

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

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

Absent: Superintendent Tom Tilebein

Guests: Carm Carmestro, Dave Wright, Shelly Remillard, Steve Fowler, Karen Cahill

Mayor Gursslin called the public meeting to order at 5:00 p.m. with the pledge of allegiance to the flag. He opened the public forum of the meeting.

Shelly Remillard, 75 Gorton Avenue, stated she was under the assumption that her property was going to be discussed at the meeting. Mayor Gursslin replied her property was not an item on the agenda.

Dave Wright, 173 South Ave, commented he rented the Jennejahn Lodge recently and had a water problem and a broken table. He remarked on how quickly and efficient the DPW responded and took care of the two problems.

Mr. Wright also suggested an item for the upcoming joint Village and Town board meeting. He would like to see a dialog on the possibility of creating an access road at the south east quadrant of the Village connecting to Wilder Road. He believes this would help relieve some of the traffic congestion on South Avenue.

**Code Enforcement**

- Halloween House: 50 Peach Blossom Road North, there is a petition that has been signed by residents in the Peach Blossom Subdivision who are in opposition to the Halloween House which is operated by the homeowner, Mr. Lewis. The eight (8) foot fence is on the agenda for the Zoning Board this month as the temporary variance to construct the fence is up for renewal.

Discussion took place with Recreation Director, Steve Fowler asking if there are any possibilities of coordinating the Recreation's Halloween Celebration with the Hale Haven Haunted House. Mr. Fowler was very receptive to the idea and stated he would communicate with the owner to see if there is any interest on his part. Mr. Fowler also remarked that he is always looking for new ways to improve and expand his celebration.

- Apple Festival: Mr. Lissow stated he will be working with Joe Lee to devise an emergency evacuation plan due to what happened at the recent carnival when a tornado passed through.
- Fire Hall: The new fire hall has been issued a final Certificate of Occupancy.

Other miscellaneous items were discussed.

### **Clerk's Report**

- Water Billing: Shari Pearce has recommended the water billing cycles be changed from quarterly billing to three times per year. The reasons for the recommendation are:
  - a. This will take some burden off the front office during the months of June and July when taxes are being collected. This time of year is the busiest in the front office with dumpsters, refuse stickers, building permits, etc.
  - b. The postage fees have been increasing each year. We will be saving approximately \$2,120.00 by eliminating one billing per year and only sending out meter cards twice a year. She is also recommending estimating half of the water meters in the summer and having an annual reading for the other half. Realistically, it is not feasible to obtain 1,600 water readings in 4-6 weeks. We will also be saving money on envelopes, billing statements and wear and tear on the printer that is not included in the above savings.
  - c. The proposed billing months are January, May and September. The new billing months coordinate well with water shut offs and water tax delinquent deadlines.

***Resolution*** to eliminate one water billing cycle per year for a total of three billings cycles instead of four. Mayor Gurslin made the motion, Trustee Lee seconded the motion. Carried unanimously 5-0.

- Fraud Protection: Shari Pearce reported we will no longer be keeping personal/business checks in the Community Center after six months. She discovered that the number one fraudulent activity is a person stealing critical information such as names, routing and account numbers which is listed on all business/personal checks. This is an additional security measure to protect our residents from fraud. It will also reduce the amount of storage we need to house them.

### **Manager's Report**

- NYSERDA: Mrs. Surrige reported she would like apply to for two energy grants that are available. The description of the grants are below:

RFP #4 - Applicants may apply for funding through this Program to complete Energy Conservation Studies up to the lesser of: \$30,000, or 100% of the cost of the study, or 25% of the annual energy cost of a studied building, which can be used to support funding

applications for upcoming project implementation. The two proposals she obtained to conduct the study are:

Bergmann Associates \$13,550  
LaBella Associates \$13,665

Based on our annual energy costs, we are eligible to receive funding up to \$10,200 for this study.

RFP #1613 - For Energy Efficiency Projects, we may request up to 100% of the cost of the project. Mrs. Surridge recommended that while we are waiting for NYSERDA's approval on RFP #4, we also submit an application for this funding. Bergmann Associates has already done a preliminary calculation and to qualify for funding we need to focus our application on a project that has a low cost but high energy savings result - lighting upgrades. We can then package other energy savings improvements into our application, such as HVAC. The Federal Stimulus package allocated \$930,000 to our region. The first round of funding was 8/24/2009, the second round is October 24<sup>th</sup>. We have no idea at this time how much funding is still available, but this is a one time opportunity where we can seek 100% of the costs (usually it's 50% funded). Getting started before the RFP #4 is approved means the Village will have an out of pocket expense.

Bergmann Associates have agreed to charge the Village \$4,000 to conduct Phase I of the energy study. The results of that work will put us in a position to apply for RFP 1613. Phase II of the study will cost \$9,550 and we will apply to NYSERDA for 100% of that cost and only complete this work after we have been approved by NYSERDA. Mrs. Surridge is recommending we pay for the \$4,000 expense out of the Henry Street Reserve Fund, which has a balance of \$55,000, so that it doesn't affect our overall budget.

**Resolution** to authorize the Village Manager to apply for two energy grants under NYSERDA programs RFP #4 and #1613 for the Community Center, and to accept the proposal from Bergmann Associates to conduct an energy conservation study at a cost of \$13,550. Be it further resolved that the Village's share of this expense shall not exceed \$4,000. Motion made by Trustee Gates, seconded by Trustee Horylev. Carried unanimously 5-0.

- Gym Floor discussion: Mrs. Surridge stated during our last budget discussions, the board talked about repairing the gym floor due to a number of dead spots but nothing was decided. She inquired if we should pursue repairing the floor or just leaving it alone. The consensus of the board was we should repair it and asked Mrs. Surridge to begin obtaining cost estimates
- Main Street Grant: Mrs. Surridge was notified on August 28, 2009 the Village was not successful in obtaining funding for the Main Street Revitalization Grant. She remarked most of the recipients were in the downstate area.

- FEMA Grant: Mrs. Surridge reported at the last meeting the board had a suggestion to either sell or lease the vacant lot at 135 South Avenue to the Fire Department. The goal being that our DPW will not have to maintain the lot in the future and this would also reduce our liability. Mr. Steve Speer from the Fire Department will be bringing this up for discussion at the next Fire Department meeting. FEMA did confirm that selling the vacant land for public uses is permitted.

Other miscellaneous items were discussed.

### **Superintendent of Public Works**

Assistant Mike McHenry was present to represent the Superintendent.

- Monroe County Worker's Compensation: Mr. Tilebein is recommending the Village Manager be the new authorized Village Representative to take over the duties and responsibilities for the Worker's Compensation Pool. This recommendation is due to the upcoming retirement of Mr. Tilebein.

**Resolution** to appoint Village Manager, Janet Surridge as the authorized Village representative on the Upstate New York Worker's Compensation Board of Directors. Mayor Gurrslin made the motion, seconded by Trustee Horylev. Carried unanimously 5-0.

- Fire Hall Demolition: The DPW is milling the remaining pavement and stone areas. Once the areas have been removed, soil will be brought in, and it will be graded and seeded. A stone driveway was left on the north part of the lot for access to the carnival grounds. We are on schedule to be completed by the September 12, 2009 deadline.
- NYS Office of Parks and Recreation: The office of Parks, Recreation and Historic Preservation did their post-completion inspection of the Hilton Village Park and found the park to be in excellent condition and very attractive. During the site visit, no problems were observed. The Village received funding for development of trails, shelter and support facilities. They are required to inspect the project at regular intervals. The board wanted to thank Assistant Superintendents Mike McHenry and Keith Brown for keeping the lodge and grounds in such good condition.
- Personnel: At the last meeting the board was informed of two DPW employees that will be out of work for surgical procedures. Both employees will be out for an extended period of time. Two seasonal employees will stay on until the end of the year and Mr. McHenry reported that we may be able to do this without exceeding the budget appropriation..
- Recycling Truck: Mike McHenry will be meeting with vendors for the purchase of a new recycling truck within the next two months. He is requesting approval to advertise for bids and specifications.

**Resolution** to advertise for bids and specifications to purchase a new recycling truck. This is a budgeted item. Motion made by Trustee Speer, seconded by Trustee Lee. Carried unanimously 5-0.

### **10 Canning Street**

Mr. Carmestro was present and discussed with the board that he is in agreement with the proposal to amend the existing Boundary Line and Easement agreement. Mr. Carmestro is agreeing to pay the filing fee for Monroe County.

**Resolution**: Whereas, the Village of Hilton, as owners of #10 Canning Street, is part of an easement agreement with the property owner of 11 Canning Street, and WHEREAS, both parties wish to void the sections in this agreement that require each party to mutually share parking lot expenditures,

Now, therefore, be it resolved that the Village of Hilton enters into the following agreement with the owner of #11 Canning Street which will remove the shared parking lot expenditure language. Be it further resolved that the property owner shall pay for the Monroe County recording fee and the Village will pay for its own attorney fees. Motion made by Trustee Speer, seconded by Trustee Lee. Carried 4-1. (Mayor Gursslin opposed)

### **Vouchers**

**Resolution** to approve the abstract of vouchers. Totals as follows:

General fund	\$ 50,264.48
Water fund	\$ 31,546.33
Sewer fund	\$ 318.61
Gas&Electric	\$ 143.38
Prepaid	\$ 151,585.28
<u>T&amp;A</u>	<u>\$ 9,985.01</u>
Total	\$ 243,843.09

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

### **Minutes**

**Resolution** to approve the meeting minutes of August 4, 2009 as submitted. Trustee Speer made the motion, Trustee Lee seconded the motion. Carried unanimously 4-0-1. (Trustee Horylev abstained)

### **Comprehensive Master Plan**

A discussion took place regarding the formation of a master plan committee. The board appropriated \$10,000.00 in the budget to begin the process. The total estimated cost is to be around \$25,000.00. Mr. John Steinmetz from Steinmetz Planning Group submitted a proposal for his services for a fee not to exceed \$25,000.00. The proposed scope of work is outlined in his proposal. He noted his fee could be divided into two fiscal years.

Discussion took place on whether to wait until all funds are appropriated or begin the project with the existing funds. The consensus of the board is to table this item until January 2010 and review the budget at that time.

Mrs. Surridge will start to gather a list of interested individuals willing to join a master plan committee.

### **National Tree Planting Program**

A discussion took place regarding becoming a member of a National Tree Planting program. Trustee Horylev remarked the Village of Brockport is part of this program. There is an annual fee to be a member. Part of the program offers suggestions on what type of species to plant and what would work best in the area.

Mike McHenry remarked we have had professional tree surveys and a comprehensive study done in the past.

The board requested the DPW look into this program and report back with their recommendation on membership.

### **Make a Difference Day**

Mayor Gursslin stated he has been receiving communications from Mr. George Kauffman who is coordinating an event called Make a Difference Day. The event is being held on Saturday, October 24, 2009.

Town Board Liaison, Carm Carmestro informed the board on the conceptual events for the day. He stated that most of the volunteers are from the school district and local service organizations. The work would be geared towards helping seniors in the community. There will be some costs involved to provide materials for the projects. Donations are being encouraged to help pay for drinks and food. The Chamber of Commerce plans to provide the t-shirts to the participants. Mr. Carmestro stated the Town Board donated \$500.00 for the event. He also noted the intent is for this to become an annual event.

**Resolution** to contribute \$500.00 to Make a Difference Day to be held on Saturday, October 24, 2009 and to authorize the Treasurer to expend the funds. Mayor Gursslin made the motion, seconded by Trustee Speer. Carried unanimously 5-0.

### **Joint Meeting**

**Resolution** to schedule a joint meeting with the Village of Hilton and Town of Parma to be held on Tuesday, October 13, 2009 at 6:30 p.m. in the Community Center. Motion made by Mayor Gursslin, seconded by Trustee Lee. Carried unanimously 5-0.

### **Hovey Street –One Way**

Discussion took place on changing Hovey Street to a one way street. The traffic study that was completed in 2008 suggested making this vehicular alteration. This would allow for better traffic flow on Main Street and East Avenue. The one way would be permissible heading north only.

Mayor Gursslin and Trustee Horylev suggested having a trial period for ninety days before making a solid determination.

Trustee Gates and Speer are not in favor of this concept.

Village Manager Janet Surridge stated she would contact New York State Department of Transportation to obtain a cost estimate and scope of work to change the operation of the signal lights.

**Resolution** for Village Manager Janet Surridge to organize changing Hovey Street to a one way street with a budget not to exceed \$2,000.00. This will be on a trial basis of ninety days. Motion made by Trustee Horylev, seconded by Mayor Gursslin. Carried 3-2 (Trustee Speer and Trustee Gates opposed).

### **Underground Electric- Old Hojack**

Discussion took place regarding the current regulation to allow only underground electric versus overhead electric along Old Hojack Road. The expense for underground electric is substantially more costly to potential buyers .

Mayor Gursslin expressed his opposition on allowing overhead electric. He does not support creating more poles and utility wires in the Village.

Trustee Horylev stated he can appreciate the approach to having an aesthetically pleasing area with no poles or wires, however, this district was created for some kind of light industrial use. He does not want to make the properties unmarketable.

Trustee Speer, Gates and Lee concurred with Trustee Horylev's opinion.

After further discussion, no action was taken.

### **Election News**

Mayor Gursslin announced he will not be seeking re-election in March 2010.

**Resolution** to adjourn the meeting at 7:22 p.m. Motion made by Mayor Gursslin, seconded by Trustee Horylev. Carried unanimously 5-0.

Respectfully Submitted,

Shari Pearce  
Village Clerk