

**Village Board
Meeting Minutes of
August 4, 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

Absent: Trustee Speer

Guests: Rick, Melissa, and Riley Pendleton

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

Code Enforcement Report

Resolution to authorize Zoning Board Member, Shelly Kordish, to attend the Monroe County 2015 Land Use Decision-Making Training Program. The 4 Hour class, Stormwater and Floodplain Management, is being held at Monroe Community College on October 5, 2015. The cost of the class is \$40.00 and includes dinner. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 4-0.

Village Code Amendment: Mike Lissow noted recently a Zoning Board application for a variance was received for a property on Applewood Lane that is zoned Planned Residential District. During his review, he determined the area in question, which includes Raintree Lane, Archer Drive and Applewood Lane, were originally intended to be zoned Residential but has been overlooked since their completion. He recommends amending the Village Code for PRD so that all single family homes are zoned appropriately.

**Proposed Language to be added to §24-308 of the Hilton Code re: PRD Districts
D. Requirements**

(1) Except as is specifically set forth hereinafter to the contrary in item (3) of this

paragraph D hereinafter, any single family residence or dwelling located within a PRD district shall comply with the provisions of paragraphs C, D and E of §24-302 of Article III of Chapter 24 of this Hilton Code

(2) Except as is specifically set forth hereinafter to the contrary in item (3) of this paragraph D, any multi-family residence or dwelling located within a PRD district shall comply with the provisions of paragraphs D, E, F, G, H and I of §24-304 of Article III of Chapter 24 of this Hilton Code.

Resolution to hold a public hearing for Local Law #3, 2015 on September 1, 2015:
Motion made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously 4-0.

Hazard mitigation plan update: Monroe County Office of Emergency Management has begun the process of updating the County's Hazard Mitigation Plan. The HMP will analyze the hazards faced by the county and its municipalities to identify a strategy for minimizing the County's vulnerability to these hazards. Monroe County has contracted with Tetra Tech, Inc. to guide them through the planning process. There will be workshops and meetings that Mike Lissow will be attending. At the conclusion of the process, FEMA will review the plan for approval.

DEC Review: Representatives from the Department of Environmental Conservation conducted an inspection and audit along Salmon Creek today. Mike Lissow reported this went very well and Hilton has no violations. A follow up letter from the DEC is expected. The board was very pleased with this outcome.

Trustee Gates stated he was approached by a resident in Unionville Station that commented how pleased he was with Mike Lissow's response and professionalism while they worked together during a recent permit.

Treasurer's Report

Annual Update Document: Maryalice Edwards explained she is preparing the annual update document for the state and will be submitting it this week. A copy of the year end summary was submitted to to the Board for review.

Electric Balances: The outstanding electric balance due to the Village is \$5,084.67. A list of the names and balances was provided to the board. Shari Pearce noted many of these people have judgments against them for these balances; because they have not paid, Shari asked if this is still the course of action she should take. Trustee Zabelny stated although these people have moved away or do not intend on paying, a judgment will remain on their credit report. This may prompt them to eventually pay their debt in full. The board agreed to continue with court action to place judgments on those with outstanding debt owed.

Superintendent's Report

Community Center: Mike McHenry reported on the ongoing repairs to the boilers. Keith Brown is continuing work for the upcoming grant project involving the north ramp and awning.

Wheels on Main Street: There is a meeting scheduled for 8/5/2015 to discuss the safety plan. The event is being held on 8/8/15.

NYS Multi-Modal Funding: Mike McHenry explained that the funding has been approved to resurface both Village II Drive and Cedar Terrace and the signed contracts are forthcoming. The work can begin within the coming weeks.

Vandalism: Mike McHenry reported with the increase in sheriff's patrols in Salmon Creek Park, the amount of vandalism has been greatly reduced. Mayor Lee meets with the Captain frequently and this ongoing communication has proven to be beneficial.

Sanitary Sewers: Mike McHenry stated the final contract regarding the sewer work along Brook Street and West Avenue has been signed. Work will begin in August for completion before school reopening as this sewer line runs to the Quest School. Neighborhood notification will be made by letter.

Request for Proposal: RFP is completed for the Parma View Lift Station generator. Mike reported he will be making a recommendation to the board in September. \$30,000.00 has been budgeted for this project.

Sewer machine: Mike McHenry is investigating a new model. The current sewer machine's technology cannot be updated. \$60,000.00 has been budgeted to replace the machine. The existing equipment may be sold to Town of Parma.

Unionville Lift Station: Replacement of the existing fence is necessary; Mike McHenry will be speaking with the neighbors. He would like to make sure they are in agreement with the use of vinyl fence.

Street lights: In the past few years it was discussed to change existing street lights over to LED. Mike McHenry is recommending one LED light be installed on the light pole in front of the Community Center for the board's review and input.

Shared Services: Mike gave a report of the ongoing shared services between the Village Town of Parma and Village of Spencerport.

SMART Trailer: The trailer used for traffic information such as speed and traffic count is need of updated software. This trailer has been in use for approximately 15 years. Mike McHenry expects this to cost approximately \$1,300.00

Resolution to authorize DPW Superintendent to purchase software to update the SMART Trailer, at a cost not to exceed \$1,300.00, motion made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously 4-0.

Manager's Report

Lawsuit: In 2014, a contractor suffered an injury while working at Northwood Elementary School. The Village of Hilton has been named in the lawsuit. Shari Pearce will be sending correspondence to request removing the Village. Northwood is located in North Greece and is in no way affiliated with the Village of Hilton in this matter.

62 East Avenue: Invoices for legal fees have been received in the amount of \$795.50. \$516.00 of this is associated with real estate fees for the sale of a portion of 73 Railroad Avenue. The board was very clear that all expenses were to be paid by Mrs. Ciccotti. Shari will be mailing the bill to attorney Lynda Vandenberg to be paid by Mrs. Ciccotti.

MRB Grant research: Shari Pearce inquired if the board is interested in extending the Grant Research contract with MRB Group. This has proven to be beneficial thus far with the grant opportunities that have been received. The board agreed to extend the contract.

Resolution to extend the Grant research contract with MRB Group through March 31, 2016. Motion made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously, 4-0.

Day Care: They are in need of additional space for their school age children. Shari is recommending room 7B for their use. Community groups will be relocated to other areas in the building. This increases annual revenue by \$5700.00.

Recreation Intermunicipal agreement: A meeting was held with Joe Lee, Shari Pearce, Jim Smith and Tom Venniro. Mayor Lee explained the need for cost sharing for the maintenance of Community Center. There is a gap in the revenue collected from tenants. Mr. Smith will be reporting this to the Town Board and will come to the board with a proposal.

Curfew: Village Attorney, Larry Schwind, will be attending court in September to prosecute nine violators in Salmon Creek Park. A discussion followed on the penalties recommended.

Resolution to approve training for Shari Pearce and Maryalice Edwards to attend the annual NYCOM Clerks School from September 28th –October 1st in Lake Placid, New York at a cost not to exceed \$2,900.00. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 4-0.

Resolution to authorize the Life Quest Community Church to use the Community Center building and grounds on September 12th for a community festival. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 4-0.

6:00 p.m. Public Forum

Radio Station: Rick Jordan explained he has begun streaming an online radio station from his home in the Village, specifically geared to Hilton. Mr. Jordan hopes to reach out for sponsorships from area businesses for cost effective advertising to cover his expenses. There will be live broadcasts from all varsity sporting events. The board was enthusiastic about this venture and expressed their appreciation.

Vouchers

Trustee Fowler made the motion to approve the vouchers as presented including; HCSD \$312.14, Mo. Co. Health Department, \$2,000.00, Suit Kote \$84,954.21, seconded by Trustee Gates. Carried unanimously 4-0.

Prepaid	\$ 8,198.58
T&A	\$ 20,290.40
General	\$127,851.05
Water	\$ 33,076.79
Sewer	<u>\$ 3,446.49</u>
Total	\$192,863.31

Minutes

Resolution to approve the meeting minutes from June 30, 2015. Motion made by Trustee Fowler to approve the June 30th minutes as presented, seconded by Trustee Zabelny. Carried 3-0-1, Trustee Gates abstained.

Resolution to approve the meeting minutes from July 14, 2015. Motion made by Trustee Fowler to approve the July 14th minutes as presented, seconded by Trustee Zabelny. Carried unanimously 4-0.

Village Board Liaison Reports

Recreation Commission: Trustee Fowler noted the meeting held at Jennejahn Lodge received a great response.

Grill purchase: Mayor Lee reported that a cookout with building tenants was held. It was a positive experience and he hopes to have additional events.

Former Village Mayor and longtime resident, Doug Hurlbutt, passed away recently. A blank page in the Village Board minutes will be dedicated to his memory.

Mike Lissow thanked the Village Board for their support of the Hilton Department's Carnival.

Adjournment

There being no further Village business, Trustee Gates motioned to adjourn the meeting at 7:35 p.m., seconded by Trustee Fowler. Carried unanimously 4-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk

Dedicated in memory of Doug Hurlbutt