

**Village Board
Meeting Minutes of
May 3, 2016**

Present: Mayor Lee, Trustees, Gates, Speer, Zabelny, Burritt
Village Manager/Clerk, Shari Pearce
Village Treasurer, Maryalice Edwards
DPW Superintendent, Mike McHenry
Code Enforcement Officer, Mike Lissow
Deputy Clerk, Amy Harter

Guests: Tom Venniro

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, Recreation Director, reported the AARP tax program was the highest attended thus far with approximately 470 tax clients served this past tax season.

Tom also reported the department's summer brochure is out and explained some of the upcoming events that will be taking place.

Code Enforcement

Building Permits: Mike Lissow noted a increase of permit applications this past month.

New Building Code: The new code is now in effect; however, construction taking place now can use either code through the month of October.

Pre-Disaster Mitigation: As part of FEMA directive, the Village of Hilton has participated in the Monroe County disaster plan. This allows us to possibly receive funding in the event of a federal declared disaster. All of the pertinent information has been submitted; this will need to be adopted by the Village Board. Mike Lissow will keep the board updated on this procedure.

Fire Marshall Conference: Mike Lissow will be attending in Webster from May 17-19. The Brighton Police will be presenting a situation awareness program. Mike expects to receive detailed safety information.

Parkwood Lane: Mike Lissow explained this is a unique complex. There is no Homeowners Association in existence. The complex consists of owner occupied units, privately owned units that are leased, and some are owned by property management companies. When exterior maintenance issues arise, work cannot be done without compliance from each unit owner within one building. Mike recommends the board considers addressing this with the Village attorney.

Treasurer Report

Taxes: Maryalice Edwards reported she is working to have delinquent water balances placed on the 2016-2017 Village tax bills. The files ready to be prepared for mailing on 5/31/16.

Public Works Report

Community Center: Mike McHenry reported the contract has been signed with MRB Group for the comprehensive plan to study the community center for \$18,000.00.

HUD Grant: As part of the HUD grant Mike will be placing the order through Alliance Door, for the electronic doors at the north entrance, at a cost of \$13,000.00

Resolution to authorize the DPW Superintendent to purchase the automatic doors from Alliance Door for the north entrance of the Community Center at a cost not to exceed \$13,000.00 Trustee Zabelny made the motion, seconded by Trustee Speer. Carried unanimously, 5-0.

Canopy over north exterior entrance: Mike McHenry will be seeking an RFP for the canopy.

Resolution to authorize the DPW Superintendent to seek bids for the canopy, motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

Carter Drive Culvert: The Village received a grant from the NY Dormitory Authority in the amount of \$203,845.00. The Village is responsible to contribute \$16,000. The project is expected to take about six months to complete.

Generators: There are two generators and one snow plow that Mike is requesting permission to sell at auction. These are quite old and there is no use for them.

Resolution to authorize the DPW Superintendent to sell two generators and one snow plow at the Teitsworth Auction on 5/14/2016. Trustee Speer made the motion seconded by Trustee Zabelny. Carried unanimously, 5-0.

Parks: Mike McHenry noted the Scouts have been cleaning up the park areas and have done an excellent job. He has been contacted by an Eagle Scout candidate to possibly mark trails in the park behind the Jennejahn Lodge.

Streets: Mike McHenry is expecting about 20-30 volunteers to plant the flower boxes along Main Street and South Avenue on Memorial Day. This is an annual event.

Speed Trailer: The speed trailer has been placed on South Avenue. Speeding concerns were mentioned by a resident at the April meeting. The Sheriff's Department has been notified and this area has been given special attention within their department.

Water Tower: Painting continues on the water tower. The inside has been cleaned sandblasted, and the installation of the scaffold almost complete. It will be encapsulated soon. There was a brief discussion on the color and design.

Water leak: On Saturday 4/30, at 2:30 a.m. a water leak was detected Main Street. The water main was cracked and it was fully repaired Monday by 9 p.m. The board thanked the employees for their hard work to complete the job swiftly. It was noted that future construction done by contractors other than Village personnel will require a Village inspector on site.

Public Forum

Mayor Lee opened the meeting for Public Comment at 6:00 p.m. There was no one present and the public forum was closed immediately.

Manager's Report

14 Main Street: Shari Pearce has been notified by Don Wells that Monroe County has updated the map and it is properly filed; the Village owns the parking lot at 25 Hovey Street. This matter is considered closed.

HDK: Shari Pearce reported the applications are completed for subdivision of land at 6 Upton and 9 Upton. The Village Board must declare themselves as Lead Agent for this project; the Zoning Board of Appeals will be reviewing the Site Plan.

Resolution Trustee Speer made the motion to declare the Village Board as Lead Agent for the subdivision of land at 6 Upton Street and 9 Upton Street, seconded by Trustee Zabelny. Carried unanimously 5-0.

Resolution Trustee Gates made the motion to hold a Public Hearing on June 7th to subdivide 6 Upton and 9 Upton Street, seconded by Trustee Speer. Carried unanimously 5-0. Mike Lissow will present this on behalf of the Village of Hilton.

Payroll software: The board approved \$13,000 in the 2016-2017 budget for new payroll software. Shari and Maryalice spent a considerable amount of time discussing if this would be the right decision. Springbrook Software has been purchased by Accela. Since the change in ownership, we have found Accela does not provide the same high quality of customer service as we have become accustomed to. Shari's recommendation is to not make a software purchase at this time.

Daycare Kitchen: Shari Pearce reported the daycare center is required to be inspected by New York State. A new sink was installed by Village staff. During that process, it was determined the kitchen is in poor condition. The Board agreed to allow MRB to assess this in their comprehensive study for an action plan.

Employee Handbook: Shari reported that the personnel team, Trustee Gates and Mayor Lee met and discussed the health insurance benefit costs incurred by the employees. The health insurance benefit was amended during the budget process for retirees to pay 5% of their premium. The team felt that breaking the employees into groups or tiers based on their dates of hire would be the most efficient way to define them. The health insurance benefit is recommended as follows:

Tier A Employees defined as those hired before the year 2000, to pay 5% of the health care premium.

Tier B Employees defined as hired after the year 2000 but before 2003, to pay 15% of the premium. Should the retiree elect a single plan at the time of retirement, the retiree will pay 5% of the single plan premium.

Shari Pearce and Mike McHenry will present to this to the employees.

Wages: The personnel team met to discuss the wage brackets. There have not been changes in three years, minimum wage has increased and will continue to rise. The brackets were provided to the board and attached.

Resolution to update the wage brackets as presented, motion made by Trustee Speer, seconded by Trustee Zabelny. The wage brackets will increase annually with the general raise set by the Village Board. Carried unanimously, 5-0.

CFA Grant: The next grant application is due by the end of July. The cost for MRB to resubmit the application for the Jennejahn Lodge is \$1,000. It was also strongly encouraged that we have the support of the community to show the desire and need for the project.

Resolution to resubmit the grant application and to begin a campaign to gather community support, motion made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Worker's Comp: Shari Pearce reported the Village of Spencerport is interested in joining the Workers Comp group. This would be good news for the group. Shari is attending a meeting May 18th with board of directors.

Travel Policy: There was a discussion regarding travel costs. Changes will likely be made to the travel policy in the coming weeks.

Vouchers

Resolution to approve the vouchers with the following additions: Mary Lissow \$700.00, Richard LaForce \$155.20, Rose & Kiernan \$67.00, MRB Group \$1,650.00, Time Warner \$91.95. Trustee Speer made the motion, seconded by Trustee Gates. Carried unanimously 5-0.

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Prepaid	\$ 10,067.09
T&A	\$ 22,412.63
General	\$ 38,260.94
Water	\$ 31,730.00
Sewer	<u>\$ 2,677.60</u>
Total	\$ 105,148.26

Minutes

Resolution to approve the meeting minutes of April 5, 2016, motion made by Trustee Speer, seconded by Trustee Burritt . Carried unanimously, 5-0.

Village Board Liaison Reports

Trustee Gates commended Mike Lissow for his efforts helping a couple that attended the ZBA meeting for an area variance.

There being no further business, Trustee Speer motioned to adjourn the meeting at 7:18 p.m. seconded by Trustee Gates. Carried unanimously 5-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk