

**Village Board
Meeting Minutes of
February 2, 2016**

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, Craig Burritt, Richard Wilt

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

Recreation Report

Tom Venniro gave his report about happenings within the Community Center.

Winter Fest: This event was held January 30th. There were approximately 100 families registered, however, due to the warm temperatures only 100 participants attended. Tom noted it was an enjoyable day and if the weather were colder with more snow, attendance would have been much higher.

Tom Venniro expressed his gratitude to Andy Fowler for his support and dedication to the Recreation Department. Trustee Fowler will not be seeking re-election to the Village Board. Trustee Fowler noted he will still be volunteering to help their department with many functions around the Village.

Code Enforcement Report

House Fire: Mike Lissow reported there was a fire on January 25th at 323 Cedar Terrace, resulting in major interior damage; the house is uninhabitable. One occupant was rescued safely from the second story before fire personnel arrived. In the past, the board has waived water fees while residents are unable to live in the home and repairs are done.

Resolution to waive water bills for this residence until the occupants can safely move back in to the home. The motion made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously 5-0.

20 South Avenue: Site Plan approval was granted by the Zoning Board of Appeals to demolish this house and construct a parking lot.

167 Lake Avenue: Second Time Treasures is a resale business for donations. They currently have a Special Use Permit granted by the Zoning Board of Appeals which allows an outdoor display of up to five items. They have recently applied for approval of seven more items. The ZBA has approved a total of six items at any given time.

Community Center Security: Over the last several weeks, Village personnel have met with Kelly Climer, owner of Hilton Community Child Care; the intention is to increase security within the building. Mike Lissow stated that Mrs. Climer explained the daycare has many procedures in place and has verified NYS requirements for suggestions made. Another meeting will be scheduled in the near future.

Fire Department Parade: The Hilton Parma Fire Department requested to use Village streets for their annual carnival July 13th – July 16th. This includes property located at 135 South Avenue.

Resolution to authorize use of the Village Streets and 135 South Avenue starting July 13 through July 16, 2016. The motion was made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously 5-0.

Creek Crossing Townhomes: Mike Lissow met with the Parma Town Assessor, Don Wells and property owner, Jack Howitt. In October 2007 final approval was granted for the construction of 76 condominium lots and one common area of property. These condos were intended to be sold to private owners. Because they did not sell, Mr. Howitt chose to use them as rental units. Don Wells needs to change their tax status as they are not truly condos and Mr. Howitt has asked they be merged into one parcel. The assessor has agreed, this must be done by the end of 2016. Mike McHenry noted it would not affect our maintenance responsibilities.

Treasurer Report

Water Tower: A final payment from Sprint in the amount of \$7,387.03 has been received and all equipment has been removed from the water tower.

Budget: Maryalice Edwards is currently working on the budget spread sheets. Budget meeting dates were discussed. The board agreed to meet on election night as most of the board and staff will be in attendance for the turnout.

Resolution to authorize the Village Manager to advertise the following meeting dates: March 15th at 6:30 p.m. This meeting will be held at the Hilton Parma Fire Department due to this being the same day as the Village election. March 17th and March 22nd budget meetings are scheduled at 5:00 p.m. at the Hilton Community Center. The motion was made by Trustee Fowler to authorize the Village Manager to advertise meeting dates as noted, seconded by Trustee Gates. Carried unanimously 5-0.

Superintendent Report

Grant Opportunity: Mike McHenry and Mayor Lee met with Josh Jensen from Senator Robach's office to discuss funding for an addition to the Jennejahn Lodge and the Carter Drive culvert repairs. This project is expected to cost over \$200,000 and the grant may cover up to 70%. Mike McHenry will keep the board updated on his progress.

Hazardous Waste Collection: This is scheduled on June 18th at the Hilton DPW. Appointments will be taken by the Town of Parma Garage.

Sick Time: Mike McHenry commended his department on their attendance last year. He noted there were seven employees that did not use any sick time.

Refuse Dumpsters: Mike McHenry has an opportunity to purchase dumpsters at a discounted cost from K & D Disposal. He is recommending to purchase two 8 yard and one 6 yard for a cost of \$2453.00; \$4,000.00 was budgeted for replacement and repairs.

Resolution to authorize DPW Superintendent to purchase one 8 yard and two 6 yard dumpsters from K & D Disposal at a cost of \$2,453.00, motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

Vehicle Accident: During snow removal on January 22nd, a privately owned, parked vehicle was hit by our loader in a parking lot. An estimate was received of \$1500. This has been sent to our insurance company to handle the claim.

Water: Mike McHenry is recommending that Keith Brown attend a water license credit class on 2/26 at Wayne County Public Safety Building at a cost of \$40.

Resolution to authorize Assistant DPW Superintendent, Keith Brown, to attend Wayne County Public Safety on 2/26/16 at a cost of \$40.00, motion made by Trustee Speer seconded by Trustee Zabelny. Carried unanimously 5-0.

Mike McHenry is recommending Doug Jock attend the Western NY Water Works Conference on 2/10 at the Clarion Inn at a cost of \$30.00.

Resolution to authorize DPW employee Doug Jock to attend WNY Water Works Conference at the Clarion Inn, Batavia, NY on 2/10/16 at a cost not of \$30. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

Labor Distribution: Mike McHenry provided personnel labor information.

Manager's Report

Water Collection: Water payments were due last on 1/26/16. Shari Pearce noted the office team did an excellent job. She commended Vicky Taylor for coming in early every day to offer extra help to the team.

Sick time: Shari reported there were 2 employees with no sick time for 2015, the staff used a small amount of time all totaled.

HUD Grant: The applications for 2016 are due 2/16/2016. Shari and Amy will work on this. The proposal is to seek funding for additional automatic doors, flooring and carpeting for the Ingham Room which is used primarily for the Senior Center.

14 Main Street: Last month, it was discovered that in 1981, the Village took a portion of the parking lot under Eminent Domain; however, the required documents may not have been filed appropriately with Monroe County. Village attorney, Larry Schwind, recommends conducting a title search to determine where this stands.

HDK: Shari provided the board with an update on the progress; there is no closing date yet. The prospective buyer is targeting to close with HD&K by the end of February. It is unknown if the Village will close on their land swap before or after the sale closing.

Election: There are three candidates that have turned in petitions for two Village Trustee positions. These will be submitted to the Board of Elections by February 4, 2016.

Community Center: The Board agreed to seek a comprehensive plan to update the mechanics of the building. This would likely include the electrical and the heating and cooling systems. A meeting has been scheduled with Dave Willard at MRB, the information will be provided to at the March meeting.

Public Forum

Mayor Lee opened the meeting at 6:00 p.m. for public comment. There being no one present, Mayor Lee closed the public forum at 6:01 p.m.

Vouchers

Trustee Fowler made the motion to approve the vouchers including the following additions: Hilton Napa \$410.79, Lacy Katzen \$1,096.50, Mountain Glacier \$22.46, Siemens \$114.73, Zee Medical \$39.55, seconded by Trustee Zabelny. Carried unanimously 5-0.

Prepaid	\$10,995.95
T&A	\$23,709.02
General	\$101,684.70
Water	\$34,095.19
Sewer	\$4,754.87
Total	\$175,239.73

Minutes

Resolution to approve the meeting minutes of December 21, 2015, Motion made by Trustee Speer, seconded by Trustee Zabelny Carried unanimously 4-0-1.

Resolution to approve the meeting minutes of January 5, 2016, Motion made by Trustee Fowler seconded by Trustee Zabelny. Carried unanimously. 5-0

Resolution to approve the meeting minutes of January 12, 2016-, Motion made by Trustee Gates, seconded by Trustee Speer, Trustee Fowler abstained. Carried unanimously. 4-0-1.

Adjournment

There being no further Village business, Trustee Speer motioned to adjourn the meeting at 6:20 pm, seconded by Trustee Fowler. Carried unanimously 4-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk