

**Village Board  
Meeting Minutes of  
December 1, 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 of allegiance followed by a moment of silence.

**Recreation Report**

Tree Lighting: Tom Venniro updated the board on the plans for the upcoming Tree Lighting on December 5<sup>th</sup>. There are many activities planned and a large crowd is expected.

**Code Enforcement Report**

Zoning Board: Mike Lissow reported a site plan review is scheduled on December 7th. This proposal is to purchase and raze the house at 20 South Avenue and create a parking lot. The proposal also includes construction of a two story commercial building with a residential rental unit on the second floor.

POD Drill: Mike Lissow reported that a drill was conducted November 18<sup>th</sup> with representatives from Parma, Hamlin, Hilton Central School District, Monroe County Health Department and the Interim Commission of Public Health.

Code changes: New York State will be issuing significant changes to the family of codes. Mike Lissow is hopeful there will be plenty of information and classes for Building Inspectors so that they may familiarize themselves with these updates.

E-Code: Mike Lissow explained updates to our code were sent to Larry Schwind for his review. Many outdated codes were updated, while some will be removed. Those that are removed are not applicable in the Village; due to the similarities with codes in the Town; these codes will now be enforced by the Town of Parma. The board was in agreement with the updates provided.

### **Treasurer's Report**

**Resolution** to amend the 2015-2016 budget to recognize the increase in the New York State Retirement expense of \$14,917. The motion made by Trustee Gates, seconded by Trustee Speer, carried unanimously 5-0, as follows:

Increase State Retirement expense and decrease contingency:

Increase expense	A9010.4	\$14,917
Decrease expense	A1990.4	\$14,917

### **Superintendent Report**

Community Center: Mike McHenry reported the heating problems have improved. Jim Liese and Keith Brown continue to work on these issues.

Fuel Tanks: Mike McHenry reported the tanks were sold at auction, however, in October 2015, regulations have changed. Per the NYSDEC, a letter is stating the unit meets 2006 UL spec meets the necessary requirements, the Village could then sell them. This requirement has been met. A check in the amount of \$13,100 is expected from the buyer this week.

Foodlink: There are 6 food donation events scheduled for 2016, Mike McHenry stated the event is worthwhile and is not too burdensome on their department. The board is grateful for their continued support.

Parks: Mike McHenry reported the alarm system at the Jennejahn Lodge is in need to upgrades due to technology changes. He expects these costs not to exceed \$500.00

Personnel: Mike McHenry provided a job description for a Refuse/MEO position. Mike is recommending to hire Andrew Steiger fulltime as of 1/1/2016. This fills the vacant position with a pending retirement in the DPW. Due to his seasonal employment and excellent work record, the 90 day probation period will be waived.

**Resolution** to hire Andrew Steiger full time at a wage of \$15.50 per hour, motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously 5-0.

Safety: Mike McHenry reported a conversation took place with Rev. Jennifer Green from Methodist Church. She has safety concerns regarding the vehicle traffic between the church and the library as the church offers a daily preschool program. Mike

McHenry stated he is considering devices such as speed bumps seasonally to slow traffic in this area.

Shared Services: Mike McHenry reported that fill dirt has been used in the salt facility. This is tested, clean top dirt that originated at the high school, then taken to the Town Park. By the time the pile is exhausted there will be a tax payer savings of \$20,000.

Leaf Machine: Mike McHenry explained the leaf machine was recently in need of repair. DPW employee, Jim Leise, worked very hard to repair this equipment and saved the department much down time. The board thanks him for his dedication.

### **PUBLIC FORUM**

Mayor Lee declared the forum open to the public at 6:00 p.m.

Richard Wilt, 317 Parma View Drive, approached the board about an ongoing problem with his neighbor including property maintenance and unlicensed vehicles. Recently, the neighbor began to build a shed without a permit. Mr. Wilt notified the Village Office. Mike Lissow made an inspection and a stop work order was issued to the property owner. Mike Lissow explained that due to a language barrier, it is almost impossible to interact with the property owner. In the past, Mr. Lissow has represented the Village in a court case against the property owner, an interpreter was required. Mr. Lissow will keep the board updated on the progress.

With all persons heard, Mayor Lee declared the public forum closed at 6:25 p.m.

### **Managers Report**

2015 Community Development Grant: The Village has been awarded \$32,000 for the grant application for 2015. This includes powered handicap doors at the restrooms on the first floor, restroom sinks drinking fountain and to re-key the building. These projects are anticipated to begin in the summer of 2016.

HDK: Shari Pearce reported a meeting was held with the potential property buyer. The buyer is looking to have a high end showroom for vehicles. There is still a tense situation due to an easement agreement that has never been rectified between the Village and the owner of 7 Upton Street. The buyer is interested in the building and feels the situation can be resolved. This is an ongoing situation.

Recreation Intermunicipal Agreement: Shari Pearce provided the board with a final draft for approval. Trustee Zabelny suggested changing the custodial rate to \$15/hour, the board agreed.

**Resolution** to approve the proposed Intermunicipal Agreement between the Village of Hilton and the Town of Parma regarding the Recreation Department with the amendment that the rate of custodial pay shall be \$15/hour, motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

Community Center: Shari Pearce reported a long time user of the Community Center has contacted the office several times to continue use of the Auditorium for Martial Arts practice. Due to space constraints over the past few months, Shari had to inform him that we no longer can accommodate him. He has been very persistent to use the room and is seeking to pay \$10/hr instead of our regular rate of \$25/hr. The board agreed we cannot accommodate him and agrees to support out managements decisions.

Code changes: Shari Pearce explained the proposed Peddling, Vending and Soliciting is ready for a public hearing.

**Resolution** to authorize the Village Manager to advertise the public hearing for Local Law 1, 2016 for January 5, 2016. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 5-0.

Recreation Commission: Al Howe's term is expiring on December 31<sup>st</sup>; he is seeking another four year term on the commission.

**Resolution** to reappoint Al Howe, motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously, 5-0.

Retiree Health Insurance. Shari Pearce has spoken to all retirees regarding the changes to the Health Insurance in 2016. They have expressed their understating with the recommendation the Village board may break the 100% coverage. There is one retiree interested in speaking with the board regarding the changes.

Electric Funds: Maryalice Edwards explained she has confirmed it is acceptable to transfer the electric fund balance into the General Account. Maryalice recommends transferring the balance into the long term health care savings account. It is a flexible, sheltered account and can be used for any general purpose. Trustee Speer would like to explore other options since it is not taxpayer's money it can be used for future project. Trustee Fowler agreed. Trustee Gates likes the idea presented. The board agreed to earmark the money for a future purpose, and would like to have a recommendation by the February meeting.

Safety Meeting: Shari Pearce is seeking permission to close the Village Office at 1:30 p.m. on December 11, 2015 for the annual safety meeting.

**Resolution** to close the Village Office on December 11, 2015 at 1:30 p.m. for the annual safety meeting. Motion made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously 5-0.

### **Vouchers**

Trustee Speer made the motion to approve the vouchers including the following additions: Cintas \$87.62, Cook Iron Store \$93.82, Garden Factory \$115.95, Home Depot \$421.33, Regional Dist. \$481.71, seconded by Trustee Fowler. Carried unanimously 5-0.

Prepaid	\$ 9,433.66
T&A	\$ 20,013.31
General	\$188,287.72
Water	\$ 62,722.40
Sewer	<u>\$ 21,611.45</u>
Total	\$302,068.54

### **Minutes**

Resolution to approve the November 3, 2015 meeting minutes as presented. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously 5-0.

### **Village Board Liaison Reports**

Trustee Fowler reported he will be broadcasting sporting events on VillageRadio.net

### **Adjournment**

There being no further Village business, Trustee Speer motioned to adjourn the meeting at 7:53 pm, seconded by Trustee Fowler. Carried unanimously 5-0.

Respectfully Submitted,

Amy Harter  
Deputy Clerk