

**Village Board of Trustees
Meeting Minutes of May 1, 2012**

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

Guests: Carm Carmestro, Tom Scheg, Dave Wright, Shannon Zabelny, Linda Viney, Pastor Rob Dickerson

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

Public Forum

There being no public comment, the public portion of the meeting was closed at 5:01 p.m.

Code Enforcement

- Storm Water Coalition: Mike Lissow stated part of the requirements as a member of the coalition is to educate the public and aid to keep Salmon Creek clean. He has planned an event that will take care of both requirements; Clean up the Village Park Day is scheduled for Friday, May 11, 2012 from 9:00 a.m. -11:00 a.m. The entire Quest school, students and staff will be participating as well as some family members. The Village will be supplying the bags for the cleanup.
- FEMA request update: Mike Lissow reported he is now working with a new representative from FEMA trying to obtain permission for the Exempt Club to place an identification sign on the Village property at 135 South Avenue. He hopes to have an update in the near future. The board expressed their frustration with FEMA and their response time; they decided to wait one more month before moving forward with a decision regarding the sign.

Public Work's Report

- Sanitary Sewer Project: Mike McHenry requested permission to hire MRB Group to design the bid package for the upcoming 2012 sewer relining project for a price to not exceed \$6,000.00.

Resolution to hire MRB Group to engineer, design and develop the bid package for the 2012/2013 Sanitary Sewer Improvement Project. This will include the relining of approximately 1,540 linear feet of sanitary sewers on Hillside Dr. In addition, another 1,225 approximate linear feet of sewer main requires relining on East Avenue, which will be bid as an add-alternate lining area. The cost for the bid package will not exceed \$6,000.00. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously 5-0.

- Sewer Maintenance: Mike McHenry explained to the board that he is implementing a different approach for grease removal from our sanitary sewer mains for the following reason: Cost is the first consideration and the second is to be more environmentally friendly. A special nozzle will be purchased and used to remove the grease from the sewer. This means fewer chemicals will be put into the environment and less exposure to the employees. Mike McHenry expects one nozzle to last approximately four years.
- Annual Hazardous Waste Collection: Mike McHenry stated the collection will be held at the Ogden Public Works facility on Saturday, June 16, 2012. The Village will be paying and advertising the notice and the Town of Parma will be taking reservations for all the Village and Town residents.
- Water Tower Antenna: Mike McHenry stated Monroe County has requested on behalf of the Monroe County Water Authority to relocate the fence line 20' in order to make the driveway access straighter. They are not proposing to move the antenna. Mike McHenry supports this plan. The Village Board authorized Mrs Surrige to sign the legal documents proposed to make this change.

Other miscellaneous items were discussed.

Clerk's Report

- Records Grant: Shari Pearce stated all the payroll records from the late 1960's through 2003 have been scanned, as well as Certificate of Occupancy documents. Having these items in our new scanning software system will improve efficiencies in our office by electronically performing a search versus manually having to retrieve these documents when requested. Our scanning software is scheduled to be installed on May 23rd and training for the software will be on the 24th. This software costs \$6,972.00; which is paid for by the grant.
- Office Hours: Shari Pearce stated there has been a request from the office team to consider changing our regular office hours. She has taken a survey on Village office hours around the County and all except one other Village closes their offices between 4:00 p.m. and 4:30 p.m. She asked if the Board would be in favor of changing our office hours from 8:00 a.m. -4:30 p.m., September through June. General discussion followed and the board was in favor of changing the office hours to the time proposed. Shari Pearce will advertise the new office hours and the summer hours.

Regular Hours - September (Labor Day) through June 21, 2012 - 8:00 a.m. - 4:30 p.m.
 Summer Hours - June 22, 2012 through September (Labor Day), 7:30 a.m. -4:00 p.m.

Other miscellaneous items were discussed.

Manager's Report

- Gym floor: Janet Surridge reported that she and Mike McHenry met with a contractor to determine if the dead spots in the floor could just be repaired versus replacing the entire floor. The contractor determined a partial repair is not feasible due to the concrete slab beneath the floor and how the sleepers are anchored to the floor. A total replacement would cost well over \$100,000.00; based on this latest information, the board determined they will not be moving forward with this project.
- Church Lease: Pastor Rob Dickerson was present to discuss the Board's recent decision to not allow the Hilton Community Child Care to sublet their rooms to the Life Quest Community Church. He explained it is a huge convenience to have all of their child care programs and religious services on the same first floor level. They have approximately fifty families that attend the services each Sunday. After a brief discussion, the Board was not willing to change their decision. Pastor Dickerson understood and thanked the board for all their support and he will devise a new plan to accommodate the children in the new rooms they will rent on the second floor.
- HD&K Property Closing: Janet Surridge stated there is another setback that has delayed the closing once again. General discussion followed.
- Community Center: Janet Surridge presented a report showing the additional revenue we will have in the 2012-13 fiscal year as a result of the recent decisions the Board made:

Increasing rental rates 1.5% will achieve an extra income of \$1,174
Amending the Church lease will achieve an extra income of \$2,012
Opening the building for 40 Saturdays during the year will cost \$2,120
Net income change is \$1,065

Based on this information, the Board decided that we do not need to ask the Town of Parma to share our Saturday costs.

Resolution to open the building on Saturdays from 9:00 a.m. – 3:00 p.m. during the school year only and that the Village of Hilton will provide the custodial/security staff as needed. Trustee Fowler made the motion, seconded by Trustee Speer. Carried 4-1 (Trustee Gates opposed).

- 10 Canning Street: Janet Surridge stated the purchase offer has been officially accepted and we are waiting for the buyer to apply to the Zoning Board for development approvals.

Proposed Local Law #4, 2012

Mayor Lee opened the public hearing at 6:00 p.m. for public comments to consider Local Law #4, 2012.

Proposed Local Law for Temporary Restriction of Parking

Purpose and intent:

It is the purpose and intent of the article, to promote safety and general welfare of the citizens of the Village of Hilton, to authorize the Village Board, without public hearing to temporarily block or restrict traffic and/or parking on Village streets, in order to allow a neighborhood block party, celebration, festival or event.

Temporary closing of or limitation on public ways.

The Village Board, without public hearing shall be and is hereby empowered to direct the Superintendent of Public Works to temporarily close any Village street, or any portion thereof, or to limit, restrict or prohibit traffic and/or parking thereon for the purpose of allowing a neighborhood block party, celebration, festival, event or the like on or around such Village street, and, upon the direction of the Village Board, the Superintendent of Public Works shall be empowered, before, during and after such block party, celebration, festival, event or the like, to block such street or streets so that no motor vehicle would enter upon such streets, except emergency vehicles, as defined in the Vehicle and Traffic Law, to post prohibitions and/or limitations on traffic and/or parking on such street, and may provide detour signs for vehicular traffic at such time and upon such conditions as may be deemed by the Village Board to be applicable and appropriate to the situation,

Public Comments:

Shannon Zabelny, 36 Leith Lane, requested some language be added to better clarify the law. She recommended the words “for a reasonable period of time” be inserted after the word “close” in the second sentence. She felt this would put some time restrictions in and not leave it so open ended.

The Village Board agreed with the recommendation.

There being no further comments, the public hearing was closed at 6:15 p.m.

Resolution to adopt Local Law #4, 2012, entitled Temporary Restriction of Parking with the amended language. Trustee Speer made the motion, seconded by Trustee Bimmler. Carried unanimously 5-0.

Minutes

Resolution to approve the meeting minutes of April 3, 2012 as submitted. Motion made by Trustee Bimmler, seconded by Trustee Speer. Carried 4-0-1 (Trustee Gates abstained).

Vouchers

Resolution to approve the abstract of vouchers with the following additions, Mary Lissow \$700.00, credit of \$18.27 for Cintas: Totals as follows:

General fund	\$	171,932.15
Water fund	\$	25,281.84
Sewer fund	\$	5,931.16
Gas&Electric	\$	281.29
Prepaid	\$	107,995.48
T&A	\$	13,595.00
Total	\$	325,016.92

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

Joint Project/Dunbar Road Cemetery

Village Historian Dave Crumb requested permission to spend \$1,000.00 from his savings account to share 1/3 of the costs to restore the Dunbar Road cemetery. This project is being undertaken by the Town of Parma and the Hilton Parma Historical Society. This money has been previously donated and has been earmarked for historical use only.

Resolution to authorize the Treasurer to pay \$1,000.00 to the Historical Society for the restoration of the Dunbar Road cemetery and the funds shall be taken from the savings account that was established from a donation made by the Newcomb-Fraser families. Be it further resolved that the 2011-12 budget is amended by increasing expense code A7510.4 \$1,000 and reducing fund balance by \$1,000. Trustee Speer made the motion, seconded by Trustee Fowler. Carried unanimously 5-0.

Zoning Board Alternate Position

The Village Board reviewed three applications that were submitted for the second alternate position on the Zoning Board. After a brief discussion, the following recommendation was made:

Resolution to appoint Shannon Zabelny as the second alternate on the Zoning Board of Appeals for a term that will expire on 3/31/14. Mayor Lee made the motion, seconded by Trustee Gates. Carried unanimously 5-0.

There being no further business, the meeting was adjourned at 7:00 p.m.

Respectfully Submitted,

Shari Pearce, Village Clerk