

**Village Board of Trustees  
Meeting Minutes of December 1, 2009**

Present: Mayor Larry Gurslin  
Trustee Gates, Horylev, Lee & Speer  
Village Manager, Janet SurrIDGE  
Village Clerk, Shari Pearce  
Superintendent Tom Tilebein  
Code Enforcement Officer Mike Lissow  
Asst. Superintendent of Public Works, Mike McHenry

Guests: Carm Carmestro, Dave Wright

Mayor Gurslin called the public meeting to order at 5:00 p.m. with the pledge of allegiance to the flag.

- **Code Enforcement:** Mariah Street Parking: Mr. Lissow explained a parking situation on Mariah Street between two neighbors. When he was researching the Village Code, Mr. Lissow had thought Mariah Street was designated as a “No Parking” zone because of the need for the Fire Department to have clear access to Salmon Creek in the event of a fire. However, the Code does not prohibit parking on this street and it should. Therefore, Mr. Lissow is recommending that we include this revision in the Local Law that is being drafted to revise other parts of the Traffic Control Ordinance. The Board agreed.
- Family Dollar Fires: Mike Lissow updated the board on the fires that took place in the city this past week at two Family Dollar stores. Since arson is suspected as the cause of these fires, Mr. Lissow said he made a fire inspection in our local store and was pleased to see that everything was in order.
- Outdoor Woodburning Furnace: Mr. Lissow reported there is an owner that would like to put a woodburning furnace outside. Currently, the law prohibits them in the Village; however, the resident can apply for a variance seeking relief from the law. General discussion followed.

**Clerk’s Report**

**Resolution** to approve Janet SurrIDGE, Maryalice Edwards and Shari Pearce to attend a seminar on 12/3/2009 sponsored by the Government Finance Officers Association at a cost of \$150.00 and to authorize the Treasurer to expend the registration fees. Trustee Horylev made the motion, seconded by Trustee Speer. Carried unanimously 5-0.

Henry Street Parking: Mrs. SurrIDGE stated she sent out surveys to the residents requesting an opinion on the proposed no parking on the east side of Henry Street and allow parking at all times of the day and night on the west side of the street. The responses are they are in favor of the recommendation above. The proposed Local Law #1 2009 would need to be amended to reflect this change.

**Resolution** to authorize the Village Clerk to amend proposed Local Law #1 2009 to include new parking restrictions for Henry Street & Mariah Street, and to hold the public hearing on January 5, 2010 at 6:00 pm . Trustee Horylev made the motion, seconded by Trustee Speer. Carried unanimously 5-0.

**Manager’s Report**

- Records Grant: Mrs. Surridge reported that she met with Donna Curry, Shari Pearce and Caroline from Gallego Informational Services. Caroline Gallego is the contractor who is preparing our Needs Assessment report. The team’s goal is to have it completed by the end of this month.
- Energy Grants: NYSERDA awarded the Village \$10,750.00 to conduct an energy study. This includes work already completed by Bergmann Associates so there will be no expenses to the Village. Phase II of the study will commence the week of December 1<sup>st</sup>. Mrs. Surridge is recommending the following resolution to be adopted for both the energy and records grants.

**Resolution** to adjust the 2009-10 budget to reflect the revenue we will receive from the New York State Records and Archives Administration and NYSERDA:

Increase Revenue	A3060	\$9,350.00	State Aids Record Management
Increase Revenue	A3089	\$10,750.00	Energy Study
Increase expense	A1440.4	\$10,750.00	(Bergmann Associates, engineering)
Increase expense	A1460.4	\$ 9,350.00	Records Management

- Historian’s office: Mrs. Surridge reported that Historian Dave Crumb has learned he will be receiving a \$10,000.00 inheritance from the estate of Eloise Newcomb Ley. Mrs. Surridge is requesting authorization to establish a new savings account for this donation.

**Resolution** to authorize the Treasurer to establish a new savings account for the donation given to the Historian’s Office by the Estate of Eloise Newcomb Ley at HSBC Bank. Trustee Speer made the motion, seconded by Trustee Lee. Carried unanimously 5-0.

- **Resolution** to amend the 2009-10 budget as follows: Trustee Horylev made the motion, seconded by Trustee Speer. Carried unanimously 5-0.

Increase expense	G8120.2	\$16,867.79	(sewer cleaning & televising 18” main)
Increase revenue	G4989	\$11,500.00	(grant to be received Com. Dev.)
Increase appropriated fund balance	G599	\$5,368.00	

- Credit Cards: Mrs. Surridge is recommending the Village approve a credit card policy for the use by the Department of Public Works and the Village Office. The only authorized users would be Mrs. Surridge and Mr. McHenry. The reason for the credit

card is to purchase items that cannot be purchased through a voucher or purchase order and to make reservations for employee training.

**Resolution** to adopt the following credit card policy below and authorize Mrs. Surrige and Mr. McHenry to be authorized users. Mayor Gursslin made the motion, seconded by Trustee Speer. Carried unanimously 5-0.

The Village of Hilton issues credit cards to department heads for the purchase of items necessary to carry on the business of the Village. Credit cards are to be used only if the vendor will not invoice the Village and will not accept a Purchase Order from the Village to complete the transaction. Individual items purchased with a credit card shall not exceed \$1,000.

The following general rules apply to the use of the cards:

- 1) All purchases are subject to the Purchasing Policy. Quotes, for items over \$500, are necessary before a purchase can be transacted.
- 2) Cards shall not be used for personal purchases of any kind. Use of the cards for personal purchases or expenses with the intention of reimbursing the Village is prohibited. Personal liability for such purchases will be immediately made and the loss of credit card privileges will result from such circumstances.
- 3) All receipts related to a purchase need to be approved by the department head within three days of the purchase or return to work if used for Village business travel.
- 4) All receipts must be forwarded to the Accounts Payable clerk immediately following approval.
- 5) If a receipt for proper documentation is not available to submit, the cardholder must provide a written statement that includes a description of the item, date of purchase, merchant's name, and an explanation for the missing support documentation that shall be approved by the department head and submitted to the Village Clerk within three days of the purchase.
- 6) Use of the New York State Tax Exempt form will apply to all purchases.
- 7) Card holders will verify that the goods or services are allowable. Lack of proper documentation or authorization may result in the loss of the Village issued credit card and/or personal liability.
- 8) All purchases made with these cards shall be paid for within the grace period to avoid interest charges or penalties to accrue.
- 9) Misuse of a Village credit card by an unauthorized employee may result in loss of the credit card and/or disciplinary action up to and including termination of employment.

- 10) Cardholders are responsible for determining if the intended purchase is within the cardholder's credit card limit.
  - 11) Cardholders are responsible for managing any returns or exchanges to obtain proper credit for returned merchandise. The cardholder should contact the vendor to obtain instructions for returns and make sure the proper credit is applied to the card on which it was charged. No cash refunds are allowed.
  - 12) Cardholders shall take measures necessary to safeguard the security of the credit card and the card number.
  - 13) Lost or stolen cards must be reported to the Village Clerk immediately after discovery.
  - 14) Periodic review may be conducted of both the card activity and the receipt retention by the Village and the auditors employed by the Village.
  - 15) Upon separation of employment, cardholders shall surrender their Village credit cards to the Clerk on or before the last day of work and prior to the payment of final compensation.
- Five Year Projects: There was a discussion between the board members and Mrs. Surridge on prioritizing the recommended projects for the next five years. The board submitted their project list to Mrs. Surridge in their preferred order. She will report back to the board with the findings.
  - 135 South Ave: Mrs. Surridge reported at a previous meeting the board had a suggestion to either sell or lease the vacant lot at 135 South Avenue to the Fire Department. Mrs. Surridge stated she has received a response from FEMA that the Hilton Fire Department, Inc. does not meet the FEMA requirements for a public entity and therefore they are not an appropriate transferee for this property. General discussion followed. It was decided that no further action will take place on this matter, however, it was recommended that the Superintendent of Public Works should request that the Hilton Fire Department mow the grass every summer.

### **Superintendent of Public Works**

- Refuse truck repair: The engine on the 2007 refuse packer is currently being serviced for major repairs at Regional International. The truck is expected to be fixed and delivered by this Friday. Mr. McHenry and the mechanics have been monitoring the work and repairs closely with Regional International to assure the best price for the Village.
- Leaf Collection: The last day of leaf collection was December 4<sup>th</sup>. The Village Board complimented the Department of Public Works on a job well done.

- Monroe County Water Authority: Meter conversion of Hilton Drive to a credit meter should be completed by December. The Monroe County Water Authority has completed maintenance on the water tower and it is back in service.

### **Vouchers**

**Resolution** to approve the abstract of vouchers with the following changes: Lacy Katzen decrease by \$598.50; delete the \$15.00 voucher payable to Greg Brothers; add Scolaro, Shulman Attorneys for \$247.50. Totals as follows:

General fund	\$ 76,908.29
Water fund	\$ 43,104.89
Sewer fund	\$ 36,535.13
Gas&Electric	\$ 1,697.31
Prepaid	\$ 207,768.78
T&A	\$ 10,569.53
Total	\$ 376,583.93

Motion made by Trustee Speer, seconded by Trustee Lee. Carried unanimously 5-0.

### **Minutes**

**Resolution** to approve the meeting minutes of September 29, 2009 as submitted. Trustee Speer made the motion, Trustee Horylev seconded the motion. Carried unanimously 5-0.

**Resolution** to approve the meeting minutes of October 13, 2009 as submitted. Mayor Gursslin made the motion, Trustee Gates seconded the motion. Carried 4-0-1 (Trustee Horylev abstained)

**Resolution** to approve the meeting minutes of November 3, 2009 as corrected. Mayor Gursslin made the motion, Trustee Horylev seconded the motion. Carried unanimously 5-0.

### **Planning Services**

Mrs. Surridge is requesting authorization to hire Mr. John Steinmetz for professional planning and services for the Village on a per diem basis of \$ 90.00 per hour. This service would be on an as needed basis. Mr. Steinmetz submitted a proposal to the board stating his criteria.

**Resolution** to hire John Steinmetz as a consultant and to pay a fee of \$90.00/per hour. This service would be on an as needed basis. Trustee Horylev made the motion, seconded by Trustee Speer. Carried unanimously 5-0.

### **Recreation Funds**

Mayor Gursslin stated he has received a letter from the Recreation Commission recommending a specific use for the funds in the Village Park account. Mayor Gursslin had asked the

Commission to provide a recommendation to the Village Board on how to utilize the funds. The Commission is suggesting an ice skating rink in the Village. A location has not been determined.

The Village Board stated while they are receptive to this idea, they believe some monies could be utilized for a skate boarding park in the Village. Trustee Horylev stated we need to get the kids off our streets and parking lots. Another suggestion from the board was utilizing some of the money for an addition to the Jennejahn Lodge. Trustee Gates stated we should have the management team look at some ideas and report back to the board .

### **Beehler Appeal**

**Resolution** to retain the law firm of Scolaro, Shulman, Cohen, Fetter & Burstein to represent the Village of Hilton in the Appeal which has been filed by James & Susan Beehler in the annexation law suit. Motion made by Trustee Horylev, seconded by Trustee Gates. Carried 4-0-1. (Mayor Gursslin abstained due to a conflict of interest)

### **Zoning and Planning Board Salaries**

A discussion took place regarding increasing the Planning and Zoning Board Chairperson's salaries. After a general discussion, the board concluded this would be a budget item for the next budget year.

### **Outside sewers**

Mayor Gursslin stated he met with Mr. Kris Schultz regarding the proposed outside sewer district to be located south of Unionville Station. Mr. Joe Sciortino, who is the builder for Unionville Station, has no intentions of developing the property south of Unionville Station now due to the economy. Mr. Schultz stated a letter of intent from the Village is no longer necessary.

Trustee Horylev suggested the Village should continue to develop a policy/plan on the outside sewer district.

### **Executive Session**

**Resolution** to enter into executive session at 6:45 p.m. Mayor Gursslin made the motion, seconded by Trustee Horylev. Carried unanimously 5-0.

**Resolution** to exit out of executive session at 7:00 p.m. Trustee Horyelv made the motion, seconded by Trustee Gates. Carried unanimously 5-0.

Respectfully Submitted,

Shari Pearce, Village Clerk