

**Village Board of Trustees
Meeting Minutes of
Tuesday, January 7, 2014
5:00 p.m.**

Present: Mayor Lee, Trustees, Speer, Bimmller, Fowler, Gates
Village Manager/Clerk Shari Pearce
Village Treasurer, Maryalice Edwards
DPW Superintendent, Mike McHenry
Code Enforcement Officer, Mike Lissow
Deputy-Clerk, Amy Harter

Guests: Shannon Zabelny

Code Enforcement Report

- FLOBA: The Finger Lakes Officials Building Association is hosting their annual education conference March 17 - 20 at the RIT Inn & Conference Center. This is part of the Code Enforcement Officer's required training. Mike Lissow is requesting authorization to attend.

Resolution to authorize Mike Lissow to attend the FLBOA conference on March 17 – 20, 2014. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously 5-0.

- New York Planning Federation: The annual conference will be held March 30 – April 1st in Saratoga Springs. Zoning Board Chairman Rick Bjornholm and members Richard LaForce and Bob Hunte are requesting to attend. This will satisfy their required four hours of training.

Resolution to authorize three members from the Zoning Board of Appeals to attend the NYPF conference March 30 – April 1, 2014. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously 5-0.

- Zoning Code update: Mike Lissow explained that the changes to the Architectural Design District in the Zoning Code are currently at our attorney's office. Mr. Lissow explained that currently Architectural Review is required for all non-residential districts. The change will require Architectural Review from the Zoning Board be conducted in the Central Business District only. There are other changes such as word usage and definitions from Section 24-1400 to Section 24-200. Changes to the non-residential districts are mainly in the Dimensional Requirement section of the Hilton Zoning Code.
- Mr. Lissow explained the Board must review and discuss SEQR as the next step prior to conducting a public hearing. Mr. Lissow stated this is an Unlisted Action.

Resolution to declare the Village of Hilton Board as Lead Agent for the changes to the Architectural Design District in the Zoning code, motion made by Trustee Fowler, seconded by Trustee Bimmeler. Carried unanimously 5-0.

Resolution to declare a Negative Declaration for this action, motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously 5-0.

The public hearing will be held on February 4, 2014 at 6:00 p.m. at the Hilton Community Center.

Superintendent Report

- Classic Car Show: Mike McHenry updated the Board regarding the event scheduled for August 16, 2014, which will be sponsored by the Village. A link will be placed on the Village of Hilton website for participant registration. Mr. McHenry explained there is space for 140 vehicles to park on Main Street. Additional cars can park at 135 South Avenue. Main Street will be closed to Smith Street and South Avenue will close from Hazen Street to Hovey Square. The Village will sponsor the cost of the portable toilets at an approximate cost of \$500 and will provide assistance from DPW employees. The next planning meeting is 2/26/14.
- Jennejahn Lodge: Mike McHenry provided renderings from MRB Group with two options for renovations to the existing building; Option 1 depicts an addition of the porch extending south. Option 2 is more detailed with a covered porch to the west of the lodge and extends the interior space to accommodate up to 99 people. The board agreed that option 2 is the preferred design at this time.
- **Resolution** to renew the Monroe County All Seasons Agreement for 2014. Motion made by Trustee Speer, seconded by Trustee Bimmeler. Carried unanimously 5-0
- Community Center: A leak was discovered in the water heater at the Community Center. A replacement was purchased at a cost \$3450 and is scheduled to be installed by the DPW on January 8th.

- DPW Overhead door: The existing motor on the overhead door needs to replacement. This door was originally installed the east side of the building in 1978. A unit will be purchased at a cost of \$1350.
- Western New York Water Works: Mike McHenry is seeking approval to send up to 3 employees to attend an annual conference at the Batavia Clarion Hotel on February 12, 2014, at a cost of \$20 per person. This is a requirement for their licensing.

Resolution to authorize 3 employees to attend the WNY Water Works Conference on February 12, 2014, motion made by Trustee Speer, seconded by Trustee Bimmeler. Carried unanimously, 5-0.

Public Comment

Mayor Lee opened the meeting for public comments at 6:00 p.m. No one from the public wished to comment; therefore, the public forum was closed at 6:00 p.m.

Treasurer's Report

- Credit card payments: Maryalice Edwards reported that the use of online electric payments made from our website have doubled this month. The Board was very pleased with this information.

Manager's Report

- Credit Card Policy: A replacement credit card has been ordered for Shari Pearce due to the retirement of former Manager, Janet Surridge. First Niagara Bank requires the Village Board approve an updated credit card policy.

Resolution to approve the updated credit card policy for 2014. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 5-0.

Credit Card Policy

December, 2013

Credit/Purchasing Cards

The Village of Hilton issues credit cards to department heads for the purchase of items necessary to carry on the business of the Village. Credit cards are to be used only if the vendor will not invoice the Village and will not accept a Purchase Order from the Village to complete the transaction. Individual items purchased by the Superintendent of Public Works with a credit card shall not exceed \$5,000. Individual items purchased for all other

departments of the Village by the Village Manager shall not exceed \$2,500. Total combined cards not to exceed \$7,500.

The following general rules apply to the use of the cards:

- All purchases are subject to the Village's Procurement Policy.
- Cards shall not be used for personal purchases of any kind. Use of the cards for personal purchases or expenses with the intention of reimbursing the Village is prohibited. Personal liability for such purchases will be immediately made and the loss of credit card privileges will result from such circumstances.
- All receipts related to a purchase need to be approved by the department head within three days of the purchase or return to work if used for Village business travel.
- All receipts must be forwarded to the Village Treasurer immediately following approval.
- If a receipt for proper documentation is not available to submit, the cardholder must provide a written statement that includes a description of the item, date of purchase, merchant's name, and an explanation for the missing support documentation that shall be approved by the department head and submitted to the Village Treasurer within three days of the purchase.
- Use of the New York State Tax Exempt form will apply to all purchases.
- Card holders will verify that the goods or services are allowable. Lack of proper documentation or authorization may result in the loss of the Village issued credit card and/or personal liability.
- All purchases made with these cards shall be paid for within the grace period to avoid interest charges or penalties to accrue.
- Misuse of a Village credit card by an unauthorized employee may result in loss of the credit card and/or disciplinary action up to and including termination of employment.
- Cardholders are responsible for determining if the intended purchase is within the cardholder's credit card limit.
- Cardholders are responsible for managing any returns or exchanges to obtain proper credit for returned merchandise. The cardholder should contact the vendor to obtain instructions for returns and make sure the proper credit is applied to the card on which it was charged. No cash refunds are allowed.
- Cardholders shall take measures necessary to safeguard the security of the credit card and the card number.
- Lost or stolen cards must be reported to the Village Manager immediately after discovery.
- Periodic review may be conducted of both the card activity and the receipt retention by the Village and the auditors employed by the Village.

- Upon separation of employment, cardholders shall surrender their Village credit cards to the Village Manager on or before the last day of work and prior to the payment of final compensation.

By signing below the cardholder agrees to follow the above requirements for the use of a Village credit card.

- 2014 Holiday Schedule: Shari Pearce provided the Board with a list of holiday dates to be considered for the upcoming year.

Resolution to accept the Holiday Schedule for 2014 as recommended, motion made by Trustee Fowler, seconded by Trustee Gates. Carried unanimously 5-0.

Holidays 2014

Holiday	All Departments Closed	Refuse & Recycling
New Year's Day 2014	Wednesday, January 1st	Thursday, January 2nd
Martin L. King	Monday, January 20th	Tuesday, January 21st
President's Day	Monday, February 17th	Tuesday, February 18th
Good Friday	Friday, April 18th	Not Applicable
Memorial Day	Monday, May 26th	Tuesday, May 27th
Independence Day	Friday July 4th	Thursday July 3rd
Labor Day	Monday, September 1st	Tuesday, September 2nd
Columbus Day	Monday, October 13th	Tuesday, October 14th
Veteran's Day	Tuesday November 11th	Wednesday November 12th
Thanksgiving	Thursday, November 27th	Wednesday, Nov 26th
	Friday, November 28 th	Not Applicable
Christmas	Thursday December 25th	Wednesday December 24th
	Friday December 26th	Not Applicable
New Year's Day 2015	Thursday January 1st	Wednesday December 31st

- Employee Handbook: Shari Pearce and Mike McHenry are proposing changes to the employee handbook. The proposals would only apply to newly hired full-time employees:
 1. Reduce the maximum vacation to 5 weeks after 20 years of service.
 2. After 6 months of service, the employee will receive one week of vacation time and after 12 months of service, receive the second week of vacation.
 3. New employees be provided with twelve weeks of sick time every three years.

The Board suggested the employees review this proposal. After their feedback is received, the Board will discuss implementing the changes.

- Election: The next Village election is scheduled for March 18, 2014. There are possibly four candidates for two Trustee seats and two candidates for Mayor.

Resolution that the next Village election shall be held on March 18, 2014, the polling place will be the Hilton Community Center, 59 Henry Street and the voting hours shall be 12 noon thru 9:00 pm. Be it further resolved that there shall be no Village registration day since the County of Monroe will provide a list of registered voters. Motion made by Trustee Fowler, seconded by Trustee Gates. Carried unanimously 5-0.

- 2014 Fireman's Parade: The Hilton Parma Fire District has requested permission to use Village streets for their annual Kiddie and Grand Parades.

Resolution to allow use of Village Streets for the Hilton Firemen's parade on July 23 and July 24, 2014. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously 5-0.

- HDK update: Mayor Lee spoke to Harald Juergens and was told their attorney will contact Larry Schwind regarding one final matter. Mr. Lee expects to have progress within a week.
- CGI Video: The video featuring the Village is now attached to our website.
- Parking tickets: This item will be addressed at the next joint meeting with the Town of Parma.
- Billing Issue: A resident is requesting a substantial refund for a refuse billing discrepancy, which dates back to 2004. Maryalice Edwards has determined how much the resident has been billed. After a discussion with the staff at NYCOM, we have learned there is a 6-year statute of limitation regarding billing discrepancies; furthermore, requests for credits shall be submitted in writing to the Village Board. This item was be tabled until a written request from the resident is received for the Board's review. The Village Manager will contact the resident this week with this information.

- Community Development Grant: Shari Pearce explained the opportunity to apply for a grant to upgrade the Hilton Community Center is due in February. Suggestions that were discussed; improvements to the heating system, a covered outdoor handicap ramp and improvements to the Ingham Room kitchen.
- Budget Schedule: Mrs. Pearce suggested a schedule for budget meetings should be determined.
- Monroe County Sheriff's Department: Mayor Lee has a meeting with Captain Inzana Tuesday, January 14th to discuss various issues within our neighborhoods.
- Winter Legislative Meeting: Shari Pearce noted the annual meeting is scheduled on February 9th and 10th in Albany. Coincidentally, the ISO has invited Village Officials to meet at their office regarding the electric program. This is very close in proximity and would be a convenient time to consult with them.

Resolution: to authorize Shari Pearce and Maryalice Edwards to attend the Winter Legislative Meeting in Albany February 9th and 10th and to incorporate a meeting with the ISO at the same time, at a cost not to exceed \$1500. Motion made by Trustee Gates, seconded by Trustee Fowler. Carried unanimously 5-0.

- Community Center Custodians: Shari Pearce explained she has adjusted the custodial staff's hours and duties for more suitable daytime coverage.

Vouchers

Resolution to approve the abstract of vouchers with the following additions: \$30.00 FLBOA, \$45.00 Fire Marshal Association, \$8.80 Hilton Post Office. Motion made by Trustee Speer, seconded by Trustee Bimmeler. Carried unanimously 5-0.

General Fund	\$ 112,744.55
Water Fund	\$ 27,948.75
Sewer Fund	\$ 2,248.94
Gas & Electric	\$ 1,195.44
Prepaid	\$ 131,092.80
Trust & Agency	<u>\$ 2,131.92</u>
	\$ 277,362.40

Minutes

Resolution to approve the meeting minutes of December 3, 2013 as amended. Motion made by Trustee Speer, seconded by Trustee Fowler, Trustee Gates abstained. Carried 4-0-1.

Executive Session

Trustee Fowler made a motion to enter into Executive Session at 6:45 p.m. to discuss a personnel matter, seconded by Trustee Gates. Carried unanimously 5-0.

- **Resolution** to grant a wage increase to employee Cody Kelly in the amount of \$.77 per hour effective 1/1/2014. This is part of our semi-annual review process for new employees during their first three years of employment. Motion made by Trustee Gates, seconded by Trustee Bimmller. Carried unanimously 5-0.
- **Resolution** to increase our starting wage for both the Community Center employees and DPW summer help from \$9.00 to \$10.00 per hour to stay aligned with the increase of the national minimum wage increase. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously 5-0.
- **Resolution** to increase our permanent part-time employee wages by \$1.00 per hour to stay aligned with the increase of the national minimum wage. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously 5-0.

Trustee Bimmller made a motion to exit out of Executive Session at 7:15 p.m., seconded by Trustee Gates. Carried unanimously 5-0.

There being no further business, the meeting was adjourned at 7:15 p.m.

Respectfully Submitted,

Amy Harter, Deputy Clerk