

**Village Board
Meeting Minutes of
March 1, 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: 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 introduced Felicia Gilbert as their intern. She is a SUNY Brockport student that will be working in the Recreation field.

Stuff the Bus: Recreation provided their bus for donations to the Hilton Parma Food Shelf. This was held on Saturday, February 27th at the Hilton Tops store. It was very successful. Mayor Lee thanked Tom Venniro for the use of their vehicle and their continued support for the community.

AARP Tax Prep: Tom reported this program continues to grow every year. In 2015, they provided this service to 400 people. These are residents of the area, not just Hilton or Parma.

Pizza Playoff: On April 15th Recreation will host this event. Tom stated he would be grateful for anyone that can assist his department; he expects a very large turnout.

Code Enforcement Report

Stormwater: Mike Lissow has been asked to serve on the executive committee.

Apple Fest: Safety changes being made for the food vendors.

Pre-Disaster Mitigation Committee is done meeting as a group. Needs village board approval to be placed in the Monroe county group, then to NYS then to FEMA.

Flood Smart – wrapping up soon, Intermunicipal agreements within zoning to come about. This is to work together to mitigate drainage issues as they affect each municipality.

Fire Marshal: Mike Lissow noted there is a significant/complete change in code this year. This the first update in 7 years; the training is required by law.

Resolution to authorize Mike Lissow to the Monroe County Fire Marshal's annual seminar, May 17th – 19th in West Webster at a cost of \$150.00. Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 5-0.

Country Village Estates: A developer has submitted plans to the Town of Parma to continue construction of Country Village Lane, which is located in the Town of Parma, off of North Avenue. The plan is to connect to Mockingbird Lane in the Village. Mike Lissow and Mike McHenry are concerned with drainage. The construction plans addressed drainage but not to the full extent. Mike Lissow is recommending our residents on Short Hills Drive and Mockingbird Lane, and Tyler Trail be notified of the public hearing by the Town of Parma. The board has agreed that Mockingbird Lane will not be used by equipment during construction.

Unionville Station: Mike McHenry reported Jim Smith has been approached by Joe Sciortino to continue with construction in the Town of Parma south of Unionville Station. There has not been an approval to tie into the Village sewer system. Mr. Sciortino was made aware of the requirements do so in the past. The board agreed any development of this subdivision begin at South Avenue toward the west; construction vehicles should not use streets within Unionville Station.

Treasurer Report

Resolution to pay the election inspectors \$10 per hour from 11 am – 10 pm, per Monroe County. We will have 4 inspectors at a cost not to exceed \$440.00. We will then be reimbursed for these costs from Monroe County. Motion to approve made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 5-0.

Worker’s Compensation code: Maryalice Edwards reported our auditors from Raymond Wagers Office recommend the codes be changed to 9040.40.

Resolution To amend the 2015-2016 budget as follows: Motion to approve made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously 5-0.

A19040.40		69,557.00
A25110.4C		(44,133.00)
A27110.40		(1,613.00)
A28160.4A		(11,834.00)
A28189.40		(4,182.00)
A11620.4B		(1,983.00)
A11325.4E		(286.00)
A13620.40		(2,440.00)
A11010.40		(37.00)
A11210.40		(18.00)
A18010.40		(11.00)
A17510.40		(7.00)
A11910.40		(3,013.00)
F19040.40	2,342.00	
F18310.4C		(95.00)
F28340.4A		(2,247.00)
G19040.40	2,876.00	
G18110.40		(40.00)
G28120.4D		(2,836.00)

Resolution: To amend the 2015-2016 budget as follows: Motion to approve made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

G11440.40	3,850.00	
G28120.4C		(3,850.00)
Re-class GL code – Engineering Parma View generator		
G28120.20	26,150.00	
G28120.4C		(26,150.00)
Re-class GL code – Parma View generator		

G28120.20	2,000.00	
G28120.4C		(2,000.00)
Re-class GL code - crane		

Superintendent Report

Grants: Mike McHenry and Shari Pearce explained the status of three Community Development Block Grants that have been approved as follows:

- 2014: This includes two automatic doors at the north entryway and a canopy to cover the stairs. We received the signed approval and Keith is obtaining the quotes. The amount awarded was \$20,850.
- 2015: This includes re-keying the Community Center, three automatic doors (Ingham Room, and two first floor restrooms), restroom sinks and one ADA compliant water fountain. We are waiting to receive the documents for signatures. The amount awarded was \$32,000.
- 2016: The Board initially agreed to seek funding for another set of automatic doors, flooring and concrete repairs for the south entrance of the Community Center. It was recommended by the County Development Office since we have received grants for similar items within the building, we would likely be turned down. Therefore, Mike McHenry recommended seeking aid for repair of sidewalks and gutters on Little Tree Lane. This was submitted on February 15th.

Community Center: The board agreed to seek a comprehensive study for the building. Mike McHenry met with MRB; engineers toured the building to create an estimate the cost of a comprehensive study. Trustee Speer asked to be included in any future meetings.

Jennejahn Lodge and Carter Drive culvert: Mike McHenry and Mayor Lee met with Josh Jensen to discuss possible grant money for improvements. Mr. Jensen is the Director of Public Affairs in Senator Joseph Robach's Office. After discussing both projects, Mr. Jensen recommended seeking funding for the culvert. This project is expected to cost \$200,000.

Shari Pearce and Mike McHenry spoke with the New York State Parks Department and MRB Group to obtain more information as to why the application to construct an addition to the Jennejahn Lodge failed. The Parks Department recommended resubmittal as the application itself was strong; it lacked letters of support from the community. It was recommended to seek letters from the Genesee Finger Lakes Regional Council, the Hilton Central School District, and the Hilton Parma Recreation Department. A public information meeting may be held to share this information with the community.

Hojack Feasibility Study: Mike McHenry reported a public meeting is scheduled on 3/3/16 at the Greece Town hall. Mike noted that the Hilton residents have voiced their support for this project. A lengthy discussion followed.

Resolution to authorize DPW Superintendent to solicit bids for concrete, sidewalk and gutter restorations. The sealed bids will be opened on 3/31/16 @ 2:00 pm. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

Refuse: The DPW staff has made 9 dumpster repairs over the last 2 months. This saved our residents approximately \$20,000 by not replacing them with new ones.

Accident: In January, the loader hit a privately owned, parked vehicle during snow removal. This was submitted to the insurance company and denied because New York State Vehicle and Traffic Law exempts' municipal vehicles engaged in highway work from being held liable in the event of a collision. Mike McHenry is recommending payment be made to the vehicle owner for repairs; it was parked properly and the loader slid on ice. Mike has prepared a release letter regarding requiring the vehicle owner's signature.

Resolution to pay repairs totaling \$1,576.10 for the Toyota Tundra when our loader operator made contact with the parked vehicle. Motion made by Trustee Gates, seconded by Trustee Speer. Carried unanimously 5-0.

High School traffic: A letter from Supervisor Jim Smith was sent to Monroe County Department of Transportation to request lowering speed limit on Wilder Road approaching Bennett Road, and possibly a traffic light in the future, in an attempt to alleviate traffic concerns at the high school.

Manager's Report

14 Main Street: Shari Pearce reported that the preliminary title search has been received but not yet reviewed in full by our attorney. Larry Schwind will be in contact with Shari regarding the particulars he is confident matter can be resolved.

HDK: Shari Pearce reported the closing should be scheduled soon.

Budget: Shari Pearce and Maryalice Edwards have completed the modified budget and hard holding a meeting with all departments Friday. It appears that all items are under budget this time.

Auditorium: A tenant has requested this room for use in August. The board has asked Shari to create a proposal for the board at the next meeting and possibly seek a cleaning deposit.

Discussion

Life insurance: Trustee Speer suggested obtaining quotes for life insurance policies. He feels the option for a policy should be considered for employees. Shari Pearce will obtain quotes through AFLAC.

Citizen of the Year: The board is seeking nominations for this award for the April meeting.

Public Forum

Mayor Lee opened the meeting at 6:05 p.m. for public comment. There being no one present, Mayor Lee closed the public forum at 6:06 p.m.

Vouchers

Trustee made the motion to approve the vouchers including the following additions: Gempler's \$144.95, Parma Awards \$5.00, seconded by Trustee Speer Zabelny. Carried unanimously 5-0.

Prepaid	\$11,274.68
T&A	\$20,648.60
General	\$24,496.14
Water	\$30,195.00
Sewer	<u>\$58,791.85</u>
Total	\$145,406.27

Minutes

Resolution to approve the meeting minutes of February 2, 2016 as amended. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

Adjournment

There being no further Village business, Trustee Fowler motioned to adjourn the meeting at 6:50 pm, seconded by Trustee Zabelny. Carried unanimously 5-0.

Respectfully Submitted,

Amy Harter
Deputy Clerk