

**Village Board
Meeting 5:00 p.m.
June 3, 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: Jim Smith, Tom Venniro, Tina & Mike Zelbuske and several family members

Recreation

- Building clean out: Recreation Supervisor Tom Venniro explained they have begun cleaning out within the Community Center. Andy Fowler has been assisting in this process and is making good progress.
- Technology update: Tom explained that he has been working with our webmaster to improve their website. He will meet with Shari Pearce to share the updates thus far.
- Strawberry Social: This annual event will be held in the Ingham Room for the seniors on June 18th. The maximum participation is 100.
- Online registration: Tom reported this has been well received, some programs have shown a large increase of registrants.
- Summer Send-off: On August 22nd the Town of Parma will host event from 6 -11 p.m. that includes flying kites, refreshments and a movie.

Town Supervisor

- Library: Supervisor Jim Smith noted the Friends of the Library have donated \$2,200.00. A subscription to ancestry.com will be purchased for the library with this money.
- Building Inspector: Mr. Smith reported that they have hired someone to fill the vacant position.
- Historical Dinner: This sold out event was held on May 19th. Because it was so well attended, the Town will seek a larger venue for next year.

Code Enforcement

- Stormwater Coalition: Mike Lissow reported that they are working on an inter-municipal agreement with county and towns/villages.
- Unionville Station meeting: The County conducted a meeting to discuss “living near a storm water pond”. Mike noted that at least 100 residents attended. Mr. Lissow stated the presentation was well received by the residents and the county staff was pleased with the event. Mike noted there were other issues discussed and clarification was provided to the residents.

Property maintenance complaints: Mike Lissow explained that the office has received several complaints and he is working to address all of them.

- **Public Works Report**

- Community Center: Mike McHenry commended the Garden Club on their efforts for the display in front of the Community Center sign. This year they planted marigolds into the shape of a butterfly. Mayor Lee noted a letter will be sent thanking them for their hard work. Mayor Lee also mentioned the entire Village looked great for the Memorial Day parade and thanked the DPW staff.
- Foodlink: This event went very well, with several volunteers. Mr. McHenry said there were not as many recipients as in November 2013.
- Hazardous Waste: The collection date is Saturday June 14th at the Ogden DPW. All of the towns and villages on the west side of the county are participating.
- Sewer Relining Project: Mike McHenry explained the next area to be rehabilitated is Mariah Street, Cosman Terrace and the south side of Main Street. This totals approximately 1700’ feet.

Resolution to authorize the DPW Superintendent Mike McHenry to hire MRB Group to create bid package for the sanitary sewer relining project, approximately 1700 for the area of Mariah

Street, Cosman Terrace and the south side of Main Street at a cost not to exceed \$5200.00. Trustee Speer made the motion, seconded by Trustee Zabelny. Carried unanimously, 5-0.

- Liftstation Pumps: Mike McHenry stated the grinder pumps at the Unionville Station liftstation need to be replaced. This is a budgeted item.

Resolution to authorize the DPW Superintendent to purchase two grinder pumps to clean solid waste, not to exceed \$9000 for the liftstation in Unionville Station. Trustee Speer made the motion, seconded by Trustee Zabelny. Carried unanimously 5-0. This is a budgeted item.

- North Avenue Sewers: Mike McHenry has been notified that the property owners of 601 and 605 North Avenue would like to tie into our sanitary sewer system. The owner of 116 Rolling Meadow Drive has agreed to access to the Village sewer through his property. The board was in support of this request.
- Refuse Truck: Mike McHenry explained there will be two separate bids for this, one for the chassis and one for the packer. Once it has been ordered, the truck will likely be ready for delivery in approximately six months.

Resolution to authorize the DPW Superintendent to hold a bid opening on 6/26/14 at 2 p.m. for new refuse truck, one bid for the chassis, one for the packer, motion made by Trustee Gates, seconded by Trustee Fowler. Carried unanimously 5-0.

- UNYWCP Safety Award: The Village received the safety award for having no injuries in 2013. Mike McHenry noted the Village consistently achieves this award due to the outstanding attitudes of the entire staff.
- Jeff Pearce: Mike McHenry shared a letter to the Board from employee Jeff Pearce thanking the board for their support while he recovered from a recent injury that he suffered at home.
- Flower box project: Mike McHenry reported the volunteers did an excellent job planting the flowers again this year and he is very pleased with the outcome.
- Fuel island: Mr. McHenry explained the project will be completed and ready for use by July.

Treasurer's Report

Resolution pursuant to the existing franchise agreement and per Section 626 (1) of the Real Property Tax Law, a tax credit of \$174.90 is hereby granted to Time-Warner Cable for fiscal year 2014-2015. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

Resolution: Motion made by Trustee Gates, seconded by Trustee Fowler, carried unanimously 5-0, to amend the 2013-14 budget as follows:

<u>Increase</u>			<u>Decrease</u>		
A1-1010-40	Village Board Other	\$140	A1-1210-40	Mayor, Other	\$(140)
A1-7510-10	Historian, Personnel	\$83	A1-7510-40	Historian, Other	\$(83)
A2-5142-10	Snow Removal, Personnel	\$705	A2-5142-40	Snow Removal, Other	\$(705)
A1-1620-40	Com Ctr Maintenance	\$5,000	A1-1990-40	Contingency	\$(5,000)
A1-9730-70	Bond Notes-Interest	\$45	A1-1990-40	Contingency	\$(45)
A2-5182-40	Street Lighting	\$12,500	A1-1990-40	Contingency	\$(12,500)
F1-8310-20	Water, Equipment	\$20	F1-8310-40	Water, Admin	\$(20)
E599	App. Fund Balance	\$358,000	E960	Appropriations	\$(358,000)

Resolution: Motion made by Trustee Gates, seconded by Trustee Fowler, carried unanimously 5-0 to amend the 2013-14 budget to recognize the donations for the Veteran's Wall as follows:

Increase Revenue	A2705	\$527
Increase Expense	A1-1210-40	\$527

Manager's Report

- Electric Fund Surplus: Shari Pearce explained she is waiting for information regarding the legal uses of the electric fund surplus from the Comptroller's office and the Public Service Commission.
- Daycare proposal: Shari Pearce reported that Kelly Climer, Hilton Community Childcare, is seeking permission to install a 6' chain link fence to keep the public from using the daycare playground equipment. A family member will be installing the fence for her. Ms. Climer will be adding some equipment for the use of the toddler age group that is currently at her home. These are small, portable pieces. In the event that Mrs. Climer separates from the Hilton Community Child Care, the portable equipment will be removed at that time. The fence will become property of the Village of Hilton. Trustee Zabelny suggested anyone that works on the fence signs the hold harmless agreement for our protection.

Resolution to accept Ms. Climer's proposal to install a 6' fence and place small playground equipment for toddler's in the fenced area as long as the hold harmless agreement is in place, and

the lease is signed by Kelly Climer. Motion made by Trustee Speer, seconded Trustee Fowler. Carried unanimously, 5-0.

- Civil Service: Shari Pearce explained that Mike Lissow is now listed as full time Fire Marshall/Building Inspector with Civil Service.
- HDK: There has been no action
- Safety Meeting: Shari Pearce would like to close the office from 12-1 on 6/4/14 for the safety meeting, as the office is already short staffed.

Resolution to authorize the Village Manager to close the Village Office on 6/4/14 from 12- 1 p.m. for a staff may attend a safety meeting. Trustee Speer made the motion, seconded by Trustee Zabelny. Carried 5-0.

- Workers Comp refund: The Village received a check for our portion of and an Administration refund. Shari Pearce recommends depositing the check in the amount of \$6,007.00 into the general fund.

Resolution to authorize the Village Treasurer to deposit a check from the Workers Compensation Fund in the amount of \$6,007.00 into the General Fund. Trustee Gates made the motion, seconded by Trustee Fowler. Carried unanimously, 5-0.

- Records Grant: General Code is currently scanning building files and will collect our large maps at both the office and the DPW. The office will continue quality control measures with the files that have been returned throughout the summer. This project will be closed out by the end of June.
- Community center grant: Shari Pearce attended a seminar regarding economic development and large scale projects. Since the topic didn't pertain to the Village's type of project, Shari and Mike McHenry discussed seeking assistance from MRB Group for grant writing. The board is supportive of this suggestion to meet with them for future projects.
- Technology Team: A meeting was held regarding the website and Facebook. Shari Pearce noted the process to update the website is going well and the team feels they are heading into the right direction.
- Village Office: Debbie Schwab submitted her resignation as part-time billing clerk effective June 13, 2014. The Board wishes her well in her new full time job.

Resolution: to allow the Hilton Heat Soccer Club the use of the Village golf cart for their annual soccer tournament to be held at the Parma Town Hall June 20th – 22nd made by Trustee Gates, seconded by Mayor Lee. Carried unanimously, 5-0.

6 p.m. Public Forum

- Gary Inzana was present to discuss assessments. He read a prepared statement regarding a conversation he had with the Town of Parma Assessor. Mr. Inzana feels the assessments are not fair in the Village. A copy of the letter is referenced at the end of the meeting notes.

Brian Martin was present to discuss holding a special run at the beginning of the annual Fire Department parade to honor his friend, that was an avid runner and a long time Hilton resident and has records set in the Hilton Central School District for track. The Board felt this is a worthwhile event with merit and recommends Mr. Martin approach the Fire Department with the information provided here tonight for their approval.

- Citizen of the Year presentation: Tina & Mike Zebulske were presented with the 2014 Citizen of the Year Award for their volunteerism and dedication to the Hilton Parma Food Shelf. A plaque and gift certificate were presented to them. A reception was held with their family and friends present.

Vouchers

Resolution to approve vouchers or payment with the following additions: \$157.50 Advanced Safe & Lock, \$2,254.02 Samson Fuel, \$41.92 Mountain Glacier, \$13.86 Tops, \$74.56 Tops, \$50.00 First Niagara. Motion to approve made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Prepaid:	\$11,032.89
T&A	\$18,220.37
General	\$62,643.80
Water	\$33,997.09
Sewer	\$ 1,965.95
G&E	<u>\$10,752.51</u>
	\$138,612.61

Minutes

Resolution to approve the meeting minutes of May 6, 2014 as submitted, motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 5-0.

Resolution to approve the joint meeting minutes joint minutes of April 29, 2014, motion made by Trustee Fowler, seconded by Trustee Gates. Carried unanimously-0.

Discussion

A letter was received from a concerned resident letter regarding cats on Doud Circle. Code Enforcement Officer Mike Lissow will respond to the author of the letter. Mayor Lee stated he will bring this subject matter up at the next Mayor's dinner to investigate if other Villages have the same problems and seek possible solutions.

Hilton Special Police: Mayor Lee is interested in potentially creating a Special Police unit. A meeting will be set up with Hilton Central School District, the Town of Parma, the Village and the Hilton Fire Department. Trustee Fowler offered to be a liaison for this issue.

Trustee Zabelny reported that she is no longer a representative of the Unionville Station Condo Association Board. She also thanked Mike Lissow and Mike McHenry for their assistance with the recent Unionville Station annual meeting held at the Fire Department. She noted the residents were very pleased with the outcome and the information they provided was excellent.

2013 Citizen of the Year: Mayor Lee read a letter from Linda Viney outlining her experience this past year being Citizen of the Year.

Old Business

Parking Tickets: Amy Harter reported that per NYCOM, because the Village of Hilton does not have a court system, parking tickets should be collected by Town Justice. Tickets must be printed with the information that they are to be collected by the Town of Parma. Supervisor Smith will discuss this with the Court Clerk.

Village Board Liaison Reports

Recreation Commission: Trustee Fowler updated the Board on the most recent Recreation Commission.

Trustee Zabelny explained that she has met the new Zoning Board member, Shelly Kordish. She then stated that the Zoning Board discussed the existing Master Plan of the Village and the need for it to be updated. Mike Lissow noted that as the Village is built out, the Master Plan should not be an issue.

Mayor Lee reported that the Wall of Honor at Hilton East was unveiled recently and was very well received.

Adjournment

Motion to adjourn was made by Jim Gates, seconded by Trustee Zabelny. The meeting was adjourned at 7:40 p.m.

Respectfully Submitted,

Amy Harter, Recording Secretary