

**Village Board Agenda
Annual Meeting 5:00 p.m.
April 4, 2017**

- Code Enforcement:
- Public Works Report:

Resolution to authorize the DPW Superintendent to advertise for bids for the Carter Drive culvert replacement on 4/17 with the opening on 7/11 @ 2:00 pm.

Resolution to authorize a raise of .50/hour for a DPW employee that has obtained his Class B NYS driver's license.

Resolution to authorize Mike McHenry and Doug Jock to attend free of charge a Safe Digging Event sponsored by Dig Safely NY on 4/26 @ the Diplomat.

- Treasurer's Report:
- Manager's Report:

Resolution to hold a Public Hearing on May 2, 2017 to approve the Time Warner/Spectrum franchise agreement.

6:00 p.m. Public Forum

Proposed Budget

Resolution to adopt the annual budget for fiscal year 2017-2018. The tax rate will be lowered to \$2.61/thousand. Total budget amount as follows:

General	\$ 2,762,849
Water	\$ 559,071
Sewer	<u>\$ 351,931</u>
	\$ 3,673,851

Local Law #2, 2017

Public Hearing to consider adding language to Section 24-209 to the Hilton Code. (Please see attached)

Annual Resolutions:

Resolution to re-appoint Shelly Kordish, Chairman to the Zoning Board of Appeals for a five-year term which will expire on 3/31/2022.

Resolution that the following banks are hereby designated as the official depositories for the Village of Hilton: Canandaigua National Bank 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.

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

<u>2017</u>	<u>2018</u>
April 4	January 2
May 2	February 6
June 6	March 6
June 27	April 3
August 1	
September 5	
October 3	
November 7	
December 5	

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

The Mayor to make the following appointments:

Vice Mayor	Shannon Zabelny
Zoning Board Liaison	Jim Gates
Personnel Liaisons	Joe Lee and Craig Burritt
Village Budget Liaison	Joe Lee and Shannon Zabelny
Hilton Parma Recreation Liaison	Larry Speer
Enhancement	Joe Lee and Larry Speer
Public Relations	Joe Lee and Shari Pearce
Newsletter	Joe Lee and Shari Pearce
Fire Commissioners Liaison	Larry Speer
School Board Liaison	Joe Lee and Shari Pearce
Town of Parma Liaison	Larry Speer
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	Craig Burritt and Larry Speer
Safety Team Com Center -	Joe Lee, Keith Brown, Mike Lissow, Shari Pearce

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 & Hartford 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 investment policy for the Village of Hilton shall be renewed for one year with no changes.

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 2017-2018 as amended.

Resolution to accept the Whistleblower Policy for 2017-2018, with no changes.

Resolution to accept the 2017-2018 Fee Schedule as amended.

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

Hilton Community Child Care
Via Dance Studio
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.

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 29, 2017.

Items for Discussion

Review & approve vouchers for payment.

Resolution to approve the meeting minutes of March 7th, March 16th, March 21st, and March 23rd, 2017.

Resolution to allow the National Center for Missing and Exploited Children the use of Village on May 19, 2017 for their annual bicycle ride.

Village Board Liaison Reports

Adjournment