

**Village Board of Trustees
Meeting Minutes of April 3, 2012**

Present: Mayor Lee, Trustees Speer, Bimmler, Fowler
Village Manager, Janet Surridge
Superintendent of Public Works, Mike McHenry
Village Clerk, Shari Pearce
Code Enforcement Officer, Mike Lissow

Absent: Trustee Gates

Guests: Tom Scheg, Dave Wright, Carm Carmestro

Mayor Lee called the annual meeting to order at 4:30 p.m. with the pledge of allegiance to the flag.

4:30 p.m. Ceremony: Mayor Lee administered the Oath of Office to our new Trustee, Andrew Fowler. A brief reception took place.

There were no comments from the public. Mayor Lee closed the public portion of the meeting at 5:01 p.m.

Code Enforcement

- Electric Inspectors: Mike Lissow recommended approving the following annual resolution to designate the following electrical inspectors to perform inspections in the Village for the upcoming year.

Resolution to approve Commonwealth Electrical Inspection Service, Middle Department Inspection Agency and New York Electrical Inspection Agency as electrical inspection agencies for the fiscal year 2012-13. Trustee Speer made the motion, seconded by Trustee Bimmler. Carried unanimously 4-0.

- 19 Fairwood Dr: Mike Lissow reported he has submitted paperwork to the Parma Town Court against the property owner of 19 Fairwood Drive. He has had several issues with property maintenance over the past few years and has not received any cooperation from the owner.
- Zoning Board: Mike Lissow stated thus far, we have received two applications/resumes to fill the second alternate position on the Zoning Board. Discussion followed regarding the need to have two alternates. A decision was tabled.

- ATV's: Mike Lissow informed the board that we have been having a lot of problems with motorized recreational vehicles using Village open space areas. The only place in the Village that has signs posted stating "no motorized vehicles allowed" is in the Village parks. Discussion took place on trying to get some control on the motorized vehicles and if signage should be placed in other areas of the Village. Mayor Lee stated he will be talking with the new Monroe County Sheriff's Captain regarding this issue and he will report back to the board.

Public Works Report

- Street Sweeper: Mike McHenry reported the new street sweeper should be delivered within the next few weeks. He also noted the old street sweeper will be going to auction and there is a minimum price set at \$18,000.00; it will not be sold for less than the minimum amount.
- Safety Award: Mike McHenry remarked for the sixth consecutive year, the Village has received the "Best Safety Award" as a participant in the Upstate New York Municipal Worker's Compensation Program. Mike McHenry remarked this is an excellent achievement for the Village employees. He also noted he believes it is the attitude of the employees and this is a good reflection of everybody from the board to the part time employees. The board commended the employees for another great safety year.

Other miscellaneous items were discussed.

Clerk's Report

- Cruise Night: Shari Pearce stated the coordinator for cruise night, Dave DeConinck, has asked the board for their support of Cruise Night by copying flyers to advertise for the upcoming events. Discussion followed and the board agreed to make non-color copies for the events. They also stated advertisement for cruise night will be in the newsletter and on the website.

Resolution to approve use of the Railroad Ave and Hovey Square parking lot for the 2012 cruise nights and approval to make copies of the flyers advertising the events. Motion made by Trustee Speer, seconded by Trustee Bimmler. Carried unanimously 4-0.

- Gazebo Concert: Shari Pearce stated she has a request by Parma Christian Fellowship church to hold a free general public concert at the Community Center Gazebo on Saturday, June 2, 2012 from 5:00 p.m.-7:00 p.m. She noted approval is needed for this type of event.

Resolution to authorize Parma Christian Fellowship Church to hold a public concert on June 2, 2012 from 5:00 p.m. – 7:00 p.m. at the gazebo. Trustee Speer made the motion, seconded by Trustee Fowler. Carried unanimously 4-0.

- Springbrook Software Upgrade: Shari Pearce requested approval from the board to authorize her to sign the contracts from Springbrook Software to begin the process of upgrading our software.

Resolution to enter into a Version 7 migration agreement with Springbrook Software to upgrade our utility billing and financial software and to provide services such as writing custom code, on-site training, project management and consulting services for a fee not to exceed \$35,000.00. Payment for these services shall be as follows: \$1,410.00 down payment due upon signing, \$9,848.00 due on June 15, 2012 and the balance due upon project completion. Be it further resolved that the Treasurer is authorized to amend the 2011-12 Electric Fund budget by increasing expense account #E8410.4 by \$1,410.00 and increasing the appropriated fund balance by said amount. Trustee Speer made the motion, seconded by Trustee Fowler. Carried unanimously 4-0.

- Employee Handbook: Shari Pearce noted a resolution needs to be approved to revise the section of the Employee handbook with regard to providing health care for employees hired after June 1, 2003 and with 25 years employment.

Resolution to amend the employee handbook to add the proposed language to provide health care to employees that were hired after June 1, 2003. Motion made by Trustee Speer, seconded by Trustee Bimmler. Carried unanimously 4-0.

Section 802 (D) (4) Medical Insurance for Retirees shall read: For any full time employee hired on or after June 1, 2003 who retires from his or her employment with the Village with a minimum of twenty-five (25) years of full time service, and is in good standing at the time of his/her retirement, the Village will provide coverage for the benefit of the employee only (no dependents), under whatever group medical and dental insurance plan is being provided by the Village from time to time, so long as said retired employee is receiving a NYS retirement pension and is at least age 62 but in no event beyond age 65. At age 65, the Village will provide such retired employee (no dependents) with a Medicare Supplemental Plan for the benefit of such retired employee, and only to the extent such a plan and/or such a type of policy is then provided by the Village. Should such type of policy not be provided or no longer be provided by the Village at any given time, the Village will provide such retired employee with the next lesser type of policy then provided by the Village. Any insurance plans provided by the Village shall be selected by the Village, in its sole discretion, from time to time.

- Retiree Health Plan: Discussion took place during the budget process about changing one of our retiree's health plan due to the cost of that plan (it exceeds any other Village employee or retiree's plan by approximately \$1,900.00). The Clerk had been asked by the board to research other plans that can be offered. Shari Pearce stated after speaking with her consultant, she recommended a plan that provides the same coverage but has higher co-pays. With this new plan, it saves the Village approximately \$850.00 annually. Discussion followed.

Resolution to change health plans from Excellus Simply Blue SB-C-11 to Excellus Simply Blue SB-C-22 for John Burch's dependents. Trustee Speer made the motion, seconded by Trustee Bimmler. Carried unanimously 4-0.

Manager's Report

- 10 Canning Street Easement Agreement: Janet Surridge stated all three parties have signed the necessary documents to close on the transfer of properties. Prior to closing, the subdivision map has to be filed with the County Clerk's Office. Our total projected closing costs should not exceed \$3,000.00.

Resolution to authorize the Treasurer to remit a check to Lacy, Katzen for the closing costs owed for the transfer of village property on Canning Street to Frank LePore and Carm Carmestro. Motion made by Trustee Bimmler, seconded by Trustee Speer. Carried unanimously 4-0.

- Shared Services Grant: Janet Surridge stated the grant application was submitted on time, the comprehensive plan has been finished. However, we need to adopt a revised resolution for the grant; LaBella had an incorrect figure in the project cost estimate.

Resolution to delete the resolution that was adopted on March 6, 2012 for the shared services grant application and adopt the following new resolution. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously 4-0.

1. The Village Board of the Village of Hilton agrees that the Village of Hilton will serve as one of the Co-Applicants for a Local Government Efficiency grant application for the 2011-2012 Local Government Efficiency Grant Program Year and hereby authorizes Village Manger Janet Surridge to execute all financial and/or administrative processes relating to the grant program.
2. The Hilton Village Board's authorization is with the understanding that the Parma Town Board has agreed to the Town of Parma serving as the Lead Applicant, and that the Hilton Central School District and Hilton-Parma Fire District have also agreed to serve as Co-Applicants, and that the governing boards of the Lead Applicant and the other Co-Applicants have authorized the chief executive officer and/or designee of their respective local government entities to execute all financial and/or administrative processes relating to the grant program.
3. The project is titled the *Hilton-Parma Shared-Use Salt Storage Shed Project* and will involve the joint construction of a shared-use, salt storage shed that will be utilized by the Village of Hilton, the Hilton Central School District and the Hilton-Parma Fire District.
4. The Town of Parma, the Lead Applicant, and the Village of Hilton, the Hilton Central School District, and the Hilton-Parma Fire District, as Co-Applicants, will apply for an Implementation Grant of \$394,091 and will provide local matching funds equal to the amount of the Local Government Efficiency grant funds being requested which represents 50 percent of the project cost.

5. The Town of Parma, the Lead Applicant, will contribute \$307,272.80 as its share of the local matching funds.
 6. The Village of Hilton, the Co-Applicant, will contribute \$38,409.10 as its share of the local matching funds.
 7. The Hilton Central School District, a Co-Applicant, will contribute \$38,409.10 as its share of the local matching funds.
 8. The Hilton-Parma Fire District, a Co-Applicant, will contribute \$10,000 as its share of the local matching funds
 9. The Village of Hilton, a Co-Applicant, will work with the Town of Parma, the Lead Applicant, and the Hilton Central School District and the Hilton-Parma Fire District, the other Co-Applicants, to prepare and execute an intermunicipal agreement setting forth the individual responsibilities relating to the construction, operation, maintenance, and repair of the salt storage shed including the ordering and utilization of the road salt and the allocation of costs therefor.
- Discuss gym floor repair: Discussion took place on what direction we should pursue to repair the gym floor. The two choices are to repair the “dead spots” in the floor or replace the entire floor. Trustee Fowler remarked the floor is not in good condition to play basketball in. He feels the floor needs some repair and we should protect the floor in the future, especially, when there are community events taking place in the gym. Trustee Speer stated we should obtain quotes for both a new floor and a repair and evaluate our options. The board concurred with this recommendation and Janet Surrige will provide the board with the proposal at the next meeting.
 - Self-Insured Dental Program: Janet Surrige stated during the budget process, we decided that more money needs to be deposited into the dental fund to cover expenses. The reason for this is, we put our retirees into the program back in January 2011 and we stopped paying for a BCBS policy but never deposited that money into the fund to offset expenses. She recommended the following resolution.

Resolution: Whereas we cancelled our Excellus BCBS dental policy that covered our retirees in January, 2011, and

Whereas, we have been paying for our retiree dental expenses out of the self-insured dental account since that time,

Now, therefore, be it resolved that the Treasurer is authorized to deposit \$6,000 into the Self-Insured Dental account which reflects coverage from January 2011 – May 31, 2012. Be it further resolved that the 2011-12 budget is amended by decreasing the contingency account A1990.4 and increasing the medical expense A9060.4.

Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously 4-0.

- 2011-12 budget: Janet Surridge stated within the budget is an appropriation to transfer \$60,000 from the General Fund into our reserve funds. The board needs to determine where this money will be deposited. The budget team is recommending 50% into the Community Center building fund and 50% in a new reserve fund that we're setting up for the purchase of future highway equipment. The board concurred with this recommendation.

Resolution that per Section 6c of the General Municipal Law, the Village Board hereby creates a capital reserve fund to be known as the "Public Works Equipment Account". The purpose of said fund is to finance the purchase of future equipment for the Public Works Department.

Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously 4-0.

Resolution: Whereas, the 2011-12 budget includes a \$60,000 expense line item that is targeted to be deposited into our Capital Reserve Accounts, and

Now, therefore, be it resolved that the Treasurer is hereby directed to deposit \$30,000 into the Community Center Reserve Fund and \$30,000 into the DPW equipment reserve fund.

Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously 4-0.

- Sale of 10 Canning Street: Janet Surridge stated we have signed a release to terminate the real estate contract with Mr. Ken Sixt. A new purchase offer has been received from another buyer for the same price and terms, except with an added contingency that the buyer is requesting the Village to provide a clear environmental report.

Resolution to accept the purchase contract from Douglas Mcpherson in the amount of \$30,000. Be it further resolved that Mrs Surridge is directed to clarify the following terms: 1) That the Village of Hilton will only provide a phase 1 environmental report. 2) In regards to the Village of Hilton holding a mortgage, if the buyer needs to obtain additional financing at a later date, the Village will not subordinate our first position. Trustee Speer made the motion, seconded by Trustee Fowler. Carried unanimously 4-0.

- HDK property swap: Janet Surridge stated there is still a concern about the easement on the west side of the property. She is in the process of setting up a meeting with the attorneys, HDK and herself to try and bring this to a close. She will provide an update at the next meeting.

6:00 p.m. - Budget Public Hearing

Mayor Lee opened the public hearing for comments at 6:00 p.m. There were no comments from the general public; the public hearing was closed at 6:01 p.m.

Budget Adoption

Resolution to adopt the annual budget for fiscal year 2012-13, with a tax rate of \$2.53/per thousand and a tax levy of \$549,022.00. Total budget amount as follows:

General Fund	\$ 2,562,956.00
Water Fund	\$ 482,674.00
Sewer Fund	\$ 295,275.00
Gas/Electric	\$ 1,918,749.00
Total	\$ 5,259,654.00

Motion made by Trustee Speer, seconded by Trustee Bimmler. Carried unanimously 4-0.

Annual Resolutions

Resolution to re-appoint Tom Scheg to the Zoning Board of Appeals for a five year term which will expire on 3/31/2017. Motion made by Mayor Lee, seconded by Trustee Fowler. Carried unanimously 4-0.

Resolution to re-appoint Dave Wright as an alternate to the Zoning Board of Appeals for a two-year term which will expire on 3/31/2014. Motion made by Mayor Lee, seconded by Trustee Speer. Carried unanimously 4-0.

Resolution that the following banks are hereby designated as the official depositories for the Village of Hilton: HSBC Bank, First Niagara, Chase Bank, and M&T Bank. Trustee Bimmler made the motion, seconded by Trustee Speer. Carried unanimously 4-0.

Resolution that Westside News is hereby designated as the official newspaper of the Village of Hilton. If it is found, however, that another newspaper is needed, then the Democrat and Chronicle is also designated as the official newspaper for the Village of Hilton. Trustee Speer made the motion, seconded by Trustee Fowler. Carried unanimously 4-0.

- Village Board Meeting Times: Trustee Fowler suggested changing the meeting times to a later start time, possibly 6:30 in order accommodate the residents better. He feels the current start time at 5:00 p.m. doesn't allow the working public enough time to possibly attend the meetings if they wanted to. Discussion followed. No change was made.

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

May 1st	November 6th
June 5th	December 4th
July 3rd	January 8th 2013
August 7th	February 5th
September 4th	March 5th
October 2nd	April 2nd

If Mayor Lee 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 made by Trustee Speer, seconded by Trustee Bimmler. Carried 3-1 (Trustee Fowler opposed)

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

Vice Mayor	Jim Gates
Zoning Board Liaison	Larry Speer
Personnel Liaison	Jim Bimmler
Village Budget Liaisons	Jim Gates & Jim Bimmler
Gas & Electric Utility liaison	Larry Speer & Andy Fowler
Hilton Parma Recreation Liaison	Joe Lee
Enhancement	Joe Lee
Public Relations	Joe Lee
Newsletter/website	Shari Pearce & Debbie Jones
Fire Commissioners Liaison	Larry Speer
School Board Liaison	Joe Lee and Andy Fowler
Town of Parma Liaison	Larry Speer
Chamber of Commerce	Joe Lee
Historian	David Crumb
Registrar of Vital Statistics	Janet Surridge
Deputy Reg. " "	Shari Pearce & Maryalice Edwards
Community Development	Janet Surridge & Mike McHenry
Records Retention Officer	Shari Pearce
Green Energy Coordinator	Larry Speer
Shared Services Team	Jim Gates

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: Trustee Fowler made the motion, seconded by Trustee Bimmler. Carried unanimously 4-0.

- 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 & Hartford medical insurance charges
- e) Energy Services Group
- f) UGI for the supply of natural gas.
- g) NY ISO for electricity
- h) Constellation and NYS Sales Tax

Resolution to reimburse officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village based on the rates

published and approved by the IRS. Trustee Speer made the motion, seconded by Trustee Fowler. Carried unanimously 4-0.

Resolution: to authorize the following petty cash funds: \$75.00 for water & general transactions, and \$150.00 for Gas & Electric funds. Said funds shall be located in the Village Office, 59 Henry Street and the following employees shall have access to these funds: Janet Surridge, Amy Harter, Shari Pearce, Maryalice Edwards and Debbie Jones. Trustee Fowler made the motion, seconded by Trustee Bimmler. Carried unanimously 4-0.

Resolution to approve the following investment policy: Trustee Speer made the motion, seconded by Trustee Fowler. Carried unanimously 4-0.

INVESTMENT POLICY FOR THE VILLAGE OF HILTON

- I. **SCOPE:** This investment policy applies to all moneys and other financial resources available for investment on our behalf
- II. **OBJECTIVES:** The primary objectives of the Village of Hilton's investment activities are, in priority order:
 - a) to conform with all applicable federal, state and other legal requirements;
 - b) to adequately safeguard principal;
 - c) to provide sufficient liquidity to meet all operating requirements; and
 - d) to obtain a reasonable rate of return
- III. **DELEGATION OF AUTHORITY:** The Village Board of Trustees responsibility for administration of the investment program is delegated to the Village Clerk who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.
- IV. **PRUDENCE:** All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Village of Hilton to govern effectively. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived. All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.
- V. **DIVERSIFICATION:** It is the policy of the Village of Hilton to diversify its deposits and investment by financial institution, by investment instrument, and by maturity scheduling.
- VI. **INTERNAL CONTROLS:** The Village Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions

are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITORIES

The banks and trust companies authorized for the deposit of monies up to the following maximum amounts are:

<u>Depository Name</u>	<u>Maximum Amount</u>
M&T Bank	\$ 100,000
Chase Bank	\$ 500,000
HSBC/First Niagara	\$3,000,000

VIII. COLLATERALIZING OF DEPOSITS: In accordance with the provisions of General Municipal Law, 10, all deposits of the Village of Hilton, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. Obligations issued by the United States of America, an agency thereof or a United States government sponsored corporation or obligations fully insured or guaranteed as to the payment of principal and interest by the United States of America, an agency thereof or a United States government sponsored corporation;
2. Obligations issued or fully insured or guaranteed by this state, obligations issued by a municipal corporation, school district or district corporation of this state or obligations of any public benefit corporation which under a specific state statute may be accepted as security for deposit of public moneys;
3. Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank; and
4. Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guaranty.

IX. SAFEKEEPING AND COLLATERALIZATION: Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party bank or trust company subject to security and custodial agreements. The security agreement shall provide that eligible securities are being pledged to secure the Village of Hilton deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Village of Hilton to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Village of Hilton, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Village or its custodial bank. The custodial agreement shall provide that securities held by the bank or trust company, or agent of a custodian for, the Village of Hilton, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a

change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Village of Hilton a perfected interest in the securities.

X. PERMITTED INVESTMENTS: As authorized by General Municipal Law, 11, the Village of Hilton authorizes the Village Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- a. Special time deposit accounts
- b. Certificates of deposit
- c. Obligations of the United States of America

All investment obligations shall be payable or redeemable at the option of the Village of Hilton within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Village of Hilton within two years of the date of purchase.

XI. UNAUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS: The Village of Hilton shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the Village of Hilton conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Village of Hilton. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Village Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS: The Village Clerk is authorized to contract for the purchase of investments:

- a. Directly from an authorized trading partner.
- b. By participation in a cooperative investment program with another governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the Village Board of Trustees.
- c. By utilizing an ongoing investment program with an authorized trading partner Pursuant to a contract authorized by the Village Board of Trustees.

All purchased obligations, unless registered or inscribed in the name of the Village of Hilton, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Village of Hilton by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, 10. The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Village of Hilton, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall

include all provisions necessary to provide the Village of Hilton a perfected interest in the securities.

Resolution to approve the following travel policy: Trustee Fowler made the motion, seconded by Trustee Bimmler. Carried unanimously 4-0.

Travel by Board Members and appointed officials of the Village of Hilton will be allowed under the following policy:

1. Any travel expenses for which reimbursement is requested and allowed shall be for actual and necessary expenses incurred when conducting business for the Village and will be approved on the following basis.
 - a. Mileage - rates as approved by IRS.
 - b. Parking - necessary parking.
 - c. Tolls - for bridges, thruway charges, etc.
 - d. Meals - reimbursed subject to the IRS per diem rate
 - e. Lodging – arrangements will be made by the Village Clerk, Village Treasurer or Village Manager.
 - f. Miscellaneous - per receipt if for business purposes.
2. Whenever practical, travel shall be approved in advance by the Village Board.
3. Receipts or other documentation should be submitted for all expenses but if receipts are lost, a statement attesting to the charges may be accepted.
4. Reimbursement procedure. Upon completion of the travel a statement of all expenses with receipts shall be submitted to the Board who shall authorize the reimbursement to the employee.
5. Unauthorized expenses. Expenses such as alcoholic beverages, valet, laundry services, newspaper, entertainment expenses, or for other personal items will not be reimbursed.
 - Community Center leases: The board tabled a decision on renewing the leases since Janet Surridge is completing a study on the usage of the Community Center.

Resolution to adopt the 2012-13 fee schedule as amended, effective date of 4/3/12. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously 4-0.

*****Not for profit organizations will receive a \$30.00 credit applied to any building permit fee**

<u>Type of Permit:</u>	<u>Per Sq. Ft.</u>	<u>Minimum</u>
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I. Residential:	(Price includes Certificate of Occupancy) For first dwelling		
	unit.	All others at \$40.00	
Dwelling Area	\$.12	rounded to nearest whole \$	No minimum - n/a
Unfinished Area	\$.12		No minimum - n/a
Non-Dwelling Area	\$.12		No minimum - n/a

II. Non-Residential (Price includes Certificate of Occupancy)

New Building:

First 5000 sq. ft.	\$.12	\$150.00
All over 5000 sq. ft.	\$.10	

Additions/Remodel:

First 5000 sq. ft.	\$.12	\$75.00
All over 5000 sq. ft.	\$.10	

III. Other Types of Construction (Price includes Certificate of Compliance)

Applicable to all districts

	<u>Permit Fee</u>
Additions	\$ 75.00
Conversion to habitable space	\$ 75.00
Certificate of Occupancy	\$ 40.00
Open or enclosed porch/sun room	\$ 75.00
Open or covered deck	\$ 75.00
Demolition	\$ 30.00
Minor structural improvements	\$ 30.00
Major structural improvements	\$ 50.00
Garage	\$ 75.00
Addition to garage	\$ 75.00
Storage shed	\$ 30.00
Swimming pool (above ground)	\$ 30.00
Swimming pool (in ground)	\$ 100.00
Fences	\$ 30.00
Commercial Satellite Antennas	\$1,500.00
Commercial co-mingled satellite antennas	\$1,000.00
Fireplace, wood stove	\$ 50.00
Floodplain development permit	\$ 75.00
Handicap Ramp	No charge
Standby generator	\$ 40.00

Penalty fee:

If a building permit is not obtained as required by the Village Zoning Ordinance for any structure, addition or change of use, the Code Enforcement Officer shall double the permit fee. This fee is applicable to the current owner of the property, regardless if the improvement was undertaken by the previous owner or not.

IV. Miscellaneous:

Signs	\$30.00 for the first sign \$20.00 for each additional on same
Vendor's permit –parades	\$ 50.00/day
Vendor's permit – door to door sales	\$ 50.00/day for profit organizations
Vendor's permit – not for profit organizations	no charge
Vendor's License - ice cream sales/food cart	\$ 50.00/per truck/cart
Copies made for the public	\$.25/per page
Code Book	\$ 50.00
Zoning Law	\$ 25.00
Subdivision Specs	\$ 40.00
Tax Search	\$ 25.00
Additional copies requested of C.O's	\$ 25.00
Handicap parking sign	\$ 35.00
History books-Hilton USA	\$ 10.00
History books-First Families	\$ 20.00
Checks returned for Insufficient funds	\$ 35.00
Recreation Fee	\$450.00/per unit
FOIL Documents	\$.25/per copy

V. Zoning Board Fees:

Application and Public Hearing	\$100.00
Conditional Use/Variance each occurrence	\$100.00
Application for Site Plan Review	\$200.00
Special Meeting Request for Zoning	At Cost
Village Engineer	At Cost

Village Board Fees:

Application to Rezone Property	\$200.00
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VI. Inspection Fees:

Building Inspector	\$40.00/hr
Re-inspections	\$40.00/hr
Fire Marshall	\$40.00/hr

VII. Public Works Charges

RATE

Supervision	At cost
Labor	At cost
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 \$50.00
Property maintenance violations legal	\$100.00 plus labor, equipment and cost per occurrence.

Dumpster Rentals:

6 yard	\$ 80.00
9 yard	\$ 95.00
10 yard	\$105.00
Extra week	\$ 20.00 extra with no dump
Extra dump	\$ cost of dumpster
Roofing and demolition/construction material	\$ 20.00 additional
Concrete Box	\$10.00
Cardboard dumpster	\$2.00/yard

Commercial customers with Dumpsters

Dumpster rentals	\$14.00 per cubic yard
Extra dumpster pickup	¼ of monthly charge

Restaurants-Dumpster Rentals

Dumpster Rentals	\$17.00 per cubic yard
Extra dumpster pickup	¼ of monthly charge

Apartment Complexes – with or without dumpsters

Dumpster Rentals	\$17.00 per cubic yard
Curbside	\$6.00 per unit

Containers:

96 Gallon Carts: For all multi-residential and residential uses: \$55.00/each

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
New Residents no charge

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	\$12.00/each
Standard item (non-compliance)	\$ 5.00/each
Bulk item “ ”	\$10.00/each
Appliance pick up	no charge

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:

a) \$14.00 per cubic yard charge

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: \$14.00 per cubic yard charge
- 2. For commercial properties with 20 or more units:
 - One dumpster is required for every 20/units and a \$14.00 per cubic yard charge

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

IX. Sewer Fees:

CHARGES

Out of district residential customers	\$175.00/annually
Residential, single family homes	\$125.00/annually
Multi-Residential properties with two or more units:	\$31.25/per 15,000 gal of water minimum of \$250.00/per year
Churches	\$31.25/per 15,000 gal of water minimum of \$125.00/per year
Commercial	\$31.25/per 15,000 gal. of water with a minimum of \$125.00/per year
Townhouses and apartment complexes <u>that have one meter for multiple units</u> (Cedar Hill, Village II, Unity Health)	\$31.25/per 15,000 gal
Townhouses and apartment complexes that have <u>one meter per unit</u> (only effects Parkwood properties)	\$125.00/annually/per unit

New Sewer Connection Fees

Property within Village limits Residential use (per unit charge)	\$250.00, plus cost of installation per connection
Commercial/Industrial use	\$350.00, plus cost of installation per connection
Property outside the Village limits Residential use (per unit charge)	\$1,500.00
Commercial/Industrial use	\$3,000.00

X. Water Fees:

New installation	time & materials +10%
Water account charge	\$15.00
Final readings	\$15.00
Water meters 5/8" x 3/4"	\$100.00
Water meters 1" and larger	at cost +15%
Frozen meters 5/8" x 3/4"	\$100.00
Frozen meter 1" and larger`	at cost +15%
Disconnect/Reconnect fees	\$30.00 each time
Consumption Fees:	\$2.77/per thousand plus \$.13 per day, Village
	\$3.11/per thousand plus \$.14/per day outside customers
Per hydrant:	\$200.00/ annual

XI. Parks: (Rent of Jennejahn Lodge):

\$165.00 per occasion
 \$ 50.00 Full-time Village Employees and Village Board members (limited to one time per year)

Discounted rate for any reservation booked Monday through Thursday:
 There will be no special consideration on reduced rates for non-profit groups.

\$135.00 per occasion
 \$ 25.00 Full-time Village Employees and Village Board members (limited to one time per year)
 All holidays will be charged the weekend price

XII. Operating Permits:

The Code Enforcement Officer may charge up to \$50.00 per inspection if any of the following organizations or place of assembly are found to be in violation of the NYS Building & Fire Code 3 times or more.

- Place of Public Assembly
- Exhibit and Trade Shows
- Place of Worship
- Repair/Gasoline Service
- Pyrotechnics (Outside only)
- Temporary Structures/Tents
- Multi Family:
- Apartment Complex
- Apartment Buildings
- Health Care Facility

Resolution that the following procurement policy shall be renewed for one year with a change on the minimum amounts required for purchasing and name changes. Trustee Speer made the motion, seconded by Trustee Fowler. Carried unanimously 4-0.

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from the administration involved in the procurement process, now, therefore, be it

RESOLVED, that the Village of Hilton does hereby adopt the following procurement policy which is intended to apply to all goods services which are not required by law to be publicly bid.

1. Every major purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract . Once that determination is made, a good faith effort will be made to determine whether it is known or can be reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 104 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases, goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County contracts; and surplus and second-hand purchases from another governmental entity. A major purchase is considered anything of value \$1,000.00 or more.

The decision that a major purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods and services will be purchased at the best value and that favoritism will be avoided, except in the following circumstances; purchase contracts over \$20,000 and public works contracts \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.

3. The following method of purchase should be used as a guide when required by this policy in order to achieve the optimum savings:

<u>Estimated amount of purchase contract</u>	<u>Method</u>
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Between \$1,000.00 and \$20,000

Written Quotations

Estimated amount of Public Works Contract

Method

Between \$1,000 and \$35,000.00

Written Quotations

A good faith effort shall be made to obtain a reasonable number of proposals or quotations. If the purchaser is unable to obtain proposals or quotations, the purchaser will document the attempt made at obtaining the proposals.

4. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offerer. This documentation will include an explanation of how the award will achieve savings or how the offerer was not responsible. A determination that the offerer is not responsible shall be made by the purchaser.

5. Pursuant to General Municipal Law Section 104-b (2) (f), the procurement policy may contain circumstances when, or type of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Village of Hilton to solicit quotations or document the basis for not accepting the lowest bid:

a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill education, training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Village Board of Trustees shall take into consideration the following guidelines; (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

- b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
 - c. Purchase of surplus and second-hand goods from any source. If alternate proposals are required, the Village may purchase surplus and second-hand goods at auctions or through special advertised sources where the best value may be obtained.
 - d. Goods or services under \$1,000. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism. All purchases made for goods and services under \$1,000 in cost shall be made based on the judgment of the purchaser.
6. This policy went into effect April 1, 1997 and is reviewed annually.
7. The following employees and/or their designees are authorized to make purchases:

Janet Surridge, Village Manager
 Mike McHenry, Superintendent.
 Maryalice Edwards, Treasurer
 Sharianne Pearce, Village Clerk

Keith Brown, Asst. Supt
 Jim Leise, Mechanic
 Amy Harter, Clerk III

Resolution to retain the law firm of Lacy, Katzen LLP on a fee basis when legal advice is needed at a rate of \$195.00/per hour. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously 4-0.

Resolution to continue our participation in the Upstate NY Municipal Worker's Compensation Plan. The Village Board hereby designates Janet Surridge as the Plan Director; Shari Pearce as the Alternate Director; and Mike McHenry as the Plan Facilitator. Trustee Speer made the motion, seconded by Trustee Fowler. Carried unanimously 4-0.

Parades

Resolution to approve the use of Village streets and 135 South Ave for the Hilton Firemen's Kiddie parade and Grand parade on July 25th and 26th. Trustee Fowler made the motion, second by Trustee Bimmler. Carried unanimously 4-0.

Resolution to approve the use of Village streets for the Memorial Day parade on May 28th. Motion made by Trustee Fowler, seconded by Trustee Bimmler. Carried unanimously 4-0.

Minutes

Resolution to approve the meeting minutes of March 6, 2012 as submitted. Trustee Bimmler made the motion, seconded by Trustee Speer. Carried 3-1 (Trustee Fowler abstained).

Resolution to approve the meeting minutes of March 12, 2012 as submitted. Trustee Bimmler made the motion, seconded by Trustee Speer. Carried 3-1 (Trustee Fowler abstained).

Resolution to approve the meeting minutes of March 20, 2012 as submitted. Trustee Bimmler made the motion, seconded by Trustee Speer. Carried 3-1 (Trustee Fowler abstained).

Vouchers

Resolution to approve the abstract of vouchers with the following additions: Shari Pearce, \$29.30, Caraglio's \$84.05, Ken Sixt, \$600.00.

General fund	\$ 28,089.56
Water fund	\$ 26,466.59
Sewer fund	\$ 2,592.63
Gas&Electric	\$ 99.28
Prepaid	\$123,789.56
<u>T&A</u>	<u>\$ 12,846.15</u>
Total	\$193,884.17

Motion made by Trustee Bimmler, seconded by Trustee Speer. Carried unanimously 4-0.

Citizen of the Year

Resolution to name the 2012 Citizen of the Year, Dave Tresohlavy. Motion made by Mayor Lee, seconded by Trustee Speer. Carried unanimously 4-0.

Beautification Award

Janet Surridge made a suggestion that we should create a new type of award to recognize individuals, groups or businesses who add beauty and enhance the appearance of a specific site within the village. The Board was very much in favor of doing this. Mrs Surridge said that Debbie Jones suggested that we name this award after former Trustee Walt Horylev since he was always striving to enhance our central business district.

Resolution to establish the "Walt Horylev Civic Beautification Award". Motion made by Trustee Fowler, second by Trustee Speer. Carried unanimously 4-0.

Walt Horylev

- Recognition for Walt Horylev: Discussion took place regarding Walt's thirty years of dedicated service to the Village. A celebration will be held at Carmestro's Restaurant on April 21, 2012 to honor his commitment to the Village.

Resolution to authorize the Treasurer to expend \$100.00 in a gift card to Walt Horylev for his thirty years of service. Motion made by Trustee Bimmler, seconded by Trustee Speer. Carried unanimously 4-0.

There being no further business, the meeting was adjourned at 7:05 p.m.

Respectfully Submitted,

Shari Pearce, Village Clerk

Dedicated this page of the minutes to Walt Horylev for his Thirty Years of Service