

**Village Board  
Meeting Minutes  
August 5, 2014**

Present: Mayor Lee, Trustees, Fowler, Gates, Speer, Zabelny  
Village Manager/Clerk, Shari Pearce  
Village Treasurer, Maryalice Edwards  
DPW Superintendent, Mike McHenry  
Code Enforcement Officer, Mike Lissow  
Deputy-Clerk, Amy Harter

Guests: Robert Holden

**Code Enforcement Report**

**42 Peach Blossom Road South:** Mike Lissow explained this property has been vacant and was destroyed by frozen pipes approximately three years ago. A company has been hired by the mortgage holder to demolish the house as it is beyond repair. Mike reported that he has issued the proper permit for the demolition to begin. Work may begin anytime and could take several weeks to complete. The foundation will be filled in and the yard will be graded and seeded.

**E Code:** Currently, General Code is reviewing the Village Code so it may be maintained and updated online by them on an ongoing basis. Several towns and villages are utilizing this product already. Mike Lissow noted that our goal is to review and update up to two codes per year since there are several outdated regulations.

**St. Leo's Church lighting:** The lighting from this property is spilling onto a neighboring property at 27 Peach Blossom Road South. At the July meeting, Mr. Robert Holden approached the board about assisting him in resolving this issue. Mike Lissow reported he reviewed the code and there is nothing in our code that requires R1 zoned property receive approval prior to making parking lot or lighting changes. Mike has spoken to Father Joe and no alternatives have been agreed upon. Mr. Holden addressed the board regarding this topic and asked if the board has decided on their position. There was a discussion between Mr. Holden and Mr. Lissow regarding the Village Code, Mr. Holden insisted that our code specifically covers this issue. Mr. Lissow disagreed and asked to meet to review the code jointly. Mr. Holden stated if the boards' position is not to hold the church responsible to turn the lighting off when the building is not in use, he will take further action. Shari Pearce asked Mr. Holden if she could review the issue and contact him by weeks end, he agreed. Mr. Holden stated all he is seeking is a solution to the extremely bright lighting in the south side of his property.

**Inter-municipal Agreement:** There is an existing agreement between the Town of Parma and the Village of Hilton to share Code Enforcement and Fire Marshal personnel in the event that either party is unavailable. The board had no changes to the agreement.

**Resolution:** to extend the inter-municipal agreement between the Village and Town of Parma for Building, Code and Fire Marshal services for a period of two years. Trustee Gates made the motion, seconded by Trustee Zabelny. Carried unanimously 5-0.

### **Treasurer's Report**

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Maryalice Edwards reported that she is preparing for an audit from Ray Wagers office in September. She is also completing the process of adding the budget information into our software.

### **Superintendent Report**

**Cell Tower:** Mike McHenry reported that he contacted the company that is interested in another site to install their equipment. There has been no response from them.

**Lifquest Church:** The church has requested to have a monitor installed in the Ingham Room for their services. The cost for parts and labor is approximately \$200, and the church will reimburse the village for all costs associated with this project. The church will provide the monitor. The Village Board approves this request by the church.

**Sewer re-lining project:** Mike McHenry reported that Green Mountain provided the lowest bid for this project. A written summary of the bids received was distributed to the board.

**Resolution** to authorize the Superintendent to accept the low bid from Green Mountain at a cost not to exceed \$66,345.00. Made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously 5-0.

**Sewer Camera:** The Villages of Hilton, Brockport and Spencerport currently share a sewer camera that was purchased 10 years ago and is in need of replacement. The replacement cost will be less than \$78,000.00. Our share will be 1/3 or \$26,000.00; we have budgeted \$30,000.00. Mike McHenry noted that it will be purchased at Joe Johnson Equipment, and repairs can be made locally.

**Resolution** to authorize the Superintendent to share 1/3 of the cost of a new sewer camera, shared between Hilton, Brockport and Spencerport. Motion to approve made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously 5-0.

**Building/Office Vehicle purchase:** Mike McHenry has researched the purchase of a 2015 Chevy Traverse to replace the 2000 Ford F150 pick-up truck that is used by the Code Enforcement Officer. The vehicle is a 7-passenger all-wheel drive crossover SUV is to be used by Code Enforcement and the office staff. Additionally, it can be used by the Village for the several meetings and or training sessions that employees and board members need to attend.

**Resolution** to authorize the Superintendent to purchase a 2015 Chevy Traverse from Van Bortel Chevrolet at a cost not to exceed \$29,000.00. The vehicle will be added to the 10 year vehicle rotation schedule. Motion made by Trustee Speer, seconded by Trustee Gates. Carried unanimously 5-0.

**Salt Facility:** The Town of Parma is working on the sewer for the salt facility and with the homeowner of 32 Grove Street to install a fence as agreed upon. The fence should be completed by September.

**Summer Events:** Mike McHenry noted the food drive sponsored by Foodlink is scheduled for Saturday August 9<sup>th</sup>. The 3 on 3 basketball tournament and car show preparations are going well.

### **Public Forum**

Mayor Lee opened at the public portion of the meeting at 6:00 p.m.

Kay Melvin, 25 Short Hills Drive, approached the Board regarding speeding vehicles throughout the neighborhood. She is concerned for the small children and a handicapped person living on Short Hills Drive. She stated that it is impossible to capture license plate numbers of these cars for the police. Lisa Stappenbacher, 22 Short Hills Drive, echoed Mrs. Melvin's statements and added that she is concerned for retaliation and safety of the residents. Mayor Lee noted that he will speak to Capt. Inznana and the DPW will place the Speed Trailer there to gather updated information.

Mayor Lee closed the public portion of the meeting at 6:30 p.m.

### **Town of Parma**

Supervisor Jim Smith reported that the town is waiting for grant money to repair their boiler at the town hall but as of yet, nothing has been received. This project may not be completed.

The library has been open on Saturdays during the summer and is going well. They will also be offering programs for senior citizens.

The town will likely be the lead agent regarding the formation of a new Special Police department. Mayor Lee commented he will be seeking grant money for this endeavor.

Mr. Smith reminded the Board that they are hosting an End of Summer event on August 22<sup>nd</sup> and is expecting a big turnout.

### **Managers Report**

**NYCOM Training:** Shari Pearce is recommending that she and Maryalice Edwards attend the annual Fall Clerks School September 15<sup>th</sup> – 19<sup>th</sup> in Lake Placid.

**Resolution** to authorize the Village Manager and Treasurer to attend the NYCOM Fall Clerks Training September 15 – 19, 2014 in Lake Placid NY at a cost not to exceed \$2,600.00. Motion made by Trustee Fowler, seconded by Trustee Speer.

**Phone Lines:** Shari Pearce explained there are phone lines in the Community Center not being utilized; the Ingham Room and Senior Lounge. There is also a cell phone for the custodial staff that is not used because the staff prefers to carry their own phones.

**Resolution** to authorize the Village Manager to disconnect all three phone lines. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously 5-0.

**ISO:** Shari reported the ISO will be seeking a final decision by October 2015 if the Village wishes to continue to operate as an ESCO.

**Grant Writing:** MRB group would like to meet with the Village Board to present their grant writing services. The board agreed to hold a special meeting on August 26<sup>th</sup> at 5:00 p.m.

**Resolution** to hold a special Village Board meeting on Tuesday, August 26, 2014 at 5:00 p.m. to discuss Grant Writing with MRB Group. Motion made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously 5-0.

**Curfew:** Shari Pearce informed the Board that two people were ticketed for the curfew law on June 26, 2014 in front of 13 Main Street at approximately 1:30 a.m.. They both plead not guilty and a trial date will has been set for September.

**Church Event:** Lifequest Church is hosting their annual Hullabaloo event on August 30<sup>th</sup>.

**Resolution** to allow Lifequest Community Church the use of the Community Center building and grounds on August 30, 2014 for their Hullabaloo event. Motion made by Trustee Fowler, seconded by Trustee Gates. Carried unanimously 5-0.

**Resolution** to allow the use of the Community Center building and grounds on August 23, 2014 for the 3 vs 3 Basketball tournament.

### **Vouchers**

**Resolution** to approve vouchers for payment with the following additions: USPS \$521.90, Time Warner \$10.00, Carol Gurslin \$501.06, Zee Medical \$43.50, ICC \$125.00, Mountain Glacier \$19.20, Lakeshore Supplies \$15.99, Parma Awards \$15.00, HG2 LLC \$15.00, Shari Pearce \$45.80. Motion to approve with additions made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

Prepaid	\$ 19,274.14
T&A	\$ 17,478.33
General	\$142,420.02
Water	\$ 30,171.17
Sewer	\$ 8,196.16
G&E	\$ 471.98
	\$218,011.80

### **Minutes**

**Resolution** to approve the meeting minutes of July 8, 2014 as submitted. Motion made by Trustee Gates, seconded by Trustee Speer. Carried unanimously 5-0.

### **Walt Horylev Civic Beautification Award**

The Village Board discussed the nominees for the 2014 award and unanimously agreed the recipients are: Tom and Anna Maria Ban and Robert Buono, they are the co-owners of José Joe's, 22 Main Street. The interior of the restaurant has been completely renovated and the exterior has been improved and painted. The award will be presented on Tuesday, August 26<sup>th</sup> at 7 p.m. at 22 Main Street.

**Village Board Liaison Reports**

Mayor Lee reported that he spoke with the field manager of 7-11 and improvements to the building are expected, including the removal of a damaged light pole and guardrail.

**Adjournment**

Motion to adjourn was made by Trustee Gates, seconded by Trustee Fowler. The meeting was adjourned at 7:15 p.m.

Respectfully Submitted,

Amy Harter, Recording Secretary