request	at cost
Sidewalks, Village maintenance	no fee
Towing fee	At cost plus \$50.00
Property maintenance violations	\$100.00 plus labor, equipment and legal cost per occurrence.

Dumpster Rentals:

6 yard	\$ 80.00
9 yard	\$ 95.00
10 yard	\$105.00
Extra week	\$ 20.00 extra with no dump
Extra dump	\$ cost of dumpster
Roofing and demolition/construction material	\$ 20.00 additional
Concrete Box	\$10.00
Cardboard dumpster	\$2.00/yard

Commercial customers with Dumpsters

Dumpster rentals	\$15.00 per cubic yard
Extra dumpster pickup	¼ of monthly charge

Restaurants-Dumpster Rentals

Dumpster Rentals	\$18.00 per cubic yard
Extra dumpster pickup	¼ of monthly charge

Apartment Complexes – with or without dumpsters

Dumpster Rentals	\$15.00 per cubic yard
Curbside	\$8.00 per unit

Containers:

96 Gallon Carts: For all multi-residential and residential uses: \$58.00/each
(Amended 2/5/08)

Additional carts over one per multi-residential property as determined by the Superintendent of Public Works \$12.00/month/per cart

Recycling Boxes:	\$10.00
New Residents	no charge

Other Refuse Charges:

A. Residential Users:

Three standard containers/per week - weight not to exceed 25 pounds each - no charge
Each standard container over three per week - red standard sticker must be attached.

Cost of Stickers:

Standard	\$ 1.00/each
Bulk items	\$ 5.00/each
Refrigerants	\$12.00/each
Standard item (non-compliance)	\$ 5.00/each
Bulk item " "	\$10.00/each
Appliance pick up	no charge

B. Multi-Residential Users

1. If standard containers are used:

Three standard containers per week/per premise - - no charge (weight not to exceed 25 pounds each) Each standard container over three per week - red standard sticker must be attached.

OR

2. If dumpster(s) are used:

a) \$15.00 per cubic yard charge

C. Commercial Users:

1) For commercial properties with less than 20 units:

a) If standard containers are used:

Three standard containers per week/per premise - - no charge (weight not to exceed 25 pounds each) Each standard container over three per week - red standard sticker must be attached.

OR

b) If dumpster(s) are used: \$15.00 per cubic yard charge

2. For commercial properties with 20 or more units:

a) One dumpster is required for every 20/units and a \$15.00 per cubic yard charge

Dumpster cleaning	\$50.00 per cleaning
Recycling Containers (96/gallon)	\$1.50/month

IX. Sewer Fees:

CHARGES

Out of district residential customers	\$175.00/annually
Residential, single family homes	\$125.00/annually

Multi-Residential properties with two or more units:	\$31.25/per 15,000 gal of water minimum of \$250.00/per year
Churches	\$31.25/per 15,000 gal of water minimum of \$125.00/per year
Commercial	\$31.25/per 15,000 gal. of water with a minimum of \$125.00/per year
Townhouses and apartment complexes <u>that have one meter for multiple units</u> (Cedar Hill, Village II, Unity Health)	\$31.25/per 15,000 gal
Townhouses and apartment complexes that have <u>one meter per unit</u> (only effects Parkwood properties)	\$125.00/annually/per unit

New Sewer Connection Fees

Property within Village limits Residential use (per unit charge)	\$250.00, plus cost of installation per connection
Commercial/Industrial use	\$350.00, plus cost of installation per connection
Property outside the Village limits Residential use (per unit charge)	\$1,000.00
Commercial/Industrial use	\$2,000.00

X. Water Fees:

New installation	time & materials +10%
Water account charge	\$15.00
Final readings	\$ 25.00
Water meters 5/8" x 3/4"	\$100.00
Water meters 1" and larger	At Cost +15%
Frozen meters 5/8" x 3/4"	\$100.00
Frozen meter 1" and larger`	At Cost +15%
Disconnect/Reconnect fees	\$30.00 each time
Consumption Fees:	\$2.88/per thousand plus \$.15 per day, Village \$3.22/per thousand plus \$.16/per day outside customers
Sprinkler Connection	\$120.00/annually
Per hydrant:	\$200.00/annual

XI. Parks: (Rent of Jennejahn Lodge):

\$175.00 per occasion Friday – Sunday and Holidays
\$ 50.00 Full-time Village Employees and Village Board members (limited to one time per year)

Discounted rate for any reservation booked Monday through Thursday:
There will be no special consideration on reduced rates for non-profit groups.

\$145.00 per occasion Monday - Thursday
\$ 50.00 Full-time Village Employees and Village Board members (limited to one time per year)
All holidays will be charged the weekend price

XII. Operating Permits:

The Code Enforcement Officer may charge up to \$50.00 per inspection if any of the following organizations or place of assembly are found to be in violation of the NYS Building & Fire Code 3 times or more.

Places of Public Assembly
Exhibit and Trade Shows
Place of Worship
Repair/Gasoline Service
Pyrotechnics (Outside Only)

Temporary Structures/Tents
Multi Family:
Apartment Complex/Building
Health Care Facility

Resolution to continue our participation in the self-insured Upstate NY Municipal Workers' Compensation Program. The Village Board hereby designates Shari Pearce as the Plan Director; Maryalice Edwards as the Alternate Director; and Mike McHenry as the Plan Facilitator. Motion to approve made by Trustee Speer, seconded by Trustee Gates. Carried unanimously 5-0.

Resolution to approve the use of Village streets for the Memorial Day parade on Monday 26, 2014. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously 5-0.

Vouchers

Resolution to approve vouchers for payment with the following additions: \$45.04 Shari Pearce, \$10.00 Lacy Katzen, \$695.83 US Post Office, \$18.84 Lakeshore Supply, \$421.41 Hilton Napa, \$61.61 Caraglio's. Motion to approve made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 5-0.

Prepaid:	\$192,589.75
T&A:	\$ 18,220.37
General:	\$ 52,235.08
Water:	\$ 27,552.19
Sewer:	\$ 784.89
Electric:	<u>\$ 1,103.64</u>
Total	\$292,485.92

Resolution to approve the meeting minutes of February 18th meeting minutes as presented, motion made by Trustee Fowler, seconded by Trustee Speer. Carried 4-0-1, Trustee Zabelny abstained.

Resolution to approve the meeting minutes of March 4th, motion made by Trustee Fowler, seconded by Trustee Gates. Carried 4-0-1, Trustee Zabelny abstained.

Resolution to approve the meeting minutes of March 13th, motion made by Trustee Fowler, seconded by Trustee Speer. Carried 4-0-1, Trustee Zabelny abstained.

Resolution to approve the meeting minutes of March 18, 2014, motion made by Trustee Fowler, seconded by Trustee Speer. Carried 4-0-1, Trustee Zabelny abstained.

Old Business

- Parking Tickets: At the November 2013 meeting, Trustee Speer explained that he has received notification from the Town Justice that parking tickets issued by Monroe Sheriff's Department can be processed by the Town of Parma, with the revenue given to the Village of Hilton. No action at that time was taken. The Board would like to proceed with putting this in place and it will be discussed at the next joint meeting with the Town Board.
- Joint meeting with Town: Shari Pearce will contact the Town Clerk to set up a meeting with the The Town Board on April 29, 2014 to be hosted by the Village.
- Citizen of the Year: An ad seeking nominations appeared in the Suburban News. Letters are due to the Village Board by April 18, 2014.

Village Board Liaison Reports

Trustee Fowler updated the Board on the Recreation Departments progress as they are updating their technology.

Trustee Speer stated the Board needs to render a decision on the Rotary's request to use the Jennejahn Lodge for their meetings. The Board agreed to offer the Rotary use of the Ingham Room at no charge and there would be no reduction if they choose to use the lodge. Shari Pearce will contact Bob Hunte with this information.

Adjournment

Resolution to adjourn the meeting at 7:20 p.m. made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk