

**Village Board
Meeting Minutes
November 3, 2020**

Present: Mayor Lee, Trustees Zabelny, Fowler, Speer
Trustee Farrell (via Zoom)
Village Manager/Clerk Shari Pearce
DPW Superintendent Keith Brown
Asst DPW Superintendent Jeff Pearce
Treasurer Maryalice Edwards
Code Enforcement Officer Mark Mazzucco
Deputy Clerk Amy Harter

Guests: Linda Viney, Bethany Oyer

Mayor Lee to call the Village Board meeting to order with the Pledge of Allegiance followed by a moment of silence. The meeting was held in the board room and made available to the public via Zoom.

Recreation Report

Tom Venniro was not in attendance. No report was given.

Code Enforcement Report

Zoning Board of Appeals: Mark Mazzucco reported that a Conditional Use Permit was granted for 337 Parma View Drive to allow an in-home dog grooming business. A Conditional Use Permit was granted for 49 Railroad Avenue for a daycare center. The ZBA will review a Site Plan application for this business.

Providence Housing: This application for Preliminary Site Plan was approved by the ZBA at the October meeting. The item will be placed on the December Zoning Board agenda. Shari Pearce explained Sean Logue, MRB Group has a scheduling conflict with the ZBA meetings. It may be necessary to hold additional meetings so that he may attend each meeting. A member of the DPW will also be in attendance. Shari stated how important it is that the public is assured to have their concerns addressed, especially since drainage is an issue.

Building permits: Mark provided the board with the monthly report of permits issued: 13 building permits with \$540 dollars in fees collected. There have 6 letters sent to residents for violations. Shari Pearce remarked Mark's progress on violations has been outstanding.

East Avenue: Mark has spoken with a property owner that may seek rezoning for two residential properties with the intention of building a coffee shop. These lots abut an Industrial District which is located to the south. This item will be placed on the December agenda if the applicant provides conceptual drawings.

52 Underwood: The roof is still an area of major concern. Mark is sending an Order to Remedy letter. Mark reported members of St. Paul Church has roofers have volunteered their services to replace the roof. Church volunteers have also mowed the lawn. Mark and Shari will continue to work to address these issues.

Parkwood Lane: Mark reported since the basketball hoop has been moved to the driveway, there have been no complaint calls.

Parking issues: Mark reported there have been vehicles parking on the north side of Archer Drive. There was a traffic accident last month. Mark will keep the board updated if further action should be taken to address this issue.

Smoke Alarms: Mark noticed missing smoke detectors and carbon monoxide in the Community Center. This will be handled immediately with SG Security. Mark stated a designer will determine the location for these items.

ATV: Mark has received several complaints regarding ATV's riding throughout the Village. Trustee Zabelny recommended the code be strengthened for law enforcement. Mark supplied board with draft for the board to review which was mirrored from the Town of Greece. This will be sent to the Village Attorney for his review. A local law is necessary to make changes to the Hilton code and will be on the December agenda.

Treasurers Report

Resolution: Amend the 2020-21 budget as follows: Increase engineering and decrease contingency. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Increase expense A1440.40 \$1,200
Decrease expense A1990.40 (\$1,200)

Tax Payments: The last day to accept village tax payments in the office was October 31, 2020. Maryalice provided the board with the certificate to surrender the unpaid 2020-21 village taxes to Monroe County for reimbursement.

Resolution to relevy the Village Taxes in the amount of \$10,276.64 to the Monroe County Treasury to receive reimbursement. Trustee Fowler made the motion, seconded by Trustee Zabelny, carried 5-0.

Resolution to renew a 30-day CD at an interest rate of .22%. Motion made by Trustee Fowler, seconded by Trustee Zabelny, carried 5-0.

DPW Report

Keith Brown, DPW Superintendent reported the DPW employees continue to do an excellent job.

Grants: The grant for streetlight conversion in Unionville Station is moving along. Paperwork should be forthcoming from PC&G which will be forwarded to Monroe County.

Training: Keith Brown, Jeff Pearce and Chad McManus participated in online training pertaining to Public Works this month. This was provided by the New York Conference of Mayors.

Water Certification: There are not currently any courses being offered for Class D water licenses. This is due to COVID-19. Keith Brown will continue to research opportunities in the new year.

New employees: The recently hired laborers are doing well. Their physicals have been completed. Steve Catone is working on class A license. Mayor Lee stated he is pleased that the employees are showing so much initiative.

Boilers: There is a problem with a new refractor, it appears to be the wrong size and will need to be changed out.

Equipment: Training on the new recycle truck is scheduled for November 4th with Guthrie Equipment, Inc. The old recycling truck is up for auction which ends November 9th. The community center generator was cleaned and wiring was repaired. It is running well.

Safety: The staff participated in a bench grinder safety class given by our insurance carrier, Rose & Keirnan.

Shared services: The DPW assisted the Town of Parma with a concrete area for a softball batting cages for the school district.

The DPW Superintendent is seeking authorization to allow the Assistant DPW Superintendent to drive a Village owned truck to and from his home for work purposes.

Resolution to authorize the Assistant Superintendent to utilize a village truck to and from home for work purposes. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Manager's Report

Community Center: Shari Pearce explained the building is now open for tenants purposes. The Food Shelf is keeping their clients outside by delivering orders to the parking lot. The building has been consistently closed since April. Plexiglass was installed to the Village Office at the customer window. Recreation has added plexiglass to their office. Masks are required by all customers and the staff while waiting on them. The office is billing for extra refuse instead of using the sticker system. This will remain in place throughout the end of the year.

Christmas Tree lighting: The Recreation Department has been discussing a plan to continue the tradition, but must keep it outside. There will not be inside entertainment, however the event will still go. It is scheduled December 5th at 3 p.m. for actives and the tree will be lit at 5 p.m.

Social Media: Trustee Fowler reviewed our policy and recommends the following changes to the policy:

Current: Section 4-1 The Village Clerk or designated office personnel is responsible for monitoring the Facebook page. Posts should be approved by the Mayor or a designated alternate.

New: Section 4-1 The Village Clerk or designated office personnel is responsible for monitoring the Facebook page. Posts must be approved by the Mayor or a designated alternate.

In practice, Andy would like an additional step before posts are made. The person would write a draft and would receive approval from both the Village Manager and the appointed Trustee. Obviously, in emergency postings (i.e. water main breaks, road closures, office closures) the Village Manager can give the approval for time's sake.

Resolution to modify the social media policy as presented. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Covid policy: Shari provided a modified plan per State regulations. She will add a few compliance statements specifically pertaining to divided work schedules. If necessary, Amy and Debbie would split their office hours and Vicky will work at the DPW. The DPW crew would split their crew into two groups and conduct day to day tasks.

Sewer project: Shari reported the Village Attorney is preparing three easement releases for property owners signatures that should be completed this week. A meeting is scheduled for November 16th. The project is on track. A resolution Bid resolution will be on the December agenda.

Worker Comp: Shari was able to turn her Treasurer duties to another member. She will continue on the Board of Directors as the secretary. She updated the board on the semi-annual meeting, their claims are down, which is reflective of the number of employees that are working from home. The liability rates increased due to natural disasters such as storms in Gulf Coast and California fires. The liability insurance will renew in July 2021.

Electric charging station. Shari reported that Keith Brown was given a recommendation to go with a two-port station. It was also noted that most villages are picking up electric costs. The area should be large enough to accommodate future growth. Shari will keep the board up to date as this project will be ongoing.

Comprehensive Plan: All submittals have been completed and the final adoption will be at the December meeting.

Health Insurance: Shari provided the board with the changes to the health insurance for full time employees and retirees. There are changes to the plans including premium and out of pocket increases.

For the active employees, the current plan called Silver 4 is being discontinued, Excellus is mapping that plan to

Silver 2 premiums that are 5.9% higher than the Silver 4 Plan.

1. The current deductible is \$2,750/\$5,500 and the Silver 2 Plan in 2021 has a lower deductible of \$2,600/\$5,200.
2. When the deductible is met the plan currently pays 85% and in 2021 with the Silver 2 Plan the plan will pay 80%. The employee will be responsible for the remaining 20% until the total out of pocket cost is met.
3. The current out of pocket (OOP) maximum is \$6,750/\$13,500 and for 2021 the Silver 2 Plan has a \$7,000/\$14,000 out of pocket maximum.
4. The current Rx co-pays are \$5/\$35/\$70 after the deductible is met and preventative drugs are not subject to the deductible. For 2021 the Rx co-pays are \$5/\$45/\$90 after the deductible which is now lower and preventative drugs are not subject to the deductible still.
5. Telemedicine & Telehealth will be covered in full after the deductible is met where in 2020 after the deductible is met the plan pays 85%.

For the retirees who are not yet 65 or Medicare eligible, the changes to the Gold 5 plan are:

1. Rate adjustment is 2.7%
2. All the \$60 co-pays go to \$70 co-pay and these include X-rays, Specialist Visits, Radiation Therapy & Urgent Care.
3. The maximum out of pocket (OOP) is currently \$6,750/\$13,500 and goes to \$7,000/\$14,000 in 2021.... but with fixed co-pay probably nobody came close the 2020 max OOP.

Resolution to maintain the employees and retirees health benefit for 2021, the high deductible to be funded by the Village at 80%, the tier premium contributions to remain the same. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Wages: A NYS minimum wage increase to \$12.50 per hour goes into effect December 31, 2020. There are four employees that will be below minimum wage. Shari is recommending a wage increase for them.

Resolution to adjust the wages of four employees to reflect the NYS minimum wage effective December 31, 2020. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously, 5-0.

Training: Shari is recommending computer training classes for Vicky Taylor, Jeff Pearce and Chad McManus for their new job responsibilities.

Resolution to authorize the Village Manager to select online computer training for Vicky Taylor, Jeff Pearce, Chad McManus at a cost not to exceed \$350.00. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Public Hearing

Mayor Lee opened the meeting for public comment to consider Local Law #2, 2020 to amend Chapter 165-7 of the Hilton Code re: Peddling, Vending and Soliciting.

A. Exemptions

Persons soliciting on behalf of any public or private school or any voluntary firemen’s association, veterans’ organization, fraternal organization, service group or other nonprofit organizations of association which maintains a chapter or local organization within the Village of Hilton, Town of Parma or Hilton Central School District.

Proposed language to be added: However, all food vendors must adhere to all sections of Chapter 165. Fees for this application will be waived per Section 165.6

There were no public comments made.

Monroe County Department of Planning has not returned their comments. This item will be tabled for the December meeting.

Bethany Oyer, 24 Peach Blossom Road, explained there will be an educational event on November 8th at the Parma Town park at 2 p.m. This is hosted by Hilton Stand Up. All welcome to attend.

Garden Club: Ms. Oyer noted there is a community garden grant available that she will be applying for. A location and plan will be given to the Village Board. Trustee Fowler suggested the Garden Club partner with the Friends of Parma Parks and Recreation.

Traffic Study: At the October meeting the board discussed pedestrian safety at the Village II Drive crosswalk. The board asked the Assistant Superintendent and Village Manager to seek a traffic study for the area of South Avenue and Village II Drive.

With all persons being heard, Mayor Lee closed the public hearing at 6:16 p.m.

Vouchers

Resolution to approve the vouchers with the following amendments: WB Mason \$ -69.68, Airgas \$52.21. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously, 5-0.

November Abstract	
Prepaid	\$4,501.19
TA	\$28,965.48
General	\$36,849.53
water	\$33,524.00
sewer	\$6,908.59
capital	<u>\$1,365.67</u>
total	\$112,114.46

Minutes

Resolution to approve the meeting minutes of October 6, 2020, as presented. Motion made by Trustee Fowler, seconded by Trustee Zabelny, carried unanimously, 5-0.

Discussion

The board discussed a location for a memorial tree for Trustee Jim Gates. A location will be determined, and a decision will be made at the December meeting.

Next Village Board meeting is December 1, 2020.

Adjournment

Motion to adjourn at 7 p.m. by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Respectfully Submitted,

Amy Harter
Deputy Clerk