

**Village Board**  
**Approved Meeting Minutes**  
**February 4, 2025**

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

Guests: Linda Viney, Debbie Hebing, Mike Lee

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**

Trustee Speer reported on behalf of Tom Venniro. He updated the board on the department's efforts.

**Code Enforcement**

Mark Mazzucco reported there is one fire inspection left, once that is conducted the department will have 100% inspections completed. Places of public assembly are scheduled annually, all other business and multi family dwellings are on a three-year cycle. The next round of fire inspections will begin in 2026.

Part-time Position: Shari Pearce will be advertising for Code Enforcement & Building Inspector. This may be difficult to fill as there is a shortage of qualified prospects in our area. Mayor Lee noted the department has done a great job in all areas, he is pleased with the efforts of Mark Mazzucco and Ron Bragg.

## **Treasurer**

**Resolution** to authorize the Treasurer to renew two CD's with Canandaigua National Bank at 4.25% interest for 60 days. Motion made by Trustee Speer, seconded by Trustee Fowler, Carried unanimously, 5-0.

Budget: Maryalice Edwards stated she has begun the budget process.

## **Superintendent**

**Resolution** to increase the wages for Nick Delvecchio by \$1.00 per hour. Motion made by Trustee Speer, seconded by Mayor Lee. Carried 5-0.

Railroad Lift Station: Jeff Pearce reported the evaluation to upgrade the equipment has not gone well. The meter that was purchased from Fleet to measure did not work properly, there will be no charge. Jeff is working with MRB Group to discuss other options and will keep the board updated on the progress.

Refuse Truck: The refuse truck was towed to Conway Beam Mack from the transfer station; the fuel sensor failed; Jeff intends to work with the manager to have the towing fees refunded. The truck is back in service.

Vac Truck: The management team has been discussing options to purchase a vac truck. At this point there is approximately \$170,000 that can be used for this purchase. The rest can be taken from the equipment contingency fund. The board is supportive of this purchase, the team is working to determine the details. Jeff has not found a suitable vehicle locally.

Hydrants: Recently the DPW discovered some frozen hydrants. Jeff was able to contact the City of Rochester who sent out a hydrant steamer, they thawed and pumped out every hydrant. More frozen hydrants were found within a few days; Jeff decided it was necessary to purchase a hydrant steamer in the amount of \$1400 and it will be shared with the Village of Brockport. A handheld video scope may be purchased in the near future.

## Manager

**Resolution** to authorize the Hilton Fire Department to use Village streets on July 9<sup>th</sup> and July 10<sup>th</sup> for their annual parades. This approval also includes the use of 130 South Avenue. Motion made by Mayor Lee, seconded by Trustee Zabelny. Carried 5-0.

**Resolution** to accept the resignation of Nicole Pennock Mazzucco from the Zoning Board of Appeals effective June 1<sup>st</sup>. Motion made by Trustee Zabelny, seconded by Trustee Fowler. Carried 5-0.

Ambulance District: Shari recently updated the board that she has confirmed that the Town of Parma must take the lead to create the tax district. This is to clarify a statement made by Parma Attorney, Maureen Werner, at the January 14<sup>th</sup> meeting; it was stated the Village is required by law to start the process. This has been communicated to Supervisor Roose.

CDBG: Monroe County offers a grant to low-to-moderate income areas for public services and infrastructure improvements. This year the eligible area includes the areas east of South Avenue; including Hazen Street, Smith Street, Raintree Lane, Parma View and Cedar Terrace area. The DPW Superintendent will provide sewer relining information for the application.

**Resolution** to modify the Employee Handbook Section 702, comp time to add “*Any overtime compensation shall be taken in either of the following methods as the employee may elect per the Department Head’s approval*”. Motion made by Trustee Fowler, seconded by Trustee Farrell 5-0.

Automated water meters: There are a few residents that are refusing to have a smart meter installed for different reasons. Currently we charge \$12 to opt out of installation, however it was suggested at the recent NYCOM conference, that we raise the fee to encourage participation. Shari is recommending we bill \$50 per month. The board agreed to proceed with a public hearing to make this change.

**Resolution** to advertise a public hearing for Local Law 2, 2025 to create an opt out option fee for residents refusing the installation of an automated water meter. This cost will be applied monthly to Village residents on their water bill. The Village of Hilton annual fee schedule will be amended to reflect this change. Automated meters shall be installed upon transfer of property ownership. Motion made by Trustee Speer, seconded by Trustee Farrell. Carried 5-0.

**Public Forum**

Mayor Lee opened the meeting to the public at 6:00 p.m.

Mike Lee, owner of 609 North Avenue (Parma) is seeking authorization to tie into the Village sewer. There was a discussion pertaining to construction aspects including a performance bond in case of damages to the main and the required insurance of the contractor. Mr. Lee will adhere to the necessary requirements and is aware of the \$1500 cost to tie into the sewer main.

**Resolution** to authorize Mike Lee to tie into the sewer main for his property at 609 North Avenue, with access at 116 Rolling Meadow Drive. Motion to approve made by Trustee Fowler, seconded by Trustee Farrell, carried 4-0-1. Mayor Lee abstained.

With all persons being heard, Mayor Lee closed the public forum portion of the meeting at 6:10 p.m.

**Minutes**

**Resolution** to approve the meeting minutes of January 7, 2025. Motion made by Trustee Fowler seconded by Trustee Speer. Carried 5-0.

**Resolution** to approve the meeting minutes of January 14, 2025. Motion made by Trustee Farrell seconded by Trustee Zabelny. Carried 5-0.

**Vouchers**

**Resolution** to approve the February vouchers for payment with the following additions: Cintas \$59.72, Lifetime Benefit Solutions \$275.00, Hilton Napa \$301.84, Jackson Welding \$18.82, Tri Delta Resources \$625.00, Russ Zurick \$45.00.

Prepaid	\$11,218.25
TA	\$32,882.32
General	\$112,668.81
Water	\$41,047.41
sewer	<u>\$3,021.10</u>
Total	\$200,837.89

**Discussion**

Citizen of the Year will be determined at the February 18<sup>th</sup> meeting.

**Adjournment**

Motion to adjourn at 6:30 p.m. made by Trustee Speer, seconded by Trustee Zabelny. Carried 5-0.

Respectfully submitted,

Amy Harter  
Deputy Clerk