

**Village Board
Meeting Minutes of
August 7, 2018**

Present: Mayor Lee, Trustees Zabelny, 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: Jack Barton, Tom Venniuro

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 Venniuro updated the board on recent and upcoming events. He noted the Parma Fest was successful. He thanked everyone that volunteered and/or attended.

The school district will be hosting two informational meetings to discuss the proposal to arm security officers this month.

Rent Increase: Supervisor Jack Barton questioned how the board arrived at the proposed increase in rent. He noted there is storage space that is being calculated at the same rate as usable space. Jack said he is considering freeing some space. They will be evaluating the cost to run the Recreation Department and those utilizing their programs. This topic will be discussed at the next town board meeting. Supervisor Barton acknowledged how much space is being utilized and the costs the Village has incurred to accommodate them. He hopes to negotiate between the boards.

Mayor Lee stated the departments work well together and will continue to and the purpose of the walk through on July 17th was to show the Town Board how the building is occupied. Trustee Speer explained the Village Board will continue to support Recreation, he feels strongly that message needs to be expressed. He also said it is the job of both boards job to address the issue of the rent and not to burden Tom Venniuro. He then said the discussion was brought about early to accommodate their budget process. Supervisor Barton also added the Food Shelf should be a separate discussion and not part of this agreement.

Code Enforcement

NYSERDA: Mike Lissow and Larry Speer attended a NYSERDA solar energy seminar. Trustee Speer noted the Governor strongly promotes solar energy. Mike Lissow recommends that future laws be fair and not overly restrictive for our residents. The board agreed. This topic will be addressed by the board in near future. NYSERDA provided examples of Local Laws for the boards review.

10 Peach Blossom Road S: This property has been vacant for 5 years, and is no longer being maintained; the DPW has been mowing the lawn and Emergency Enclosures secured the home. Mike Lissow stated the house is likely beyond repair. He has been unable to confirm ownership at this point. A "do not enter" placard has been placed on house for emergency responders.

Dogs: Court documents have been withdrawn regarding an issue involving a resident on Fairwood Drive due to finalization of Local Law #3, 2018. Once this becomes finalized Mike Lissow will proceed with court action. The property owners have 6 dogs at this time.

Shed size increase proposal: Mike Lissow is recommending the board consider increasing the allowed size of storage sheds from 144 square feet to 256 square feet. The Zoning Board has reviewed many applications for variances due to the allowed size being too small for their needs. The board is in agreement for Mr. Lissow to proceed.

Resolution to advertise for Local Law #6, 2018 for a public hearing Sept 6th to consider increasing storage sheds from 144 square feet to 256 square feet. A motion was made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Treasurer

Maryalice Edwards reported she is working the annual report to the state that is due at the end of August.

Superintendent Report.

Carter Drive culvert: Mike McHenry reported that CP Ward has completed their work, with a few minor items that will be taken care of. The DPW will mill and pave the area. Cross Lane to Green Lane and Rolling Meadow Drive North will also be paved.

Tree Removal: The tree on located near the south west side of the property near the Veteran's Memorial is being removed on August 15th at a cost of \$2645 by Flower City Tree.

Purchase of equipment: Mike is recommending to purchase a stainless steel dump body from Henderson Products Inc. at a cost of \$11,685.00. This will replace the 2009 steel dump body and hydraulics on the 2009 Ford F-350 4X4, the dump body is to be sold at auction.

Resolution to purchase one stainless steel dump body from Henderson Products, Inc. at a cost of \$11,685 and the 2009 steel dump body to be sold at auction. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Employee Raise: Nicholas Mucci has reached another six month review period and is eligible for a .50 per hour raise.

Resolution to authorize a pay increase of .50 per hour to Nicholas Mucci as of September 1st. The motion made by Trustee Zabelny, seconded by Trustee Fowler. Carried unanimously, 5-0.

Traffic light: The light at Main Street, South Avenue and East Avenue has not been resetting after a power outage; there have been a few recently. On South Avenue the light stays is red, while the other sides are yellow. Trustee Fowler is concerned drivers will continue through intersection. Mike McHenry reported this to the DOT, they will address the issue. It should be resetting once power is restored. The DOT is not sure why they have to be manually reset.

Shared services: Mike McHenry reported the DPW has worked with the Town of Parma and Hamlin saving over \$2000.

Water usage: Mike noted the MCWA water bill was within our normal usage. Last month the bill was substantially higher than normal.

DPW Roof Bid: The contractor with the lowest bid has asked to terminate our contract; he has a serious matter that he must deal with. Mike gladly agreed and will rebid this project.

Misc: The Village Board would like to acknowledge the kind gesture received from Linda Viney and Shannon Zabelny as they provided cold beverages to our DPW employee recently.

Public Forum

Cristel Ingham 123 Brook Street, was present to discuss the Jennejahn Lodge. She is a member of the Jennejahn family. She thanked the board and staff for maintaining the lodge. She expressed that her family appreciates what is done to keep the lodge in excellent condition. Her family uses it annually and is asking the board to consider reducing their rate to \$100. The board will discuss her request and will contact her with their decision.

Manager's Report

Spectrum agreement: Shari Pearce reported this matter is still ongoing. Shari contacted her Spectrum representative to ask is still not settled.

Historian shelving: Shari explained that Historian, Dave Crumb, has proposed shelving in the Senior Lounge as follows: floor to ceiling, glass sliding doors with locks. Shelving should be 14" deep and adjustable. The lower shelves will be enclosed with solid doors.

Resolution to approve shelving to be installed in the Senior Lounge for the use of the Historian to display and store historic items. The funds will be taken from the Historian's saving account. The motion was made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Tenant: Shari reported the situation of a tenant's late rent payments. They discussed the reasons behind the delay and may consider a change in the payment schedule. Shari will keep the board updated.

Credit Card policy: Shari is recommending increasing the spending limit for the credit card to \$3500. It is currently \$2500. The DPW limit is remaining at \$5,000 for a combined total of \$7500. There are no other changes proposed.

Resolution to update the Credit Card Policy to increase the limit to \$3500. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 5-0.

NYCOM: Shari is seeking authorization to attend Fall Training School September 24 - September 29th in Lake Placid along with Amy Harter. This is a budgeted item.

Resolution to authorize Shari Pearce and Amy Harter to attend NYCOM Fall Training School September 24th - September 29th in Lake Placid. The motion was made by Trustee Speer, seconded by Trustee Gates. Carried unanimously, 5-0.

CGI Contract: This company offers advertising space to areas businesses on the Village website for a fee. They are seeking a renewal of their contract with the Village. There is no cost to the Village for this service. To date, no problems or complaints have been associated with the company and currently 14 businesses utilize this program.

Resolution to renew the contract with CGI for three years at no cost to the Village. The motion was made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously, 5-0.

Facebook: Shari reported the page was started recently and has been well received. Debbie Jones is helping to manage and update the site. There are currently 295 followers of the page. Shari expects this to grow and be another avenue for communication.

Building Security: Shari explained a meeting will be scheduled in the next few weeks between our safety team and security company to discuss the options available with the new upgraded security system. A discussion took place about offering security measures to our tenants. The board supports tenants having silent panic buttons. These items will be discussed at the security team meeting.

Walt Horylev Civic Beautification Award: Each year the Village Board selects a deserving property owner to receive this award. For 2018, the board has selected Mr. and Mrs. Louis Hauck, the owners of 67 Old Hojack Lane. The board appreciates the improvements and investment made in the Village. The recipients will be invited to the September meeting to receive their award.

Resolution to grant the 2018 Walt Horylev Civic Beautification award to Mr. & Mrs. Louis Hauck. The motion was made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously, 5-0.

NOCO: Shari Pearce shared the costs being offered by our electricity supplier, NOCO. She explained that a cost comparison received from New Wave Energy Corp, showed NOCO's variable price of .04629 is less than New Wave. The fixed rate of .04634 from New Wave is less expensive than NOCO. Shari noted that historically, the variable rate outperforms the fixed rate long term. The board would like to continue with the variable rate.

Resolution to authorize the Village Manager to sign a one year agreement with NOCO Energy for the variable rate for all Village accounts.

Special Police: A recent candidate did not accept the position offered. There are currently 5 members. A discussion took place to move their equipment to the Community Center and space has been allotted to do so. It will be confirmed with Supervisor Barton before relocating their property.

Vouchers

Resolution to approve the vouchers with the following additions: First Bankcard \$204.70, Spok, Inc. \$23.40, NYS Assoc. of Clerks \$50.00, Suit-Kote \$16,165.85, Carol Gurslin \$288.19, Benoit Cemetery Lettering \$120. The motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Prepaid	\$ 5,749.92
T&A	\$ 25,748.56
General	\$ 58,014.47
Water	\$ 38,095.16
Sewer	<u>\$ 8,633.75</u>
Total	\$136,241.86

Minutes

Trustee Speer made the motion to approve the June 26th and July 17, 2018 Village Board meeting minutes as presented, seconded by Trustee Gates. Carried unanimously, 4-0-1. Zabelny abstained from the June 26th minutes.

Adjournment

There being no further business, Trustee Speer made a motion to adjourn the meeting at 7:00 p.m., seconded by Trustee Fowler. Carried unanimously 5-0.

Respectfully Submitted,

Amy Harter
Deputy Clerk

Credit Card Policy

August 2018

Credit/Purchasing Cards

The Village of Hilton issues credit cards to department heads for the purchase of items necessary to carry on the business of the Village. Credit cards are to be used only if the vendor will not invoice the Village and will not accept a Purchase Order from the Village to complete the transaction. Individual items purchased by the Superintendent of Public Works with a credit card shall not exceed \$5,000. Individual items purchased for all other departments of the Village by the Village Manager shall not exceed **\$3,500**. Total combined cards not to exceed \$7,500.

The following general rules apply to the use of the cards:

- All purchases are subject to the Village's Procurement Policy.
- Cards shall not be used for personal purchases of any kind. Use of the cards for personal purchases or expenses with the intention of reimbursing the Village is prohibited. Personal liability for such purchases will be immediately made and the loss of credit card privileges will result from such circumstances.
- All receipts related to a purchase need to be approved by the department head within three days of the purchase or return to work if used for Village business travel.
- All receipts must be forwarded to the Village Treasurer immediately following approval.
- If a receipt for proper documentation is not available to submit, the cardholder must provide a written statement that includes a description of the item, date of purchase, merchant's name, and an explanation for the missing support documentation that shall be approved by the department head and submitted to the Village Treasurer within three days of the purchase.
- Use of the New York State Tax Exempt form will apply to all purchases.
- Card holders will verify that the goods or services are allowable. Lack of proper documentation or authorization may result in the loss of the Village issued credit card and/or personal liability.
- All purchases made with these cards shall be paid for within the grace period to avoid interest charges or penalties to accrue.
- Misuse of a Village credit card by an unauthorized employee may result in loss of the credit card and/or disciplinary action up to and including termination of employment.
- Cardholders are responsible for determining if the intended purchase is within the cardholder's credit card limit.
- Cardholders are responsible for managing any returns or exchanges to obtain proper credit for returned merchandise. The cardholder should contact the vendor to obtain instructions for returns and make sure the proper credit is applied to the card on which it was charged. No cash refunds are allowed.

- Cardholders shall take measures necessary to safeguard the security of the credit card and the card number.
- Lost or stolen cards must be reported to the Village Manager immediately after discovery.
- Periodic review may be conducted of both the card activity and the receipt retention by the Village and the auditors employed by the Village.
- Upon separation of employment, cardholders shall surrender their Village credit cards to the Village Manager on or before the last day of work and prior to the payment of final compensation.