

**Village Board  
Meeting 5:00 p.m.  
May 4, 2021**

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

Guests: Linda Viney, Kelly Lincoln and Girl Scout Troup 60506

Mayor Lee called the meeting to order at 5:00 p.m. with the pledge of allegiance followed by a moment of silence.

The meeting was held in person and was available via zoom.

**Recreation**

Tom Venniro provided an update of his department; many programs are returning to a regular schedule.

Room 204: The department has been utilizing this space full time since July 2020 due to the pandemic. Tom is seeking authorization to retain this room exclusively and have it added to the Intermunicipal Agreement. The agreement will reach the five-year renewal period in September 2021. The board agreed to allow Hilton Parma Recreation to utilize room 204 with no increase in rent at this time.

**Resolution** to authorize the amendment of the Intermunicipal Agreement with the Town of Parma pertaining to Hilton Parma Recreation to allow the exclusive use of Room 204 with no increase of rent. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 5-0.

**Treasurer**

CD: Maryalice Edwards is seeking authorization to renew the CD with Canandaigua National Bank at .20% for 21 days.

**Resolution** to authorize the Treasurer to renew a CD with Canandaigua National Bank at .20% for 21 days, motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Taxes: Maryalice reported the tax rolls are expected to arrive this week. The bills will then be prepared for mailing by May 31<sup>st</sup>.

## **Public Works**

Wages: DPW Superintendent, Jeff Pearce stated two employees have reached six months of employment with the Village, Jeff is recommending an increase in pay of \$1.00 per hour for Kevin Burritt and Scott Deutsch.

**Resolution** to authorize the DPW Superintendent to increase wages of Kevin Burritt and Scott Deutsch at a rate of \$1.00/hour, they have reached their six-month review periods. Motion to approve made by Trustee Zabelny, seconded by Trustee Fowler. Carried unanimously, 5-0.

Car Show: At this time the car show is still scheduled to take place on August 21<sup>st</sup>. Jeff is preparing for the event.

Community Center: Jeff updated the board on the heater in the gym which burned out in April. The verbal quote received exceeded \$13,000, Jeff is considering alternatives. He will keep the board updated. The generator behind the building is progressing, the pad has just been poured.

Flower Box Project: The community is once again planting flowers in the boxes along Main Street and South Avenue. Hilton Lacrosse and the Girl Scouts will be present on Saturday, May 22<sup>nd</sup>. Thank you to all of the volunteers!

Hazardous Waste: The event is scheduled at the Ogden DPW on June 12<sup>th</sup>, two Village DPW employees will be in attendance. Appointments are required through Monroe County's website: [www.monroecounty.gov/hhw](http://www.monroecounty.gov/hhw).

Summer Hours: The staff began their summer hours as of May 3<sup>rd</sup>, 7:00 – 4:30 Monday through Thursday. 7:00 – 11:00 on Fridays, with two employees remaining until 3 p.m.

Plow Damage: This item has been completed for the season.

Tree planting: Jeff reported 40 trees were planted, and 40 are planned for fall. Last year, trees were not planted due to COVID-19.

Grading: The gas line project done by DDS construction has left some residents with lawn repairs, Jeff will provide their contact information with the office staff as they have been receiving calls.

Meters: Installation of water meters within Cedar Hill Townhomes began recently, this is not yet complete, but a significant increase has been noted in their water consumption. It appears these meters have not been replaced in many years.

Stakeouts: Jeff reported there are major delays from the companies, this effects projects throughout the department.

Concrete Bid: Jeff explained the only bid received was from Northrup Concrete at \$130/yard.

**Resolution** to accept the bid from Northrup Concrete at \$130/yard for 2021-2022. Motion made by Trustee Speer, seconded by Trustee Farrell. Carried unanimously, 5-0.

Real Estate: Jeff reported the Town and Village are interested in a parcel of land for the purpose of material stockpile. The Town of Parma will be scheduling an appraisal of the property. Jeff recommends sharing the cost associated with this action.

**Resolution** to share in the cost of the appraisal of property for the purpose of material stockpile. This property to be shared with the Town of Parma. Motion made by Trustee Fowler, seconded by Trustee Farrell. Carried unanimously, 5-0.

Fraser Drive: A complaint has been received from a resident claiming excessive water in the rear of the yards within the neighborhood. Jeff walked the area and does not feel there is a problem, it has been raining for the last few days. Mark Mazzucco will review the files for previous complaints, they will work together on a solution if necessary.

### **Manager**

Community Center: There was a discussion regarding changes to the Apple Fest room. The board is making not any changes to their lease at this time.

Special Police: Shari Pearce and Mayor Lee attended a meeting at the Town Hall to discuss insurance for the members to carry handcuffs, pepper spray and batons. A quote for police specific insurance will be provided to the other municipalities for their input. Currently, Parma has placed a hiring freeze on members of the Special Police until the insurance issue is finalized. Shari noted Parma is not interested in purchasing a car for the specific use of the Special Police.

Workers Comp: The board has dedicated a portion of this refund for an Employee Assistance Program. Trustee Speer provided a proposal from Jason Knupp, LCSW-R. Trustee Zabelny requested more details pertaining to their specific services. Trustee Speer will obtain additional information and keep the board up to date. The board also discussed allocating monies for the purchase of a hybrid vehicle for use of the Code Enforcement Officer. This would count towards another action item for the Clean Energy program. Jeff Pearce will gather some costs for a hybrid crossover car.

**Resolution** to authorize the Treasurer to allocate the Workers Compensation refunds for an electric/hybrid vehicle. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 5-0.

Electric charging station: Shari continues to work on this, she has applied for available grants to cover the fees for the pre-construction items.

Citizen of the Year: The ceremony will be held at the pavilion at St. Paul Church on May 20<sup>th</sup> at 3 p.m. There will be several parishioners in attendance and refreshments will be provided.

Automated Water meters: Shari is working with Ti-Sales and Creek Crossing Townhomes to begin the installation of meters in August. Shari will contact Springbrook Software to update the billing software for the office.

Providence Senior Apartments: Shari reported that Final approval has been granted by the ZBA with conditions. Shari will provide a letter with the specific language for the funding that Providence needs to acquire. Stantec will be working MRB Group pertaining to the site work.

COVID: Trustee Fowler suggested changes to our policy for sick time. Currently all employees take their temperature and complete a health survey daily. The policy allows for employees to be absent with pay if the employee has been exposed to or has tested positive for COVID. It includes paid time off to receive a test and the vaccine. Since March 2020 this paid time off does not count against the employee sick paid leave. Trustee Fowler suggests adding an 80 hour limit for paid time off due to a positive COVID test or illness. Once they employee uses 80 hours, they must use for their sick time or vacation. Employees are no longer required to quarantine due to exposure unless the Health Department notifies them to do so.

**Resolution** to update the COVID 19 policy as follows: Effective May 5, 2021 employees are entitled to 80 hours of paid sick leave due to a mandatory or precautionary order of quarantine or isolation issued by the State of New York, the Department of Health or any government entity duly authorized to issue such order due to COVID-19. After 80 hours has been reached, employees are entitled use their sick leave or vacation. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 5-0.

General Liability Insurance: Shari reported our insurance carrier has been sold to another company, our policy is expected to increase by 8%, she will be seeking bids for other carriers.

### **Public Forum**

Mayor Lee opened the public hearing at 6:00.

Girl Scouts: Troup 60506 is seeking authorization to paint mini murals on the traffic boxes located near the traffic lights at West Avenue and Mariah Street and Main Street and South Avenue. The Village Board is supportive of this action and will including the traffic box located at East Avenue and Bennett Road.

**Resolution** to authorize Scout Troop 60506 to paint up to three traffic signal boxes within the Village of Hilton. The necessary paperwork will be filed with the Department of Transportation. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

There being no further business, the Mayor closed the public hearing at 6:10 p.m.

### Vouchers

**Resolution** to approve the vouchers with the following add ons: Churchville Fire Supply \$240.00, Gemplers \$220.28, Hilton Napa \$160.81, Van Putte Garden \$378.00, Williams & Son Hearing \$2900.00, Workfit Medical \$110.00

Prepaid	\$6,494.93
TA	\$28,063.78
General	\$45,619.21
Water	\$34,641.74
Sewer	\$2,949.06
Total	\$117,768.72

### Minutes

Motion to approve the April 6 meeting minutes as amended, made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0-1, Trustee Farrell abstained.

Motion to approve the April 20<sup>th</sup> meeting minutes as submitted, made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Motion to approve the April 29<sup>th</sup> meeting minutes as submitted, made by Trustee Fowler, seconded by Trustee Farrell. Carried unanimously, 5-0.

### Adjournment

Respectfully Submitted,

Amy Harter, Deputy Clerk