

**Village Board Agenda
Meeting Minutes
February 5, 2019**

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

Absent: Trustee Fowler

Guests: Linda Viney

Mayor Lee called the meeting to order at 4:30 p.m. with the pledge of allegiance followed by a moment of silence.

Video of 60 Minutes segment

Trustee Speer asked the board to view a video about a fuel alternative that was created by a businessman. Due to the timing, Larry feels the board should consider including other fuel options into the Comprehensive Plan.

Recreation Report

Tom Venniro provided an update on his department and events. He reported that his office is undergoing a remodel with paint, carpet and some new furniture.

Code Enforcement Report

Salmon Creek Assessment: Mike provided a detailed report and power point presentation regarding a possible grant opportunity to repair the creek area. It is in poor condition and flooding would be detrimental to this location. Five scenarios were provided however, minimal mitigation is expected. The final recommendations are to treat the creek banks to reduce erosion, investigate flood proofing and protection options, relocations of buildings in flood prone areas and road closures prior to flooding. The board agreed to make this part of the Comprehensive Plan.

Accessory structures: Mike Lissow explained that there are many variance requests for sheds. Many other municipalities within Monroe County have percentage of lot coverage restrictions. In an attempt to streamline our policies for our residents, Mike is recommending to update the code to allow a maximum lot coverage of 25%. The board agreed with this recommendation and to move forward with a public hearing.

Resolution to hold a public hearing on March 5, 2019 for local law #1-2019 as follows:

Proposed Language change to § 275-13 C (5) of the Hilton Code: Residential District Dimensional Requirements

Remove entirely: Accessory structures shall not exceed 720 square feet in area.
Add: Percentage of lot coverage. All buildings, including accessory structures, shall cover not more than 25% of the area of the lot. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 4-0.

Spill Prevention and Response Plan: This plan describes planning, prevention and control measures to minimize impacts resulting from spills of fuels, petroleum products, or other regulated substances as a result of municipal activity and operations. It is part of the Stormwater Management plan as a policy and has been in place for several years. It is being adopted with the most recent additions.

Resolution to adopt the Spill Prevention and Response Plan for the Village of Hilton as presented. Motion to approve made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 4-0.

Sidewalks: Mike Lissow reported this winter many complaints have been made about sidewalks being blocked by parked cars. Our parking tickets should be utilized for this violation and is subject to a fine. The board would like to proceed with adding this as a fine on the parking tickets.

Resolution to hold a public hearing on March 5, 2019 for Local Law #2-2019 as follows:

Add the following to Section 252-8:

<u>Violation</u>	<u>Fine</u>
Blocking a Public Sidewalk	\$30.00

Clean Energy: At the January meeting Shari Pearce explained the Community Center's reduction in emissions may not qualify as an action item; we may not receive this designation. This is an on-going open item. Mike Lissow and Shari Pearce are recommending the board should move forward with the consideration of the Unified Solar Permit. With this item in place, the Village will have four Clean Energy designations.

Resolution to adopt the NY State Unified Solar Permit as part of the 5th action to become a clean energy community. Motion to approve made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 4-0.

Public Works Report

Frozen pipes: The Community Center had two rooms with frozen pipes. After much investigation, the DPW determined the heating system was set to shut down during the night, no hot water was running through the radiators. The system will now stay on during the months of December through March and during extremely cold temperatures. The flooring in rooms 113 and 115 has buckled. Likely an insurance claim will need to be made to repair the flooring. Two Community Center employees worked late hours (one overnight) to monitor the heating units to avoid another incident. The board appreciates the efforts of Marty D'Angelo and Duane Wolfer very much.

Resolution to authorize the Village Manager to purchase a gift card each in the amount of \$25 for the two employees that worked February 1st to monitor the heating units in the Community Center. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 4-0.

Recycling: Mike McHenry reported in 2018 the DPW recycled 1214.15 tons, which is one third of the curbside collection. He noted the staff makes quite an effort to pick up these items. Many of which would have once been placed in the landfill are being recycled.

Employee Raise: Mike McHenry is recommending Nick Mucci to receive a pay raise of .50 per hour after his recent 6 month evaluation.

Resolution to authorize a pay raise of \$.50 per hour for DPW employee, Nick Mucci. Motion made by Trustee Gates, seconded by Trustee Speer. Carried unanimously, 4-0.

Unionville Pond: A letter from the Monroe County Soil and Water Conservation District was sent to Mike McHenry regarding the pond in Unionville Station which read in part; *"The results of the survey indicate that the sedimentation depth in each of the three pond cells have not yet reached 50% of their design capacity, and therefore do not require maintenance by the owner or responsible party at this time per the NYS Stormwater Design Manual. However, each of the cells should be monitored as they are approaching the 50% capacity of sedimentation and may require maintenance within the next few years."*

It was recommended by the board to add this item into this year's upcoming budget in the Capital Reserve Fund.

Excavation class: New York Governor Cuomo recently passed legislation that all employees working on a job where a shovel is present, is required to take an online safety class by May 14. This requires a refresher class annually. The cost is \$25 per employee.

Resolution to authorize each DPW employee to take the Dig Safely class online as required by New York State. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously, 4-0.

Water Works: Mike McHenry is seeking approval to send Keith Brown to attend the annual Western NY Water Works Conference in Batavia on 2/13/19 to obtain his water certification at a cost of \$40.

Resolution to authorize Keith Brown to attend the Western NY Water Works Conference in Batavia on 2/13/2019, motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Traffic Light: Mike McHenry has been notified a traffic light will be installed at the intersection of East Avenue and Bennett Road in 2020. A turning lane will be added for buses into the high school bus loop.

Power Outage: Mayor Lee extended his appreciation to everyone during the power outage on Saturday 2/2/19.

Manager's Report

Recreation flooring: The carpet installation is scheduled on February 16th. Shari reported the cost is expected to be \$5,498.54 and recommends it to be taken from the contingency fund.

Resolution to authorize the Village Manager to expend \$5,498.54 to be taken from the contingency fund to cover the cost of new flooring in the Recreation Office. Motion made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously, 4-0.

Tenant: Shari continues to work with a tenant regarding past due rent payments, the situation is improving.

Comprehensive Plan: Shari reported that two residents are interested in being part of the steering committee. The two Village Board members that will serve on the committee are Trustee Speer and Mayor Lee (Trustee Zabelny will be the alternate).

Resolution to approve the 2019 Citizen of the Year to Walter Horylev, motion made by Mayor Lee, seconded by Trustee Speer. Carried 4-0. This will be presented to Mr. Horylev at the March 5th Village Board meeting.

Resolution to authorize the Manager/Clerk to apply for the 2019 Community Development Block Grant in the amount of \$54,000 to convert approximately 35 crosswalks to be ADA compliant in the following low income areas; Cedar Terrace, Applewood Lane, Doud Circle, Parma View Drive, Hillside Drive, Bernie Whelehan Drive, Archer Drive, Verney Drive, Raintree Lane, Panarites Lane and Village II Drive. Motion made by Trustee Speer, second by Trustee Gates. Carried unanimously, 4-0.

Resolution to authorize the Manager/Clerk to advertise the Village election be held on March 19th at 59 Henry Street, Hilton, polling times 12 p.m. – 9 p.m. Motion to approve made by Trustee Speer, seconded by Trustee Gates. Carried unanimously, 4-0.

Jennejahn Lodge: Shari Pearce explained phone calls were made to each renter of the lodge after June 1st to explain the renovations have been postponed and each will receive a refund of \$25. There were no cancellations.

April meeting: Shari Pearce asked the board to move the April meeting to April 9th, there will be an employee out for a medical reason the last week in March and will allow more time to prepare for the meeting. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 4-0.

Public Forum 6:00 p.m.

Mayor Lee opened the public forum at 6:00 p.m. With no persons wishing to be heard, the public forum was promptly closed.

Vouchers

Review & approve vouchers for payment. \$225.00 ABC Carpet, \$10.00 Town of Parma, \$4131.12 MRB Group, \$2250.00 Northeast Sweepers, \$100.00 Jeff Pearce, \$178.00 Peter Schiller Corp., \$718.89 West Herr Ford.

Prepaid	\$ 10,695.77
T&A	\$ 26,594.98
General	\$116,907.84
Water	\$ 35,162.81
Sewer	\$ 4,999.26
Capital	<u>\$ 12,112.01</u>
Total	\$ 206,472.67

Minutes

Resolution to approve the meeting minutes of January 8, 2019 and January 15, 2019, motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 3-0-1. Trustee Gates abstained.

Adjournment

There being no further business, Trustee Speer motioned to adjourn the meeting at 7:20 p.m. was made and seconded by Trustee Zabelny. Carried unanimously, 4-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk

Spill Prevention and Response Plan

**Village of Hilton
59 Henry Street
Hilton, NY 14468**



**Adopted:
February 2019**

Revision Date:

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SECTION1

SpillPreventionandResponsePlanIntroduction

The Village of Hilton has prepared this Spill Prevention and Response Plan (SPRP) to be implemented at the municipal facilities. This SPRP describes planning, prevention and control measures to minimize impacts resulting from spills of fuels, petroleum products, or other regulated substances as a result of municipal activity and operations. Village personnel will implement these measures, unless otherwise indicated.

1.1 Planning and Prevention

The Village of Hilton requires its personnel to implement proper planning and preventative measures to minimize the likelihood of spills and to quickly and successfully clean up a spill, should one occur. The Village has developed this SPRP to set forth minimum standards for handling and storing regulated substances and cleaning up spills. Potential sources of spills include machinery and equipment failure, material stockpiles, fuel handling, drum/storage and tank leaks. The Village will be responsible for implementing, at a minimum, the following planning and prevention measures.

SECTION2

PreventativeMeasures

The Village of Hilton will require personnel to do everything practicable to minimize the potential for a spill during municipal activity. The Village will require the personnel to comply with applicable environmental and safety laws and regulations, including compliance by its contractors. The DPW Superintendent will be required to ensure a copy of this plan is available onsite to all personnel.

2.1 Training

All employees involved with transporting or handling equipment or maintaining equipment will be required to complete applicable training. The DPW Superintendent or his designee will conduct spill training programs. The spill training programs will:

- Provide information concerning pollution control laws;
- Inform personnel concerning the proper operation and maintenance of fueling equipment; and
- Inform personnel of spill prevention and response requirements.

Measures, responsibilities, and provisions of this SPRP will be incorporated into the training. Training for workers will be provided through ongoing meetings, which will discuss safety, and spill prevention and response, including personal responsibility to initiate appropriate procedures. Attendance of training sessions will be documented using sign-in sheets that will become part of the permanent site maintenance records.

2.2 Release Response Equipment

The Village will provide the employees with easily accessible and appropriate material and supplies to adequately contain and recover spills. These materials may include drip pans, buckets, absorbent pads, containment booms, straw bales, absorbent clay, sawdust, floor-drying agents, spill containment barriers, plastic sheeting, skimmer pumps, covered holding tanks, fire extinguishers, and other materials as necessary.

The DPW Superintendent (Section 4.1) will make known to all personnel involved with municipal activities the locations of spill response equipment and materials. Spill response materials will be readily accessible during operational hours.

2.3 Equipment Inspection

Prior to moving/operating any equipment employees will visually inspect each piece of equipment for cracks, excessive corrosion, or other flaws that may compromise the integrity of its fuel, hydraulic, or cooling systems. The employees will repair or replace leaking equipment immediately after a leak is detected and will be responsible for prompt reporting and mitigation of any fuel or lubricant spills from their equipment.

SECTION 3

Regulated Materials Storage and Handling

3.1 Containment

The Village may store fuel, petroleum products, or chemical materials at the facility in safe locations within appropriate containment structures. If a bermed area is used for containment then it shall be lined with an impervious material to provide a minimum containment volume equal to 150 percent of the volume of the largest storage vessel contained within the bermed area. If earthen containment dikes are used, they will be constructed with slopes no steeper than 3:1 (horizontal to vertical) to limit erosion and provide structural stability. Containment areas will not have drains.

Bulk storage tanks will not be placed in areas subject to periodic flooding or erosion. Accumulated rainwater may be removed if authorized by the DPW Superintendent under specific situations. Specifically, if visual inspection and pH indicates that no spillage has occurred in the containment structure and if no sheen is present on the accumulated rainwater, The DPW Superintendent may approve the accumulated water to be pumped out and released on surrounding upland areas. If spillage has occurred in the structure, accumulated wastewater will be drawn off and pumped into a storage vessel for proper disposal.

The Village will visually inspect aboveground bulk tanks frequently and whenever the tank is refilled. The Village will correct visible leaks in tanks as soon as possible.

Storage containers will display labels that identify the contents of the container and whether the contents are hazardous. The Village will provide and maintain copies on site of Safety Data Sheets (SDS) for all materials accessible to all contractor personnel including contractors.

Attachment A presents typical vehicle and equipment fuels, lubricants, and hazardous materials stored or used during municipal industrial activity. The Village will provide, maintain, and make available the appropriate SDS documents for all hazardous or controlled materials utilized in the facility at an on-site location accessible to all Village and contractor employees.

3.2 Vehicle and Equipment Maintenance

Routine equipment maintenance of vehicles such as oil changes will be accomplished indoors at the Public Works facility and will be conducted in a manner to gather all oil and other discharges for recycling disposal. If off-site vehicle and equipment maintenance is necessary then any fluid replacement work will be conducted outside the boundary restrictions for wetlands, waterbodies, and wells. Before lubricants are drained from the equipment, a suitable containment vessel and plastic sheeting will be placed under the equipment to collect any spilled material. The personnel will take necessary precautions to ensure that material that might accumulate on the liner does not spill on the ground surface. Vehicle maintenance wastes, including used oils and other fluids, will be handled and managed by personnel trained in the procedures outlined in this plan. Vehicle maintenance wastes will be stored and disposed of in accordance with applicable environmental regulations.

SECTION 4

Spill Response

In the event of a spill, the release will be contained and cleaned up as soon as possible. The order of priorities after discovering a spill are as follows:

- Protect the safety of personnel and the public
- Minimize damage to the environment
- Control costs associated with cleanup and remediation

The initial response to an emergency will be to protect human health and safety, and then the environment. If a spill is not contained within a dike, an area of isolation will be established around the spill. The size of this area will depend on the size of the spill and the materials involved. The personnel/contractor will take precautions in the area of a spill to eliminate possible sources of ignition.

4.1 Spill Coordinator

The DPW Superintendent is designated the Spill Coordinator who will be responsible for the reporting of spills, coordinating personnel for spill cleanup, subsequent site investigations, and associated incident reports. In the event of a spill, the DPW Superintendent will be responsible for determining the extent of the isolation area.

4.2 Immediate Response

All spills, regardless of size, must be reported to the DPW Superintendent. The person observing the incident will take the following actions:

- Assess the safety of the situation (including the risk to the surrounding public).
- Select personal protective equipment.
- If safe to do so, make every effort to remove potential ignition sources and stop the source of the spill.
- Confine the spill.
- Promptly notify the Spill Coordinator.
- Evaluate the incident and implement cleanup.
- Report your name, the spill location, and the extent of the incident.

Contain spill by attempting to stop the flow at the source. Use pails, tarpaulins, barrels, dikes or berms immediately once safe to enter spill area. A shallow excavation may be made to contain or stop the flow of the product. Once the area is safe and spill has been contained start cleanup work. Sorbent materials may be used to both contain and cleanup spilled material. Ensure traffic is minimized on and around contaminated areas. The use of a vacuum truck may be appropriate to skim off contaminates.

Clean up Materials and Tools

1. Spill pads, absorbent materials
2. Shovels
3. Sand, dirt etc.
4. Personnel
5. Pails, tarpaulins, barrels
6. Safety gloves and goggles

Waste Handling

1. If unsure of waste disposal requirements, ask.
2. Remove waste material from spill site only with consent of The DPW Superintendent.
3. Documentation is required for removal of waste.
4. If using barrels for storage of waste ensure barrels are empty and bungs are in.
5. Clearly mark the barrel or container of what residue or waste is inside.

SECTION5

Reporting

The DPW Superintendent is responsible for the completion of the Spill Report Form (Attachment B). Completion of this form will assist in the assessment of the spill and provide information necessary for agency notification. The form will be completed and kept as a perpetual record.

SECTION6

Notifications

All petroleum spills that occur within New York State (NYS) must be reported to the NYS Spill Hotline (1-800-457-7362) within 2 hours of discovery, except spills which meet all of the following criteria:

1. The quantity is known to be less than 5 gallons; and
2. The spill is contained and under the control of the spiller; and
3. The spill has not and will not reach the State's water or any land; and
4. The spill is cleaned up within 2 hours of discovery.

A spill is considered to have not impacted land if it occurs on a paved surface such as asphalt or concrete. A spill in a dirt or gravel parking lot is considered to have impacted land and is reportable.

Due to the complexity of the regulations and situations which multiple laws and regulations can apply, the Department of Environmental Conservation (DEC) recommends that anyone with knowledge, report the discovery of any contamination or a release to the NYS Spill Hotline (1-800-457-7362) as soon as possible

In addition to requirements for reporting petroleum releases to the NYS Spill Hotline (800-457-7362) covered in Article 12 of NYS Navigation Law and the Petroleum Bulk Storage Regulations (6 NYCRR Part 613.8), there are several requirements for reporting releases of hazardous materials and substances likely to pollute the environment. These are covered by the Chemical Bulk Storage Regulations (6 NYCRR Part 595, 596, 597), Article 17 of the Environmental Conservation Law, as well the Federal Clean Water Act and many parts of the Code of Federal Regulations. In general, Federal level notification can be made through the National Response Center (NRC) at 1-800-424-8802.

Attachment A

Typical Fuel, Lubricants, and Hazardous Materials

THE FOLLOWING ARE PRESENT DURING NORMAL ACTIVITIES.

FUELS:

- GASOLINE
- DIESEL FUEL

EQUIPMENT FLUIDS:

- MOTOR OIL
- HYDRAULIC FLUID
- ANTIFREEZE
- WINDSHIELD WASHER FLUID
- MISCELLANEOUS LUBRICANTS

Spill kits are located at the DPW facility, 50 Henry Street in the water room and at the Community Center facility, 59 Henry Street in the basement maintenance area. Bulk storage of floor dry is located at the DPW facility in the storage garage.

VILLAGE OF HILTON SPILL REPORT FORM

Date/Time of Spill: _____

Date/Time of Spill Discovery: _____

Name and Title of "Discoverer" _____

Spill Site Description: _____

Weather conditions at the time of release: _____

Material Spilled/Estimated Volume: _____

Topography and surface conditions of spill site: _____

Proximity to wetlands and surface waters (including ditches): _____

Proximity to private or public water supply wells: _____

Describe the causes and circumstances resulting in the spill: _____

Describe the extent of observed contamination, both horizontal and vertical : _____

Describe immediate spill control and/or cleanup methods: _____

Location of any excavated/stockpiled contaminated soil: _____

Describe the extent of any injuries and remaining risk to human health and environment: _____

Form completed by: _____