

**Village Board  
Meeting Minutes  
of February 1, 2022**

Present: Mayor Lee, Trustees Zabelny, Fowler, Speer, Farrell  
Village Manager/Clerk Shari Wilson Pearce  
DPW Superintendent Jeff Pearce  
Asst DPW Superintendent Chad McManus  
Treasurer Maryalice Edwards  
Code Enforcement Officer Mark Mazzucco  
Deputy Clerk Amy Harter  
Recreation Director Tom Venniro

Guests: Linda Viney, Cody Kelly, Nick Mucci

Mayor Lee called the Village Board meeting to order with the Pledge of Allegiance followed by a moment of silence.

**Recreation Department**

Tom Venniro reported on upcoming events. There will be concerts with a food truck and tap truck on Wednesdays this summer.

Dog park: The Town of Parma has received notification of a grant for \$50,000 award to build a dog park in Parma Town Park. This is in the early stages and may be in use this summer.

**Code Enforcement:**

Providence Housing: Mark Mazzucco reported Providence was turned down in the first round. They will continue to seek the funding they need to begin the project at 169/171 Lake Avenue. Currently, St. Leo's Church still owns the property.

Code Enforcement: Mark updated the board on permits, violations, and inspections.

Community Center: SG Security has completed the fire alarm upgrade in the building.

Dept of State: Mark completed the annual 1203 report and submitted earlier today.

199 Lake Avenue: This property has been sold, the buyer intends to renovate the house and clean up the exterior.

52 Underwood Avenue: The necessary legal paperwork was signed; Mark will keep the board updated as to the inspections that are required to move forward.

903 Hilton Parma Corners Rd: The residents in Unionville were concerned that trees on this property were in danger of falling onto a home on Gursclin. The trees have been removed and the matter is considered closed.

52 Henry Street: Mark reported that the owner is storing combustible materials inside the building. This is not up to code, but the owner has hired an engineer to bring the business in compliance. At this time, placards will be posted on all four corners of building and MSDS sheets will be stored outside.

### **Treasurer**

**Resolution** to renew the CD's at Canandaigua National Bank .18% for 30 days, motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Maryalice Edwards reported she will be starting with budget preparation.

### **DPW Superintendent**

Cameras: Jeff Pearce reported three additional security cameras for the northside of the Community Center is \$4911. This includes a license plate camera. The cost will come from the contingency fund.

**Resolution** to authorize the DPW Superintendent to purchase three cameras for the Community Center at a cost not to exceed \$4911.00. Motion made by Trustee Speer, seconded by Trustee Farrell. Carried unanimously, 5-0.

**Resolution** to authorize the DPW Superintendent and Assistant Superintendent to attend the Western NY Water Works Conference on February 16<sup>th</sup> at a cost of \$80.00. Motion made by Trustee Speer, seconded by Mayor Lee, Carried unanimously, 5-0.

**Resolution** to authorize the DPW Superintendent to accept the bid from Power & Construction for a three-year maintenance repair contract on as needed basis. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Community Center: The DPW has installed charging bases and conduit for charging station.

Boilers: Jeff, Chad and Nick met with representatives from Mollenberg – Betz company to discuss the upgrades necessary. They confirmed the boilers are of excellent quality and they should last for many more years. Recommendations were made to replace the combustion kit make upgrades to what we have, quotes forthcoming for DPW and Comm Center.

Charging station: Jeff reported the lighting has been changed to LED. This station opened the last week of January and has been used 18 times so far. A quote is forthcoming for the installation of a camera. Jeff is seeking suggestions to improve the look of the breaker board. Trustee Fowler suggested landscaping and Mayor Lee would like a sign installed.

Equipment: Jeff reported warranty repairs were made to the loader. The sewer machine has been repaired.

The DPW removed the tree at 19 Fraser Drive, the homeowner has paid the Village for the work completed. A new tree will be planted in the spring in its place.

Lead and Copper Piping: The EPA is requiring all pipes in the water system be mapped. They are looking to identify all lead piping. At this point this is for identification purposes. It will be a time-consuming process. Jeff Pearce, Chad McManus, Shari Wilson Pearce and Amy Harter are planning the best course of action to begin the process.

Water: Village II apartment had a water break in their line. This was not the responsibility of the Village of Hilton. The property manager hired an independent contractor and since the water service was off for longer than 8 hours the Health Department required a boil water advisory for the complex. This has been repaired and the advisory was cancelled.

Mayor Lee thanked the DPW for their assistance at M & T Bank. Ice was hanging off the roof over the sidewalk which created a dangerous condition. The crew worked swiftly to remove the ice.

Trustee Fowler also thanked the DPW for their response to the water leak in the Cedar Terrace area.

### **Manager's report**

Office Remodel: Shari Pearce stated the staff met to discuss the office design plan. The intent is to order the materials by April 1<sup>st</sup>. Shari will keep the board updated on the progress.

Auto read meters: Shari reported the budget has been depleted. Meters that need replacement are being made with the automatic read meters and it is going well. Shari recommends replacement of these meters in early summer into fall one quadrant of the Village at a time. The ARPA money can be used to purchase the automatic readers.

Vacation Time: Shari reported there are two employees that did not use their paid vacation time this past year. She recommends extending the vacation time of Brian Lissow and Duane Wolfer.

**Resolution** to authorize the Village Manager to extend unused vacation time into 2022 for Brian Lissow and Duane Wolfer. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Refuse sticker/billing program: Shari explained when the Community Center was closed to the public during COVID, the office began billing residents for their extra garbage and bulk item collection. The standard practice required residents to purchase stickers to be placed on their items. Some bills are not being paid and some residents are denying putting out extra trash. Last week, 178 unpaid billing notices totaling \$3,745 were sent. Shari is analyzing the practice and may update it.

Citizen of the Year: The advertisement for nominations will be place in the Suburban News.

Recreation Commission: Shari stated Tom Ganely's term is up, it appears it may not seek another term.

Workers Comp: Shari reported the rates going down, this is due to so many people that are working from home. She is expecting to receive the Village's refund amount shortly.

Standard Workday: Shari has been notified of a reporting discrepancy by the NYS Local Retirement System that a Standard Workday must be established for the following positions: Motor Vehicle Operator, Superintendent of Public Works, Assistant Superintendent of public Works, Auto Mechanic, Building Inspector Fire Marshall and Office Clerk.

**Resolution** to establish an 8-hour Standard Work Day for the following positions: Motor Vehicle Operator, Superintendent of Public Works, Assistant Superintendent of public Works, Auto Mechanic, Building Inspector Fire Marshall and Office Clerk. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

#### **Public Forum 6:00 p.m.**

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

Vending Machine proposal: Cody Kelly is proposing to install a new snack and drink machine in the Community Center. It will be placed in the hall on the west wall near the water fountain. The machine will be taken offline during the Flea Market and Apple Fest in support of their fundraising. The board is supportive of this proposal upon Mark Mazzucco's satisfaction of location and that the machine meets the building code. A lease will be signed by the Mayor and Mr. Kelly.

With all persons heard, Mayor Lee closed the public forum at 6:15 p.m.

Flea market: Linda Viney explained the event will prepare the Community Center for the even starting April 8<sup>th</sup>. It was noted the Ingham Room is booked 4/8 until 12 p.m. The event will be held April 9<sup>th</sup> 9 a.m. - 3 p.m. This event is held by a group of volunteers within the community. The Village Office will notify Haylor, Fryer and Coon of the event for insurance purposes.

**Resolution** to authorize the use building and grounds for the Indoor Flea Market, April 9<sup>th</sup> 8 a.m. – 4 p.m. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously, 5-0.

Tax District for EMS coverage: There was a brief discussion about the creation of a tax district for ambulance service within the Hilton Fire District. The cost is expected to be .50 per \$1,000 valuation. For example, a home valued at \$150,000 would see an increase of \$75.00 annually. A Commission would be necessary just like the Fire Department.

### Minutes

**Resolution** to approve minutes of January 4<sup>th</sup> and January 25<sup>th</sup> as submitted made by Trustee Speer seconded by Trustee Zabelny. Carried unanimously, 5-0.

### Vouchers

**Resolution** to approve the February vouchers for payment with the following add-ons: First Bank \$27.96, Hilton Napa \$642.38, Jackson Welding \$15.32, Lacy Katzen \$300.00, Lawson Products \$105.81, MRB Group \$605.00. Motion made by Trustee Fowler, seconded by Trustee Farrell. Carried unanimously, 5-0.

Prepaid	\$7,841.66
TA	\$30,777.72
General	\$127,413.07
Water	\$36,600.07
sewer	\$3,751.39
capital	<u>\$0.00</u>
Total:	\$206,383.91

### Discussion

Recycling Event: The Village is hosting a recycling event on April 2<sup>nd</sup>. This will include electronics and pharmaceuticals. Food donations will be accepted for the Hilton Food Shelf.

**Resolution** to authorize the use of the Hilton DPW building April 2<sup>nd</sup>. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously. 5-0.

Historian: Trustee Fowler stated the Historian is preparing the annual budget. David Crumb may propose the purchase of historical markers, specifically for the 1965 Main Street fire.

First Aid CPR: Trustee Fowler is recommending the Village employees become certified. Trustee Speer will coordinate training through the Hilton Fire Department.

Water licenses: Trustee Fowler stated since the classes are being held at SUNY campuses, those that are not vaccinated for COVID cannot attend and become licensed. He noted this should be considered before employees raises are discussed.

**Adjournment**

Motion to adjourn at 6:55 p.m. made by Trustee Fowler, seconded by Trustee Farrell. Carried unanimously, 5-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk