

**Village Board Agenda  
Annual Meeting  
April 2, 2024**

Meeting ID: 575 818 4747  
Passcode: 14468

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

**Recreation Report**

**Code Enforcement**

**Public Works Report**

**Resolution** to authorize the Superintendent to advertise three seasonal DPW positions.

**Treasurer's Report**

**Resolution** to authorize the Treasurer to make the following Budget adjustments:

A-2-8662.40	\$5,000
A-2-5110.4A	(\$5,000)

Reclass expense from roads to Public Works Facility Site Improvements

**Resolution** to authorize the Treasurer to Transfer funds from expense A-1-1620.4 of \$100,000, for the boiler repair to the reserve fund for Community Center; for the repair to be done in 2024-2025 budget.

**Resolution** to authorize the Treasurer to transfer funds from sale of equipment to the DPW equipment reserve fund \$8,239.50 for (2-pickup trucks, various equipment).

**Manager's Report**

**Resolution** to approve summer hours for the Village Office from May 1<sup>st</sup> to Labor Day. The hours are Monday through Thursday, 7:30 a.m. – 4:30 p.m. and Friday, 7:30 a.m. – 1:30 p.m.

**Resolution** to amend the employee handbook Section 812, clothing allowance for the DPW to reflect the employees in the DPW are entitled to a \$700 clothing allowance. If the employee elects to use Cintas for clothing rental and cleaning, that amount is reduced to \$450.00.

**Resolution** to amend the employee handbook Section 703, to reflect a three-hour call-in time.

**Resolution** to amend the employee handbook Section 703, to add a section called extreme over-time/fatigue time.

“Authorize the Superintendent to use his discretion to allow employees who have worked large amounts of overtime hours the ability to send employees home on regular hours and receive pay.” This would be used for cases of extensive snow removal and or emergencies, such as water main breaks. “

**Resolution** to approve the Village Manager and Treasurer to attend the NYCOM spring conference in Lake George; this is a budgeted item.

**Resolution** to schedule a public hearing for Local Law #1, 2024, (Fire Sprinkler) and Local Law #2, 2024, (Fire Alarm Systems) for the June meeting.

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

Mayor Lee to open the public hearing for the 2024-25 proposed budget.

Public Comments:

Mayor Lee to close public hearing.

**Resolution** to adopt the annual budget for fiscal year 2024-2025. The tax rate will \$2.73/thousand. The total budget is as follows:

General	\$ 3,586,230
Water	\$ 663,937
Sewer	\$ 595,371
Capital	\$ 0
Total	\$4,845,539

### **Public Forum**

Mayor Lee to open the public forum.

**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.

**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.

**Resolution** that the Village Board will meet the first Tuesday of every month at 5:00 p.m.:

<b><u>2024</u></b>	<b><u>2025</u></b>
May 7	January 7
June 4	February 4
July 2	March 4
August 6	April 8
September 3	
October 1	
November 5	
December 3	

**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.

**The Mayor to make the following appointments:**

Vice Mayor	Shannon Zabelny
Ambulance Committee	Joe Lee, Shannon Zabelny, Shari Pearce, Mark Mazzucco
Zoning Board Liaison	Mark Mazzucco, Larry Speer
Personnel Liaison	Joe Lee, Shannon Zabelny
Village Budget Liaisons	Shannon Zabelny, Andy Fowler
Hilton Parma Recreation Liaison	Sherry Farrell
Enhancement	Joe Lee, Shari Pearce, Jeff Pearce, Chad McManus
Public Relations	Joe Lee and Shari Pearce
Newsletter	Joe Lee, Sherry Farrell, Shari Pearce, Amy Harter
Fire Commissioners Liaison	Mark Mazzucco
School Board Liaisons	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	Joe Lee, Shari Pearce and Jeff Pearce
Records Retention Officer	Shari Pearce and Amy Harter
Shared Services Team	Joe Lee, Jeff Pearce, Shari Pearce, Chad McManus
Community Center Supervisor	Shari Pearce and Chad McManus
Special Police Committee	Joe Lee, Shari Pearce, Larry Speer
Safety Team Com Center	Joe Lee, Mark Mazzucco, Chad McManus, Shari Pearce,

Social Media  
Environmental Committee  
Town of Parma Liaison

Shannon Zabelny, Larry Speer  
Shari Pearce, Debbie Jones, Andy Fowler  
Larry Speer, Andy Fowler, Jeff Pearce, Shari Pearce  
Andy Fowler

**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:

- 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.

**Resolution:** to authorize the following petty cash funds: \$125.00 for water & general transaction. Said funds shall be 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.

**Resolution** to approve the 2024-2025 Fee Schedule as amended.

**Resolution** to accept the Budget policy for 2024-2025.

**Resolution** that the Credit Card policy shall be renewed for one year as amended.

**Resolution** that the Facebook policy for the Village of Hilton shall be renewed for one year.

**Resolution** to accept the Fund Balance Policy for 2024-2025.

**Resolution** that the Investment policy for the Village of Hilton shall be renewed for one year.

**Resolution** that the Online Banking policy shall be renewed for one year.

**Resolution** to accept the Password policy for 2024-2025.

**Resolution** to accept the Payroll policy for 2024-2025

**Resolution** that the Procurement policy shall be renewed for one year as amended.

**Resolution** to accept the Reserve policy for 2024-2025

**Resolution** to accept the Sexual Harassment Policy for 2024-2025.

**Resolution** that the Social Media policy shall be renewed for one year.

**Resolution** that the Travel policy for the Village of Hilton shall be renewed for one year.

**Resolution** to accept the Water and Refuse Billing Procedures/Policy as amended.

**Resolution** to accept the Whistleblower policy for 2024-2025.

**Resolution** to accept the Workplace Violence policy for 2024-2025.

**Resolution** to renew the following leases with tenants in the Hilton Community Center with a 5% increase:

- Hilton Community Child Care
- LaDanse Workshop
- Apple Festival
- Food Shelf

**Resolution** to retain the law firm of Lacy, Katzen LLP, and Attorney Anthony J DelleFave on a fee basis when legal advice is needed at a rate of \$ 295.00 per hour (no increase).

**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.

**Resolution** to hire MRB Group as the Village Engineer at their current rate.

### **Vouchers**

**Resolution** to approve the vouchers for payment.

### **Minutes**

**Resolution** to approve the meeting minutes of March 5<sup>th</sup>, March 21<sup>st</sup>, March 26<sup>th</sup>

### **Village Board Liaison Reports**

### **Executive Session**

### **Adjournment**