

**Village Board  
Meeting Minutes of  
March 3, 2015**

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

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

**Recreation**

Tom Venniro introduced, George Kimball, to the board. He is an intern with the Recreation Department through May.

Retirement: Recreation employee, Jim Volkmar, has announced his retirement. His last day is March 19<sup>th</sup>.

### **Code Enforcement Officer**

Subdivision: HCSD will be applying to the board for three parcels of land to be sold and subdivided along Hale Haven Drive. A homeowner on Brook Street is also expected to seek subdivision of property. Mike Lissow will advertise for public hearings at the April meeting.

140 Old Hojack Lane: Mike Lissow reported the owner of the property has contacted RGE to have utility poles installed. However, all approvals and permits have expired. Mike will notify the owner that he would need to reapply to the Zoning Board of Appeals for changes to the property.

POD: Mayor Lee received a letter from Monroe County requesting his signature to continue with the plans for Hilton High School to remain a Point of Distribution for large scale emergencies that require medication or inoculations for the general public. Mike Lissow explained that it has been several years since this group has met. A meeting will be held near the end of March to update the plan.

62 East Avenue: At the February Village Board meeting, Mike Lissow, explained there are three items (handicap ramp, a/c unit and stairs to the basement) located on Village property. The house is located only 18" from the property line. The board is in agreement to sell a portion of land to Mrs. Cicotti to alleviate the Village's liability. Village Attorney, Larry Schwind, suggested we have the property surveyed and determine the property lines. Mike Lissow will work with surveyor, Rich Maier. These costs would be reimbursed by Mrs. Cicotti.

### **Public Comment**

Mayor Lee opened the public forum for comment at 6:00 p.m. There was no one in attendance. The public forum was closed at 6:01 p.m.

### **Treasurer**

Budget: Maryalice Edwards budget going well.

### **Superintendent Report**

Refuse Truck: The truck has been delivered. The roof had to be repainted, and the packer is not working properly. It is being repaired at Joe Johnson Equipment.

Concrete Bid: Mike McHenry reported that bids for concrete shall be sought in the near future for the 2015-2016 budget year.

**Resolution:** to authorize the Superintendent to seek bids for the supply of concrete for the 2015-2016 budget year. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously, 5-0.

Mower: Mike McHenry explained he would like to purchase a new mower earlier than usual to take advantage of the upcoming auction to sell the existing Lexmark mower prior to the mowing season. The sale of this piece of equipment will offset the purchase of a John Deere mower from Lakeland Equipment.

**Resolution:** to authorize the Superintendent to purchase a John Deere Z960R Commercial ZTrak zero-turn mower from the NYS OGS contract PC64361, in the amount of \$10,740.36 from Lakeland Equipment. Motion made by Trustee Gates, seconded by Trustee Speer. Carried unanimously 5-0.

Class A License: Mike McHenry is recommending to send DPW employee, Cody Kelly, to obtain a NYS Class A CDL license. This would allow Cody to drive tractor trailers as well as operate a crane. Currently, one DPW employee holds this license. This 34 hour class is held each Monday evening for 11 weeks. Upon obtaining the license, Mr. Kelly would be reimbursed for the cost of this class.

**Resolution:** to authorize the Superintendent to send Cody Kelly for training to obtain a NYS Class A license at a cost not to exceed \$1695. This fee will be reimbursed to Mr. Kelly upon obtaining the license. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 5-0.

Shared Services: Mike reported on the services shared with the Town of Parma, Hilton Central School District and the Town of Clarkson this past month.

Water Leak: The DPW repaired a water leak on February 20<sup>th</sup>. Mike McHenry noted the temperature was -7 degrees, with a wind chill of -30. The employees worked for 6 hours in these conditions. Mayor Lee asked how the employees seek shelter for a warm up break. Mr. McHenry stated the employees take turns utilizing DPW vehicles for this purpose. Mayor Lee stated a warm up shelter or wind barrier could be purchased for these events. Mayor Lee thanked the employees for working hard during the extreme cold.

### **Manager's Report**

Food Shelf: The Town of Parma has submitted \$1,000 in support of the Hilton Parma Food Shelf as agreed between the Village and Town Boards.

Ingham Room improvements: The board met and toured the Ingham Room prior to the board meeting. Trustee Speer had stated he was not pleased with the cabinet doors that were installed by Lifequest Community Church. Mayor Lee asked Trustee Speer to submit his suggestions for improvement.

Gym floor: There is a safety concern with the gym floor that was discussed at the February meeting. Shari Pearce reported one repair quote in the amount of \$7,100 has been received. Keith Brown is obtaining additional quotes.

Joint Town meeting: Parma Supervisor, Jim Smith, has contacted Shari Pearce to schedule a joint board meeting. The Village Board prefers to wait until May or June until after their budget and annual meeting. Shari will contact Jim Smith with this information.

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Property for sale: Mayor Lee has been approached by Mr. Beehler regarding land locked property that backs up to Leith Lane and possible uses for this land. The access to the property is from Burritt Road.

Employee Handbook: Shari Pearce reported the handbook revisions are expected to be finalized by April. Shari submitted the following recommendation for health insurance for future employees hired after January 1, 2015: *The Village will provide current full-time employees or elected officials hired for elected on or after January 1, 2015 with any available and applicable High Deductible group medical insurance plan, and an Excellus dental plan 80 % or 75% of the premium costs thereof to be paid by the Village and the remaining 20% or 25% of the premium costs thereof shall be paid by the employee or elected official by payroll deduction.*

Trustee Gates stated he is favor of offering 75% of the policy be paid by the Village and the employee to pay 25%. He also charged the management team to consider an increase of the starting pay. Shari Pearce will send a memo to the employees communicating the consensus of the Village Board.

NYSERDA Grant: The grant has been submitted with some updates provided by Mike McHenry. A copy of the submittal was provided to the board members.

Computel Consultants: Shari Pearce reported that this firm conducted an audit on the Village's cable (internet) bills to be sure we were being properly billed. They have now expanded their business to include a tax audit service. There is no cost to the Village to perform the audit. If their findings show the Village being entitled to receiving

reimbursement, Computel will receive 40% of any recovery. Shari is recommending we utilize their services as there is no cost.

**Resolution:** to authorize Village Manager to hire Computel Consultants to audit our gross receipt tax at cost unless they find the Village has money owed to them, and then a 40% recovery fee is applied. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

### **Vouchers**

Trustee Speer made the motion to approve the vouchers including: Lake Shore Supply \$5.98, Hilton Napa \$896.71, Mountain Glacier \$22.46, WB Mason \$110.17, SG Security \$150.00. Motion seconded by Trustee Zabelny. Carried unanimously 5-0.

|         |                    |
|---------|--------------------|
| Prepaid | \$ 14,717.59       |
| T&A     | \$ 20,290.40       |
| General | \$ 36,596.89       |
| Water   | \$ 32,145.84       |
| Sewer   | \$ <u>6,858.12</u> |
| Total   | \$110,608.84       |

### **Minutes**

Trustee Fowler made the motion to approve the February 3, 2015 minutes as submitted, seconded by Trustee Zabelny. Carried unanimously 4-0-1. Trustee Gates abstained.

### **Discussion**

Nominations for the Citizen of the Year submissions for consideration will be advertised in the Suburban News in March.

### **Liaison Reports**

Trustee Speer had a conversation with Tim Carr from Monolith Company. This company sells solar panels. Upon Trustee Speer's recommendation, Shari Pearce, has contacted them in the past, but has been unsuccessful to speak to anyone. She will follow up with

Mr. Carr to schedule a presentation to the board. Shari will contact MRB Group and inquire if solar panels qualify for grant funding.

**Adjournment**

There being no further business, the meeting adjourned at 7:02 p.m. Motion made by Trustee Speer, seconded by Trustee Zabelny Carried unanimously 5-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk