

Village Board of Trustees
Meeting minutes of January 8th 2013

Present: Mayor Lee, Trustees Gates, Speer, Bimmler & Fowler
Village Manager Janet Surridge
Village Clerk Shari Pearce
Village Treasurer Maryalice Edwards
Supt Mike McHenry
Code Enforcement Officer Mike Lissow

Guests: None

Treasurer Report

- Worker's Compensation refund: Mrs Edwards reported that we received a special refund of \$5,171. She recommended that we put \$1500 of this refund towards expense code A9089.4 since we had to pay for unexpected employee medical costs. She will make a determination during the budget process what to do with the balance of this refund.

Resolution to authorize the Treasurer to amend the 2012-13 budget as follows: Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously 5-0

Increase expense A9089.4	\$1500
Increase revenue A2680	\$1500

- **Resolution:** The Treasurer is hereby directed to deposit the budgeted amount of \$135,000 into the Public Works Equipment Reserve Fund. Be it further resolved that the 2012-13 budget is hereby amended as follows: (The expense was budgeted under the wrong code). Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously 5-0

Decrease A5110.2	\$135,000
Increase A9950.4	\$135,000

- Budget review: Mrs Edwards informed the Board that our Contingency account balance is \$81,447.
- Park fund: At the November meeting, the Board approved a budget amendment to pay for repairs made to the Jennejahn Lodge from the Contingency account. It should have been paid out of the Park Savings Account.

Resolution to authorize the Treasurer to transfer the sum of \$2,250 from the Park Savings Account to the General Fund as reimbursement for the expense paid to repair the sewer pump at the Jennejahn Lodge. Motion was made by Trustee Gates, seconded by Trustee Bimmler. Carried unanimously 5-0.

Code Enforcement

General discussion took place on the miscellaneous items Mr Lissow worked on this past month.

Mr Lissow reported that he closed out all of the building permits issued for the Creek Crossing Subdivision, which was a 3 year project, and then he compared the building permit fees charged with the actual revenue collected. He found a discrepancy with the builder's payments and we collected an additional \$10,000. The Board commended Mr Lissow and Amy Harter for undertaking this study.

Resolution to authorize all of the Zoning Board members and Mike Lissow to attend the annual NY Planning Federation Conference in Saratoga, NY in April at a total cost not to exceed \$3,500. Motion was made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously 5-0.

Public Works Report

- Community Center:
 - Boiler repair: We had to make repairs to one boiler for a cost of \$5,300.
 - Exterior sign: After obtaining two quotes, Mr McHenry has hired Myke Merrill to replace the sign that was destroyed during a storm. This will be covered by insurance.
 - Roof replacement: We need to replace about 6,500 sq ft of roof area. The estimated cost is \$38,500. Mr McHenry asked for permission to hire our engineer to prepare a bid and specification package so that he can solicit for bids this spring. Since this expense is not budgeted, Mr McHenry and Mrs Surridge will report back to the Board with a recommendation as to how we will pay for this project.

Resolution to hire MRB Group to prepare specifications and a bid package for our roof replacement project for a cost of \$6,500. Motion was made by Trustee Gates, seconded by Trustee Speer. Carried unanimously 5-0

- Training: Mr McHenry requested permission to send two employees to an American Waterworks class for a cost of \$30.00 each. These employees need to keep their Class D water license up to date. Motion to approve was made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously 5-0.
- Community Development grant: The next round of funding has been announced. After a brief discussion, the Board accepted Mr McHenry's recommendation to apply for a grant to finance the sanitary sewer relining project for the Hazen and Smith Street area.

Manager's Report

- Salt storage facility:
 - Bids were received: The low bidder for General Construction is Gudabri, Inc for \$546,038.12. The bids for site work and electrical are higher than anticipated so the Town and Village Highway Superintendents will be preparing a cost estimate to do the work ourselves. All of this information will be submitted to the Town Board at their January 15th meeting. The Town Supervisor has informed us that a decision will be made at their February meeting.
 - There is a drainage problem behind the homes on the north side of Grove Street and in the Town Highway Department parking lot. To fix this problem, LaBella Associates prepared plans and specifications and it was included in the bid documents. Discussion took place as to whether or not the Village will share the cost of this improvement with the Town of Parma. The consensus of the Board is that we should share 50% since the improvement will benefit our residents.
- #10 Canning Street: Property transfer has been completed. Mrs Surridge distributed a copy of the closing statement.
- Resolution to adopt the following Work Place Violence training program: Motion was made by Trustee Fowler, seconded by Trustee Bimmler. Carried 4-0-1. Trustee Speer abstained.

SECTION 1-INTRODUCTION

POLICY STATEMENT

The Village of Hilton is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Village of Hilton property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

Per 12 NYCRR PART 800.6 Workplace Violence is defined as:

Any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to:

- An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- Intentional and wrongful physical contact with a person without his or her consent that entails some injury;
- Stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Other tools that were utilized during this process included establishing a committee made up of management and authorized employee representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations. All employees will participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. Village of Hilton has identified response personnel that include a member of management and an employee representative. If appropriate, the Village of Hilton will provide counseling services or referrals for employees.

All Village of Hilton personnel are responsible for notifying the contact persons designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Contact Persons:

Name:	Michael McHenry	OR	Shari Pearce
Title:	Supt of Public Works		Village Clerk
Department:	Highway		Office/Com Center
Phone:	585-392-9632		585-392-4144 ext 102
Location:	#50 Henry Street		#59 Henry Street

SECTION 2 - EMPLOYEE ROLES AND RESPONSIBILITIES

EMPLOYEE RESPONSIBILITY

It is the responsibility of every Village employee to:

- assist and cooperate in making our workplace as safe as possible.
- Any employee who witnesses or is the victim of any form of workplace violence as specified in this policy or who notices or perceives any physical condition, procedure, or any other factor which may contribute to the potential risk of workplace violence, should report such to the employee's Department Head. If the Department Head is a party to the violation, the report should be made to the Mayor. Such reports should be documented using the *Workplace Violence Incident Report Form (Form-1)*. The Department Head is required to submit all reports to the Village Clerk.

If an employee properly refers a matter of concern as set forth above, and the Village is given reasonable opportunity to address the matter but fails to resolve the situation to the employee's satisfaction, or if the employee believes that an imminent danger exists, the employee has the right to contact the Department of Labor, in writing, to request inspection by the Department of the situation.

Individuals who apply for or obtain a protective or restraining order which lists specific workplace locations as being protected areas, must provide their Department Head a copy of the petition and declaration used to seek the order, and a copy of any temporary or permanent protective or restraining order that was granted. The Village will follow confidentiality procedures that recognize and respect the privacy of the reporting employee.

Our "Authorized Employee Representatives" will be given the opportunity to contribute information, assist with analyzing statistics and conducting the workplace risk evaluation and determination and participate in incident reviews.

No employee shall be subjected to criticism, reprisal, retaliation or disciplinary action for making a good faith report of acts pursuant to this program.

SECTION 3 - DEPT HEAD ROLES AND RESPONSIBILITIES

DEPARTMENT HEAD RESPONSIBILITY

- Ensures that this policy and procedures are clearly communicated and understood by all employees, as well as enforcing them in a fair and consistent manner.
- Must carefully review and assess information provided by employees or other sources. If a problem situation or location is identified, appropriate precautions should be taken based on the specific situation.
- Must conduct an annual risk assessment and building audits.

SECTION 4 RESPONSE PROCEDURES

There is no sure way to tell whether someone will become violent; however, there are often warning signs before violence occurs. These warning signs do not mean that the individual will actually become violent, but in combination, they should be a cause for concern. Warning signs of potentially violent individuals:

- Written, oral, or implied threats or intimidation
- Fascination with weaponry or acts of violence
- Theft or sabotage of projects or equipment
- Alcohol or drug abuse in the workplace
- Expressions of hopelessness or heightened anxiety
- Intention to hurt self or others
- Lack of concern for the safety of others
- Externalization of blame
- Irrational beliefs and ideas
- Romantic obsession
- Displays of excessive or unwarranted anger
- Feelings of victimization
- Inability to take criticism
- New or increased sources of stress at home or work
- Productivity and/or attendance problems

Personal Conduct to Minimize Violence	
Follow these suggestions in your daily interactions with people to de-escalate potentially violent situations. If at any time a person's behavior starts to escalate beyond your comfort zone, disengage.	
Do	Do Not
<ul style="list-style-type: none"> ❖ Project calmness, move and speak slowly, quietly and confidentially. ❖ Be an empathetic listener: Encourage the person to talk and listen patiently. ❖ Focus your attention on the other person to let them know you are interested in what they have to say. ❖ Maintain a relaxed yet attentive posture and position yourself at a right angle rather than directly in front of the other person. ❖ Acknowledge the person's feelings. Indicate that you can see he/she is upset. ❖ Ask for small, specific favors such as asking the person to move to a quieter area. ❖ Establish ground rules if unreasonable behavior persists. Calmly describe the consequences of any violent behavior. ❖ Use delaying tactics which will give the person time to calm down. For example, offer a drink of water (in a disposable cup). ❖ Be reassuring and point out choices. Break big problems into smaller, more manageable problems. 	<ul style="list-style-type: none"> ❖ Use styles of communication which generate hostility such as apathy, brush off, coldness, condescension, robotism, going strictly by the rules or giving the run-around ❖ Reject all of a client's demands from the start. ❖ Pose in challenging stances such as standing directly opposite someone, hands on hips or crossing your arms. Avoid any physical contact, finger pointing or long periods of fixed eye contact. ❖ Make sudden movements which can be seen as threatening. Notice the tone, volume and rate of your speech. ❖ Challenge, threaten, or dare the individual. Never belittle the person or make him/her feel foolish. ❖ Criticize or act impatiently toward the agitated individual. ❖ Attempt to bargain with a threatening individual. ❖ Try to make the situation seem less serious that it is.

<ul style="list-style-type: none"> ❖ Accept criticism in a positive way. When a complaint might be true, use statements like “You are probably right” or “It was my fault.” If the criticism seems unwarranted, ask clarifying questions. ❖ Ask for his/her recommendation. Repeat back to him/her what you feel he/she is requesting of you. ❖ Arrange yourself so that a visitor cannot block your access to an exit. 	<ul style="list-style-type: none"> ❖ Make false statements or promises you cannot keep. ❖ Try to impart a lot of technical, or complicated information when emotions are high. ❖ Take sides or agree with distortions. ❖ Invade the individual’s personal space. Make sure there is a space of three feet to six feet between you and the person.
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Five Warning Signs of Escalation Behavior

Warning Signs	Possible Responses
Confusion	
Behavior characterized by bewilderment or distraction. Unsure or uncertain of the next course of action.	<ul style="list-style-type: none"> ▪ Listen to their concerns. ▪ Ask clarifying questions. ▪ Give them factual information.
Frustration	
Behavior characterized by reaction or resistance to information. Impatience. Feeling a sense of defeat in the attempt of accomplishment. May try to bait you.	<ul style="list-style-type: none"> ▪ See steps above. ▪ Relocate to quiet location or setting. ▪ Reassure them. ▪ Make a sincere attempt to clarify concerns.
Blame	
Placing responsibility for problems on everyone else. Accusing or holding you responsible. Finding fault or error with action of others. They may place blame directly on you. Crossing over to potentially hazardous behavior.	<ul style="list-style-type: none"> ▪ See steps above. ▪ Disengage and bring second party into the discussion. ▪ Use teamwork approach. ▪ Draw client back to facts. ▪ Use probing questions. ▪ Create “Yes” momentum.
Anger-Judgment call required	
Characterized by a visible change in body posture and disposition. Actions include pounding fists, pointing fingers, shouting or screaming. This signals very risky behavior.	<ul style="list-style-type: none"> ▪ Utilize venting techniques. ▪ Don’t offer solutions. ▪ Don’t argue with comments made. ▪ Prepare to evacuate or isolate. ▪ Contact supervisor and/or 911.
Hostility – Judgment call required	
Physical actions or threats which appear imminent. Acts of physical harm or property damage. Out-of-control behavior signals they have crossed over the line.	<ul style="list-style-type: none"> ▪ Disengage and evacuate. ▪ Attempt to isolate person if it can be done safely. ▪ Alert supervisor and contact 911 immediately.

POSTINCIDENT

Steps will be taken to review risks and determine whether additional security measures are needed to mitigate a threat or violent incident. An investigation will take place to determine what actions are appropriate to prevent a similar occurrence. The Village will respect privacy and confidentiality rights of employees during investigations.

After the occurrence of a threat or an incident of workplace violence, the Village will maintain open lines of communication to alleviate anxiety and reduce misinformation.

Employees will be assisted with the possible psychological consequences that may result from a workplace violence incident. Counseling services and follow-up treatment, as needed, will be offered to employees and their families.

SECTION 5-WORKPLACE RISK EVALUATION

INDIVIDUAL WORKSITE EVALUATIONS- Physical inspections were performed at each location where Village employees perform their job duties. This part of the evaluation was completed in order to determine the presence of hazards, conditions, operations and situations which might place workers at risk.

Some of the factors considered in this inspection included the following:

- Exchange of money with the public
- Working alone or in small numbers
- Working late at night or early in the morning
- Working in community settings
- Evaluation of work areas
- Control measures such as doors, panic buttons, cameras, intrusion panel
- Work practice controls such as unobstructed office exits, parking lot lights, countertop to separate citizens from work areas.

Village Office- 59 Henry Street

In order to reduce the risk of workplace violence, the following measures were implemented.

1. Panic alarms were installed at every employee's work station. In the event of an emergency, this alarm will dial 911.
2. The north entrance door to the Village Office is locked at all times. Authorized personnel can only enter the Village Office if they possess a keyed FOB.
3. The exterior lighting on the building was improved to provide greater illumination.
4. The customer service area (located at the south entrance of the Village Office) was re-designed to include a higher counter, walls, and a window. A heavy, solid interior door was added that is kept locked at all times, thus preventing intruders entering the employees work area.
5. A camera was installed in the customer service area.
6. A bell is mounted on the customer entrance door which alerts employees that someone is entering.

RECOMMENDATIONS: In order to further reduce the risk of workplace violence, the following measures are recommended:

1. Develop a protocol for staff response in the event of an emergency (e.g. intruder, holdup, irate customers)
2. Contact the Monroe County Sheriff's Dept and ask if they offer a program to review our existing procedures and make safety suggestions
3. Discuss risk factors associated with the following: going to the bank the same time every day; handling cash; working alone

Department of Public Works- 50 Henry St

In order to reduce the risk of workplace violence, the following measures were implemented.

1. Compound area lighting has been added
2. Fire alarm system installed
3. Gated facility
4. When deemed necessary, employees work in pairs
5. Burglar and fire alarm at Lodge

RECOMMENDATIONS: In order to further reduce the risk of workplace violence, the following measures are recommended:

1. Put up signs to identify that security is in place
2. Training is needed on how to diffuse a potential violent act
3. Burglar alarm needed at DPW
4. Re-key building so that only authorized personnel can only enter the facility if they possess a keyed FOB
5. Install a camera at the facility

Hilton Community Center – 59 Henry St

RECOMMENDATIONS: In order to further reduce the risk of workplace violence, the following measures are recommended:

1. Security cameras inside and outside the facility
2. Have a meeting with our tenants to discuss their concerns about safety
3. Keep the south entrance doors locked whenever the Ingham Room is not in use.
4. Discuss risk factors associated with the following: Being out of direct communication with a supervisor or other employees; working late at night or early in the morning

Workplace Violence Incident Report Form

EMPLOYEE REPORTING

Name
Department

INCIDENT

Name of Assaulter/Threatener	Category of Assaulter/Threatener <input type="checkbox"/> Employee <input type="checkbox"/> Customer <input type="checkbox"/> Vendor <input type="checkbox"/> Other-Please explain:
Date of Assault/Threat Time	Location of Assault/Threat
Assault/Threat was: <input type="checkbox"/> Personal Confrontation <input type="checkbox"/> Written <input type="checkbox"/> Telephone Conversation <input type="checkbox"/> Electronic <input type="checkbox"/> Physical with Injury <input type="checkbox"/> Physical without Injury <input type="checkbox"/> Other – Please explain:	
Were there witnesses? <input type="checkbox"/> yes <input type="checkbox"/> no If Yes, how many? _____ Provide information below and attach witness statements.	

WITNESSES (If additional witnesses, provide information on attached sheet of paper)

Witness 1 – Name	Telephone Work _____ Home _____
Address (street, city, state, zip)	Category of Witness <input type="checkbox"/> Employee <input type="checkbox"/> Customer <input type="checkbox"/> Vendor <input type="checkbox"/> Other – Please Explain

Witness 2 – Name	Telephone Work _____ Home _____
Address (street, city, state, zip)	Category of Witness ___ Employee ___ Customer ___ Vendor ___ Other – Please Explain
Witness 3 – Name	Telephone Work _____ Home _____
Address (street, city, state, zip)	Category of Witness ___ Employee ___ Customer ___ Vendor ___ Other – Please Explain

IF ASSAULTED, answer next 6 questions. **IF THREATENED**, go to next section

1. What started the assault?
2. What did the assaulter say when you were assaulted?
3. What was used to hit/strike/injure you?
4. What injuries did you sustain? Was medical treatment necessary?
5. How did the assault end?
6. How did you leave the assault site?

IF THREATENED, answer next 3 questions

1. As closely as possible, what were the words used?
2. Was “threatener” in a position to carry out the threat immediately?
3. How serious do you believe the threat was and why?

EMPLOYEE RELATED ACTIONS (Employee must complete next two questions whether a threat or assault)

1. What actions were taken by the employee? (e.g. filed workers’ compensation, obtained medical treatment, used sick leave/vacation, etc.)
2. What specific actions from Employer does employee request related to assault/threat? If none, so indicate.

LAW ENFORCEMENT INFORMATION

Law Enforcement Agency Contacted – Name of Person/Officer	Date Contacted	Telephone Number
Was a written report completed? ___yes ___ no (Attach copy of Police report when possible)		
What action was promised?		

MANAGER ACTIONS

Directions given to Employee (i.e. go home, go to hospital, etc.)
Department Head Recommendation: <input type="checkbox"/> Prosecution <input type="checkbox"/> Restraining Order <input type="checkbox"/> Letter to Threatener <input type="checkbox"/> Other, please specify _____

NOTIFICATION DATES

Received by Department Head	Employee notified of Chosen Action
Received by Personnel Director	

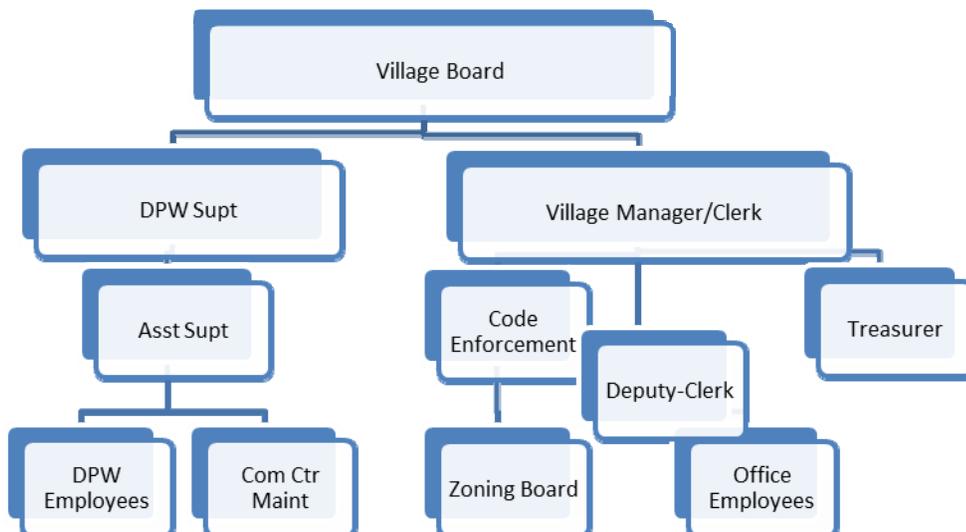
RECOMMENDATIONS

What can be done to prevent future incidents?

Manager’s Report (continued)

- Trustee Speer requested Mrs Surridge to investigate the costs of implementing an on-line bill paying system for the municipal electric program. Estimated costs were submitted and reviewed by the Board. No decision was made at this time. The Board will review this at budget time.
- Retirement announcement: For the past several months, the Village Board has been aware that Mrs Surridge is planning on retiring at the end of June this year. During this time, discussions have taken place with the management team about filling her position. In December, the management team submitted a proposal as to how the Village’s organizational structure could be altered. This proposal was discussed.

Resolution that upon Mrs Surridge’s retirement, the position of Village Manager and Village Clerk will be combined. Employee Shari Pearce will be promoted as Village Clerk/Manager and she will be responsible for all of the administration duties for the Village of Hilton. Be it also resolved that the Superintendent of Public Works will report directly to the Village Board, and employee Amy Harter will be promoted to the vacant position of Deputy Clerk. Motion was made by Trustee Speer, seconded by Trustee Bimmler. Carried unanimously 5-0



- Retirement health insurance: The current health insurance provided to retiree's is a high deductible plan. The Village deposits 100% of the deductible amount into the employee's health savings account every year. If the retiree does not use all of the deductible, the money can compound year after year. The Village Board negotiated the following change with the employees:
- ***Resolution:*** To authorize the Village Attorney to prepare new language for Section 802 (D)(1) in the Employee Handbook, Medical Insurance for retirees, to state that effective January 1, 2013 the Village of Hilton will deposit 100% of the retirees deductible amount, however, beginning January 1, 2014, the retiree will only receive the difference between the deductible amount and what he/she spent for health care the previous year. (Example: \$5,200 deductible deposited 1/1/13; Retiree used \$2,000 during calendar year 2013; Village deposit 1/1/14 will be \$3,200) Motion was made by Trustee Gates, seconded by Trustee Fowler. Carried unanimously 5-0

Request to change Board meeting dates

Trustee Fowler informed the Board that for the months of February through May he will have a conflict between Village Board meetings and his college schedule. He requested the Board to consider moving our Tuesday meeting to another night. Discussion followed.

Trustee Fowler would be available at these times: Mondays at 7:00 pm; Wednesdays at 7:00 pm; Thursdays at 5:30.

Regretfully, the 4 Village Board members and 5 administration employees are not all available on another night. Whichever night the meeting was possibly switched to, someone else would be absent. It was decided to keep the meeting night as is and Trustee Fowler stated he will work with the Village Manager to stay informed on village matters and provide his input on pending agenda items.

Clerk's Report

- Office re-organization: The management team's re-organization proposal to the Village Board in December indicated that a new part time office employee will be needed. Mrs Pearce briefly reviewed the job duties for this position and said that since the end of October we have been employing a temporary office employee to cover for a sick leave. This employee has expressed interest in being hired for the new position. General discussion followed. It was felt by all that the position should be filled immediately to allow enough time for training and the job changes to take place.

Resolution to create a new part time billing clerk position, 27 hours per week, and the job duties for this position shall be utility billing (both water and electric) and co-share the Receptionist duties when needed. The Treasurer is authorized to charge this expense to the Electric Fund up through May 31, 2013 and adjust the 2012-13 budget as needed. Motion was made by Trustee Bimmler, seconded by Trustee Fowler. Carried unanimously 5-0.

Resolution to hire Debbie Schwab to fill the new part time position, effective January 9, 2013, at the rate of \$12.00/per hour. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously 5-0.

- **Resolution** to approve the following 2013 holiday schedule. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously 5-0

Holiday	All Departments Closed	Refuse & Recycling
New Year's Day 2013	Tuesday, January 1st	Wednesday, January 2nd
Martin L. King	Monday, January 21st	Tuesday, January 22nd
President's Day	Monday, February 18th	Tuesday, February 19th
Good Friday	Friday, March 29th	Not Applicable
Memorial Day	Monday, May 27th	Tuesday, May 28th
Independence Day	Thursday July 4th	Wednesday July 3rd
Floating holiday #1	Friday July 5th	Not Applicable
Labor Day	Monday, September 2nd	Tuesday, September 3rd
Columbus Day	Monday, October 14th	Tuesday, October 15th
Veteran's Day	Monday November 11th	Tuesday November 12th
Thanksgiving	Thursday, November 28th	Wednesday, Nov 27th
Floating holiday #2	Friday, November 29 th	Not Applicable
Christmas	Wednesday December 25th	Thursday December 26th
New Year's Day 2014	Wednesday January 1st	Thursday January 2nd

- Internal audit report: Mrs Pearce presented the draft audit report as prepared by our C.P.A. Raymond Wager for fiscal year 2011-12. General discussion followed.

Public Hearing 6:00 p.m.

Mayor Lee opened a public hearing at 6:02 pm to consider a proposed local law to revise our traffic control ordinance. There was no one present, therefore the public hearing was closed.

Mrs Pearce noted that the Monroe County Planning Department reviewed the proposal and had no comments.

Resolution to adopt Local Law #1 2013 which reads as follows:

Section 1: Section 21-5, Stop Streets, of the Hilton Code is hereby amended as follows:

Add a stop sign on Raintree Lane; Direction of Travel – West; At intersection of Archer Dr

Add a stop sign on Raintree Lane; Direction of Travel – East; At intersection of Archer Dr

Section 2: This local law shall become effective upon publication and filing with the Secretary of State.

Motion to adopt was made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously 5-0.

Trustee Gates extended his thanks to Superintendent Mike McHenry for his help and support to resolve this traffic problem for our residents.

Vouchers

Resolution to approve the abstract of vouchers with the following additions: Excellus BCBS \$1117.69 and Raymond Wager, CPA \$975.00. Totals as follows:

General fund	\$ 93,327.52
Water fund	\$ 25,939.69
Sewer fund	\$ 178.56
Gas&Electric	\$ 7,299.55
Prepaid	\$154,183.08
<u>T&A</u>	<u>\$ 15,294.32</u>
Total	\$296,222.72

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

Minutes

Resolution to approve the meeting minutes of December 4, 2012. Motion made by Trustee Bimmler, seconded by Trustee Fowler. Carried unanimously 5-0

Recreation Appointment

Resolution to re-appoint Mary Ann Smith to the Hilton-Parma Recreation Commission for a term that will expire on 12/31/16. Motion made by Trustee Fowler, seconded by Trustee Gates. Carried unanimously 5-0.

Meeting adjourned at 6:45 p.m

Shari Pearce
Village Clerk