

**Village Board
Meeting Minutes
July 8, 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: Robert & Melinda Holden

Code Enforcement Report

- Village/Town Municipal Agreement: Mike Lissow explained that Dennis Scibetta has been hired as the Building Inspector at the Town of Parma. The current agreement between Hilton and Parma is due to expire in August 2014. Mike McHenry has agreed to fill in if needed when Mike Lissow is out of town. They will determine an action plan for emergencies. Mike Lissow expects to meet with Mr. Sciabatta in the near future to discuss the Village and Town Municipal Agreement. Trustee Gates suggested that the agreement should be in place for 2-years.
- County Stormwater Collation: There is a new Inter-municipal agreement with the County, Towns and Villages for the continuation of the Stormwater Coalition. This has been mailed to the Villages for their review.

Treasurer Report

- 2014-2015 Village Taxes: To date, the amount of collected taxes is \$862,559.67. \$39,345.88 is currently outstanding.
- 2014-2015 Budget: Maryalice Edwards will be entering the budget information into the Springbrook and is currently completing closing out 2013-14 books.

Managers Report

- **Liability Insurance:** Shari Pearce met with our consultant, Reed Yancey. Shari reported that Houston Casualty continues to be the most competitive in the municipal marketplace. Shari Pearce is recommending we continue coverage with Houston Casualty for the 2014-15 year.

Resolution to authorize the Village Manager to renew the liability insurance policy with Houston Casualty for 2014-2015 at a cost of \$56,075.28. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

- **Electric update:** Shari Pearce explained that there are fixed rates offered by NOCO, which is an ESCO. They are offering a fixed rate of .071 for the SC1 and SC2 accounts. Shari recommended with the high prices this past year, we should consider a fixed price or a blended price. The board was in agreement to enter into a fixed price contract with NOCO for a period of one year with the current fixed price offering.
- **HDK:** Mr. Juergens' attorney is expected to mail an agreement to Ken Sixt's attorney for his review. A closing date has not been scheduled.
- **Records Grant:** The office will continue working on the files throughout the summer and into fall. There are additional records that can be scanned which include office files and some in the Records Room.
- **Grant Writing:** Shari Pearce and Mike McHenry met with Connie Schwartz, Grant Writer from MRB Group. Ms. Schwartz is the former Administrator from the Village of Seneca Falls and has a good understanding of the needs of municipalities. Ms. Schwartz will suggest the appropriate grants that we would likely receive. MRB would like to give a presentation to the board on the services they offer. Shari Pearce and Mike McHenry will work to create a wish list for the Board to review and prioritize. A workshop may be scheduled to meet with MRB in the coming weeks.
- **Website:** The website team has received a quote from Scenic View (our current provider) on a new website design, which is being modeled after the Town of Ogden website. Shari Pearce recommended hiring Scenic View for our web designer at a cost not to exceed \$1,200.00.

Resolution to authorize Scenic View to prepare an enhanced website, at a cost not to exceed \$1200.00 to be taken of the contingency fund, as this is not a budgeted expense. Motion made by Trustee Fowler, seconded by Trustee Gates, 5-0.

- **Special Police:** Shari Pearce has asked the Village Attorney, Larry Schwind for his opinion on if the Village can create a special police force. She expects to have a response by the end of this month. The team will be meeting monthly.

- Lifequest Community Church: Rob Dickerson has requested the installation of a wall mounted television in the Ingham Room. The church will purchase the TV and all costs of installation by the Village will be reimbursed by Lifequest. The board stated that they would like Mike McHenry to meet with the Pastor to discuss this further and obtain more specific details.
- Verizon cell tower: Due to impending maintenance on the water tower, Verizon has approached Shari Pearce to install a 130' cell tower within the Village. There is a potential of annual revenue of \$12,000. The suggested site is the DPW property, 50 Henry Street. Mike Lissow reported that this request does not meet our zoning requirements and will require variances. A full SEQR is also required. Trustee Fowler stated the tower on South Avenue is not aesthetically pleasing; he is not in favor of the proposal. Trustee Zabelny is also not in favor of this action for the reason Trustee Fowler stated and that the purpose is commercial and not for public safety. Mayor Lee noted he is in favor of this action to collect the revenue. Trustee Gates stated it is worth looking into. Mike McHenry will meet with the representative and review the location and details. Mike will report at the next board meeting.
- Parking Tickets: Shari Pearce reported that the outstanding parking ticket revenue is not so significant that we make changes to our currently collection policy. Mike Lissow responded that tickets are to discourage people from continually breaking the code rules. He noted that he would like to write tickets to those breaking parking issues that affect fire safety, such as parking in fire lanes. After some discussion, the Board agreed that the Village shall proceed with having the Town of Parma process parking tickets.

Resolution to authorize Shari Pearce to move forward with creating a Village Local Law to allow the Town of Parma to process and collect tickets fees within the Village of Hilton. Trustee Gates made the motion, seconded by Trustee Fowler. Carried unanimously 5-0.

Public Forum

Mayor Lee opened at the public portion of the meeting at 6:00 p.m.

Robert & Melinda Holden, 27 Peach Blossom Road South. Mr. Holden explained that St. Leo's added parking lot lighting in 2013. He stated the light is extremely bright and obtrusive. After meeting with Father Joe, they agreed to turn the lighting off at 10 p.m. nightly; however, there are still some lights on. Mr. Holden stated that he purchased a light meter, the reading he has obtained is 110; which he believes this to be 8 times as bright as the Village street lights. Mike Lissow explained that after speaking with Father Joe, the lights were installed for safety and security after the church had been broken into.

Trustee Gates suggested that Mike Lissow speak to the church again, as this is a quality of life issue, and that the Village should mitigate this problem. Trustee Gates noted that Mike Lissow should draft a section in the Village code to address maximum candlepower.

Trustee Speer noted that the Holden's request is reasonable. Trustee Fowler reminded the Board that the Exempt Club lighting approval included the condition that the lights are to be turned off when there are no events and the lighting fixtures to be pointed downward. He also agreed with Trustee Gates suggestion to include maximum lighting/wattage in the Village Code. Trustee Zabelny also agrees that the issue affects the Holden's quality of life.

Mayor Lee closed the public portion of the meeting at 6:30 p.m.

Superintendent Report

- 62 East Avenue: The owners of 62 East Avenue have requested to use Village property on the corner of East Avenue and Railroad Avenue for a family estate sale. They do not have enough property to accommodate a large tent for this event. The date has not yet been chosen.

Resolution to allow a one-time use of Village property at the corner of East Avenue and Railroad Avenue by the Cicotti family on a date yet to be determined. The family has proven a hardship as they do not own any green space; parking may not be done on East Avenue but in the park and ride and municipal parking lot only. Trustee Speer made the motion, seconded by Trustee Zabelny. Carried unanimously 5-0.

Resolution to accept bid of \$144,577.00 for purchase of a cab/chassis of new refuse truck. Trustee Fowler made the motion, seconded by Trustee Zabelny. Carried unanimously 5-0.

Resolution to accept bid of \$ 68,454.00 for purchase of 32 yard packer for refuse truck. Trustee Speer made the motion, seconded by Trustee Zabelny. Carried unanimously 5-0.

Resolution to accept grand total bid of \$213,031.00 for the refuse truck and packer. Trustee Speer made the motion, seconded by Trustee Zabelny. Carried unanimously 5-0.

Resolution to advertise for bids for the 2014 sewer project for 1700' of sewer rehab to include Mariah Street, Cosman Terrace and the south side of Main Street. Bids to be opened on July 31, 2014 at 2:00 p.m. Motion made by Trustee Fowler, seconded by Trustee Gates. Carried unanimously 5-0.

Resolution to authorize the DPW Superintendent to purchase 144 refuse carts at a total cost of \$8056.00. This is a budgeted item. Trustee Gates made the motion, seconded by Trustee Speer. Carried unanimously, 5-0.

- Speed trailer: Mike McHenry reported the trailer has been placed on Underwood Avenue and the Sheriffs have been patrolling this area more often to deter speeding.
- Railroad Lift Station: During a recent heavy rainstorm, one pump went down. Keith Brown made the decision to contact Monroe County Water Authority to borrow a pump. Keith and Jeff Pearce worked several hours installing it. Mike McHenry wanted the board to be aware of their hard work and dedication.
- Tops Plaza: Recently, there was a water leak in the parking lot of Tops plaza. There was a considerable amount of damage, which was repaired by Benderson.

Vouchers

Resolution to approve vouchers for payment with the following additions: Home Depot \$414.00, HCSD \$504.56, NFPA \$165.00, LifeScience \$720.00, Workfit \$45.00. Motion to approve with additions made by Trustee Fowler, seconded by Trustee Zabelny. Carried 4-0-1. Trustee Speer abstained.

Prepaid	\$28,040.05
T&A	\$18,220.37
General	\$70,137.36
Water	\$33,364.07
Sewer	\$ 470.54
G&E	<u>\$ 274.16</u>
Total	\$150,506.55

Minutes

Resolution to approve the meeting minutes of June 3, 2014 as submitted. Motion made by Trustee Gates, seconded by Trustee Fowler, carried 4-0-1, Trustee Speer abstained.

Village Board Liaison Reports

Solar panels: Trustee Speer was given information regarding the use of solar panels to reduce utility bills in municipal buildings. The company, Monolith Solar Associates offers solar panels which results in a reduction of utility costs by up to 25%, and there are no costs out of pocket. Shari Pearce will research this company and their product further for the Community Center and DPW building.

Credit Card Payments: Trustee Fowler noted that Recreation has recently absorbed the service fees on credit card payments. They have noted a spike in credit card use since then. Trustee Fowler would like the Village to consider the same. Shari Pearce explained that our software company charges the Village \$200 monthly to offer credit card service to our customers. Based on that, the Village would not be able to afford to absorb these fees.

Adjournment

Motion to adjourn was made by Trustee Fowler, seconded by Trustee Speer. The meeting was adjourned at 7:15 p.m.

Respectfully Submitted,

Amy Harter, Recording Secretary