

**Village Board
Meeting Minutes of
September 6, 2016**

Present: Mayor Lee, Trustees, Burritt, 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: Tom Wright and family, Karen Strassner, Cody Kelly, Andy Steiger, Chad McManus, Jeff Pearce, Mike McHenry, Keith Brown, Carl Johnson, Walt Horylev

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 thanked Mayor Lee and Trustee Speer for their attendance at the summer sendoff. Attendance was estimated at 500.

3 on 3 Basketball: This event was well attended and went quite well. Mr. Venniro thanked the DPW for their support.

Upcoming Events: The Apple Derby, October 1st, is being updated with computer run timing software. This is a five mile run at the high school. Make a Difference Day, the Halloween celebration and the Fire Department open house are being held on October 24th.

Code Enforcement

Unionville Station is one house from being 100% complete. Mike Lissow and Mike McHenry will verify the necessary items are satisfactory before releasing the letter of credit to the builder, Sciortino Developers.

Elderly Resident: There is an elderly resident with a house in extremely poor condition. Mike Lissow is working with Adult Protective Services. The resident is refusing their services, notices have been left at her home but she has not contacted anyone. Mike will continue to update and monitor this situation.

Home Occupations: Recently, there have been concerns about the legality of in-home businesses. Mike Lissow has been researching local codes in other municipalities. Our code currently requires a review by the Zoning Board of Appeals. Trustee Gates suggested the board consider a similar addition to our code.

Treasurers Report

Sales Tax: The second quarter sales tax check has been received. The \$329,753 check is higher than budgeted by \$17,688.

Audit: Later this month, auditors from Raymond Wager's office will conduct an audit on our financial controls and policies.

Annual Update: Maryalice Edwards completed and submitted this document to the state in August.

Superintendent Report

Community Center: MRB has presented a draft of the comprehensive plan to upgrade the building to Mike McHenry and Shari Pearce. There will be some corrections and clarifications before the current report is completed.

Carter Drive Culvert: Mike McHenry reported the DASNY Grant for the culvert replacement on Carter Drive will require the signatures of Mike McHenry and Maryalice Edwards.

Resolution to authorize Mike McHenry and Maryalice Edwards to facilitate and sign documents for the culvert grant, motion made by Trustee Spear, seconded by Trustee Burritt. Carried unanimously 5-0.

All Seasons Agreement: Mike McHenry is seeking approval for the Amendatory Agreement for the All Seasons County/Village Work Agreement for 2016. This allows us to do county work and be reimbursed at the new rate.

Resolution to amend the All Seasons contract with the adjusted reimbursement benefits, Trustee Zabelny made the motion, seconded by Trustee Speer. Carried Unanimously, 5-0.

**AMENDMENT for
"All Seasons County /Village Work Agreement"**

THIS AMENDMENT ("Amendment") shall be deemed to be dated as of the last date executed by a party hereto, by and between the COUNTY OF MONROE (the "County"), a municipal corporation acting by and through its Department of Transportation, said offices being located at 50 West Main Street, Suite 6100, Rochester, New York 14614, and Village of Hilton, located at 59 Henry Street, Hilton, New York 14468, hereinafter referred to as the "Village."

WITNESSETH:

WHEREAS, the parties hereto previously entered into an Agreement dated as of _____ (the "Agreement"), whereby the Village agreed to contract with the County for planned and unplanned work under the 'All Seasons County/Village Agreement' for services throughout Monroe County as set forth in the Agreement, and in accordance with the Monroe County Charter Section C6-19 B. (7); and

WHEREAS, the parties are desirous of amending the Agreement; to extend the term of the agreement for an additional one-year term for the year 2016 ; and update of the rates of Appendix 'A' and 'B'.

WHEREAS, the Village Board has authorized an amendment to the Agreement by Resolution No. _____, adopted _____; and

WHEREAS, the parties wish to amend the Agreement as set forth below.

NOW, THEREFORE, in consideration of mutual covenants, it is agreed by the parties as follows:

1. In accordance with Paragraph 1 of the General Conditions of Agreement, the term of the Agreement shall be extended for one year; from January 1, 2016 to December 31, 2016.
2. Appendix 'A' and 'B' of the Agreement are deleted in its entirety and replaced by the new Appendix 'A' and 'B' for 2016.
3. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment of the last day and year written below.

COUNTY OF MONROE

VILLAGE OF HILTON

By: _____
Terrence J. Rice, P.E.
Director of Transportation

By: _____
Joseph Lee
Mayor
Federal Tax ID: 166003475

Food Shelf: The Mobile Food Pantry has cancelled their September 10th event at the DPW and future events have not been scheduled.

New Hire: Mike McHenry is seeking authorization to hire a new employee to fill the vacancy left by Tom Wright's retirement. He is recommending Nicolas Mucci for as a fulltime Refuse Laborer/MEO with a three month probationary period.

Resolution to authorize the DPW Superintendent to hire Mr. Nicholas Mucci, at a starting pay of \$15.00/hour with a three month probationary period. Motion to approve was made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Sewer Relining project: Mike McHenry reported the project is complete for this year.

Shared Services: Mike McHenry updated the board on the recent sharing of equipment between the Town of Parma and the Town of Hamlin and the Hilton Central School District. We saved over \$1600 by borrowing Hamlin's tracked skid steer to clean concrete swales. Parma and the HCSD utilized a backhoe, air compressor, skid steer and a loader from the DPW.

Water Tower: This project is nearly complete. Mike is pleased with the cleanup process thus far.

Laborer changes: Mike McHenry is seeking modifications through Civil Service for two DPW employees, Andrew Steiger and Cody Kelly. This is to add flexibility within the staff and their duties. There will be no change in pay.

Resolution to authorize the DPW Superintendent to modify the job description for Andrew Steiger from Refuse Laborer/MEO to Parks Maintenance/MEO Class 1 with no rate of pay change. Motion made by Trustee Zabelny, seconded by Trustee Burritt. Carried unanimously, 5-0.

Resolution to authorize the DPW Superintendent to modify the job description of Cody Kelly from Parks Maintenance/MEO Class 1 to MEO Class 1 with no rate of pay change. Motion made by Trustee Zabelny, seconded by Trustee Burritt. Carried unanimously, 5-0.

Managers' Report

Boardroom: At the August meeting, the board discussed the option of purchasing a television for the boardroom instead of a projector. Amy Harter provided quotes for a TV and connection that allows the display from the computer onto the TV. The board agreed to authorize the purchase not to exceed \$2000 as budgeted.

Day Care Kitchen: New cabinets and counter tops were ordered for the day care center. Installation was scheduled for early September; but New York State must approve all changes to any child care facility that serves food. The day care owner is waiting for this authorization; installation will be rescheduled to meet the requirement.

Tenant Rent: Trustee Zabelny explained their outcome of a meeting held with a tenant. A payment arrangement that the Village set forth has been agreed upon. Mayor Lee stated the history shows this is a recurring problem each year. He suggests we increase the rent to cover the summer months which is the tenant's slow period.

Travel policy: An update to the travel policy has been made to include a request form that requires signatures from a department head and the Mayor. This form will be added to the policy.

Resolution to accept the travel policy as amended to include a request form that must be completed prior to travel. This policy is effective as of October 1, 2016. Motion made by Trustee Speer seconded by Trustee Zabelny. Carried unanimously, 5-0.

**Village of Hilton
Travel and Conference Request**

Employee Name _____

Destination address _____

Dates of Travel _____

Travel companion? Yes No Will the Village vehicle be used? Yes No

Please list those traveling in the vehicle, including yourself:

Hotel Needed? Yes No If yes, how many nights? _____ Cost per night \$ _____

Personal vehicle mileage and tolls

Mileage will be calculated by the Treasurer through Google Maps. Starting point will be 59 Henry Street.

Total Miles _____ x _____ + Parking fees \$ _____ = Total \$ _____

IRS Rate

Village Vehicle - Reimbursed with receipts

Gas \$ _____ Tolls \$ _____ + Parking fees \$ _____ = Total \$ _____

Meal Reimbursement

Maximum rate per day equal to current federal allowance for City. Rate will be agreed upon prior to travel. Use the following web site www.gsa.gov and click PER DIEM RATES. \$ _____

When meal packages are included in the cost of the hotel accommodations or conference fee, no other meals will be reimbursed. All reimbursement requests must be accompanied by an itemized receipt.

Special Note: No Alcohol will be reimbursed.

Employee Signature	_____	Date	_____
Supervisor Signature	_____	Date	_____
Mayor Signature	_____	Date	_____

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

1. Any Village Employee must complete the Travel and Conference Request and obtain the Mayors signature.
2. 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.
3. Whenever practical, travel shall be approved in advance by the Village Board.
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.

Special Police: This group is moving forward and progress is being made; an informational meeting will be held on October 11th at the Fire Department. An Intermunicipal Agreement has been drafted by Parma Town Supervisor, Jim Smith. The next meeting is on September 19th.

Trustee Speer left the meeting at 6:45 p.m.

Civil Beautification Award: A selection has been made and it will be presented at the October meeting.

Water Bills: Shari Pearce remarked that our Monroe County water bills have increased about 25% this past spring through summer. DPW Superintendent Mike McHenry called area water suppliers; their increases were higher than ours. Mike stated Hilton is the district with the lowest increase, ranging from 25% - 62%. Shari will be analyzing our water data once the billing is complete to gauge our water consumption.

Court cases: Shari reported she was informed by attorney John Wells one of the littering cases ended with a guilty verdict, however, no fine or punishment was imposed. When he asked the court to reconsider, the request was denied. Discussion followed. Shari stated the next court hearing is in October for an open container.

Health Insurance: Shari Pearce is seeking authorization to distribute the remaining amount \$880 for Tom Wright, who retired with 40 years of service. This is allowed per the Employee Handbook, Section 802-D.

Resolution to authorize the Village Treasurer to distribute \$880 to Mr. Wright as per the Employee Handbook, Section 802-D. Trustee Gates made the motion, seconded by Trustee Zabelny. Carried unanimously 4-0.

Billing Error: St. Leo's Church was not billed in full for refuse service since 2014. Instead of being billed monthly, bills were generated 3 times in 2014 and in 2015, and twice for 2016. This was due to a clerical error. As soon as it was discovered by our staff, the correction was made. Shari Pearce has been in contact with St. Leo's and has been informed they are not willing to pay the invoices for refuse service provided. The board feels the service was provided to them and the Village is due to receive payment in full.

Investment policy: Shari Pearce is seeking an amendment to the investment policy to reflect that Village will be omitting First Niagara Bank and replacing it with Canandaigua National Bank.

Resolution to amend the investment policy as First Niagara Bank has been omitted and replaced with Canandaigua National Bank. Trustee Zabelny made motion, seconded by Trustee Burritt. Carried unanimously, 4-0.

Carpet: A representative from Pro Carpet has provided an estimate of \$13, 263.00 to replace and install carpeting in the Community Center’s first floor hallway. This is a budgeted item.

Resolution to authorize the Village Manager to hire Pro Carpet to install carpeting in the Community Center at a cost not to exceed \$13,263.00. Motion made by Trustee Burritt, seconded by Trustee Zabelny. Carried unanimously, 4-0.

Public Forum

Mayor Lee opened the public forum at 6:00 p.m. The board recognized employee Tom Wright for his 40 years of service with the Village of Hilton with a plaque and a gift. A reception was held and well wishes were extended to Tom and his family.

Vouchers

Resolution to approve the vouchers with the following additions: \$150.00 SG Security, \$881.60 Westside News. Motion made by Trustee Gates, seconded by Trustee Zabelny Carried unanimously 4-0.

Prepaid	\$7,366.84
T&A	\$22,412.63
General	\$184,319.13
Water	<u>\$33,344.61</u>
Total	\$247,443.21

Minutes

Trustee Gates made the motion to approve the minutes as amended, seconded by Trustee Zabelny. Carried unanimously, 4-0.

Adjournment

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

Respectfully Submitted,

Amy Harter, Deputy Clerk