

**Village Board Meeting
Minutes of April 4, 2017**

Present: Mayor Lee, Trustees, Burritt, 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: Tim Jennings

Mayor Lee called the meeting to order at 5 p.m. with the pledge of allegiance followed by a moment of silence.

Code Enforcement

Stormwater: Mike Lissow reported the Genesee/Finger lakes Regional Planning Council has received funding to create a template for an Intermunicipal overlay district focusing on development in the floodplain. They are seeking volunteers from Planning and Zoning Boards to attend four meetings over an 18 month period. Mike is seeking a ZBA member to sit on this committee.

Fire Marshal: Mike updated the board on the wind storm, specifically, Hilton Park apartments. A generator supplied power to the common area, after two days Mike notified the staff that residents could no longer stay in the building. He will be meeting with their administration to discuss future plans in emergency situations.

Mayor Lee commented on how well the Village personnel responded to this event. The Community Center was used as a warming station. Greece Town Supervisor, Bill Reilich, was in constant contact with the Mayor and had an overnight shelter set up to include Village residents.

Public Works Report

Community Center: Mike McHenry is awaiting costs to replace the electrical system and is working with MRB Group on their building assessment. They have been made aware that the lighting is being replaced.

Carter Drive culvert: The DEC permit has been received. The Army Corps of Engineers has not issued their permit at this point. An updated project schedule was provided and Mike will be advertising for concrete bids.

Resolution to authorize the DPW Superintendent to advertise for bids for the Carter Drive culvert replacement on 4/17 with the opening on 5/11 @ 2:00 pm. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously 5-0.

Resolution to authorize a raise of .50/hour for Nick Mucci as he has obtained his Class B, New York State driver's license. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

Resolution to authorize Mike McHenry and Doug Jock to attend a Safe Digging Event sponsored by Dig Safely NY on 4/26/17 at the Diplomat Party House at no cost to the Village. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously 5-0.

Clock Repair: Verdin Clock Company will provide an estimate to refurbish the Hovey Square clock on April 5th.

Wind Storm: Mike McHenry reported on the details of the storm and how well the crew responded. There was one employee that was hurt with a head injury during the event. A claim was filed with our Worker's Compensation Group.

Treasurer's Report

Maryalice Edwards reported that she is in the process of completing the quarterly payroll and the tax cap report to NYS. She will begin the Constitutional tax limits report.

Manager's Report

6 Upton St: The closing has been held up again due to a recent judgment against the owner of the property exceeding \$154,000. Until this is satisfied, the closing cannot take place.

Citizen of the Year: The ceremony will be held at the May 2nd meeting.

LDC: Shari reported when the Attorney performed a title search on the Hilton Local Development, 1150 West Avenue showed up as a property that they owned. The Town Assessor does not show it listed with the LDC. Attorney, Larry Schwind, is researching this. If it is listed as being owned as the LDC it must be transferred to the Village. Shari will update the board as the information comes in.

Summit Federal Credit Union: The Estoppel Agreement has been signed by both parties and is considered completed.

Community Center Electric Upgrades: Shari Pearce reported the lighting project will begin much earlier than planned. The lights have been delivered to the warehouse and they would like to begin April 10th. Shari has devised a plan with the tenants and the work will be completed by the month's end.

Court Case: A bench warrant was issued for someone that was arrested in the Village Park as he did not show up to court at his sentencing. Mayor Lee would like to ask the court for restitution to cover the Village's expenses for this case.

Water: Those with unpaid water account balances will be applied to the 2017-2018 Village tax bill. Shari reminded the board that the County will not be reimbursing the Village for property clean-up costs. It was noted that one account is seriously past due and their refuse dumpster will be removed if payment is not received.

Time Warner/Spectrum Franchise Agreement: A public hearing will need to be held for the agreement. It is currently being reviewed by our attorney.

Resolution to hold a Public Hearing on May 2, 2017 to approve the Time Warner/Spectrum franchise agreement. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously 5-0.

6:00 p.m. Public Forum

Mayor Lee opened the public hearing at 6:00 p.m. Mr. Timothy Jennings, Newman Drive, was present to support the dog ordinance. He explained his neighborhood had an issue and the dog ordinance was not strong enough to support the neighbors' concerns.

Local Law #2, 2017

Please take notice that the Village of Hilton Board of Trustees will hold a public hearing on Tuesday, April 4, 2017 at 6:00 p.m. in the Hilton Community Center, 59 Henry Street to consider Local Law #2, 2017 for adoption.

To add the following to Section 24-209:

24-209 Uses prohibited in all districts

- F.** (1) It shall be unlawful to permanently keep or harbor more than three dogs which are more than four months of age within the confines of any lot within the Village of Hilton, unless the property owner or resident complies with the provisions of Subsection **(2)** of this section.

(2) A property owner or resident may apply for a special permit to retain more than three dogs on his/her premises.

(a) A separate application shall be made for each dog in excess of three on any given premises at any given time, shall specifically identify each dog and shall be specific to each dog.

(b) Said application shall be made to the Zoning Board of Appeals (ZBA), which shall review applications on a case-by-case basis.

(c) The ZBA shall consider the effect on the character of the neighborhood in the event additional dogs are permitted to remain on the property owner's or resident's premises.

(d) A property owner or resident applying for a special permit must have had no violations of Chapter 9 of the Parma Town Code during the 12 months prior to the application.

(e) In the event a permit is granted by the ZBA, the permit shall be specific to the dog identified in the application and will terminate:

(i) Upon the death or removal from the property owner's or resident's premises of any dog for whom the permit was issued;

(ii) Upon the death or relocation from the premises (even if to a location within the Village of Hilton) of any property owner to whom the permit was issued;

(iii) Five years following the date the permit was issued.

(f) The permit may be revoked by the ZBA in the event that the property owner is convicted of two violations of Chapter 9 of the Parma Town Code within any twelve-month period; or if any dog owned by the property owner or resident is determined to be a dangerous dog pursuant to Chapter 9 of the Town of Parma Code or the New York State Agriculture and Markets Law; or for good cause, as determined by the Zoning Board of Appeals, based upon the health, safety and best interests of the neighborhood and community.

Mayor Lee declared the public hearing closed at 6:17 p.m. Comments from Monroe County Department of Planning have not yet been received. The board will make a determination at the next meeting.

Proposed Budget

Resolution to adopt the annual budget for fiscal year 2017-2018. The tax rate will increase to \$2.61/thousand. Motion made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously 5-0. Total budget amount as follows:

General	\$ 2,762,849
Water	\$ 559,071
Sewer	\$ 350.708
Total	\$ 3,672,628

Annual Resolutions

Resolution to re-appoint Shelly Kordish, member of the Zoning Board of Appeals for a five- year term which will expire on 3/31/2022. Motion made by Mayor Lee, seconded by Trustee Speer. Carried unanimously 5-0.

Resolution that the following banks are hereby designated as the official depositories for the Village of Hilton: Canandaigua National Bank and M&T Bank. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously 5-0.

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 Speer, seconded by Trustee Burritt. Carried unanimously 5-0.

Resolution that the Village Board will meet on the following dates at 5:00 p.m. Motion made by Trustee Burritt, seconded by Trustee Gates. Carried unanimously 5-0.

2017

April 4
May 2
June 6
June 27
August 1
September 5
October 3
November 7
December 5

2018

January 2
February 6
March 6
April 3

Resolution If Mayor Lee shall call a special meeting, the notification procedure shall be by telephone or e-mail from the Village Manager as soon as the meeting is called. Motion made by Trustee Gates, seconded by Trustee Burritt. Carried unanimously 5-0.

Mayor Lee made a motion for the the following appointments:

Vice Mayor	Shannon Zabelny
Zoning Board Liaison	Jim Gates
Personnel Liaisons	Joe Lee and Craig Burritt
Village Budget Liaisons	Joe Lee and Shannon Zabelny
Hilton Parma Recreation Liaison	Larry Speer
Enhancement	Joe Lee and Larry Speer
Public Relations	Joe Lee and Shari Pearce
Newsletter	Joe Lee and Shari Pearce
Fire Commissioners Liaison	Larry Speer
School Board Liaison	Joe Lee and Shari Pearce
Town of Parma Liaison	Larry Speer
Chamber of Commerce	Joe Lee and Shari Pearce
Historian	Dave Crumb
Assistant Historian	Chuck Nichols
Registrar of Vital Statistics	Shari Pearce
Deputy Reg. Vital Statistics	Amy Harter and Maryalice Edwards
Community Development	Shari Pearce and Mike McHenry
Records Retention Officer	Shari Pearce and Amy Harter
Shared Services Team	Joe Lee and Mike McHenry
Community Center Supervisor	Shari Pearce and Keith Brown
Special Police Committee	Craig Burritt and Larry Speer
Safety Team Comm Center	Joe Lee, Keith Brown, Mike Lissow, Shari Pearce

Resolution to accept the appointments as presented, motion made by Mayor Lee, seconded by Trustee Speer. Carried unanimously 5-0.

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 Zabelny, seconded by Trustee Speer. Carried unanimously 5-0.

- 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

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

Resolution: to authorize the following petty cash funds: \$125.00 for water & general transaction. Said funds shall be located in the Village Office, 59 Henry Street and the following employees shall have access to these funds:
Amy Harter, Shari Pearce, Maryalice Edwards, Debbie Jones and Vicky Taylor. Motion made by Trustee Burrirt, seconded by Trustee Gates. Carried unanimously 5-0.

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 5-0.

Resolution that the investment policy for the Village of Hilton shall be renewed for one year with no changes. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously 5-0.

Resolution that the travel policy for the Village of Hilton shall be renewed for one year with no changes. Motion made by Trustee Speer, seconded by Trustee Burrirt. Carried unanimously 5-0.

Resolution to accept the Water Billing Procedures/Policy for 2017-2018 as amended. Motion made by Trustee Burrirt, seconded by Trustee Gates. Carried unanimously 5-0.

Resolution to accept the Whistleblower Policy for 2017-2018, with no changes. Motion made by Trustee Zabelny, seconded by Trustee Burrirt. Carried unanimously 5-0.

Resolution to accept the 2017-2018 Fee Schedule as amended. Motion made by Trustee Burrirt, seconded by Trustee Gates. Carried unanimously 5-0.

Resolution to renew the following leases with tenants in the Hilton Community Center: Motion made by Trustee Gates, seconded by Trustee Burrirt. Carried unanimously 5-0.

Hilton Community Child Care
Via Dance Studio
Apple Festival
Life Quest Church Food Shelf

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 \$ 225.00. Motion made by Trustee Burrirt, seconded by Trustee Gates. Carried unanimously 5-0.

Resolution to retain the engineering firm, MRB Group, as the Village Engineer as needed. Motion made by Trustee Gates, seconded by Trustee Burrirt. Carried unanimously 5-0.

Resolution to continue our participation in the self-insured Upstate NY Municipal Workers' Compensation Program. The Village Board hereby designates Shari Pearce as the Plan Director; Maryalice Edwards as the Alternate Director; and Mike McHenry as the Plan Facilitator. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously 5-0.

Resolution to approve the use of Village streets for the Memorial Day parade on May 29, 2017. Motion made by Trustee Speer, seconded by Trustee Burrirt. Carried unanimously 5-0.

Vouchers

Resolution to approve the vouchers with the following additions: Nicholas Mucci \$62.50, Jim Gates \$993.16, MRB Group \$2389.00, Murray Weaver \$543.44, Heinrich Collision \$1358.99, Rick Bjornholm \$586.00, Pat Hohenbeck \$535.62, Richard LaForce \$295.41, Mary Lissow \$700.00, Ken Pratt \$60.00 made by Trustee Zabelny, seconded by Trustee Burrirt. Carried unanimously 5-0.

Prepaid	\$ 11,684.29
T&A	\$ 24,599.95
General	\$ 29,744.64
Water	\$ 33,622.02
Sewer	<u>\$ 1,239.13</u>
Total	\$100,890.03

Resolution to approve the meeting minutes of March 7th as amended, Motion made by Trustee Gates, seconded by Trustee Zabelny. Trustee Speer abstained. Carried unanimously 4-0-1.

Resolution to approve the meeting minutes of March 16th as presented. Motion made by Trustee Speer, seconded by Trustee Zabelny. Trustee Gates abstained Carried unanimously 4-0-1.

Resolution to approve the meeting minutes of March 21st as presented. Motion made by Trustee Speer, seconded by Trustee Zabelny. Trustee Gates abstained. Carried unanimously 4-0-1.

Resolution to approve the meeting minutes of March 23rd . Motion made by Trustee Speer, seconded by Trustee Zabelny. Trustee Gates abstained. Carried unanimously 4-0-1.

Resolution to allow the National Center for Missing and Exploited Children the use of Village streets on May 19, 2017 for their annual bicycle ride. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 5-0.

Village Board Liaison Reports

Mayor Lee updated the board on upcoming community events.

Adjournment

There being no further business, Trustee Speer made a motion to adjourn at 7:05 p.m., seconded by Trustee Zabelny. Carried unanimously 5-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk

VILLAGE OF HILTON
PROCUREMENT POLICY

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>
Between \$1,000.00 and \$20,000	Written Quotations
<u>Estimated amount of public Works Contract</u>	<u>Method</u>
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 are 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 and 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:

Shari Pearce, Village Manager/Clerk
Mike McHenry, Superintendent
Maryalice Edwards, Treasurer
Debra Jones, Clerk III

Keith Brown, Asst. Supt
Jim Liese, Mechanic
Amy Harter, Deputy Clerk

INVESTMENT POLICY FOR THE VILLAGE OF HILTON 2017-2018

- 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
Canandaigua National Bank	\$ 2,500,000

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 depositaries, 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 tracking 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.

Village of Hilton
Travel Policy
Updated 9/6/2016

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

1. Any Village Employee must complete the Travel and Conference Request and obtain the Mayor's signature.
2. 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.
3. Whenever practical, travel shall be approved in advance by the Village Board.
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.
6. 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, pay for any of the employee's insurance deductible.

Water Billing Procedures for 2017-2018

Bills are generated in the Village Office by our billing clerk. Meter reads are gathered by sending a post card to our residents which they complete and return back to us.

Reads are entered, those missing reads are estimated by our system. This is usually calculated by taking three previous readings and averaging them.

All billing reports are read by the billing clerk and verified by the Treasurer. The due date for the bill is at least three weeks later.

Bills are mailed to reach resident.

Our rates are set annually by the Village Board. Currently, the rate is \$3.20 per one thousand gallons of water consumed, plus a per day fee of .21 or \$25.20 per cycle.

A fee of \$25 for each account that fails to provide a reading after two cycles. This will be reimbursed after readings are obtained.

A meter reading charge of \$25 for the DPW to read a meter will be assessed each time a resident requests a meter reading.

Penalties are assessed at 10% of the current bill. This is calculated after the due date and a late fee notice is mailed to the resident.

Water service will be shut off in October when the account is in arrears for two billing cycles and attempts to make payment arrangements fail. Delinquent water bill amounts will be placed on the village tax bill if they remain unpaid as of April 1st.

Village of Hilton

WHISTLEBLOWER POLICY

No Officer, Director, Employee, Volunteer or Agent of the Village of Hilton, shall take any harmful action with the intent to retaliate against any person, including interference with employment or livelihood, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any offense. Nor will any Officer, Director, Employee, Volunteer or Agent of the Village of Hilton take any harmful action with intent to retaliate against any Officer, Director, Employee, Volunteer or Agent of the Village of Hilton for reporting to the President of the Board of Directors the suspected misuse, misallocation or theft of any Hilton Local Development resources. Consistent with this policy, Village of Hilton's Officers, Directors, Employees, Volunteers or Agents are encouraged to come forward with credible information on illegal practices or violations of adopted policies of Village of Hilton by providing such information to the President, or their designee

**FEE SCHEDULE
VILLAGE OF HILTON**

**FISCAL YEAR 2017-2018
Effective April 1, 2017**

*****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>
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)	
<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	
III. <u>Other Permits</u>	(Price includes Certificate of Compliance)	<u>Fees</u>
Additions		\$ 75.00
Conversion to habitable space		\$ 75.00
Additional Certificate of Occupancy (Applies to multiple units)		\$ 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		\$ 100.00 per application
Antenna Tower		\$ 50.00 plus \$2/vertical ft.
Fireplace, wood stove		\$ 50.00
Floodplain development permit		\$ 75.00
Handicap Ramp		No charge
Standby generator		\$ 40.00
Sign		\$ 30.00
Additional signs (On Same Application)		\$ 20.00

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:

Vendor's permit –parades	\$ 50.00/day per company
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	\$ 150.00/per truck/cart p/Season (Apr-Oct)
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
Hilton 1965 Fire DVD	\$ 15.00
Checks returned for Insufficient funds	\$ 20.00 (amended 12/2016)
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 (Once Scheduled)
Special Meeting Request for Zoning	At Cost
Village Engineer	At Cost

Village Board Fees:

Application to Rezone Property	\$200.00
Application for Subdivision	\$200.00

VI. Inspection Fees:

Building Inspector	\$40.00/hr
Fire Marshall	\$40.00/hr

VII. <u>Public Works Charges</u>	<u>RATE</u>
Supervision	At cost
Labor	At cost
Equipment per NYSDOT & MCDOT rate schedule	
Sewer machine	\$35.00/hr, plus labor
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.

VIII. Dumpster Rentals:

6 yard	\$ 85.00
9 yard	\$ 100.00
10 yard	\$ 110.00
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	\$ 3.00/yard

Commercial customers with Dumpsters

Dumpster rentals	\$ 15.50/cubic yard
Extra dumpster pickup	¼ of monthly charge

Restaurants-Dumpster Rentals

Dumpster Rentals	\$ 18.50/cubic yard
Extra dumpster pickup	¼ of monthly charge

Apartment Complexes – with or without dumpsters

Dumpster Rentals	\$ 15.50/cubic yard
Curbside	\$ 9.50/cubic yard

Containers:

96 Gallon Carts: For all multi-residential and residential uses: \$60.00/each
(Amended 2/5/08)

Additional carts over one per multi-residential property as determined by the Superintendent of Public Works \$ 12.50/month/per cart

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
Electronic Waste Fine/Penalty	\$25.00

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) \$ 15.50 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: \$ 15.50 per cubic yard charge

2. For commercial properties with 20 or more units:

a) One dumpster is required for every 20/units and a \$ 15.50 per cubic yard charge

Dumpster cleaning	\$75.00 per cleaning
Recycling Containers (96/gallon)	\$2.00/month

IX. Sewer Fees:

CHARGES

Out of district residential customers	\$ 220.00 /annually
Residential, single family homes	\$ 135.00/annually
Out of district multi residential/duplex	\$ 295.00/annually
Multi-Residential properties with two or more units:	\$32.50 per 15,000 gal of water minimum of \$ 270.00/per year
Churches	\$ 33.75 per 15,000 gal of water minimum of \$ 270.00/per year
Commercial	\$ 33.75 per 15,000 gal. of water with a minimum of \$ 270.00/per year
Townhouses and apartment complexes <u>that have one meter for multiple units</u>	\$ 33.75 per 15,000 gal

(Cedar Hill, Village II, Unity Health)
Townhouses and apartment complexes
that have **one meter per unit**

\$ 135.00/annually/per unit

**Out of district residential residential
in the Pending North Parma Station**
(Maintenance and cost associated with
Lift station)
New Sewer Connection Fees

\$270.00

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)
Commercial/Industrial use

\$1,000.00
\$2,000.00

X. Water Fees:

New installation	Time & materials +10%
Water account charge	\$ 15.00
Final readings	\$ 25.00
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:	\$ 3.20/per thousand plus \$.21 per day, Village
	\$ 3.54/per thousand plus \$.22 per day, Outside customers
Sprinkler Connection	\$120.00/annually
Per hydrant:	\$200.00/annually

XI. Parks: (Rent of Jennejahn Lodge):

\$180.00 per occasion Friday – Sunday and Holidays
\$ 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.

\$150.00 per occasion Monday - Thursday
\$ 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.

Places of Public Assembly	Temporary Structures/Tents
Exhibit and Trade Shows	Multi Family:
Place of Worship	23 Apartment Complex/Building
Repair/Gasoline Service	Health Care Facility
Pyrotechnics (Outside Only)	