

**Village Board  
Meeting Minutes of  
June 7, 2016**

Present: Mayor Lee, Trustees, 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

Absent: Trustee Burritt

Guests: Mr. & Mrs. Thomas Henretty, Ginny Kimball, Craig Kimball, Christine Kimball and many family members

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

**Code Enforcement**

ISO: The building department was inspected by the Insurance Services Organization (ISO) this past week. Through the Building Code Effectiveness Grading Schedule (BCEGS) program; ISO assesses the building codes in effect in individual communities and how those communities enforce their building codes. The assessments place special emphasis on mitigation of losses from natural hazards. The concept is simple: municipalities with well-enforced, up-to-date codes should demonstrate better loss experience, and insurance rates can reflect that. This inspection is done every five years and takes between 3-4 hours. On a scale of 1 (best) to 10 (worst), our last rating was a 4 for residential and a 5 for commercial which was slightly above the New York State average. Insurance companies base their rates for buildings on this score. Scores should be announced in the next three months.

Stormwater: Mike Lissow provided the annual collation report for the board.

Fire Marshal conference: Mike Lissow attended the conference, and has met the required 24 hours of in-service training for the year. Food truck safety was discussed; this has become a trend at festivals and will likely continue. The Rochester Fire Department teaches a class for food licensing; there are municipalities that are working to require this same class. Mike is working with Larry Schwind to add this to the Village Code.

**Treasurer Report**

**Resolution:** That pursuant to the existing franchise agreement and per Section 626 (1) of the Real Property Tax Law, a tax credit of \$191.96 is hereby granted to Time-Warner Cable for fiscal year 2016-17. Trustee Speer made the motion, seconded by Trustee Gates. Carried unanimously 4-0.

Sales Tax: Maryalice Edwards explained the Village received a check for sales tax in the amount of \$309,245.99. The total sales tax collected for fiscal year 2015-2016 is \$1,272,548. This is an increase of \$42,000 from last year.

Worker’s Comp: The Village received an administrative refund check from Workers’ comp in the amount of \$8,034. The board agreed the check should be used for Worker’s Comp expenses in the future.

**Resolution** to authorize the Treasurer to deposit \$8,034.00 into the General fund to offset the Worker’s Comp expenses for next year, motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 4-0.

**Resolution** to authorize the Treasurer to deposit \$11,295 into the DPW Equipment Reserve account for the sale of equipment from the spring auction, motion made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously 4-0.

Community Center: The engineering cost for the Community Center Study was approved for the 2015-2016 budget year. Since this has not occurred yet, the funds must be appropriated in the new budget year.

**Resolution:** To re-appropriate \$21,500 from 2015-16 budget and amend the 2016-17 budget for engineering.

E960 Appropriations	\$21,500
E599 Appropriated Fund Balance	\$21,500
A960 Appropriations	\$21,500 (A-1-1440.40 engineering)
A599 Appropriated Fund Balance	\$21,500

**Public Works Report**

HUD Grant: The total grant money awarded is \$20,850.00. The total cost for the automatic doors and canopy totals \$29,457.00. Balance due from the Village is \$8,607.00.

As part of the HUD grant Mike will be placing the order through Alliance Door, for the electronic doors at the north entrance, at a cost of \$13,300.00.

**Resolution** to authorize the DPW Superintendent to purchase the automatic doors from Alliance Door for the north entrance of the Community Center at a cost not to exceed \$13,300.00 Trustee Speer made the motion, seconded by Trustee Zabelny. Carried unanimously, 4-0.

Kohler Awning was the lowest bid from the RFP's returned for the canopy over the north ramp at the Community Center. The amount is \$17,257.00.

**Resolution** to authorize the DPW Superintendent to purchase the canopy from Kohler at a cost not to exceed \$17,257.00. Trustee Speer made the motion, seconded by Trustee Zabelny. Carried unanimously, 4-0.

Community Center: Mike McHenry explained the insurance company has agreed to pay \$12,000 to replace the flooring in the Board Room and room 5B due to the water damage in February. The work should begin this month. Room 5B is used as a classroom and requires work be done on a Saturday. This will be worked out with the daycare center owner.

Backhoe purchase: Mike McHenry is recommending the purchase of a Case backhoe in the amount of \$96,375.10. \$100,000 was budgeted in the 2016-2017 budget year. Mike expects the equipment will be delivered in July.

**Resolution** to authorize the DPW Superintendent to order a Case backhoe from Monroe Tractor at a cost not to exceed \$96,375.10, motion made by Trustee Zabelny, seconded by Trustee Gates. Carried unanimously 4-0.

Golf Cart: Hilton Heat Soccer Club has requested to use the golf cart for their annual tournament, June 10-12<sup>th</sup>. They will provide a copy of their insurance; only adult, licensed drivers will operate the cart within the Town of Parma Park.

**Resolution** to authorize the Hilton Heat Soccer Club the use of the Village golf cart for their annual tournament as stipulated. Trustee Speer made the motion, seconded by Trustee Zabelny. Carried unanimously, 4-0.

Seasonal Help: The DPW has four, part-time employees for the summer. Justin Barrett, Andrew Berg and Austin Metzger have already begun work. Bruce Castle is expected to start within the month.

Employee Review: Mike McHenry reported Andy Steiger was given his six month review; he is doing an excellent job. Mike recommends he receive a .50/hr wage increase.

**Resolution** to authorize the Treasurer to increase Andy Steiger's wage by .50/hr. Trustee Gates made the motion seconded by Trustee Zabelny. Carried unanimously 4-0.

East Avenue Traffic: Traffic safety has been a discussion recently at the high school. The County has agreed to lower the speed limit to 30 mph on Wilder Rd at Old Wilder through the Village. The existing crosswalk will be moved to the east to line up with Fraser Drive and Parkwood Lane. Mike expects this to be completed by start of the school year.

Sanitary Sewer: Mike McHenry is seeking permission to hold a bid opening for the relining project for 2016 on June 30<sup>th</sup>.

**Resolution** to authorize the DPW Superintendent to hold a bid opening for sanitary sewer bids on June 30<sup>th</sup>, motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 4-0.

Shared services: Mike McHenry reported topsoil was used from the stockpile to refill the salt facility. This is a cooperative effort which saved the Village, Town and school \$20,000 instead of purchasing screened top soil.

Trustee Zabelny thanked the DPW for preparing the Gazebo and Community Center grounds for the Memorial Day parade.

### **Public Hearing**

Mayor Lee opened the public hearing at 6:00 p.m.

Mike Lissow acted as agent for the application of Engels Gualdani, to subdivide property located at 6 Upton Street. The property is zoned Industrial. SEQR part II was reviewed by the board.

**Resolution** to declare a negative declaration to subdivide property located at 6 Upton, motion made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously, 4-0.

Mike Lissow acted as agent for the application of the Village of Hilton, to subdivide property located at 9 Upton Street. The property is zoned Industrial. SEQR part II was reviewed by the board.

**Resolution** to declare a negative declaration for the subdivision of property at 9 Upton Street, motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 4-0.

**Resolution** to approve the subdivision of 1.28 acres of land at 6 Upton Street to create the necessary right of way. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 4-0.

**Resolution** to approve the subdivision of .5 acres of land at 9 Upton Street to create the necessary row. Motion made by Trustee Speer, seconded by Trustee Gates. Carried unanimously, 4-0.

This action will move to the Zoning Board of Appeals on June 14<sup>th</sup> for Site Plan review.

## **Public Forum**

Mr. & Mrs. Henretty, 60 Little Tree Lane were present to discuss a neighbor problem. The tenant of 37 Short Hills is operating a business from the home. Parking of equipment and employee vehicles has created an issue. There is also outside storage of items. The board explained this problem is already being addressed by Code Enforcement.

## **Manager's Report**

Daycare kitchen: Shari Pearce explained the day care center has been cited by New York State for the poor condition of the counter top during their recent inspection. Shari has researched the cost of laminate counter top vs solid surface. The board discussed the options and agreed to spend \$4,000 on kitchen improvements.

**Resolution** to authorize the Village Manager to purchase cabinets and laminate counter top for the daycare kitchen at a cost not to exceed \$4,000. The motion was made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously 4-0.

Resignation: Shari received the resignation of a Community Center staff member. She has posted an ad in the Suburban News for a replacement.

Travel Policy: An updated draft was presented to the board. An outline clarifying travel guidelines was suggested. Trustee Gates suggested the item be tabled to make changes to the draft.

Safety Committee: Trustee Zabelny spoke about the most recent meeting with the committee. Some items have already been completed. A safety plan will be given to the Fire Department and the Sheriff's Department. Interior doors will be labeled with numbers, and a self-closing/locking door to be installed in the Village Office. Installation of a safety mirror near the main hallways, basement locks and staff ID badges have been completed. NYCOM will be contacted to discuss installing exterior cameras on the building.

Special Police: At the most recent meeting, all municipalities agreed there is a need for a special police force within the Village. Thus far, each municipality will pay \$5,000 towards creating one.

CFA Grant: Shari Pearce has drafted a support letter to be sent to local groups to generate support of a grant application to improve the Jennejahn Lodge. This will help strengthen our application.

**Resolution** to authorize the Village Manager hold a public hearing on July 5, 2016 at 6 PM to submit the CFA Grant to enlarge and improve the lodge. Motion made by Trustee Gates seconded by Trustee Zabelny. Carried unanimously, 4-0.

Retiree Insurance: Shari Pearce discussed the cost of health insurance for retirees with employees. A letter from Shari explaining the changes will be mailed to each retiree.

## 802. HEALTH INSURANCE

### D. Medical Insurance for Retirees

1. For any full-time employee hired prior to January 1, 2000 who retires from his or her employment with the Village with a minimum of twenty (20) years of full-time service, and is in good standing at the time of his/her retirement, or for any Elected and Appointed Officials initially serving prior to January 1, 2000, who retires from his or her service from the Village Board with a minimum of 20 years of service and is in good standing at the time of his/her retirement, the Village will provide coverage, under whatever group medical and dental insurance plan is being provided by the Village from time to time for its employees, for the benefit of the retired employee, retired Mayor, retired Trustee and their dependents (as permitted under the applicable policy), at a cost of 5% of the premium to such retired employee, Elected and Appointed Officials, so long as said retired employee, retired Mayor or retired Trustee is receiving a New York State retirement pension but in no event beyond age 65. At age 65, the Village will provide such retired employee, retired Mayor or retired Trustee, at no cost to the retired full-time employee, Elected and Appointed Officials, with a Medicare Supplemental Plan for the benefit of such retired employee, retired Mayor, retired Trustee and their permitted dependents, which plan shall be limited to the same type of policy (i.e. single, single-plus-spouse, family, etc.) or lesser type of policy as the retired employee, Elected and Appointed Officials had at the time of his/her retirement, and only to the extent such a plan and/or such a type of policy is then provided by the Village. Should such type of policy not be provided or no longer be provided by the Village at any given time, the Village will provide such retired employee, Elected and Appointed Officials, with the next lesser type of policy then provided by the Village. At no time, however, will a retired employee, Elected and Appointed Officials be provided with a type of policy that exceeds, at any time, the actual dependents of the retired employee, Elected and Appointed Officials. Should the type of policy being provided to a retired employee, Elected and Appointed Officials be reduced at any time, the type of policy shall not thereafter be increased, even if additional types of policies thereafter become available. Any insurance plans provided by the Village shall be selected by the Village, in its sole discretion, from time to time.

### D. Medical Insurance for Retirees

2. For any full-time employee hired on or after January 1, 2000 but before June 1, 2003 who retires from his or her employment with the Village with a minimum of twenty five (25) years of full-time service, and is in good standing at the time of his/her retirement, or for any Elected and Appointed Officials elected on or after January 1, 2000 but before June 1, 2003 who retires from his or her service from the Village Board with a minimum of 25 years of service and is in good standing at the time of his/her retirement, the Village will share the expense of providing coverage, under whatever group medical and dental insurance plan is being provided by the Village from time to time for its employees, for the benefit of the retired employee, retired Mayor, retired Trustee and their dependents (as permitted under the applicable policy) as follows: twenty-five percent (15%) of the health care costs to be paid by the retired employee, retired Mayor and retired Trustee and seventy-five percent (85%) of the health care costs to be paid by the Village, so long as said retired employee, retired Mayor or retired Trustee is receiving a New York State retirement pension but in no event beyond age 65. At age 65, the Village will share the expense of providing such retired employee, retired Mayor, or retired Trustee with a Medicare Supplemental Plan for the benefit of such retired employee, retired Mayor, or retired Trustee and their permitted dependents, which plan shall be limited to the same type of policy (i.e. single, single-plus spouse, family, etc) or lesser type of policy as the retired employee, Elected and Appointed Officials had at the time of his/her retirement, and only to the extent such a plan and/or such a type of policy is then provided by the Village, as follows: twenty-five percent (25%) of the health care costs to be paid by the retired employee, retired Mayor and retired Trustee and seventy-five percent (75%) of the health care costs to be paid by the Village. Should such type of policy not be provided or no longer be provided by the Village at any given time, the Village will provide such retired employee, Elected and Appointed Officials, with the next lesser type of policy then provided by the Village. At no time, however, will a retired employee, Elected and Appointed Officials be provided with a type of policy that exceeds, at any time, the actual dependents of the retired employee, Elected and Appointed Officials. Should the type of policy being provided to a retired employee, Elected and Appointed Officials be reduced at any time, the type of policy shall not thereafter be increased, even if additional types of policies thereafter become available. Any insurance plans provided by the Village shall be selected by the Village, in its sole discretion, from time to time. Failure to promptly remit the retiree's share of the health care costs shall result in a forfeiture of the coverage, subject to the requirements of COBRA.

**802.**

**HEALTH INSURANCE**

**D. Medical Insurance for Retirees**

3) Notwithstanding the foregoing, if a retired employee, retired Mayor or retired Trustee, who qualifies for health insurance coverage pursuant to 802 (D1) or 802 (D2) above, resides in such a place as to no longer be eligible for coverage under the then existing policy provided by the Village, then the Village will reimburse such retired employee, Elected and Appointed Officials for the cost incurred by such retired employee, Elected and Appointed Officials to obtain a substitute policy of health insurance, but in no event to exceed the amount that the Village would have paid for coverage for the benefit of the retired employee, retired Mayor or retired Trustee if he/she had qualified for the coverage so provided by the Village. Said reimbursement shall be made periodically, but not more frequently than one-time per month, only upon receipt by the Village Clerk of proof of such substitute coverage and proof of each payment by the retired employee, retired Mayor or retired Trustee for such substitute coverage.

4) For any full time employee hired on or after June 1, 2003 who retires from his or her employment with the Village with a minimum of twenty-five (25) years of full time service, and is in good standing at the time of his/her retirement, the Village will provide coverage for the benefit of the employee only (no dependents), under whatever group medical and dental insurance plan is being provided by the Village from time to time, so long as said retired employee is receiving a NYS retirement pension and is at least age 62 but in no event beyond age 65. At age 65, the Village will provide such retired employee (no dependents) with a Medicare Supplemental Plan for the benefit of such retired employee, and only to the extent such a plan and/or such a type of policy is then provided by the Village. Should such type of policy not be provided or no longer be provided by the Village at any given time, the Village will provide such retired employee with the next lesser type of policy then provided by the Village. Any insurance plans provided by the Village shall be selected by the Village, in its sole discretion, from time to time.

5) For any Elected and Appointed Officials elected on or after June 1, 2003 who retires from his/her employment with the Village, the Village will not provide any health insurance benefits upon retirement.

**Resolution** to authorize the Village Manager/Clerk to update the employee handbook to reflect the new change in retiree health care coverage. Motion to approve made by Trustee Speer seconded by Trustee Zabelny. Carried unanimously, 4-0.

Worker's Comp: Shari Pearce reported the Village of Spencerport has joined the self-insured Workers Comp group. This is a benefit to the entire group.

**Citizen of the Year**

Former Village Mayor, Bill Carter, presented the award to the family of former Trustee, Charlie Kimball. Chief, Steven Carter and Fire Commissioner, John Lemcke were also in attendance. Charlie was a life member of the Fire Department as well as a Hilton Central school teacher. A reception was held with many family members in attendance.

**Vouchers**

**Resolution** to approve the vouchers with the following additions: \$294.11 ABS, \$634.20 Mike Copek, \$100.00 Green Acres, \$250.86 Napa Trustee Speer made the motion, seconded by Trustee Zabelny. Carried unanimously 4-0.

Prepaid	\$ 10,067.09
T&A	\$ 22,412.63
General	\$ 38,260.94
Water	\$ 31,730.00
Sewer	<u>\$ 2,677.60</u>
Total	\$ 105,148.26

**Minutes**

**Resolution** to approve the meeting minutes of May 3, 2016, motion made by Trustee Speer, seconded by Trustee Gates. Carried unanimously, 4-0.

**Village Board Liaison Reports**

Trustee Speer reported that the Recreation Department held an event called Barks and Brews at the Town Park on June 4<sup>th</sup>. It was well attended. He also noted he is very pleased with their schedule of events this summer.

Solar farm: The board visited a solar panel farm in Scottsville. Trustee Speer would like to pursue options for one in the Village. The board agreed to meet with representatives from Solar Liberty.

There being no further business, Trustee Speer motioned to adjourn the meeting at 7:30 p.m. seconded by Trustee Zabelny. Carried unanimously 4-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk