

***Village Board of Trustees
Meeting minutes of April 1, 2008***

Present: Mayor Larry Gurslin
Trustees Horylev, Gates, & Lee
Clerk-Treasurer, Janet Surridge
Supt of Public Works, Tom Tilebein
Code Enforcement, Mike Lissow

Absent: Trustee Speer, but he called in by phone at 5:15 pm to participate in the executive session.

Guests: Sharlee Horylev, Jane Gates, Dave & Kathy Snyder, Sean Killean and other members of his cruise night club.

The meeting was called to order at 5:00 pm by Mayor Gurslin, followed by the pledge to the flag.

Mayor Gurslin administered the Oath of Offices to re-elected Trustees Jim Gates & Walt Horylev.

Resolution to enter into executive session to discuss personnel matters. Motion was made by Mayor Gurslin, seconded by Trustee Gates. Carried unanimously 5-0 (Trustee Speer was present by phone)

Resolution to end executive session at 6:00 pm. Motion was made by Trustee Horylev, seconded by Trustee Gates. Carried unanimously 5-0

Trustee Speer no longer participated in the meeting from this point on.

Public Works:

- **Resolution** to hold a public hearing on May 6th at 6:30 p.m. to consider the adoption of a new local law to replace our existing Chapter 12A (adopted in 1987) entitled "Flood Damage Prevention" Motion was made by Trustee Horylev, seconded by Trustee Gates. Carried unanimously 4-0

Clerk's Report

- **Resolution** that the Village of Hilton elects not to enter into a contract for differences with any electricity supplier for the period April 1st - December 31st, 2008. Motion was made by Trustee Gates, seconded by Trustee Lee. Carried unanimously 4-0
- **Resolution** to authorize Larry Gurslin to enroll in the Village of Hilton's health insurance plan, effective 4/1/08 and to authorize the Clerk-Treasurer to deposit the sum of \$4,680 into his Health Savings Account at First Niagara Bank. Motion was made by Trustee Gates, seconded by Trustee Lee. Carried 3-0-1. Mayor Gurslin abstained.

Annual Resolutions

Resolution to appoint Thomas Tilebein as the Supt of Public Works from April 1st 2008 through March 31st, 2009. Motion made by Mayor Gurslin, seconded by Trustee Lee. Carried unanimously 4-0

Resolution to appoint Mike Lissow as the Village Code Enforcement Officer and Fire Marshall from April 1st 2008 through March 31st, 2009. Motion made by Mayor Gursslin, seconded by Trustee Gates. Carried unanimously 4-0.

Resolution to appoint James Volkmar as Assistant Code Enforcement Officer from April 1st 2008 through March 31st, 2009. Motion made by Mayor Gursslin, seconded by Trustee Horylev. Carried unanimously 4-0.

Resolution to re-appoint Patricia Holenbeck to the Zoning Board of Appeals for a five year term which will expire on 3/31/2013. Motion made by Mayor Gursslin, seconded by Trustee Lee. Carried unanimously 4-0.

Resolution to re-appoint Robert Hunte to the Planning Board for a five year term which will expire on 3/31/2013. Motion made by Mayor Gursslin, seconded by Trustee Gates. Carried unanimously 4-0

Resolution to approve the following appointments: Motion was made by Mayor Gursslin, seconded by Trustee Horylev. Carried unanimously 4-0

Vice Mayor	Walt Horylev
Planning Board Liaison	Joe Lee
Zoning Board Liaison	Larry Speer
Personnel Liaisons	Larry Gursslin & Walt Horylev
Village Budget Liaison	Jim Gates
Gas & Electric Utility liaison	Jim Gates
Business Assistance Committee Chairman	Walt Horylev
Genesee Transp Council Representative	Walt Horylev & Tom Tilebein
Hilton Parma Recreation Liaison	Joe Lee
Enhancement	Joe Lee
Public Relations	Larry Gursslin
Newsletter/website	Janet Surridge
Fire Commissioners Liaison	Larry Speer
School Board Liaison	Larry Gursslin
Town of Parma Liaison	Walt Horylev
Chamber of Commerce	Walt Horylev
Historian	Mary Townsend
Asst Historian	John Corcoran
Historian Staff Member	David Crumb
Attorney	Larry Schwind
Registrar of Vital Statistics	Janet Surridge
Deputy Reg. " "	Shari Pearce & Maryalice Edwards
Community Development	Janet Surridge & Tom Tilebein
Records Retention Officer	Janet Surridge
Solid Waste/Recycling	Thomas Tilebein

Resolution that the following banks are hereby designated as the official depositories for the Village of Hilton: HSBC Bank, Citizen's Bank and M & T Bank. Motion was made by Mayor Gursslin, seconded by Trustee Gates. Carried unanimously 4-0.

Resolution that Suburban News is hereby designated as the official newspaper of the Village of Hilton. If it is found, however, that other newspapers are needed, then the Greece Post and the Democrat and Chronicle shall also be designated as the official newspapers for the Village of Hilton. Motion was made by Mayor Gursslin, seconded by Trustee Lee. Carried unanimously 4-0.

Resolution that the Village Board will meet on the following dates at 5:00 p.m.:

May 6th	November 4th
June 3rd	December 2nd
July 1st	January 6th 2009
August 5th	February 3rd
September 2 nd	March 3rd
October 7th	April 7th

If Mayor Gurrslin shall call a special meeting, the notification procedure to the media shall be by telephone or e-mail from the Village Clerk as soon as the meeting is called. Motion was made by Mayor Gurrslin, seconded by Trustee Horylev. Carried unanimously 4-0.

Resolution that the Board of Trustees hereby authorizes payment in advance of the audit of claims for the following expenditures which are due prior to the regular meeting date of the Village Board. All such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees:

- a) public utility services
- b) postage, freight and express charges
- c) Monroe County and/or New York State Department of Transportation fees
- d) Blue Cross/Blue Shield medical insurance charges
- e) Energy Services Group
- f) UGS and National Fuel Resources for the supply of natural gas.
- g) NY ISO for electricity

Motion was made by Trustee Gates, seconded by Trustee Lee. Carried unanimously 4-0.

Resolution to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village at the rate of \$.45 cents per mile. Motion was made by Trustee Horylev, seconded by Trustee Lee. Carried unanimously 4-0.

Resolution: to authorize the following petty cash funds: \$ 75.00 for water/sewer/general transactions, and \$150.00 for gas utility fund. Said funds shall be located in the Village Office, 59 Henry Street and the following employees shall have access to these funds: Janet Surr ridge, Amy Harter, Shari Pearce, Maryalice Edwards, Debbie Jones. Motion was made by Trustee Gates, seconded by Trustee Lee. Carried unanimously 4-0.

Fee Schedule

Mrs Surr ridge presented an updated schedule to the Board for review and pointed out several changes that are being recommended. A discussion took place on the penalty fee we charge to people who do not obtain a building permit for new construction. The Board felt the current penalty is too steep since we double the permit fee and charge \$100 per permit in addition to those costs. It was decided to eliminate the \$100 additional fee.

Resolution to adopt the following fee schedule for fiscal year 2008-09. Motion was made by Trustee Gates, seconded by Trustee Lee. Carried unanimously 4-0:

IV. Miscellaneous:

Signs	\$50.00 for the first sign \$20.00 for each additional on same application
Handicap Ramp	No charge
Standby generator	\$ 40.00
Vendor's License	\$ 25.00/day
Vendor's License (Seasonal)	\$125.00
Vendor's License - ice cream sales	\$ 50.00/per truck
Code Book	\$ 50.00
Zoning Law	\$ 25.00
Subdivision Specs	\$ 40.00
Tax Search	\$ 25.00
Certificate of Occupancy	\$ 40.00
Additional copies requested of C.O's	\$ 25.00
Variance	\$ 75.00
Conditional Use	\$ 75.00
Handicap parking sign	\$ 20.00
History books-Hilton USA	\$ 10.00
History books-First Families	\$ 20.00
Checks returned for Insufficient funds	\$ 25.00
Recreation Fee	\$450.00/per unit
Radar Trailer	\$100.00/per week

V. Subdivision Review:

Site Plan, Planning Board	\$75.00
Village Engineering Fees	At Cost

VI. Inspection Fees:

Building Inspector	\$40.00/hr
Reinspections	\$40.00/hr
Fire Marshall	\$40.00/hr

VII. Public Works Charges

RATE

Supervision	\$33.00/hr
Labor	\$27.00/hr
Equipment per NYSDOT & MCDOT rate schedule	
Sewer machine	\$30.00/hr
Sidewalks, owners request	at cost
Sidewalks, Village maintenance	no fee
Towing fee	At cost plus \$10.00

VIII. Refuse Charges:

Dumpster Leases:

Monthly Fee

2 yard	\$ 4.00
4 yard	\$ 8.00
5 yard	\$10.00
6 yard	\$12.00
8 yard	\$16.00
9 yard	\$18.00
15 yard	\$30.00

Dumpster Rentals: (Based on \$42.00/ton tipping fee plus \$20.00 labor)

6 yard	\$70.00 up to 2,000 lbs
--------	-------------------------

9 yard	\$85.00 up to 2,500 lbs
10 yard	\$95.00 up to 3,000 lbs

Any weight over the maximum allowed will be billed at \$.04/per pound.

Containers:

95 Gallon Carts: For all multi-residential and residential uses: \$55.00/each
(Amended 2/5/08)

Additional carts over one per multi-residential property as determined by the
Superintendent
of Public Works \$12.00/month/per cart

Blue or yellow recycling boxes: \$10.00

Other Refuse Charges:

A. Residential Users:

Three standard containers/per week - weight not to exceed 25 pounds each - no charge
Each standard container over three per week - red standard sticker must be attached.

Cost of Stickers:

Standard	\$ 1.00/each
Bulk items	\$ 5.00/each
Refrigerants	\$15.00/each
Standard item (non-compliance)	\$ 5.00/each
Bulk item " "	\$10.00/each

Roofing material will be billed at \$.04/per pound, which is approximately \$15.00/square

B. Multi-Residential Users

1. If standard containers are used:

Three standard containers per week/per premise - - no charge (weight not to
exceed 25 pounds each) Each standard container over three per week - red
standard sticker must be attached.

OR

2. If dumpster(s) are used:

0 - 75 pounds/ per premise	no charge
76 pounds - 9,999,999 pounds/ per premise	\$.04/per pound

C. Commercial Users:

1) For commercial properties with less than 20 units:

a) If standard containers are used:

Three standard containers per week/per premise - - no charge (weight not to
exceed 25 pounds each) Each standard container over three per week - red
standard sticker must be attached.

OR

b) If dumpster(s) are used:

0 - 75 pounds/ per premise	no charge
76 pounds - 9,999,999 pounds/ per premise	\$.04/per pound

2. For commercial properties with 20 or more units:

- One dumpster is required for every 20/units.
- Each dumpster shall receive 75 pounds at no charge. Any weight over 75 pounds per dumpster will be charged at \$.04/per pound

Dumpster cleaning	\$50.00 per cleaning
Recycling Containers (96/gallon)	\$1.50/month

IX. Sewer Fees:

CHARGES

New Homes, connection fee	\$100.00
Out of district residential customers	\$96.50/annually
Residential, single family homes	\$58.00/annually
Multi-Residential properties with two or more units:	\$14.50/per 15,000 gal of water minimum of \$116.00/per year
Churches	\$14.50/per 15,000 gal of water minimum of \$58.00/per year
Commercial	\$12.00/per 15,000 gal. of water with a minimum of \$58.00/per year
Townhouses and apartment complexes <u>that have one meter for multiple units</u> (Cedar Hill, Village II, Unity Health)	\$14.50/per 15,000 gal
Townhouses and apartment complexes that have <u>one meter per unit</u> (only effects Parkwood properties)	\$58.00/annually/per unit

X. Water Fees:

New installation	time & materials +10%
Water account charge	\$15.00
Final readings	\$ 5.00
Water meters 5/8" x 3/4"	\$75.00
Water meters 1" and larger	at cost +15%
Frozen meters 5/8" x 3/4"	\$60.00
Frozen meter 1" and larger`	at cost +10%
Disconnect/Reconnect fees	\$30.00
Consumption Fees:	\$2.58/per thousand plus \$.12 per day, Village \$3.04/per thousand plus \$.13/per day outside customers
Fire protection rates:	Up to 6" connection \$30.44/qtr
Per hydrant:	\$250.00/per qtr

XI. Parks: (Rent of Jennejahn Lodge):

\$150.00 non-village resident
\$100.00 village resident
\$ 50.00 village employee

Discounted rate for any reservation booked Monday through Thursday:

\$125.00 non-village resident
\$ 75.00 village resident
\$ 25.00 village employee

Operating Permits:

Carnivals, festivals, or non profit organizations		no charge
Place of Public Assembly		\$50.00/annually
Exhibit and Trade Shows		\$50.00/per event
Place of Worship		\$25.00/annually
Repair/Gasoline Service		\$50.00/annually
Manufacturing/Industrial		\$50.00/annually
Pyrotechnics (Outside only)		\$100.00/per show
Temporary Structures/Tents		\$50.00/per event
Multi Family:		
Apartment Complex	\$100.00	Annual or as local conditions require
Apartment Buildings	\$ 50.00	Annual or as local conditions require

(3 units or more, not part of a complex)

2- Family Units	\$25.00	Annual or as a local conditions require
Health Care Facility	\$100.00	Annual or as local conditions require

Other policies

Resolution that the Procurement Policy shall be renewed for one year with no changes. Motion was made by Mayor Gursslin, seconded by Trustee Horylev. Carried unanimously 4-0.

Resolution that the investment policy for the Village of Hilton shall be renewed for one year. Motion was made by Mayor Gursslin, seconded by Trustee Lee. Carried unanimously 4-0.

Leases

Resolution to renew the leases with no increases with all tenants in the Hilton Community Center at the rate of \$7.98/sq ft with the following exceptions: Unity Health \$4,221; Recreation \$13,773; Apple Festival \$795.00 Motion was made by Mayor Gursslin, seconded by Trustee Lee. Carried unanimously 4-0.

Parade

Resolution to authorize the Hilton Fire Department to use village streets for their annual parades on July 23rd at 6:30 p.m. and July 24th at 7:00 p.m. Motion was made by Trustee Gates, seconded by Trustee Horylev. Carried unanimously 4-0.

Training

Resolution to authorize up to 3 Village Board members to attend the NYCOM conference for elected and appointed officials during the month of June, 2008 and to authorize Trustee Horylev to attend the NYCOM Main Street conference in May, all at an estimated cost not to exceed \$950.00 each. Be it further resolved that the Clerk-Treasurer may expend the registration fees.

Motion was made by Trustee Lee, seconded by Trustee Gates. Carried unanimously 4-0.

Economic Development

Mayor Gursslin stated he would like to set new goals for our committee. He has talked with each committee member and our Coordinator, Dana Brunett. General discussion followed.

Resolution that effective April 1st, 2008 the Village Board hereby terminates the contract with Dana Brunett as Economic Development Coordinator and disbands the Economic Development Committee until new goals can be established. Motion was made by Trustee Horylev, seconded by Trustee Gates. Carried unanimously 4-0.

Local Law #1, 2008

Mayor Gursslin opened the public hearing at 6:40 p.m. to consider the adoption of Local Law #1, 2008 which would amend Chapter 19 entitled "Sewer Rents". There being no one present to discuss this proposal, the hearing was immediately closed.

Resolution to adopt Local Law #1, 2008 to amend Chapter 19 which reads as follows: .
Motion was made by Trustee Horylev, seconded by Trustee Lee. Carried unanimously 4-0.

1. Section 19-1 Definitions, is hereby amended as follows:

For the definition of "Sewer Rents" change the word "quarterly" to "annual"

Delete the definition of "Household Units" in its entirety.

2. Section 19-2 Methods for determining sewer rents, is hereby deleted in its entirety and replaced with the following:
 - A. Any building containing one single family dwelling unit shall be charged a fixed rate to be established annually by the Village Board by resolution after a public hearing.
 - B. Any other building shall be charged based upon the total amount of water consumption during the previous 12 month period beginning on April 1st and ending on March 31 st of each year, subject to an annual minimum charge. Rates and minimum charge shall be established annually by the Village Board by resolution after a public hearing.
3. Section 19-3 Due dates for rents, is hereby deleted in its entirety and replaced with the following:
 - A. For all buildings located on taxable real property, the Sewer Rents shall be charged annually on the village tax bill and become due and payable by July 1 st of each year without penalty. If the Sewer Rent is not paid by July 1 st, a penalty of 5% will be assessed on the amount of the unpaid Sewer Rent. If the Sewer Rent is not paid by July 31st, an additional penalty of 1Iz percent shall be assessed on the amount of the unpaid Sewer Rent for any part of each month following July 31st and before November 1st that the Sewer Rent remains unpaid. On November rt, all unpaid Sewer Rent will be releived to the County of Monroe for collection and subject to additional penalties as assessed by the County of Monroe.

- B. For all tax exempt real property, the Village Board shall cause a statement to be prepared setting forth the amount of the sewer rents due for each of the properties subject thereto and the name of the person in whose name such real property is assessed, which shall be mailed to said person on June 1 st and due by July 1 st of each year. Penalties will be assessed in accordance with 19-3 (A)
4. Section 19-4 Disposition of Funds is hereby amended by adding the following as the last sentence of the paragraph: "Amounts in the Sewer Fund shall be used for costs attributable to the Sewer System."
 5. Section 19-5 Determination and Amounts of Rents is hereby deleted in its entirety.
 6. This local law shall become effective upon publication and filing with the Secretary of State.

2008-09 Budget

Mayor Gursslin opened the second public hearing at 6:42 p.m. to review the proposed budget for fiscal year 2008-09. There being no one present, the hearing was immediately closed.

Resolution to adopt the annual budget for fiscal year 2008-09, with a tax rate of \$2.48/th, and in the total amount as follows:

General Fund	\$2,213,829
Water Fund	\$ 508,379
Sewer Fund	\$ 146,414
Electric Fund	\$1,880,148
Gas Fund	<u>\$ 415,691</u>
Total	\$5,164,461

Motion was made by Trustee Gates, seconded by Trustee Horylev. Carried unanimously 4-0.

Code Enforcement

The Board reviewed his monthly report. Discussion took place on the court action for #903 Hilton Parma Rd.

Public Forum

Sean Kent-Killean, owner of the new Happy Days Restaurant on Main Street, was present to discuss a cruise night venture. He and his club members would like to have an event every Thursday between 5:00 pm - 9:00 pm. which would include music provided by a DJ that will be paid by Mr Killean and his club. Trustee Horylev mentioned one local merchant who is very concerned about the loss of parking spaces on Thursdays for his business. Sean was encouraged to speak with all the merchants in the CBD personally to address their parking concerns. Sean would like to have 75-80 cars displayed on every occasion. Lengthy discussion followed.

The Board approved the request but will review the matter again after 8 events have taken place to see how things are going and address any problems that come up. The date of July 24th was not authorized as it conflicts with the annual Firemen's Carnival.

Building Department/Penalty Fees

Mr Lissow stated we charged a resident \$200 in penalty fees a few months ago for coming forward to get building permits for construction that had already been done. Now that the Board reduced the penalty fee earlier tonight, he recommended that we send a refund to this resident.

Resolution to refund the sum of \$200 to Gary Hartle for building permit penalty fees. Motion

was made by Trustee Gates, seconded by Trustee Horylev. Carried unanimously 4-0.

Public Forum

Kathy and Dave Snyder, 1112 West Avenue, talked with the Board about the need to have signs in the Village Park requiring that all dogs be kept on a leash. After a brief discussion, the Board agreed to have our DPW install these signs in both of our parks and we will also put an article in our upcoming newsletter.

Mr & Mrs Snyder also suggested that we contact the Sheriff's Office and ask them to monitor the speed on Younker Lane since kids participating in the after school sport events are racing up and down the hill. The Mayor will contact the Athletic Director at Hilton Central School to see what can be done about this problem.

Vouchers

Resolution to approve the abstract of vouchers with the following additions: Paradigm Environmental \$3,665; Larry Schwind \$90.00. Totals as follows:

General fund	\$147,979.29
Water fund	\$ 27,429.24
Sewer fund	\$ 4,668.72
Electric fund	\$ 1,449.28
Capital fund	\$ 5,653.31
T/A fund	\$ 12,157.86
Prepaid	\$271,846.61
Total	\$471,184.31

Motion was made by Trustee Horylev, seconded by Trustee Lee. Carried unanimously 4-0

Newsletter

Resolution to appoint Mary Lissow as our Newsletter Editor with a salary of \$500 per issue. Motion was made by Trustee Horylev, seconded by Trustee Lee. Carried unanimously 4-0.

Apple Festival

Resolution to authorize the use of the Community Center building & grounds on October 4th and 5th 2008 for the annual Apple Festival. Motion was made by Mayor Gursslin, seconded by Trustee Lee. Carried unanimously 4-0.

Community Center

Resolution to allow the Hilton Lion's Club to use the Community Center parking lot this summer to cook and sell hot dogs and soda during sporting events. Motion was made by Mayor Gursslin, seconded by Trustee Horylev. Carried unanimously 4-0

Miscellaneous

- Tom asked the Board to clarify if the intermunicipal agreement we want with Parma includes sidewalk plowing on Underwood Avenue? The Board answered "yes" for public safety reasons.
- Trustee Gates informed the Board that the School District is considering the adoption of a new policy to pay all bills in 45 days. Discussion followed on the impact this would have on our gas & electric program.
Resolution that if the School implements a 45 day payment policy, the Village of Hilton will have to charge a 1.5% penalty. Motion was made by Mayor Gursslin, seconded by Trustee Horylev. Carried unanimously 4-0.

Saturday Cruise Night

Resolution to support the Cruise Night festivities held on Saturday evenings during the hours of 6:00 pm - 9:00 pm as part of the Village's economic development efforts. Be it further resolved that the Village will pay the sum of \$100 per event for the Disc Jockey services provided by Amazing Sound and the Clerk-Treasurer is authorized to remit payment to them on a weekly basis. Motion was made by Mayor Gursslin, seconded by Trustee Horylev. Carried unanimously 4-0

The meeting adjourned at 8:00 pm.

Janet Surridge
Clerk-Treasurer