

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

Present: Mayor Lee, Trustees, Speer, Fowler, Gates, Zabelny
Village Manager/Clerk, Shari Pearce
Village Treasurer, Maryalice Edwards
DPW Superintendent, Mike McHenry
Deputy Clerk, Amy Harter

Absent: Code Enforcement Officer, Mike Lissow

Guests: Supervisor Jim Smith, Matthew Bishop

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

Recreation

Tree lighting: Trustee Fowler reported the event will be held on December 5th. More information will follow with Recreation Director, Tom Venniro.

Supervisor Jim Smith reported there will be a public hearing regarding their budget on 11/4. The budget is expected to be adopted on November 17, 2015. He updated the board on their budget proposal, and the Recreation Department Intermunicipal Agreement.

Code Enforcement Report

Mike Lissow was out of town, his report was provided to the board for their review.

Safety Concerns: Trustee Zabelny explained a meeting was held with Mayor Lee, Mike Lissow, Debbie Jones and Monroe County Sheriff Deputy Resch regarding security in the Community Center. There were several suggestions made to increase safety. More cameras will be added around the building to be included in the next budget year.

Treasurer’s Report

Tax Collection: Maryalice Edwards reported the tax collection process has been completed for this fiscal year.

Resolution to authorize the Treasurer to relevel the Village Taxes in the amount of \$12,527.33 to the Monroe County Treasury for reimbursement. The motion was made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Resolution to authorize the Treasurer to amend the 2015-16 budget to recognize the NYS Multi-Modal funding to repair Village II Drive and Cedar Terrace:

Increase Revenue A3505	\$121,000
Increase Expense A5110.4I	\$ 60,000
Increase Expense A5110.4J	\$ 61,000

The motion was made by Trustee Gates, seconded by Trustee Speer. Carried unanimously, 5-0.

Audit: Maryalice Edwards provided the financial analysis of all funds from June – September 2015 to the board for their review.

Superintendent Report

Community Center: Mike McHenry explained last week, the heat on the first floor was not being controlled. This caused the first floor offices to be extremely hot. After much investigation by Keith Brown, Jim Liese and a representative from Mollenberg-Betz, Inc. made some necessary repairs.

Fuel Tanks: These were sold at auction \$13,100.00, which was not included in the years budget.

Personnel: DPW employee, Carl Johnson, is retiring on January 17, 2016 after 34 years of service to the Village.

Traffic Study: A study was conducted on Heinz Street, after hearing complaints of speeding on this road. The study showed less than 1% of traffic is speeding. Mike McHenry discussed this issue with the owners of Omega Consolidated as their parking lot lines up with Heinz Street and traffic is traveling through their property to Old Hojack Lane. They agreed to have signs stating “Private Drive” at both ends of their parking lot. The discussion of installing a gate took place but that may have a significant impact on Town of Parma’s Highway operations.

Parma View Lift Station: Concrete will be poured this week for the installation of a new generator scheduled for December.

LED lights: Mike McHenry explained the shipment of replacement lights have been received for installation at the end of this week. This is expected to take 3-4 days.

Street Lighting Maintenance: Mike McHenry noted he will be seeking a Request for Proposal for a three year contract for street light maintenance and will have a recommendation the December meeting.

Manager's Report

Health Insurance: Shari Pearce explained that an informational meeting was held for the current employees on October 23rd. The employees have provided no feedback.

E Code: Mike Lissow has worked very diligently on this project. A copy of the suggested changes have been provided to attorney, Larry Schwind, for his input. The November deadline will be met at the end of this month and a public hearing will be held in January.

Workers Comp: Shari Pearce will be attending the semi-annual meeting with the entire membership on November 18th. She and Maryalice will be attending training to input claims online, along with members of the Fire Department on November 17th. She will continue as Vice-Chair for 2016, pending the membership's approval.

Curfew violations: All four defendants accepted plea offers at the Parma Town Court.

NYCOM: They are hosting a priorities meeting November 16th in Albany. There is no fee to attend the meeting other than hotel cost. The Village Manager and Treasurer are seeking authorization to attend. Shari will attempt to receive a copy of the final list of priorities to share with the board.

Resolution to authorize the Village Manager and the Village Treasurer to attend the NYCOM meeting on November 16, 2015 in Albany at a cost not to exceed \$230. Trustee Gates made the motion, seconded by Trustee Zabelny. Carried unanimously 5-0.

Water Collection: Shari Pearce reported the office has collected \$36,500 this month. One hundred sixty (160) past due notices were mailed. Property owners that do not pay their unpaid balance will have their water service turned off on November 4th.

Credit Cards: Recent legislation has required credit card companies to install a chip in all cards and obtain a new credit card machine that accepts the new technology. Municipay, who is our credit card company, is not compliant at this time and has notified the Village they will be accepting all responsibility for this lack of compliance. Once they are compliant, they will contact us with the necessary changes to our system.

Election: Monroe County Board of Elections conducts the Village of Hilton elections. The Village Clerk is responsible to provide them with the appropriate information regarding the open board positions, notices and petitions. Notices must be published by November 15th in the Suburban News.

Audit: An annual audit was conducted by Raymond Wager, LLC. Their recommendations have been provided to the board for review. Shari Pearce explained that due to our staff size not all recommendations can be implemented.

Health Insurance: Shari Pearce presented a detailed proposal for options for retirees on a Medicare Supplemental plan. After a lengthy discussion, the board as agreed to continue with the same plan offered in 2015. The rate increase was within the 18% as budgeted. The board stated they will review these costs each year and determine the appropriate action in the best interest of the Village and the retirees.

Vouchers

Trustee Fowler made the motion to approve the vouchers including the following additions: Cintas \$72.99, ODB Company \$988.50, Regional Dist. \$165.23, Westside News \$174.80, seconded by Trustee Zabelny. Carried unanimously 5-0.

Prepaid	\$ 7,090.61
T&A	\$20,013.31
General	\$56,749.65
Water	\$34,068.45
Sewer	<u>\$ 5,673.87</u>
Total	\$123,595.89

Minutes

Resolution to approve the meeting minutes from October 6, 2016 as amended. Motion made by Trustee Speer, seconded by Trustee Gates. Carried unanimously 5-0.

Resolution to approve the meeting minutes from October 17, 2016 as amended, Trustee Gates, made the motion, Trustee Speer seconded. Carried 4-0-1, Trustee Fowler abstained.

Village Board Liaison Reports

Mayor Lee recently toured 911 Center in Rochester. He was quite impressed with their operations.

Mayor Lee reported that Make a Difference Day was a successful with many activities throughout the Village.

Salvation Army bell ringers will be in two locations this holiday season. Tops and the Post Office are participating. All volunteers are welcome.

Adjournment

There being no further Village business, Trustee Fowler motioned to adjourn the meeting at 6:55 p.m., seconded by Trustee Speer. Carried unanimously 5-0.

Respectfully Submitted,
Amy Harter, Deputy Clerk