

**Village Board
Meeting Minutes of
January 3, 2017**

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

Absent: Trustee Gates

Guests: Shelly Kordish

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

Code Enforcement

Building Permits: Mike Lissow reported there was a large increase in permits for remodeling in 2016. All permits for new homes in Unionville Station have been issued. There are two building lots left in the Turtle Creek subdivision.

Village Code: Mike Lissow explained changes to the Code regarding the maximum of three dogs allowed per property has been proposed. Village attorney, Larry Schwind, will be reviewing this shortly and a public hearing will be held next month.

Fire Marshal: Hilton East experienced a kitchen fire recently. Cleaning rags were washed and dried and placed in together where they combusted. Russell Phillips Training will provide training for their staff in the next few weeks.

A fire occurred on Parma View Drive on Christmas day; due to careless smoking. The homeowners were able to extinguish it themselves and damage was kept to a minimum.

Another fire occurred on Cooper Drive in a chimney. This was due to an insect nest and leaves in the chimney. There was no damage to the house.

Funeral: Mike Lissow explained a long time member and Commissioner of the Fire Department has passed away. His services will be held at the Fire Hall. Mike thanked the Village Board for allowing the DPW to be used for the Fire Departments that will fill in. The Town of Parma has also offered their Highway Garage to park vehicles as needed.

Treasurers Report

Resolution: In accordance with Section 802 (A) (4) of the Employee Handbook for health insurance, the Village Board hereby establishes that for calendar year 2017, the Village of Hilton will contribute 80% of the annual deductible amount for active full time employees. The Treasurer is authorized to deposit the Village's share into the employee's health saving accounts according to the following schedule: Within the first week of January the employees shall receive a pro-rated share for the months of January through May 31st; within the first week of June, the employees shall receive the balance of the Village's contribution. Employee Debbie Jones is seeking 100% due to ongoing treatment. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 4-0.

Superintendent Report

Community Center: Mike McHenry shared the next meeting date of January 10th for the Community Center Comprehensive Study Committee.

Car show: The Main Street merchants have been invited to a meeting January 18th in an attempt to increase their participation.

Jennejahn Lodge: Nine new tables have been ordered to constant repairs needed on the existing tables. The cost of the tables is \$1935.90, plus shipping. This is a budgeted item.

2016 Parks Grant: Mike McHenry reported the grant for the Jennejahn Lodge addition was denied. He stated the competition was very high and there was very limited funds compared to the applications that were submitted throughout the State.

Unionville Station: Mike McHenry and Mike Lissow met with members of the Homeowners Association regarding drainage last month. The DPW has cleaned out the ditch behind Stothard Drive as they discussed. Going forward, the HOA will maintain this area.

Shared services: The DPW loaned the spare recycling truck to the Village of Spencerport recently. It was involved in an accident and is out for repair.

Streetlight Replacement: A pole on Shirleen Drive was blown over by high winds. The replacement cost is \$1069.50.

Fire hydrant: A vehicle damaged a hydrant at 231 East Avenue. This was a hit and run. A police report was filled out but no vehicle was found.

Public Forum

Mayor Lee declared the Public Hearing open at 6:00 p.m. to consider the following local law for adoption.

Local Law #1, 2017, to make the following intersections all way stops:

1. Mockingbird and Short Hills Dr
2. Short Hills Dr and Sunny Slope Dr
3. Underwood Ave and Orchard St

Shelly Kordish, 58 Short Hills Drive, expressed her support of this action.

There being no other person present, Mayor Lee closed the Public Hearing at 6:01 p.m.

This action has been sent to the Monroe County Department of Planning and Development for their review.

Managers' Report

HDK: This matter is still ongoing. Mike Lissow will contact the property owner to inquire about the delay.

2015 Community Development Grant: Shari Pearce reported Monroe County has preliminarily approved the ADA improvements for the first floor restrooms and drinking fountain. Re-keying the locks was denied.

2017 Community Development Grant: Mike McHenry recommends sidewalk replacement on Sunny Slope Drive. This area was listed as a low income area and has the most potential to be awarded. The board agreed with his proposal and agreed to begin completing the grant application process.

E-Code: Shari Pearce explained the Village Attorney is requesting more details be provided before approving the changes. Mike Lissow has offered to prepare a redlined document of all changes to our code for our attorney and to the public. This will provide transparency for the public when advertising for the public hearing for the local law. General Code was unwilling to provide this for us.

Written Safety Plan: Trustee Zabelny explained three plans have been provided for the board's review. The team worked to provide a lock down plan, shelter in place and an evacuation plan. Trustee Speer made a motion to approve the safety plans as presented, seconded by Trustee Zabelny. Carried unanimously 4-0.

Shelter in Place Plan

Village of Hilton Community Center

Department of Public Works

Definition: The term, Shelter –in-Place, means to seek immediate shelter within the building and remain there during an emergency rather than evacuate the area. It is always preferred to evacuate. Certain events may necessitate the initiation of the Community Center or DPW Shelter-in-Place Protocol. The decision to Shelter-in-Place will be made by the Staff Member in charge at time of occurrence.

Once the decision has been made, the staff member in charge shall instruct the Community Center occupants or DPW occupants to Shelter-in-Place. This notification will be made by whatever means of communication is available.

Reasons for Shelter-in-Place activation:

- When notified to do so by local police or government.
- The observed presence of law enforcement personnel in the area.
- A severe weather event.
- A critical incident where hazardous materials (chemical, biological or radiological) may have been released into the atmosphere either accidentally or intentionally.
- Any other event that could be perceived as a possible danger to the safety and welfare of the Community Center or DPW personnel and occupants.

Shelter-in-Place Procedure:

- Staff shall secure all exterior doors.
- Staff shall notify all occupants of the Community Center/DPW to remain in their office or building.
- Lock all doors and windows. Close blinds, turn off lights and remain calm.
- Call 911
- If an event occurs at the Community Center contact DPW staff and advise of event so they are aware of situation.
- If an event occurs at the DPW contact Community Center staff and advise of event so they are aware of situation.
- Contact the Mayor when appropriate.
- Turn cell phones off

- **Only come out when you recognize the authority directing you or are told that it is safe by Law Enforcement Officials.**

Shelter-in-Place during a Severe Weather Event (Recommendation)

A severe weather event such as a tornado or wind event during normal operating hours of the Community Center/DPW may necessitate you Shelter-in-Place until the threat of bad weather has passed. Relocating from your normal work area to a space that has limited or no windows or to a lower floor may increase the chances of safety. It is recommended that:

- **Community Center personnel move to the hallways or an interior room with no windows.**
- **DPW Personnel move to the Water Room.**
- **Stay in place until the danger has passed.**

LOCK DOWN SAFETY PLAN

HILTON COMMUNITY CENTER

Definition: The purpose of lockdown is to isolate the building from perceived outside danger. The term, Lock Down, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. It always is preferred to evacuate. Certain events may necessitate the initiation of the Community Center Lock Down Safety Plan. The decision to make these determinations will be made by Staff Member in Charge.

Once the decision is made, Employee in charge shall instruct the Community Center occupants of the procedures. The notification will be made by whatever means of communication is available.

Reasons for Lock Down

- When notified to do by local police or government.
- Imminent danger to the people in the building
- The sound of a discharged firearm is heard
- The observed presence of law enforcement personnel in the area
- A critical incident where hazardous materials (chemical, Biological or radiological) may have been released into the atmosphere either by accidentally or intentionally.
- Any other event that could be preserved as a possible danger to the safety and welfare of the Community Center personnel and occupants.
- Perpetrator with history and capability to be violent

Procedures:

- Get into the room and lock all doors and windows.
- Staff shall secure all exterior doors and monitor if feasible.
- Office Staff shall notify all occupants of the Community Center to remain in their office or area.
- Blockade the door if possible with large/heavy furniture, or other heavy objects.
- Pull down blinds, block windows to door in an effort to obstruct vision from the hallway, turn off lights and computers. Remain quiet, silence cell phones, and any other noise producing objects.
- Stay low to the ground, on floor, near solid interior walls, staying away from windows and doors.
- Take cover under furniture, or other large objects placing as many items as possible between you and the threat.
- Do not peek out windows, or doors, to see what may be occurring.
- Do not evacuate if fire alarm is activated unless you are positive a fire is occurring.
- If possible, and safe to do so, report the location of the violent person if known by dialing 911.
- Do not remain on cell phone unless a life and death emergency is occurring in your immediate vicinity.
- Help others when possible, especially the physically disabled.
- Remain in your Lockdown Shelter-In-Place (SIP) location until informed by police or circumstances warrant an immediate evacuation.
- When Police arrive do not run at them, or make sudden movements. Do not hold anything in your hand that could be mistaken for a weapon.
- Obey ALL commands given by police officers.
- Inform DPW Superintendent/Asst. Superintendent
- Contact the Mayor when appropriate.

Evacuation Plan - Village Office

Employee in Charge will initiate the evacuation protocol for the Village Office Building. The Employee in Charge will dial 9-1-1 and activate emergency alerts.

Once safely off premises, Employee in Charge will alert the DPW building regarding the emergency.

Alerts:

In the event of an emergency, employees/occupants may be alerted by one of the following:

The sounding of the fire alarm, verbal announcement

Identify the emergency signal for each emergency situation (i.e. earthquake, fire, general evacuation):

Fire - fire alarms

General evacuation (gas leaks, suspicious odor, explosion, smoke, etc.)- verbal announcement and fire alarms

Policy:

The policy of this establishment in the event of fire or other emergency evacuation is:

Village employees will exit the building through the nearest emergency exit.

Routes :

In the event of an emergency, employees shall evacuate by means of the *nearest* available marked exit without an obstruction.

Extinguishers:

In the event of a fire, the following individuals are authorized to use portable fire extinguishers to attempt to extinguish fires before evacuating:

Employees previously trained in proper use of portable fire extinguishers.

Assembly:

After an emergency evacuation, employees are to gather in the following location(s):

North side of parking lot

Accounting:

After an emergency evacuation, the procedure for accounting for all employees is: Employee in Charge will account for all Village Office employees and report to Emergency personnel any staff member who is missing and their last known specific work location.

Additional Information:

No person is to reenter the building without the all clear from the Employee in Charge who initiated the evacuation order.

Evacuation plan - DPW Building

Employee in Charge will initiate the evacuation protocol for the DPW Building. The Employee in Charge will dial 9 -1-1 and activate emergency alerts.

Once safely off premises, Employee in Charge will alert the Village Office Building regarding the emergency.

Alerts:

In the event of a fire or emergency, employees/occupants will be alerted by verbal announcement.

Policy:

The policy of this establishment in the event of fire or other emergency evacuation is: Village employees will exit the building through the emergency exit.

Routes:

In the event of an emergency, employees shall evacuate by means of the *nearest* available marked exit without an obstruction.

Extinguishers:

In the event of a fire, the following individuals are authorized to use portable fire extinguishers to attempt to extinguish fires before evacuating:

Employees previously trained in proper use of portable fire extinguishers.

Assembly:

After an emergency evacuation, employees are to gather in the following location(s):
Employee parking lot

Accounting:

After an emergency evacuation, the procedure for accounting for all employees is: Employee in Charge will account for all DPW employees and report to Emergency personnel any staff member who is missing and their last known specific work location.

Additional Information:

No person is to re-enter the building without the all clear from the Employee in Charge who initiated the evacuation order.

Special Police: Trustee Burritt reported six applications have been received. Interviews will be scheduled in the near future. Mike McHenry offered to work with Work Fit for the required physicals. The academy begins mid- February. A meeting will be scheduled within the week with team to review the timeline and action items.

Post Office: Shari Pearce stated the new agreement has been signed and finalized. A letter from Christa Construction has been received stating they are no longer our landlord and a new contact has been provided. Larry Schwind said an offer is expected shortly regarding the worth of the lease and a potential offer to buy out the remainder of the lease Thus far, the Village has accrued \$1,838.00 in legal fees. Shari stated per our agreement, the legal fees will be reimbursed.

Holiday Schedule: The board received a copy of the proposed holidays for 2017 for review.

Resolution to adopt holiday schedule as presented, motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 4-0.

Holiday	All Departments Closed	Refuse & Recycling
New Year's Day	Monday, January 2, 2017	Tuesday, January 3, 2017
Martin Luther King	Monday January 16, 2017	Tuesday, January 17, 2017
Presidents Day	Monday February 20, 2017	Tuesday, February 21, 2017
Good Friday	Friday, April 14, 2017	Not Applicable
Memorial Day	Monday, May 29, 2017	Tuesday, May 30, 2017
Independence Day	Tuesday, July 4, 2017	Wednesday, July 5, 2017
Labor Day	Friday, September 1, 2017 Monday, September 4, 2017	Not Applicable Tuesday, September 5, 2017
Columbus Day	Monday, October 9, 2017	Tuesday, October 10, 2017
Veteran's Day	Thursday, November 10, 2017	Not Applicable
Thanksgiving	Thursday, November 23, 2017 Friday, November 24, 2017	Wednesday, November 22, 2017 Not Applicable
Christmas	Monday, December 25, 2017	Tuesday, December 26, 2017
New Year's Day 2018	Monday, January 1, 2018	Tuesday, January 2, 2018

Legislative meeting: Shari Pearce and Maryalice Edwards are seeking authorization attend the meeting in Albany, February 12th – 14th.

Resolution to authorize the Village Manager and Treasurer to attend the Winter Legislative meeting in Albany, February 12th – 14th in Albany. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 4-0. This is a budgeted item.

Workers Comp: Shari Pearce as Vice Chair for the group will be attending training in NYC, January 11th – 13th. This trip is paid in full by the Workers Compensation group.

Time Warner: The franchise agreement expires in June 2017. Spectrum has taken over the company. Shari Pearce has spoken to Chris Mueller at Spectrum to begin discussions on negotiating the renewal process.

Budget: Shari Pearce and Maryalice Edwards will begin the budget process in the coming weeks and are discussing a schedule for the necessary meetings. An outline will be provided to the board by the February meeting.

Summit ATM: Shari Pearce reported she is working with the attorney on transferring the land back to the Village. It should be just a deed transfer. Shari is also continuing working on finalizing the closure of the LDC. An audit will be performed this month. This will be last audit needed for the LDC.

Real Property: Monroe County Real Property Services has announced they will no longer allow non water and sewer services to be re-levied in November. Therefore, the Village can no longer include fees for building permits, demolition and property maintenance.

Court cases: The Town of Parma Court Clerk has notified us there are cases dating back to 2006 that have not been dismissed. Shari and Mike Lissow will work with the Town Court to dismiss those in question. The board will be kept up to date on his progress.

Vouchers

Resolution to approve the vouchers with the following additions: Canandaigua National Bank \$165.10. Motion made by Trustee Zabelny seconded by Trustee Speer, Carried unanimously

Pre-paid	\$ 9,988.65
T&A	\$24,347.19
General	\$51,368.86
Water	\$33,847.14
Sewer	\$ <u>2,493.33</u>
Total	\$122,045.17

Minutes

Trustee Burritt made the motion to approve the minutes of December 6, 2016 as written, seconded by Trustee Speer. Carried unanimously, 4-0.

Adjournment

There being no further business, Trustee Speer motioned to adjourn the meeting at 6:30 p.m. seconded by Trustee Zabelny. Carried unanimously, 4-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk