

**Village Board
Annual Meeting Minutes
April 4, 2023**

Present: Mayor Lee
Trustees, Fowler, Speer, Zabelny
Village Manager Shari Wilson-Pearce
Treasurer Maryalice Edwards
Deputy Clerk Amy Harter
DPW Superintendent Jeff Pearce
Code Enforcement Officer Mark Mazzucco
Asst. Superintendent Chad McManus

Absent: Trustee Farrell

Guests: Tom Venniro, Linda Viney, Debra Hebing, Ignatio Ladelfa

Mayor Lee called the meeting to order at 5 p.m. with the Pledge of Allegiance and a moment of silence. The meeting was held in the Board Room and was available on Zoom.

Mayor Lee to call the meeting to order & Pledge of Allegiance and a moment of silence.

Recreation Report

Generator: Tom Venniro reported they have no use for the generator that was gifted by the Village of Hilton. The intent was to use generator to provide lights for the Town Park field. They now have lights in use; the board is supportive of the disposal of the generator at the Town's discretion.

Community Garage Sale: This event will be held June 2nd – 3rd, addresses of those participating will be advertised via social media.

Code Enforcement

62 Gorton Avenue: The property owner has begun cleanup efforts as agreed upon with the Code Enforcement Officer. Mark will keep the board updated on his progress.

14 Peach Blossom North: The property owner has been ordered by the Town of Parma court that the property must be brought into compliance by June 1st to avoid a fine. The owner must return to court on June 22nd for review.

Resolution to approve the Monroe County Hazard Mitigation Plan 2023 Update as presented. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried 4-0.

Resolution to designate the Superintendent of Public Works as the Stormwater Management Officer as per Section 215-9 of the Village of Hilton Code. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried 4-0.

Part Time Inspector: An interview was held earlier today with a candidate for the part time building inspector position. The interview included the Village Manager, the Mayor and the Code Enforcement Officer. It is their recommendation to hire Ronald Bragg.

Resolution to hire Ronald Bragg at a rate of \$25/hour, 15-20 hours per week. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried 4-0.

Public Works Report

167 Collamer Road: Jeff Peace explained the driveway area is being paved by the Town, since there is a common driveway, Jeff is seeking authorization to purchase items for the project.

Resolution to spend \$10,000.00 out of the land reserve to begin development for the stockpile land. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Bucket Truck: The Superintendent was given authorization by the Village Board to attend the upcoming auction with the intention of purchasing a bucket truck. However, he will be out of town and is recommending the Assistant Superintendent attend in his place.

Resolution for Asst. Superintendent Chad McManus to purchase a bucket truck on auction. Trustee Fowler, second by Trustee Zabelny. Carried 4-0.

DPW Summer Hours: Jeff is recommending the DPW observe summer hours May 1st – Sept 29th 7-4:30 Monday - Thursday, 7-3:30 Friday.

Resolution to approve the DPW hours, May 1st – September 29th 7:00 a.m. – 4:30 p.m. Monday through Thursday and Friday 7:00 a.m. -3:30 p.m. Motion made by Trustee Fowler seconded by Trustee Zabelny. Carried 4-0.

Treasurer's Report

Resolution to renew two CD's with Canandaigua National Bank effective April 10th through May 31st, the rate 4.6%. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Manager's Report

52 Underwood Avenue: Shari Pearce has been notified that an Executive Administrator will be appointed by a judge to sell the property. The Village will be reimbursed for any outstanding expenses incurred pertaining to the property.

Developer Jack Howitt requested to meet with the Village Manager, Mayor and DPW Superintendent to consider selling the open space west of Doud Circle, he is interested in developing his property to the east. The board is not supportive of selling any property.

ARPA Reporting: Shari Pearce is working on the requirements for reporting the use for the Fiscal recovery funds received. She will be filing the report, which is due April 30th. The details will be provided to the board at the next meeting.

Shari reported a grant application was submitted today for the South Avenue water project. She has been meeting with property owners to address easements and permits.

Resolution to authorize the Village Manager and Treasurer to attend the NYCOM spring conference on May 17th, 18th and 19th. This is a budgeted item. Trustee Zabelny, seconded by Trustee Fowler. Carried 4-0.

The next meeting with Monroe Ambulance meeting is April 19th.

Resolution to appoint Elaine Begy to the Zoning Board of Appeals for a five-year term effective immediately. Motion made by Mayor Lee, seconded by Trustee Fowler. Carried 4-0.

6:00 p.m. Public Hearing

Mayor Lee opened the public hearing for the proposed budget.

Public Comments: There were no comments from the public.

Mayor Lee closed public hearing at 6: 02 p.m.

Resolution to adopt the annual budget for fiscal year 2023-2024. The tax rate will increase .09 to \$2.70/thousand. The total budget is as follows:

General	\$3,649,157
Water	\$ 623,767
Sewer	\$ 587,541
Capital	\$ <u>0</u>
Total	\$4,860,465

Public Forum

Karen Hermance from the Music Fest Committee was present to discuss a proposed event to be held at the Hilton Carnival Grounds, 135 South Avenue, on August 5th. There will be approximately 5-6 bands from 1 p.m. – 7 p.m. This is in support of the Edelman-Gardner Cancer Research Foundation. There will be food trucks; beverages will be provided by the Hilton Fire Department. A copy of the group’s liability insurance will be provided to the Village. The board offered the use of the Parma Special Police and will allow a banner to be hung near the gazebo at the Community Center for two weeks prior to the event and must be removed three days after. The board asked Karen to return to the June 6th meeting.

Resolution to authorize the use of 135 South Avenue on August 5, 2023 for the Music Festival 1 p.m. – 7 p.m. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried 4-0.

Resolution to approve the use of the municipal lot located behind 38 East Avenue, Saturday evenings from May – September for “Cruise Night”.

Mayor Lee closed the public forum at 6:20 p.m.

Annual Resolutions:

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 Fowler, seconded by Trustee Zabelny. Carried 4-0.

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. All public notices are also displayed on the website. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried 4-0.

Resolution that the Village Board will meet the first Tuesday of every month at 5:00 p.m. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried 4-0.

<u>2023</u>	<u>2024</u>
May 2	January 2
June 6	February 6
July 6	March 5
August 1	April 2
September 5	
October 3	
November 7	
December 5	

Resolution If Mayor Lee shall call a special meeting, the notification procedure to the media shall be by telephone or e-mail from the Village Manger/Clerk as soon as the meeting is called. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried 4-0.

The Mayor to make the following appointments:

Vice Mayor	Andy Fowler
Zoning Board Liaison	Mark Mazzucco
Personnel Liaison	Joe Lee, Andy Fowler, Shannon Zabelny
Village Budget Liaisons	Shannon Zabelny, Andy Fowler
Hilton Parma Recreation Liaison	Larry Speer
Enhancement	Joe Lee
Public Relations	Joe Lee and Shari Pearce
Newsletter	Joe Lee and Shari Pearce
Fire Commissioners Liaison	Mark Mazzucco
School Board Liaisons	Joe Lee and Shari Pearce
Chamber of Commerce	Joe Lee and Shari Pearce
Historian	Dave Crumb
Assistant Historian	Amanda Dudley
Registrar of Vital Statistics	Shari Pearce
Deputy Reg. Vital Statistics	Amy Harter and Maryalice Edwards
Community Development	Shari Pearce and Jeff Pearce
Records Retention Officer	Shari Pearce and Amy Harter
Shared Services Team	Joe Lee and Jeff Pearce
Community Center Supervisor	Shari Pearce and Chad McManus
Special Police Committee	Joe Lee, Shari Pearce
Safety Team Com Center	Joe Lee, Mark Mazzucco, Chad McManus, Shari Pearce, Shannon Zabelny
Social Media	Shari Pearce, Debbie Jones
Environmental Committee	Larry Speer, Andy Fowler, Jeff Pearce, Shari Pearce
Town of Parma Liaison	Sherry Farrell

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 4-0.

- 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 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 Fowler, seconded by Trustee Speer. Carried 4-0.

Resolution: to authorize the following petty cash funds: \$125.00 for water & general transaction. Said funds shall located in the Village Office, 59 Henry Street and the following employees shall have access to these funds: Maryalice Edwards, Amy Harter, Debbie Jones, Shari Pearce, and Aimee Doser. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried 4-0.

Resolution to approve the 2023-2024 fee schedule as amended. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried 4-0.

Resolution that the procurement policy shall be renewed for one year as amended. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried 4-0.

Resolution that the online banking policy shall be renewed for one year. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Resolution that the credit card policy shall be renewed for one year. Motion made by Trustee Zabelny, seconded by Trustee Fowler. Carried 4-0.

Resolution that the social media policy shall be renewed for one year. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried 4-0.

Resolution that the Facebook policy for the Village of Hilton shall be renewed for one year. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Resolution that the investment policy for the Village of Hilton shall be renewed for one year. Motion made by Trustee Zabelny, seconded by Fowler. Carried 4-0.

Resolution that the travel policy for the Village of Hilton shall be renewed for one year. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried 4-0.

Resolution to accept the Water and Refuse Billing Procedures/Policy as amended. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Resolution to accept the Fund Balance Policy for 2023-2024. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried 4-0.

Resolution to accept the Reserve Policy for 2023-2024. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried 4-0.

Resolution to accept the Payroll Policy for 2023-2024. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Resolution to accept the Budget Policy for 2023-2024. Motion made by Trustee Zabelny, seconded by Trustee Fowler. Carried 4-0.

Resolution to accept the Password Policy for 2023-2024. Motion made by Trustee Fowler, Trustee Speer. Carried 4-0.

Resolution to accept the Sexual Harassment Policy for 2023-2024. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Resolution to accept the Whistleblower Policy for 2023-2024. Motion made by Trustee Zabelny, seconded by Trustee Fowler. Carried 4-0.

Resolution to accept the Workplace Violence policy for 2023-2024. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried 4-0.

Resolution to renew the following leases with tenants in the Hilton Community Center with a 3% increase: Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

- Hilton Community Child Care
- LaDanse Workshop
- Apple Festival
- Life Quest Church
- Monroe Landscaping

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 \$ 295.00 per hour. This is an increase of \$10.00 per hour. Motion made by Trustee Zabelny, seconded by Trustee Fowler. Carried 4-0.

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 Jeff Pearce as the Plan Facilitator. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried 4-0.

Resolution to hire MRB Group as the Village Engineer at their current rate. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Vouchers

Resolution to approve the vouchers for payment. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried 4-0.

Minutes

Resolution to approve the meeting minutes of March 7, motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried 4-0.

Resolution to approve the meeting minutes of March 16th, motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Resolution to approve the meeting minutes of March 20th, motion made by Trustee Zabelny, seconded by Trustee Fowler. Carried 4-0.

Executive Session

Resolution to enter into Executive Session at 6:18 to discuss an employee matter. Motion made by Trustee Speer, seconded by Trustee Fowler.

Resolution to exit Executive Session at 6:35 p.m. to discuss an employee matter. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried 4-0.

Resolution to hire Robert Quetschenbach, full time at the DPW at a rate of \$25 per hour. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried 4-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk