

**Village Board
Annual Meeting Minutes
May 6, 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, Code
Enforcement Officer Mike Lissow

Guests: Tom Venniro, Dave Tresohlavy, Rick, Patti and Linzee Reyes and other
unidentified guests

Code Enforcement

- Zoning Board Member: Mike Lissow explained that he has met with Chairman Bjornholm and the applicants for the open seat on the Zoning Board of Appeals. They are recommending Ms. Shelly Kordish.

Resolution: To appoint Ms. Shelly Kordish to the Zoning Board of Appeals to fill the unexpired term of Shannon Zabelny. Motion made by Mayor Lee, seconded by Trustee Gates. Carried unanimously 5-0.

- Eagle Scout project: Mr. Lissow updated the Board that Andrew Haffen has completed the storm water catch basin labeling project for the Village.
- Right to Farm Law: Mr. Lissow explained the Town of Parma will likely be declared as the Lead Agent for Right to Farm Law.
- Stormwater: Mike Lissow stated on May 28th Unionville Station will have their annual meeting held at the firehouse. At the meeting, Mike Lissow has has Monroe County Soil and Conservation District to attend and present a seminar title “Living near a Storm Water Pond”. Unionville has three ponds in their area and there has been many questions on what could be done to make the ponds nicer. The speaker will explain the function of the ponds.

Public Works Report

- Community Center: Mike McHenry updated the board on maintenance completed at the Community Center. An elm tree was planted to be dedicated on Memorial Day. The DPW employees installed stainless steel at the entrance to the Ingham Room to protect the walls from damage when chairs and equipment are moved. The outdoor ramp was damaged this past winter and has been repaired. LED lighting was installed on the flagpole.
- Basketball 3v3 tournament: The Village and Recreation Department are working together on this event scheduled for August 23rd, with a rain date of August 24th. Food vendors are being sought. Profits will benefit the Hilton Parma Food Shelf.
- Food Drive: Foodlink and the Hilton-Parma Food Shelf is holding a food drive on May 10th from 11 a.m. – 1:00 p.m. All recipients will be asked to line up in their vehicles on Old Hojack Lane from the west. There are several volunteers that have committed to assist.
- Skid Steer: Mike McHenry presented the Board with an overview of cost and specs for the loader recommended. The final cost is expected to be \$ 28,073.30 pending the trade in value of the Village owned skid steer, which is estimated at \$10,000.00.

Resolution to authorize the DPW Superintendent Mike McHenry to purchase a skid steer loader at a cost not to exceed \$38,073.30, the order will be placed the last week of May for delivery within 30 days. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

- Seasonal Help/Summer Hours: There has been a change in personnel scheduled for summer work. John Allport will begin May 12th. Summer hours began May 5th, Monday through Thursday: 7 a.m. - 4:30 p.m. Friday hours: 7:00 a.m.-11:00 a.m. Two employees will be working Fridays until 3:30 p.m.
- Salmon Creek Park: The Cub Scouts cleaned the park April 26th. Mike McHenry commended them for their hard work.
- Request for grant: Mike McHenry noted he will be seeking grants for road improvements for Cedar Terrace in the amount of \$125,000 and for lodge improvements for \$160,000. A letter was sent to Senator Robach's office.
- State Emergency Management Office: Mike McHenry and Mayor Lee attended a presentation provided by S.E.M.O. on running government during a disaster. This is a directive from Governor Cuomo.

- Carnival Security: Mike McHenry reported the the Hilton Fire Department received a letter from the Greece Police Department stating they will not be providing traffic control during the Hilton carnival. The Fire Department is working on an alternative plan.

Treasurer's Report

- New York State audit: Maryalice Edwards reported that an audit for the state tax cap was conducted recently and the results will be mailed to our office.
- Tax Bills: The tax roll file was sent to the County for printing and will be forthcoming for mailing to our residents by May 31st. Tax bills are due to the Village by Friday, July 1st.

Public Forum

Trustee Fowler made a motion to open the Public Forum at 6:10 p.m., seconded by Trustee Gates. Carried unanimously, 5-0.

Linzee Reyes won the State Champion free throw contest, sponsored by the Knights of Columbus, in West Point, New York. Mayor Lee presented Linzee with the key to the Village. Linzee's family was present and refreshments were served.

Trustee Fowler made a motion to close the Public Forum at 6:19 p.m., seconded by Trustee Zabelny. Carried unanimously 5-0.

Manager's Report

- HDK: Shari Pearce spoke with Larry Schwind and there is a closing scheduled for May 8th.
- Records Grant: Shari Pearce updated the Board on the progress made thus far; there has been a change to one of the vendors scanning Village records. Rochester Rehabilitation will no longer be scanning records of May 8th. General code will be taking over the process. They will begin scanning the large maps and commercial files first and then miscellaneous files we have in the records room. The office is working diligently to complete the project on time and scanning all the documents that we have.
- Grants for Community Center: Mayor Lee, Mike McHenry and Shari Pearce had a meeting with Jeff Rodgers from Louise Slaughter's office last week to inquire what grants may be available for the Community Center repairs. Mr. Rodgers forwarded Shari Pearce some information on statewide grants. She also asked Kyler Wilber who came out to see the shared services team in February of any grant opportunities.

- Leases: Shari Pearce reported that leases for the Community Center tenants will be completed this month.
- LifeQuest Community Church: An additional worship service will be added once monthly on Saturday evening. A fee will be charged to the church for the use of the facility.
- Village Office: An employee is on medical leave until May 28th. Vicky Taylor is helping to fill in.
- Technology Committee: Shari Pearce, Debbie Jones and Trustee Fowler have met regarding a new website and Facebook page. They will obtain quotes from other providers and report back to the board with a recommendation.
- Email for board members: Shari Pearce questioned if the board members have agreed to provide the public with email accounts. The Board's consensus is for Gmail accounts to be created for all Board members with a link from our website.
- Day Care: Shari Pearce reported that Kelly Climer is considering expanding the playground area, replacing the existing chain link fence with a 6' high fence to extend 16' to the west. The Village owns the existing equipment. For insurance reasons, the public cannot use this equipment but with only a 4' high fence, people are still utilizing the playground. The Board feels that in the event the daycare leaves the property, the fence becomes property of the Village. The Board is not interested in owning any additional playground equipment. The Board would like additional information regarding the type of equipment and to receive a copy of the insurance that Mrs. Climer currently holds. Mike Lissow also questioned if there are annual inspections conducted on the playground by the State.
- Hilton Post Office: Shari Pearce explained that in July 2013, the Village was notified that Christa Construction had defaulted on their loan. A F.O.I.L. request was received recently from Nixon Peabody Attorneys requesting a copy of the ground lease. This has been forwarded to the Village attorney for his review.
- Community Development Block Grant: The Village received a letter stating we have been preliminarily awarded \$20,850.00 for upgrades to the Community Center.

Recreation

- Recreation Supervisor: Tom Venniro announced that Kelly Bartell has been hired to fill a vacancy in the department.
- Garage Sale: The Community wide sale will be held May 16th and 17th. An ad will be placed in the Suburban News this week.

- Senior Center Anniversary party: Tom Venniro stated on May 2, 2014, a dinner was held at the Plantation Party House for the 30th Anniversary of the Senior Center. The event was well attended and Mayor Lee commended the Recreation Department on this successful event.

Vouchers

Resolution to approve vouchers for payment with the following additions: \$700.00 Mary Lissow, \$ 16.99 Lakeshore Supply, \$47.92 Mountain Glacier, \$45.80 Shari Pearce, \$1,679.00 Town of Parma. Motion to approve made by Trustee Fowler, seconded by Trustee Gates. Carried unanimously 5-0.

Prepaid:	\$ 81,226.44
T&A:	\$ 18,220.37
General:	\$ 38,557.41
Water:	\$ 26,453.64
Sewer:	\$ 3,228.88
Electric:	\$ <u>313.90</u>
Total	\$ 168,000.64

Minutes

Resolution to approve the meeting minutes of April 1, 2014, as submitted, Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Village Board Liaison Reports

- Memorial Day parade: Mayor Lee would like anyone that is available on Monday, May 26th to help with the ceremony at the Community Center to please let him know.
- Food Shelf Donation: There was discussion about inquiring the Town Board for monetary donations to support the Food Shelf. Residents throughout the entire community have been utilizing this resource.

Executive Session

Motion made by Trustee Gates, seconded by Trustee Fowler to enter into Executive Session at 6:50 p.m. to discuss a personnel issue.

Motion made by Trustee Fowler, seconded by Trustee Gates to increase the wages of Cody Kelly by .75 per hour. This is for his final six month review period. Carried unanimously, 5-0.

Citizen of the Year

Mayor Lee would like to nominate Tina & Mike Zebulske for 2014 Citizen of the Year. Tina and Mike spend hours supporting the food shelf by collecting and organizing donations, maintaining the entire stock, coordinating food drives and making sure that those in need do not go without necessities.

Resolution to select Tina and Mike Zebulske as our 2014 Citizens of the Year for their volunteerism with the Hilton Parma Food Shelf. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

Adjournment

Resolution to adjourn the meeting at 7:30 p.m. made by Trustee Gates, seconded by Trustee Fowler. Carried unanimously 5-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk