

**Village Board
Annual Meeting 5:00 p.m.
April 5, 2016**

- Present: Mayor Lee, Trustees, Gates, Speer, Zabelny, Burritt
Village Manager/Clerk, Shari Pearce
DPW Superintendent, Mike McHenry
Code Enforcement Officer, Mike Lissow
Deputy Clerk, Amy Harter
- Absent Village Treasurer, Maryalice Edwards
- Guests: Richard Wilt, Dennis Sweatman, Tom Venniro, Supervisor Jim Smith,
Jane Gates, Jeff Gates, Jodi Gates and their children.

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

Oath of Office

Mayor Lee administered the Oath of Office to Trustee Gates for a four (4) year term effective April 1, 2016 through March 31, 2020.

Mayor Lee administered the Oath of Office to Trustee Burritt for a four (4) year term effective April 1, 2016 through March 31, 2020.

Supervisor's Report

Jim Smith, Supervisor, updated the board on the traffic situation in front of the high school.

Special Police: There will be another meeting regarding the establishment of a Special Police group that may be utilized between the Village, Town, Fire Department and the School District. Once the meeting is set, everyone will be notified.

North Avenue drainage: The Town is seeking funding to correct a drainage issue near Lake Avenue and Tallwood Drive.

Solar power: Supervisor Smith updated the board on the recent activity of the proposed solar farm. He noted the proposed location will no longer be suitable and they are researching other locations. He also mentioned with the electricity rate being so low, the project may be delayed.

Recreation Report

Tom Venniro, Recreation Director, updated the Village Board on past and upcoming events.

Storage: Tom reported the locker room area of the basement is being updated for them. This is more convenient for their department.

Code Enforcement

Stormwater Class: Mike Lissow and Keith Brown attended training. Mike explained there were minor changes to the annual report that helps the report to be more accurate. Mike found this class extremely informative.

Resolution to authorize Mike Lissow and Keith Brown to attend training on the updated NYSDEC Erosion and Sediment Control Manual on June 8, 2016 at a cost of \$100.00 each. This training is held at the Monroe Community Hospital and hosted by the Monroe County Soil and Water Conservation District. Motion made by Trustee Zabelny, seconded by Trustee Speer, carried unanimously, 5-0.

35 Hovey Street: Mike Lissow has inspected the updates that have been done at the Parma Free Church, including a fire alarm system, exit signs and doors that have been moved. A new roof is being installed currently.

Water Tower meeting: The MCWA has hired painting contractors to paint the water tower, inside and outside. The work began in March and will be completed in early July. If there is a safety incident while painting the tower, the protocol is to call 911 and have Hilton Fire Department report.

Uniform Code: Mike Lissow reported the code has been adopted, effective 4/6/16. There is a transition period through October where either code is acceptable. This is a substantial change to the code, and is the first one in 14 years.

Public Works Report

Dump truck: The DPW has taken delivery of the new dump truck that was ordered in the fall. There are a few details that are to be worked out between Mike McHenry and Navistar. Mike reminded the board the current truck is to be sold at auction.

Resolution to sell 1995 International dump truck at the Roy Teitsworth auction on 5/14/2016. Trustee Speer made the motion, seconded by Trustee Gates. Carried unanimously 5-0.

Resolution to accept Northrup Concrete bid at a cost of \$107/yard for sidewalks and gutters, Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

Refuse carts: Mike McHenry reported there have been 144 carts ordered for the cost of \$7,797.00. These carts are available for purchase by residents for \$60.00 each.

Sanitary Sewer bids: Mike McHenry will be seeking bids and specs for the continuation of the sanitary sewer relining project along West Avenue from Main Street to Henry Street at a cost not to exceed \$6,200.00.

Resolution to authorize the Superintendent to obtain bids/specs for the relining of the sanitary sewer along West Avenue from Main Street to Henry Street. Motion made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously 5-0.

Water Tower: Mike McHenry, Mike Lissow and Mayor Lee attended the preconstruction meeting at the Monroe County Water Authority for painting the water tower. The project is underway and should be completed by 7/8/2016. Work will be scheduled 7 days a week beginning at 7 am through 8 pm; a generator will be running during that time. The Management at Cedar Hill Townhomes has been notified of the work. There will be a tarp encasing the entire tower and cell towers have been repositioned for the duration.

Public Forum

Mayor Lee opened the meeting for Public Comment at 6:00 p.m.

Ed Wilt, 317 Parma View Drive, congratulated Trustees Burritt and Gates on their election to the Village Board. He also has asked how long it takes to remove vehicle out of someone's backyard. His neighbor has left a car for the past 2 years. Mike Lissow explained court action can be taken and can withhold the certificate of compliance for his shed that is under construction until the property meets Village code.

Dennis Sweatman, 292 South Avenue, questioned why his home is not connected to the Village sewer. Mike McHenry explained that easements weren't made and there is not enough pitch to hook into the sewer. Mike said if property owners are interested in a connection, easements could be worked out with the neighbors and pump stations could be installed at the owner's expense. Mr. Sweatman also noted there is a speed problem along South Avenue. Trustee Burritt suggested calling the Sheriff C Zone for special attention to the area. Mike McHenry also offered to use the Speed Trailer in the neighborhood to monitor the traffic.

Treasurer's Report

Maryalice Edwards was not in attendance. No report was given.

Manager's Report

HDK: Shari Pearce reported the real estate closing between HDK and Great Lake Classic Cars took place on 3/30/16. The Village will begin to work on subdividing the parcel to separate the road and HD&K's property.

Community Center Comprehensive Plan: Mike McHenry received an estimate from MRB Group that includes 3 phases of inspections. The board has agreed to have the building inspected for upgrades/repairs that should be completed within the building. The estimated cost for this project is \$21,500.

Resolution to authorize Mike McHenry and Shari Pearce to hire MRB Group to conduct a 3 phases study by MRB Group at a cost not to exceed \$21,500, Motion made by Trustee Speer, seconded by Trustee Zabelny, carried unanimously 5-0

Resolution to transfer \$21,500 from the electric fund to the general fund for the purpose of the Communtiu Center study. Motion made by Trustee Gates, seconded by Trustee Speer. Carried unanimously.

Employee Handbook: Shari Pearce will be modifying the handbook to reflect the health insurance coverage costs for retirees. Shari and Mike McHenry will work together to discuss full time employees costs going forward.

Life Insurance: Trustee Speer asked that quotes be obtained for life insurance policies for employees. Shari provided quotes to the board provided by AFLAC. Our representative will be invited to speak to our employees about their specific needs. Trustee Speer suggested we offer a payroll deduction option for the employees.

Citizen of the Year Discussion

Two nominations were submitted for this honor. It was unanimous that Mr. Charlie Kimball will receive this award. Mayor Lee will meet with the family to share the information. This will likely be presented at the June meeting.

Proposed Budget- Public Hearing

Resolution to adopt the annual budget for fiscal year 2016-2017. The tax rate will be lowered to \$2.58/thousand. The motion was made by Trustee Speer to approve the annual budget with the tax rate lowered from \$2.68 to \$2.58 per \$1,000 valuation, with no effect on services, seconded by Trustee Zabelny. Carried 4-0-1, Trustee Burritt abstained. The total budget amount as follows:

General	\$ 2,603,620.00
Water	\$ 547,478.00
Sewer	<u>\$ 355,774.00</u>
	\$ 3,506,872.00

Annual Resolutions:

Resolution to re-appoint Richard Bjornholm, Chairman to the Zoning Board of Appeals for a five-year term which will expire on 3/31/2021. Motion made by Mayor Lee, seconded by Trustee Speer. Carried unanimously 5-0.

Resolution that the following banks are hereby designated as the official depositories for the Village of Hilton: First Niagara, and M&T Bank. Motion made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously 5-0.

Resolution that Westside News is hereby designated as the official newspaper of the Village of Hilton. If it is found, however, that another newspaper is needed, then the Democrat and Chronicle is also designated as the official newspaper for the Village of Hilton. Motion made by Trustee Zabelny, seconded by Trustee Gates. Carried unanimously 5-0.

Resolution that the Village Board will meet on the following dates at 5:00 p.m. Motion made by Trustee Gates, seconded by Trustee Speer. Carried unanimously 5-0.

2016

April 5
May 3
June 7
July 5
August 2
September 6
October 4
November 1
December 6

2017

January 3
February 7
March 7
April 4

Resolution If Mayor Lee shall call a special meeting, the notification procedure shall be by telephone or e-mail from the Village Manger as soon as the meeting is called. Motion made by Mayor Lee, seconded by Trustee Zabelny. Carried unanimously 5-0.

The Mayor made the following appointments: Motion made by Mayor Lee, seconded by Trustee Speer. Carried unanimously 5-0.

Vice Mayor	Shannon Zabelny
Zoning Board Liaison	Jim Gates
Personnel Liaisons	Joe Lee and Jim Gates
Village Budget Liaison	Joe Lee and Shannon Zabelny
Hilton Parma Recreation Liaison	Larry Speer
Enhancement	Joe Lee and Larry Speer
Public Relations	Joe Lee
Newsletter	Joe Lee and Shari Pearce
Fire Commissioners Liaison	Larry Speer
School Board Liaison	Joe Lee
Town of Parma Liaison	Larry Speer
Chamber of Commerce	Joe Lee and Shari Pearce
Historian	Dave Crumb
Assistant Historian	Chuck Nichols
Registrar of Vital Statistics	Shari Pearce
Deputy Reg. Vital Statistics	Amy Harter and Maryalice Edwards
Community Development	Shari Pearce and Mike McHenry
Records Retention Officer	Shari Pearce and Amy Harter
Shared Services Team	Joe Lee
Community Center Supervisors	Shari Pearce and Keith Brown
Special Police Committee	Craig Burritt and Larry Speer

Resolution that the Board of Trustees hereby authorizes payment in advance of the audit of claims for the following expenditures which are due prior to the regular meeting date of the Village Board. All such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees: Motion made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously 5-0.

- a) public utility services
- b) postage, freight and express charges
- c) Monroe County and/or New York State Department of Transportation fees
- d) Blue Cross/Blue Shield & Hartford medical insurance charges

Resolution to reimburse officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village based on the rates published and approved by the IRS. Motion made by Trustee Zabelny, seconded by Trustee Gates. Carried unanimously 5-0.

Resolution: to authorize the following petty cash funds: \$125.00 for water & general transaction. Said funds shall be located in the Village Office, 59 Henry Street and the following employees shall have access to these funds: Amy Harter, Shari Pearce, Maryalice Edwards, Debbie Jones and Vicky Taylor. Motion made by Trustee Gates, seconded by Trustee Speer. Carried unanimously 5-0.

Resolution that the procurement policy shall be renewed for one year, with no changes. Motion made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously 5-0.

VILLAGE OF HILTON PROCUREMENT POLICY

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from the administration involved in the procurement process, now, therefore, be it

RESOLVED, that the Village of Hilton does hereby adopt the following procurement policy which is intended to apply to all goods services which are not required by law to be publicly bid.

1. Every major purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can be reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 104 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases, goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County contracts; and surplus and second-hand purchases from another governmental entity. A major purchase is considered anything of value \$1,000.00 or more.

The decision that a major purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods and services

will be purchased at the best value and that favoritism will be avoided, except in the following circumstances; purchase contracts over \$20,000 and public works contracts \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.

3. The following method of purchase should be used as a guide when required by this policy in order to achieve the optimum savings:

<u>Estimated amount of purchase contract</u>	<u>Method</u>
Between \$1,000.00 and \$20,000	Written Quotations
<u>Estimated amount of public Works Contract</u>	<u>Method</u>
Between \$1,000 and \$35,000.00	Written Quotations

A good faith effort shall be made to obtain a reasonable number of proposals or quotations. If the purchaser is unable to obtain proposals or quotations, the purchaser will document the attempt made at obtaining the proposals.

4. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offerer. This documentation will include an explanation of how the award will achieve savings or how the offerer was not responsible. A determination that the offerer is not responsible shall be made by the purchaser.
5. Pursuant to General Municipal Law Section 104-b (2) (f), the procurement policy may contain circumstances when, or type of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Village of Hilton to solicit quotations or document the basis for not accepting the lowest bid:
 - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Village Board of Trustees shall take into consideration the following guidelines; (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Purchase of surplus and second-hand goods from any source. If alternate proposals are required, the Village may purchase surplus and second-hand goods at auctions or through special advertised sources where the best value may be obtained.

d. Goods or services under \$1,000. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism. All purchases made for goods and services under \$1,000 in cost shall be made based on the judgment of the purchaser.

6. This policy went into effect April 1, 1997 and is reviewed annually.

7. The following employees and/or their designees are authorized to make purchases:

Shari Pearce, Village Manager/Clerk
Mike McHenry, Superintendent
Maryalice Edwards, Treasurer
Debra Jones, Clerk III

Keith Brown, Asst. Supt
Jim Leise, Mechanic
Amy Harter, Deputy Clerk

Resolution that the investment policy for the Village of Hilton shall be renewed for one year as amended. Motion made by Trustee Zabelny, seconded by Trustee Gates. Carried unanimously 5-0.

INVESTMENT POLICY FOR THE VILLAGE OF HILTON 2016-2017

- I. **SCOPE:** This investment policy applies to all moneys and other financial resources available for investment on our behalf.
- II. **OBJECTIVES:** The primary objectives of the Village of Hilton’s investment activities are, in priority order:
 - a) To conform with all applicable federal, state and other legal requirements;
 - b) To adequately safeguard principal;
 - c) To provide sufficient liquidity to meet all operating requirements; and
 - d) To obtain a reasonable rate of return
- III. **DELEGATION OF AUTHORITY:** The Village Board of Trustees responsibility for administration of the investment program is delegated to the Village Clerk who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.
- IV. **PRUDENCE:** All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Village of Hilton to govern effectively. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived. All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.
- V. **DIVERSIFICATION:** It is the policy of the Village of Hilton to diversify its deposits and investment by financial institution, by investment instrument, and by maturity scheduling.
- VI. **INTERNAL CONTROLS:** The Village Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management’s authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITORIES

The banks and trust companies authorized for the deposit of monies up to the following maximum amounts are:

<u>Depository Name</u>	<u>Maximum Amount</u>
M&T Bank	\$ 100,000
First Niagara	\$1,500,000

VIII. COLLATERALIZING OF DEPOSITS: In accordance with the provisions of General Municipal Law, 10, all deposits of the Village of Hilton, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. Obligations issued by the United States of America, an agency thereof or a United States government sponsored corporation or obligations fully insured or guaranteed as to the payment of principal and interest by the United States of America, an agency thereof or a United States government sponsored corporation;
2. Obligations issued or fully insured or guaranteed by this state, obligations issued by a municipal corporation, school district or district corporation of this state or obligations of any public benefit corporation which under a specific state statute may be accepted as security for deposit of public moneys;
3. Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank; and
4. Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guaranty.

IX. SAFEKEEPING AND COLLATERALIZATION: Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party bank or trust company subject to security and custodial agreements. The security agreement shall provide that eligible securities are being pledged to secure the Village of Hilton deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Village of Hilton to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Village of Hilton, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Village or its custodial bank. The custodial agreement shall provide that securities held by the bank or trust company, or agent of a custodian for, the Village of Hilton, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Village of Hilton a perfected interest in the securities.

X. PERMITTED INVESTMENTS: As authorized by General Municipal Law, 11, the Village of Hilton authorizes the Village Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- a. Special time deposit accounts
- b. Certificates of deposit
- c. Obligations of the United States of America

All investment obligations shall be payable or redeemable at the option of the Village of Hilton within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Village of Hilton within two years of the date of purchase.

XI. UNAUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS: The Village of Hilton shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the Village of Hilton conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Village of Hilton. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Village Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS: The Village Clerk is authorized to contract for the purchase of investments:

- a. Directly from an authorized trading partner.
- b. By participation in a cooperative investment program with another governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the Village Board of Trustees.
- c. By utilizing an ongoing investment program with an authorized tracking partner Pursuant to a contract authorized by the Village Board of Trustees.

All purchased obligations, unless registered or inscribed in the name of the Village of Hilton, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Village of Hilton by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, 10. The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Village of Hilton, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Village of Hilton a perfected interest in the securities.

Resolution that the travel policy for the Village of Hilton shall be renewed for one year with no changes. Motion made by Trustee Gates, seconded by Trustee Speer. Carried unanimously 5-0.

Village of Hilton
Travel Policy
Adopted 9/6/11

Travel by Board Members and appointed officials of the Village of Hilton will be allowed under the following policy:

1. Any travel expenses for which reimbursement is requested and allowed shall be for actual and necessary expenses incurred when conducting business for the Village and will be approved on the following basis.
 - a. Mileage - rates as approved by IRS.
 - b. Parking - necessary parking.
 - c. Tolls - for bridges, thruway charges, etc.
 - d. Meals - reimbursed subject to the IRS per diem rate
 - e. Lodging – arrangements will be made by the Village Clerk, Village Treasurer or Village Manager.
 - f. Miscellaneous - per receipt if for business purposes.
2. Whenever practical, travel shall be approved in advance by the Village Board.
3. Receipts or other documentation should be submitted for all expenses but if receipts are lost, a statement attesting to the charges may be accepted.
4. Reimbursement procedure. Upon completion of the travel a statement of all expenses with receipts shall be submitted to the Board who shall authorize the reimbursement to the employee.
5. Unauthorized expenses. Expenses such as alcoholic beverages, valet, laundry services, newspaper, entertainment expenses, or for other personal items will not be reimbursed.
6. Whenever possible, Village employees shall drive village vehicles. If a village vehicle is not available, the employee may drive their personal vehicle but the Village shall not be held liable for any damages that may happen to their vehicle, pay for any of the employee's insurance deductible.

Resolution to accept the Water Billing Procedures/Policy for 2016-2017 as amended. Motion made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously 5-0.

Water Billing Procedures for 2016-2017

Bills are generated in the Village Office by our billing clerk. Meter reads are gathered by sending a post card to our residents which they complete and return back to us.

Reads are entered, those missing reads are estimated by our system. This is usually calculated by taking four previous readings and averaging them.

All billing reports are read by the billing clerk and verified by the Treasurer. The due date for the bill is at least three weeks later.

Bills are mailed to reach resident.

Our rates are set annually by the Village Board. Currently, the rate is \$2.99 per one thousand gallons of water consumed, plus a per day fee of .21.

A fee of \$25 for each account that fails to provide a reading after two cycles. This will be reimbursed after readings are obtained.

A meter reading charge of \$25 for the DPW to read a meter will be assessed each time a resident requests a meter reading.

Penalties are assessed at 10% of the current bill. This is calculated after the due date and a late fee notice is mailed to the resident.

Water service will be shut off in October when the account is in arrears for two billing cycles and attempts to make payment arrangements fail. Delinquent water bill amounts will be placed on the village tax bill if they remain unpaid as of April 1st.

Resolution to accept the Whistleblower Policy for 2016-2017, with no changes. Motion made by Trustee Zabelny, seconded by Trustee Gates. Carried unanimously 5-0.

Village of Hilton WHISTLEBLOWER POLICY

No Officer, Director, Employee, Volunteer or Agent of the Village of Hilton, shall take any harmful action with the intent to retaliate against any person, including interference with employment or livelihood, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any offense. Nor will any Officer, Director, Employee, Volunteer or Agent of the Village of Hilton take any harmful action with intent to retaliate against any Officer, Director, Employee, Volunteer or Agent of the Village of Hilton for reporting to the President of the Board of Directors the suspected misuse, misallocation or theft of any Hilton Local Development resources. Consistent with this policy, Village of Hilton's Officers, Directors, Employees, Volunteers or Agents are encouraged to come forward with credible information on illegal practices or violations of adopted policies of Village of Hilton by providing such information to the President, or their designee

Resolution to accept the 2016-2017 Fee Schedule as amended. Motion made by Trustee Gates, seconded by Trustee Speer. Carried unanimously 5-0.

**FEE SCHEDULE
VILLAGE OF HILTON
FISCAL YEAR 2016-2017
Effective April 1, 2016**

***Not for profit organizations will receive a \$30.00 credit applied to any building permit fee

<u>Type of Permit:</u>	<u>Per Sq. Ft.</u>	<u>Minimum</u>
I. Residential:	(Price includes Certificate of Occupancy) For first dwelling unit. All others at \$40.00	
Dwelling Area	\$.12 rounded to nearest whole \$	No minimum - n/a
Unfinished Area	\$.12	No minimum - n/a
Non-Dwelling Area	\$.12	No minimum - n/a
II. Non-Residential	(Price includes Certificate of Occupancy)	
<i>New Building:</i>		
First 5000 sq. ft.	\$.12	\$150.00
All over 5000 sq. ft.	\$.10	
<i>Additions/Remodel:</i>		
First 5000 sq. ft.	\$.12	\$75.00
All over 5000 sq. ft.	\$.10	
III. Other Permits	(Price includes Certificate of Compliance)	<u>Fees</u>
Additions		\$ 75.00
Conversion to habitable space		\$ 75.00
Additional Certificate of Occupancy (Applies to multiple units)		\$ 40.00
Open or enclosed porch/sun room		\$ 75.00
Open or covered deck		\$ 75.00
Demolition		\$ 30.00
Minor structural improvements		\$ 30.00
Major structural improvements		\$ 50.00
Garage		\$ 75.00
Addition to garage		\$ 75.00
Storage shed		\$ 30.00
Swimming pool (above ground)		\$ 30.00
Swimming pool (in ground)		\$ 100.00
Fences		\$ 30.00
Commercial Satellite Antennas		\$ 100.00 per application
Antenna Tower		\$ 50.00 plus \$2/vertical ft.
Fireplace, wood stove		\$ 50.00
Floodplain development permit		\$ 75.00
Handicap Ramp		No charge

Standby generator	\$ 40.00
Sign	\$ 30.00
Additional signs (On Same Application)	\$ 20.00

Penalty fee:

If a building permit is not obtained as required by the Village Zoning Ordinance for any structure, addition or change of use, the Code Enforcement Officer shall double the permit fee. This fee is applicable to the current owner of the property, regardless if the improvement was undertaken by the previous owner or not.

IV. Miscellaneous:

Vendor's permit –parades	\$ 50.00/day per company
Vendor's permit – door to door sales	\$ 50.00/day for profit organizations
Vendor's permit – not for profit organizations	No Charge
Vendor's License - ice cream sales/food cart	\$ 150.00/per truck/cart p/Season (Apr-Oct)
Copies made for the public	\$.25/per page
Code Book	\$ 50.00
Zoning Law	\$ 25.00
Subdivision Specs	\$ 40.00
Tax Search	\$ 25.00
Additional copies requested of C.O's	\$ 25.00
Handicap parking sign	\$ 35.00
History books-Hilton USA	\$ 10.00
History books-First Families	\$ 20.00
Hilton 1965 Fire DVD	\$ 15.00
Checks returned for Insufficient funds	\$ 35.00
Recreation Fee	\$450.00/per unit
FOIL Documents	\$.25/per copy

V. Zoning Board Fees:

Application and Public Hearing	\$100.00
Conditional Use/Variance each occurrence	\$100.00
Application for Site Plan Review	\$200.00 (Once Scheduled)
Special Meeting Request for Zoning	At Cost
Village Engineer	At Cost

Village Board Fees:

Application to Rezone Property	\$200.00
Application for Subdivision	\$200.00

VI. Inspection Fees:

Building Inspector	\$40.00/hr
Fire Marshall	\$40.00/hr

VII. Public Works Charges RATE

Supervision	At cost
Labor	At cost
Equipment per NYSDOT & MCDOT rate schedule	

Sewer machine	\$35.00/hr, plus labor
Sidewalks, owners request	at cost
Sidewalks, Village maintenance	no fee
Towing fee	At cost plus \$50.00
Property maintenance violations	\$100.00 plus labor, equipment and legal cost per occurrence.

Dumpster Rentals:

6 yard	\$ 82.00
9 yard	\$ 97.00
10 yard	\$107.00
Extra week	\$ 20.00 extra with no dump
Extra dump	\$ cost of dumpster
Roofing and demolition/construction material	\$ 20.00 additional
Concrete Box	\$10.00
Cardboard dumpster	\$ 2.05/yard

Commercial customers with Dumpsters

Dumpster rentals	\$15.00 per cubic yard
Extra dumpster pickup	¼ of monthly charge

Restaurants-Dumpster Rentals

Dumpster Rentals	\$18.00 per cubic yard
Extra dumpster pickup	¼ of monthly charge

Apartment Complexes – with or without dumpsters

Dumpster Rentals	\$15.00 per cubic yard
Curbside	\$9.00 per unit (Unionville Station duplexes)

Containers:

96 Gallon Carts: For all multi-residential and residential uses: \$60.00/each
(Amended 2/5/08)

Additional carts over one per multi-residential property as determined by the Superintendent of Public Works \$12.00/month/per cart

Recycling Boxes:	\$10.00
New Residents	no charge

Other Refuse Charges:

A. Residential Users:

Three standard containers/per week - weight not to exceed 25 pounds each - no charge
Each standard container over three per week - red standard sticker must be attached.

Cost of Stickers:

Standard	\$ 1.00/each
Bulk items	\$ 5.00/each
Refrigerants	\$12.00/each
Standard item (non-compliance)	\$ 5.00/each
Bulk item " "	\$10.00/each
Appliance pick up	no charge
Electronic Waste Fine/Penalty	\$25.00

B. Multi-Residential Users

1. If standard containers are used:

Three standard containers per week/per premise - - no charge (weight not to exceed 25 pounds each) Each standard container over three per week - red standard sticker must be attached.

OR

2. If dumpster(s) are used:

a) \$15.00 per cubic yard charge

C. Commercial Users:

1) For commercial properties with less than 20 units:

a) If standard containers are used:

Three standard containers per week/per premise - - no charge (weight not to exceed 25 pounds each) Each standard container over three per week - red standard sticker must be attached.

OR

b) If dumpster(s) are used: \$15.00 per cubic yard charge

2. For commercial properties with 20 or more units:

a) One dumpster is required for every 20/units and a \$15.00 per cubic yard charge

Dumpster cleaning	\$75.00 per cleaning
Recycling Containers (96/gallon)	\$2.00/month

IX. Sewer Fees:

CHARGES

Out of district residential customers	\$200.00/annually
Residential, single family homes	\$130.00/annually
Out of district multi residential/duplex	\$275.00/annually
Multi-Residential properties with two or more units:	\$32.50 per 15,000 gal of water minimum of \$260.00/per year
Churches	\$32.50 per 15,000 gal of water minimum of \$260.00/per year
Commercial	\$32.50 per 15,000 gal. of water with a minimum of \$260.00/per year
Townhouses and apartment complexes <u>that have one meter for multiple units</u> (Cedar Hill, Village II, Unity Health)	\$32.50 per 15,000 gal
Townhouses and apartment complexes that have <u>one meter per unit</u>	\$130.00/annually/per unit
New Sewer Connection Fees	
Property within Village limits	
Residential use (per unit charge)	\$250.00, plus cost of installation per connection
Commercial/Industrial use	\$350.00, plus cost of installation per connection
Property outside the Village limits	
Residential use (per unit charge)	\$1,000.00
Commercial/Industrial use	\$2,000.00

X. Water Fees:

New installation	Time & materials +10%
Water account charge	\$ 15.00
Final readings	\$ 25.00
Water meters 5/8" x 3/4"	\$100.00
Water meters 1" and larger	At Cost +15%
Frozen meters 5/8" x 3/4"	\$100.00
Frozen meter 1" and larger	At Cost +15%
Disconnect/Reconnect fees	\$ 30.00 each time
Consumption Fees:	\$ 2.99/per thousand plus \$.21 per day, Village
	\$ 3.33/per thousand plus \$.22 per day, Outside customers
Sprinkler Connection	\$120.00/annually
Per hydrant:	\$200.00/annually

XI. Parks: (Rent of Jennejahn Lodge):

\$180.00 per occasion Friday – Sunday and Holidays
\$ 50.00 Full-time Village Employees and Village Board members (limited to one time per year)

Discounted rate for any reservation booked Monday through Thursday:
There will be no special consideration on reduced rates for non-profit groups.

\$150.00 per occasion Monday - Thursday
\$ 50.00 Full-time Village Employees and Village Board members (limited to one time per year)
All holidays will be charged the weekend price

XII. Operating Permits:

The Code Enforcement Officer may charge up to \$50.00 per inspection if any of the following organizations or place of assembly are found to be in violation of the NYS Building & Fire Code 3 times or more.

Places of Public Assembly	Temporary Structures/Tents
Exhibit and Trade Shows	Multi Family:
Place of Worship	Apartment Complex/Building
Repair/Gasoline Service	Health Care Facility
Pyrotechnics (Outside Only)	

Resolution to renew the following leases with tenants in the Hilton Community Center: Motion made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously 5-0.

Hilton Community Child Care
Via Dance Studio
Apple Festival
Life Quest Church
Food Shelf

Resolution to retain the law firm of Lacy, Katzen LLP, and Attorney Larry Schwind on a fee basis when legal advice is needed at a rate of \$ 215.00 an hour. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously 5-0.

Resolution to continue our participation in the self-insured Upstate NY Municipal Workers' Compensation Program. The Village Board hereby designates Shari Pearce as the Plan Director; Maryalice Edwards as the Alternate Director; and Mike McHenry as the Plan Facilitator. Motion made by Trustee Gates, seconded by Trustee Speer. Carried unanimously 5-0.

Resolution to approve the use of Village streets for the Memorial Day parade on May 30, 2016. Motion made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously 5-0.

Vouchers

Resolution to approve the vouchers with the addition of Navistar Financial for \$173,681 and deduct Henderson Products for \$1,150.00. Trustee Speer made the motion, seconded by Trustee Zabelny. Carried unanimously 5-0.

Prepaid	\$11,304.20
T&A	\$22,686.26
General	\$151,016.91
Water	\$49,428.12
Sewer	<u>\$30,470.23</u>
Total	\$264,905.72

Formatted: Font: Bold, Italic, Underline

Minutes

Resolution to approve the meeting minutes of March 1, motion made by Trustee Gates, seconded by Trustee Speer. Carried 4-0-1. Trustee Burritt abstained.

Resolution to approve the meeting minutes of March 15, motion made by Trustee Speer, seconded by Trustee Gates. Carried 4-0-1. Trustee Burritt abstained.

Resolution to approve the meeting minutes of March 17, 2016. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0-1. Trustee Burritt abstained.

Resolution to approve a 3% general wage increase for employees. Motion made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously 5-0.

Village Board Liaison Reports

Trustee Gates wishes to acknowledge the letter from the employees regarding the wage increase.

Mayor Lee thanked Doug Jock for helping a resident that had fallen in her driveway on Stothard Drive while it was snowing.

There being no further business, Trustee Speer motioned to adjourn the meeting at 7:45 p.m. seconded by Trustee Gates. Carried unanimously 5-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk