

**Village Board  
Meeting Minutes  
February 2, 2021**

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

Mayor Lee called the meeting to order with the pledge and a moment of silence. *The meeting was available to the public via zoom.*

**Recreation Department**

Tax Program: Tom explained the tax program has begun. Appointments are handled off-site. Information is picked up and dropped off at the Community Center.

Playground: An update was given pertaining to the playground replacement project proposed at the Town of Parma Park. The Highway Department and Parks staff will assist constructing the equipment and the site.

**Code Enforcement**

Zoning Board update: Mark provided an update from their last meeting. Site Plan review continues for the senior housing project proposed at 171 Lake Avenue.

Unionville Station Pond: A meeting was held at the stormwater pond located behind the Unity Health building along Leith Lane on January 4<sup>th</sup>. Results from the Soil and Water Conservation District has been received. The letter outlined operation and maintenance; the Village is required to long term maintenance including structural repair, silt and large tree removal and post -construction inspection. Short term maintenance such as grass cutting, musk rat removal dens and minor vegetation removal is the responsibility of the homeowner's association. Jeff Pearce noted he is seeking quotes for the pond maintenance.

Building permits: Mark provided his monthly update; 7 permits were issued in January.

3 Leith Lane: The property has been sold; the Certificate of Occupancy was requested for the closing. Mark has denied the C of O due to the carport and the plans provided for the construction did not match to the building. Therefore, Mark required a letter from the architect

that the building is in compliance with the NYS building code, which was received. This matter is considered complete.

Fire Marshall: All violations at the DPW building have been corrected. The Community Center project is expected to begin after March 1<sup>st</sup>. All emergency services will all be marked.

NY Pause: Mark received five violations; he has notified all of the businesses in person. He explained to each of them the importance of the complaints made and the consequences if they are not corrected. He will follow up as necessary.

Snowmobile complaint: Mark was able to determine which property a particular snowmobile travels; he visited the house and explained new law.

Archer Drive: Mark reported that many parking tickets were issued to illegally parked vehicles. One vehicle has been abandoned/parked for at least four months. The car is legally registered and licensed but is in violation. He will attempt to contact the owner before having it towed.

Property Maintenance: Four violations notices were mailed out of violations sent out: They include siding and outside storage of junk. The weather is a currently a problem, but the issues will be addressed. The board will be kept up to date.

### **Treasurer's Report**

Maryalice Edwards was absent, Shari provided a brief update.

**Resolution:** To authorize the Treasurer renew the CD for 30 days at .20 % with Canandaigua National Bank. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

### **Public Works Report**

Personnel: Jeff Pearce provided an update on the staff. He is pleased with the training and the efforts the employees have been putting forth. Everyone is is working diligently. Mayor Lee expressed his gratitude for their hard work.

Refuse labor position: Jeff explained that interviews have conducted. The board will be updated as the process moves forward.

Snowplow training: Training can only be done during inclement weather. More training is necessary for the new employees.

Equipment: The chipper has been sent out for repair due to a diesel problem. The sewer machine has been repaired. The Town of Parma machine was borrowed in the event it was needed.

Shared Services: Hamlin provided their bucket truck to the DPW, our stump grinder and sewer nozzle is being used by Hamlin's Highway Department.

Streetlights: Jeff noted an evaluation will be done this month.

Water license class: Jeff Pearce and Chad McManus will be attending the water license class that is required February 17<sup>th</sup> and 18<sup>th</sup> in Morrisville NY. They will return to work on February 19<sup>th</sup>. All DPW employees will be obtaining their water licenses also.

Flag replacement: Donations are being sought for monument flags and replacement for the flag over Hovey Square.

CDL: DPW employee Steve Catone recently obtained his Commercial Driver's License.

**Resolution** to increase the wages of Steve Cantone .50/hour, he has obtained his CDL. Motion to approve was made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

CDBG: The deadline for this grant opportunity is February 12<sup>th</sup>. The only area that qualifies for assistance is Unionville Station due to the income requirements. The DPW is seeking funding for sidewalks in this location. Jeff will provide the necessary information for the application.

**Resolution** to authorize the Superintendent to seek a Community Development Block Grant in the amount of \$ 50,000 for sidewalks in Unionville Station. Motion made by Trustee Farrell, seconded by Trustee Zabelny. Carried unanimously, 5-0.

### **Manager's Report**

COVID 19 plan: The Governor has required that all municipalities provide a plan on April 1<sup>st</sup>. Shari is recommending the current COVID 19 Plan be updated to include paid time off for employees to obtain a vaccination. Three hours of paid time will be included in our plan to encourage employees. The plan will be provided next month. The board is supportive of this action.

**Resolution** to allow employees to take up to three hours paid leave to obtain a COVID 19 vaccine.

**Resolution** to approve Local Law #1, 2021 to replace Chapter 259, Recreational Vehicles of the Hilton Code in its entirety, with the condition Monroe County Department of Planning determines the item a local matter. Motion made by Trustee Fowler, seconded by Trustee Zabelny 5-0.

**Resolution** to approve Local Law #2, 2021 to add the following to the Vehicles and Traffic Law; Chapter 252-4 (A Parking shall be prohibited at all hours of the day and night and both sides of the street on Archer Drive. Monroe County DRC has determined this is a local matter. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously, 5-0.

Bid opening: The bids for the sanitary sewer project are scheduled for this Thursday, February 4, 2021 at 2 p.m. There are at least 9 bidders at this time.

Budget meetings: Shari is recommending delaying the budget meetings for March. This will allow a better “picture” of the sales tax amount and will have the bills for March. May 1<sup>st</sup> is the deadline. By then, the position of the DPW Superintendent will be known and will allow him to be a part of the entire process.

**Resolution** to hold a budget meeting on March 30<sup>th</sup> at 5 p.m. Motion made by Trustee Farrell, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Zoning Board: Shari reported that MRB Group has created ten, one-hour training sessions at no cost. The board is supportive of training. Trustee Fowler suggests paying each member \$15.00 per hour for these sessions. Trustee Fowler preferred to increase it to \$20.00 per hour. General discussion followed.

**Resolution** to authorize the Village Manager to reimburse each ZBA member \$ 20 per hour for each one-hour training session but not to exceed the amount the member receives for a regular meeting. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Electric car charging station: Shari explained there has been no update. She intends on transferring this responsibility to the DPW Superintendent due to her workload.

Clean Energy: Shari reported the Village has been approved for \$5,000 for a grant project. We were under the impression we would be receiving a higher amount; Shari is looking into this.

Railroad Avenue Pump Station Project: The project consists of the replacement of the Railroad Avenue pump station force main, including approximately 1,250 linear feet of 8-inch diameter force main installed by open cut methods and 850 linear feet of 8” diameter force main installed by directional drilling. The project also includes the replacement of an existing pump station’s backup pump force main with approximately 85 linear feet of 4-inch diameter force main.

Shari went through the SEQR questions with the board and determined the following.

**Resolution** SEQR part 2 was reviewed a negative declaration was made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Sewer Easement letter: The owners of Hilton East Residential Home, has not yet agreed to sign their easement agreement to allow access for this project. Village Attorney, Larry Schwind, proposes to proceed with the existing easement. A letter from Mr. Schwind is forthcoming.

### **Public Hearing**

Mayor Lee opened the public hearing at 6:00 p.m. to consider the following application of John Cahoon for a Re-Subdivision of 13 Upton Street Tax Accounts #032.23-2-6 (13 Upton St.) and Francesco Corso of 5 Upton Street, Tax Account #032.06-3-37.2 to shift the East line of 13 Upton Street approximately 15 feet East at the maximum point. The land transfer is 1,653 S.F.

(0.038 acres). After re-subdivision, the area of 13 Upton Street will be 0.217 acres. The area of 5 Upton Street will be 0.462 acres. This property is zoned Residential.

Robert Hatch, Schultz Associates and John Cahoon were present to discuss the proposal. There were no comments from the public, Mayor Lee closed the public hearing at 6:11 p.m.

**Resolution** to approve as listed with condition that Monroe County Department of Planning determines this to be a local matter. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Mayor Lee opened the public hearing at 6:11 p.m. to consider the following application of John Cahoon and Francesco Corso to rezone approx. 0.038 acres of property located at 5 Upton Street, Tax Account #032.06-3-37.2 to Residential. This property is currently zoned Industrial.

There were no comments from the public, Mayor Lee closed the public hearing at 6:12 p.m.

**Resolution** to review SEQR, this is unlisted Type 1 action, a Negative declaration was made. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

**Resolution** to approve as listed with condition that Monroe County Department of Planning determines this to be a local matter. Motion made by Trustee Speer, seconded by Trustee Farrell. Carried unanimously, 5-0.

Mayor Lee opened the public hearing at 6:17 p.m. to consider the following Local Law #3, 2021, to replace Chapter 165-7 of the Peddling, and Vending and Soliciting Law in its entirety. This is an amendment to the December 2020 approval.

***Exemptions. With the exception of food vendors, all other 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 organization or association which maintains a chapter or local organization within the Village of Hilton, Town of Parma or Hilton Central School District. Food vendors soliciting on behalf for such nonprofit organizations or associations shall not be exempt from the requirements of this Chapter but shall not be required to pay the fees as set forth in §165-6 of this Chapter.***

**This is intended to amend and restated the provisions of Paragraph A of Section 165-7 of Chapter 165 of the Code of the Village of Hilton for purposes of clarification.**

After the adoption of local law 2, 2020, our attorney suggested some language amendments. There is no intent to change the meaning of law. This is strictly phrasing.

There were no comments from the public, Mayor Lee closed the public hearing at 6:22

**Resolution** to approve Local Law 3, 2021 to replace Chapter 165-7 of the Peddling, and Vending and Soliciting Law in its entirety. Motion made by Trustee Speer, seconded by Trustee Zabelny 5-0.

**Public Comment**

Mayor Lee opened the meeting for public comment. With no one present to address the board, the forum was closed at 6:25 p.m.

**Discussion**

Mayor Lee met with Assemblyman Josh Jensen in late January. They discussed funding possibilities for the boilers in the Community Center.

Citizen of the Year nominations. There were several nominations this year. The board unanimously agreed to recognize Mr. Tom Smith and the congregation of St. Paul for their efforts in helping a neighbor in need of monumental house repairs.

It was noted that the Hilton Fire District is selling an SUV, which may be a suitable vehicle for the Special Police.

Jim Gates’ family will be informed by mail of the intention of planting a memorial tree in his honor. This is proposed for spring.

**Vouchers**

**Resolution** to approve the February vouchers for payment with the following additions: Buckpitt \$144.00 and Jackson Welding Supply \$14.92. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Prepaid	\$8,443.58
TA	\$28,655.20
General	\$99,498.82
Water	\$36,884.25
Sewer	<u>\$9,856.99</u>
Total	\$183,338.84

**Minutes**

**Resolution** to approve the meeting minutes of January 5th and January 12th, 2021. Motion to approve made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

**Village Board Liaison Reports**

**Adjournment**