

**Village Board  
Meeting Minutes  
October 6, 2020**

Present: Mayor Lee, Trustees Zabelny, Fowler, Speer, Farrell  
Village Manager/Clerk Shari Pearce  
DPW Superintendent Keith Brown  
Asst DPW Superintendent Jeff Pearce  
Treasurer Maryalice Edwards  
Code Enforcement Officer Mark Mazzucco  
Deputy Clerk Amy Harter

Guests: Tom Venniuro, Linda Viney

Mayor Lee to call the Village Board meeting to order with the Pledge of Allegiance followed by a moment of silence. The meeting was held via Zoom.

**Recreation Report**

Reopening: Tom asked the board if there is a timeline to reopen the Community Center. Shari Pearce suggested to start with limited programs. The owner of the daycare stated she is in favor of reopening. Trustee Speer noted that the municipal buildings in Parma and Greece are open. Tom Venniuro said his department will not be offering unstructured programs like gym rental or party time. Trustee Fowler said it makes sense to reopen, Trustee Farrell agreed. Shari said that contact tracing would be maintained, and the number of tables and chairs will be reduced to allow for social distancing.

**Resolution** to open the Community Center as of November 2, 2020, the Village Manager may close the building at her discretion, motion made by Trustee Zabelny, seconded by Trustee Fowler. Carried unanimously, 5-0.

Jennejahn Lodge: Shari Pearce is recommending to reopen the lodge with a maximum occupancy of 30. Restrictions will be added to the reservation sheet, and Shari will contact our insurance company to verify the Village's liability in the event that someone were to become ill.

**Resolution** to open the Jennejahn Lodge as of November 1<sup>st</sup> with a maximum attendance of 30 people, guidelines will be provided to renters at the time of reservations and the hours of operations will be 10 am – 10 p.m. to allow for sanitizing. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 5-0.

Masks: The Town of Parma hosted a mask handout event. Approximately 4000 masks were provided to the public. They have over 30,000 available to anyone interested.

Outdoor concert: The Town of Parma is hosting another outdoor concert on October 17<sup>th</sup>. There will be two food trucks on site. All are encouraged to attend; this is the last concert for 2020.

Trunk or Treat: This event is being held on October 31<sup>st</sup> –4 p.m. 6:30 p.m. in the Community Center parking lot. Attendees must pre-register. Cars will be parked and trick or treating will be done from their trunks. There will be a food truck and the building will be open for restrooms. The Village Board waived the vending permit fee for this event at the September meeting.

Award: The Village Board congratulated Tom Venniro for receiving the Rochester Leader 40 under 40 Award. This is judged by independent judges and is based on their professional accomplishments.

### **Treasurer's Report**

**Resolution** to re-appropriate \$1800 from the 2019-2020 budget and to amend the 2020-2021 budget for the cost of two laptops. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Equipment Sale: Maryalice Edwards reported the 2015 John Deere zero turn mower was sold at auction. \$6995 was deposited into the DPW Equipment Reserve account.

AIM Funding: The Village received \$97,788 on September 23, 2020. This was \$24,447 less than what was budgeted.

**Resolution** to authorize the Treasurer to renew a 30-day CD at .22% Motion made by Trustee Zabelny, seconded by Trustee Farrell. Carried unanimously, 5-0.

### **Public Forum 6:00 p.m.**

Linda Viney, Chairperson of the Apple Fest thanked the board for their support of their BBQ fundraiser held October 3<sup>rd</sup> at the Community Center. The event sold 372 tickets. This was in place of the Apple Fest which was cancelled this year due to the pandemic.

Car Show: Kevin Haffner asked if the board would give permission to hold the Classic Wheels on Main Street August 21, 2021. Trustee Speer said the board is supportive of their event. Even though their event was cancelled this past August, donations were made to the Cadet Cupboard, Food Shelf and KAT Shelter from the sponsors they had.

**Resolution** to host the Wheels on Main Street August 21, 2021 motion made by Trustee Speer, seconded by Trustee Farrell. Carried unanimously, 5-0. The DPW Superintendent will work to secure the necessary DOT permits.

Parkwood Lane concerns: Lina Alvarado, 55 Parkwood Lane, was present to discuss issues within the neighborhood. A neighbor installed a portable basketball hoop in front of 76 Parkwood Lane. Ms. Alvarado stated there are up to 30 people (children to young adults) playing loud music, screaming and making noise all day sometimes until midnight. They leave garbage, trespass and are disrespectful. She has asked them to stay off her property but ignore her requests.

Ms. Alvarado cited Highway Code 319, a basketball hoop needs to be 60 feet from the centerline of the road. She said she has 500 pictures and several sound clips on her phone. Trustee Fowler explained this was discussed earlier by the Code Enforcement Officer. He asked if 911 has been called, Ms. Alvarado answered she has called twice; one time no one came, another time a sheriff arrived but did not see anyone loitering. She stated she is afraid of retaliation.

Christine Kilmer, 49 Parkwood, stated this activity has affected her health and she has nearly had a nervous breakdown. She explained this has been happening since June 18<sup>th</sup>. She read a letter from Dr. that her condition has been exacerbated by the stress of this activity. Mrs. Kilmer said she pleaded with neighbor to remove hoop and the hoop was taken down for 3 days, which resulted in peace. She leaves the neighborhood daily and sleeps at a hotel on the weekends.

Mark Mazzucco said he spoke to the owner of 76 Parkwood October 7<sup>th</sup> and advised him the hoop will have to be removed as it is in violation. Mark will send a formal violation notice, the hoop must be removed by Friday, October 9, 2020. Earlier, the board discussed purchasing a basketball hoop to be installed at Salmon Creek Park.

Mark Mazzucco explained the quickest solution is to issue a violation to the owner of the hoop, at that time they will be given 48 hours to remove the hoop. Mark explained the Village Board is considering a basketball hoop be installed at Salmon Creek Park. Mark stated the owner of the hoop is aware it must be removed within 48 hours after today's notification.

**Resolution** to support the Code Enforcement Officer to issue a violation to the owner of the basketball hoop to have it removed within 48 hours, motion made by Trustee Fowler, seconded by Trustee Farrell. Carried unanimously, 5-0.

Basketball hoop: The Board discussed possibly installing a permanent hoop at Salmon Creek Park. Tom Venniro provided quotes from for a gooseneck style; \$1000 each plus concrete, with installation done by the Village DPW.

**Resolution** to purchase a basketball hoop at a cost not to exceed \$1000. The hoop will be placed in Salmon Creek Park installed by the DPW, motion made by Trustee Fowler, seconded by Trustee Zabelny, carried unanimously, 5-0.

St. Leo's Church: Tim Thomas, St. Leo's Church was present to discuss an issue with a homeowner regarding the repaving of the parking lot at St. Leo's church. Recently, the parking lot was milled and repaved. A neighbor from Peach Blossom Road South, has complained this has caused flooding and ponding issues. Mark Mazzucco stated the parking lot is legal. This is expected to be an ongoing issue.

With all persons heard, Mayor Lee closed the Public Forum at 6:58 p.m.

## **Code Enforcement Report**

Parma: Mark has been working with the Town of Parma Building Department conducting inspections. This has been a lot of extra work; the Village Building Department has been quite busy for the last several weeks with building permits and many property violations. Mark has cited 22 violations from 7/1 – 9/30 including unlicensed vehicles and property maintenance.

Pause NY: There have been two violations reported. Mark has dealt with the management of two businesses. He feels the issues are resolved.

Stormwater Training: Mark is seeking authorization to participate in a training session for floodplain mapping and insurance to be held on October 13<sup>th</sup> & 14<sup>th</sup> with Asst Sup't Jeff Pearce.

**Resolution** to authorize the code Enforcement Officer to participate the the NY State floodplain mapping and insurance online seminar October 13<sup>th</sup> and 14<sup>th</sup> from 12:30- 3:00 p.m. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried 5-0.

Vending Permits: The board discussed fundraisers with food sales. Currently, non-profit organizations including a public or private school or any voluntary firemen's association, veterans' organization, fraternal organization, service group are exempt from obtaining a vending permit. Shari reported any organization must still provide a copy of a Monroe County Health Department permit if preparing food. It was agreed that an amendment to the Hilton Code is necessary to reflect the change. This will require a local law.

**Resolution** to advertise a public hearing to be held on November 3, 2020 to consider Local Law #2, 2020 to amend Chapter 165-7 (A) to add the following verbiage; “However, all food vendors must adhere to all sections of Chapter 165.” Fees for this application will be waived per Section 165-6. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 5-0.

## **DPW Report**

Recycling Truck: Keith Brown reported the truck has been delivered but is not yet in use. The employees will be training on it and should be put into use within the next weeks.

CDL: Employee Kevin Burritt has obtained his commercial drivers' license. He is now eligible to receive a pay raise.

**Resolution** to authorize a pay raise of .50 per hour for Kevin Burritt as he has obtained a commercial drivers' license. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Training: Keith Brown explained Nick Mucci has been training along side of Jim Liese and is doing an excellent job. He is learning several new tasks. Keith recommends Nick attend an online course through Ashworth College than he can complete within four months.

**Resolution** to approve DPW mechanic, Nick Mucci to enroll in the online Diesel Mechanic Program offered through Ashworth College at a cost of \$1,000.00. Motion made by Trustee Speer, seconded by Trustee Fowler, carried unanimously, 5-0.

Sale of Equipment: Keith Brown is seeking authorization to send the 2001 Mack Truck to Auctions International.

**Resolution** to send 2001 Mack to Auctions International. Motion made by Trustee Zabelny seconded by Trustee Speer. Carried unanimously, 5-0.

NYCOM Public Works Training: Keith is seeking authorization to attend this training along with three DPW employees. The two-day course begins online on October 21<sup>st</sup>.

**Resolution** to authorize the DPW Superintendent and three employees to attend training October 21<sup>st</sup> and 22<sup>nd</sup> at a cost of \$69 per person. Motion to approve made by Trustee Fowler, seconded by Trustee Farrell. Carried unanimously, 5-0.

## **Manager's Report**

Summit ATM: The ATM has been removed and the lease has been terminated. Shari has been asked if this location is for sale. The board is not interested in selling this parcel.

Zoning Board: Shari Pearce has arranged for the Village Engineer, MRB Group to assist ZBA with the projects coming before them. A representative will be attending their meetings to assist them with the proper process.

Workers Comp: Shari will be staying on their Board of Directors duties as the Secretary. With the increase of her workload, she has transferred the Treasurer duties to another member.

Special Police: The Town of Parma Board approved the purchase of body armour for the members. Maryalice Edwards will be billing the other municipalities for their share of this cost and Jack Barton will notify them of the purchase.

Library and Methodist Church: The Village of Hilton has been maintaining the parking lot since 1976 including snow removal, striping, slurry sealing etc. There is no Intermunicipal Agreement to share this responsibility. A phone meeting took place with Shari Pearce, Mayor Lee, Keith Brown and Village Attorney, Larry Schwind. After much investigation there are no written documents to show that the Village has responsibility for the last 45 years. Mr. Schwind has advised us that the maintenance practices should not continue as it is private property.

**Resolution** to no longer maintain nor remove snow in the parking lot located at 7 West Avenue in any manner effective immediately. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Clean Energy: Shari has been told the grant information should be coming any day now, she will provide a link for information regarding the electric charging station. The board is interested in pursuing an electric charging station for the Village, possibly at 41 Hovey Street.

Pedestrian signage: Trustee Farrell received a request to place a pedestrian sign at Village II and South Avenue. Mark said DOT needs to give permission for signage on South Avenue. Trustee Fowler suggested we reach out to the DOT for a traffic study to determine the need.

FirstLite: Shari was contacted from a designer from Labella Engineering. Labella is managing the Make Ready Program for Avon Grid, which is the parent company of RGE. This is a broadband initiative brought by NYS to expand and improve internet access. Shari is researching the scope of the project, which is long term and she is seeking much more information. She will keep the board updated as this moves along.

Comprehensive Plan: The plan has been determined a local matter by Monroe County Planning. The next step is to complete the Full Environmental Assessment Form and to schedule a public hearing for the adoption of the proposed plan.

**Resolution** The Village Board has reviewed the SEQR Full Environment Assessment Form Part 1, and has determined is classified as a Type 1 Action, the Village board declares themselves as the Lead Agency and no further review is required. MRB Group is directed to provide notice hereof to the interested agencies seeking their input and/or recommendations or objection thereto in writing on or before noon on Friday, November 6, 2020. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried 5-0.

**Resolution** to schedule a Public Hearing on December 1, 2020 for the adoption of the proposed Comprehensive Plan. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 5-0.

Minutes: At the September 1<sup>st</sup> Village Board meeting a resolution was passed to hire MRB Group to provide bids and specs for Unionville Station standby generator at a cost not to exceed \$9,000. The motion was made by Trustee Speer and seconded by Trustee Fay, it was approved 5-0. This generator is being funded by the Monroe County CARES act. Shari is asking to retract this resolution and to replace with the following to include the installation of a generator at the Hilton Community Center.

**Resolution** to authorize the Village Manager to expend \$24,500 to MRB Group for the purpose of professional engineering services for design, bidding and construction administration for the generators at Unionville Station and the Community Center. The Unionville Station generator is paid for by the CARES grant through Monroe County. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

### **Items for Discussion**

Trustee Zabelny asked if the board has selected on a location for a tree in memory of Trustee Jim Gates. Jim was a longtime member of the Village Board, he passed away in April. The board discussed a few locations and is still undecided on a final location.

Community Garden: Trustee Fowler asked if the board is interested in pursuing the idea of a community garden. There were a few suggestions made and are still considering locations.

### **Vouchers**

**Resolution** to approve the vouchers with the following add ons: Lamont Awards \$92.50, Canandaigua National Bank \$4033.35 WB Mason \$24.95, Petroleum Services \$77.50, SGM \$75.00, Shari Pearce \$143.99 Navistar Financial \$208,497.99, HCSD \$1644.75

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

#### October Abstract

Prepaid	\$4,366.42
TA	\$26,170.96
General	\$277,838.57
water	\$38,962.51
sewer	\$10,839.63
capital	<u>\$0.00</u>
total	\$358,178.09

## Minutes

**Resolution** to approve the meeting minutes of September 1, 2020, as amended, motion made by Trustee Fowler, seconded by Trustee Zabelny, 4-0-1, Trustee Farrell abstained.

**Resolution** to approve the meeting minutes of September 14, 2020 as submitted, motion made by Trustee Fowler, seconded by Trustee Speer, carried 4-0-1, Trustee Farrell abstained.

**Resolution** to approve the meeting minutes of September 21, 2020 as amended, motion made by Trustee Fowler, seconded by Trustee Speer, carried unanimously, 4-0-1.

Next Village Board meeting is November 3, 2020.

## Adjournment

Motion to adjourn at 8:15 p.m. made by Trustee Speer, seconded by Trustee Fowler, carried unanimously, 5-0.

Respectfully Submitted,

Amy Harter  
Deputy Clerk