

Village Board Meeting Minutes of March 6, 2018

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

Absent: Amy Harter, Deputy Clerk

Guests: Tom Venniuro, 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

Recreation: Tom Venniuro thanked the DPW for installing their television monitor in the hallway. This will have their program information and highlights of events, including photos.

A comprehensive assessment of the community's needs will be conducted by the department's intern, Jonah. This will focus on recreation and parks.

Recreation Commissioner: Tom reported that Linda Fowler has been recommended for the open position.

Resolution to appoint Linda Fowler to the unexpired term through December 31, 2019, motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

Code Enforcement Report

St. Leo's Church: Mike Lissow reported the former church building on the east end of their property is being listed with a realtor. This includes approximately two acres of property.

Master Plan: Mike Lissow noted he will begin the process to update the Master Plan. This will be in conjunction with the Town of Parma. Mike will be working with Dennis Scibetta and a telephone conference is scheduled with Finger Lakes Planning.

Fireworks: New York State has passed a law to allow sparking fireworks. These are different than sparklers, which have been legal for many years. Sparking fireworks can be sold for two holidays; the Fourth of July and New Year's Eve.

Treasurer's Report

Electric Service: At the February meeting, the board approved hiring MRB Group to develop bids and specs to replace the electric service at the Community Center at a cost of \$11,500. Maryalice Edwards is seeking approval to take these funds from the electric fund to cover this expense.

Resolution to authorize the Treasurer to use the electric fund to cover the engineering expenses at a cost not to exceed \$11,500. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Sales tax: Maryalice Edwards reported the sales tax check from Monroe County for the fourth quarter was \$14, 641 higher than last year.

Public Works Report

Resolution to authorize the DPW Superintendent to order 144 carts for a total of \$8,144.28. Trustee Zabelny made the motion, seconded by Trustee Speer. Carried unanimously 5-0.

Overtime: The Department is over budget for snow removal, most of our snow events were on the weekends or holidays.

Tree trimming: Mike noted trimming was completed today. They will be working to repair sod damage, sweeping roads when the weather permits.

Water Tower: Mike reported the Water Authority will be installing a fire hydrant in the water tower location. This is in addition to infrastructure they will be adding. This is so the water in the tower can be recirculated into the system.

Truck accident: On February 12, 2018 an accident took place causing \$2854.73 in damage to a 2014 Ford F250 pick-up truck. The policy has a \$500 deductible. We have received a check from the insurance company in the amount of \$2354.73.

Soil and water grant: The reimbursement has not received yet.

Personnel: Mike is recommending hiring Bruce Castle for the summer season for \$13.50 from April 2nd through December 7.

Resolution to authorize the DPW Superintendent to hire seasonal employee Bruce Castle at \$13.50 per hr. He will work April 2, 2018 through December 7, 2018. Motion made by Trustee Gates seconded by Trustee Zabelny. Carried unanimously 5-0.

Bid opening: The bid opening for the electrical upgrades for the Community Center is Tuesday, April 3, 2018.

Backflow device: Mike reported this item was installed by E Plumbing in the Community Center. The required paperwork has been sent to Monroe County for the permit.

Public Hearing 6:00 p.m.

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.

To consider for the purpose of adopting Local Law 1, 2018, a codification of the local laws, ordinances and certain resolutions of the Village of Hilton, said codification to be known as the "Code of the Village of Hilton". There were no comments or inquiries from the public.

WHEREAS a public hearing was held on the 6th day of March 2018 by the Board of Trustees of the Village of Hilton, notice of which was given as required by the Municipal Home Rule Law, the Open Meetings Law and the Village Law of the state of New York;

WHEREAS at said public hearing the Board of Trustees considered the enactment of proposed Local Law No. 1, 2018, entitled: A LOCAL LAW TO PROVIDE FOR THE CODIFICATION OF THE LOCAL LAWS, ORDINANCES AD CERTAIN RESOLUTIONS OF THE VILLAGE OF HILTON INTO A MUNICIPAL CODE TO BE DESIGNATED THE "CODE OF THE VILLAGE OF HILTON"; and

WHEREAS all interested persons were given an opportunity to be heard with respect to the enactment of said local law:

NOW, THEREFORE, BE IT RESOLVED that Local Law No. 1, 2018 be enacted as follows: The existing VILLAGE CODE as previously enacted is hereby replaced, superseded and restated in its entirety by the CODE OF THE VILLAGE OF HILTON, the text of which is attached hereto, made a part hereof and incorporated herein by reference.

Resolution to approve Local Law 1, 2018 Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Manager's Report

Hallway carpet: Shari reported a recommendation for the hallway carpet has been provided by ProCarpet. The representative from the manufacturer inspected the first floor. Shari will meet with Keith Brown when he returns to work, March 5th to determine if this is the best course of action. The following was sent to Shari from ProCarpet via email:

The repair will include carefully pulling up the carpet 18" on both sides of the seam. Applying Tandus C-16 permanent adhesive 16" on both sides off seam. We will use a heat tape under the seam & seam seal w/C-56 seam sealer to fuse the seam together and hold the stretch till the C-16 adhesive cures. This is the recommendation given by the Tandus Field rep when they performed their analysis and inspection.

Special Police: A meeting was held on February 15th with the municipalities to review the general orders. Craig Burritt drafted all the general orders, which was quite an undertaking. Amy Harter and Larry Speer worked on finalizing the orders after the team reviewed them. There will be an upcoming meeting soon to distribute the orders and equipment to the special police team.

Parking Tickets: Shari stated a meeting was held with the Parma Town Judges and the Court Clerk last month. They are all in agreement to move forward with the modification to the parking ticket local law. This will likely be addressed after the budget process is completed.

Clean Energy Community Designation: Due to the weather, Mayor Lee, Trustee Zabelny and Shari were unable to attend. There is an upcoming session in June. The Villages of Brockport, Fairport, Spencerport and Churchville have all received designations. Shari will contact the Deputy Clerk from Brockport for her assistance to begin the process for the Village of Hilton. This will be after the budget is complete.

Annual meeting: Shari reminded the board of the Annual Meeting on April 10th, which includes approval of our policies, term appointments, liaison appointments and fee schedule. The management team will be meeting in the next couple of weeks to review and make recommendations to the fee schedule.

Vouchers

Resolution: Trustee Gates made the motion to approve the vouchers including: First Bankcard \$140.00, Bentley Bros. \$1093.00, Deckman Oil \$858.95, MRB Group \$501.00, SG Security \$150.00, (8) Election Inspectors \$968.00. Motion seconded Trustee Burritt. Carried unanimously, 5-0.

Prepaid	\$10,458.95
T&A	\$24,964.66
General	\$43,542.64
Water	\$25,771.32
Sewer	\$ 1,050.22
Total	\$105,787.79

Minutes

Resolution to approve the meeting minutes of February 6, 2018 as presented. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

Discussion

Discuss \$1000 donation from Parma Town Board towards Food Shelf. Last check received in 2015.

Citizen of the Year nominations: Two nominations have been received thus far; this will be presented in May.

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.

Respectfully Submitted,

Shari Pearce