

**Village Board
Meeting Minutes of
April 7, 2015**

Present: Mayor Lee, Trustees, Fowler, Gates, 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, Mark Edwards, Jack Barton, Karen Strassner,
Cody Kelly

Absent: Trustee Speer

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

Resolution to appoint Murray Weaver to the Zoning Board of Appeals for a five year term to expire on March 31, 2020. Motion made by Mayor Lee, seconded by Trustee Gates. Carried unanimously 4-0.

Mayor Lee administered the Oath of Office at this time.

Code Enforcement

Resolution to authorize Zoning Board member, Murray Weaver to attend training through the Genesee/Finger Lakes on May 14th at a cost of \$75. Motion made by Trustee Fowler seconded by Shannon Zabelny. Carried unanimously, 4-0.

Resolution to authorize Code Enforcement Officer, Mike Lissow, to attend the annual Monroe County Fire Marshal and Inspector's seminar held at the West Webster Fire Station Tuesday May 19th – Thursday May 21st. The cost not to exceed \$150.00. Motion made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously 4-0.

Resolution to authorize Code Enforcement Officer, Mike Lissow, to become a member of the New York State Floodplain and Stormwater Managers Association for an annual fee of \$30.00. Motion made by Trustee Zabelny, seconded by Trustee Fowler. Carried unanimously 4-0.

62 East Avenue: This issue is on-going. The board has agreed to sell a small portion of adjacent Village property to the owner to mitigate a liability issue. Mike Lissow has been working with land surveyor, Rich Maier, to determine the new property line.

Lighting Moratorium: Mike Lissow explained that he is working with MRB Group to update the Village code. The current code is outdated with the most recent technology in lighting; the intent is to adopt an “industry standard”. Mike recommends an extension of the moratorium to allow more time to accomplish the goal.

Resolution to extend the moratorium to any parking lot lighting as listed in October 2014 minutes through June 30, 2015. Motion made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously 4-0.

Parking Tickets: Mike Lissow has been in touch with Parma Court Clerk, Barb Speer. The Village and the Town are working together to streamline the parking ticket procedures. She is looking into wrapping up this issue. More information will be provided to the board as this project moves on.

Recreation

Tom Venniro updated the board on upcoming events.

Public Works Report:

Mike McHenry updated the board on upcoming events, including the August car show and food drive in May.

Hazardous Waste Collection: The Town of Hamlin will be hosting this year’s collection on June 13th at their highway garage. Appointments are being taken by the Parma Highway Department. The Village of Hilton is responsible for the advertising.

Resolution to take the following equipment to Roy Teitsworth Auction Palmyra May 9th: Trustee Fowler made the motion, seconded by Trustee Zabelny. Carried unanimously 4-0.

- 2000 Ford F150 4X4
- 2010 ExMark Lazer Zxs mower
- Honda 5.5 hp. engine
- Homelite Super XL chainsaw
- McCulloch ProMac 655 chainsaw
- Bean Pump 3 piston high pressure pump
- Rodac ¾” impact wrench
- Dewalt reciprocal saw
- 2 Stihl TS 400 cut saw parts only
- Luxair gas heating unit 80,000 BTU
- Luxair gas heating unit 96,000 BTU
- Sterling gas heating unit 160,000 BTU
- Star Select gas hot water heater 75,100 BTU

Employee Injury: A DPW employee suffered shoulder strain on 3/20/12. After being seen at Urgent Care, he was placed on modified work status and was back to work full duty on 3/21.

101 Heinz Street: A developer has expressed interest in possibly constructing apartments in the 4 story building. Mike Lissow has also spoken to the developer, who will contact an architect and engineer. This will be a major undertaking if it is to move forward.

Spring cleanup: The Methodist Church has volunteered to to clean up flower beds at Main Street and Hovey Square on 4/12/15.

Concrete bids: Mike McHenry received one bid for the purchase of concrete for the 2015-2016 fiscal year.

Resolution to accept the concrete bid from Northrup Concrete at a cost of \$101/yard, motion made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously 4-0.

Annual Water Quality Report: The report has been completed, and is ready to be turned into the County. It is required to be mailed to all residents by May 31st. It will be included with water bills to our residents.

Fire Hydrants: An Eagle Scout candidate has expressed interest in painting hydrants in the Village for his Eagle Scout project. This is projected to begin during the month of April.

Treasurer's Report

Reimbursement: Maryalice Edwards reported Monroe County Water Authority has informed her they expect Sprint to pay the Village \$3500 for a termination fee. Sprint has informed the MCWA they will be removing their equipment from the water tower. Currently, Sprint owes \$1,785.36 in rent.

Budget Filing: After the budget is passed, Maryalice Edwards will prepare the necessary paperwork to be filed to New York State regarding the Tax Cap and Tax Limit.

Manager's Report

Community Center:

- The gym floor will start being repaired May 11th, it will be closed until May 24th.
- The painting of the Ingham Room will take place between April 13th and the 17th.
- Installation of another section of the Veteran's Wall has begun.
- Ceiling tiles in the gym have been repaired.
- Food shelf room improvements are done and their move is completed.
- A baby diaper changing station will be installed in the coming days.

Day Care: They have submitted a request to extend the existing playground area to add new equipment and fencing. Maryalice Edwards suggested since the rent is past due, the board approve this action once the rent is up to date. The board agreed and Ms. Climber may seek approval once this condition is met.

Gym Cameras: Two security cameras were installed on April 6, 2015, Shari stated there is a good view of the room and ceiling. Flooring is scheduled to be installed the week of May 10th, therefore they gym will be closed for two weeks. Trustee Gates suggested all notifications be made to daycare ASAP if parents find it necessary to make plans for alternate care.

Resolution to amend the employee handbook as follows:

The Village will provide current full-time employees or elected officials hired or elected on or after January 1, 2015 with any available and applicable High Deductible group medical insurance plan, and an Excellus dental plan 75% of the premium costs thereof to be paid by the Village and the remaining 25% of the premium costs thereof shall be paid by the employee or elected official by payroll deduction.

Motion to amend the handbook as submitted made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 4-0.

Employee Expectations: Due to recent employee incidents, it was determined a blanket statement for employee expectations during the workday needs to be included in the employee handbook. Currently, Village Attorney Larry Schwind, is reviewing it. Once the statement is received it will be reviewed by the board.

Grant for NYSERDA: Shari Pearce received notification that we did not qualify for the grant we applied for. This grant pertained to energy saving improvements around the Community Center including HVAC, lighting and window upgrades. Mike McHenry explained the notification was unexpected as he and Shari were not told this opportunity was geared toward new construction only. Connie Sowards from MRB will continue to search for grant opportunities. The board asked that Shari look into a refund of our application fees. Mike McHenry and Shari Pearce are scheduled to have a close out meeting with NYSERDA later this week.

Government Efficiency Plan: This is a new requirement from the state this year. Shari will be filing the plan by June.

6:00 p.m. Public Hearing

Application to subdivide property located at #121 Hale Haven Drive, 123 Hale Haven Drive, # 125 Hale Haven Drive and 200 School Lane. The properties are zoned Residential.

Jack Barton was present to represent the three home owners that are purchasing property from the Hilton Central School District. Mark Edwards, Buildings and Grounds Director from HCSD, was also present. The property owners were approached by school officials to purchase a small portion of land to be added to each of their parcels. The parcels sbl # 024.17-1-65, 024.17-1-66, 024.17-1-67, will be adding .024, .025 and .026 to their lots, respectively.

Mike Lissow stated this application is exempt from review from Monroe County Planning and Development as per an Intermunicipal agreement on file. This is as an unlisted action under SEQR and requires review.

SEQR: The Village Board declared themselves as Lead Agent in the coordinated review between the Village Board and Zoning Board of Appeals. A motion was then made by Trustee Fowler and seconded by Trustee Zabelny to declare a negative declaration for the project as the proposed action will not result in any significant adverse environmental impacts.

Resolution to approve the applications for subdivision of land located at 121, 123, 125 Hale Haven Drive from the property located at 200 School Lane, Hilton Central School District, as submitted. There was no public opposition. Motion made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously 4-0.

Application to subdivide property located at 20 Brook Street, from 49 West Avenue. Both properties are zoned Residential. Mike Lissow explained this is an unlisted action, and is exempt from review from Monroe County Planning and Development as per an Intermunicipal agreement on file. This is a coordinated review between the Village Board and Zoning Board of Appeals. A motion was made by Trustee Gates, seconded by Trustee Fowler to declare a negative declaration, as the proposed action will not result in any significant adverse environmental impacts.

Resolution to approve the applications for subdivision of land located at 20 Brook Street from the property located at 49 West Avenue. There was no public opposition. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 4-0.

Karen Strassner, 903 Hilton Parma Corners Road. Karen is a Village DPW employee. She asked to speak to the entire board about in regards to refuse and recycling. Recently, due to a refuse collection incident, she has been instructed by her Supervisor to no longer collect anything on the route. She explained her feelings are strictly her own and she is only speaking for herself, however, she wanted to provide the board with an understanding of what she does on her recycling route. While she works on the recycling route she collects: certain box tops, soup labels, aluminum pull tabs from cans, flower vases, greeting cards, soda cans, pots, pans and clothing. Karen explained city schools and a nursery school have benefitted financially from her collections. She also explained that she makes donations to a city food shelf. The vases are donated to a florist, who in turn adds floral arrangements and brings them to residents in nursing homes. Karen has made head wraps for brain surgery patients from the clothing she collects. Greeting cards are donated to Camp Haccamo. Karen returns soda cans to help finance department cook outs. She thanked the board for their time and asked that they consider the good that is done from these items that are discarded.

Shawn Madigan – 13 Cosman Terrace. Shawn and his parents, Laurie and John, made several comments regarding the condition of the house located at 11 Cosman Terrace. The issues they noted are: dog feces is not cleaned up from the yard, the ceiling inside is falling down, garbage from the younger residents has been thrown into Madigan’s yard, bees and animals are coming in and out of the house, and a portable basketball hoop has been placed and left at sidewalk. The Madigan’s have appeared before the board several times over the last several years. They are seeking a solution to these problems. Mayor Lee stated he will forward their complaints to Code Enforcement.

Proposed Budget

Resolution to adopt the annual budget for fiscal year 2015-16. The tax rate is \$2.68/thousand. Total budget amount as follows: Trustee Gates made the motion, seconded by Trustee Zabelny. Carried unanimously 4-0.

General	\$ 2,565,206.00
Water	\$ 565,193.00
Sewer	<u>\$ 394,565.00</u>
	\$ 3,524,965.00

Annual Resolutions:

Resolution that the following banks are hereby designated as the official depositories for the Village of Hilton: First Niagara, and M&T Bank. Trustee Fowler made the motion, seconded by Trustee Zabelny. Carried unanimously 4-0.

Resolution that Westside News is hereby designated as the official newspaper of the Village of Hilton. If it is found, however, that another newspaper is needed, then the Democrat and Chronicle is also designated as the official newspaper for the Village of Hilton. Trustee Zabelny made the motion, seconded by Trustee Gates. Carried unanimously 4-0.

Resolution that the Village Board will meet on the following dates at 5:00 p.m. Trustee Gates made the motion, seconded by Trustee Fowler. Carried unanimously 4-0.

<u>2015</u>	<u>2016</u>
April 7	January 5
May 5	February 2
June 2	March 1
July 7	April 5
August 4	
September 1	
October 6	
November 3	
December 1	

Resolution If Mayor Lee shall call a special meeting, the notification procedure to the media shall be by telephone or e-mail from the Village Manger as soon as the meeting is called. Trustee Fowler made the motion, seconded by Trustee Zabelny Carried unanimously 4-0.

The Mayor to make the following appointments:

Vice Mayor	Andrew Fowler
Zoning Board Liaison	Jim Gates
Personnel Liaisons	Joe Lee and Shannon Zabelny
Village Budget Liaison	Joe Lee and Shannon Zabelny
Hilton Parma Recreation Liaison	Andy Fowler
Enhancement	Joe Lee and Shannon Zabelny
Public Relations	Joe Lee
Newsletter	Joe Lee and Shari Pearce
Fire Commissioners Liaison	Larry Speer
School Board Liaison	Joe Lee and Andy Fowler
Town of Parma Liaison	Andy Fowler and Joe Lee
Chamber of Commerce	Joe Lee and Shannon Zabelny
Historian	Dave Crumb
Assistant Historian	Chuck Nichols
Registrar of Vital Statistics	Shari Pearce
Deputy Reg. Vital Statistics	Amy Harter and Maryalice Edwards
Community Development	Shari Pearce and Mike McHenry
Records Retention Officer	Shari Pearce and Amy Harter
Shared Services Team	Joe Lee
Community Center Supervisor	Shari Pearce and DPW

Resolution that the Board of Trustees hereby authorizes payment in advance of the audit of claims for the following expenditures which are due prior to the regular meeting date of the Village Board. All such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees: Trustee Zabelny made the motion, seconded by Trustee Gates. Carried unanimously 4-0.

- a) public utility services
- b) postage, freight and express charges
- c) Monroe County and/or New York State Department of Transportation fees
- d) Blue Cross/Blue Shield & Hartford medical insurance charges

Resolution to reimburse officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village based on the rates published and approved by the IRS. Trustee Gates made the motion, seconded by Trustee Fowler. Carried unanimously 4-0.

Resolution: to authorize the following petty cash funds: \$125.00 for water & general transaction. Said funds shall be located in the Village Office, 59 Henry Street and the following employees shall have access to these funds:
Amy Harter, Shari Pearce, Maryalice Edwards, Debbie Jones and Vicky Taylor. Trustee Fowler made the motion, seconded by Trustee Zabelny. Carried unanimously 4-0.

Resolution that the procurement policy shall be renewed for one year, as amended. Trustee Zabelny made the motion, seconded by Trustee Gates. Carried unanimously 4-0.

Resolution that the investment policy for the Village of Hilton shall be renewed for one year with no changes. Trustee Gates made the motion, seconded by Trustee Zabelny. Carried unanimously 4-0.

Resolution that the travel policy for the Village of Hilton shall be renewed for one year with no changes. Trustee Fowler made the motion, seconded by Trustee Zabelny Carried unanimously 4-0.

Water Billing: The board discussed and in favor of the procedures/policies that are in place for the water billing for the 2015-2016 fiscal year. This policy can be found in the Village Office.

Resolution to renew the following leases with tenants in the Hilton Community Center: Trustee Zabelny made the motion, seconded by Trustee Gates. Carried unanimously 4-0.

Hilton Community Child Care
Via Dance Studio
Apple Festival
Life Quest Church
Food Shelf

Resolution to retain the law firm of Lacy, Katzen LLP, and Attorney Larry Schwind on a fee basis when legal advice is needed at a rate of \$ 215.00. Trustee Gates made the motion, seconded by Trustee Fowler. Carried unanimously 4-0.

Resolution to continue our participation in the self-insured Upstate NY Municipal Workers' Compensation Program. The Village Board hereby designates Shari Pearce as the Plan Director; Maryalice Edwards as the Alternate Director; and Mike McHenry as the Plan Facilitator. Trustee Fowler made the motion, seconded by Trustee Zabelny. Carried unanimously 4-0.

Resolution to approve the use of Village streets and the Community Center for the Memorial Day parade on May 25, 2015. Trustee Zabelny made the motion, seconded by Trustee Gates. Carried unanimously 4-0.

Vouchers

Trustee Gates made the motion to approve the vouchers as presented including \$3,314.60 General Code and \$75.00 G/FLRPC, seconded by Trustee Zabelny. Carried unanimously 4-0.

Prepaid	\$13,028.57
T&A	\$20,290.40
General	\$30,717.50
Water	\$33,559.83
Sewer	<u>\$ 1,517.44</u>
Total	\$99,113.74

Discussion

Resolution to approve the meeting minutes of March 3, March 12, and March 17, 2015. Trustee Fowler made the motion, seconded by Trustee Zabelny. Carried unanimously, 4-0.

Citizen of the Year: Mayor Lee read the nominations for the 2015 Citizen of the Year. Trustee Fowler made the motion to accept Mr. Tom Scheg, seconded by Trustee Zabelny. Carried unanimously, 4-0. The award will be presented at the May board meeting.

Adjournment

There being no further business, Trustee Fowler made a motion to adjourn at 6:45 pm. seconded by Trustee Zabelny. Carried unanimously 4-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk