

**Village Board
Meeting Minutes
January 7, 2020**

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

Absent: Trustee Gates

Guests: Tom Venniro, Neil Hauser, Sherry Farrell

Mayor Lee called the Village Board meeting to order with the Pledge of Allegiance followed by a moment of silence.

Recreation Report

Tom Venniro updated the board on upcoming events. The department began accepting income tax preparation appointments. They are offering 550 appointments throughout the season.

Code Enforcement Report

Hilton Fire Department: They are seeking permission to use Village streets on July 16th and July 18th for their two parades and to use the parcel located at 135 South Avenue, July 15th -18th for parking for their carnival.

Resolution to authorize the Hilton Fire Department to use Village streets July 16th for the Grand Parade and July 18th for the Kiddie Parade and to use 135 South Avenue July 15th – 18th. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Park Square: Barrington Residential is expected to appear at the February Village Board meeting to submit a Site Plan for a proposed office/maintenance building. A variance was granted by Zoning Board for this action.

Resolution to authorize Zoning Board members; Richard Bjornholm, Richard LaForce, Murray Weaver and Pat Holenbeck and Debbie Jones to attend the New York Planning Federations' Annual Conference in Lake George April 19 – 21, 2020. The cost not to exceed \$2600 plus meals and mileage. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried 4-0.

Building Permits: Mike Lissow provided the year-end report detailing permits issued for 2019. 90 permits totaling \$4368.00 were issued.

52 Underwood: Mike reported the homeowner has secured a grant to have some repairs done to the porch of the house and work will begin on 1/15/2020. The proposed work appears to be in excess of the grant. The contractor stated he wants to do as much as he can for her and intends to contact Monroe county to re-evaluate the house after this work has been completed in an attempt to secure an additional grant.

St. Leo's: They may be coming back to the Village Board with a new proposal for their property. Shari Pearce reiterated to the Village Board they would be charged with rezoning either multi-residential or planned residential district for seniors. The board discussed there are not in favor of having joint meetings with the Zoning Board of Appeals to simplify the process for those in attendance.

Treasurer Report

Revenue report: Maryalice Edwards reported that beginning this month, she will provide this to the board members with their agenda packet. This is a recommendation from our state audit for transparency.

Superintendent Report

Generator: The North Greece Fire District is selling a generator. Mike McHenry is considering this for the Community Center; he will update the board as necessary.

DPW Generator: The installation is nearly complete. The technician from O'Connell Electric Company will be setting the perimeters, at that time it is expected to be ready for use.

Jennejahn Lodge: The notice of award has been sent to the approved bidder, the contract has been received, signed and has been sent to MRB Group. The work should begin in February.

New Hire: Kevin Burritt began his employment on January 2nd.

Leaf collection: This was completed in December, after a 5-day extension due to snowfall in November, 83 loads were collected. Mike explained the hard work this entails and thanked his crew for it.

Water Meters: Debbie Jones identified about several meters that had been estimated for more than one billing cycle. All but two of those meters have been read by DPW personnel.

Manager's Report

Comprehensive Plan: December's meeting was cancelled due to weather. Two meetings are scheduled in January for the committee and one administrative meeting was held earlier today. MRB anticipates the plan being completed sometime in March/April with final approval in June.

Reserve Accounts: During the State audit, the original Village Board resolutions regarding Reserve Accounts were requested. After much research through the minutes, it appears that although savings accounts were established and resolutions were made, the reserve accounts were not properly legally recorded or completed. Shari is recommending she work with Lacy Katzen to establish reserve accounts for Workers Comp, Henry Street, DPW equipment and DPW building accounts. At this time, a reserve account for New York State Retirement will be addressed during the budget process.

Resolution to work with Lacy Katzen to establish legally reserve accounts for Workers Comp, Henry Street, DPW equipment, DPW building savings accounts. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried 4-0.

Resolution to deposit \$127,909.28 from the electric savings account to the Henry Street Reserve. The board agreed to table this item.

Resolution to approve Shari Pearce, Maryalice Edwards and Trustee Speer to attend the NYCOM Winter Legislative meeting on February 9th -11th. This is a budgeted item. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried 4-0.

Joint Meeting: Shari Pearce has confirmed a meeting held with the Town of Parma will be held at the Hilton Community Center, 59 Henry Street on January 21st at 5:00 p.m. Shari will advertise the meeting in the Suburban News.

Resolution to hold a joint meeting with the Town of Parma on Tuesday, January 21st at 5:00 p.m. at the Hilton Community Center, 59 Henry Street. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Budget meetings: The board discussed the schedule for the budget process. The regular monthly meeting will be held March 3rd at the Community Center. The budget meetings will be held on March 12th and March 18th at the Hilton Fire Department, 120 Old Hojack Lane. The board feels it is best to hold the budget adoption meeting, March 31st at the Community Center before the new Trustees are sworn in. The annual meeting will be held on April 7th.

Resolution to hold two budget meetings on March 12th and 18th at the Hilton Fire Department, 120 Old Hojack Lane and to hold the budget adoption meeting on Tuesday, March 31st at the Hilton Community Center. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Resolution to designate Wednesday, March 18, 2020 as Village election day, the election will be held at 59 Henry Street, Hilton, polls open from 12-9 p.m. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried 4-0.

Public Forum 6:00 p.m.

Mayor Lee opened by the Public Forum at 6:00 p.m.

Neil Hauser, 160 Sherwood Drive asked if the budget meetings are open to the public and clarified the meeting dates. Shari Pearce explained the meetings are open and the public is always welcome to attend any and all Village Board meetings.

With all persons being heard, Mayor Lee closed the Public Forum at 6:02 p.m.

Vouchers

Resolution to approve the vouchers including First Bankcard \$243.96 Carrie Fracassi, Receiver of Taxes, \$237.48 Carol Gursslin \$279.76, Jackson Welding \$14.92, Mo. Co. Fire Marshal \$45.00, MRB \$800, Tri-Delta \$375.00 United Uniform \$236.70, WB Mason \$32.95, motion made by Trustee Fowler, seconded by Trustee Speer. Carried 4-0.

Prepaid	\$ 8,526.56
T&A	\$ 27,340.05
General	\$ 47,028.27
Water	\$ 22,619.51
Sewer	\$ 90.68
Capital	\$ 2,939.00
Total	\$108,544.07

Minutes

Resolution to approve the meeting minutes of December 3rd and December 10th made by Trustee Fowler, seconded by Trustee Zabelny. Carried 4-0.

Next Village Board meeting is January 21, 2020 with the Parma Town Board.

Next regularly scheduled Village Board meeting is February 4, 2020.

Village Board Liaison Reports

Trustee Fowler will attend the Zoning Board of Appeals meetings during Trustee Gates absence.

Adjournment

Trustee Speer made the motion to adjourn at 6:35 p.m. seconded by Trustee Fowler. Carried 4-0.

Respectfully Submitted,

Amy Harter
Deputy Clerk