

**Village Board
Joint Meeting Minutes
January 21, 2020**

Present:

Village

Mayor Lee, Trustees Zabelny, Fowler, Speer
Manager/Clerk Shari Pearce
DPW Superintendent Mike McHenry
Code Enforcement Officer Mike Lissow
Deputy Clerk Amy Harter

Town

Supervisor Jack Barton
Councilpersons, Judd, Roose, Zajac, Keller
Clerk, Carrie Fracassi

Absent: Trustee Gates and Parma Highway Superintendent Jim Christ

Mayor Lee called the meeting to order at 5 p.m. with the pledge of allegiance along with a moment of silence. The meeting was held at the Hilton Community Center, 59 Henry Street.

Re-zoning: Mike Lissow explained the official zoning map of the Village needs to be updated especially the Canning Street area, Old Hojack Lane on the north side. Hybrid Zoning has been suggested and Mike will research to define the term. Mike will discuss this with the Zoning Board of Appeals.

Payments In Lieu of Insurance

Said reimbursement shall be made **bi-annually** on or about **December 31** and May 31 of each applicable year. All payments will be considered income and all applicable taxes will be deducted. If a full-time employee, Elected and Appointed Officials should leave the employment of the Village for any reason, said reimbursement of the costs of coverage shall be included in the final paycheck and shall be pro-rated based on the number of full months worked. Under no circumstances will such payment be made in advance to any employee, Elected and Appointed Officials.

4) Upon any current full-time employee, or elected/appointed official establishing a Health Savings Account (HSA) as authorized by the U.S. Medicare Prescription Drug Act of 2003, the Village will deposit **monthly**, or at such other time as may be requested by the employee and authorized by resolution of the Village Board, into such HSA an amount equivalent to a fixed percentage of the annual deductible applicable to such employee, Mayor and Trustee under his/her health plan provided by the Village, such percentage to be established annually by the Village Board. Notwithstanding the foregoing, any full-time employee, Mayor and Trustee who becomes employed by the Village following the first day of any given year shall be entitled to a pro-rata share of the annual HSA deposit for that year based on the number of full months remaining in the calendar year following the date of employment. **If the employee is in need of the remaining amount of their health savings dollars, the employee must provide the Excellus statement indicating they have met the deductible amount prior to the Treasurer depositing the remainder of the health savings dollars.**

5) The group medical insurance coverage as offered to full-time employees, Elected and Appointed Officials will be made available to non full-time employees at the employees, Elected and Appointed Officials expense, so long as it is permitted under the terms of the policy.

6) **The Village of Hilton does not offer health care coverage for domestic partners and/or their dependents.**

Resolution to approve the handbook changes as presented, motion made by Trustee Speer, seconded by Trustee Zabelny, carried 4-0.

Resolution to approve the following policies as presented, motion made by Trustee Fowler, seconded by Trustee Zabelny, carried 4-0. *Policies provided at the end of these minutes.*

- Password Policy
- Water billing procedures
- Fund Band Policy
- Reserve Policy
- Payroll procedures
- Budget Policy/Procedures

Resolution to hold a special Village Board meeting on February 1, 2020 at 8:00 a.m. Motion made by trustee Fowler, seconded by Trustee Zabelny, 4-0. The purpose of the meeting to discuss the Comprehensive Plan and review future changes to the Hilton zoning map with the Zoning Board of Appeals.

Resolution to accept the resignation of Richard LaForce from the Zoning Board of Appeals. Motion made by Mayor Lee, seconded by Trustee Speer. Carried 4-0.

Resolution to appoint Kim Fay to fill the remainder of Richard LaForce's term as member of the Zoning Board of Appeals. Motion made by Mayor Lee, seconded by Trustee Speer. Carried 4-0.

Resolution to authorize Kim Fay to attend the NYPF Conference in Lake George, motion made by Trustee Fowler, seconded by Zabelny. Carried 4-0.

Resolution to appoint Murray Weaver as the Vice-Chairperson of the Zoning Board of Appeals. Motion made by Mayor Lee, seconded by Trustee Speer. Carried 4-0.

Resolution to appoint Andy Fowler as the Zoning Board of Appeals liaison. Motion made by Mayor Lee, seconded by Trustee Zabelny. Carried 3-0-1, Trustee Fowler abstained.

Meeting Dates

Shari reviewed the upcoming meeting dates as follows: February 1st at the Hilton Fire Department, February 4th and March 3rd at the Community Center, March 18th and 24th at the Hilton Fire Department. All meetings begin at 5 p.m.

Supervisor Barton called the meeting to order at 5:30 p.m., seconded by Councilperson Roose. Carried 5-0.

Village and Town Discussion

Land for stockpile: Mike McHenry explained the Village is interested in purchasing land (approximately 20 acres) jointly with Parma to stockpile topsoil, stone, brush, road debris, etc. A meeting between Senator Joe Robach, Mike McHenry, Mayor Joe Lee and Shari Pearce was held January 20th to discuss funding opportunities. Money is not as readily available but Senator Robach will do what he can to help. Supervisor Barton commented they will budget for this project for 2021.

Rolling sign for Town/Village Last April, the two boards discussed purchasing a sign for advertisement of community events. This could be used at any location deemed appropriate by each board and the costs would be shared equally. Supervisor Barton stated the Town Board needs to discuss it. Tom Venniro will research possible grants, especially if it can be used for Amber Alerts. The estimated cost is \$20,000. This will be addressed during the Village's budget process. The board members are hopeful to make this purchase in January 2021.

Special Police car: Trustee Speer suggests purchasing a vehicle for the Special Police to use for their events. Councilperson Zajac noted he worked for the Parma Special Police for eight years and experienced many drivers that did not slow down while he was directing traffic. He stated having a vehicle would make a dramatic safety difference. He noted that RIT has vehicles for sale for \$2500 that are outfitted with the security features. Trustee Fowler asked if the Village vehicle could be fitted for those items? The boards may look to RIT to purchase one of their vehicles.

Village/Town properties that abut and code “differences”. Mike Lissow and Dennis Sciabetta discussed properties that are built along the Village and Town borders, such as Country Village Estates. Many residents have made complaints that the Village allows 6’ fences while the Town allows 4’. There was discussion of asking the Parma Zoning Board of Appeals for their opinion on changing this requirement. Residents currently may seek a variance.

The board agreed to schedule the next joint meeting for July 21, 2020 at the Town Hall at 5:30 p.m.

Adjournment

There being no further business, Trustee Fowler made a motion to adjourn at 6:20 p.m. seconded by Trustee Zabelny. Carried unanimously, 4-0.

Councilperson Roose made a motion to adjourn at 6:20, seconded by Councilperson Keller. Carried unanimously 5-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk

Fund Balance Policy

Statement of Intent:

It is the Village of Hilton's policy to maintain an unrestricted fund balance to provide for adequate emergency reserves and to assist with fluctuations in revenue receipts. Fund balances shall be maintained in each of the three major funds, general, water and sewer and kept in the manner described below.

How Funded

At the close of the fiscal year, any revenues received in excess of expenditures, unless otherwise designated, shall be placed in the undesignated fund balance for the respective fund for which revenues were realized.

In development of the budget proposal, the Treasurer shall advise the Village of Hilton Board of Trustees of the undesignated fund balance levels in each fund. Should the level in any fund be below targeted balances as identified below, the budget proposal shall indicate a funding mechanism for replenishment to minimum levels.

Appropriate Levels

General

The undesignated fund balance in the general fund shall be between 25% – 30% of the most recently adopted general budget; exclusive of fund balance appropriations.

Water

The undesignated fund balance in the water fund shall be between 25% - 30% percent of the most recently adopted water budget; exclusive of fund balance appropriations.

Sewer

The undesignated fund balance in the sewer fund shall be between 25% and 30% of the most recently adopted sewer budget; exclusive of fund balance appropriations.

Example:

The 2019 Water Fund Budget is \$584,353. There is an appropriated fund balance of 119,967 in the budget. This leaves \$464,386 in revenues exclusive of fund balance appropriations. The undesignated fund balance policy requires this fund balance to be between 25% and 30%. Thus, the undesignated fund balance should be between \$116,097 and \$139,316.

Appropriate Use/Process for Use

Fund balance appropriations should be treated as one-time revenue sources and utilized as such in accordance with the Village Board of Trustees' Revenue policies. In most cases, fund balance appropriations should be used to offset costs of one-time expenditures.

In limited circumstances, Village Board of Trustees may direct staff to utilize fund balances to mitigate significant swings in recurring revenues. In cases where property tax or utility rates would require significant increases to meet expenditure needs, Village Board of Trustees may choose to use fund balances to "phase in" necessary increases.

In all cases fund balances must be appropriated at the budget development or budget amendment process.

Water Billing Procedures for 2020-2021

Bills are generated in the Village Office by our billing clerk. Meter reads are gathered by sending a post card to each resident, which they complete and return to the Village office.

Reads are entered, those missing reads are estimated by our system. This is usually calculated by taking the same period read as last year. The billing clerk then goes into each account and verifies the estimated read is in line with the history.

The Village of Hilton will obtain actual readings each year and visually inspect the meter to verify it is working properly.

All billing reports are read by the billing clerk. The due date for the bill is at least three weeks later.

Bills are mailed to each property owner.

Our rates are set annually by the Village Board, refer to the fee schedule.

A fee of \$25 for each account that fails to provide a reading after two cycles. This will be reimbursed after readings are obtained.

A meter reading charge of \$25 for the DPW to read a meter will be assessed each time a resident request a meter reading (excluding physically disabled).

Penalties are assessed at 10% of the current bill. This is calculated after the due date and a late fee notice is mailed to the resident.

Water service is shut off in October when the account is in arrears for two billing cycles and attempts to make payment arrangements fail. Delinquent water bill amounts will be placed on the village tax bill if they remain unpaid as of April 1st.

RESERVE POLICY

PURPOSE

The purpose of a Reserve policy is for the Village of Hilton to ensure the stability of financial goals, large planned projects and ongoing operations of the Village and to provide a source of internal funds for organizational priorities.

The Reserve policy will be implemented in concert with the other governance and financial policies of the Village of Hilton and is intended to support the goals and strategies contained in these related policies and operational plans.

ACCOUNTING FOR RESERVES

The Reserve Funds will be recorded in the financial records as Board Designated Reserves. The reserve account will be funded and available in cash. Reserve accounts will be maintained in a segregated bank account in accordance with investment policies or will be commingled with the general cash and investment accounts of the Village of Hilton.

FUNDING OF RESERVES

The Board will establish a specific reserve as a board resolution and will be funded with unrestricted operating funds. The Board of Trustees may from time to time direct that a specific source of revenue be set aside for each reserve fund.

USE OF RESERVES

Identification of appropriate use of reserve funds

The Village of Hilton Board of Trustees and administration will identify the need to access reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this Policy. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be needed and replenished.

Authority to use reserves

Authority for use of reserves is delegated to the Village Manager/Clerk and Treasurer. The use of reserves shall be reported to the Village Board of Trustees at their next scheduled meeting, accompanied by a description of the analysis and determination of the use of funds and plans for the monies.

Reporting and monitoring

The Manager and Treasurer are responsible for assuring that the Reserve funds are maintained and used only as described in this Policy. Upon approval for the use of Reserve funds, the Treasurer will maintain records of the use of funds and plan for replenishment, if required. Treasurer will provide regular reports to the Village Board of progress to restore the fund to the target minimum amount, if required.

RESERVE MAXIMUMS

The Village Board will establish maximum amounts to be placed on the reserve accounts upon formation of the reserve. These amounts can be modified based on project need from time to time per Village Board resolution.

REVIEW OF POLICY This Policy will be reviewed annually at the annual Village Board meeting or sooner if warranted by internal or external events or changes.

BUDGET POLICY/PROCEDURES

Below is a summary of the Village of Hilton's current process. This policy will be reviewed each year at the annual meeting.

A good annual budget begins with sound estimates and well-supported budgetary assumptions. Spending levels and financial resources must be accurately gauged at the budget preparation time to ensure that planned services are properly funded. The entire budget team should work closely to develop a realistic budget.

Sources of information used in preparing the budget:

- Modified budgets for prior and current year
- Prior year's financial reports
- Current year revenue and expenditures information to date
- Cash flow reports and revenue projections
- Multiyear capital plans
- Current interest rates
- State and federal aid information
- Tax cap regulations
- Employee benefits
- Strategic plans

Budget preparation process

The Village Manager, who is the designated budget officer, oversees the budget process. The Treasurer is the main person compiling the budget with the aid of the Village Manager.

The Mayor, at the regular annual meeting, designates two Village Board members to be included on the budget team with the administration.

The budget process begins with the Village Manager and Treasurer setting the budget schedule in January of each year. The Village Board approves the schedule at the January Village Board meeting.

The Treasurer begins with preparing the budget and transferring the numbers to the new budget format.

The Treasurer and Village Manager prepare the modified budget, which will include estimates of expenditures and revenues for the remaining fiscal year.

Department Heads and Board members submit their requests and estimates to the budget team.

The Treasurer and Village Manager begin inputting the revenues and proposed expenses into the proposed budget.

There will be several meetings internally to discuss the budget and preliminary results and findings with the budget team.

Budget preparation process con't

The Treasurer and Village Manager review the budget numbers for accuracy.

The Treasurer and Village Manager prepare the power point for the board.

The Board of Trustees are furnished with a copy of the tentative budget and any supporting documentation.

At the first budget meeting, an overview of the budget is given by department heads to the board. The board at this time will make recommendations and changes. The Treasurer will revise the budget and present it at the next meeting.

At the final budget meeting, the board will determine the tax rate and set the public hearing date.

A public hearing is held, and the budget is adopted. The budget must be adopted by May 1st.

Payroll Procedures

1. Village Employees are responsible for completing their own timesheets.
2. All employees submit their timesheets to their department heads the Monday before the payroll date. Each department head approves and signs.
3. The Treasurer inputs each employee's time into payroll system
4. The Treasurer provides the computer-generated timesheet report to the Village Manager/Clerk to approve all departments time is inputted correctly.
5. The Village Manager/Clerk signs the approval form of the payroll.
6. The Treasurer completes the payroll processing including payments for all deductions including payroll taxes.
7. The Treasurer files all reports.
8. If the Treasurer is unable or unavailable to process payroll, the Village Manager will complete the payroll for that time period.

Village of Hilton Password Policy

This policy applies to every Village Employee, Mayor or Trustee that utilize a Village owned computer, tablet or phone.

Overview

The Village of Hilton Password Policy establishes the position that poor password management or construction imposes risks to the security of information systems and resources. Standards for construction and management of passwords greatly reduce these risks.

Objective / Purpose

This document describes the acceptable standards for password construction and management.

Scope

The requirements in this standard apply to passwords for any computing account on any Village computer resource, to the users of any such accounts, and to system administrators and developers who manage or design systems that require passwords for authentication.

Minimum Password Length and construction

Passwords shall have a minimum of 6 characters with a mix of alphanumeric and special characters; if a system will not support 6-character passwords, then the maximum number of characters allowed by that system shall be used.

Passwords should be changed every 6 weeks and kept in a secure environment.