

**Village Board
Meeting Minutes
July 2, 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: Neil Hauser, Linda Viney

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 Venniuro was unable to attend the meeting.

Code Enforcement Report

167 Lake Avenue: The applicant was unable to submit the necessary applications to meet with the Village and Zoning Boards this evening. It is expected the boards will meet in August for this project.

Tree Update: Mike Lissow reported the tree located at 2 Peach Blossom Road South, is scheduled to be removed by July 19th by a contractor hired by the homeowner. If that does not happen, Flower City Tree will remove the tree July 25th- 26th and the homeowner will be charged as per the resolution made at the June 4, 2019 Village Board meeting.

Fire Marshal: Mike is working with the Baptist Church on their emergency procedures and he met with the congregation. A fire drill was conducted. Mike will be following up with them.

52 Underwood Avenue: Mike is working with the homeowner regarding major repairs that are necessary on the house. Court action has not been taken, Mike feels that the homeowner is taking the situation seriously and is working with him. Mike will stay in

close contact with her. She is trying to find a contractor to assist her with the necessary work.

Building Permits: Mike Lissow provided an update on all 2019 permits issued to date, they are as follows:

Building Permits	37
Complaints	7
Emergency Response	0
Stormwater	0

Public Hearing 6:00 p.m.

Mayor Lee opened the public forum at 6:00 p.m. There was no response from the public and the public forum was closed at 6:01 p.m.

Treasurer's Report

Maryalice Edwards reported she is in the process of closing the books on the 2018-2019 fiscal year.

Delinquent Taxes: There were 109 tax bills mailed out on July 2nd. Maryalice will tally the outstanding bills as of October 31st.

Superintendent's Report

Flower Club: Their 60th Anniversary celebration event was held on June 20th. A memorial stone and plaque were placed in the Centennial Park. This was dedicated to all past, present and future club members. The Village was recognized for our support to them.

Vandalism: There was graffiti in Salmon Creek Park. The Sheriff's Department made a report and photos were taken. Special attention is being given to this area.

Parkwood Lane: Parking in the area of 42-48 Parkwood Lane has been an ongoing issue. The residents of 50 – 56 cannot access their property. Mike McHenry recommends prohibiting parking in front of 42-48 Parkwood Lane.

Resolution to authorize the Manager/Clerk to advertise Local Law 4, 2019 to prohibit parking in front of 42,44,46,48 Parkwood Lane. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

Resolution to accept the low bid of O'Connell Electric for \$61,000 to install a natural gas standby generator at the Village DPW garage. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously, 5-0.

Resolution to accept the low bid of Kenyon Pipeline for \$52,876 for the 2019 sanitary sewer relining project. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously, 5-0.

Road improvements: Tallwood Drive, Peach Blossom Road, Henry Street and Gorton Avenue will be cracked filled on July 3rd and July 5th. Suit Kote will begin with slurry seal July 16th.

Trees: The ash borer has killed several trees, the DPW is in the process of removing those affected in the tree lawn along Fraser Drive, Cooper Drive and Peach Blossom Road North. Homeowners are being notified if their trees are subject to removal.

Managers' Report

Tenant: Shari Pearce gave a status update regarding rent payments.

Dance Studio: Duane is continuing to complete the improvements in Rooms 206 & 213. The lease has been signed; the tenant will move in August 1st.

Window Film: Keith Brown has attempted to reach his point of contact from the school district to schedule installation of film in the Community Center. This is an ongoing project.

Comprehensive Plan: On June 27th, an open house meeting was held at the Hilton Fire Department. The intent was to provide the public with the information regarding the future plans to design a Comprehensive Plan of the Village of Hilton. Shari reported MRB Group did an excellent job. A large number of surveys have been submitted,

Special Police: Shari Pearce explained a new candidate has joined, and she is expecting to hear from a potential applicant as well.

Training: Shari is recommending hiring Bond Group to conduct Sexual Harassment Training for our staff. The Bond Group came highly recommended from the Town of Parma. The board is supportive of this.

Resolution to hire The Bond Group to conduct the required Sexual Harassment training at a cost of \$275.00. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously 5-0.

Springbrook Upgrades: Shari provided an estimate of the upgrades necessary for the computer servers. The total is \$70,139, a difference of \$9,190 from the \$ 61,000 from the Workers Comp refund. Shari is confident this estimate is high, and she will likely not need to seek more than what was budgeted. This is for informational purposes.

Clean Energy: Shari has been following up with them and there is still no word on the next grant funding application round.

Vouchers

Prepaid	\$6,089.73
T&A	\$26,332.18
General	\$43,911.74
Water	\$33,449.05
Sewer	<u>\$ 2,192.87</u>
Total	\$112,189.78

Resolution to approve the vouchers with the following additions: Cintas \$165.48, Cook Iron \$66.00, Grainger \$41.83, WB Mason \$218.02, Parma Awards \$6.00, Regional Dist. \$540.42 made by Trustee Fowler, seconded by Trustee Gates. Carried unanimously, 5-0.

Minutes

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

Adjournment

There being no further business, Trustee Gates motioned to adjourn the meeting at 6:04 p.m. was made and seconded by Trustee Zabelny. Carried unanimously 5-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk