

**Village Board  
Approved Meeting Minutes  
December 5, 2023**

- Present: Mayor Lee, Trustees, Fowler, Speer, Farrell, Zabelny  
Village Manager Shari Wilson-Pearce  
Code Enforcement Officer Mark Mazzucco  
Deputy Clerk Amy Harter  
DPW Superintendent Jeff Pearce  
Asst. Superintendent Chad McManus
- Absent: Treasurer Maryalice Edwards
- Guests: Doreen Johnson, Ignatino LaDelfa, Debra Hebing, Jeff LaChausse,  
Harry Reiter, Linda Viney

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 via Zoom.

**Recreation**

Tom Venniro provided an update to the Village Board. Their upcoming Christmas Tree Lighting is scheduled for this Saturday, December 9<sup>th</sup>. Tom thanked Jeff and the DPW staff for their assistance with the details of this event. He commented on the decorating in the Main Street area and the gazebo is impressive.

**Code Enforcement**

Mark Mazzucco reported on the status of the Building Department.

St. Leo's: The closing of the property is scheduled on December 13<sup>th</sup>. Mark will have the building permits ready for the construction of the senior apartment building and renovation of the former church. The easements are being updated as there were some inaccuracies.

## Treasurer

**Resolution:** In accordance with Section 802 (A) (4) of the Employee Handbook for health insurance, the Village Board hereby establishes that for calendar year 2024, the Village of Hilton will contribute 80% of the annual deductible amount for active fulltime employees. The Treasurer is authorized to deposit the Village's share into the employee's health saving accounts according to the following schedule: Within the first 10 days of each month the Treasurer will deposit the employees pro-rated share of the employers portion of their health savings dollars. If the employee is in need of the remaining amount of their health savings dollars, the employee must show the Excellus statement indicating they have met the deductible amount prior to the Treasurer depositing the remainder of the health savings dollars. Motion to approved made by Trustee Fowler, seconded by Trustee Zabelny. Carried 4-0.

Our current CD's mature Tuesday, December 5th, the rate for a new CD is 5.27% for 90 days.

**Resolution:** To renew the CD's for 90 days at 5.27% with Canandaigua National Bank. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Sales Tax: The 3<sup>rd</sup> quarter sales tax came in at \$29,571.50 more than at this time last year.

Charging Station: Shari reported \$948.96 was received this month for this last quarter.

## DPW Superintendent

New hire: Jeff reported that a DPW employee has been hired; Jason Chapin will begin employment on December 11<sup>th</sup>.

Lead and Copper: Jeff Pearce updated the board on the status of this project and will be providing details of a potential equipment purchase or lease. The team has formulated a plan to address each residence either in person or possibly by submitting photos, which is acceptable for documentation purposes. This is a substantial project that will be ongoing for the foreseeable future.

## Manager's report

Easements: Shari Pearce explained the County Clerk's recording fees for the South Avenue easements for the water repair total \$365.00. The Village attorney will process the paperwork on the Village's behalf.

**Resolution** to authorize the Village Manager to pay \$365.00 to the Monroe County Clerk's Office to file the South Avenue easements; this is to be handled by the Village attorney.

Holiday Schedule: Shari provided the 2024 holiday schedule to the Village Board.

**Resolution** to approve the 2024 holiday schedule motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried 4-0.

**Resolution** to authorize the DPW Superintendent to carry over up to two weeks of unused vacation and the Assistant DPW Superintendent to carry over up to one week of used vacation into the year 2024 if needed. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried 4-0.

**Resolution** to close the Village Office and DPW on December 22<sup>nd</sup> at 11:30 for the safety luncheon. Motion to approve made by Trustee Fowler, seconded by Trustee Speer. Carried 4-0.

**Resolution** to approve the contract with Monroe Ambulance for the year 2024 for \$1.00 and authorize the Mayor to sign and execute the contract. Motion to approve made by Trustee Fowler, seconded by Trustee Speer. Carried 4-0.

Employee Benefits: In June 2022 the board offered the full-time employees 16 hours to be used for medical appointments. This was to be paid and would be deducted from the employees sick time. It was granted for one year on a trial basis. At the November meeting the board agreed to discontinue it. After meeting with the employees, the Village Manager suggests to continue with eight hours of sick time to be used for medical appointments and doctors notes are not required. Employees are also eligible to open a ROTH IRA plan through the Deferred Comp plan for retirement savings. This is to be funded by the individual employee.

**Resolution** to amend the employee handbook to reflect the use of personal medical appointments at eight hours per calendar year, this will be deducted from the employees' sick time and notes from the medical office are not required. Employees are also eligible to open a ROTH plan through the Deferred Comp plan. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried 4-0.

**Resolution** to approve the recommendation of the Zoning Advisory Committee to hire MRB Group as the engineering firm to serve as the project manager to oversee the Zoning Code Update and authorize Mayor Lee to execute the contract. The total cost is \$51,650, the Village received a grant of \$46,800 and will be responsible for the difference. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 4-0.

Apple Fest: The committee has requested the use of the following:

1. The Community Center building and grounds October 5<sup>th</sup> & 6<sup>th</sup> 2024, including stripping the lawn for vendors 10 days prior.
2. Permission to set up 3-4 days prior and 3-4 days after for tear down.
3. The use of the Village owned parking area of 135 South Avenue, weather permitting.
4. The DPW to install and remove the Apple Fest banners.
5. The use of Village streets.
6. The installation of an advertising banner on the Community Center grounds.
7. Permission to park vehicles at the DPW, October 4<sup>th</sup> – 6<sup>th</sup>.

**Resolution** to approve the use of the Community Center building and grounds October 5<sup>th</sup> and 6<sup>th</sup> 2024 and the above noted requests with the exception of permission to set up and tear down 3-4 days prior, this will be discussed closer to the event dates. Motion to approve made by Trustee Fowler, seconded by Trustee Speer. Carried 4-0.

**Resolution** to increase the wages of Aimee Doser by \$1.00 per hour for her six-month evaluation. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

**Resolution** to donate the special police vehicle to the Town of Parma at no cost for the exclusive use of the Hilton Parma Special Police. The vehicle was donated by Monroe County to the Village at cost. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried 4-0.

### **Public Forum**

Mayor Lee read the procedures and opened the Public Forum at 6 p.m.

Jeff LaChausse is requesting to hold the 11<sup>th</sup> annual Wheels on main Street August 17, 2024. To date the group has donated \$18,000 to the Cadet Cupboard, Hilton Parma Food Shelf and Hamlin Dog Shelter. The board is pleased to continue this tradition.

**Resolution** to authorize the use of Village Streets for Wheels on Main Street, August 17, 2024. The DPW Superintendent will coordinate the necessary logistics along with Jeff LaChausse. Motion to approve made by Trustee Speer, seconded by Trustee Fowler. Carried 4-0.

Chamber of Commerce: Debra Hebing stated attendance is low at their meetings. She is asking for Village representation on January 17<sup>th</sup> at 7:30 am at the Hilton Family Restaurant. They will be discussing the longevity of their group.

Local Law #4, 2023: To add the following to the Vehicles and Traffic Law Chapter 252-4 (A); The parking of vehicles in any of the following locations is hereby prohibited: The cul-de-sac of Green Lane, #11, 12, 13, 14, 15. For cul-de-sacs: The no-parking zone is comprised only of the roadway which actually comprises and is a part of the cul-de-sac and does not include the roadway leading up to the cul-de-sac.

A public hearing was held at the November meeting for Local Law 4, 2023. Residents from 7 Green Lane were in attendance and agreed that parking was a problem this past summer; they noted as of late the vehicle has been in the proper driveway. There were no other residents in attendance for this Local Law and no correspondence has been received. The Monroe County Department of Planning and Development determined the matter to be local and had no further comment. The board decided to table the item and hold an additional public hearing in January to allow for additional public comment.

**Resolution** to table Local Law #4, 2023 to prohibit parking from the cul-de-sac of Green Lane, #11,12,13,14,15 and hold an additional public hearing at the January 2, 2024 Village Board meeting. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried 4-0. This law will be known as Local Law 1, 2024 due to the new year.

At 6:12 p.m. Trustee Farrell joined the meeting.

**Minutes**

**Resolution** to approve minutes of November 7, 2023 as amended. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried 3-0-1. Trustee Zabelny abstained.

**Vouchers**

**Resolution** to approve the December vouchers for payment with the following additions: Home Depot \$312.86, Grainger \$282.25, Jackson Welding \$17.49, Nancy Weins \$225.00, First Bankcard \$1,269.77. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried 4-0.

Prepaid	\$7,372.27
TA	\$23,343.50
General	\$140,472.81
Water	\$48,250.70
sewer	<u>\$41,874.81</u>
Total	\$261,314.09

**Discussion**

Walt Horylev Award The board is pleased to grant this to Gerald Pozzuolo, Hilton Self Storage. This award will be presented at the January meeting.

Recreation Liaison Report Trustee Speer gave a brief report.

Fire District Commission Report Mark Mazzucco had nothing to report.

**Adjournment**

Motion to adjourn at 6:16 p.m. made by Trustee Fowler, seconded by Trustee Zabelny. Motion carried 5-0.

Respectfully submitted,

Amy Harter  
Deputy Clerk

Holiday	All Departments Closed	Refuse & Recycling
New Year's Day	Monday, January 1, 2024	Tuesday, January 2nd
Martin L. King	Monday January 15 <sup>th</sup>	Tuesday, January 16th
Presidents Day	Monday February 19th	Tuesday, February 20th
Good Friday	Friday, March 29 <sup>th</sup>	Not Applicable
Memorial Day	Monday May 27th	Tuesday, May 28th
Juneteenth	Wednesday, June 19th	Thursday, June 20th
Independence Day	Thursday, July 4th Friday, July 5th	Wednesday, July 3rd Not Applicable
Labor Day	Monday, September 2nd	Tuesday, September 3rd
Columbus Day	Monday October 14th	Tuesday, October 15 <sup>th</sup>
Veterans Day	Monday, November 11th	Tuesday, November 12th
Thanksgiving	Thursday November 28th	Wednesday, Nov 27th
	Friday November 29th	Not Applicable
Christmas	Wednesday, December 25th	Thursday, December 26th
New Year's Day 2025	Wednesday, January 1st	Thursday, January 2nd