

**Village Board Meeting
Minutes of September 5, 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: Tom Venniro, Phil Burrows, Valerie Dimino, Emily O’Shea, Karl
& Cheryl Fishbaugh

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 gave his report. A before and afterschool program is being offered at Village Elementary. This is in addition to the programs being offered by other avenues.

Code Enforcement

Erosion: Mike Lissow reported he attended a meeting with the US Army Corp of Engineers, DEC, FEMA, to discuss the erosion at Village II Apartments. In 2004 flooding caused damage to the area. FEMA requires an action plan be in place before applying for funding; this must be submitted prior to any qualifying events. At this time, the property owners have not made their intentions known if they will take any action. Mike will keep the board updated.

Salmon Creek: The project for erosion control is scheduled for the first week in October. Monroe County Soil & Water Conservation will be providing plans to Mike Lissow. The DPW will be reimbursed for their work on this project.

Unionville Station: Joe Sciortino provided “as built” plans and is seeking his release of the letter of credit. At this time the stub road has not been taken care of as agreed upon. This work must be done in order to release the letter of credit to him. Mike Lissow shared this information with Mr. Sciortino, in person, earlier today.

Parma Inspections: Parma Supervisor Jim Smith contacted Mayor Lee to discuss utilizing Mike Lissow's services for building inspections during a busy time for their department. This is an agreement between the Village and Town. Mr. Smith anticipated extra work for them; so far the opportunity has not come up. Currently, the two departments back each other up.

Treasurer's Report

Resolution: amend the 2017-18 budget to recognize donations for the Hovey Street clock repair. The motion was made by Trustee Speer, seconded by Trustee Zabelny, carried unanimously 5-0, as follows:

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| Increase revenue | \$4,000 | A2705 |
| Increase expense | \$4,000 | A28510.4A |

Resolution: amend the 2017-18 budget to record insurance check for the Board Room water damage. The motion was made by Trustee Burritt, seconded by Trustee Gates, carried unanimously 5-0, as follows:

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| Increase revenue | \$9,720.48 | A2680 |
| Increase expense | \$9,720.48 | A11620.4A |

NYS Retirement: The invoice is projected to come in at \$173,874.00, this is \$3,186.00 lower than budgeted. This is excellent news as it is difficult to project this cost.

Superintendent's Report

Community Center: A backflow preventer needs to be installed for the Community Center's water service. This is a requirement of the EPA. The County Health Department must approve the calculations and drawings. Mr. McHenry expects the cost to create the bids and specifications through MRB Group to be \$2300. They expect the cost of installation of the backflow preventer to be approximately \$5000.

Resolution: Trustee Speer made the motion to authorize the DPW Superintendent to hire MRB Group to create the bids and specs for the installation of a backflow preventer at a cost not to exceed \$2,300.00, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Car Show: The event went well. Since the weather forecasts were poor, attendance was down.

Clock Repair: The clock located in Hovey Square is scheduled for maintenance. The parts have been ordered, and are expected to be installed in late October by Verdin.

Eagle Scout projects: Mike McHenry reported the benches have completed and the fire hydrants have been painted. Mike expects the trails in the Village Park will be marked soon. This will wrap up the Scout projects for this year.

Jennejahn Lodge: At the Mayor's request, Mike McHenry met with Senator Joe Robach about funding options for the Village. Mike offered three options; lodge improvements, a standby generator for the DPW or an LED streetlight project. The Senator recommended applying for lodge enhancements with his support. Mike submitted a request for a grant of \$225,154. The board will be kept up to date on the progress.

Stealth Traffic Report: Mike McHenry reported this was set up on Raintree Lane. He reported 85% of traffic travelled below the speed limit. Two cars were reported traveling over 55 mph. Mike noted this information will help the Sheriff's Department with traffic control.

Equipment Sales: Mike is recommending the sale of one 2005 F350 pickup truck with a 9' snowplow and one 2008 trackless tractor with snowplow and its 12' mower.

Resolution Trustee Speer made a motion to authorize the DPW Superintendent to sell one 2005 F350 pickup truck with a 9' snowplow and one 2008 trackless tractor, snowplow and its 12' mower at auction, seconded Trustee Zabelny. Carried unanimously 5-0.

Public Hearing

Mayor Lee opened the hearing to public comment at 6:00 p.m. to consider Local Law #3, 2017 to add the following to the Traffic Control Law, Section 21-4;

- (32) Parking shall be prohibited at all hours of the day and night in front of 14-16, 15 and 18-20 Grove Street.

Public Comment: The owner of 18-20 Grove Street was unable to attend the meeting. Shari Pearce reported that he commented to her that he expects the residents will park further to the west, exacerbating the problem. He would like the restriction to encompass the entire street.

Cheryl and Karl Fishbaugh, 53 Grove Street, Mrs. Fishbaugh stated they support the recommendation of prohibited parking for the entire street. Mrs. Fishbaugh also stated she appreciated receiving a letter for this matter.

Emily O'Shea, 22 Grove Street, stated it is quite difficult to get in or out of her driveway in the morning with school traffic and parked cars make it more challenging. She would like to have the parking prohibited along the entire street.

Monroe County Department of Planning deemed this as a local matter.

Resolution Trustee Speer made a motion to approve Local Law #3, 2017, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Section 21-4 of the Hilton Code, titled Traffic Control Law is hereby amended as follows:

Section 1: (32) Parking shall be prohibited at all hours of the day and night in front of 14-16, 15 and 18-20 Grove Street.

Section 2: This Local Law shall become effective upon publication with the Secretary of State.

The board discussed the suggestions made by the residents to prohibit parking along Grove Street and agreed to begin the process of creating another Local Law to do so.

Resolution to authorize the Village Manager/Clerk to advertise Local Law #4, 2017 to consider the restriction of parking day and night along the remainder of Grove Street. Motion made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Public Forum

Valerie Dimino, is a former student of dance at Classic Touch Dance Studio. The owner of the studio, Christa Reeves, passed away unexpectedly in June. Some of the former students would like to create a fund for a memorial. She is suggesting a bench or plaque. The board explained they prefer not to have memorials within the Community Center other than to our military veterans or government employees.

Phil Burrows, 22 Smith Street, he stated a fence has been placed on his property on the rear lot line. This is blocking his access to his barn. Mike Lissow has attempted to mail two letters to the neighbor, however the letters have been returned by the post office. Mr. Burrows also explained the manhole cover on East Avenue has not been repaired. Mike McHenry explained the manhole is owned by Frontier Communications and must be maintained by them. The Mayor assured Mr. Burrows both situations will be addressed.

Mayor Lee closed public forum at 6:20 pm.

Managers' Report

Merit Raise: Shari Pearce is continuing to research options, she plans on discussing this item with the Comptroller's office at the NYCOM Fall Training School. This will be an item at the next meeting.

County Shared Services: Shari reported the plan has been finalized by Monroe County; however, Hilton's items were not included. Mayor Lee is seeking the reason the projects provided to the county were left out of the document.

Dance studio: Shari Pearce explained response to advertisement for the available space in the Community Center has been minimal. Shari suggested additional newspaper ads. The board agreed to authorize placing a notice in the Greece Post and outside signage at the Community Center.

A certified letter pertaining to outstanding rent was mailed to the former tenant and has not been retrieved from the Post Office. Shari was told by the Village attorney a regular letter can be mailed as our envelopes state "return service requested". Shari will keep the board updated on this issue. The board offered a settlement of 50% of the past due rent for the tenant if the payment was received by September 28th.

Special Police: Shari reported there is a meeting this coming month to discuss insurance requirements and the Intermunicipal Agreement. The next Recruitment night is October 11th. There are a few events this coming month that the Special Police will be directing traffic.

Parking Tickets: In 2013, the Management Team began reviewing the parking ticket process as the fees and procedures were outdated. Shari Pearce has been charged by Mayor Lee to finalize this item. A meeting was held on August 30th with Mayor Lee, Shari Pearce, Mike Lissow, Monroe County Sheriff Deputies Smallwood and Corona. It was agreed that the proper course of action is to utilize traffic tickets and to cite Traffic Law 1200 (D). Tickets will be processed through Town of Parma Court. This will require a Local Law to change the Village Code. Shari will keep the board updated on her progress.

Walt Horylev Civic Beautification Award: This year's award will be presented to Great Lakes Classic Cars on October 3rd at 6:30 pm. The motion was made by Trustee Speer, seconded Trustee Zabelny. Carried unanimously, 5-0.

Monroe County Block Grant: The bid date is scheduled for September 28th; Shari will have a recommendation for the October meeting.

Correction: The minutes of June 27, 2017 need to reflect a change regarding the clock in Hovey Square. The correct name is John Klock. Motion made by Trustee Gates, seconded Trustee Zabelny. Carried unanimously, 5-0.

Discussion

Mayor Lee reported the Apple Fest Committee needs volunteers. After this year, several members will be resigning.

Vouchers

Resolution to approve the vouchers as presented. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

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| Prepaid | \$ 6,645.49 |
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| T&A | \$ 24,062.16 |
| General | \$142,491.32 |
| Water | \$ 32,530.00 |
| Sewer | <u>\$ 1,812.50</u> |
| Total | \$207,541.47 |

Minutes

Resolution to approve the meeting minutes of August 1, 2017 as presented. Motion made by Trustee Speer seconded by Trustee Zabelny. Carried 5-0.

Adjournment

There being no further business, Trustee Speer made a motion to adjourn at 7:30 p.m., seconded by Trustee Burritt. Carried unanimously 5-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk