

**Village Board Meeting  
Minutes of December 5, 2017**

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

Guests: Luke Menear

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

**Recreation Report**

Tom Venniro, Recreation Director, provided his report. The tree lighting went very well, it was suggested to start earlier in the day next year as the event is so well attended. The upcoming winter event is scheduled for January 27<sup>th</sup>.

**Code Enforcement**

Workshop: Mike Lissow attended the Fall 2017 Local Government Workshop. There were several presentations on solar requirements for local municipalities. Mike will continue to research this topic.

E-Code: Our attorney has reviewed our changes to the Village Code. Shari Pearce and Mike Lissow met to discuss Larry Schwind's comments. Mike expects this will move forward quickly.

Disaster Plan: The Red Cross has changed their shelter locations to include the High School and Middle School. This is not what is written in the Hilton Parma Community Disaster Plan and was not discussed with any local officials. Mike Lissow will be setting up a meeting with Superintendent of Schools to confirm this information before making changes to this plan. The meeting will take place in January.

### Treasurer's Report

**Resolution:** amend the 2017-18 budget to record the insurance check for the Board Room damage as follows: The motion was made by Trustee Zabelny, seconded by Trustee Gates. Carried unanimously, 5-0.

Increase revenue	\$2,720.26	A 2680
Increase expense	\$2,720.26	A11620.4A

**Resolution:** to re-appropriate from 2016-17 budget and amend the 2017-18 budget for the Carter Drive culvert project as follows: The motion was made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously, 5-0.

A960 Appropriations	\$46,540	(A8140.40)
A599 Appropriated Fund Balance	\$46,540	

**Resolution:** to re-appropriate from 2016-17 budget and amend the 2017-18 budget as follows: The motion was made by Trustee Gates, seconded by Trustee Zabelny. Carried unanimously, 5-0.

A960 Appropriations	\$7,091.52	(A1440.40) engineering -Com. Ctr. Study
A960 Appropriations	\$2,914.00	(A1440.40) engineering - Carter Dr. Grant
A599 Appropriated Fund Balance	\$10,005.52	

Sales tax: Maryalice Edwards received a check for 3<sup>rd</sup> quarter 2017 in the amount of \$356,511.48. This amount increased by \$23,419 compared to the 3<sup>rd</sup> quarter of 2016.

### Superintendent's Report

Carter Drive: Mike McHenry reported the bid opening was conducted on November 30, 2017. This project is a re-bid due to unfavorable bids that were previously received on May 11, 2017.

**Resolution** to accept the bid from CP Ward Inc. in the amount of \$225,735.00 for the Carter Drive culvert replacement project. The motion was made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Community Center: Mike and Keith have meet with MRB Group to discuss the electrical service replacement for the Community Center. They will provide specifications for the project so that we may obtain contractor quotes.

Backflow Preventer: Mike McHenry will be obtaining quotes to install a backflow preventer to the Community Center. This will begin once the County Health Department approves the plans.

Salmon Creek Park: The DPW is currently excavating the area. The vegetation is being stored at the garage. The work is expected to be completed next week. All of the costs will be reimbursed by a grant through Monroe County Soil.

Water emergency plan: Mike has completed the cybersecurity assessment and action plan submitted for review of the Monroe County Health Department.

52 Henry Street: Mike McHenry reported he has been in contact with a potential buyer of this property and have discussed some scenarios for changes to the parking area. Mr. Luke Menear explained his intentions for this parcel. He is the owner of a striping business and is looking for more parking for his trucks and for employees that work in his office. The board discussed options for parking and agreed to an easement along the driveway to the DPW building. Mr. Menear will work with his legal counsel to create an agreement.

### **Managers' Report**

Post office: The auction took place November 29<sup>th</sup> and was apparently sold; however, the buyer's attorney will not release any information and has not yet contacted our legal counsel. The land lease states the Village must approve any buyer. Shari will update the board as the information becomes available.

Board Room: Shari Pearce explained there is \$1300 of the repair cost that will not be covered by the insurance company. Shari has made several phone calls in attempts to obtain more of a reimbursement which were unsuccessful. Shari feels that having two claims for the same room was a factor in their decision. She and Keith Brown agree that since the wood flooring has been removed, the risk of future damage is minimal and worth the extra cost.

Hallway carpet: The carpet (installed summer of 2016) on the first floor is pulling away from the center seam. This area includes almost half of the southern portion of the building. The installer has contacted the manufacturer representative and will be setting up an appointment to inspect the issue.

Room 213: Mayor Lee remarked after several weeks of advertising, this room is still vacant. Last month a potential tenant appeared before the board; he asked the board to consider a reduction in the rent for a photography studio. Due to the nature of this business, the impact on utilities and maintenance would be minimal. After some discussion, the board agreed to lease this space for \$400.00/month for one year. Shari Pearce will contact the business owner with this information.

Parking tickets: Shari Pearce reported although the issue was thought to be soon resolved, she received information from NYCOM that New York State law requires Villages utilize their own traffic tickets and not use the uniform traffic tickets. This will require Village Officials to discuss this with the Town of Parma Officials to determine how the process will be administered. Trustee Gates remarked he would like to have Senator Robach notified to pursue an alteration to the law.

**Public Forum**

Mayor Lee opened the meeting to the public at 6:00 p.m. There being no one present, the meeting was closed at 6:01 p.m.

**Vouchers**

**Resolution** to approve the vouchers as with the following additions: First Bankcard \$31.84, Denny & Her Escorts \$100.00, US Postmaster \$772.26. Motion made by Trustee Zabelny seconded by Trustee Speer. Carried unanimously, 5-0.

Prepaid	\$ 7,018.43
T&A	\$ 24,025.26
General	\$144,744.48
Water	\$ 57,331.26
Sewer	\$ 36,784.28
Total	\$269,903.71

**Minutes**

**Resolution** to approve the meeting minutes of November 7, 2017 as presented, motion made by Trustee Speer, seconded by Trustee Gates. Carried unanimously 5-0.

**Reports**

Mayor Lee gave his report.

**Adjournment**

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

Respectfully Submitted,

Amy Harter, Deputy Clerk