

**Village Board  
Meeting Minutes of  
October 7, 2014**

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

Guests: Recreation Director, Tom Venniro  
Robert Holden, Gary Inzana, Pete McCann, Michael Piper, Nick Mienev, Jack,  
Laurie and Shawn Madigan

Mayor Lee called the meeting to order at 5 p.m. with the pledge followed by a moment of silence.

**Recreation**

Halloween Parade: Tom Venniro, Director, explained the annual Halloween celebration is planned for October 18<sup>th</sup>. He is seeking permission to use Village streets from Lake Avenue from St. Leo's Church, to Gorton Avenue and continuing to the Community Center grounds.

**Resolution** to allow the Hilton Parma Recreation the use of the village streets as requested on October 18, 2014 for the annual celebration. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously 5-0.

## Treasurer

**State Aid:** Maryalice Edwards reported the State Aid was budgeted at \$122,235. The payment we received totaled \$128,492, resulting in an increase of \$6,257 in revenues.

**CHIPS:** The Village recently received payment of \$69,324.51, which included a one-time extreme winter recovery reimbursement. \$51,310.00 was budgeted for this revenue, which increased our revenues by \$18,014.51. The total expense budgeted is \$120,000, we have spent \$116,790.52 to date.

## Code Enforcement Officer

**42 Peach Blossom Road South:** Mike Lissow provided a photo of the current condition of the house. The house has been demolished with the exception of two partial walls, one with a fireplace. During demolition, the property owner sold the property. A stop work order was issued to the demolition contractor on September 9, 2014. The contractor has since requested an extension from the Code Enforcement Officer for the demo work. Mike Lissow declined their request, as the current condition of the property is a safety hazard and has given them a deadline of today, October 7<sup>th</sup>, to complete the demo. Mike is seeking permission to hire Frederico Construction and Demolition to complete the job at a cost of \$8,155.00. The scope of work includes: filling in the basement, removal of all debris, removal of the basement and garage floors, eliminating a shed in the northeast corner, level the ground of the former pool location, remove the driveway and fill with clean dirt and to seed the lot. Mike Lissow explained the utilities have been disconnected and the sewer connection will be capped by Frederico. The code allows for hiring a contractor at prevailing wage in an emergency situation. The costs will be placed on the Village tax bill.

**Resolution** to authorize Code Enforcement Officer, Mike Lissow, to hire Frederico Construction to complete emergency demolition of 42 Peach Blossom Road South at a cost not to exceed \$8,155.00. This amount will be added to the Village tax bill for reimbursement. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

**Training:** Mike Lissow is seeking authorization to attend a seminar addressing outdoor lighting sponsored by M/E Engineering on November 5<sup>th</sup> at 7:00 p.m. The cost is \$99.

**Resolution** to authorize Code Enforcement Officer, Mike Lissow, to attend an outdoor lighting seminar sponsored by M/E Engineering on November 5, 2014 at a cost of \$99. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 5-0.

**Lighting Moratorium:** Mike Lissow explained with the constant changes in technology, he is suggesting a six month moratorium on parking lot light installation. He will be researching this topic in hopes to make necessary code changes.

**Resolution** to place a six (6) month moratorium of installation of any parking lot lights within the Village, motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

**Stormwater:** Mike Lissow is seeking approval from the board for the Mayor to sign the Inter-Municipal agreement for the storm water coalition. Mike stated there are minor changes from the last year's agreement as presented by the Stormwater Coalition.

**Resolution** to authorize Mayor Lee to sign the new Stormwater Inter-Municipal agreement. Trustee Fowler made the motion, seconded by Trustee Speer, Carried unanimously 5-0.

**62 East Avenue:** Mike Lissow met with Mrs. Ciccotti, who is the owner of the property; she agreed to the board's request to remove the handicap ramp. Due to the lack of green space on her property, the ramp was constructed on a portion of Village property with board approval. She has since moved from the home and the need for the ramp is no longer necessary. Mrs. Ciccotti has asked for an extension to allow her time to coordinate the work. The board agreed an extension is acceptable at Mike Lissow's discretion.

**St. Leo's Lighting:** Trustee Speer explained he and Trustee Gates met with church members, St. Leo's attorney and the Holden's on October 6, 2014 to discuss a possible solution to the lighting situation at 27 Peach Blossom Road South. This is a follow up meeting from discussions on September 22, 2014.

The light located on the west pole near the walkway has been adjusted downward; the light on the north facing pole in the parking lot had a shield added; however, the Holden's do not feel these are adequate solutions. It has been agreed that Code Enforcement Officer, Mike Lissow, will visit the site again and re-assess the situation and determine if there is still a violation with the lighting. He will notify all parties, and determine the next step.

Mike Lissow suggested the code be reviewed with MRB Group to consider updates. Mike suggested buying a light meter for indoor emergency lighting as well as external lighting measuring.

**Resolution** to authorize the Code Enforcement Officer to purchase a light meter at a cost not to exceed \$200.00, to be paid from the street lighting budget. Trustee Fowler made the motion, seconded by Trustee Zabelny. Carried unanimously 5-0.

### **Superintendent Report**

**New Vehicle:** Mike McHenry explained the 2015 Chevy Traverse purchased for the use of the Office Staff and Code Enforcement Officer has been returned to the dealership for a missing remote start and lack of undercoating as agreed upon. Mike expects it to be delivered to us within the next several days.

**Foodlink:** A food drive is scheduled on November 8<sup>th</sup> at the DPW.

**Telephone Booth:** An antique telephone booth that has been stored at the DPW for several years will be transported to the Parma Historical Society for restoration and display.

**Underwood Avenue:** The SMART Trailer was placed near 65-67 and 76 Underwood Avenue in September. Mike McHenry supplied the results to the board. 361 out of 4,586 vehicles exceeded the 30 mph speed limit throughout the time surveyed. Mayor Lee will speak to Capt. Inzana and ask the sheriff's department to step up their patrols in this area.

**Sewer camera:** The new equipment has been received by the Village of Spencerport and will be installed by the Brockport DPW personnel. One person from Hilton will be sent for training. The three municipalities own the equipment.

**Sewer Extension:** Two Parma properties located at 601 and 605 North Avenue will be connected to the Village sewers by Bob Crowley beginning on Monday, October 13<sup>th</sup>.

**Water leaks:** There have been two significant leaks along West Avenue in the past week. After several attempts to locate them, Mike McHenry requested assistance and equipment from the Monroe County Water Authority. Quest School was closed around lunchtime on for the afternoon and the main was repaired within 6 hours.

**Hojack Trail Feasibility Study:** Mike McHenry provided copies of a Request for Proposals prepared by the Town of Greece. This study is to determine the feasibility of a trail along the former Hojack Rail line from the NYS Route 390 bike path west to the Village. Proposals are due to the Town of Greece on November 25, 2014.

**Apple Fest:** Mayor Lee thanked Mike McHenry and the DPW staff for their assistance in the preparation of the Apple Fest as well as the final clean up.

### **Public Comment**

Mayor Lee opened the meeting for public comment at 6:00 p.m.

Shawn Madigan, 17 Cosman Terrace, provided photos depicting the condition of the property located at 11 Cosman Terrace. He commented that there is a basketball hoop placed on the public sidewalk, the lawn is not consistently kept mowed, there is debris left on the lawn, dog feces that is not cleaned up and grass clippings are blown onto their property. Laurie Madigan commented the SWAT team arrested someone at that house last week and that she has witnessed what she believes to be drug transactions in the road. Trustee Speer concurred the placement of a basketball hoop is illegal. Mayor Lee asked if they have spoken to the neighbors, Mrs. Madigan said Mr. Bullis has stated he would take care of the issues but has not. Trustee Speer noted the Code Enforcement Officer can review the property and reach out to the owner for their assistance.

Gary Inzana, 24 West Avenue, Spencerport, stated he and the other business owners of 4 and 7 South Avenue received a termination of the lease from the Village regarding the parking lot east of their buildings.

Peter McCann, as agent for owner of 7 South Avenue, stated he would have preferred a courtesy call or letter from the Village. He stated he was told by someone in the Village Office the property owners may present a proposal to the Village Board for consideration. At this time, they have not had enough time to come to create a proposal. Mr. McCann stated the village will have a problem with the neighbors if the lot becomes private. It was discussed that neighbors will be notified by the property owners of this change. Trustee Speer explained that the lot is privately owned and has been leased by the Village.

The Village maintains the lot and has decided to no longer continue with this agreement. Mike McHenry stated the property owners would have more control if the lot is no longer leased to the Village.

Nick Meiney, 4 South Avenue, stated as a business owner, he wants to be certain his clients have adequate parking. He had his attorney review the documents. He further stated that he would have appreciated a dialog with the Village instead of receiving the termination letter. Shari Pearce responded the packet of information sent out was based on the advice of the Village attorney.

Gary Inzana explained he understands these issues as he has plenty of experience with owning property. He suggested they could place a maximum of 2 hours of parking for businesses customers with different hours for tenants/customers. Mayor Lee feels the Village should terminate the lease, citing that snow plowing is a problem and Village taxpayer's money should not be used to maintain their lot. Trustee Zabelny also agrees they would have more control if they take ownership back.

Pete McCann, provided a letter dated June 4, 1998 from former Village Administrator, Jim Ingham, stating the Village would provide an opening between 5 and 7 South Avenue at the curb if the need arises. *This letter is included at the end of the minutes.*

Mayor Lee closed the public comment portion of the meeting at 6:36 p.m.

### **Manager's Report**

**Dance Lease:** Shari Pearce reported the tenant of the dance studio would like to utilize additional space for the students' parents while she teaches class. Many of her classes consist of young children and their parents are not comfortable leaving the premises. The board agreed to charge \$300 per month for the additional space leased.

**Website:** The new design template for our website is almost complete. Shari Pearce will be meeting with the departments for their input of their specific pages prior to the launch. Shari noted she is very pleased with the progress thus far.

**Special Police:** Shari Pearce has scheduled a meeting on October 14<sup>th</sup> with the sub-committee to revise the general orders. Based on their recommendations, a meeting with the entire team will be scheduled.

**Audit:** Representatives from Raymond Wagers office reviewed our financial records recently. Their findings are expected to be received by the next board meeting. Shari Pearce thanked Treasurer, Maryalice Edwards, and Superintendent, Mike McHenry, for their assistance to the auditors.

**Electric program:** This program was discontinued by the Village Board in April 2014. The NYISO regulations allow ESCO's to remain inactive for six months, after that time, programs should be dissolved. Shari Pearce reported our contact at the New York Conference of Mayors has confirmed in order for a future board to reinstate the program, a public referendum would be required. Mrs. Pearce recommends the program be terminated at this time.

**Resolution** to dissolve the electric program in its entirety, and Manager, Shari Pearce to file the appropriate documentation as required. The motion was made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 5-0.

**Water Utility Accounts:** Shari Pearce reported that some of the existing water accounts are in tenants names. She learned recently for legal reasons, all accounts should be listed in the property owners name exclusively.

**Resolution** to require all water utility accounts be placed only the property owners names, Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

**Cell tower lease:** Shari Pearce explained that payment from Sprint/Nextel has not been received since August. Tom Peaslee, from the Monroe County Water Authority, told Shari that Sprint/Nextel is terminating their lease. The Village expects to receive payment for the months of September and October.

**Computer Purchase:** Shari Pearce reported recommendations were made at the recent NYCOM conference expressing the need to have one computer used exclusively for online banking. The risk of hacking into financial data is high. Shari suggested purchasing an iPad or laptop for portability and storage.

**Resolution** to authorize Village Manager, Shari Pearce to purchase a computer at a cost not to exceed \$1,000.00 from the electric fund. Motion made by Trustee Gates, seconded by Trustee Fowler. Carried unanimously 5-0.

**Health Care:** Shari Pearce anticipates rates for 2015 will be announced in the next few weeks. An increase of 18% for health care costs were budgeted.

**Vouchers**

Prepaid	\$10,392.46
T&A	\$17,575.12
General	\$80,178.47
Water	\$39,504.01
Sewer	<u>\$25,589.41</u>
Total	\$173,239.47

Trustee Speer made the motion to approve the vouchers as presented, seconded by Trustee Zabelny. Carried unanimously 5-0.

**Minutes**

Trustee Fowler made the motion to approve the meeting minutes of August 26, 2014 as presented and September 2, 2014 as amended, seconded by Trustee Speer. Carried unanimously 5-0.

**Executive Session**

Trustee Gates made the motion to enter into Executive Session at 7:45 p.m. to discuss an employee's job description, seconded by Trustee Speer. Carried unanimously, 5-0.

Trustee Speer made a motion to exit out of Executive session at 8:15 p.m. Seconded by Trustee Gates. Carried unanimously 5-0.

**Resolution** to change the job title for DPW employee Cody Kelly from Parks Laborer to Motor Equipment Operator and increase his wage from \$15.75 to \$18.00 per hour effective November 1, 2014. This is a recommendation from his Supervisors, Mike McHenry and Keith Brown. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously 5-0.

There being no further business, the meeting was adjourned at 8:25 p.m.

Respectfully Submitted,

Amy Harter, Deputy Clerk

June 4, 1998

Pete McCann  
7 South Ave  
Hilton, NY 14468

Re: Drive Way Curbing

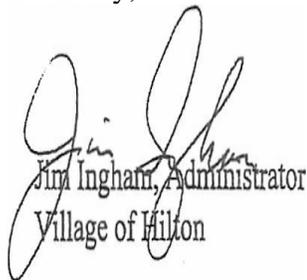
Dear Pete:

This letter is a follow up of a discussion between yourself and Tom Tilebein, Village of Hilton Superintendent of Public Works. Where by, you gave the New York State Department of Transportation permission to install the new granite curbing across the drive way opening between 5 South Ave and 7 South Ave to the level of the adjoining curb:

This letter will be the assurance that we agreed that if the time comes necessary that the driveway needs to be reopened and used between the two buildings again, we will put the driveway entrance back to the specifications that are shown on the attached drawing.

If there are any other questions or concerns that you may have, please feel free to contact me at the Village Office.

Sincerely,



Jim Ingham, Administrator  
Village of Hilton

cc: John Capezuto