

**Village Board  
Approved Meeting Minutes  
July 1, 2025**

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

Absent: Trustee Fowler

Guests: Mike Sengillo, Grace Englebrecht, Debbie Hebing

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.

**Recreation**

Trustee Speer updated the board on the upcoming events. Trustee Farrell reported their department is utilizing help from Lifetime Assistance and will be in the Community Center at times.

**Library**

Library - Grace Engelbrecht reported their summer reading program began with 127 participants.

**Code Enforcement**

Ron Bragg reported he has received multiple calls and complaints about a homeowner housing chickens in the area of Fraser Drive. The Zoning Board of Appeals denied an application earlier this year at 17 Fraser Drive and the owner was ordered to remove them. Ron followed up with an inspection and the matter was considered closed. The neighbors continue to contact the office, Ron has explained that unless additional proof is received, he is satisfied with the outcome.

Jeff Champion is starting employment on July 3<sup>rd</sup>. Mark Mazzcucco worked while he was in town to assist Ron, and he expressed his gratitude for the board's support.

### **Treasurer**

Maryalice Edwards gave an update on her workload. She has temporarily relocated her workstation to the front office to help with customer service while continuing her regular duties.

### **Superintendent**

**Resolution** to increase Kevin Burritt's wages per hour \$1.00 after his six-month evaluation. Motion made by Trustee Speer, seconded by Mayor Lee. Carried 4-0.

**Resolution** to increase Nick Delvecchio's wages per hour \$1.00 after his six-month evaluation. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Frontier Fiber: It appears that Frontier has agreed to pay the engineering costs associated with their plans to install fiber in the Village. This is an ongoing project.

Water Authority Meeting: The existing lease with the water authority is set to expire in December 2025. Village management team met with MCWA to discuss the options of continuing with a wholesale lease. There was discussion of the Water Authority to take the water system. There are many things to consider; another meeting is expected in August.

### **Manager**

Personnel: Shari is recommending to advertise for an office position to fill one vacancy. She will be specifically looking for a strong finance background along with excellent customer service skills. Debbie Jones has agreed to work part time remotely for utility billing. Mark Mazzucco has agreed to work remotely for the building department as needed. A policy is being created for these positions.

**Resolution** to authorize the Village Manager to advertise for an office position; motion made by Trustee Speer, seconded by Trustee Farrell. Carried 4-0.

**Resolution** to hire Debbie Jones to work remotely and in office when needed at a rate of \$ 28.92. Motion to approve made by Trustee Farrell, seconded by Trustee Speer. Carried 4-0.

**Resolution** to create a remote work policy, motion made by Trustee Zabelny, seconded by Trustee Farrell. Carried 4-0.

**Resolution** to close the Village Office daily for lunch from 12 p.m. – 1 p.m. as needed. Motion to approve made by Trustee Farrell, seconded by Trustee Zabelny. Carried 4-0.

**Resolution** to amend Section 402 of the employee handbook to add "All employees have criminal background checks performed as a requirement of employment by the Village of Hilton". Motion made by Trustee Farrell, seconded by Trustee Zabelny. Carried 4-0.

**Resolution** to amend Section 802-C of the employee handbook to require employees to show proof of health insurance when requesting payment in lieu of insurance. Motion made by Trustee Farrell, seconded by Trustee Zabelny. Carried 4-0.

16 Main Street: There is no update on the sidewalk issue between 16 and 20 Main Street. The owners have not contacted the office to discuss the options given at the June meeting.

Parkland Subdivision: Shari reported FEMA is reviewing this plan. This is a long process, once it is approved the formal site plan application can be submitted to the Zoning Board of Appeals for review.

**Resolution** to continue the variable rate contract with NOCO energy for the 2025-26 for both gas and electric services. Motion to approve made by Trustee Zabelny, seconded by Trustee Speer. Carried 4-0.

NY Bricks Grant: The team will be obtaining the costs associated with pursuing the grant by July 22<sup>nd</sup>. Shari will be speaking with Tom Venniro to discuss the costs with the Town. The grant due date is August 15<sup>th</sup>.

Ambulance: Mayor Lee will reach out to Supervisor Roose to discuss the direction of the tax district. It was noted that Clarkson, Greece and Hamlin are not interested in being a part of the tax district for a dedicated ambulance.

Special Police: Supervisor Roose has grounded the use of these vehicles until further notice. The Greece Special Police are working for the Hilton Carnival later this month. The Village Board will not be providing Parma Special Police funding at this time.

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

*Public Forum is open to any member of the public to speak with the Village Board*

Mayor Lee read the public forum procedures and opened the meeting for comment at 6:00 p.m.

Mike Zebulaske, Hilton Community Council, is seeking authorization to use the Community Center building and grounds for the Northwest Community Health Services Day. The board is supportive of this event which will likely be in the spring of 2026. More information will be provided as the event is planned.

**Resolution** to authorize the use of the Community Center building and grounds in the spring 2026, details to follow. Motion made by Trustee Speer, seconded by Mayor Lee. Carried 4-0.

Mayor Lee closed the public forum at 6:15 p.m.

### **Minutes**

**Resolution** to approve the meeting minutes of June 3, 2025. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

### **Vouchers**

**Resolution** to approve the July voucher for payment with the following additions: TriDelta Resources, \$760.50 Lereta, \$466.05 WB Mason, \$401.99 Andy Steiger, \$28.27 Cintas, \$75.21 Jackson Welding, \$18.49 First Bankcard, \$4,260.59 G&G Municipal Consulting, \$2,250.00. Motion made by Trustee Farrell, seconded by Trustee Speer. Carried 4-0.

Prepaid	\$4,657.95
TA	\$27,210.14
General	\$158,043.57
Water	\$43,724.81
sewer	<u>\$9,919.59</u>
Total	\$243,556.06

### **Adjournment**

Trustee Farrell made a motion to adjourn the meeting at 6:50 p.m. seconded by Trustee Zabelny. Carried 4-0.

Respectfully Submitted,

Amy Harter