

## **Village Board of Trustees Meeting minutes of April 2, 2013**

Present: Mayor Lee, Trustees Gates, Speer, Bimmler  
Village Manager, Janet SurrIDGE  
Village Clerk, Shari Pearce  
Village Treasurer, Maryalice Edwards  
Asst. Superintendent, Keith Brown  
Code Enforcement Officer, Mike Lissow

Absent: Trustee Fowler, Superintendent Mike McHenry, Amy Harter

Guests: Historian David Crumb, Riley Page, Kraig Johnson and Steve Fowler

Mayor Lee called the meeting to order at 5:00 pm followed by the pledge to the flag and a moment of silence.

### **Public Forum:**

- Students Riley Page and Kraig Johnson from Hilton Central High School approached the Board to discuss the vandalism occurring in the Salmon Creek Park. They would like to improve the area and shared their mission on how to improve and create a positive environment. After much discussion, the Board instructed these students to contact Mr McHenry and pursue their ideas with him. The Board commended them for initiating this project.
- Village Historian Dave Crumb was present to recommend that the Board appoint Charles Nichols as Assistant Historian. Discussion about Mr Nichols interest in village history and the work he's been doing as a volunteer in the Historian's office followed. The Board accepted his recommendation and will appointment him at the June meeting.

The public portion of the meeting was closed at 5:30 p.m.

### **Code Enforcement Report**

Mike Lissow updated the Board on the progress of Hilton Family Dentistry and Subway. Both projects are going well.

Mike reported that other municipalities in Monroe County have passed resolutions to support Assembly Bill #A.88 concerning contact information on vacant structures. However, the State has not made any progress getting this legislation enacted.

Evacuation procedures at Hilton East have been discussed with the Fire Chiefs.

The Zoning Board of Appeals has no agenda items but a meeting will be held this month to keep the members up to date on Village business.

### **Clerk's Report**

- Online Access for electric and water customers: Shari Pearce researched the process to have the electric and water bills available online for our customers through Springbrook. The cost to have all the electric and water accounts online is \$.05 per customer, which we have a combined total of 3,100 customers for both services that equates to \$155.00 per month. However, Springbrook has a minimum charge per month of \$200.00, for a total cost of \$2,400 annually. If the board supports this, she recommended that the cost to pay for this be paid as follows: Electric fund 2/3 (\$1,584) and Water Fund 1/3 (\$816). The customers would also have the ability to have their bills emailed to them and sign up for our auto deduct plan online. The entire process takes 2-3 months. General Discussion followed.

**Resolution** to authorize the Village Clerk to execute a contract with Springbrook Software and purchase a new software module that will allow our customers to access their account information online at a cost of \$2,400 annually. Trustee Speer made the motion, seconded by Trustee Bimmler. Carried unanimously 4-0.

**Resolution** to approve Shari Pearce and Amy Harter to attend a workshop hosted by NYCOM in Fairport for \$95.00 each. Motion made by Trustee Bimmler, seconded by Trustee Speer. Carried unanimously 4-0.

Village Elections: Shari Pearce presented the board with the notion of having Monroe County run future Village Board elections beginning in 2014. The change would be at the administration level, with virtually no difference to the residents. The board was in support of pursuing this and the benefits are listed below.

### **BENEFITS**

- Cost savings for the Village; County reimburses for all public notices
- County will hire, pay and train election inspectors
- County is responsible for the entire election process
- Election would still be held at our Community Center
- Candidates can still pick up the petitions at the Village Office
- DPW does not have to transport the voting machines
- The Village Clerk has the ability to submit the petitions for the candidates to the County and would still provide information to the candidates.
- If the candidate chooses, they can elect to take their petition to the County Office instead of the Village Office.

### **Village Manager's Report**

- At the January 2013 meeting, it was reported that we had hired contractor Myke Merrill to build a new identification sign for the Community Center. The management team felt afterwards that the sign should be expanded to include a listing of our tenants since this is the type of sign we had before the storm damage. Mrs Surrige presented a new conceptual design and reviewed the two cost estimates obtained. Mr Merrill submitted the low quote and she recommended we accept it.

**Resolution** to accept the quote from Myke Merrill, SGM Company, to replace the Community Center sign destroyed by Hurricane Sandy at a cost of \$4,123.13. Motion made by Trustee Speer, seconded by Trustee Bimmler. Carried unanimously 4-0.

- Electric program: Mrs Surrige discussed the concept of entering into a fixed rate contract with the School District through the end of their fiscal year ending on June 30, 2014. A decision was tabled and the Board asked Mrs Surrige and Mrs Pearce to talk with School officials to ask if they would be agreeable to a long term adjustable rate contract.

**Superintendent's Report**

- Community Center roof project: The following bids were received on March 28<sup>th</sup> at 2:00 pm:

<b>Bidder (Name &amp; Address)</b>	<b>Total Alternate No. 1</b>	<b>Total Bid Price</b>
J & B Installations 732 Visions Drive Skaneateles, NY 13153	-\$8,000.00	\$88,275.00
Spring Sheet Metal & Roofing 678 South Clinton Avenue Rochester, NY 14620	-\$10,150.00	\$119,180.00
Elmer W. Davis, Inc. 1217 Clifford Avenue Rochester, NY 14621	Zero Dollars	\$76,217.00
Fingerlakes Service Group, Inc. 1265 Fairport Road Fairport, NY 14450	-\$9,400.00	\$92,407.00
Diamond Roofing Co., Inc 411 Cambridge Ave Syracuse, NY 13208	-\$1,945.00	\$113,000.00
CJ Marly Construction 4701 North Street Rte 174 Marcellus, NY 13106	-\$5,000.00	\$138,000.00
Leo J. Roth Corporation 841 Holt Road Webster, NY 14580	-\$4,000.00	\$122,990.00

**Resolution** to authorize the Superintendent to accept the low bid from Elmer Davis, Inc. in the amount of \$76,217.00. Motion made by Trustee Bimmler, seconded by Trustee Speer. Carried unanimously 4-0.

- Keith Brown, Assistant DPW Superintendent, reported that Parkwood Manor will be changing their refuse collection method to carts instead of our dumpsters. In order to make this change, we will need to supply 111 carts but we do not have enough on hand. The vendor that we buy them from requires a minimum purchase of 144 carts that will cost \$7992. Although this is not a budgeted expense, we will be collecting more revenue through the lease fees we charge for the rental of these carts. The Board was in favor of the purchase.

### Treasurer's Report

- **Resolution** to purchase 144 refuse carts and amend the 2012-2013 budget as follows:  
Increase expense A8160.2                      \$7992.00 Refuse Equipment  
Decrease expense A1990.4                      \$7992.00 Contingency

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

- **Resolution** to amend the 2012-13 budget as follows to pay for the Community Center roof repair project:

General Fund shall pay \$43,200 (\$8,200 for engineering & \$35,000 towards construction) To achieve this, the sum of \$16,000 will have to be withdrawn from the Community Center Reserve Fund and the balance to be paid from the contingency account.

The Electric fund will pay \$41,217, which will be paid for from surplus money.

Increase expense	A1440.4	\$ 8,200.00 Engineering
Increase expense	A1620.2	<u>\$35,000.00</u> Community Center Equipment
Decrease expense	A1990.4	\$27,200.00 Contingency
Increase revenue		\$16,000.00 (funds from Henry Street Reserve Fund)
Increase expense	E8410.4	\$41,217.00 Electric Equipment
Increase revenue	E599	\$41,217.00 Appropriated Fund Balance

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

### Recreation

Steve Fowler, Recreation Director, asked if the Board had made any decision on the request made at the February 5, 2013 meeting by Nancy Simpson to help her finance a teen center? The Board replied that we are unable to provide any funding for this due to budget constraints.

**Budget Public Hearing**

The public hearing was opened 6:15 p.m. There were no comments from the public and it was immediately closed.

**Resolution** to adopt the annual budget for fiscal year 2013-14, with a tax rate of \$2.58/per thousand and a tax levy of \$546,473. Total budget amount as follows.

General Fund	\$2,609,515
Water Fund	\$ 544,020
Sewer Fund	\$ 326,767
Gas/Electric	<u>\$1,149,287</u>
Total	\$4,629,589

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

**Annual Resolutions**

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

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

May 7th	November 5th
June 4th	December 3rd
July 2nd	January 6th 2014
August 6th	February 4th
September 3rd	March 4th
October 1st	April 1st

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 Mayor Lee made the motion, seconded by Trustee Gates. Carried unanimously 4-0.

**Resolution** by Mayor Lee, seconded by Trustee Gates to approve the following appointments:  
Carried unanimously 4-0.

Vice Mayor	Jim Gates
Zoning Board Liaison	Larry Speer
Personnel Liaisons	Jim Bimmler & Jim Gates
Village Budget Liaisons	Jim Gates & Jim Bimmler
Electric Utility Liaison	Larry Speer & Andy Fowler
Hilton Parma Recreation Liaison	Andy Fowler
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	Shari Pearce
Deputy Reg. Vital Statistics	Amy Harter & Maryalice Edwards
Community Development	Shari Pearce & Mike McHenry
Records Retention Officer	Shari Pearce
Green Energy Coordinator	Larry Speer
Shared Services Team	Jim Gates
Monthly Voucher Approval	Joe Lee

**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. Motion made by Trustee Speer, 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

**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 mileage rates published and approved by the IRS. Motion made by Trustee Bimmler, seconded by Trustee Speer. 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, Debbie Jones and Debbie Schwab. Motion made by Mayor Lee, seconded by Trustee Gates. Carried unanimously 4-0.

**Resolution** that the procurement policy shall be renewed for one year with no changes. Motion made by Trustee Gates, seconded by Trustee Speer. Carried unanimously 4-0.

**Resolution** that the investment policy for the Village of Hilton shall be renewed for one year with no changes. Motion made by Trustee Speer, seconded by Trustee Bimmler. Carried unanimously, 4-0.

**Resolution** that the travel policy for the Village of Hilton shall be amended as follows: Add “Whenever possible, Village employees shall drive village vehicles. If a village vehicle is not available, the employee may drive their personal vehicle but the Village shall not be held liable for any damages that may happen to their vehicle, or pay for any of the employee’s insurance deductible.” Motion made by Trustee Bimmler, Trustee Speer. Carried unanimously 4-0.

**Resolution** to re-appoint Pat Holenbeck to the Zoning Board for a 5 year term to expire 3/31/18, pending her acceptance. Motion made by Mayor Lee, seconded by Trustee Gates. Carried unanimously 4-0.

**Resolution** to renew all leases with our Community Center tenants at the rate of \$8.34/sq ft with the following exceptions: Apple Festival \$1359/yr; Lifequest Community Church \$9204/yr; Hilton Parma Recreation \$15,465/yr. Motion made by Trustee Gates, seconded by Trustee Speer. Carried unanimously 4-0.

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

**Resolution** to adopt the following 2013-14 fee schedule as amended: Motion made by Trustee Bimmler, seconded by Trustee Gates. Carried unanimously 4-0.

**FEE SCHEDULE  
FOR FISCAL YEAR 2013-14**

\*\*\*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>
<b>I. Residential:</b> (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
<b>II. Non-Residential</b> (Price includes Certificate of Occupancy)		
<i>New Building:</i>		
First 5000 sq. ft.	\$.12	\$150.00
All over 5000 sq. ft.	\$.10	
<i>Additions/Remodel:</i>		
First 5000 sq. ft.	\$.12	\$75.00
All over 5000 sq. ft.	\$.10	
<b>III. <u>Other Types of Construction</u></b> (Price includes Certificate of Compliance) <b>Applicable to all districts</b>		
		<b><u>Permit Fee</u></b>
Additions		\$ 75.00
Conversion to habitable space		\$ 75.00
Additional 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
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	\$100.00 plus labor, equipment and legal 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	\$15.00 per cubic yard
Extra dumpster pickup	¼ of monthly charge

**Restaurants-Dumpster Rentals**

Dumpster Rentals	\$18.00 per cubic yard
Extra dumpster pickup	¼ of monthly charge

**Apartment Complexes – with or without dumpsters**

Dumpster Rentals	\$15.00 per cubic yard
Curbside	\$8.00 per unit

**Containers:**

96 Gallon Carts: For all multi-residential and residential uses: \$58.00/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) \$15.00 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: \$15.00 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  
Residential, single family homes

\$175.00/annually  
\$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  
**that have one meter for multiple units**  
(Cedar Hill, Village II, Unity Health)

\$31.25/per 15,000 gal

Townhouses and apartment complexes  
that have **one meter per unit**  
**(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 \$.15 per day, Village
	\$3.11/per thousand plus \$.16/per day outside customers
Sprinkler Connection	\$120.00/annually
Per hydrant:	\$200.00/ annual

**XI. Parks: (Rent of Jennejahn Lodge):**

\$170.00 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.

\$140.00 per occasion  
 \$ 50.00 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

### **Vouchers**

**Resolution** to approve the abstract of vouchers with the following additions \$48.94 Mountain Glacier, \$450.00 Dr. Zastawny. Totals as follows: Motion made by Trustee Bimmler, seconded by Trustee Gates. Carried unanimously 4-0.

General fund	\$ 40,234.24
Water fund	\$ 27,795.73
Sewer fund	\$ 576.83
Gas & Electric	\$ 1,108.90
Prepaid	\$ 133,472.60
T& A	<u>\$ 16,342.01</u>
Total	\$ 219,530.31

### **Minutes**

**Resolution** to approve the meeting minutes of March 5<sup>th</sup>, 12<sup>th</sup> and 14th 2013. Motion made by Trustee Bimmler, seconded by Trustee Gates. Carried unanimously 4-0.

### **12/24/12 Insurance Claim**

The Board reviewed another letter received by claimant Margaret Kelsey and the medical bills she's requesting we reimburse her for. Based on the statements she wrote, the Board felt this claim could become more involved than we originally thought, and therefore we should leave this matter up to our insurance company.

**Resolution** that the Board withdraws its decision to reimburse Margaret Kelsey up to \$500 for medical bills she paid due to an injury sustained on village property. This matter will be turned over to our insurance company. Motion made by Trustee Gates, seconded by Trustee Bimmler. Carried unanimously 5-0.

### **Upstate NY Municipal Worker's Compensation Program**

**Resolution** to continue our participation in the self-insured Upstate NY Municipal Workers' Compensation Program. The Village Board hereby designates Janet Surridge as the Plan Director; Shari Pearce as the Alternate Director; and Mike McHenry as the Plan Facilitator. Motion made by Trustee Gates, seconded by Trustee Speer. Carried unanimously 4-0.

## **Employee Handbook**

**Resolution** to amend the Employee Handbook, Section 812 (1) CLOTHING to read as follows: Where required for the performance of an employee's job responsibilities, the Village will provide one winter carhart or other cold weather gear, and one (1) pair of winter carhart bib overalls every other year (limited to Public Works Department). An additional carhart or cold winter gear may be provided at the discretion of the Superintendent of Public Works. Motion made by Trustee Bimmler, seconded by Trustee Speer. Carried unanimously 4-0.

## **Special Meeting**

**Resolution** to hold a special meeting on April 11<sup>th</sup> at 5:00 pm to discuss personnel matters. Motion made by Trustee Gates, seconded by Trustee Bimmler. Carried unanimously 4-0.

There being no further business, the meeting was adjourned at 7:40 p.m.

Respectfully Submitted,

Shari Pearce  
Village Clerk