

**Village Board Meeting
Minutes of June 6, 2017**

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: Jodi McCain, Larry Gurrslin, Joe Sciortino

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

Recreation Report

Trustee Speer gave the report as the Recreation Liaison. He reported 3 Leith Lane, in Unionville Station, is for sale. The building was originally intended to be used as a meeting house for the residents of Unionville. The residents didn't purchase it and was ultimately sold and used as a business.

Code Enforcement

Zoning Board: Mike Lissow reported there is a proposal to construct a building on Parkwood Lane to be used as a rental office. An application for a variance was submitted due to a setback requirement. This will be on the agenda for the June meeting.

Stormwater: The coalition has submitted their annual report to Monroe County and has been forwarded to the DEC. The group continues to meet regularly.

E-Code updates: There are still codes to be reviewed. At this time, 10 codes have been reviewed; our attorney is expecting Mike Lissow to continue to send more codes for further review. Mike is working on the suggestions made by Larry Schwind.

Disaster Plan: The committee would like an updated list for all contacts from each municipality. The Village Office is receiving updates and making the changes as they are received. A copy will go to each municipality.

Treasurer's Report

Resolution: That pursuant to the existing franchise agreement and per Section 626 (1) of the Real Property Tax Law, a tax credit of \$230.04 is hereby granted to Time -Warner Cable for fiscal year 2017-18. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously, 5-0.

County Sales Tax: The village received a check for sales tax in the amount of \$322,877. The total sales tax collected for fiscal year 2016-2017 is \$1,313,653.

Workers Comp Refund: The village received an administrative refund check from Workers' Comp in the amount of \$11,241.

Superintendent's Report

Carter Drive Culvert Replacement: The bid opening took place on May 11th. Two bids contained errors with multiplication and summation. The concrete supply is expected to be delayed until September. For these two reasons, MRB Group recommends waiting and rebidding in December, with the work beginning in the spring.

Resolution to reject all three bids for the Carter Dr culvert replacement. Bids will be solicited again later in the year. Trustee Gates made the motion to reject the bids as recommended by MRB Group, seconded by Trustee Speer. Carried unanimously, 5-0.

Eagle Scout Project: Mike McHenry has approved the construction of a lend a book library to be built at the DPW near their sign on Henry Street. The DPW will pour a small sidewalk.

Salmon Creek: St George's Church youth group helped clean up the creek bank behind Tops. This is credit on the stormwater report. Mike noted the marked improvement of the entire area, he is grateful for their assistance.

Equipment purchase: Mike is seeking authorization to make a purchase from the National Joint Purchase Association and is on the state bid contract. The following items will not exceed \$76,500:

- One 4 x 4 Kubota Tractor with a sidewalk plow from Bently Brothers
- Two sets of tires and rims from Bently Brothers
- One 14' finishing mower from Land Pride

Resolution to purchase one tractor and one mower, tires, rims as listed, and are not to exceed \$76,500. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Employee Raise: Andy Steiger has reached another six month review period and is eligible for a .50 per hour raise. Mike noted Andy is an asset to the DPW.

Resolution to authorize a pay increase of .50 per hour raise, motion made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously, 5-0.

Speed trailer: Mike reported the unit is currently in use and will continue through the end of October.

Streetlights: Mike McHenry is proposing to replace 69 lights in the south area of the Village including East Avenue, Applewood Lane and Raintree Lane. He explained the 10 year plan for replacing lights with LED in its 3rd year and is ahead of schedule. The costs continue to decrease to substitute the lights.

Resolution to hire LLP to replace 69 streetlights to LED, the cost not to exceed \$25,000 motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Sanitary Sewer relining: Mike will be seeking authorization to solicit bids for the annual sewer relining project. The area will cover the Hovey Square parking lot area and Gorton Avenue.

Resolution to authorize the DPW Supt to advertise for the solicitation of bids on the annual project, the bid opening will be July 27th. Motion made by Trustee Zabelny, seconded by Trustee Burritt. Carried unanimously, 5-0.

Shared Services: With the ongoing lakefront flooding, many pieces of equipment and manpower from the Village has been offered and utilized by the Town of Parma. This will continue as long as it is necessary.

Public Forum

Mayor Lee opened the public forum at 6:00 p.m.

Jodi McCain was present to discuss the Extra Mile Award program that began 17 years ago. The program was part of her job at the Hilton Central School District which recognizes students for good deeds. Jodi provided documentation from the awards provided. The board supports this program. Jim Gates suggested updating the resolution that is currently on file within the Village Office.

Andy Fowler, 64 Cambridge Rd. He is seeking permission to set up on the grounds of the Community Center to broadcast live on VillageRadio.net during the Firemen's Grand Parade on Thursday, July 13th. The board agreed to allow Mr. Fowler to broadcast from the Community Center from any location agreed upon by Shari Pearce and Mike McHenry.

Unionville Station Sewers: Joe Sciortino is the developer of Unionville Station and is proposing to build homes and professional buildings in the Town of Parma directly to the south, adjacent to Unionville. He is seeking approval to extend the sanitary sewers. Mike McHenry provided a letter to the members and to Mr. Sciortino addressed to the board from February 28, 2016, that detailed a number of improvements prior to adding to the Village's existing system. The board agreed with Mike's recommendations. This letter will be copied into the minutes. The Village Board reviewed the conceptual plan Mr. Sciortino provided. An updated letter from Mayor Lee will be sent to the Town Board in support of the conceptual plan.

Resolution to approve the conceptual plan to extend the Village sewers into the the Town of Parma as presented, Mr. Sciortino must make the improvements as follows:

1. The lift station at Unionville will need several upgrades.
 - A. Current pump capacity and head pressure ability increase for whatever needs are required for any new additional development other than what has been approved by the Zoning Board to this date for Unionville subdivision.
 - B. Emergency backup pump is needed which would be the third pump for this lift station.
 - C. More wet well capacity. This can be done by replacing existing lift station wet well to a larger capacity or provide an auxiliary wet well tied into the existing wet well. The auxiliary well will have a circulating pump system to help with the possible debris buildup in that well.
 - D. Flood protection provided to the wet wells.
 - E. Natural gas emergency standby generator for backup power supply.
2. In order to bypass the Sherwood Drive sewer there is a need to extend the forced main sewer that is currently used for Unionville Station from 127 Centennial Lane to 42 Cambridge Road approximately 470' in footage farther from current tie in.
3. Slip-line the existing 8 inch gravity sanitary sewer from 42 Cambridge Road to 137 South Avenue with approximately 1050' in footage.
4. Create a new manhole at 10 Overlook Drive due to the garage addition that was built in the late 1970's over the top of an existing manhole.
5. Acquire all needed easements for the Village to own and maintain the proposed improvements.

Motion made by Trustee Speer seconded by Trustee Zabelny. Carried unanimously, 5-0.

Letter of Credit: Mr. Sciortino has asked for an extension to remove the gravel “stub” road. He is proposing to have it removed by September 15th. An escrow account in the amount of \$3,000 was suggested to be held from the Village to be returned the stub road is removed by Mr. Sciortino. The board agreed to this suggestion. Shari Pearce will work with the Village Attorney to work out the details.

Mayor Lee closed the public forum at 7:30 p.m.

Managers Report

Health Insurance: Shari Pearce reported that Excellus provided their rate increase information for the high deductible health insurance plans. They are seeking a .04% increase. This is the smallest increase since we have offered this type of plan. The Copayment plan is expected to increase 7.5%.

6 Upton Street: There has been no response from Engels’ attorney. Mayor Lee and Shari Pearce will meet with Engels this week. The information will be shared with the board.

Community Center 2016 ADA Grant: Shari is seeking authorization to hire MRB to create the bids and specs for this project at a cost of \$4800.00. This project consists of upgrading the first floor restrooms with accessibility for those with disabilities.

Resolution to authorize the Village Manager to hire MRB Group to create bids and specs for the 2016 ADA Grant, motion made by Trustee Speer seconded by Trustee Zabelny. Carried unanimously, 5-0. This payment will be taken from the contingency fund.

Community Center use: Eric Williams has requested use of the building for personal Martial Arts training. The board feels nothing has changed since the last request. Shari Pearce will inform him that his request is denied.

Resolution to deny the request of Eric Williams to utilize the building for martial arts training for liability purposes. Motion made by Trustee Gates seconded by Trustee Burritt. Carried unanimously, 5-0.

Community Block Development Grant: Shari reported the 2017 application for sidewalk and gutter replacement has been denied. The reasons noted from the county were limited funding, and that the county is seeking other types of projects but were not specific.

Employee Handbook: Shari explained that it has been brought to her attention a local law is required in order to provide merit increases in the future. After some discussion, the board agrees to move forward with a local law. Shari will prepare a local law in the coming months.

Electric project: Invoices have been received from Lime Energy for the LED lighting upgrades that were completed in May: Community Center exterior, \$3,351.25, Community Center interior, \$25,864.80 and the DPW \$20,450.04. At the May board meeting, it was discussed to use the Worker's Comp administrative refund of \$11,241.00 toward the DPW lighting project.

Resolution to authorize the Treasurer to withdraw \$9,209.04 from the DPW Savings Account to pay for the LED upgrades. The remaining monies are to come from the Administrative Refund from Worker's Comp of \$11,241.00.

Village Office Repairs: A water leak occurred on or about May 22nd. The floor in the Board Room, kitchen and office needs major repairs. The insurance company is working on this claim, and Pro Carpet is preparing an estimate to replace the subfloor and carpeting. This will require a lot of planning to relocate the office staff while construction takes place. Shari will keep the board updated on the progress. She expects this to take several days.

Special Police: Trustee Burritt gave an update as to their progress. They have had two recent tasks that were well run by them. The uniforms are ready, the vests and hats are not. A request to the Town Board has been made for a key to the equipment room at the Town Hall.

Liquor License: Foster's Restaurant, 54 Canning Street, has applied for an On Premises Alcoholic Beverage Permit on May 8th. A letter was sent to the applicant on May 23rd from Mayor Lee waiving the 30 day waiting period.

Insurance: A quote for the Village's liability coverage from Allied World Insurance has been received. Shari is seeking authorization to accept this and bind the necessary coverage.

Resolution to accept the quote of \$47,893 from Allied World Insurance for liability insurance for the Village of Hilton. Be it further resolved that the Village Manager/Clerk is hereby authorized to the bind the necessary coverage. Motion made by Trustee Zabelny, seconded by Trustee Burritt. Carried unanimously, 5-0.

Vouchers

Resolution to approve the vouchers with the following additions: Accela \$11,414.00, SG Security \$150.00. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Prepaid	\$ 6,567.02
T&A	\$ 24,228.54
General	\$108,609.07
Water	\$ 37,947.46
Sewer	<u>\$ 4,557.33</u>
Total	\$181,909.42

Minutes

Resolution to approve the meeting minutes of May 2, 2017. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

Village Board Liaison Reports

Mayor Lee updated the board on upcoming community events.

Adjournment

There being no further business, Trustee Speer made a motion to adjourn at 8:10 p.m., seconded by Trustee Zabelny. Carried unanimously 5-0.

Respectfully Submitted,

Amy Harter, Village Manager/Clerk

June 12, 2017

TO: Supervisor Jim Smith
Town of Parma Board Members

FROM: Mayor Joe Lee
Village Board Members

SUBJECT: Sewer upgrades and extension for North Parma Station Subdivision

The Village Board of Trustees has reviewed the request from JR Holdings to allow the following properties, which are located in the Town of Parma to connect into the Village's sanitary sewer system for the proposed development North Parma Union Station Subdivision:

Tax Id:	#032.03-1-5	945 Hilton Parma Corners Rd
	#032.03-1-4.1	949 Hilton Parma Corners Rd
	#032.03.1.6.1	959 Hilton Parma Corners Rd
	#032.03-1-7	961 Hilton Parma Corners Rd

At the June 6th Village Board meeting, the Trustees unanimously voted to grant Conceptual Approval to extend sanitary sewers with the following conditions set forth by Mike McHenry, Superintendent of Public Works.

The necessary improvements to the existing sanitary sewer system needs to be done prior to any new development occurs outside the Village limits. This focuses solely on any new development that would be tying into the Unionville lift station. Additionally, any sanitary sewers connected into the Village of Hilton sanitary sewer system from outside the Village must receive final approval by Village Board.

1. The lift station at Unionville will need several upgrades.
 - a. Current pump capacity & head pressure ability increase for whatever needs are required for any new additional development other than what has been approved by the planning board to this date for Unionville subdivision.
 - b. Emergency backup pump is needed which would be the third pump for this lift station.
 - c. Larger wet well capacity. This can be done by replacing existing lift station wet well to a larger capacity or provide an auxiliary wet well tied into the existing wet well. The auxiliary well will have a circulating pump system to help with the possible debris buildup in that well.
 - d. Flood protection provided to the wet wells.
 - e. Natural gas emergency standby generator for backup power supply.

2. In order to bypass the Sherwood Drive sewer there is a need to extend the forced main sewer that is currently used for Unionville Station from 127 Centennial Lane to 42 Cambridge Road approximately 470' in footage farther from current tie in.
 - a. An engineered study of current sanitary flow rates from the lift station to the current sanitary sewer mains and future proposed sub-division flow rates at every phase of construction. Capacity flow rates of the sanitary sewer main that the new location the Village proposes for the forced main connection and the South Av. siphon @ 135 South Av.
3. Slip-line the existing 8 inch gravity sanitary sewer from 42 Cambridge Road to 137 South Ave. which is approximately 1050' in footage.
4. Create a new manhole at 10 Overlook Drive due to the garage addition that was built in the late 1970's over the top of an existing manhole.
5. Acquire all needed easements for the Village to own and maintain the proposed improvements.
6. The work is to be completed by the owner of the Subdivision, JR Holdings. All of these improvements need to be in place before the first building permit is issued.