

**Village Board
Meeting Minutes of
June 5, 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: Lydia Birr, Shannon Zabelny, Linda Viney, Judy DePalma, Mike Spoonhower,
Rick Lill, Dianne Snyder, Robert Snyder, Becky Buell, Mike Davis, Aaron
Horowitz, Linda Shatzel, Joe Shatzel

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

Code Enforcement

Stormwater Meeting: Mike Lissow hosted a meeting for the residents of Unionville Station titled "Living with Stormwater". There were approximately 60 people in attendance and was well received. There are some residents from Shirleen Drive and Leith Lane expected to attend tonight's meeting to further discuss one area of concern.

E-Code: This is currently up and running! Mike Lissow offered to teach anyone how to use it.

Comprehensive Plan: Mike is seeking the board's opinion to create a joint plan with the Town of Parma. This will save time and money. Mike will research the next steps. Trustee Fowler would like to find a recently done study within the county for review and comparison.

NYSERDA: They are hosting a free workshop titled "Solar Technical Assistance and Resources for Municipalities" on July 18th, Mike Lissow and Trustee Speer will attend.

Treasurer

Resolution that pursuant to the existing franchise agreement and per Section 626 (1) of the Real Property Tax Law, a tax credit of \$243.90 is hereby granted to Time-Warner Cable for fiscal year 2018-2019.

Motion made by Trustee Gates, Trustee Fowler seconded. Carried unanimously, 5-0.

Sales Tax Collection: Maryalice Edwards reported the Village received payment of \$324,853.00 for the first quarter.

Online Payments: Last month we added the option to accept credit card payments on the Village website. Since then, credit card use has increased by 50%.

Tax Bills – The tax bills have been mailed to our residents. Our office did not receive them until 5/29, Maryalice worked diligently to prepare them for mailing on time. Shari Pearce noted the Clerks Association will be meeting in the coming weeks, the delay will be discussed.

Superintendent Report

Car show: Mayor Lee gave an update as to their plans.

Carter Drive culvert: Mike McHenry reported the schedule pre-construction meeting has been rescheduled for Tuesday, June 12th. The proposed project will call for the road to be closed beginning June 25th through August, and will re-open before school begins in September. An informational letter will be mailed to the residents that will be most affected.

Community Center: The plans for the electric project have been resubmitted by the contractor and the parts have been ordered. The work should begin within four weeks.

Memorial: On June 9th, the Patriots motorcycle ride will be held and a memorial bench in honor of Jason Hasenauer will be revealed. This will consist of a short ceremony around 12:20 p.m.

Flower club: The summer flowers have been planted by the Flower Club. As always, they have done a beautiful job.

Tree damage: There is a large maple tree near the Veterans memorial that is rotting, 75% of this tree belongs to the Village. Mike McHenry has attempted to reach the property owner. So far, one quote of to have it removed was \$3000. The DPW will haul away debris and grind the stump.

Hazardous Waste Collection: This will be held on June 16th at the Hilton DPW from 7:45 am. - 11:45 a.m., Parma is scheduling the appointments.

Village Park: The DPW repaired concrete damage on the bridge due to high waters.

Jennejahn Lodge: There has been discussion to increase the rental cost of the lodge after the addition and remodel upon completion.

Resolution to increase the rental fee \$25 for each occurrence of the lodge once the remodel is complete. This will be effective for rental dates of June, 1 2019. The employee rate remains unchanged. Motion made by Trustee Burritt, seconded by Trustee Speer. Carried unanimously, 5-0.

Sidewalk plow: Mike McHenry explained that the Town of Greece has recently purchased a sidewalk plow, 2018 Prinoth SW-48S. Mike is recommending purchasing the same equipment.

The specifications from Greece includes an "Extension of Contract" that allows for the bid to be extended to other municipalities. Therefore, there is no need for the Village of Hilton to duplicate the bid/specs.

Resolution to purchase a 2018 Prinoth SW-48S sidewalk plow with a V Plow and a hydro-turn straight plow from Cyncon Equipment, at a cost not to exceed \$144,752.00. The motion was made by Trustee Speer, seconded by Trustee Gates. Carried unanimously, 5-0.

Sale of Equipment: Mike is recommending the sale of the 2000 Bombardier sidewalk plow with Auction International in the fall.

Resolution to sell the 2000 Bombardier sidewalk plow at auction as recommended. Motion made by Trustee Speer, seconded by Trustee Gates. Carried unanimously, 5-0.

Speed Trailer: Mike McHenry explained after receiving high speeds recorded on Cedar Terrace with the Speed Trailer, the Stealth traffic collector was used in the same area to confirm the readings. He has contacted the Sheriff's Department; they will post a car in the area during the times noted.

Flower Box volunteers – Mike very pleased with turnout, there were at least 35 volunteers and the boxes were completed within an hour and a half.

Sanitary Sewer Relining: Mike McHenry is seeking authorization to advertise bids for this project. This includes Henry Street, and the north side of West Avenue from Henry Street to the east border of the Village.

Resolution to authorize the DPW Superintendent to advertised bids for the sanitary sewer relining project for 2018. The motion was made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 5-0.

LED Streetlights: Mike McHenry is seeking authorization to begin replacing the existing 73 lights with LED lights. The cost that was budgeted for this action is \$27,000. The streets affected are: Lake Avenue, Sherwood Drive, Overlook Drive, Cambridge Road, Centennial Lane, Hamden Circle, Pleasant Way and possibly, Park Square.

Resolution to authorize the DPW Superintendent to replace 73 existing lights with LED lights at a cost not to exceed \$27,000, motion made by Trustee Burritt, seconded by Trustee Speer. Carried unanimously, 5-0.

Water main breaks: There were two water main breaks in May due to water tower maintenance on May 18th and 19th. The water tower was drained without Mike McHenry's knowledge. He has requested a credit for 337,000 gallons of water from the MCWA.

Hilton Exempt Club: A concert has been planned by the Exempt Club on July 7th. Mike Davis from Entercom Marketing explained the concert will be held from 7-10 p.m. There was a brief discussion the location of a dumpster. 3500 tickets have been made available online. The contingent location in case of inclement weather is Hilton High School, a shuttle will be available. The Hilton Fire Department will make a determination if the field is too wet.

Resolution to approve the use of 135 South Avenue on July 7th from 7-10 p.m. for the purpose of a concert to benefit the Hilton Exempt Club, motion made by Trustee Burritt, seconded by Trustee Speer, approved. Carried unanimously, 5-0.

Public Forum

Becky Buell, 58 Shirleen Drive, she is concerned with storm water retention pond located to the west of her property. There were eight residents from Unionville Station in attendance. Mrs. Buell explained the biggest issue is the smell from the ditch. She specifically is seeking removal of the dead vegetation and algae. After a lengthy discussion of the area, Mike McHenry agreed to have the DPW cleanout the area and continue maintaining it as required.

It was noted that a cross connection was found to be hooked up incorrectly by a plumber. This has been corrected and the area has been disinfected. Mr. Snyder noted the silt is 3-5'. Mike Lissow explained that silt is supposed to build up to retain water. Mike McHenry recommends having the pond surveyed for silt percentage. There were trees on the berm that have been removed and Mike Lissow explained a walkway was built across the area, it must come down. There cannot be any obstructions to the flow of water.

Judy DePalma, 38 Leith Lane, she thanked the board for their involvement in having the stub road removed, she is very pleased.

Lydia Birr, 77 Cambridge Road, she explained that RTS is considering the removal of many routes in the area, specifically Route 106 which includes the Hilton, Hamlin and Clarkson area. Losing this bus route would cause a hardship for those traveling from these areas to their jobs. She is seeking support from the board to keep the route. RTS is conducting a study called [Reimagine RTS](#). The study is exploring changes to the fixed-route transit system in Monroe to better meet the changing needs of the region. Trustee Fowler noted the board will send a letter RTS in support of maintaining Route 106.

Manager's Report

NY CLASS: Shari Pearce explained that this is a short-term, highly liquid investment fund designed specifically for the public-sector. It provides the opportunity to invest funds on a cooperative basis in short-term investments which are carefully selected to provide maximum safety and liquidity while generating a competitive yield, which changes daily.

Shari reported that Canandaigua National Bank (Village's Financial Institution) has offered a various selection of CD rates and terms. At this time, Maryalice and Shari are recommending to setup an account with NY Class, but deposit no money at this time. They recommend depositing \$887,000 into a 12 month CD at 1.82%. The remaining \$693,000 into a 3 month CD at 1.64%. This will gain an anticipated annual interest of \$27,786. At the end of the three month CD, they will reevaluate the interest rates and either choose to continue with Canandaigua or deposit money into NY Class.

Resolution to authorize the Treasurer to deposit \$887,000 into a 12 month CD at 1.82% interests with Canandaigua National Bank. Trustee Fowler made the motion, seconded by Trustee Burritt, carried unanimously, 5-0.

Resolution to authorize the Treasurer to deposit \$693,000 into a 3 month CD at 1.64% interest with Canandaigua National Bank. Trustee Fowler made the motion, seconded by Trustee Gates. Carried unanimously, 5-0.

Community Center Fire Alarm. On Tuesday, May 29th SG Security called to inform the office staff that the fire alarm was sending an alert notification. A service technician arrived the next day, and determined the alarm box was no longer operable. Shari Pearce had the alarm repaired at a cost of \$2,275.00; however, this repair is temporary.

Mike Lissow explained this is the main component for all alarms in the Village. SG Security is preparing a quote to upgrade the system and Shari will be meeting with them in the next few days.

Resolution to authorize the Village Treasurer to amend the budget and to expend \$2,275.00 out of the contingency fund, due to the emergency alarm repair. Motion made by Trustee Gates, seconded by Trustee Fowler. Carried unanimously, 5-0.

Special Police: Shari Pearce reported another recruitment night is being held on Thursday, June 7th. Trustee Speer, Mike McHenry, Shari Pearce, Steve Speer and Parma Councilperson, Jim Roose are expected to be in attendance. The team will be interviewing a candidate as well, if approved; the force will be expanded to a total of 6 officers.

Liability Insurance: Shari is preparing the policy renewal, for approval at the June 26th meeting.

Parking Tickets: Shari reported there is great progress being made, and expects to hold the public hearing in August.

Social media policy: Shari provided a policy to cover social media to be placed in the handbook.

Resolution to approve the Social Media policy as presented, motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 5-0.

Facebook policy: Shari provided a policy to cover the use of Facebook and to be placed in the handbook.

Resolution to approve the Facebook policy as presented, motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 5-0.

Active Shooter presentation: Shari reminded the board this presentation is scheduled for July 18th at 10 am for the Community Center employees. The board members are welcome to attend.

Special meeting: Shari has recommended having a special meeting to discuss the Recreation Intermunicipal Agreement, developing a small cell policy and discuss if the Village's desire to obtain a Clean Energy Community Designation. The board agreed to proceed with a special workshop meeting.

Resolution to hold a special board meeting on Tuesday, July 17th at 5:00 p.m. Trustee Gates made the motion, seconded by Trustee Fowler. Unanimously carried 5-0.

Vouchers

Resolution to approve the vouchers with the following additions: First Bankcard \$85.35, Michael Copek \$681.92, Carol McDonald \$165.00, Melinda Keirsblick \$165.00, Shari Pearce \$2.49. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously, 5-0.

Prepaid	\$ 7,181.67
T&A	\$ 25,748.56
General	\$ 56,682.15
Water	\$ 40,107.20
Sewer	<u>\$ 8,557.88</u>
Total	\$138,277.46

Minutes

Trustee Fowler made the motion to approve the May 1, 2018 Village Board meeting minutes, seconded by Trustee Burritt. Carried unanimously, 5-0.

Adjournment

There being no further business, Trustee Speer made a motion to adjourn the meeting at 7:50 p.m., seconded by Trustee Fowler. Carried unanimously, 5-0.

Respectfully Submitted,

Amy Harter
Deputy Clerk

Village of Hilton Facebook Standard

Purpose

Facebook is a social networking site. Businesses and governments have joined individuals in using Facebook to promote activities, programs, projects and events. This standard is designed to assist the Village government in driving traffic to its website, www.hiltonny.org, and to inform more people about Village activities. These standards should be used in conjunction with the Village of Hilton Social Media Policy. As Facebook changes these standards may be updated as needed.

Content

1. Type of 'pages'
 1. The Village will create 'pages' in Facebook not 'groups.' Facebook 'pages' offer distinct advantages including greater visibility, customization and measurability. Related community pages are unofficial representations of village business created by Facebook. Community pages will currently be accepted as is unless there is a copyright/trademark issue.
 2. For 'type' description, choose 'government.'
2. Boilerplate
 1. The Facebook page's cover and profile images will be standardized where possible with the website images and the village logo will be added to the cover photo.
 2. Comments are prohibited on the Facebook Page. The resident or concerned party can send an email through the Village of Hilton website or call the office for questions or concerns.
3. Link to the Village
 1. A link to www.hiltonny.org will be included on the Page Info page.
4. Page administrators
 1. The Village Clerk or designated office personnel is responsible for monitoring the Facebook page. Posts should be approved by the Mayor or a designated alternate.
 2. A designated office employee is responsible for making sure content is not stale.
5. Comments and Discussion Boards
 1. Comments will not be allowed and Discussion Boards/apps should be turned off.

6. Style

1. The Village Facebook page will be consistent with Village branding.
2. Administrators will use proper grammar and standard AP style, avoiding jargon and abbreviations. Facebook is more casual than most other communication tools but still represents the Village at all times.

7. Applications

1. There are thousands of Facebook applications. Common applications can allow users to stream video and music, post photos, and view and subscribe to RSS feeds. While some may be useful to the page's mission, they can cause clutter and security risks.
2. An application should not be used unless it serves a business purpose, adds to the user experience, comes from a trusted source and is **approved** by the Village Clerk and the Mayor.
3. An application may be removed at any time if there is significant reason to think it is causing a security breach or spreading viruses.

Archive

1. The Facebook page will be set up in conjunction with a designated Village e-mail account.
2. Content on the Facebook page will not constitute items of official record. All communication will represent or reiterate existing items of record. This disclaimer will be presented on the Facebook page as well as the Village of Hilton Social Media Policy available at www.hiltonny.org.

Village of Hilton Social Media Policy

Purpose

To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, Village of Hilton departments may consider using social media tools to reach a broader audience. The Village encourages the use of social media to further the goals of the Village and the missions of its departments, where appropriate.

The Village of Hilton has an overriding interest and expectation in deciding what is published on behalf of the Village on social media sites. This policy establishes guidelines for the use of social media.

General

1. All Village of Hilton social media sites posted by departments, will be subject to approval by the Mayor.
2. The Village of Hilton website www.hiltonny.org will remain the Village's primary and predominant internet presence.

1. The best, most appropriate Village of Hilton uses of social media tools fall generally into two categories:
 1. As channels for disseminating time-sensitive information as quickly as possible (example: emergency information).
 2. As marketing/promotional channels which increase the Village's ability to broadcast its messages to the widest possible audience.
2. Wherever possible, content posted to Village of Hilton social media sites will also be available on the Village's main websites.
3. Wherever possible, content posted to Village of Hilton social media sites should contain links directing users back to the Village's official websites for in-depth information, forms, documents or online services necessary to conduct business with the Village of Hilton.
3. As is the case for Village of Hilton's primary website, www.hiltonny.org, a designated office employee shall be responsible for the content and upkeep of any social media sites on behalf of the Village government.
4. Wherever possible, all Village of Hilton social media sites shall comply with all appropriate Village of Hilton policies and standards.
5. Any exceptions will be approved by the Village Clerk and subject to review by the Village Mayor and the appropriate department liaison.
6. Village of Hilton social media sites shall comply with Hilton Code of Ethics and administrative policies and New York State Election law.
7. The Village of Hilton will follow all records management requirements laid out in the New York State MU-1 schedule as they pertain to the content, related to Village business, maintained in a social media format.
8. Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between Village government and members of the public.
9. The Village reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.
10. The Village will approach the use of social media tools as consistently as possible, enterprise wide.
11. All new social media tools proposed for Village use will be approved by the Village Board.
12. Administration of Village of Hilton social media sites.
 1. The Village Clerk will maintain a list of social media tools which are approved for use by the Village.
 2. The Village Clerk will maintain a list of all Village of Hilton social media sites, including login and password information. Departmental representatives will inform the Clerk of any administrative changes needed to the sites and will provide relevant content for posting.

3. The Village must be able to immediately edit or remove content from social media sites.
13. For each social media tool approved for use by the Village the following documentation will be developed and adopted:
1. Operational and use guidelines
 2. Standards and processes for managing accounts on social media sites
 3. Village and departmental branding standards
 4. Standards for the administration of social media sites
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