

**Village Board
Meeting Minutes
June 7, 2022**

Present: Mayor Lee, Trustees, Farrell, Speer, Zabelny
Village Manager Shari Wilson- Pearce
DPW Superintendent Jeff Pearce
Asst Superintendent Chad McManus
Treasurer Maryalice Edwards
Code Enforcement Officer Mark Mazzucco

Absent: Amy Harter, Trustee Fowler

Guests: Linda Viney, Amanda Dudley, Dave Crumb, Jim and Sandy Tenny, Toni Persi,
Anthony Gibbardo, Tom Venniro, Ryan Rockafeller

The meeting was held in person and via Zoom.

Mayor Lee called the meeting to order at 5:00 p.m. with the pledge of allegiance followed by a moment of silence.

The Oath of Office was given to Amanda Dudley by Mayor Lee for the appointment of Assistant Historian.

Recreation Department

Tom gave an update on upcoming and past events.

Tom V. and Ryan R. presented an idea to the board. This coming December, they would like to extend their Christmas Tree Lighting Ceremony to include Main Street. The idea is to have more activities and create an old fashion Christmas event. They are asking the board to pass a resolution to shut down Main Street for a 3-hour event on a Saturday to be determined in December. After a general discussion, the board was in support of this.

Resolution to authorize the Superintendent to apply for a NYS permit to close Main Street for a 3-hour period either December 3rd or 10th. Trustee Speer made the motion, seconded by Trustee Zabelny. Carried unanimously 4-0.

Code Enforcement

52 Underwood Ave: Mark has obtained a cost estimate of \$12,000 to clean out the house. Mark and Trustee Speer are attending a NYCOM training event next week and they have classes on abandoned houses. The board tabled approving the clean out until after they attend the session.

Salmon Creek behind Village-II Apartments: Mark reported he and the DPW will be contacting Monroe County Soil and Water for an onsite visit to look at the current Erosion Control Measures for the apartment complex.

Code Complaints: Residents are now required to be documented on the *Code Enforcement Complaint Form* which can be found on the Villages Website Homepage and Code Enforcement page. This is the only way a code complaint will be addressed.

Fire Inspections: Mark noted scheduling has become an issue to allow the Village to conduct Fire Inspections for local businesses. Since inspections haven't been conducted in years, the business owners are not happy with this and refuse to schedule an inspection.

Treasurer

Resolution made by Trustee Zabelny that pursuant to the existing franchise agreement and per Section 626 (1) of the Real Property Tax Law, a tax credit of \$233.98 is hereby granted to Time - Warner Cable for fiscal year 2022-23. Seconded by Trustee Speer. Carried unanimously 4-0.

Resolution made by Trustee Zabelny to approve open a 90-day cd, at a rate of .55%. Seconded by Trustee Farrell, carried unanimously 4-0.

Superintendent's Report

Senior MEO: Chad and Jeff recommend advancing DPW employee, Cody Kelly, to senior MEO. Cody is a great motivator with the crew. Jeff noted he has over ten years at the Village and knows the expectations. Recently when given opportunities to run the jobs, he has done a great job; his knowledge and work ethic are excellent.

Resolution to advance Cody Kelly to a Senior MEO with a rate adjustment of \$1.00 per hour. Trustee Speer made the motion, seconded by Trustee Zabelny, carried unanimously 4-0.

Contractor removal of trees: Jeff and Chad recommend the board pass a resolution to make contractors removing trees or doing tree work responsible for chipping/cleaning up of trees and brush. This was discussed at last board meeting.

Resolution to mandate contractors removing trees or doing tree work be responsible for chipping/cleaning up of the trees/brush and stump grinding. Motion made by Trustee Speer, seconded by Trustee Farrell, carried unanimously 4-0.

Fraser Dr drainage: The homeowners from Fraser Drive previously attended the November 2021 meeting asking for assistance with their wet backyards. Jeff had preliminary did an estimate for labor and materials to aid in repairing the drainage, however, since the last meeting the Village has learned even with the drainage easement, this is private property and not a Village issue. The homeowners will be present at public forum to discuss.

Park exterior bathroom: Jeff remarked there have been problems with most likely kids plugging the outside bathroom toilets and locking the doors at the Jennejahn lodge. He suggested keeping the outside door locked and distribute keys to the coaches of the baseball, soccer, and lacrosse teams to allow them to open and lock the doors. Of course, this means park users cannot use them unless a sporting event is happening. The board has agreed to lock the doors on the outside; Jeff will coordinate this with the sport events.

Parkwood Streetlights: Jeff reported there have been 3-4 streetlights are out in Parkwood. Approximately three weeks ago RG&E was working on adjacent poles at the time and a power surge went through a section of East Ave, which caused an overload on the streetlights. According to P&CG the wires are buried direct (no conduit). Jeff has been working with P&CG (the Village's contractor) and RG&E to determine responsibility. The cost estimate to repair the lights are over \$20,000. The residents on Parkwood Lane are frustrated they have no lighting for the past three weeks and feel this is a safety concern.

Resolution to authorize the Superintendent to hire P&CG for an emergency repair to the streetlights on Parkwood Lane at a cost to be determined. The Village Board by authorizing this repair is not claiming responsibility and will continue to work with RG&E to determine who is at fault. Trustee Speer made the motion, seconded by Trustee Zabelny, carried unanimously 4-0.

Manager's report

176 Raintree Lane Tree: A meeting took place this past month with the homeowners of 176 Raintree Lane and the Mayor, Trustee Zabelny, Manager and the Superintendent/ Asst. Superintendent. The homeowners asked permission to remove their tree lawn locust tree at their cost. The tree pods that fall are a safety hazard and have been for years. They are getting older and can no longer maintain the tree. The Mayor and Trustee Zabelny agreed to allow the resident to remove the tree at their cost. The Village will pay and plant a tree in the spring of 2023.

Resolution to permit the property owner at 176 Raintree Lane to remove the locust street lawn tree at their cost. All insurance requirements will need to be approved by the Village prior to the work commencing and all tree debris must be removed by the contractor. The Village will plant a new tree next spring. Trustee Speer made the motion, seconded by Trustee Farrell. Carried unanimously 4-0.

Employee handbook: Last month the board approved the concept for paternity and maternity leave. Larry Schwind will be submitting language for the board's review and approval for the handbook. We are also working on defining language for the family leave and medical appointment leave. The board can approve the concept and we can they approve the language at the next meeting. This will enable the employees to begin using the time.

Resolution to amend the employee handbook to allot for employees to use 16 hours of their sick time for their own medical appointments and 40 hours of their sick time to use for family leave. This is on an annual basis; hours cannot be carried over and will be deducted from the employee's sick time allotment. Trustee Zabelny made the motion, seconded by Trustee Speer. Carried unanimously 4-0.

Community Center: Assistant Superintendent, Chad McManus, has been working on this project. The contractor has provided an estimate to repair the entire front of the community center versus just a section. The additional cost is \$9,500.00. He is recommending the board approve this.

Resolution to authorize the Superintendent to hire Eastside Chimney LLC to repair the remaining stonework on the front side of the community center building at a cost of \$9,500.00. Trustee Speer made the motion, seconded by Trustee Farrell, carried unanimously 4-0.

Safety lunch: The lunch was cancelled in December and has been rescheduled for June 22 at 1:00 p.m. Shari is asking permission to close both departments.

Resolution to close both the DPW and Village Office on June 22nd at 1:00 p.m. for a safety meeting. Trustee Speer made the motion, seconded by Trustee Zabelny, carried unanimously 4-0.

Worker's Comp: Shari attended the semi-annual meeting held this past month. The Village of Hilton received an award for Best Overall losses in a small municipality category. The Village also received the annual administration refund of \$12, 015.00. The program is outperforming any private sector company by far, our rate of return is about 47% back to the members since inception in 2004.

Resolution to deposit \$12,015 into the general fund for the worker's comp administrative refund. Trustee Zabelny made the motion, seconded by Trustee Speer. Carried unanimously 4-0.

Signage request: The Hilton Central Bus garage would like to place a bus on the front of the carnival grounds (across from the Tops Plaza) with a sign attached to the bus encouraging people to apply to be a school bus driver for the Hilton district. They are asking approval to use the grounds at 135 South Ave, which is Village property.

Resolution to permit the Hilton Central School district to place a sign and bus on the property at 135 South Ave to advertise for bus drivers needed. Trustee Speer made the motion, seconded by Trustee Farrell, carried unanimously 4-0.

Special Police: Michael Lonville requested the use of the Village owned golf cart for the week of the carnival.

Resolution to permit the Special police to use the Village owned licensed golf cart for the week of the carnival. Trustee Speer made the motion, seconded by Trustee Farrell, carried unanimously 4-0.

Personnel: Aimee Doser has completed a year of employment with the Village. She is doing a very good job; Shari is recommending a \$1.00 per hour added to her wage for her six-month evaluation per the three-year wage increase schedule.

Resolution to increase the wage of Aimee Doser \$1.00 for her six-month evaluation as part of the three-year program. Trustee Speer made the motion, seconded by Trustee Farrell, carried unanimously 4-0.

Electric fixed rate: Chris from NOCO contacted Shari again asking if the Village would consider a fixed rate. Chris really feels the market conditions are volatile and the Village would benefit. He provided a proposal with a fixed rate of \$.10 per kilowatt for 18 months. The board determined they would like to continue the variable rate and if RG&E is offering an off-peak rate for our streetlights, our accounts will return to RG&E.

Resolution to return the Village accounts to RG&E to take advantage of the off- peak rates for our streetlighting accounts. Trustee Zabelny made the motion, seconded by Trustee Speer, carried unanimously 4-0.

Stockpile land: Shari is working with Larry Schwind on specific easement legalities; this will not deter the purchase offer; some of these items will be resolved during the title process. She is hopeful both purchase offers will be complete in the next two weeks. The Village is also scheduled to attend the Town of Parma's Planning Board in July for subdividing the parcel.

Zoning Code Update: Shari would like to begin the discussions of updating our zoning code. Shari spoke with Jeremy Hughes from Barton & Loguidice at a recent NYCOM conference. There are grant opportunities available for updating our code through a Consolidated Funding Application. The deadline for the grant application is July 28th. Mark M. and I had a zoom meeting on Tuesday with B&L to discuss our needs. They charge a flat fee for the grant writing; the grant is awarded in early December and is either a 10% or 50% matching grant, up to \$100,000. We put \$20,000 in the budget to begin the process. If the board elects to apply for the grant, we can use a portion of the money for the grant writing. The grant writing estimate is between \$3,000 - \$5,000. This will delay the project about 6-8 months, but we would have it half paid for and could save the taxpayers thousands of dollars.

Resolution to authorize the Village Manager to hire Barton and Loguidice to write a grant for the Consolidated Funding Application for a cost up to \$5,000 to apply for either the 10% or the 50%

matching grant to update our Zoning Code. Trustee Zabelny made the motion, seconded by Trustee Speer. Carried unanimously 4-0.

SG Security: Our security company was on site this past Tuesday to begin the quote to be able to lock the exterior doors with fob capabilities. Shari is hoping to have a quote by next month. Since this is an unbudgeted item, the ARPA monies is a possibility to fund this project. There will be extensive labor to run the wires for this project. This will greatly enhance the security of the building.

Employee evaluations: Shari has completed the evaluations and they have been emailed to the board for their review.

Computer tablets: The board has received new apple tablets for their use and now have five old tablets that are outdated and not worth anything since the technology is outdated. . There was an idea by Amy Harter to give a tablet to each of the BOCES students that have completed the work/study program this past year. The board was in support of this.

Resolution to give two tablets to the BOCES students, the computers are considered worthless based on the outdated technology. Trustee Speer made the motion, seconded by Trustee Zabelny, carried 4-0.

Public Forum 6:00 p.m.

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

3 Fraser Dr: Anthony Gibbardo was present to discuss the standing water in his and the neighbor's yards. They have had standing water ten out of the twelve months out of the year. There was a letter sent by the Superintendent to the neighbors advising them of options to correct the drainage at their cost. Mr. Gibbardo and his neighbor, Mrs. Persi, are present to discuss what the Village will be doing and what is their responsibility. When they attended the November meeting, the homeowners thought the Village was going to repair the problem. He feels there is a communication breakdown of what he was told and what is going to happen.

Shari remarked at the November meeting we were not clear on if the Village had responsibility because of the drainage easement that runs in the back of the properties.

Jeff noted since the last meeting, he had Monroe County Stormwater come out for an inspection. Kelly (Monroe County Stormwater) explained the soil is clay and drainage is not quick and agrees nothing needs to be done as far as the Village is concerned. Monroe County did suggest some possible solutions, such as putting in a French drain or drain tile.

Ernie Persi, 1 Fraser Dr, they have lived in the home for 32 years and now this is the worst it has been. They also noted that their neighbors at 5 Fraser Dr, have the same issues. They are willing to hire for the work but would like to know what the Village is going to do on their end.

Resolution for the Village to stub in a piece of pipe to the Village’s storm main; the homeowners can attach to this if they choose. Trustee Speer made the motion, seconded by Trustee Farrell, unanimously carried 4-0.

Mary Persi, 1 Fraser Dr: She asked if each resident is required to have a tree in their tree lawn. She said one of her neighbors doesn’t want a tree and it doesn’t look right without one. The board answered that everyone gets a tree in their tree lawn. Chad stated they are slated to receive a tree either this year or next spring.

Linda Viney, Applefest Committee asked permission to use the grounds of the DPW for parking during the festival.

Resolution to allow the committee to use the grounds in front of the DPW for overflow parking. Trustee Speer made the motion, seconded by Trustee Farrell. Carried unanimously 4-0.

Mayor Lee closed the public form at 6:40 p.m.

Minutes

Resolution to approve minutes of May 3rd and 10th, 2022. Trustee Zabelny made the motion, seconded by Trustee Speer, carried 4-0.

Vouchers

Resolution to approve the June vouchers for payment, Trustee Speer made the motion, seconded by Trustee Zabelny, carried 4-0.

Prepaid	\$8,185.34
TA	\$31,723.61
General	\$83,353.53
Water	\$81,184.88
sewer	<u>\$7,827.17</u>
Total	\$212,274.53

added at the meeting:

Green Acre	\$1,515.28
HCS D	\$9,223.83
Hilton Napa	\$601.93
Life Science	\$365.00
Waste Management	\$7,262.24

Westside News	\$50.93
CNB	\$3,640.01
Northeast Sweepers	\$90.00

Adjournment

There being no further discussion, the meeting was adjourned at 7:36 p.m.

Respectfully submitted,

Shari Wilson-Pearce, Village Manager/Clerk