

**Village Board
Meeting Minutes of
July 17, 2018**

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

Absent: Amy Harter

Guests: none

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

Recreation Intermunicipal Agreement

The current three year agreement expires December 31, 2018; the board discussed what changes they would like to propose in the agreement. The first discussion item was the rent. The current rent is \$23,407 annually. The prior agreement was for three years with a rate increase of 13% each year. The goal of the board was to increase Recreation's rent so they are more in line with what the other tenants pay. Recreation has dedicated square footage of 2,920 with a shared space allowance of 12,340. Our largest tenant's rent is \$40,805 and their dedicated square footage is 4,750, they have minimal shared square footage, they use the gym 3 hours per day. Mayor Lee stated he proposes the Recreation Department pay the same as our largest tenant spread over the next three years. He noted with the shared usage, he feels they use more of the building than any other tenant; the building is very expensive to maintain and we need to be fair as to what we charge.

Trustee Zabelny prepared and submitted a spreadsheet illustrating the square footage details and rent differences between Recreation and the largest tenant. It showed an approximate difference of \$3.59 square footage difference between the two rents, with Recreation being charged less.

Shari Pearce discussed with the board how the tenants utilize the building; there is a lot of shared square footage with Recreation that is sometime hard to compute. She also discussed financials with the board regarding ongoing costs and maintenance of the building.

After a detailed discussion, Trustee Speer, Zabelny and Gates agreed with Mayor Lee. Trustee Fowler stated he does not agree at all with this concept. He is not in favor of raising the rent for Recreation. He feels we should support them more since it is the Hilton-Parma Recreation Department and a taxing municipality.

Mayor Lee went on to explain that the Village residents already pay a Parma Town tax rate which is costlier than many Monroe County Towns. The Village supports the Recreation Department; the Village taxpayers subsidize the Community Center by almost 70% plus capital projects. We need to have more financial balance if we want to continue to own this building.

The other two items the board would like to include in the proposal is the office of the Recreation Department would be responsible for all cosmetic improvements to the office. This is the same as the other tenants.

Resolution to propose a three year agreement with a rent increase of \$483.33 per month, total annual increase of \$5,799.96 for the next three years. At the end of the three years, the total rent will be \$40,806. The rent is also subject to the annual inflation increase, if any, the Village imposes on all tenants each year beginning June 1st. All upgrades or improvements to the Recreation Office will be at the expense of the Town of Parma. Also included in the proposal is an annual fee of \$1,000 for the up keep and maintenance of the Hilton-Parma Food Shelf room. Trustee Gates made the motion, seconded by Trustee Zabelny. Carried 4-1 (Trustee Fowler opposed).

Annual Appointments

The Mayor has made some changes to the annual appointments, the changes are in red.

Vice Mayor	Jim Gates
Zoning Board Liaison	Jim Gates
Personnel Liaison	Joe Lee, Shannon Zabelny
Village Budget Liaisons	Joe Lee, Shannon Zabelny
Hilton Parma Recreation Liaison	Larry Speer
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	L.Speer, M. McHenry, J. Lee, S. Pearce
Safety Team Com Center	Joe Lee, Mike Lissow, Keith Brown, Shari Pearce, Shannon Zabelny
Social Media	Shari Pearce, Debbie Jones, Andy Fowler

Budget Amendments

Maryalice Edwards submitted the year end budget amendments to be approved.

Resolution to approve the below budget amendments, Trustee Zabelny made the motion, seconded by Trustee Gates. Carried unanimously 5-0.

1. **Resolution:** To amend the 2017-18 budget as follows:

Increase:		Decrease:	
A11325.10	\$527.87	A11325.20	-\$2,095.59
A11325.1A	\$524.29		
A11325.4C	\$1,043.43		
A11420.40	\$3,891.48	A11620.4E	-\$4,125.64
A11950.40	\$7.68		
A13620.10	\$226.48		
A17510.10	\$1.00	A17510.40	-\$90.99
A17510.20	\$89.99		
A19060.40	\$15,602.11	A11990.40	-\$15,602.11
A21640.20	\$129.99	A25110.4A	-\$13,284.88
A25110.10	\$2,762.26		
A25110.1A	\$1,722.86		
A25142.10	\$7,887.64		
A28189.10	\$163.75		
A28189.1A	\$618.38		
A25142.40	\$3,120.87	A25142.20	-\$3,120.87
A27110.40	\$370.56	A27110.10	-\$370.56
A28160.40	\$854.94	A28160.20	-\$854.94
F18310.10	\$52.87	F28340.4B	-\$9,713.68
F18320.40	\$6,295.00		
F18340.10	\$166.63		
F18340.1A	\$2,266.95		
F19030.40	\$186.10		
F19060.40	\$746.13		
G18110.10	\$25.09	G19060.40	-\$329.09
G19040.40	\$304.00		

Sewer Relining Bids

Superintendent Mike McHenry stated three bids were submitted, the low bid was Kenyon Pipeline Inspection, LLC for a total of \$87,100.00. He recommends the board accepts their bid for the 2018 sanitary sewer relining.

Resolution to accept the low bid to Kenyon Pipeline Inspection, LLC for a total cost of \$87,100 for the 2018 sewer relining project. Trustee Fowler made the motion, seconded by Trustee Gates. Carried unanimously 5-0.

E-Code

Mike Lissow reported that Village Attorney, Larry Schwind, has informed him that our Local Laws from 2017 are not valid because we approved the new code book earlier this year and the 2017 codes were not inserted in the version of E-Code at that time. He noted we now need to advertise and re-approve the local laws to be legal.

Resolution to hold public hearings on August 7th at 6:00 p.m. for Local Laws #3, #4 and #5 2018 as illustrated below. Trustee Gates made the motion, seconded by Trustee Fowler. Carried unanimously 5-0.

Local Law #3, 2018

Please take notice that the Village of Hilton Board of Trustees will hold a public hearing on Tuesday, August 7, 2018 at 6:00 p.m. in the Hilton Community Center, 59 Henry Street to consider Local Law #3, 2018 for adoption.

To add the following to Chapter 275-10 (F) to the Village Zoning Code.

Uses prohibited in all districts

- F.** (1) It shall be unlawful to permanently keep or harbor more than three dogs which are more than four months of age within the confines of any lot within the Village of Hilton, unless the property owner or resident complies with the provisions of Subsection (2) of this section.
- (2) A property owner or resident may apply for a special permit to retain more than three dogs on his/her premises.
- (a) A separate application shall be made for each dog in excess of three on any given premises at any given time, shall specifically identify each dog and shall be specific to each dog.

- (b) Said application shall be made to the Zoning Board of Appeals (ZBA), which shall review applications on a case-by-case basis.
- (c) The ZBA shall consider the effect on the character of the neighborhood in the event additional dogs are permitted to remain on the property owner's or resident's premises.
- (d) A property owner or resident applying for a special permit must have had no violations of Chapter 9 of the Parma Town Code during the 12 months prior to the application.
- (e) In the event a permit is granted by the ZBA, the permit shall be specific to the dog identified in the application and will terminate:
 - (i) Upon the death or removal from the property owner's or resident's premises of any dog for whom the permit was issued;
 - (ii) Upon the death or relocation from the premises (even if to a location within the Village of Hilton) of any property owner to whom the permit was issued;
 - (iii) Five years following the date the permit was issued.
- (f) The permit may be revoked by the ZBA in the event that the property owner is convicted of two violations of Chapter 9 of the Parma Town Code within any twelve-month period; or if any dog owned by the property owner or resident is determined to be a dangerous dog pursuant to Chapter 9 of the Town of Parma Code or the New York State Agriculture and Markets Law; or for good cause, as determined by the Zoning Board of Appeals, based upon the health, safety and best interests of the neighborhood and community.

Local Law #4, 2018

Please take notice that the Village of Hilton Board of Trustees will hold a public hearing on Tuesday, August 7, 2018 at 6:00 p.m. in the Hilton Community Center, 59 Henry Street to consider Local Law #4, 2018 for adoption.

To add the following to the Vehicles and Traffic Law, Chapter 252-4 (A).

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

Local Law #5, 2018

Please take notice that the Hilton Village Board will hold a public hearing on Tuesday, August 7, 2018 at 6:00 p.m. in the Hilton Community Center, 59 Henry Street, to consider the following local law for adoption.

Local Law #5, 2018, to add the following intersections all way stops to Chapter 252-5 (A) of the Village Code.

1. Mockingbird and Short Hills Dr
2. Short Hills Dr and Sunnyslope Dr
3. Underwood Ave and Orchard St

Community Center Fire Alarm

At the last meeting, there were some additional questions the board had regarding the upgrade to the security system. One of the concerns was that the emergency repair that was done in June would be eliminated with the upgrade. Mike Lissow responded that is not true, the emergency repair upgraded the box to the community center hallway; this proposed upgrade is to replace the motherboard located in the Village Office. He also noted that this was cited as one of the highest priorities by MRB in the Comprehensive Plan that was completed a few years back. This will be the first of a few phases to upgrade the security system. This motherboard communicates to all the other systems within the Village, i.e., lodge, lift stations, dpw, etc.

Resolution to authorize the Village Manager to upgrade the existing security system for a cost of \$3,255.68, to be taken out of contingency. Trustee Zabelny made the motion, seconded by Trustee Speer. Carried unanimously 5-0.

Adjournment

There being no further business, Trustee Speer motioned to adjourn the meeting at 6:15 p.m. seconded by Trustee Zabelny. Carried unanimously, 5-0.

Respectfully Submitted,

Shari Pearce, Village Manager/Clerk