

**Village Board  
Meeting Minutes of  
October 2, 2018**

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

Guests: Tom Venniro, Maureen & Paul Spindler, Rick Bjornholm, Richard LaForce,  
Shelly Kordish, Pat Holenbeck, Murray Weaver, Brooke Pearce, Gina Morelli,  
Debbie Jones, Tim Thomas

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

**Recreation Report**

Tom Venniro gave an update regarding their upcoming events including, Make a Difference Day and the Halloween celebration, scheduled on October 27th. Mayor Lee recommended inviting the local media.

**Code Enforcement**

Flood Smart: Mike Lissow updated the board on the erosion on Salmon Creek near Village II Apartments. Milone & MacBroom Inc. has been hired to conduct a high quality engineering and hydrologic study of the proposed restoration site and to gather local knowledge and feedback on the study findings from affected property owners. This will be ongoing.

Unionville Station: Mike Lissow attended a meeting of their Board of Managers to discuss the lawn maintenance of the pond area. This issue should be resolved within the next several weeks.

**Treasurers Report**

Audit: Maryalice Edwards reported an audit of the financials, policies and procedures is being conducted by Mengel, Metzger, Barr & Co. The process usually lasts for 4-5 business days and is conducted every other year.

**Superintendent Report**

Community Center: Exterior electric upgrades have been placed on hold while issues are being worked out between RG&E, MRB Group and the Village. Interior upgrades are still being done on schedule. Mike McHenry will keep the board up to date on their progress. The date of completion will be pushed further.

Sale of Equipment: Mike McHenry reported the sale of a 2001 Bombardier sidewalk plow was sold at auction for \$30,200. This was purchased by the Village for approximately \$64,000. The board was pleased with the results of the auction.

Jennejahn Lodge Renovations: Mike McHenry is recommending to hire MRB Group to prepare the bid package for the Jennejahn Lodge addition and renovations including engineering fees. The cost not to exceed \$38,500.

**Resolution** to authorize the DPW Superintendent to hire MRB Group to prepare the bid package for the Jennejahn Lodge addition and renovations including engineering fees. The cost not to exceed \$38,500. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 5-0.

Leaf Collection: Mike McHenry reported the DPW will begin the collection of leaves on October 15th. This will run through December 7th. Residents are instructed to rake loose piles of leaves only, to the tree lawn area.

Sanitary Sewers: Kenyon Pipeline has begun the relining project in the Henry Street and West Avenue area with cleaning, videoing and measuring. The project was ceased during the week of Apple Fest and will resume in the next few days.

Shared Services: Mike McHenry reported that the Village continues to share services with Hamlin, Parma, Clarkson, Spencerport, Brockport and the Hilton school district. The Monroe County project on North Hamlin Road consisted of road shoulder work is expected to generate \$3,000 in revenue. Trustee Gates suggested monies received from the All Seasons agreement from Monroe County be deposited in the DPW Equipment Reserve Fund.

**Resolution**: to authorize the Treasurer to deposit revenue generated when the DPW utilizes the Monroe County All Seasons Agreement into the DPW Equipment Reserve Fund, motion made by Trustee Gates, seconded by Trustee Speer. Carried unanimously, 5-0.

### **Public Forum**

Mayor Lee opened the public hearing at 6 p.m. to consider Local Law 6, 2018 to amend Section § 275-13 E (1) b of the Zoning Code to read. “The footprint shall be over 25 square feet but shall not exceed 256 square feet and no wall shall exceed 20 feet in length.”

This item was approved at the last Village Board meeting, however due to an oversight; comments from the Monroe County Planning & Development Department were not received in time for the meeting. Shari Pearce asked the board to review the Local Law again for legal purposes.

There being no public comment, the public hearing was closed at 6:01 p.m.

**Resolution** to adopt Local Law #6, 2018, to amend Section § 275-13 E (1) b of the Zoning Code to read. “The footprint shall be over 25 square feet but shall not exceed 256 square feet and no wall shall exceed 20 feet in length.” Motion made by Trustee Speer, seconded by Gates. Carried unanimously, 5-0.

Mayor Lee opened the public hearing at 6:05 p.m. to consider the merger of two properties known as tax map number 024.17-3-35, 169 Lake Avenue, .507 acres and tax map number 024.17-36-36, 171 Lake Avenue, 3.677 acres. They are preparing to sell the former St. Leo's Church and wish to merge two parcels prior to the sale.

Mr. Paul Spindler, 175 Lake Avenue, remarked that he would like to possibly purchase a portion of land to make his lot larger. Tim Thomas, representative for St. Leo' Church was receptive to that idea.

After all persons being heard, the public hearing was closed by Mayor Lee at 6:45 p.m.

This application is exempt form review from Monroe County Planning and Development as per the Intermunicipal Agreement on file. This is an unlisted action under SEQR and requires review.

**Resolution:** The Village Board declared themselves as Lead Agent in the coordinated review between the Village Board and the Zoning Board of Appeals, motion made by Trustee Gates, seconded by Trustee Fowler, carried unanimously.

**Resolution:** A motion was then made by Trustee Gates, seconded by Trustee Zabelny to declare a Negative Declaration for the project as the action will not result in any significant adverse environmental impacts, Gates Zabelny carried unanimously.

**Resolution** to approve the application of St. Leo's Church to merge 169 and 171 lake Avenue into one property, approximately 4.2 acres total. Trustee Fowler made the motion seconded by Trustee Gates. Carried unanimously 5-0. The applicant may proceed to the Zoning Board of Appeals.

### **Managers' Report**

Leases: The following leases will be issued and amended this week: Hilton Community Child Care, Food Shelf and Lifequest Community Church.

Hilton Community Child Care: This lease will continue to be on a 10 month basis starting October 1, 2018. This lease was scheduled to be renewed in June.

Lifequest Community Church no longer needs to lease rooms 102 and 203 due to a decline in their attendance. This will reduce their annual rent by \$1400.

**Resolution:** to amend the lease for Lifequest Community Church, Rooms 102 and 203 will no longer be utilized by them. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously.

Food Shelf: A lease will be amended to include an annual fee of \$1,000 paid by the Town of Parma to support this community group.

Recreation Intermunicipal Agreement: A meeting was held with Shari Pearce, Mayor Lee, Supervisor Jack Barton & Recreation Director Tom Venniro to discuss the increase in rent over the next three years. It was agreed the meeting had a positive outcome and the board is willing to move forward with the plans to increase the rent. *See Shari's report for details.*

Prospective Tenant: Campus CMG has shown interested in leasing Room 205 as a construction office for the capital project for construction within the Hilton Central School District. This would be a two year commitment. Shari Pearce and Mike McHenry met with them and have since received a proposal which including substantial improvements to the room to be done by the Village. After much discussion the board agreed the term of the lease is shorter than preferred. The board agreed to decline their offer.

Building Security: Shari Pearce updated the board on the progress within the Community Center thus far. She is working with the Hilton Central School District to possibly share in some security measures to obtain a better price quote.

Parking Tickets: Shari Pearce is awaiting notification regarding the filing of this local law. This is expected to be in the coming days. Once verification has been made with the Secretary of State, the parking tickets will be issued to the Monroe County Sheriff's Department for their use.

Clean Energy Community: Shari Pearce reported the Village is in a good position to become a clean energy community as per the requirements. Once designated, the Village will be able to apply for grants to fund additional clean energy projects. Local governments must complete four out of 10 High Impact Actions to earn this designation and qualify for funding. The board agreed to complete the following:

- Benchmark energy use
- Clean Energy upgrades
- LED Street Lighting
- Solar Permits - Streamline the approval process for solar.

Excellus Health Insurance: Shari Pearce notified the board the cost increase for the high deductible plan is 5.6% and the co-payment plan increase is 2%. Medicare costs have not been received yet. The budget included an anticipated increase of 12%.

First Net: This company offers cell first priority service to first responders and specific government employees in the event of an emergency. During extreme emergencies cell service can become overtaxed and interrupted. The cost is discounted making it quite affordable to purchase tablets and cell phones for the Village. The board discussed purchasing tablets in the past, but the cost was prohibitive. The board agreed to purchase seven tablets; five for the board members, one for the DPW, one to be used as a floater. Two phones will be purchased also.

**Resolution** to authorize the Village Manager to enter into a cellular service contract with First Net and to purchase seven tablets and two cell phones, motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Master Plan: Shari Pearce and Mike Lissow spoke about the process of rewriting the Master Plan for the Village. The last update was done in 1977. The board agreed to create this independently due to the different nature of the Village/Town. Shari will contact David Zorn from the Genesee Valley/Finger Lakes Planning Council to discuss the direction of this project.

NYCOM: Shari explained some of the highlights from the Fall Training School that she and Amy Harter attending this past week. Two policies are major topics within New York State: Sexual Harassment and Workplace Violence. Currently, the Village has policies in place regarding both topics. The Sexual Harassment policy will be updated to include information recently updated by New York State.

### **Discussion**

Mayor Lee wishes to thank the DPW employees for their assistance to the Apple Fest. He noted without their hard work, it would not be possible to host the Apple Festival.

Solar Energy: Mike Lissow and Trustee Gates would like to thank the Zoning Board of Appeals for the detailed report provided to the Village Board regarding solar energy earlier this year. They will be sharing the Green Energy information with the ZBA at their next meeting.

### **Vouchers**

Motion to approve the vouchers with the following additions: \$-26.42 Colony Hardware, \$7320.12 Buckpitt, \$2499.60 First Bankcard, \$510.43 Hilton Napa, \$3200.00 Villager Construction, \$450 Hilton Monuments. Motion made by Trustee Zabelny, seconded by Trustee Fowler. Carried unanimously, 5-0.

Pre-paid	\$ 5,438.60
T&A	\$ 25,748.56
General	\$ 61,809.07
Water	\$ 33,050.00
Sewer	\$ 1,626.04
Capital	\$220,735.00
Total	\$348,407.27

Trustee Gates made the motion to approve the September 4th minutes as presented, seconded by Trustee Zabelny. Carried unanimously 5-0.

### **Adjournment**

There being no further business, Trustee Speer made a motion to adjourn the meeting at 7:30 p.m., seconded by Trustee Zabelny. Carried unanimously 5-0.

Respectfully Submitted,

Amy Harter  
Deputy Clerk