

**Village Board of Trustees  
Meeting minutes of April 21st 2009**

Present: Mayor Larry Gursslin  
Trustees Horylev, Gates, Lee & Speer  
Janet Surridge  
Tom Tilebein

Guest: John Steinmetz

The meeting was called to order at 4:00 pm followed by the pledge of allegiance to the flag.

**Recognition**

Mayor Gursslin asked that we record in the minutes the death of retired employee George Sheffield. George worked for the Village for many years and then became the Superintendent of Public Works. He was a valued employee.

**Budget**

Trustee Gates gave the Board an update on two items that have been adjusted since the last meeting.

1) Due to the death of our retiree, our health insurance costs will be \$4,000 less. Jim recommended that we add this sum of money to the savings account we established for future health care costs. Everyone agreed.

2) Mrs Surridge and Mrs Edwards have calculated the sewer charges that will be billed on the taxes in June. The estimated revenues are about \$9,600 lower than what we expected. This is due to the change in water consumption used by our commercial accounts. Jim recommended that we lower the amount we are putting aside for future sanitary sewer repairs by \$9,600. He feels that if and when the Village has to undertake an expensive sewer repair project, we will have to bond that project. Everyone agreed.

**Personnel**

Mayor Gursslin made a motion to enter into executive session. Seconded by Trustee Horylev. Carried unanimously 5-0

Trustee Gates made a motion to exit out of executive session. Seconded by Trustee Lee. Carried unanimously 5-0

**Budget Adoption**

**Resolution** to adopt the annual budget for fiscal year 2009-10, with a tax rate of \$2.48/th, and a tax levy of \$519,551. Total budget amount as follows:

General Fund	\$2,406,746
Water Fund	\$ 470,360
Sewer Fund	\$ 186,238
Gas/Electric	\$2,629,207
Capital Fund	<u>\$ 118,614</u>
Total	\$5,811,165

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

## **New Appointments**

**Resolution** that the Village of Hilton create a new management position entitled “Village Manager” . This position is non-competitive for civil service purposes. The job description for this position is as follows:

This is an important position involving the responsibility for administering the conduct of all functions, activities and services of a village. The incumbent acts as liaison between the Village Board and all department heads and personnel. Employees of this class receive general direction from the Village Board with wide leeway allowed for the exercise of independent judgment and decision making. The Village Manager currently supervises all employees of the jurisdiction, except Public Works. Does related work as required.

### **Typical Work Activities**

- Insures that Local, County and State laws, ordinances and resolutions are faithfully executed.
- Represents Village in dealing with various agencies, governments, business concerns, and the general public.
- Review, monitor and audits operating and capital budget. Seeks cost control initiatives.
- Attends all Village Board meetings to advise and execute policy.
- Implements and reports progress on Village Board requests.
- Compiles data, statistics, and reports of Village functions
- Assists and gives direction to department heads in planning and implementing services and projects
- Recommends improvements to Village Procedures and policies
- Processes complaints and requests that are directed to the Village.
- Assist in the interviewing and hiring of all personnel
- Economic Development Coordinator
- Compile data, statistics, and contracts for the successful operation of the Gas & Electric utility, and implement changes as needed.
- Ensure that all environmental considerations are addressed for the Village

### **Full Performance Knowledges, Skills, Abilities and Personal Characteristics**

Thorough knowledge of village ordinances and laws, thorough knowledge of village functions, operations and services; thorough knowledge of the principles and practices of public administration; good knowledge of procedures used in management and financial analysis; good knowledge of the techniques used in budget preparation; ability to coordinate village services; ability to establish and maintain effective professional relationships; ability to organize material and prepare narrative and financial reports and correspondence; ability to communicate effectively, both orally and in writing; ability to interpret personnel policy, rules and regulations; supervisory ability; integrity; good judgment; initiative; health commensurate with the demands of the position.

Motion to create this position was made by Mayor Gursslin, seconded by Trustee Lee. Carried unanimously 5-0

**Resolution** to appoint Janet Surridge to the position of Village Manager, effective June 1, 2009. Motion was made by Mayor Gursslin, seconded by Trustee Lee. Carried 4-1. Trustee Speer opposed.

**Resolution** to appoint Sharianne Pearce to the position of Village Clerk, effective June 1, 2009. This position is non-competitive for Civil Service. Motion was made by Mayor Gursslin, seconded by Trustee Speer. Carried unanimously 5-0

**Resolution** to appoint Maryalice Edwards to the position of Village Treasurer, effective June 1, 2009. This position is non-competitive for Civil Service. Motion was made by Mayor Gursslin, seconded by Trustee Lee. Carried unanimously 5-0

### **FEMA Project**

Trustee Gates & Mrs Surridge discussed a possible title issue that has come about with the purchase of the property at #135 South Avenue. A letter from Attorney Larry Schwind was reviewed which explains his conflict of interest with this matter.

**Resolution** to acknowledge the title issue and conflict of interest as explained by Attorney Schwind and to authorize the Mayor to sign the letter that states “We have read and understand the situation and decline the opportunity to seek independent legal counsel in respect to these matters” Motion was made by Trustee Gates, seconded by Trustee Lee. Carried unanimously 5-0

### **Main Street Grant**

Trustee Horylev had requested Mr Steinmetz to attend this meeting to discuss a part of the application that could possibly provide the Village with \$25,000 for streetscape fixtures & equipment. An overview of how these funds could be used if a grant is awarded took place.

Mrs Surridge reported that 6 businesses have given their commitment to share 50% of the cost of the grant writer’s fee. She also stated that Mr Steinmetz agreed to reduce his fee to \$5,000 since he will have assistance from the Clerk-Treasurer to prepare his application.

Mr Steinmetz asked the Board to adopt the following resolution in support of this grant application.

**Resolution:** WHEREAS, there is funding through the New York State Main Street Program for the enhancement of properties within the Village of Hilton’s Main Street area, and

WHEREAS, the Village of Hilton and the Hilton Local Development Corporation (LDC) have agreed to work together on the application, with the LDC serving as the non-profit applicant as required by the New York State Main Street Program, and

WHEREAS, as part of such a grant project, the Village of Hilton intends to further enhance the aesthetic quality and economic vitality of the central business district in the Village; and

WHEREAS, business and/or property owners interested in securing grant funds through this program have been provided the opportunity to submit their proposals to the Village, and

WHEREAS, the grant will allow business and/or property owners in the Village Main Street district to implement physical improvements to their respective properties, and

WHEREAS, Steinmetz Planning Group will write the application to the New York State Main Street Program at a cost of \$5,000.00 (five thousand dollars), and

NOW, THEREFORE, BE IT RESOLVED, that the Village Trustees of the Village of Hilton fully supports the LDC’s grant application and agrees to assist in the administration of the program if the funding application is successful.

Be it further resolved that the Clerk-Treasurer is authorized to adjust the 2008-09 budget as follows:

Increase expense account #A1440.4 by \$5,000

Increase revenue account A#1710 by \$2,500  
Decrease the contingency by \$2,500

Motion was made by Mayor Gurslin, seconded by Trustee Speer. Carried unanimously 5-0

### **Executive Session**

Trustee Horylev made a motion to enter into executive session for the purpose of discussing a legal matter, seconded by Trustee Gates. Carried unanimously 5-0

Trustee Lee made a motion to exit out of executive session, seconded by Trustee Speer. Carried unanimously 5-0

**Resolution** that the Trustees of the Hilton Village Board acknowledge the letter sent by Mayor Gurslin in his capacity as Mayor of the Village of Hilton and on behalf of the citizens of the Village to Judge William Polito in the matter of Beehler vs Town of Parma for Unionville Station Subdivision Assessments. Furthermore, it is resolved that this letter was sent to the Judge without the authority or approval of the Village Board; that the Village Board had previously voted, and has recently reiterated its position not to appear in this matter. Resolved further that the Clerk-Treasurer shall contact the Village Attorney and ask him to prepare a letter to Judge William Polito stating that any documents submitted by Mayor Gurslin be deemed void as they relate to the Village of Hilton and advise him that any further action or communication by Mayor Gurslin in this matter should not be considered to be by or on behalf of the Village of Hilton. Motion was made by Trustee Horylev, seconded by Trustee Lee. Carried 4-0-1. Mayor Gurslin abstained.

Meeting adjourned at 7:00 p.m.

Janet Surridge  
Clerk-Treasurer