

**Village Board  
Annual Meeting Minutes  
April 10, 2018**

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

Guests: Tom Wilson

**Pledge of allegiance**

**Oath of Office**

Mayor Lee administered the Oath of Office to Trustee Speer for a four (4) year term effective April 1, 2018.

Mayor Lee administered of the Oath of Office to Trustee Fowler for a four (4) year term effective April 1, 2018.

**Annual Appointments**

**Resolution** to reappoint and administer the Oath of Office to Shari Pearce as Village Manager/Clerk for a four (4) year term effective April 1, 2018, motion made by Mayor Lee, seconded by Trustee Gates. Carried unanimously 5-0.

**Resolution** to reappoint and administer the Oath of Office to Maryalice Edwards as Village Treasurer for a four (4) year term effective April 1, 2018 motion made by Mayor Lee, seconded by Trustee Speer. Carried unanimously 5-0.

**Resolution** to reappoint and administer the Oath of Office to Amy Harter as Deputy-Clerk for a four (4) year term effective April 1, 2018 motion made by Mayor Lee, seconded by Trustee Burritt. Carried unanimously 5-0.

### **Code Enforcement**

**Resolution** to authorize the Code Enforcement Officer to attend the annual 2018 Regional Local Government Workshop presented by the Genesee/Finger Lakes Regional Planning Council at the Burgundy Basin Inn, Friday May 18<sup>th</sup> at a cost of \$75. Motion was made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously 5-0.

### **Public Works Report**

**Resolution** to award the electrical upgrade bid to Hewitt Young Electric in the amount of \$63,500 for the Community Center. Motion made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously 5-0.

**Resolution** to authorize the DPW Superintendent to solicit bids for concrete for 2018. Motion made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously 5-0.

Summer employment: Mike McHenry is seeking authorization to hire three summer positions. Justin Barrett will return for his 3rd summer, Mike is recommending a rate of \$11.50/hour for him.

**Resolution** to authorize the DPW Superintendent to hire three employees for the summer season. Justin Barrett will be hired at a rate of \$11.50/hour. Motion made by Trustee Gates, seconded by Trustee Fowler. Carried unanimously 5-0.

**Resolution** to authorize Keith Brown to attend the Western NY Water Works training class on May 2, 2018 in New Fane at a cost of \$25. Motion made by Trustee Burritt, seconded by Trustee Speer. Carried unanimously 5-0.

### **Treasurer's Report**

### **Manager's Report**

**Resolution** to authorize the Village Manager/Clerk to amend the employee handbook to add the benefit of holiday pay for part-time employees. Motion made by Trustee Burritt, seconded by Trustee Speer. Carried unanimously 5-0.

**Resolution** to authorize the Village Manager/Clerk to attend the spring NYCOM conference on May 6<sup>th</sup> -8<sup>th</sup>; this is a budgeted item. Motion made by Trustee Gates, seconded by Trustee Fowler. Carried unanimously, 5-0.

**Resolution** to authorize the Mayor to sign the easement agreement for 52 Henry Street and have the Village Manager/Clerk file it with the County Clerk's office. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 5-0.

## **6:00 p.m. Budget Hearing**

**Resolution** to adopt the annual budget for fiscal year 2018-2019. The tax rate will increase to \$2.67/thousand. Total budget amount as follows:

General	\$ 2,716,473
Water	\$ 559,708
Sewer	\$ 353,059
Capital	<u>\$ 500,889</u>
Total	\$4,130,129

### **Public Forum**

Mayor Lee declared the Public Hearing open at 6:00 p.m. Mr. Tom Wilson, Doud Circle was present to speak about an ongoing neighborhood feral cat problem. He explained he and his neighbors have experienced several cats roaming and "spraying" their properties including siding, doors and lawn furniture. The cats appear sickly and injured. It was noted there is one house that the cats tend to reside where they are fed and provided shelter. This has caused a nuisance to the neighbors and they are seeking a solution from the Village. It was explained there is no ordinance in place. The board was sympathetic to the residents and will discuss options to help rectify the situation. Several letters relative to this topic have been received by the Village; and

### **Annual Resolutions:**

**Resolution** to re-appoint Patricia Holenbeck to the Zoning Board of appeals for a five year term which will expire 3/31/2023. Motion made by Mayor Lee, seconded by Trustee Speer. Carried unanimously, 5-0.

**Resolution** that the following banks are hereby designated as the official depositories for the Village of Hilton: Canandaigua National Bank and M & T Bank. Motion made by Trustee Speer seconded by Trustee Burritt. Carried unanimously, 5-0.

**Resolution** that Westside News is hereby designated as the official newspaper of the Village of Hilton. If it is found, however, that another newspaper is needed, then the Democrat and Chronicle is also designated as the official newspaper for the Village of Hilton. Motion made by Trustee Speer, seconded by Trustee Gates. Carried unanimously, 5-0.

**Resolution** the Village Board will meet on the following dates at 5:00 p.m.: Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously, 5-0.

#### **2018**

May 1st  
June 5th  
June 26th  
August 7th  
September 4th  
October 2nd  
November 6th  
December 4th

#### **2019**

January 8th  
February 5th  
March 5th  
April 2nd

**Resolution** If Mayor Lee shall call a special meeting, the notification procedure shall be by telephone or e-mail from the Village Manger as soon as the meeting is called. Mayor Lee made the motion, seconded by Trustee Burritt. Carried unanimously, 5-0.

The Mayor to make the following appointments:

Vice Mayor	Jim Gates
Zoning Board Liaison	Jim Gates
Personnel Liaison	Joe Lee
Village Budget Liaisons	Joe Lee, Andy Fowler
Hilton Parma Recreation Liaison	Andy Fowler
Enhancement	Joe Lee and Larry Speer
Public Relations	Joe Lee and Shari Pearce
Newsletter	Joe Lee and Shari Pearce
Fire Commissioners Liaison	Mike Lissow
School Board Liaisons	Joe Lee and Shari Pearce
Chamber of Commerce	Joe Lee and Shari Pearce
Historian	Dave Crumb
Assistant Historian	Chuck Nichols
Registrar of Vital Statistics	Shari Pearce
Deputy Reg. Vital Statistics	Amy Harter and Maryalice Edwards
Community Development	Shari Pearce and Mike McHenry
Records Retention Officer	Shari Pearce and Amy Harter
Shared Services Team	Joe Lee and Mike McHenry
Community Center Supervisor	Shari Pearce and Keith Brown
Special Police Committee	C.Burritt, L.Speer, M. McHenry, J. Lee, S. Pearce
Safety Team Com Center	Joe Lee, Mike Lissow, Keith Brown, Shari Pearce

**Resolution** that the Board of Trustees hereby authorizes payment in advance of the audit of claims for the following expenditures which are due prior to the regular meeting date of the Village Board. All such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees: Motion made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously, 5-0.

- a) public utility services
- b) postage, freight and express charges
- c) Monroe County and/or New York State Department of Transportation fees
- d) Blue Cross/Blue Shield medical insurance charges

**Resolution** to reimburse officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village based on the rates published and approved by the IRS. Mayor Lee made the motion, seconded by Trustee Gates. Carried unanimously 5-0.

**Resolution** to authorize the following petty cash funds: \$125.00 for water & general transaction. Said funds shall be located in the Village Office, 59 Henry Street and the following employees shall have access to these funds: Amy Harter, Shari Pearce, Maryalice Edwards, Debbie Jones and Vicky Taylor. Motion made by Trustee Fowler, seconded by Trustee Burritt. Carried unanimously 5-0.

**Resolution** that the procurement policy shall be renewed for one year, with no changes. Motion made by Trustee Gates, seconded by Trustee Fowler. Carried unanimously 5-0.

**Resolution** that the investment policy for the Village of Hilton shall be renewed for one year as amended. Motion made by Trustee Burritt, seconded by Trustee Speer. Carried unanimously 5-0.

**Resolution** that the travel policy for the Village of Hilton shall be renewed for one year with no changes. Motion made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously 5-0.

**Resolution** to accept the Water Billing Procedures/Policy for 2018-2019 as amended. Motion made by Mayor Lee, seconded by Trustee Fowler. Carried unanimously 5-0.

**Resolution** to accept the Whistleblower Policy for 2018-2019, with no changes. Motion made by Trustee Fowler, seconded by Trustee Gates. Carried unanimously 5-0.

**Resolution** to renew the following leases with tenants in the Hilton Community Center: Motion made by Trustee Gates, seconded by Trustee Burritt. Carried unanimously 5-0.

Hilton Community Child  
Care  
Apple Festival  
Life Quest Church  
Food Shelf

**Resolution** to retain the law firm of Lacy, Katzen. LLP, and Attorney Larry Schwind on a fee basis when legal advice is needed at a rate of \$ 215 per hour. Motion made by Trustee Burritt, seconded by Trustee Speer. Carried unanimously 5-0.

**Resolution** to retain the engineering firm, MRB Group, as the Village Engineer as needed. Motion made by Trustee Speer Burritt, seconded by Trustee Burritt. Carried unanimously 5-0.

**Resolution** to continue our participation in the self-insured Upstate NY Municipal Workers' Compensation Program. The Village Board hereby designates Shari Pearce as the Plan Director; Maryalice Edwards as the Alternate Director; and Mike McHenry as the Plan Facilitator. Motion made by Mayor Lee, seconded by Trustee Fowler. Carried unanimously 5-0.

**Resolution** to approve the use of Village streets for the Memorial Day parade on May 28, 2018. Motion made by Trustee Fowler, seconded by Trustee Gates. Carried unanimously 5-0.

#### **Items for Discussion**

**Resolution** to approve vouchers for payment with the following add ons: Heinrich collision \$2,854.73, Town of Parma \$16,670.28, Lacy Katzen \$65.00. Motion made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously 5-0.

Prepaid	\$ 9,113.83
T&A	\$26,532.46
General	\$57,738.79
Water	\$32,889.45
Sewer	\$ 2,131.88
Total	\$128,406.41

**Resolution** to approve the meeting minutes of March 27th. Motion made by Mayor Lee seconded by Trustee Fowler. Carried 3-0-2, Trustees Gates and Fowler abstained.

**Resolution** to select the Mrs. Patricia Johnson as the Village of Hilton Citizen of the Year. Motion made by Trustee Gates seconded by Trustee Burritt. Carried unanimously 5-0.

**Resolution** to allow the National Center for Missing and Exploited Children the use of Village on May 18, 2018 for their annual bicycle ride. Motion to approve made by Mayor Lee, seconded by Trustee Speer. Carried unanimously 5-0

Standard Work Day Reporting NYS Retirement Law 315.4 requires Trustees who participate in the NYS Retirement System are required to log a detailed, three month time sheet to be kept on file for eight years and displayed on our website for thirty days.

**Resolution** BE IT RESOLVED, that the Village of Hilton hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body: Motion made by Trustee Burritt, seconded by Trustee Speer. Carried unanimously 5-0.

Title	Standard Work Day Hours/Days	Name	Social Security Number	Registration Number	Tier 1	Current Term Dates	Record of Activities Result	Not Submitted Check only if official did not submit their ROA
Mayor								
Trustee								
Trustee								

### **Adjournment**

There being no further business, Trustee Burritt made a motion to adjourn at 7:20 p.m., seconded by Trustee Speer. Carried unanimously 5-0.

Respectfully Submitted,

Amy Harter  
Deputy Clerk

VILLAGE OF HILTON  
PROCUREMENT POLICY

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from the administration involved in the procurement process, now, therefore, be it

RESOLVED, that the Village of Hilton does hereby adopt the following procurement policy which is intended to apply to all goods services which are not required by law to be publicly bid.

1. Every major purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can be reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 104 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases, goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County contracts; and surplus and second-hand purchases from another governmental entity. A major purchase is considered anything of value \$1,000.00 or more.



The decision that a major purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods and services will be purchased at the best value and that favoritism will be avoided, except in the following circumstances; purchase contracts over \$20,000 and public works contracts \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.
3. The following method of purchase should be used as a guide when required by this policy in order to achieve the optimum savings:

<u>Estimated amount of purchase contract</u>	<u>Method</u>
Between \$1,000.00 and \$20,000	Written Quotations
<u>Estimated amount of public Works Contract</u>	<u>Method</u>
Between \$1,000 and \$35,000.00	Written Quotations

A good faith effort shall be made to obtain a reasonable number of proposals or quotations. If the purchaser is unable to obtain proposals or quotations, the purchaser will document the attempt made at obtaining the proposals.

4. Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offerer. This documentation will include an explanation of how the award will achieve savings or how the offerer was not responsible. A determination that the offerer is not responsible shall be made by the purchaser.
5. Pursuant to General Municipal Law Section 104-b (2) (f), the procurement policy may contain circumstances when, or type of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Village of Hilton to solicit quotations or document the basis for not accepting the lowest bid:
  - a. Professional services or services requiring special or technical skill, training or

expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Village Board of Trustees shall take into consideration the following guidelines; (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Purchase of surplus and second-hand goods from any source. If alternate proposals are required, the Village may purchase surplus and second-hand goods at auctions or through special advertised sources where the best value may be obtained.

d. Goods or services under \$1,000. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism. All purchases made for goods and services under \$1,000 in cost shall be made based on the judgment of the purchaser.

6. This policy went into effect April 1, 1997 and is reviewed annually.

7. The following employees and/or their designees are authorized to make purchases:

Shari Pearce, Village Manager/Clerk  
Mike McHenry, Superintendent  
Maryalice Edwards, Treasurer  
Debra Jones, Clerk III

Keith Brown, Asst. Supt  
Jim Liese, Mechanic  
Amy Harter, Deputy Clerk

## **INVESTMENT POLICY FOR THE VILLAGE OF HILTON 2018-2019**

- I. **SCOPE:** This investment policy applies to all moneys and other financial resources available for investment on our behalf.
  
- II. **OBJECTIVES:** The primary objectives of the Village of Hilton's investment activities are, in priority order:
  - a) To conform with all applicable federal, state and other legal requirements;
  - b) To adequately safeguard principal;
  - c) To provide sufficient liquidity to meet all operating requirements; and
  - d) To obtain a reasonable rate of return
  
- III. **DELEGATION OF AUTHORITY:** The Village Board of Trustees responsibility for administration of the investment program is delegated to the Village Clerk who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.
  
- IV. **PRUDENCE:** All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Village of Hilton to govern effectively. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived. All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their

ability to make impartial investment decisions.

- V. DIVERSIFICATION: It is the policy of the Village of Hilton to diversify its deposits and investment by financial institution, by investment instrument, and by maturity scheduling.
- VI. INTERNAL CONTROLS: The Village Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITORIES

The banks and trust companies authorized for the deposit of monies up to the following maximum amounts are:

<u>Depository Name</u>	<u>Maximum Amount</u>
M&T Bank	\$ 100,000
Canandaigua National Bank	\$ 3,500,000

VIII. COLLATERALIZING OF DEPOSITS: In accordance with the provisions of General Municipal Law, 10, all deposits of the Village of Hilton, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. Obligations issued by the United States of America, an agency thereof or a United States government sponsored corporation or obligations fully insured or guaranteed as to the payment of principal and interest by the United States of America, an agency thereof or a United States government sponsored corporation;
2. Obligations issued or fully insured or guaranteed by this state, obligations issued by a municipal corporation, school district or district corporation of this state or obligations of any public benefit corporation which under a specific state statute may be accepted as security for deposit of public moneys;
3. Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank; and
4. Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guaranty.

IX. SAFEKEEPING AND COLLATERALIZATION: Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party bank or trust company subject to security and custodial agreements. The security agreement shall provide that eligible securities are being pledged to secure the Village of Hilton deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Village of Hilton to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Village of Hilton, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Village or its custodial bank. The custodial agreement shall provide that securities held by the bank or trust company, or agent of a custodian for, the Village of Hilton, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Village of Hilton a perfected interest in the securities.

X. PERMITTED INVESTMENTS: As authorized by General Municipal Law, 11, the Village of Hilton authorizes the Village Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- a. Special time deposit accounts
- b. Certificates of deposit
- c. Obligations of the United States of America

All investment obligations shall be payable or redeemable at the option of the Village of Hilton within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Village of Hilton within two years of the date of purchase.

XI. UNAUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS: The Village of Hilton shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the Village of Hilton conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Village of Hilton. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Village Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS: The Village Clerk is authorized to contract for the purchase of investments:

- a. Directly from an authorized trading partner.
- b. By participation in a cooperative investment program with another governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the Village Board of Trustees.
- c. By utilizing an ongoing investment program with an authorized tracking partner Pursuant to a contract authorized by the Village Board of Trustees.

All purchased obligations, unless registered or inscribed in the name of the Village of Hilton, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Village of Hilton by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, 10. The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Village of Hilton, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Village of Hilton a perfected interest in the securities.

Village of Hilton  
Travel Policy  
Updated 9/6/2016

Travel by Board Members and appointed officials of the Village of Hilton will be allowed under the following policy:

1. Any Village Employee must complete the Travel and Conference Request and obtain the Mayor's signature.
2. Any travel expenses for which reimbursement is requested and allowed shall be for actual and necessary expenses incurred when conducting business for the Village and will be approved on the following basis.
  - a. Mileage - rates as approved by IRS.
  - b. Parking - necessary parking.
  - c. Tolls - for bridges, thruway charges, etc.
  - d. Meals - reimbursed subject to the IRS per diem rate
  - e. Lodging – arrangements will be made by the Village Clerk, Village Treasurer or Village Manager.
  - f. Miscellaneous - per receipt if for business purposes.
3. Whenever practical, travel shall be approved in advance by the Village Board.
4. Reimbursement procedure. Upon completion of the travel a statement of all expenses with receipts shall be submitted to the Board who shall authorize the reimbursement to the employee.
5. Unauthorized expenses. Expenses such as alcoholic beverages, valet, laundry services, newspaper, entertainment expenses, or for other personal items will not be reimbursed.
6. Whenever possible, Village employees shall drive village vehicles. If a village vehicle is not available, the employee may drive their personal vehicle but the Village shall not be held liable for any damages that may happen to their vehicle, pay for any of the employee's insurance deductible.

## **Water Billing Procedures for 2018-2019**

Bills are generated in the Village Office by our billing clerk. Meter reads are gathered by sending a post card to our residents which they complete and return back to us.

Reads are entered, those missing reads are estimated by our system. This is usually calculated by taking three previous readings and averaging them.

All billing reports are read by the billing clerk and verified by the Treasurer. The due date for the bill is at least three weeks later.

Bills are mailed to reach resident.

Our rates are set annually by the Village Board, refer to the fee schedule.

A fee of \$25 for each account that fails to provide a reading after two cycles. This will be reimbursed after readings are obtained.

A meter reading charge of \$25 for the DPW to read a meter will be assessed each time a resident requests a meter reading.

Penalties are assessed at 10% of the current bill. This is calculated after the due date and a late fee notice is mailed to the resident.

Water service will be shut off in October when the account is in arrears for two billing cycles and attempts to make payment arrangements fail. Delinquent water bill amounts will be placed on the village tax bill if they remain unpaid as of April 1<sup>st</sup>.

Village of Hilton

### **WHISTLEBLOWER POLICY**

No Officer, Director, Employee, Volunteer or Agent of the Village of Hilton, shall take any harmful action with the intent to retaliate against any person, including interference with employment or livelihood, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any offense. Nor will any Officer, Director, Employee, Volunteer or Agent of the Village of Hilton take any harmful action with intent to retaliate against any Officer, Director, Employee, Volunteer or Agent of the Village of Hilton for reporting to the President of the Board of Directors the suspected misuse, misallocation or theft of any Hilton Local Development resources. Consistent with this policy, Village of Hilton's Officers, Directors, Employees, Volunteers or Agents are encouraged to come forward with credible information on illegal practices or violations of adopted policies of Village of Hilton by providing such information to the President, or their designee