

**Village Board
Meeting Minutes of
March 17, 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: Debbie Jones, Jim Leise, Russ Zurick, Keith Brown,
Chad McManus, Cody Kelly, Karen Strassner, Tom Wright,
Greg Brothers, Doug Jock

The meeting was called to order at 5:00 p.m. by Mayor Lee with the pledge of allegiance to the flag, followed by a moment of silence.

Proposed Budget 2015-2016

Trustee Gates gave opening remarks about the budget and the strategies the team uses to estimate revenue and expenses. At the March 12, 2015 meeting, the management team presented the proposed budget. This meeting is to make amendments and finalize the proposed budget for adoption on April 7, 2015.

Tax rate: The rate will increase \$ 2.68 per \$1,000 valuation. This keeps the Village within the NYS tax cap. Trustee Speer commented that the Village in comparison to the others within Monroe County is doing well.

Wage Increase: The proposed wage increase is 2% to all hourly employees. This amount totals \$21,198.00. Merit raises are not being offered.

Russ Zurich spoke on behalf of the full time hourly employees regarding wages and health care savings account. The employees are asking for a wage increase of 2.5 % plus .5% merit.

The board thanked the employees for attending the meeting. They noted the proposal will be considered.

Health Insurance: A premium increase of 18% is expected for health insurance. There will be an increase to the employees of 5% for the Health Saving Account deductible. For employees with a single plan, the increase is \$110; a family plan will increase approximately \$220. The employees have been made aware of this change.

Community Center: Tenants will receive an increase of 2% to their annual rent. The Board feels this is a fair increase due to the cost of living.

Workers Comp Reserve: The Village will receive a refund. It will be placed into the budget to offset the expense of the yearly contribution.

Water rate increase: Water rates will increase to \$2.91 per/1000 gallons, with the daily rate increasing to .20. This creates a revenue increase of \$35,505.00.

Sewer rate: The rate will increase 4% for residential customers. This creates an increase in revenue by \$18,627.00.

Public Forum

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

A letter from resident, Larry Gursclin, was read aloud regarding sewer rates. The letter is included at the end of these minutes. There was a lengthy discussion regarding this subject. Currently, the rates for multi-residential, commercial and churches are inconsistent. The board agreed there is a discrepancy with the current structure, and customers other than residential are utilizing the sewer system for their own profit and on average, putting additional strain on it. Therefore, it was decided to increase their rates to a minimum of \$260.00 per year. They will be billed \$32.50 per 15,000 gallons consumed. Out of district duplexes will increase to \$275.

Fee schedule: Fees that have increased were discussed on March 16th. The board reviewed these changes and agreed to amend them as recommended.

Resolution to adopt the fee schedule as amended, effective April 1, 2015. Trustee Fowler made the motion, seconded by Trustee Zabelny. Carried unanimously 5-0.

NYSERDA Grant: Shari Pearce reported the application was not approved. She has been notified by Mr. Patrick Dishaw from NYSERDA that the application is not yet been funded. The board was displeased with the direction this has taken. Shari will work with MRB to determine if the money we have spent on the project description can be refunded. Trustee Speer would like to know what projects received funding.

Solar energy: Connie Sowards, MRB Group is looking into opportunities for funding through USDA.

Ingham Room: Shari Pearce verified that the paint colors to be used are beige with just the west wall being painted green. The board is in agreement to these colors. Rob Dickerson, Life Quest Community Church, has requested reimbursement of \$500.00 to modify the existing cabinets as requested by the board.

Resolution to reimburse Life Quest Community Church \$500.00 for materials to rebuild the existing cabinets in the Ingham Room. Motion made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously 5-0.

Hilton East: This water and refuse account is seriously past due in the amount of \$19,298.00. Shari Pearce received a phone call from their accounts payable manager requesting a payment plan to keep the amount due from being levied to their 2015-2016 tax bill. Their last payment was made in July 2013. The board was not in agreement with this request, Hilton East must make payment in full by March 31st or the amount will be placed on the tax bill.

The letter submitted by email to the Village Board by Larry Gursslin, referencing the sewer rates discussed during the public forum:

Joe, this memo to you and members of the Village Board and administration is being sent in order to promote communication and understanding relative to the cost of our sewer system, maint/repair. as well as the sewer fees. In the past month, I have talked to Mike Lissow, Mike McHenry, Maryalice, and Shari about my concerns. I wish to thank all of them for their insight and information. Professional as always.

Basically, I'm aware that the Village Of Hilton undertook a study to determine the condition of our system several years ago, and then sought to make the necessary repairs, etc. ,I agree with this. As sewer rates climbed from \$54 to \$58 (2008-2009) and on up to \$125 per residential household, or 75% in 6 years. the budget as you know reflected the cost expense from \$186,238 to last years \$327,500. Again, I do not have a big concern as I also recall that the Village's fees are relatively lower then other villages.

That being said/known, my concern is that the philosophy of the budget and spending is not in following of the resolution proposed and adopted on April 21, 2009 by Trustee Jim Gates. If the Village Board with the proposed sewer budget and planned rate increases adopts as such, I would respectively ask that another resolution be adopted to supercede and more clearly define the current intent.

Secondly,as you know, the fees for charging multi-residential owners are double that of single residential owners. To my knowledge, there is no documentation as to why this is being done. As a owner of a 2-family residential unit, my cost is currently \$250. I believe the cost should be the same as residential, commercial, and churches. My thinking is that water consumption should be the basis for the sewer fee, a true users fee. If the Village Board so desires to leave it as such, I would welcome a resolution to document the basis for it. In addition, I would proposed to the Board of Trustees for consideration two more sewer fee possibilities as follows: 1) Out of district customers (in the Town of Parma) for multi-residential units (if no change to omit multi-residential units in the village) Village multi-residential property owners should not be paying more then outside multi-residential property owners. 2) If a commercial property, ie hardware store has (2) apartments above it, then the owner is charged the \$125. (Commercial), There is no listing for Commercial with multi=residential mixed.

The bottom line, is that I believe it would be very simple and easier to administer the sewer fee by deleting the one listing of Multi-residential. and treat all properties the same.

Your consideration would be much appreciated. The Town of Brighton has a fine definition of sewer fees for reference purposes. Regards, Larry Gursslin

**FEE SCHEDULE
VILLAGE OF HILTON**

**FISCAL YEAR 2015-2016
Effective April 1, 2015**

*****Not for profit organizations will receive a \$30.00 credit applied to any building permit fee**

<u>Type of Permit:</u>	<u>Per Sq. Ft.</u>	<u>Minimum</u>
I. Residential: (Price includes Certificate of Occupancy)		
For first dwelling unit.		All others at \$40.00
Dwelling Area	\$.12	rounded to nearest whole \$No minimum - n/a
Unfinished Area	\$.12	No minimum - n/a
Non-Dwelling Area	\$.12	No minimum - n/a
II. Non-Residential (Price includes Certificate of Occupancy)		
<i>New Building:</i>		
First 5000 sq. ft.	\$.12	\$150.00
All over 5000 sq. ft.	\$.10	
<i>Additions/Remodel:</i>		
First 5000 sq. ft.	\$.12	\$75.00
All over 5000 sq. ft.	\$.10	
III. <u>Other Permits</u> (Price includes Certificate of Compliance) <u>Fees</u>		
Additions		\$ 75.00
Conversion to habitable space		\$ 75.00
Additional Certificate of Occupancy		\$ 40.00
Open or enclosed porch/sun room		\$ 75.00
Open or covered deck		\$ 75.00
Demolition		\$ 30.00
Minor structural improvements		\$ 30.00
Major structural improvements		\$ 50.00
Garage		\$ 75.00
Addition to garage		\$ 75.00
Storage shed		\$ 30.00

Swimming pool (above ground)	\$ 30.00
Swimming pool (in ground)	\$ 100.00
Fences	\$ 30.00
Commercial Satellite Antennas	\$ 100.00
	per application
Antenna Tower	\$ 50.00
	plus \$2/vertical ft.
Fireplace, wood stove	\$ 50.00
Floodplain development permit	\$ 75.00
Handicap Ramp	No charge
Standby generator	\$ 40.00
Sign	\$ 30.00
Additional signs (On Same Application)	\$ 20.00

Penalty fee:

If a building permit is not obtained as required by the Village Zoning Ordinance for any structure, addition or change of use, the Code Enforcement Officer shall double the permit fee. This fee is applicable to the current owner of the property, regardless if the improvement was undertaken by the previous owner or not.

IV. Miscellaneous:

Vendor's permit –parades	\$ 50.00/day per company
Vendor's permit – door to door sales	\$ 50.00/day for profit
	organizations
Vendor's permit – not for profit organizations	No Charge
Vendor's License - ice cream sales/food cart	\$ 50.00/per
	truck/cart p/Season (Apr-Oct)
Copies made for the public	\$.25/per page
Code Book	\$ 50.00
Zoning Law	\$ 25.00
Subdivision Specs	\$ 40.00
Tax Search	\$ 25.00
Additional copies requested of C.O's	\$ 25.00
Handicap parking sign	\$ 35.00
History books-Hilton USA	\$ 10.00
History books-First Families	\$ 20.00

Hilton 1965 Fire DVD	\$ 15.00
Checks returned for Insufficient funds	\$ 35.00
Recreation Fee	\$450.00/per unit

FOIL Documents	\$.25/per copy
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V. Zoning Board Fees:

Application and Public Hearing	\$100.00
Conditional Use/Variance each occurrence	\$100.00
Application for Site Plan Review (Once Scheduled)	\$200.00
Special Meeting Request for Zoning	At Cost
Village Engineer	At Cost

Village Board Fees:

Application to Rezone Property	\$200.00
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VI. Inspection Fees:

Building Inspector	\$40.00/hr
Fire Marshall	\$40.00/hr

VII. <u>Public Works Charges</u>	<u>RATE</u>
Supervision	At cost
Labor	At cost
Equipment per NYSDOT & MCDOT rate schedule	
Sewer machine	\$35.00/hr, plus
labor	
Sidewalks, owners request	At cost
Sidewalks, Village maintenance	No fee
Towing fee	At cost plus \$50.00
Property maintenance violations	\$100.00 plus labor,
equipment and legal	cost per occurrence

Dumpster Rentals:

6 yard	\$ 82.00
9 yard	\$ 97.00
10 yard	\$107.00
Extra week	\$ 20.00 extra with no dump
Extra dump	\$ cost of dumpster
Roofing and demolition/construction material	\$ 20.00 additional
Concrete Box	\$10.00
Cardboard dumpster	\$ 2.05/yard

Commercial customers with Dumpsters

Dumpster rentals	\$15.00 per cubic yard
Extra dumpster pickup	¼ of monthly charge

Restaurants-Dumpster Rentals

Dumpster Rentals	\$18.00 per cubic yard
Extra dumpster pickup	¼ of monthly charge

Apartment Complexes – with or without dumpsters

Dumpster Rentals	\$15.00 per cubic yard
Curbside	\$9.00 per unit

Containers:

96 Gallon Carts: For all multi-residential and residential uses:
 \$60.00/each
 (Amended 2/5/08)

Additional carts over one per multi-residential property as determined by the Superintendent of Public Works

\$12.00/month/per cart
Recycling Boxes: \$10.00
New Residents no charge

Other Refuse Charges:

A. Residential Users:

Three standard containers/per week - weight not to exceed 25 pounds each - no charge

Each standard container over three per week - red standard sticker must be attached.

Cost of Stickers:

Standard	\$ 1.00/each
Bulk items	\$ 5.00/each
Refrigerants	\$12.00/each
Standard item (non-compliance)	\$ 5.00/each
Bulk item " "	\$10.00/each
Appliance pick up	no charge

B. Multi-Residential Users

1. If standard containers are used:

Three standard containers per week/per premise - - no charge (weight not to exceed 25 pounds each) Each standard container over three per week - red standard sticker must be attached.

OR

2. If dumpster(s) are used:

a) \$15.00 per cubic yard charge

C. Commercial Users:

1) For commercial properties with less than 20 units:

a) If standard containers are used:

Three standard containers per week/per premise - - no charge (weight not to exceed 25 pounds each) Each standard container over three per week - red standard sticker must be attached.

OR

- b) If dumpster(s) are used: \$15.00 per cubic yard charge
2. For commercial properties with 20 or more units:
- a) One dumpster is required for every 20/units and a \$15.00 per cubic yard charge

Dumpster cleaning	\$75.00 per cleaning
Recycling Containers (96/gallon)	\$2.00/month

IX. Sewer Fees:

CHARGES

Out of district residential customers	\$200.00/annually
Residential, single family homes	\$130.00/annually
Out of district multi residential/duplex	\$275.00/annually
Multi-Residential properties with two or more units:	\$32.50 per 15,000 gal of water minimum of \$260.00/per year
Churches	\$32.50 per 15,000 gal of water minimum of \$260.00/per year
Commercial	\$32.50 per 15,000 gal. of water with a minimum of \$260.00/per year
Townhouses and apartment complexes <u>that have one meter for multiple units</u> (Cedar Hill, Village II, Unity Health)	\$32.50 per 15,00 gal
Townhouses and apartment complexes that have <u>one meter per unit</u> (only affects Parkwood properties)	\$130.00/annually/per unit

New Sewer Connection Fees

Property within Village limits	
Residential use (per unit charge)	\$250.00, plus cost of installation per connection
Commercial/Industrial use	\$350.00, plus cost of installation per connection
Property outside the Village limits	
Residential use (per unit charge)	\$1,000.00
Commercial/Industrial use	\$2,000.00

X. Water Fees:

New installation	Time & materials +10%
Water account charge	\$ 15.00
Final readings	\$ 25.00
Water meters 5/8" x 3/4"	\$100.00
Water meters 1" and larger	At Cost +15%
Frozen meters 5/8" x 3/4"	\$100.00
Frozen meter 1" and larger`	At Cost +15%
Disconnect/Reconnect fees	\$ 30.00 each time
Consumption Fees:	\$ 2.91/per thousand plus \$.20 per day,
Village	
	\$ 3.25/per thousand plus \$.21 per day, Outside
customers	
Sprinkler Connection	\$120.00/annually
Per hydrant:	\$200.00/annually

XI. Parks: (Rent of Jennejahn Lodge):

\$180.00 per occasion Friday – Sunday and Holidays
\$ 50.00 Full-time Village Employees and Village Board members (limited to one time per year)

Discounted rate for any reservation booked Monday through Thursday:
There will be no special consideration on reduced rates for non-profit groups.

\$150.00 per occasion Monday - Thursday
\$ 50.00 Full-time Village Employees and Village Board members (limited to one time per year)
All holidays will be charged the weekend price

XII. Operating Permits:

The Code Enforcement Officer may charge up to \$50.00 per inspection if any of the following organizations or place of assembly are found to be in violation of the NYS Building & Fire Code 3 times or more.

Places of Public Assembly	Temporary Structures/Tents
Exhibit and Trade Shows	Multi Family:
Place of Worship	Apartment Complex/Building
Repair/Gasoline Service	Health Care Facility
Pyrotechnics (Outside Only)	

Adjournment

There being no further business, the meeting adjourned at 6:45 p.m. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

Executive Session

Motion made by Trustee Speer, seconded by Trustee Zabelny to enter into Executive Session to discuss a personnel matter. Carried unanimously, 5-0.

Motion to exit out of Executive Session made by Trustee Gates, seconded by Trustee Speer. Carried unanimously, 5-0.

Respectfully Submitted,

Amy Harter