

**Village Board
Meeting 5:00 p.m.
November 5, 2019**

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

Guests: Linda Viney

Mayor Lee to call the Village Board meeting to order with the Pledge of Allegiance followed by a moment of silence.

Code Enforcement Report

St. Leo's Proposal: The next meeting to discuss rezoning from Residential to Planned Residential District-Seniors at 167 and 171 Lake Avenue, is November 12th at 6:30 p.m. in the Ingham Room of the Community Center. This will be a joint meeting with the Zoning Board of Appeals. Mike Lissow compiled a list of questions and concerns that were brought up at the October 8th joint meeting and sent it to both boards; they will be addressed at the next meeting.

Stormwater Coalition: Mike Lissow provided a copy of the Monroe County Stormwater Coalition Intermunicipal Agreement for the board to consider. The purpose of the coalition is work collaboratively to facilitate compliance with the New York State MS4 General Permit requirements, reduce stormwater pollution and improve water quality. Mike recommends the Village of Hilton continue to participate in the coalition.

Resolution to authorize Mayor Lee to sign the Monroe County Stormwater Coalition Intermunicipal Agreement for the term of January 1, 2020 through December 31, 2024 as the Village Board has determined it is in the best interest of the Village to continue its participation in the coalition. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

52 Underwood Avenue: To date it appears that no improvements have been done to the exterior of this home. The house appears to have structural concerns to the porch roof and holes in the main roof. Mike Lissow has been working with the Village attorney and two documents have been created. A Notice and Order is scheduled to be hand delivered to the property owner. The owner will be given 45 days to complete the requirements. If the owner does not comply, then the Order to Vacate shall be delivered. Service All New York Process Servers has been hired to serve papers. A copy will also be mailed to the property owner.

Treasurer's Report

Resolution: to relevy the Village Taxes in the amount of \$8,486.46 to the Monroe County Treasury to receive reimbursement. Motion made by Trustee Fowler, seconded by Trustee Gates. Carried unanimously, 5-0.

Resolution: To amend the 2019-20 budget for the additional cost to re-bid Jennejahn Lodge Addition. Motion made by Trustee Speer, seconded by Trustee Gates. Carried unanimously, 5-0.

- Increase expense H-3-1440.40 \$4,800
- Increase revenue H-0-5031.00 \$4,800

Public Works Report

Equipment sale: Mike McHenry reported the leaf machine has been sold at auction for \$14,300. The original purchase price was \$18,800 in 2009.

Generator: The work necessary to install the new generator has been done. It was necessary to replace the meter box. O'Connell Electric replaced it for \$890. The generator unit was expected to arrive October 25th; however, it has not yet been delivered.

Jennejahn Lodge: The bid opening for the addition will be held on December 5th, the Village Board will hold a special meeting to award the bid on December 10th at the Community Center at 5 p.m. to review the bids.

Work Detail: The Monroe County Sheriff's Office has begun a Jail Outside Work (Parks) Program. This is to build strong work ethics, teach employable skills and provide opportunities to give back. In October, 6 inmates worked in the Village Park under the strict supervision of 3 deputies. After receiving some negative responses from parents of Quest students, the work was discontinued.

Retirement: Mike McHenry reported DPW employee, Doug Jock, will retire on January 2, 2020 after 36 years of service. Mike will begin interviewing for a new employee in his department. The board wishes Doug well and thanks him for his excellent service with the Village.

Leaf collection: The process began October 21st and 6 trips have been made through Village. Mike also noted that seasonal items such as park benches, speed bumps and flower boxes have been put away for the season.

Storm clean up: The DPW employees worked to clean up after heavy rain and high winds. There were many catch basins that required debris removal. The employees were called back in for a second time that same evening.

Manager's Report

Shari Pearce reported the office has been extremely busy over the past several weeks. The annual audit was conducted by Mengel, Metzger, Barr and Co. as well as the state audit that is ongoing.

Gift Cards: Shari reported that gift cards cannot be given by the board for any reason. Longevity pay can still be given through payroll.

State Audit: A risk analysis has been done on the water and sewer funds; no further review is needed. One of the recommendations is the Village establish a sewer reserve fund for the upcoming infrastructure project on the north side of the Village. The Village has been raising fees for the past 10 years and placing the money in the sewer fund for the future project. Best practices would be to establish a reserve fund and place the desired amount of money in there to complete the project. The board is supportive for Shari to work with Dan Bryson to establish a sanitary sewer reserve fund. The motion will be placed on the December 2019 agenda.

Other miscellaneous items were discussed.

Resignation: A community center staff member recently resigned. Shari has placed an advertisement in the Suburban News for a custodial position at 15 hours per week. The other staff members have been working extra hours to cover those shifts.

Comprehensive Plan: The committee has been meeting on a regular basis and another tour of the Village was conducted on November 2nd. In December and January, Matt Horn and Sean Logue will be meeting with Shari Pearce, Mike Lissow, Mike McHenry, Trustee Zabelny and Mayor Lee to discuss the next phase of the project.

Special Police: A new member, Nedzad Hasanbegovic, has been accepted to the team. The Town Board is expected to approve his employment at the November 6th meeting. Shari reported there are two Special Police members working the Fire Department's Holiday Raffle event on Friday, November 8th.

The Apple Fest donated \$500 to the Special Police to purchase three light bars for their personal vehicles. They will be used only during scheduled events and will be stored at the Community Center when they are not in use.

Solar energy: Last month, the board authorized the Village Manager to move the Jennejahn Lodge gas and electric bill to Astral Power. Since the amount of power used is relatively low, there is not enough savings to make a difference. The board agreed to move the Community Center account from RGE to Astral Power.

Resolution to change the Community Center power account from RGE to Astral Power, motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously, 5-0.

Software: Maryalice Edwards and Shari Pearce spent most of last week training on the new software from Springbrook Software. They will begin using the new payroll software in December.

Workers Comp: Shari Pearce reported the board will be voting in a new member at their next meeting, November 13th. Shari has agreed to continue as Treasurer for another year.

Election: The 2020 election will be held on **Wednesday, March 18, 2020** instead of Tuesday. The first day to sign petitions is December 31st. Shari will provide the deadline dates. Trustee Gates is not seeking re-election after 24 years on the Village Board.

NYCOM Priority Meeting: Shari Pearce is seeking authorization for herself and the Treasurer to attend the meeting to determine legislative priorities on November 18th in Albany at a cost of \$174.00 for the hotel. This is a budgeted item.

Resolution to authorize Shari Pearce and Maryalice Edwards to attend the NYCOM Priority Meeting, November 18, 2019 in Albany, the motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Wage adjustment: Shari Pearce reported there are 3 employees that would not meet the New York State minimum wage once the increase goes into effect after December 31st. Trustee Gates suggested a cost analysis to keep employees adjusted, this will be addressed at budget time.

Resolution to continue with the NYS minimum wage schedule and adjust three employees as of December 31st to \$11.80 per hour. Motion made by Trustee Fowler, seconded by Trustee Gates. Carried unanimously, 5-0.

Water: Shari updated the board on the status of shut off notices, currently there are 79 notices. The number of actual notices should be reduced prior to placement on resident's doors on Wednesday for non-payment. The office has collected \$15,000 since October.

Handbook changes: Shari recommends making changes on the number of direct deposits accounts each employee is allotted for payroll. Currently, there is no limit and she is recommending one direct deposit account per employee. She is also recommending no paper checks to cash.

Shari is also suggesting a new process for depositing the Health Savings Account monies. Currently, the Village distributes its twice a year in the employee's HSA account. Shari is recommending depositing monthly into their accounts. Also, if the employee meets their deductible and request the remaining funds, they will need to provide their Excellus statement showing the deductible has been met prior to receiving the balance of their funds. If the board is supportive of these changes, the department heads will bring this before the employees, and this will be placed on the December agenda for consideration.

Resolution to allow use of the Community Center building and grounds for the 2020 Apple Fest, 9/30 through 10/4. Included in the approval is permission to use 135 South Ave for overflow parking. Motion made by Speer, seconded Gates. Carried 5-0.

Public Forum 6:00 p.m.

Linda Viney, Chairperson of Apple Fest Committee thanked the staff for their cooperation during the Apple Fest.

With all persons heard, Mayor Lee closed the Public Forum at 6:02 p.m.

Vouchers

Resolution to approve the vouchers including: \$3937.61 Hilton Central School District, \$15.9 WB Mason, \$75.30 Sue Oakden, \$25,093.00 Tri-Delta, \$108 Tri-Delta, \$153.98 VJ Stanley, motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 5-0.

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| Pre-paid | \$4,206.13 |
| T&A | \$25,689.10 |
| General | \$86,148.41 |
| Water | <u>\$32,221.70</u> |
| Total | \$148,265.34 |

Minutes

Resolution to approve the meeting minutes of October 1 and October 8, 2019, motion made by Trustee Speer, seconded by Trustee Gates. Carried unanimously, 5-0.

Next Village Board meeting is December 3, 2019.

Adjournment

There being no further business, Trustee Fowler motioned to adjourn the meeting at 6:20 p.m. and seconded by Trustee Speer. Carried unanimously, 5-0.