

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

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

Guests: Linda Viney, Walt Horylev, Janet Surridge, Jim Ingham, Fr. Catanise,
Sharon Prince, Al Howe, Dave Tresholavy, several unidentified guests

Mayor Lee called the meeting to order at 5:00 p.m. with the pledge of allegiance followed by a moment of silence.

Recreation Report

Tom Venniro provided an update on his department and events. There is still a vacant position on the Recreation Board, there may be someone interested. Tom has completed his annual report; it will be shared with the board at the next meeting. Tom commented that the tax prep program is going very well.

Code Enforcement Report

Resolution to authorize the Code Enforcement Officer to attend Monroe County Fire Marshal & Inspector's seminar, May 14th - May 16th a cost not to exceed \$175.00 Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Resoltuion to authorize the Code Enforcement Officer to attend the Spring 2019 Regional Local Government Workshop on May 17th at a cost of \$75. Motion made by Trustee Zabelny seconded by Trustee Fowler. Carried unanimously, 5-0.

Tree: Mike Lissow reported he has been working with neighbors on Lake Avenue regarding a large tree belonging to a homeowner on Peach Blossom. Mike Lissow and Mike McHenry assessed the tree and also called in Flower City Tree, who agreed the tree is in bad condition and if it falls will likely cause major damage to the house on Lake Avenue. It is also located within power wires. The homeowner on Lake Avenue is asking the Village to remove the tree. The Village Code states a danger to the public must be removed. The Board is asking Mike Lissow to follow the legal process. Mike will mail a violation letter to the homeowner on Peach Blossom. If the tree is not removed, the matter will go to court.

Complaint forms: Mike Lissow explained he is ready to begin with online complaint forms and has created customer complaint forms for office use. He prefers complaints to be taken in person with a signature or online which requires the name and contact information for the complainant. Phone complaints will no longer be accepted. These will all be forwarded to Mike Lissow.

Resolution to adopt the complaint form as the means for filing a complaint with the Village, online or in person only. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Treasurer's Report

Resolution: Re-appropriate \$1,150 from 2017-18 budget and amend the 2018-19 budget for the remainder of the engineering for the Design and Bid for the electric for the Community Center. Motion made by Trustee Zabelny, seconded by Trustee Gates. Carried unanimously 5-0.

A960 Appropriations	\$1,150 (A1440.40)
A599 Appropriated Fund Balance	\$1,150

Resolution: To amend the 2018-19 budget to record donations for the historian office and deposit into the historian savings account. Motion made by Trustee Gates, seconded by Trustee Fowler. Carried unanimously, 5-0.

Increase revenue A2705	\$200
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Interest: Maryalice Edwards reported the Village has earned \$21,000 with Canandaigua National Bank since opening a CD in June 2018.

Resolution: To renew the 90 day cd with Canandaigua Bank at an interest rate of 2.10%. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Public Works Report

Electric Service: The project has been completed. Once the weather breaks, the east lawn of the Community Center will be seeded and graded.

Equipment Repairs: Mike McHenry reported both the Kubota tractor and Mack refuse truck have been fixed and are back in service.

Personnel: The DPW employees have all completed the Dig Safely course. This is a requirement by New York State. Whenever a hand shovel is present on a work site, every employee must have completed this training

Recent weather: Mike McHenry noted that the DPW has prepared ahead of the last few storms with the staging of equipment and two very large trees were removed. Mike feels being proactive has helped with less damage and storm clean up.

Code Reader: Mike McHenry explained there is a piece of equipment that will help determine service problems with equipment. Currently when an engine needs repair, it is necessary to have the engine code read and since most engines are from all different manufacturers our equipment usually needs to be sent out to determine the issue. Mike is recommending the purchase of this item to be shared with the Town of Parma.

Resolution to authorize the DPW Superintendent to purchase a Code Reader from Fleet Maintenance at a cost of \$4482.50, to be shared with the Town of Parma. Motion made by Trustee Speer, seconded by Trustee Gates. Carried unanimously, 5-0.

Manager's Report

Joint Meeting: Shari Pearce has scheduled a joint meeting with the Town of Parma on April 2 at 5:30 p.m. at the Parma Town Hall.

Resolution to authorize the Village Manager to advertise a joint meeting with the Parma Town Board on 4/2/19 at 5:30 p.m. at the Parma Town hall. Motion made by Trustee Zabelny seconded by Trustee Fowler. Carried unanimously, 5-0.

Hilton Local Development Corp: Shari received a call from the NYS Budget Authority; there is an outstanding issue with the dissolution that was done two year ago. Shari is working with the Village Attorney to file the necessary documents.

Clean Energy: Shari is still waiting on the designation of action item number 5. Her contact assured her the final word will be coming shortly.

Comprehensive Plan: The kick off meeting for the committee was held on February 28th, it was quite a success. The topic of social media use has come up, the group feels that using Facebook to direct people to our website. The board agreed to use social media as necessary.

Election: The election will be held on March 19th, the County is sending six inspectors. Shari noted an unopposed election usually has a low voter turnout.

Small Cell Policy: April is the deadline to have a policy in place that would benefit the Village regarding aesthetics and payback. Shari will be working with the Village Attorney, Trustee Zabelny and Mike Lissow on this issue.

Workers Comp refund: Shari reported the Village's refund amount is \$120,949. She noted two items of need are office software upgrades, specifically payroll, and a standby generator for the DPW building. Mike McHenry provided a preliminary figure for a generator and the necessary engineering; it is approximately \$52,000. Shari has not been given an exact figure for the payroll software upgrade. She is also recommending an upgrade to our server, which has not been done since 2011. There are also 5 computers that need an upgrade. Trustee Gates suggested using the Workers Comp refund for all of these items.

Resolution to expend up to \$60,000 for engineering and a generator for the DPW. Motion made by Gates, seconded by Trustee Fowler, carried unanimously, 5-0.

Resolution to expend up to \$60,949 for a software upgrade, updating the server and to upgrade the necessary computer hardware in the office. Motion made by Trustee Gates, seconded by Trustee Fowler, carried unanimously, 5-0.

Public Hearing 6:00 p.m.

Mayor Lee opened the public forum at 6:00 p.m. to consider the following Local Laws:

Local Law 1, 2019

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.

Local Law 2, 2019

Add the following to Section 252-8:

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

There were no comments from the public. Mayor Lee closed the Public Hearing at 6:10 p.m. Monroe County Department of Planning has not returned their comments on these items; therefore the Board will vote on them once they are received.

Linda Viney, Apple Fest Chairperson asked how to obtain the Parma Special Police and the Greece Special Police to assist them for the 2019 festival. Mike McHenry explained this requires Town approval as well. Shari will check with our special police for their availability. If more personnel are needed, Shari will seek other entities. This will be an item for discussion with the Town Board April 2nd. The Apple Fest is seeking five members per day.

Being no further discussion, Mayor Lee closed the public forum at 6:40 p.m.

Vouchers

Review & approve vouchers for payment. \$4.98 Home Depot, \$23.96 WB Mason, \$9349.76, MRB Group, \$113.98 JC Smith, \$68.22 Westside News, \$101.00 Tops. Motion to approve the vouchers with the additions made by Trustee Zabelny, seconded by Trustee Fowler, carried unanimously, 5-0.

Prepaid	\$ 10,673.42
T&A	\$ 26,684.55
General	\$ 64,104.68
Water	\$ 36,541.11
Sewer	\$ 689.84
Capital	<u>\$ 5,703.98</u>
Total	\$144,397.58

Minutes

Resolution to approve the meeting minutes of February 5, 2019, motion made by Trustee Gates, seconded by Trustee Zabelny. Carried 4-0-1 Fowler abstained.

Mayor Lee reported Recreation has requested to borrow the aerial photo of the Village from the Board Room, for one week for the use of the Pre K program. The board had no objection.

Adjournment

There being no further business, Trustee Speer motioned to adjourn the meeting at 7:00 p.m. was made and seconded by Trustee Zabelny. Carried unanimously 5-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk