

**Village Board
Meeting Minutes
May 7, 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: Tom Venniro, Neil Hauser, Linda Viney, Dave Mitchell, Mark Greisberger
Tom Palumbo, Angela Eicholtz, Mike and Denise O'Toole

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

Code Enforcement Report

Resolution to approve the Intermunicipal Cooperation agreement with the Town of Greece, Town of Parma, Village of Hilton-Parma Fire District, Hilton Fire Department to allow the Greece Special Police to assist at the Hilton Fire Department's Carnival July 10, 2019 through and including July 13, 2019 and authorize Mayor Lee to sign the agreement. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Fire Marshals Conference: Mike Lissow will be in Webster, May 14-16th; this will complete the required annual training of 24 hours.

Online complaint form: In March, the Village Board agreed to accept only written complaints from residents, and required complainant's contact information. Mike Lissow will have the forms on the website within the next week.

Court: Today's court appearance was delayed due to the defendant's illness. This pertains to a large tree at 2 Peach Blossom Road South that has been deemed unsafe and needs to be removed. The homeowner cannot afford to remove it, the board agreed to take the matter to court. The court has rescheduled the hearing for May 28th.

10 Peach Blossom Road: This house has been vacant for several years. Recently, work has begun and Mike was invited to walk through by the contractor. Mike is encouraged more improvements will be made.

13 Upton Street: The car wash at 5 Upton Street is being sold. During the review of the property, the buyer's attorney noted the property located at 13 Upton Street is landlocked. The buyer is interested in selling a small portion of 5 Upton to the owner of 13 Upton to rectify the situation. This will require review by the Village Board and the Zoning Board of Appeals, likely in June or July.

Treasurer's Report

Resolution to amend the 2018-19 budget for Jennejahn Lodge engineering. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

H5031 Transfer from general \$29,444.00

Resolution: To amend the 2018-19 budget for Jennejahn Lodge. Motion made by Trustee Zabelny, seconded by Trustee Gates. Carried unanimously, 5-0.

H31440.40	\$18,500.00	
H37110.40		(\$18,500.00)

Resolution:To amend the 2018-19 budget to record the workers comp refund check. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

A02680	\$120,949.00 increase revenue
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Public Works Report

Resolution to accept the bid of \$120/yard of Concrete from Northrup Materials. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously, 5-0.

Resolution to authorize the DPW Superintendent to seek bids for the sanitary sewer relining project involving Grove Street and a portion of Henry Street sanitary mains. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Resolution to authorize the DPW Superintendent to seek bids and specifications for a stand by generator for the DPW garage. Motion made by Trustee Gates, seconded by Trustee Fowler. Carried unanimously, 5-0.

Main Street: Mike McHenry met with an Eagle Scout who is interested in repairing the sidewalk bricks on Main Street. This will be done mostly on the the south side of the road. The Village will provide the supplies needed.

Shared services:

- The skid steer has been lent to town for preparation of sandbags being for likely lake flooding.
- Dirt has been hauled for the school district, the dirt pile at the park is too wet to screen. We will be billing them for top soil only.
- The DPW installed a patio installed at Merton Williams in the main entrance area. The school district has been billed \$12,000 for this project.
- Concrete work to be done at bus garage.

Refuse: Mike McHenry explained there has been an ongoing issue with a property on Parkwood Lane. The resident purchased a 3 yard dumpster bag at a retail store for debris from an interior remodeling project. These "bagsters" are removed from Waste Management at an additional cost to be determined by them. The resident has not called to have it collected; he feels this is the contractor's responsibility. The Village Office received complaints about the mess. Per the Village Refuse Law, residents that have bulk items or extra trash containers are required to purchase stickers to cover the extra cost for their debris. If garbage is left without stickers for two weeks, the DPW collects the items and the resident is billed double. Mike suggested we charge \$139 if we have to collect it and they will receive a notification after one week. The Village Board suggests \$150 Residents are encouraged to use our dumpster program.

Resolution to add \$150 to the fee schedule to collect a "bagster" or similar receptacle, once a resident is found to be in violation of our refuse policy. A notification prior to billing the resident will be made. Motion made by Trustee Speer, seconded by Trustee Gates. Carried unanimously, 5-0.

Workers comp: Mike McHenry reported often Public Works employees are first on scene of motor vehicle accidents or other types of incidents. Mike has nominated Mike Lissow to run a safety training program to those in the consortium. The board agreed to have Mike Lissow to attend these meetings, likely 5 within the county and one in Grand Island, NY. The Worker's Comp group will pay his expenses.

Public Hearing 6:00 p.m.

Mayor Lee opened the public forum at 6:00 p.m.

Conceptual Review: Tom Palumbo from Scantech and Angela Eicholtz, and Mark Greisberger from Providence Housing Development Corporation, were present to discuss the possibility of construction of 50 apartments on the property at 171 Lake Avenue, currently owned by St. Leo's. This property is currently up for sale. They discussed the apartments are income based for seniors. The units will be either one or two bedroom,

900-1100 square feet. The board likes the conceptual plan, and encouraged the applicant to submit a formal proposal.

Being no further discussion, Mayor Lee closed the public forum at 6:47 p.m.

Managers Report

Community Center Leases: Shari Pearce reported the tenants will be receiving updates leases this month, each with a 2% rent increase.

Dance Studio: The plans to have the new tenant are moving forward. The Village responsibilities are:

- Paint both rooms a neutral color
- Add two electric outlets in small office dance room
- Refinish smaller dance room floor with a clear coat finish
- Building would close at 9:15 p.m. (tenant having access to leave later through her private door)
- Remove half the wall in office to connect to smaller parent's waiting room
- Repair one mirror that is cracked
- Hang one mirror in large dance room
- \$1,000 a month rent was proposed by Larry and Shannon
- Move in date would be August 1st

Tenant's responsibilities

- Install Mylar flooring in large dance room
- Install carpeting in dance room office

The Board agreed on a 12 month lease with a 10 month payment plan. Trustee Speer noted how impressed he is with the owner's payment system with their clients. They require auto pay, if that fails their credit card is on file with the studio, which is billed immediately. The owner has been in business for 25 years.

Karate: Last month Shari reported a business has been run only partially with the Recreation Department. From now on, all business with this program will be run through Hilton Parma Recreation.

NYSERDA: Shari noted, we have received the payment of \$5,000. She reported we are awaiting the information to be announced on the next grant opportunity with NYSERDA.

Workers Comp: Payment of \$12,977 is expected to be in the Village Office on May 16th. Shari is seeking direction where it should be deposited. Trustee Gates suggested into the general account to offset workers comp premium for 2020-2021. After a brief discussion, the item is tabled for next month.

Capital Reserve Fund: Last year the Board agreed to begin funding a project for the purchase of property to store excess supplies, such as stone and concrete.

Resolution establish capital reserve fund to purchase real property. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously, 5-0.

Liability insurance: Currently, Shari is seeking bids on insurance companies. This is a lengthy process and requires a lot of time. Shari hopes to have information in June for a July 1st start date.

Sexual Harassment: New York State requires employees be trained, Shari is investigating the process. The training has to be completed by October 9th.

Sewer Fees: Shari had a conversation with Barbara VanEpps from NYCOM to clarify the sewer fees can be included on the tax bills. She has assured Shari this process is being handled properly.

Voter leave: Shari reported that all workers that reside in New York State are allowed 2 hours to vote on Election Day. This is to entice everyone to vote without asking them to take time from their personal lives.

Vouchers

Review & approve vouchers for payment. \$340 Pat Holenbeck, \$394.93 Lissow, \$314.34 Richard Bjornholm, \$729.46 Shari Pearce. Motion to approve the vouchers with the additions made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Prepaid	\$ 8,271.41
T&A	\$26,332.18
General	\$49,854.55
Water	\$32,321.48
Sewer	\$ 400.00
Total	\$117,179.62

Minutes

Resolution to approve the meeting minutes of April 9, 2019, motion made by Trustee Speer, seconded by Trustee Gates. Carried 5-0.

Adjournment

There being no further business, Trustee Speer motioned to adjourn the meeting at 7:50 p.m. was made and seconded by Trustee Zabelny. Carried unanimously 5-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk

At a Regular Meeting of the Village Board
in the Village of Hilton in the County of
Monroe, State of New York, held at the
Village Hall on the ____ day of May,
2019.

**RESOLUTION ESTABLISHING CAPITAL
RESERVE FUND TO PURCHASE REAL PROPERTY**

WHEREAS, the Village Board of the Village of Hilton (the "Village Board") previously identified a municipal need to acquire real property to be owned and controlled by the Village for the purpose of the stock piling/storing of debris and similar materials; and

WHEREAS, in order to achieve the foregoing objective the Village Board is seeking to implement a number of techniques including, but not limited to, the establishment of a dedicated fund for the purchase of suitable land including any site, infrastructure or incidental improvements in connection therewith:

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE BOARD AS FOLLOWS:

Pursuant to Section 6-c of the General Municipal Law, there is hereby established a capital reserve fund to be known as the "Village of Hilton Material Storage Reserve Fund" (hereinafter "Reserve Fund"). The purpose of this Reserve Fund is to accumulate moneys to fund the cost of a type of capital improvement. The type of capital improvement to be funded from the Reserve Fund is the acquisition of real property or an interest in land as well as any other site, infrastructure or incidental improvements in connection therewith designed to be utilized for the stock piling of debris, brush, stone, yard waste, leaves and other similar materials for municipal purposes.

The Village's chief fiscal officer is hereby directed to deposit the sum of \$30,000.00 previously adopted by budget appropriation for said purpose and to secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. Thereafter future deposits to the Reserve Fund, if any, shall be determined by Village Board resolution. The chief fiscal officer may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Village. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate

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identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c of the General Municipal Law or any other law.

This resolution shall take effect immediately.

VOTE OF THE VILLAGE BOARD

Mayor	Joseph M. Lee	_____
Trustee	Jim M. Gates	_____
Trustee	Andy Fowler	_____
Trustee	Larry W. Speer	_____
Trustee	Shannon Zabelny	_____

Dated: _____, 2019

VILLAGE BOARD OF THE VILLAGE OF HILTON

By: _____
Shari Pearce , Village Manager/Clerk