

**Village Board
Approved Meeting Minutes
August 5, 2025**

Present: Mayor Lee, Trustees, Farrell 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
Mark Mazzucco, via Zoom

Absent: Trustee Speer

Guests: Mike Sengillo, Grace Englebrecht, Debbie Hebing, Tom and Betsy Dobles

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

Tom Venniro was not in attendance. Trustee Fowler noted that Summer Smash was heavily attended and was a success.

Library

Library - Grace Engelbrecht reported 400 books were disseminated at Summer Smash. The library had 996 visitors in July.

Code Enforcement

Ron Bragg reported the chickens are in fact back at 17 Fraser Drive. He met with the property owners who explained rehoming them this past spring did not go well and brought them back. Ron explained to them that chickens are prohibited, and they are in violation of the Zoning Boards decision made on February 17, 2025. Ron has agreed to give them until September 23rd to make other arrangements for the chickens.

Parkwood Lane: Ron received a call from a tenant who has bats in their unit. Upon inspection, Ron confirmed the bats, and the management cleared them from the unit. They are working to determine how they got in and will mitigate the entry point. Bats are protected by the DEC through August 16th; they cannot be euthanized during mating season. Ron will keep up with this matter.

Operating permits: The Village Board set a fee for these permits in April. All places of assembly must be inspected annually and will be billed appropriately.

Trailers: Street parking of contractors is becoming an issue; by law traffic cones must be placed around trailers while they are parked in the roadway. These are mostly landscape contractors working on private properties throughout the day. Ron has spoken to multiple contractors about this safety issue and has received push back from them.

Treasurer

Resolution to amend the year end budget expenses as follows: Motion to approve made by Trustee Fowler, seconded by Mayor Lee. Carried 4-0.

		<u>Increase:</u>	<u>Decrease:</u>
A11440.40	Engineering	\$6,703.82	
A11320.40	Auditors		\$6,703.82
A11620.1C	Com Ctr cleaning	\$1,469.79	
A11620.20	Com Ctr equipment		\$1,469.79
A25182.4C	Street lights RGE	\$933.09	
A25410.40	Sidewalks		\$933.09
A25110.20	Street equipment	\$181,593.02	
A11620.4A	Com Ctr maintenance		\$181,593.02
A25142.10	Snow personnel	\$4,892.02	
A25142.40	Snow other		\$4,892.02
A11325.4C	Office equipment Maintenance	\$5,844.22	
A13620.10	Bldg Dept personnel	\$6,257.11	
A19010.40	State retirement	\$7,530.00	
A19060.40	Employee medical	\$17,210.88	
A28160.10	Refuse personnel	\$3,478.00	
A28189.10	Recycling personnel	\$1,631.55	
A11990.40	Contingency		\$41,951.76
F-1-8310-10	Administration, Personnel	\$ 969.78	
F-1-9060-40	Employees Medial-Blue Cross	\$ 1,418.99	
F-2-8340-20	Equipment	\$ 747.25	
F-2-8340-40	Distribution water lines		\$ 3,136.02
G-1-1950-40	Taxes on Property	\$ 3.28	
G-1-8110-40	Administration, Misc,Other Exp	\$ 44.82	

G-1-8120-10	Sewer Maint, Personnel	\$	3,629.35	
G-1-9030-40	Social Security	\$	244.11	
G-2-8120-20	Equipment			\$3,921.56

Resolution to amend the budget for an additional cost of the DPW pole barn. Mayor Lee made the motion seconded by Trustee Zabelny. Carried 4-0.

Increase expense 960 H1640.20	\$40,000	
Increase revenue 510 H5031	\$40,000	
Decrease expense 960 A11620.20		\$ -40,000
Increase expense 960 A9950.9	\$40,000	

Retirement: Maryalice Edwards reported the annual retirement bill is \$2800 higher than budgeted.

Superintendent

Resolution to accept a bid of \$231,748 from Parco Building System to construct 46 x 160 x 16 pole barn. Motion to approve made by Trustee Fowler, seconded by Trustee Farrell. Carried 4-0.

Resolution to accept the proposal of \$24,090 from Barton & Loguidice for stormwater engineering on the Collamer Road property used for stockpile. Motion made by Mayor Lee, seconded by Trustee Zabelny. Carried 4-0.

Underwood Avenue: Jeff Pearce reported the road has been paved and the project is completed. Mayor Lee thanked the department for their hard work, especially in the hot and humid conditions. The board echoed his comments and noted the work is exceptional.

18-20 Main Street: The owners have declined the Village's offer to purchase the sidewalk area between 16 and 18-20 Main Street, owned by Zastawny LLC. They have asked if the DPW would remove the trees and pave the area. The village will not do any work on private property.

Water Authority Meeting: The existing lease with the water authority is set to expire in December 2025. The management team met with MCWA personnel to discuss the options of continuing with a wholesale lease. This will be placed on the September agenda and the MCWA contacts are invited to the Village Board meeting.

Manager

Resolution to hire Fawn Cretelle-Galan for a full-time office position at a rate of \$22.00 per hour. Motion made by Trustee Zabelny, seconded by Trustee Farrell. Carried 4-0.

Resolution to advertise for the Walt Horylev Civic Beautification Award. Motion made by Trustee Farrell, seconded by Mayor Lee. Carried 4-0.

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

Resolution to authorize the Manager and Treasurer to attend the NYCOM fall training school September 15, 2025, this is a budgeted item. Motion made by Trustee Zabelny, seconded by Trustee Farrell. Carried 4-0.

Resolution to authorize Mayor Lee to submit a NYS Bricks Grant application. Motion to approve made by Trustee Farrell, seconded by Trustee Zabelny. Carried 4-0.

WHEREAS, the New York State Budget includes the NYS BRICKS (Building Resilient Infrastructure for Communities and Key Services) grant program to support capital improvements to municipal facilities that provide critical community services; and

WHEREAS, the Village of Hilton intends to submit a grant application under the BRICKS program to support necessary upgrades to its Community Center, which serves as a vital hub for senior services, youth programming, and public events; and

WHEREAS, the Board of Trustees recognizes the importance of this funding to ensure the long-term viability, accessibility, and resiliency of the Community Center for current and future residents; and

WHEREAS, the BRICKS program requires formal authorization from the applicant's governing body for submission of the application and execution of any associated documents;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Hilton hereby authorizes Mayor Joseph Lee to execute all documents necessary to complete and submit the grant application to the NYS BRICKS program and to act on behalf of the Village in all matters related to said application and any resulting grant agreement.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon its adoption.

Newsletter: The newsletter will be prepared for mailing mid October. All suggestions may be made to the Deputy Clerk.

Holiday: The Recreation Department is requesting Main Street and West Avenue close on December 13th. The board agreed this date is too close to Christmas and prefers to hold it on December 6th. Trustee Fowler stated if this date does not work for them, they can come back and speak to the board.

Resolution to close Main Street and West Avenue on December 6, 2025, for the annual Holiday on Main Street Celebration. Motion made by Trustee Zabelny, seconded by Trustee Fowler. Carried 4-0.

Village Code: Shari Pearce recommends updating Chapter 172-3 Property Maintenance by removing the word “Trees” in Section (C) and Section (F) to add “Snow, Ice”.

Resolution to advertise for a Public Hearing, September 2, 2025, at 6: 00 p.m. to create Local Law 3, 2025, to update the Village Code.

Chapter 172-3 (C) to delete “Trees” as follows:

All grass, weeds or other plant growth shall be cut or trimmed to avoid the development of places for the accumulation or blowing trash, dumping, rodent harborage, insect infestation, criminal activity of places which constitute a blighting or unsightly influence on the neighborhood. Any shrubs, hedges and bushes or portion thereof which are deemed hazardous to persons or property shall be removed.

Chapter 172-3 (F) Property Maintenance to add “Snow, Ice” as follows:

Steps, sidewalks, driveways, parking spaces and similar paved areas shall be maintained to afford safe and convenient passages. All hazards, including but not limited to holes, deep ruts, snow, ice, cracking or buckling of service sidewalks, driveways and parking lots, shall be repaired or removed.

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 5:50 p.m.

Debbie Hebing, 315 Parma View Drive, suggested a topic for the newsletter to remind pet owners to clean up after their dogs. She has witnessed many people who do not. This will be included in the next issue.

She stated that Supervisor Roose stated he does not wish to disband the Special Police group and is looking for a new lieutenant.

Ms. Hebing asked if there was an update to the ambulance district. Trustee Fowler stated a map is being established for the district lines which will include Parma north of the existing district lines that are covered by Gates Ambulance. Supervisor Roose went on record to say the area will be serviced by Monroe Ambulance and a public hearing will be scheduled by the Town of Parma for information.

Election Signage: Ms. Hebing suggested more signage advertising the March 2026 election; she feels that the public will think the election is held in November. This will be included in the next issue of the newsletter. It was explained that our code states election signs can be placed out 14 days prior to the election.

Mayor Lee closed the public forum at 6:05 p.m.

Minutes

Resolution to approve the meeting minutes of July 1, 2025. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 3-0-1. Trustee Fowler abstained.

Vouchers

Resolution to approve the August vouchers for payment with the following additions: HCSD-\$4,750.47, MC Solid-\$13,953.82, Cintas-\$75.21, Dolomite-\$704.47, Joe Johnson Equipment-\$154.46, Christine Peck-\$300.00, Spok-\$107.90, Tops-\$29.61, Tri Delta Resources-\$625.50. Motion made by Trustee Fowler, seconded by Trustee Farrell. Carried 4-0.

Prepaid	\$6,051.02
TA	\$25,751.46
General	\$96,472.66
Water	\$39,118.43
sewer	<u>\$163,480.39</u>
Total	\$330,873.96

Discussion

Trustee Fowler reported he met with JW Cook; he represents the Finger Lake Region for NY State. After meeting at the Community Center, he stated the Village has a very strong application for the Bricks Grant.

Resolution to recognize September as Childhood Cancer Awareness month. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried 4-0.

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, Deputy Clerk