

Village Board Meeting Minutes of February 6, 2018

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

Absent: Village Treasurer, Maryalice Edwards

Guests: Tom Venniro, Recreation Director

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 gave his report including upcoming events. A Recreation Commissioner is expected to be selected in the next few months.

The board discussed charging an hourly fee if the Community Center needs to be opened for tenants. Currently, there is a charge of \$25 per hour for the public to utilize the building. Tom stated their "Party Time" program would be the affected the most, it is run on Saturdays. Shari explained charging a fee will help offset the costs of running the building plus the costs of labor. It was noted that the Hilton School District also charges to use their buildings if they need to be opened for events. Much discussion followed.

Resolution Trustee Gates made a motion to charge tenants \$15/hour, if the Community Center building needs to be opened on off hours for events for the community, effective 6/1/18, second by Trustee Zabelny. Non tenants will continue to be charged \$25/hour.

Code Enforcement Report

Resolution to authorize Code Enforcement Officer to attend Fire Marshall Conference May 15th through Thursday, May 17th, at a cost not to exceed \$200. The location has not yet been determined but will be in Monroe County. Trustee Speer made the motion, seconded by Trustee Burritt. Carried unanimously, 5-0.

NYPF Conference: Mike Lissow is requesting authorization to register four Zoning Board members to attend the NYPF Conference in Lake George April 22-24th. This will satisfy the members' required annual training of 4 hours.

Resolution to authorize Richard Bjornholm, Richard LaForce, Pat Holenbeck and Murray Weaver to attend the New York State Planning Federation conference April 22-24th at a cost not

to exceed \$2000.00, plus meals and mileage. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

ECode: Mike Lissow reported General Code has amended a few items of the Village Code as requested. Mike has applied to Monroe County Department of Planning for their review. Once the approval is received, the board may hold a public hearing and move forward to approve it.

SEQR: The Village Board reviewed the item and determined this project is an Unlisted action and a Negative Declaration was given.

Resolution Motion to approve the SEQR was made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously, 5-0.

WHEREAS the Board of Trustees of the Village of Hilton has entered into a project for the codification of local laws, ordinances and certain resolutions of the Village of Hilton for the purposes of increasing the effectiveness of village governmental administration, providing for greater public awareness of and access to village legislation and protecting the health, safety and welfare of village inhabitants; and

WHEREAS the proposed codification has been published in loose-leaf form and the Board of Trustees now desires to formally effect the adoption of said codification by enactment of a local law;

NOW, THEREFORE, BE IT RESOLVED, that a public hearing be held by the Board of Trustees with respect to enactment of the following local law, such public hearing to be held on the 6th day of March, 2018 at 6 p.m., in the Community Center, 59 Henry Street, Village of Hilton, New York. The proposed local law to be considered is as follows:

Resolution to authorize the Village Clerk to advertise a public hearing for Local Law 1, 2018 on March 6, 2018. Motion made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously, 5-0. The legal notice will be printed in the Suburban News in full.

7 Eleven: Mike reported the gasoline sales portion of the business will be known as Marathon. A sign permit was received for the free-standing sign and the canopy above the gas pumps. There is no information thus far regarding the store name.

Treasurer's Report

No report given, Maryalice Edwards was on vacation.

Public Works Report

Electric upgrades: Mike McHenry is recommending hiring MRB Group to develop bids and specifications for the electrical service replacement at the Community Center. A proposal has been provided with a cost of \$11,500.

Resolution to authorize the DPW Superintendent to hire MRB Group to develop bids and specifications to replace the electric service at the Community Center at a cost not to exceed \$11,500. The bid opening will be held on April 3, 2018. Motion made by Trustee Burritt, seconded by Trustee Zabelny. Carried unanimously, 5-0.

RPZ: Mike McHenry is expecting another quote to replace the backflow preventer for the Community Center. So far one quote of \$3300 has been received.

Veteran's Memorial: A local group has donated a stone bench in memory of Parma resident and Military Veteran, Jason Hasenauer. Jason was killed in Afghanistan in 2009. Mike McHenry will meet with their contact to choose a location near the gazebo at the Community Center.

Personnel: DPW employee, Nick Mucci has reached his six month review; Mike McHenry is recommending he received a wage increase of .50/hour as per the wage scale.

Resolution to increase the wages of Nick Mucci .50/hour, he has reached his 6 month review, the motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

DPW Time summary: Mike presented a summary of his department's time and labor to the board.

Street light antenna: Mike McHenry has proposed that Mobilite make an annual payment of \$500 to the Village of Hilton to place an antenna on a Village streetlight pole. The permit cost is an additional payment of \$500. Mobilite has not yet responded.

Streetlights: Mike McHenry is recommending to hire Power Construction to provide streetlight maintenance. This is a three year contract. The Village has worked with this company for several years.

Resolution to authorize the DPW Superintendent to hire Power Construction to provide streetlight maintenance and to sign a three year contract. Motion made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously, 5-0

Water Works Certification: Mike McHenry is seeking approval to send Keith Brown and Doug Jock to attend the annual Western NY Water Works Conference in Batavia on 2/14/18 to obtain their water certification at a cost of \$30, plus \$20 in dues.

Resolution to authorize DPW employees Keith Brown and Doug Jock to attend the Western NY Water Works Conference in Batavia on 2/14/18 to obtain the required water certification. Cost not to exceed \$50. Motion made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously, 5-0.

Manager's Report

Carpet: Shari Pearce reported she has received a letter of denial from the carpet manufacturer to replace the first floor carpet. This was installed in 2016 and the center seam has separated. Shari has been assured that Pro Carpet will correct the issue. There will be another inspection by the manufacturer by the end of February. Mayor Lee is recommending a lawsuit if the issue isn't resolved.

Community Center space: Shari is recommending to enter into a real-estate agreement with Re/Max 1st/ Commercial Realty in hopes of finding a tenant for two rooms on the 2nd floor. They were most recently used dance studios. There has been little interest in renting them.

Resolution to authorize the Manager/Clerk to enter into a six month real-estate agreement with Re/Max 1st/Commercial Realty to market two unoccupied rooms at the Community Center at a cost of \$500. Motion made by Trustee Burritt, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Franchise Agreement: Shari has received the agreement from Spectrum, she will forward it to the Village Attorney for review. There was a discussion concerning a clause regarding tree trimming. After negotiating, Spectrum is not willing to eliminate the clause to not notify their customers' if/when trimming is necessary.

Election: The Village election will be held 3/20/2018; the polling location is 59 Henry Street from 12 p.m. - 9 p.m.

Resolution to authorize the Manager/Clerk to advertise the Village election be held on March 20th at 59 Henry Street, Hilton from 12 p.m. – 9 p.m. Motion made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Part Time Holiday Pay: at the January meeting, Shari Pearce asked the board to consider options to offer part time employees holiday pay. The board has tabled this item for the March meeting.

Budget meetings: Shari is recommending the budget meetings be held on 3/20, at the Fire Department and 3/27 at Community Center at 5 pm. Trustee Gates recommends moving the April meeting to 4/10.

Resolution to authorize the Manager/Clerk to advertise the budget meetings will be held on 3/20 at 5 p.m. at the Hilton Fire Department and 3/27 at 5 p.m. at the Community Center. The April meeting will be moved to 4/10. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously, 5-0.

2018 Community Development Block Grant: Mike McHenry is recommending the application be submitted to replace the sidewalks and gutters on Sunny Slope Drive. An application was denied for this project in 2017.

Resolution to authorize the Manager/Clerk to apply for the 2018 Community Development Block Grant in the amount of \$64,091.62 to replace sidewalks and gutters on Sunny Slope Drive. Motion made by Trustee Burritt, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Apple Fest: The Committee has requested to use the Community Center building and grounds 9/27 – 9/30 for their annual festival. The parking lot will be closed to the public during these days.

Resolution to authorize the Apple Festival Committee to use the Community Center 9/27 and 9/28, 9/29 and 9/30. This includes 135 South Avenue for parking. Motion made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously, 5-0.

Public Forum

Mayor Lee declared the meeting open for public comment at 6:00 p.m. There being no one present, the public forum was promptly closed.

Vouchers

Resolution: Trustee Speer made the motion to approve the vouchers seconded by Trustee Zabelny. Carried unanimously, 5-0.

Prepaid	\$ 11,256.53
T&A	\$ 24,964.66
General	\$114,803.65
Water	\$ 37,454.02
Sewer	\$ 4,853.72
Total	\$193,332.58

Minutes

Resolution to approve the meeting minutes of January 2, 2018 as presented. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 4-0-1. Trustee Burritt abstained.

Village Board Liaison Reports

Mayor Lee gave a brief report.

Adjournment

Motion to adjourn the meeting at 6:50 p.m. was made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

