

**Village Board
Meeting Minutes of
December 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 Venniro, Sue Lane, Alexis Lane, Mr. Griggs, Morgan and Victoria
from Girl Scout Troop 60322

Mayor Lee called the meeting to order at 5:00 p.m. with the pledge of allegiance followed by a moment of silence.

Recreation Report

Tom Venniro, Recreation Department gave an update on the Christmas tree lighting. It was a very successful event.

Code Enforcement

Unionville Station: Mike Lissow and Mike McHenry met with the Board of Unionville Station to discuss drainage issues. The meeting had a good outcome; everyone seems to be of the same understanding. Trustee Zabelny was part of that meeting and agreed that the residents were pleased with the conclusion.

Zoning Update: Mike Lissow is proposing to update the Zoning Code to include a maximum ownership of three dogs per property. A property owner may apply for a special permit to retain more than three dogs. The Board agreed and a public hearing will be held.

Resolution to authorize the Code Enforcement to advertise for a public hearing to change the Zoning Code to reflect a maximum ownership of three dogs per property. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 4-0.

Creek Crossing: The developer of this property built the units with the intention of selling them as townhomes. However, the real estate market was unstable and ultimately, the units were rented out. The property owner is seeking to have the tax classification changed from townhouses to rental property and is working with Don Wells, Assessor for the Town of Parma. Mike Lissow will be meeting with both parties. As more information becomes available he will present it to the board for review.

Treasurers Report

LDC: Maryalice Edwards wanted to confirm the board wants the loan repayment of \$31,808.19 from the LDC be placed in the General account, the board agreed.

Resolution: To amend the 2016-17 budget as follows:

Increase State Retirement expense and decrease contingency.

Increase expense A9010.40	\$9,106.00
Decrease expense A1990.40	(\$9,106.00)

Superintendent Report

All Seasons Agreement: Mike McHenry reported the contract needs to be renewed. This 10 year contract is for reimbursement to the Village of Hilton from Monroe County.

Resolution to approve the All Seasons County/Municipality Intermunicipal Work Agreement, motion made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously 4-0.

Comprehensive Study: The committee for this project is Mayor Lee, Trustees Speer, Zabelny, Keith Brown, Mike Lissow, Shari Pearce and Mike McHenry. The team will meet January 10th, this is prior to meeting with MRB.

Personnel: Mike McHenry recommends a wage increase for DPW employee Andrew Steiger. He is at the 12 month anniversary of his employment. Mike is very pleased with his performance and recommends at .50/hour wage increase.

Resolution to authorize a wage increase of .50 per hour to employee Andrew Steiger effective, December 1, 2016. Motion made by Trustee Speer, seconded by Trustee Gates. Carried unanimously 4-0.

Stop Signs: Mike McHenry recommended stop signs be installed at three intersections: Mockingbird and Short Hills, Short Hills and Sunny Slope, Underwood and Orchard Street.

Resolution to hold a public hearing at the January meeting, motion made by Trustee Gates, seconded by Trustee Speer. Carried unanimously 4-0.

Leaf Collection: Mike McHenry reported collection is being extended due to the volume of leaves. The intent is to collect leaves until at least 12/7.

Shared Services: Hilton Central School District provided top dirt that was screened along with the Town of Parma, this saved Village taxpayers approximately \$8,500.

Employee Training: Mike was notified one of his employees will be taking welding classes for his personal benefit. Mike McHenry suggests reimbursing the employee upon successfully completing the courses. The department recently lost an experienced welder due to his retirement. There are three classes, each with a certificate of completion. The board agreed with this recommendation.

Resolution to reimburse employee, Cody Kelly, the cost of welding classes upon his successful completion of each class. Motion made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously 4-0.

Mayor Lee commented how pleased he is with the appearance of grounds at Community Center especially the gazebo and tree.

Public Forum

Mayor Lee opened the meeting to the public at 6:00 p.m. for anyone wishing to speak to the board.

Girl Scout Troop 60322 proposed a project to construct and install a Little Free Library at the Community Center. This library is free standing and will be built by the girls with the help of an adult. The library will be filled with 20-40 books which are meant to be shared with everyone in the community. A building plan was provided and the location proposed is in the area of the north ramp. The Troop held a fundraiser to cover the cost of this project. The board is pleased and approved their plan. Mike McHenry will work with the girls to determine the exact location.

Managers' Report

HDK: Shari Pearce updated the board on the latest details for the closing of the land swap. It appears to be moving forward.

Health Insurance: The board approved a plan change for the retirees. However, Shari determined that Gold Plan 5 is more appropriately balanced regarding co-pays for the retirees. The cost is the same as Gold Plan 1, which was approved in November.

Resolution to change the health care for retirees' age group 55-65 from the Simply Blue Gold 1 to Simply Blue Gold 5, motion made by Trustee Spear, seconded by Trustee Zabelny, approved 4-1. Trustee Gates opposed because he feels it will burden the retirees with two changes in one year, paying the 5% of their premium and changing their plan.

E-Code: Shari Pearce and Mike Lissow spoke to Larry Schwind regarding the proposed code. The details are insufficient per Mr. Schwind; however, General Code feels the changes are minor. This will not be going to public hearing and payment is being withheld until the issues are corrected to our satisfaction.

Investment Policy: Based on our auditor's recommendation, Designation of Depositories, noted the investment policy should be increased to reflect a maximum of \$2,500,000 at Canandaigua National Bank.

Resolution to increase the maximum Designation of Depositories to \$2,500,000 from \$2,000,000. Motion made by Trustee Zabelny, seconded by Trustee Gates. Carried unanimously 4-0.

At 7:00 p.m. Trustee Burritt joined the meeting.

St. Leo's: The outstanding balance for refuse services in the amount of \$2,106 remains unpaid. Shari spoke with Denise O'Toole and she stated the church board is not willing to pay the bill. Mrs. O'Toole and another church representative are scheduled to meet with Shari Pearce, Mayor Lee and Trustee Zabelny to discuss the matter. The Village Board is willing to compromise and will accept a payment of \$1,050 or the matter will be turned over to court. Shari will keep the board updated on the progress.

Post Office: Larry Schwind and his partner are continuing to approve the new assignment for the ground lease. The original ground lease has Christa Construction paying the Village on the land lease for 30 years, until 2027, which after 30 years the Village would own the post office building. Due to a financial crisis, Christa Construction can no longer pay for the building loan and the ground lease must be reassigned. Shari went on to inform the board that the Village really has no choice but to agree to a new assignment, otherwise, they can proceed with foreclosure of the building. Back in 1996, the Village Board agreed to allow the land and building be used as collateral for the construction loan, which puts the Village at risk if the lender wants to exercise their rights. The attorney is working to insert language into the agreement to protect the Village. Once the terms are acceptable to the attorney and the board, Mayor Lee's signature will be required on the documents.

Resolution to authorize Mayor Joe Lee to sign the necessary documents for the ground lease of 25 South Avenue. Motion made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously 5-0.

Fee Schedule: Shari Pearce has recently been made aware that the maximum fee for non-sufficient funds is \$20.00. This is a State regulation. Our fee is currently set at \$35.00 and must be reduced.

Resolution to authorize Village Manager to amend the Fee Schedule for 2016-2017 to reflect a fee of \$20.00 for non-sufficient funds, motion made by Trustee Zabelny, seconded by Trustee Burritt. Carried unanimously 5-0.

Safety Meeting: The annual safety meeting for all employees is scheduled on Friday, December 16th at 1:30 p.m. Shari is recommending closing the office at 1:30 for the afternoon.

Resolution to close the Village Office on December 16th at 1:30 p.m. for an employee safety meeting. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously 4-0.

Old Business

Recycling: In October, DPW employee, Karen Strassner, asked the board if the policy regarding collecting recycling could be lifted. Trustee Speer would like to amend the policy and allow Karen to collect recycling for charity. The other board members agreed to keep the current policy in place. There will be no amendments to the current refuse and recycling policy for employees.

Apple Fest: The Committee is requesting to use the Community Center building and grounds September 30-October 1, 2017 for their annual Apple Festival.

Resolution to authorize the Hilton Apple Fest Committee to utilize the Community Center building and grounds to hold the Apple Fest September 30 and October 1, 2017. This includes parking at 135 South Avenue. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

Vouchers

Resolution to approve the vouchers with the following additions: Denny & her escorts \$100, HCSD \$427.15, Lacy Katzen \$215, ProCarpet \$14,032.20, Tops \$154.87, West Herr \$131.10, Westside News \$104.00. Trustee Gates made the motion, seconded by Trustee Zabelny. Carried unanimously 5-0.

Prepaid:	\$8,855.89
T&A:	\$22,026.54
General:	\$196,903.34
Water:	\$57,381.82
Sewer:	\$24,637.79
Total	\$309,805.38

Minutes

Trustee Speer made the motion to approve the minutes of November 1, 2016 as written, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Adjournment

There being no further business, Trustee Zabelny motioned to adjourn the meeting at 7:50 p.m. seconded by Trustee Gates. Carried unanimously, 5-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk