

**Village Board
Meeting Minutes of
June 2, 2015**

Present: Mayor Lee, Trustees, Fowler, Gates, Speer, Zabelny
Village Manager/Clerk, Shari Pearce
Village Treasurer, Maryalice Edwards
DPW Superintendent, Mike McHenry
Code Enforcement Officer, Mike Lissow
Deputy Clerk, Amy Harter

Guests: Bob Hunte, Chris Minnich, Tim Minnich, Tim Bourrett

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

Code Enforcement Report

Homeland Security Meeting: Mike Lissow and Mayor Lee attended a workshop at the County Emergency Preparedness Center. The Flood Smart Community project was presented to those in attendance.

Community Disaster Plan: Mike will be working with Dennis Sciabetta from Parma to update the existing disaster plan for the Hilton/ Parma community. Training for those involved with implementation will be held thereafter.

Monroe County Fire Marshal Conference: Mike updated the board on the training he recently attended. One notable item: effective June 27th New York State requires all restaurants and commercial buildings to install carbon monoxide detectors. Mike will notify those affected by this new requirement.

Code Enforcement Disaster Assistance Response: Department of State Building Standards and Code has restarted a program called CEDAR-Code Enforcement Disaster Assistance Response. In the event of a disaster within New York State, the Department of State is seeking to have trained people to assist those in need. Mike Lissow is seeking authorization to attend training once it is offered; there is no cost for the training.

Resolution to authorize Mike Lissow to attend this training, date to be determined, motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Treasurer's Report

Resolution: That pursuant to the existing franchise agreement and per Section 626 (1) of the Real Property Tax Law, a tax credit of \$192.74 is hereby granted to Time-Warner Cable for fiscal year 2015-16. Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Resolution: To amend the 2014-15 budget as follows: Motion made by Trustee Gates, seconded by Trustee Speer. Carried unanimously, 5-0.

<u>Increase</u>		<u>Decrease</u>	
A1-1010-40	Village Board, Other \$ 510	A1-1210-40	Mayor, Other \$ (510)
A1-1325-20	Office Equipment \$1218	A1-1325-4C	Office Maint \$ (1218)
A1-1440-40	Engineering \$ 203	A1-1420-40	Legal \$ (203)
A1-1910-40	Unallocated Insurance \$7910	A1-1990-40	Contingency \$ (7,910)
A1-7510-40	Historian, Other \$ 633	A1-1990-40	Contingency \$ (633)
A2-5110-20	Streets Equipment \$6186	A2-5110-4D	Streets, Gasoline \$ (6,186)
F1-8310-40	Admin, postage \$ 620	F1-9010.40	State Retirement \$ (620)
F1-1950-40	Taxes on Property \$4	F1-8310-4C	Water, Admin \$ (4)
G2-8120-4C	Sewer Repairs \$5,736	G2-8120-20	Equipment \$ (5,736)
Increase F1-8320-40 Purchase of Water \$18,000			
Increase F0-2140-00 Metered Sales \$18,000			

Sales Tax: The Village received a check for sales tax from Monroe County in the amount of \$292,268. The total sales tax collected for fiscal year 2014-2015 is \$1,230,624. This amount is lower than last fiscal year by \$7,570.

Workers Comp: The Village received an administrative refund check from Workers' Comp in the amount of \$7,416. Maryalice Edwards recommended either depositing the refund into the Workers' Comp reserve or the long term healthcare savings account.

Resolution to authorize the Treasurer to deposit this refund check of \$7,416.00 into the general account to offset the gym floor repair costs that were not budgeted. Motion made by Trustee Gates, seconded by Trustee Speer. Carried unanimously, 5-0.

Superintendent Report

Auction: Mike McHenry reported items sold at auction totaled \$8,001. The items sold: Stihl saw, \$275, Stihl saw \$250, Homelite chainsaw \$25, Chainsaw \$20, Hot water heater \$20, Hydraulic motor \$20, Honda motor \$20, Air wrench & power saw \$5, 3 industrial furnances \$350, Exmark Lazer Zero turn mower \$3500, 2000 Ford F150 XLT pick up \$4400.

Resolution to authorize the revenue from the auction be deposited into the equipment reserve fund. Motion made by Trustee Speer, seconded by Trustee Gates. Carried unanimously, 5-0.

Community Center: Mike McHenry gave an update regarding the maintenance of the building.

Hojack Trail Feasibility Study: Mike noted the study will take at least one year to complete. The intent of the study is to determine if the construction of a bike/walking trails from Interstate 390 into the Village of Hilton would be feasible.

NYS Multi-Modal Funding: Mike McHenry reported \$121,000 has been approved for funding to repair Village II Drive and Cedar Terrace. This work will likely be done this construction season.

Employee Update: DPW employee Cody Kelly received his CDL Class A license.

Equipment Purchase: Mike McHenry is recommending the replacement of the 1995 dump truck and plow. This is a budgeting item of \$175,000. Mike will be obtaining prices from NYS OGS.

Sanitary Sewers: Mike McHenry is seeking authorizing to obtain bids for 2015 Brook Street sanitary sewer relining project.

Resolution to authorize DPW Superintendent to obtain bids for the 2015 Brook Street sanitary sewer relining project. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried Unanimously, 5-0.

Parma View Lift Station: Mike McHenry explained after discussing options with MRB Engineering, it is cost prohibitive to develop bid specs, therefore, Mike McHenry is recommending a request for proposal for the stand-by generator at the Parma View Drive Lift Station. This is a budgeted item.

Resolution to authorize DPW Superintendent to seek a request for proposal for the stand by generator for the Parma View Drive lift station. Motion made by Trustee Speer, seconded by Trustee Gates. Carried unanimously, 5-0.

Manager Report

62 East Avenue – Shari Pearce reported she has responded to the Ciciotti's regarding the discussion of property from the last Village Board meeting. Today an email was received from Valerie Ciciotti requesting and outline of the next steps for the subdivision of property. The board has instructed Shari Pearce to notify Ms. Ciciotti that it will be necessary for the following:

- SEQR
- Public Hearing for subdivision, associated costs.
- Public Hearing for site plan to ZBA, associated costs.
- Survey fees already incurred by the Village.

Trustee Speer stated the buyers are encouraged to submit a purchase offer prior to offering any more information.

Brockport: Shari Pearce received an inquiry from the Mayor of Brockport requesting to speak with someone knowledgeable with the process of the streetlight purchase made in 2006. Mike McHenry suggested asking former DPW Superintendent, Tom Tilebein, and former Mayor Carter, since they were instrumental in the project. The board agreed.

Safety Luncheon: Shari Pearce reported that in the past a spring safety luncheon was held for the employees; Mayor Lee is interested in hosting another this summer. This is in recognition of an excellent safety record over the past year.

Resolution to authorize a safety luncheon for the employees, Mike McHenry will determine the date. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 5-0.

Leases: Shari Pearce reported there is a Community Center tenant in arrears. The board feels this issue must be addressed immediately. Shari will explain to the tenant the board is taking a strong position regarding late rent payments. If the rent is not paid by the end of June, legal action will begin.

Dance request: Shari Pearce explained as discussed at the last Village Board meeting, a request to hold a community dance sponsored by Via Dance, however, the Recreation

Department has agreed to host the event. The boards' consensus is to deny the request at this time because of the rent situation with this tenant.

Facebook Page: Mayor Lee is interested in increasing communication to the public through a Facebook page. Currently, Recreation Director, Tom Venniro, posts messages regarding Recreation programs via their own Facebook page. It was noted that Mr. Venniro has and will continue to post about Village events at our request. Trustee Fowler stated that since Mr. Venniro is already doing so, there is no need to for the Village to duplicate his efforts. The board's consensus is to continue utilizing the Hilton Parma Recreation Facebook page.

Intermunicipal Agreement: Shari Pearce provided a proposed agreement to replace the existing lease with the Hilton Parma Recreation Department. The board would like more time to review the proposed agreement. Shari noted that some changes have already been suggested; she will modify the document and email it to the Village Board.

Historian: Dave Crumb made a suggestion to have glass cabinets for display of historical items in the Senior Lounge. The board agreed the room is too small to accommodate his suggestion.

Public Comment

Mayor Lee declared the meeting open for public comment at 6:00 p.m.

Public Hearing

Public Hearing to consider the following locals laws for adoption:

Local Law, #1, 2015, to amend Chapter 24 Article III, Section 302 Residential District and add the following language:

E. Site Plan approval. Site plan approval by the Zoning Board of Appeals shall be required in a residential district for all new uses, changes in use, and new construction or alteration. In accordance with the procedures established in Article V of this local law for all conditional uses.

This Local Law shall become effective upon publication with the Secretary of State.

Local Law #2, 2015, to amend Chapter 24 Article V, Section 505 Special Provisions and add the following language:

F. All exterior lighting shall comply with the Recommended Practices (RP-33) Lighting for Exterior Environments and (RP-20) Parking Lots of the Illuminating Engineering Society of North America, as may be amended or modified from time to time.

This Local Law shall become effective upon publication with the Secretary of State.

Motion made by Trustee Fowler, seconded by Trustee Speer to approve Local Law #1, 2015, subject to Monroe County Planning and Development approval. Carried unanimously, 5-0.

Motion made by Trustee Fowler, seconded by Trustee Speer to approve Local Law #2, 2015, subject to Monroe County Department of Planning and Development approval. Carried unanimously, 5-0.

Recognition

The Village Board recognized Mr. Robert Hunte for his service on the Planning and Zoning Board of Appeals from 1993-2015. Mr. Hunte was presented with a plaque and well wishes were extended by the Mayor and Trustees.

Vouchers

A motion to approve the vouchers including the following add-ons:\$ 1,298.25 Hilton Central School District, \$ 10,859.92 John Deere, \$27.95 Mountain Glacier, \$754.58 MRB Group, \$10.00 Parma Awards, \$9.10 Westside News. The motion was made by Trustee Speer, seconded by Zabelny. Carried unanimously, 5-0.

Prepaid : \$ 8,692.33

T&A :	\$ 20,290.40
General :	\$ 71,792.19
Water :	\$ 37,478.97
Sewer:	<u>\$ 2,696.23</u>
Total :	\$140,490.12

Minutes

A motion was made by Trustee Fowler to approve the May 5, 2015 Village Board minutes as submitted, seconded by Trustee Gates, carried unanimously 5-0.

Discussion

Trustee Fowler requested use of the Jennejahn Lodge to hold a meeting of the Recreation Commission one evening in July. The board agreed to this request.

Foodlink: Mayor Lee stated the food driven held at the Hilton DPW was a success, he noted approximately 150 people accepted donations.

Trustee Gates made a motion to dedicate a blank page in the minutes to former Trustee Charlie Kimball, who passed away April 23, 2015, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Jim Beehler, owner of 610 Burritt Road, has approached Mayor Lee requesting access from Leith Lane to the lot located at 610 Burritt Road. He is selling the property and requested access to make it more marketable. The board was not in favor of allowing Mr. Beehler access from Leith Lane.

Adjournment

There being no further business, a motion was made by Trustee Speer, seconded by Trustee Fowler to adjourn the meeting at 6:55 p.m.

Respectfully Submitted,

Amy Harter, Deputy Clerk

In Dedication to the memory of Charlie Kimball.