

**Village Board Agenda
Annual Meeting 5:00 p.m.
April 9, 2019**

Pledge of Allegiance and Moment of Silence

Reports

- Code Enforcement:
- Public Works Report:
- Treasurer's Report:
- Manager's Report:

Resolution to authorize the Village Manager and Treasurer to attend the spring NYCOM conference on May 5th and 6th in Cooperstown NY. This is a budgeted item.

6:00 p.m. Public Forum

- Local Law #3, 2019

Mayor Lee to open the public hearing for comments:

Public Comments –

Mayor Lee to close the public hearing.

Monroe County Planning comments received – Amy will give report

Resolution to approve Local Law #3, 2019 to establish uniform policies and procedures for the deployment and installations of “small cell wireless telecommunications facilities”.

- Historian Dave Crumb will be present to address the board on a proposed project.

Proposed Budget

Resolution to adopt the annual budget for fiscal year 2019-2020. The tax rate will decrease \$.10 to \$.257/thousand. Total budget amount as follows:

General	\$ 3,107,436
Water	\$ 584,353
Sewer	\$ 401,176
Capital	\$ 228,500
Total	\$ 4,321,465

Annual Resolutions:

Resolution that the following banks are hereby designated as the official depositories for the Village of Hilton: First Niagara, First Class and M&T Bank.

Resolution that Westside News is hereby designated as the official newspaper of the Village of Hilton. If it is found, however, that another newspaper is needed, then the Democrat and Chronicle is also designated as the official newspaper for the Village of Hilton. All public notices are also displayed on the website.

Resolution that the Village Board will meet on the following dates at 5:00 p.m.:

<u>2019</u>	<u>2020</u>
April 9	January 7
May 7	February 4
June 4	March 3
July 2	April 7
August 6	
September 3	
October 1	
November 5	
December 3	

Resolution If Mayor Lee shall call a special meeting, the notification procedure to the media shall be by telephone or e-mail from the Village Manager as soon as the meeting is called.

The Mayor to make the following appointments:

Vice Mayor	Jim Gates
Zoning Board Liaison	Jim Gates
Personnel Liaison	Joe Lee, Andy Fowler
Village Budget Liaisons	Shannon Zabelny, Andy Fowler
Hilton Parma Recreation Liaison	Andy Fowler
Enhancement	Joe Lee and Larry Speer
Public Relations	Joe Lee and Shari Pearce
Newsletter	Joe Lee and Shari Pearce
Fire Commissioners Liaison	Mike Lissow
School Board Liaisons	Joe Lee and Shari Pearce
Chamber of Commerce	Joe Lee and Shari Pearce
Historian	Dave Crumb
Assistant Historian	Chuck Nichols
Registrar of Vital Statistics	Shari Pearce
Deputy Reg. Vital Statistics	Amy Harter and Maryalice Edwards
Community Development	Shari Pearce and Mike McHenry
Records Retention Officer	Shari Pearce and Amy Harter
Shared Services Team	Joe Lee and Mike McHenry
Community Center Supervisor	Shari Pearce and Keith Brown
Special Police Committee	L. Speer, M. McHenry, J. Lee, S. Pearce
Safety Team Com Center	Joe Lee, Mike Lissow, Keith Brown, Shari Pearce, Shannon Zabelny
Social Media	Shari Pearce, Debbie Jones, Andy Fowler
Environmental Committee	Larry Speer, Andy Fowler, Mike McHenry, Shari Pearce
Town of Parma Liaison	Larry Speer
Master Plan Committee	Joe Lee, Shannon Zabelny, Shari Pearce, Mike McHenry, Mike Lissow

Resolution that the Board of Trustees hereby authorizes payment in advance of the audit of claims for the following expenditures which are due prior to the regular meeting date of the Village Board. All such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees:

- a) public utility services
- b) postage, freight and express charges
- c) Monroe County and/or New York State Department of Transportation fees
- d) Blue Cross/Blue Shield medical insurance charges

Resolution to reimburse officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village based on the rates published and approved by the IRS.

Resolution: to authorize the following petty cash funds: \$125.00 for water & general transaction. Said funds shall be located in the Village Office, 59 Henry Street and the following employees shall have access to these funds:

Amy Harter, Shari Pearce, Maryalice Edwards, Debbie Jones and Vicky Taylor.

Resolution that the procurement policy shall be renewed for one year with no changes.

Resolution that the online banking policy shall be renewed for one year with no changes.

Resolution that the credit card policy shall be renewed for one year with no changes.

Resolution that the social media policy shall be renewed for one year with no changes.

Resolution that the Facebook policy for the Village of Hilton shall be renewed for one year as amended.

Resolution that the investment policy for the Village of Hilton shall be renewed for one year as amended.

Resolution that the travel policy for the Village of Hilton shall be renewed for one year with no changes.

Resolution to accept the Water Billing Procedures/Policy for 2019-2020 as amended.

Resolution to renew the following leases with tenants in the Hilton Community Center:

Hilton Community Child Care
Apple Festival
Life Quest Church
Food Shelf

Resolution to retain the law firm of Lacy, Katzen LLP, and Attorney Larry Schwind on a fee basis when legal advice is needed at a rate of \$ 225.00 per hour.

Resolution to continue our participation in the self-insured Upstate NY Municipal Workers' Compensation Program. The Village Board hereby designates Shari Pearce as the Plan Director; Maryalice Edwards as the Alternate Director; and Mike McHenry as the Plan Facilitator.

Resolution to approve the use of Village streets for the Memorial Day parade on May 27, 2019.

Items for Discussion

Review & approve vouchers for payment.

Resolution to approve the meeting minutes of March 19, 2019.

Village Board Liaison Reports

Adjournment