

**Village Board  
Meeting Minutes of  
May 5, 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: Tom & Wendy Scheg

Mayor Lee called the meeting to order at 4 p.m. with the pledge followed by a moment of silence.

**Recreation Report**

Tom Venniro was not present; however, Shari Pearce read his report.

Ingham Room – Tom thanked the Village and Church for all of their work in the Ingham Room. It looks wonderful, has great new functionality for our programs and we have heard great feedback.

11B Storage – Recreation is just about completely out of 9B and moved over to 11B for storage.

Ryan Rockefeller – Tom has hired a new full-time staff member, Ryan Rockefeller, who will be starting on May 11.

Summer 2015 Brochure – The Summer 2015 Brochure is out and available for registration.

## Code Enforcement

62 East Avenue: Mike Lissow reported he is working with Surveyor, Rich Maier, to relocate the property lines between 73 Railroad Avenue and 62 East Avenue. This action requires subdivision of land to sell approximately .117 acres to the the owner of 62 East Avenue. By selling this land, the Village would alleviate liability for the handicap ramp, basement steps and an air conditioning unit that is located on Village property.

**Resolution** to declare the Village Of Hilton as Lead Agent for SEQR for the subdivision of property, motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously 5-0.

The board discussed the costs associated with this sale including the survey, attorney fees and a title search. Trustee Speer suggested selling the property for \$2000.00 plus all associated expenses.

**Resolution** to sell approximately .117 acres of property for \$2,000 plus all related expenses, Trustee Speer made the motion, seconded by Trustee Zabelny. Carried unanimously 5-0. Shari Pearce will contact the Village attorney to discuss the next steps.

Software Purchase: Mike Lissow is seeking permission to purchase software that will allow him to log into his Village computer while he is off site. This will also be utilized by the Village Manager and Treasurer.

**Resolution** to authorize the Code Enforcement Officer to purchase Logmein Pro software at cost of \$249 annually. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 5-0.

Stormwater Coalition: The annual stormwater report is complete. The coalition will compile all the municipalities' data and file one report to the NYS DEC.

Open burning: Mike Lissow received a complaint about open burning; this person wants it banned in entirety. Mike replied that the Village follows the State Fire Code and any changes to the code required Village Board approval.

Zoning Code Change: Mike Lissow explained the Code is lacking the requirement of Site Plan review for non-residential use properties in a residential district. The following text is recommended to be added to Chapter 24 Section 300, Article III, Site Plan Approval:

*E: Site plan approval by the Zoning board of Appeals shall be required in a residential district for all new uses, changes in use, and new construction or alteration, in*

*accordance with the procedures established in Article V of this local law for all non-residential uses.*

**Resolution** to schedule a public hearing for June 2, 2015 at 6:00 p.m. to consider a Local Law 1, 2015 to amend Chapter 24 Article III, Section 302 Residential District as written. Motion was made by Trustee Gates, seconded by Trustee Speer. Carried unanimously 5-0

Lighting Moratorium: Mike Lissow provided a handout pertaining to the adoption of design guidelines for exterior lighting. The following text is recommended to be added to Chapter 24 Section 505 Special Provisions:

*F: All exterior lighting shall be designed using the Recommended Practices (RP-33) Lighting for Exterior Environments and (RP-20) Parking Lots of the Illuminating Engineering Society of North America.*

**Resolution** to schedule a public hearing for June 2, 2015 at 6:00 p.m. to consider Local Law 2, 2015 to add text to Chapter 24, Section 505 Special Provisions, as written. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 5-0.

**Resolution** to authorize Code Enforcement to purchase the publication, Illuminating Engineering Society RP-20 Lighting for Parking Facilities, for \$55. Trustee Gates, made the motion seconded by Trustee Speer. Carried unanimously 5-0.

### **Treasurer Report**

Water Tower Rent: Maryalice Edwards updated the board on the past due balance for Sprint Nextel in the amount of \$1,249.71. Recently, they made a payment of \$3,570.72 for an early termination fee. Maryalice will be notified by Monroe County Water Authority when their equipment is removed from the water tower.

### **Superintendent Report**

Community Center: Mike McHenry gave an update on work completed by the DPW.

Hojack Trail: There will be a project kick off meeting on 5/13/15 at the Greece Town Hall at 4:30 p.m.

Salmon Creek Park: The Cub Scouts Pack 125 cleaned up the park on May 2<sup>nd</sup>. Mike remarked the job was well done.

Personnel: The DPW will have three college students returning to work for the summer. John Allport, AJ Engelbert and Andy Steiger will start this month. The DPW began their summer hours on May 4<sup>th</sup> and will continue until September 4<sup>th</sup>.

Sanitary Sewer: Mike McHenry stated the sewers on Brook Street are scheduled for relining this year. This is a budgeted item.

**Resolution** to authorize DPW Superintendent to hire MRB Group to create a package for bids and specs, for the relining of sanitary sewers along Brook Street, at a cost not to exceed \$6000.00 Motion made by Trustee Speer and Trustee Fowler. Carried unanimously 5-0.

Generator: Mike McHenry stated the 2015-2016 budget included the cost of purchasing a new generator for the lift station on Parma View Drive.

**Resolution** to authorize DPW Superintendent to hire MRB Group to develop bids and specs for a new standby generator to run the lift station at Parma View Drive, at a cost not to exceed \$4000. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 5-0.

Shared Services: Mike reported a bucket truck and operator from Brockport were used to remove a large tree at 8 Overlook. A Hilton employee was sent to Brockport for one day in exchange.

A lift from Hilton Central School District was used during the ceiling project in the Ingham Room. The DPW made repairs to catch basins within the school district.

Water Leak: The Monroe County Water Authority lent a high tech leak detector and two employees to assist with a water leak on South Avenue near Village II Drive. The repair was done after 10 p.m. in an attempt to alleviate the inconvenience to the affected residents and businesses. The Water Authority also lent a light tower for this project.

Employee Policy: The board had asked Mike McHenry to create an employee policy regarding expectations while working around confidential information. Mike provided a handout to the board.

**Resolution** to adopt the proposed guidelines and amend the employee handbook for the Village of Hilton staff and Boards, pending approval by the Village attorney. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

**Purpose:**

To identify information that is considered confidential and to establish guidelines for the use of confidential information.

### **Policy:**

Employees must not misuse confidential information.

### **Definitions:**

Confidential information generally consists of non-public information about a person or an entity that, if disclosed, could reasonably be expected to place either the person or the entity at risk of criminal or civil liability, or damage the person or entity's financial standing, employability, privacy or reputation. Confidential information includes but is not limited to:

- payroll records, salary and non-public benefits information
- Social Security numbers, driver's license numbers, state identification card numbers passport numbers
- credit and debit card information, and financial account information
- personnel records, including but not limited to information regarding an employee's work history, credentials, salary and salary grade, benefits, length of service, performance, and discipline
- individual conflict of interest information
- computer system passwords and security codes
- non-public financial, procurement, health/safety, audit, insurance and claims information
- patient care records including patient benefit plan enrollment, claims and billing matters
- medical records, personally identifiable medical information, and all information designated as "Protected Health Information" under the Health Insurance Portability and Accountability Act (HIPAA), or otherwise protected by law

### **Guidelines:**

1. All employees with job duties that require them to handle confidential information are required to safeguard such information and only use it or disclose it as expressly authorized or specifically required in the course of performing their specific job duties.
2. Misuse of confidential information can be intentional (acts and/or omissions), or a product of negligence or inadvertence. Misuse includes but is not limited to:
  - Accessing information not directly germane or relevant to the employee's specifically assigned tasks
  - Disclosing, discussing and/or providing confidential information to any individual not authorized to view or access that data, including but not limited to third parties, volunteers and vendors

- Reckless, careless, negligent, or improper handling, storage or disposal of confidential data, including electronically stored and/or transmitted data, printed documents and reports containing confidential information
- Deleting or altering information without authorization
- Generating and/or disseminating false or misleading information, and
- Using information viewed or retrieved from any source for personal or any other unauthorized or unlawful use.
- If an employee is found to have obtained this kind of information he or she will be disciplined up to and including termination.

Each official or employee shall endeavor to pursue a course of conduct which will not raise suspicion among the public that he/she is likely to be engaged in acts that are in violation of his/her trust.

### **Manager Report**

Joint meeting: Shari Pearce reported a meeting between the Village and Town Boards is scheduled for May 12<sup>th</sup> 7 pm. at the Parma Town Hall. Items of discussion include the Recreation lease, Community Center capital improvements, and Village/Town tax rate.

Insurance renewal: Rose & Kiernan is preparing our request for proposals for liability insurance. Shari expects to have the result for the June meeting, at that time a carrier can be selected. The renewal date is July 1<sup>st</sup>.

Community Development grant: Shari Pearce reported the Village has been awarded \$34,000 for the 2015 grant application. These funds will be used to add ADA improvements to the first floor and to re-key the building.

Workers Comp: There is membership meeting scheduled on May 20<sup>th</sup>. The Village has received a refund for \$40,178.00, which has been applied toward the premium expense.

CGI Video: Shari Pearce stated she has been notified that CGI would like to update our video that is on our website. There is no cost to the Village. CGI is also offering a new service where we can upload our own videos to the site. It was noted there have been no complaints about the business.

**Resolution** to allow CGI to update the video at not cost to the Village. Motion to approve made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously, 5-0.

Daycare: Last month, the daycare owner requested authorization to allow an update to their playground. This proposal is on hold for now.

NYCOM Conference: Shari Pearce attended the Mayors Conference in Saratoga Springs on May 3 – May 4<sup>th</sup>. She is seeking reimbursement of \$470.00 for expenses.

**Resolution** to reimburse Shari Pearce \$470.00 for expenses incurred while attending the May NYCOM conference in Saratoga Springs. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Government Efficiency Plan: Shari Pearce complied with the requirements of this request made by Governor Cuomo. The final plan from the county is forthcoming.

Electric: Shari Pearce reported that electric prices have stabilized, she is recommending returning to RGE for the street lighting accounts to take advantage of their off peak rates. Shari will research the rates for the other Village accounts and report back to the board.

**Resolution** to authorize the Village Manager to switch providers from NOCO to RGE to take advantage of off peak rates for the Villages street lighting accounts. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 5-0.

Drug Coalition: The board received suggestions from the drug coalition regarding changes to the rules of the Jennejahn Lodge and changes to the Village Code. The board discussed the recommendations submitted.

**Citizen of the Year 5:30**

The Village Board recognized Mr. Tom Scheg as the Citizen of the Year for 2015. A plaque was presented and well wishes to Tom for being an active member of our community.

**Vouchers**

A motion to approve the vouchers as presented, including \$7,369.16 as presented at the meeting, was made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously, 5-0.

Prepaid	\$10,721.74
T&A	\$20,290.40
General	\$36,936.17
Water	\$29,412.83

Sewer	\$ 3,603.25
Total	\$100,964.39

### **Minutes**

A motion to approve the April 7, 2015 meeting minutes as presented was made by Trustee Fowler, seconded by Trustee Zabelny, Trustee Speer abstained. Carried 4-0-1.

### **Discussion**

Collection Box: A suggestion to install a cardboard box at the Community Center to collect used electronics and other items was presented to the board. The board did not approve of this recommendation.

Dance: Shari Pearce received a request from Tammy Paul, to hold a dance for the community by Via Dance. The intent was to host an event “duplicating” the Valentine’s dance offered by the Recreation Department. Via Dance would charge an entry fee and hire vendors to sell food to the participants. The board agreed due to the nature of the request, it would best for the Recreation Department to host such an event.

### **Adjournment**

There being no further business, Trustee Fowler motioned to adjourn at 6:10 p.m. seconded by Trustee Speer. Carried unanimously 5-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk