

**Village Board
Meeting Minutes of
December 4, 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: Linda Viney

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 reported their department has two recently hired, full time employees. Kathleen Laskey and Dustin Young.

Tree Lighting: The event was a success; Tom thanked the Village Board and the staff for their efforts.

Code Enforcement

Resolution: to authorize up to six members of the Zoning Board of Appeals to attend the NYPF Conference, April 28th through April 30th at a cost not to exceed \$550 plus meals and travel. Motion made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Storm water: Mike Lissow and Mike McHenry attending the final meeting with the group that has been working on the erosion/flooding issues on Salmon Creek behind Village II Apartments. The engineering firm presented more models of potential flood scenarios as well as erosion control options. It was decided a meeting with Monroe County Soil and Water has been scheduled to discuss funding options for potential projects. They expect a detailed report from the Engineering Company soon. Once this is received it will be presented to the Board.

Clean Energy: Mike attended the Commercial Energy Code class, this is one of the requirements to become a clean energy designation community. Shari Pearce reported there is a question on one item of the benchmarking. She is working with her contact to clarify the issue.

3 Leith Lane: This property recently sold. Mike met with the new owner, Curt Christian. The building is expected to be converted to a residential duplex with a newly constructed detached garage. This is a permitted use in the PRD-S district.

Treasurers Report

Resolution: To amend the 2018-19 budget as follows: Increase State Retirement expense and decrease contingency. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Increase expense A9010.40	\$7,534
Decrease expense A1990.40	(\$7,534)

Resolution: Re-appropriate \$63,500 from 2017-18 budget and amend the 2018-19 budget for the Community Center electric upgrades, these funds are coming from the electric fund. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Resolution: To amend the budget to accept the change order costs for the Community Center electric upgrades as follows: Hewitt Young \$4,227.07 and RG&E \$3,281.27, for a total of \$7,508.34. Motion made by Trustee Zabelny, seconded by Trustee Gates. Carried unanimously, 5-0.

Resolution: To amend the 2018-19 budget to record donations for the historian office and deposit into the historian savings account. Motion made by Trustee Gates, seconded by Trustee Fowler. Carried unanimously, 5-0.

Increase revenue A2705	\$100
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Resolution: To amend the 2018-19 budget as follows: Increase expense for the Ingham Room floor and decrease contingency. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 5-0.

Increase expense A11620.20	\$5,149
Decrease expense A1990.40	(\$5,149)

Resolution: Re-appropriate \$20,000 from 2017-18 budget and amend the 2018-19 budget for the master plan. Motion made by Trustee Speer, seconded by Trustee Gates. Carried unanimously, 5-0.

Resolution: In accordance with Section 802 (A) (4) of the Employee Handbook for health insurance, the Village Board hereby establishes that for calendar year 2019, the Village of Hilton will contribute 80% of the annual deductible amount for active full time employees. The Treasurer is authorized to deposit the Village's share into the employee's health saving accounts according to the following schedule: Within the first week of January the employees shall receive a pro-rated share for the months of January through May 31st; within the first week of June, the employees shall receive the balance of the Village's contribution. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Superintendent Report

Employee Raise: Mike McHenry is recommending to increase the pay of his employee Andy Steiger as he has successfully completed his third year of employment. Mike stated Andy is an excellent employee that is dedicated and hardworking. Mike feels Andy has a long future with the Village and is most deserving of a raise of \$1.00 per hour.

Resolution: to increase the wage of Andrew Steiger to \$19.00 per hour based on his excellent work record and the completion of his third year with the Village of Hilton. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 5-0.

Jennejahn Lodge: Mike is seeking authorization to solicit bids for the Jennejahn Lodge expansion and renovation project. The bid opening will be January 10, 2019.

Resolution to authorize the DPW Superintendent to solicit bids for the Jennejahn Lodge expansion. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 5-0.

Managers' Report

Resolution to close the DPW and Village Office on December 14th at 1:15 p.m. for a safety meeting. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 5-0.

Resolution to authorize the Treasurer to renew a 90 day CD at Canandaigua National Bank at a rate of 2.05% for \$695,000. Motion made by Trustee Gates, seconded by Trustee Fowler. Carried unanimously, 5-0.

Resolution to approve the 2019 Holiday schedule. Motion made by Trustee Fowler, seconded by Trustee Gates. Carried unanimously, 5-0. The schedule is posted at the end of these minutes.

Electric prices: NOCO advised Shari Pearce that electric rates have increased by 33%, Shari explained there is an option to make one change in a twelve month period. Currently, the village is on the variable plan and historically has been the better of the two options. The board discussed this and agreed to switch to a fixed rate for a six month contract. Shari will confirm the exact duration for the contract.

Resolution to enter into a six month contract with NOCO for electric, with the fixed rate of .0546/kw and to consider the options at the end of the contract. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Flooring: The Ingham Room floor was recently replaced with a no wax vinyl product. Currently, our floors are all hand mopped. This is a large task since this room is nearly 3,000 square feet. Shari and Mike McHenry met with a rep from Regional Distributors and our staff is scheduled to demonstrate a 20" walk behind floor machine. This has a universal brush that will clean tile, vinyl and hardwood. The quote for this machine is \$4,035.54. Shari is recommending purchasing the unit if the team agrees that it works well. If it does not meet their needs, more machines will be reviewed.

Resolution to authorize the Village Manager to purchase a floor machine for the community center at a cost not to exceed \$4,035.54. The money is to be taken out of the contingency account. Motion made by Trustee Gates, seconded by Trustee Speer. Carried unanimously, 5-0.

Recreation Office: A quote to replace the carpet in room 106 has been obtained for \$4,493.24. This money would need to be taken out of the contingency fund. The director's office will not receive carpet per his request, he prefers to remove the carpet and have only the existing hardwood floor. Shari explained the office has an abundance of electric cords for their computers, the board agreed they will be responsible to dismantle and reassemble their own equipment during the carpet installation.

Resolution to authorize the Village Manager to purchase new carpeting for the Recreation Office, room 106 at a cost not to exceed \$4,493.24. The money is to be taken out of the contingency account. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Resolution to establish a policy for energy benchmarking requirements for the Village of Hilton's Municipal Buildings as part of a designation to become a Clean Energy Community. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously, 5-0.

Gift: Mayor Lee suggests providing a gift card to each Village employee for Tops Market. This is in compliance with the Village of Hilton gift policy.

Resolution to authorize the Village Manager to purchase a \$25 gift card for each employee, there are 39 employees at a cost of \$975. Motion made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Master Plan: The board discussed and agreed to set up a meeting with MRB Group to discuss a possible proposal to create a Master Plan for the Village. Shari will set up a meeting on December 18th at 5 p.m.

Public Forum

Mayor Lee opened the public hearing at 6 p.m. With no one wishing to speak to the board; the Public Forum was promptly closed.

Vouchers

Motion to approve the vouchers with the following additions: Jackson Welding \$320.00, NYS Floodplain & Stormwater \$30.00, Rachael B Cupcakes \$600.00, SGM Co. \$30.00, Tops \$27.39. Motion made by Trustee Speer , seconded by Trustee Fowler . Carried unanimously, 5-0.

Prepaid	\$ 8,516.62
T&A	\$ 25,748.56
General	\$234,175.76
Water	\$ 57,025.27
Sewer	\$ 34,462.04
Capital	<u>\$ 5,993.01</u>
Total	\$ 365,291.26

Minutes

Trustee Fowler made the motion to approve the October 23, 2018 and the November 6, 2018 minutes as presented, seconded by Trustee Speer. Carried unanimously 5-0.

Discussion

Apple Fest: The Committee is seeking authorization to use the Community Center building and grounds October 5th and 6th for 2019 Apple Festival.

Resolution to authorize use of the Community Center building and grounds to include up to 4 days before and after the event for preparation and clean up. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

Adjournment

There being no further business, Trustee Fowler made a motion to adjourn the meeting at 6:45 p.m., seconded by Trustee Speer. Carried unanimously 5-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk

RESOLUTION

ESTABLISHING ENERGY BENCHMARKING REQUIREMENTS FOR CERTAIN MUNICIPAL BUILDINGS

Drafting Note: This template legislation is presented here as a resolution, but communities should note that it may also be adopted as a local law or ordinance, where they have the power to do so. The following information should not be a substitute for legal advice from an attorney familiar with local requirements.

WHEREAS, buildings are the single largest user of energy in the State of New York. The poorest performing buildings typically use several times the energy of the highest performing buildings—for the exact same building use; and

WHEREAS, collecting, reporting, and sharing building energy data on a regular basis allows municipal officials and the public to understand the energy performance of municipal buildings relative to similar buildings nationwide, and equipped with this information the Village of Hilton is able to make smarter, more cost-effective operational and capital investment decisions, reward efficiency, and drive widespread, continuous improvement; and

WHEREAS, the Village of Hilton Board of Trustees desires to use Building Energy Benchmarking - a process of measuring a building's energy use, tracking that use over time, and comparing performance to similar buildings - to promote the public health, safety, and welfare by making available good, actionable information on municipal building energy use to help identify opportunities to cut costs and reduce pollution in the Village of Hilton; and

WHEREAS, the Village of Hilton Board of Trustees desires to establish procedure or guideline for the Village of Hilton staff to conduct such Building Energy Benchmarking; and

NOW THEREFORE, IT IS HEREBY RESOLVED AND DETERMINED, that the following specific policies and procedures are hereby adopted;

BUILDING ENERGY BENCHMARKING POLICY/PROCEDURES

§1. DEFINITIONS

(A) "Benchmarking Information" shall mean information generated by Portfolio Manager, as herein defined including descriptive information about the physical building and its operational characteristics.

(B) "Building Energy Benchmarking" shall mean the process of measuring a building's Energy use, tracking that use over time, and comparing performance to similar buildings.

(C) "Commissioner" shall mean the head of the Department.

(4) “Covered Municipal Building” shall mean a building or facility that is owned or occupied by the Village of Hilton that is 1,000 square feet or larger in size.

(5) “Department” shall mean the Village Manager and Superintendent.

(6) “Energy” shall mean electricity, natural gas, steam, hot or chilled water, fuel oil, or other product for use in a building, or renewable on-site electricity generation, for purposes of providing heating, cooling, lighting, water heating, or for powering or fueling other end-uses in the building and related facilities, as reflected in Utility bills or other documentation of actual Energy use.

(7) “Energy Performance Score” shall mean the numeric rating generated by Portfolio Manager that compares the Energy usage of the building to that of similar buildings.

(8) “Energy Use Intensity (EUI)” shall mean the kBtUs (1,000 British Thermal Units) used per square foot of gross floor area.

(9) “Gross Floor Area” shall mean the total number of enclosed square feet measured between the exterior surfaces of the fixed walls within any structure used or intended for supporting or sheltering any use or occupancy.

(11) “Portfolio Manager” shall mean ENERGY STAR Portfolio Manager, the internet-based tool developed and maintained by the United States Environmental Protection Agency to track and assess the relative Energy performance of buildings nationwide, or successor.

(12) “Utility” shall mean an entity that distributes and sells Energy to Covered Municipal Buildings.

(13) “Weather Normalized Site EUI” shall mean the amount of Energy that would have been used by a property under 30-year average temperatures, accounting for the difference between average temperatures and yearly fluctuations.

§2. APPLICABILITY

(1) This policy is applicable to all Covered Municipal Buildings as defined in Section 2 of this policy.

(2) The Commissioner may exempt a particular Covered Municipal Building from the benchmarking requirement if the Commissioner determines that it has characteristics that make benchmarking impractical.

§3. BENCHMARKING REQUIRED FOR COVERED MUNICIPAL BUILDINGS

(1) No later than May 1, 2017, and no later than May 1 every year thereafter, the Commissioner or his or her designee from the Department shall enter into Portfolio Manager the total Energy consumed by each Covered Municipal Building, along with all other descriptive information required by Portfolio Manager for the previous calendar year.

(2) For new Covered Municipal Buildings that have not accumulated 12 months of Energy use data by the first applicable date following occupancy for inputting Energy use into Portfolio Manager, the Commissioner or his or her designee from the Department shall begin inputting data in the following year.

§4. DISCLOSURE AND PUBLICATION OF BENCHMARKING INFORMATION

(1) The Department shall make available to the public on the internet Benchmarking Information for the previous calendar year:

(a) no later than September 1, 2017 and by September 1 of each year thereafter for Covered Municipal Buildings; and

(2) The Department shall make available to the public on the internet and update at least annually, the following Benchmarking Information:

(a) Summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information; and

(b) For each Covered Municipal Building individually:

(i) The status of compliance with the requirements of this Policy; and

(ii) The building address, primary use type, and gross floor area; and

(iii) Annual summary statistics, including site EUI, Weather Normalized Source EUI, annual GHG emissions, and an Energy Performance Score where available; and

(iv) A comparison of the annual summary statistics (as required by Section 5(2)(b)(iii) of this Policy) across calendar years for all years since annual reporting under this Policy has been required for said building.

§5. MAINTENANCE OF RECORDS

The Department shall maintain records as necessary for carrying out the purposes of this Policy, including but not limited to Energy bills and other documents received from tenants and/or Utilities. Such records shall be preserved by the Department for a period of three (3) years.

§6. ENFORCEMENT AND ADMINISTRATION

(1) The Commissioner or his or her designee from the Department shall be the Chief Enforcement Officer of this Policy.

(2) The Chief Enforcement Officer of this Policy may promulgate regulations necessary for the administration of the requirements of this Policy.

(3) Within thirty days after each anniversary date of the effective date of this Policy, the Chief Enforcement Officer shall submit a report to the Hilton Board of Trustees including but not limited to summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information, a list of all Covered Municipal Buildings identifying each Covered Municipal Building that the Commissioner determined to be exempt from the benchmarking requirement and the reason for the exemption, and the status of compliance with the requirements of this Policy.

§7. EFFECTIVE DATE

This policy shall be effective immediately upon passage.

§8. SEVERABILITY

The invalidity or unenforceability of any section, subsection, paragraph, sentence, clause, provision, or phrase of the aforementioned sections, as declared by the valid judgment of any court of competent jurisdiction to be unconstitutional, shall not affect the validity or enforceability of any other section, subsection, paragraph, sentence, clause, provision, or phrase, which shall remain in full force and effect.

Village of Hilton -Holidays 2019

Holiday	All Departments Closed	Refuse & Recycling
New Year's Day	Tuesday, January 1, 2019	Wednesday, January 2, 2019
Martin L. King	Monday, January 21st	Tuesday, January 22nd
Presidents Day	Monday, February 18th	Tuesday, February 19th
Good Friday	Friday, April 19th	Not Applicable
Memorial Day	Monday, May 27th	Tuesday, May 28th
Independence Day	Thursday, July 4th Friday, July 5th	Wednesday, July 3rd
Labor Day	Monday, September 2nd	Tuesday, September 3rd
Columbus Day	Monday, October 14 th	Tuesday, October 15 th
Veterans Day	Monday, November 11 th	Tuesday, November 12th
Thanksgiving	Thursday, November 28th	Wednesday, Nov 27th
	Friday, November 29th	Not Applicable
Christmas	Wednesday, December 25 th	Thursday, December 26th
New Year's Day 2020	Wednesday, January 1, 2020	Thursday, January 2, 2020