

**Village Board Meeting
Minutes 5:00 p.m.
December 2, 2025**

Present: Mayor Lee, Trustees Farrell, Fowler, and Zabelny
Manager Shari Pearce
Treasurer Maryalice Edwards
Deputy Treasurer Danielle Kruger
DPW Superintendent Jeff Pearce
Asst Superintendent Chad Mcmanus
Code Enforcement Officer Ron Bragg
Deputy Clerk Amy Harter – Via Zoom

Absent: Trustee Speer

Guests Tom Venniro, Mike Sengillo, Debbie Hebing, Lydia Birr, Shawn Madigan,
Tom and Betsy Dobbles

This meeting was held in the Board Room and was available via Zoom. The meeting was called to order by the Mayor with the Pledge of Allegiance and a Moment of Silence.

Recreation

Tom Venniro explained the plans for Christmas on Main Street which is Saturday, December 6th. He thanked board and DPW for their assistance with decorating and getting the Village ready for the event. There is a senior trip Wednesday December 3rd, with parking at the Parma Town Hall for first time to ease congestion at the Community Center. The department will begin taking tax preparation appointments in January.

Library

Grace Engelbrecht provide a recap from November and reported some December events for the holidays.

Code Enforcement

Court Action: On December 18th the Village is on the docket for Parma Town Court for the chickens at 17 Fraser Drive. There is a tentative trail set in January, if necessary.

60 Gorton Avenue: Construction has begun for the pole barn at this location.

DPW: Supplies have been delivered for the pole barn, and construction will start this week. This was delayed a few weeks due to the lack of insurance documents from the builder. The documents have since been received.

St. Leo's: There is a fire lane on St. Leo's Church property that provides emergency fire access to the apartment building; fire trucks have been unable to make the turn. The Code Enforcement Officer is concerned that a truck will get stuck and will not be able to respond to an emergency. After speaking with Reverend Catanise, Ron suggests the DPW set the gravel and bill St. Leo's. This would be the most cost-effective and quickest solution. The board discussed the liability issues if it is left as is and that a precedence is set by working on private property. Mayor Lee noted there is too much "red tape" and is a matter of safety that needs to be corrected. Per NYS building code, the Fire Marshal has the authority to adjust or make modifications as he deems necessary. Shari Pearce noted that because this is a matter of safety within a multi residential location, it could be considered a special case to have DPW do the work. Shari will prepare a letter to St. Leo's explaining the repair will be done one time only.

Resolution to authorize the DPW to make an emergency repair at St. Leo's, 110 Lake Avenue at the emergency access driveway on the north side. This is a one-time repair and St. Leo's is directed to pave this area at their expense in the spring of 2026. The Village Manager will work out the details of billing. Motion made by Trustee Fowler, seconded by Mayor Lee, Carried 4-0.

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 2026, the Village of Hilton will contribute 80% of the annual deductible amount for active full-time 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 employer's 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 made by Trustee Farrell, seconded by Trustee Zabelny. Carried 4-0.

Resolution To renew the two CD's that mature Wednesday, December 3rd at 3.83% for 30 days with Canandaigua National Bank. Motion made by Trustee Farrell seconded by Trustee Zabelny. Carried 4-0.

Resolution To make the following budget amendment to increase expense for CHIPS and increase the revenue received from CHIPS. Motion made by Trustee Zabelny, seconded by Trustee Fowler, carried 4-0.

A25112.40	\$6,438.24
A03501.00	\$6,438.24

Resolution To increase the expense for the new refuse truck. Motion made by Trustee Fowler, seconded by Mayor Lee. Carried 4-0.

A28160.20 \$10,556.50

A11990.00 \$10,556.50

Superintendent

Resolution to increase the wages for Jason Chapin \$1.25 as per the wage schedule. Motion to approve made by Trustee Fowler, seconded Mayor Lee. Carried 4-0.

Sidewalk plowing – The DPW is recommending to make changes to the snow plowing of some sidewalks, this would save time and money. Jeff Pearce will provide documentation to the board for their review of the proposed changes with locations. The Village Manager noted her concern. Trustee Farrell said it is an advantage of living in the Village. Trustee Fowler expressed concern for children that walk to school on non-plowed sidewalks. Jeff also commented that there are many complaints regarding snow that ends up in private driveways from the sidewalk plow. The board discussed advertising this proposal on the next water bill to create a survey for residents. This will be an on-going discussion.

Manager

Audit: Shari Pearce explained two quotes have been received for audits; she recommends proceeding with MMB & Company and stated the cost will need to be budgeted for the next fiscal year.

Water: MCWA has agreed that the Village’s water system is at par with their system and intends to move ahead with a retail lease agreement. The Village Manager is authorized to work with MCWA; which includes negotiations for the purchase of some equipment. Public hearings will be necessary.

Resolution to authorize the Village Manager to move ahead with the water retail lease agreement, motion made by Trustee Farrell seconded by Fowler. Carried 4-0.

Vacation time: Shari reported that the DPW Superintendent and Assistant Superintendent have vacation time that they cannot use by years end. Trustee Farrell recommends paying it out to them.

Resolution to offer Jeff Pearce, Shari Pearce and Chad McManus to be paid out for their unused vacation time. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried 4-0.

Resolution to continue the contract with Monroe Ambulance for service within the Village. Motion made by Trustee Zabelny, seconded by Mayor Lee. Carried 4-0.

RESOLUTION AND NEGATIVE DECLARATION

OF

ENVIRONMENTAL SIGNIFICANCE

904 HILTON PARMA CORNERS ROAD – Tax Account #:032.02-1-15

ANNEXATION

INTRODUCED BY: Trustee Fowler

SECONDED BY: Trustee Farrell

WHEREAS, the Town of Board of the Town of Parma have consented to the annexation of certain lands (**904 HILTON PARMA CORNERS ROAD – Tax Account #:032.02-1-15**) owned by Griffin Fitzgerald and Tracy Fitzgerald, previously owned by American Land Legacy Group, LLC to the Village of Hilton by a Resolution dated _____, 2025 and filed with the Village Board of Trustees of the Village of Hilton on _____, 202__ in conjunction therewith, a full Environmental Assessment Form with respect to the proposed annexation has been prepared by _____; and

WHEREAS, the Village Board of the Village of Hilton has accepted its designation as lead agency for the purposes of review of the environmental impact, if any, of the proposed legislative action upon the environment; and

WHEREAS, the proposed annexation is not a Type I activity in that it is an annexation of less than 100 or more contiguous acres of land by a local governmental agency; and

WHEREAS, the only proposed action to be undertaken by the Village Board and Town Board involves the adoption of a local legislative decision concerning the proposed annexation, which legislative action is the only approval which must be granted to enable the proposed annexation to proceed; and

WHEREAS, the annexation of vacant land under 100 acres is an unlisted action which action MAY a significant adverse impact upon the environment and the lead agency must continue review to determine if there are any possible significant impact;

NOW, THEREFORE, be it resolved by the Village Board of the Village of Hilton, Monroe County, New York, as follows:

Section 1. That the Village Board of the Village of Hilton does hereby find and determine that the proposed activity is not a Type I action under SEQR in that it involves the proposed annexation of less than 100 acres of contiguous land.

Section 2. The provisions of SEQR require the Village Board to review in detail the various components of potential environmental impact as set forth in the full environmental assessment form Parts D and E.

Section 3. That the Village Board did review in detail the various components of potential environmental impact as set forth in the full environmental assessment form.

Section 4. Based on the foregoing, the Village Board does find and determine that the proposed action concerning the adoption of a resolution acting upon the request for annexation will not have any significant adverse environmental impact and the Village Board does further declare that this resolution shall be deemed a Negative Declaration of environmental significance for the purposes of SEQR, and that the proposed action and legislative decision upon the petition for annexation may proceed without further regard to SEQR

**RESOLUTION, FINDINGS AND ORDER
OF THE VILLAGE BOARD OF THE VILLAGE OF HILTON
APPROVING THE PETITION FOR ANNEXATION**

INTRODUCED BY: Trustee Fowler

SECONDED BY: Mayor Lee

WHEREAS, a the Village of Hilton and the previous and current owners pursuant to Article 17 of the General Municipal Law was requested the Board of the Town of Parma to annex certain territory in the Town of Parma, Monroe County, New York to the Village of Hilton, Monroe County, New York, said territory being described in said petition which is annexed hereto as Exhibit "A"; and

WHEREAS, a joint hearing of the Town Board of the Town of Parma and the Village of Board of Trustees of the Village of Hilton was duly held on said request for annexation, according to the law in such cases made and provided, at the Parma Town Hall, 1300 Hilton Parma Corners

Road, Hilton, New York on the 18th day of November, 2015 at 6:30 p.m. at which time all parties interested in the matter were heard and all objections presented; and

WHEREAS, the Village Board of Trustees of the Village of Hilton has duly considered said Petition and the evidence presented at such hearing;

NOW, THEREFORE, be it Resolved, that the Village Board of Trustees of the Village of Hilton finds as follows:

1. That the aforesaid request for Annexation substantially complies in form and content with Article 17 of the General Municipal Law.
2. That the proposed annexation of certain territory in the Town of Parma to the Village of Hilton as described in the aforesaid petition is in the overall public interest in that:
 - a. That the only ingress and egress available to the land presently is from the public roadways located within the Village of Hilton.
 - b. Due to its physical location, roadway access, municipal service connections, and the practical delivery of public safety, public works, and other municipal services, the Property is more efficiently and logically served by the Village of Hilton.
That if the land remained within the Town of Parma, it would be necessary for the Town of Parma to ingress and egress the parcel through the Village Subdivision streets for the purposes of garbage pickups, snowplowing, road maintenance, storm water maintenance and all other municipal services to which the property would be entitled in the event that it remained within the geographical boundaries of the Town of Parma.
 - c. That conversely, if the property were annexed to the Village of Hilton all village municipal services could be furnished from existing village streets by village highway equipment already traveling the roadways within the subdivision adjacent to the proposed land access.
 - e. That any subsequent development of the subject premises would be subject to review and approval by the Planning Board of the Village of Hilton, a duly constituted Planning Board with authority and decision making power over land development within the boundaries of the village of Hilton which Board could best

assess potential development of the subject premises as it impacts immediately adjoining residential village of Hilton properties.

NOW, THEREFORE, it is Ordered that the consent and approval of the Village Board of the Village Hilton is hereby given to the annexation of the territory.

Resolution to schedule a public hearing on Tuesday, January 6, at 6:00 p.m. in the Hilton Community Center, 59 Henry Street to consider Local Law #1, 2026 as follows:

This Local Law is adopted pursuant to a certain Resolution, finding and Order of the Village Board of the Village of Hilton approving the Petition for annexation of certain lands within the Town of Parma to the Village of Hilton, which Resolution was duly adopted by the Board of Trustees on November 19, 2025.

The lands hereinafter described were approved for annexation to the Village of Hilton pursuant to aforesaid authority and are more particularly bounded and described as follows:

The effective date of annexation of the aforesaid lands to the Village of Hilton shall be the date of filing of this Local Law with the Secretary of State.

SCHEDULE A

904 Hilton Parma Corners Road, Hilton, New York 14468

Tax ID 032.02-1-15

20.81 Acres

All that tract or parcel of land being part of Lot 2, Range 3, Township 4 situated in the Town of Parma, Monroe County, New York and described as follows:

Beginning at a point, said point being the southeasterly corner of Lot 40 of the Park Place at Hilton Subdivision as shown on a map filed in the Monroe County Clerk's office in Liber 238 of maps, Page 78, thence

1. N 1°-32'-15" W along the easterly boundary line of said Park Place at Hilton Subdivision a distance of 398.99 feet, thence
2. N 89°-10'-10" E a distance of 1160.65 feet to the west line of lands conveyed to Odell by deed recorded in the Monroe County Clerk's office in Liber 2133 of Deeds, page 155, thence
3. S 1°-50' -57" E a distance of 1177.72 feet to the north line of lands conveyed to Toal by deed recorded in the Monroe County Clerk's office in Liber 2924 of Deeds, at page 238, thence
4. S 89°-47'-51" W a distance of 576.97 feet to a point, thence

5. N 01°-33'-31" W a distance of 781.35 feet to a point, thence
6. S 38°-17'-28" W a distance of 589.87 feet to a point of beginning, containing 20.812 acres of land, more or less.

Motion made by Trustee Fowler, seconded by Trustee Farrell. Carried 4-0.

Resolution to approve as the 2026 holiday schedule as submitted. July 2nd will be used as the floating holiday. Motion made by Trustee Fowler, seconded by Mayor Lee. Carried 4-0.

Resolution to hold a joint meeting with the Town of Parma on January 20th at 5:30 p.m. to discuss the creation of an ambulance district at the Town Hall, 1300 Hilton Parma Corners Road. Motion made by Trustee Farrell, seconded by Trustee Zabelny. Carried 4-0.

Community Center Roof: Asst Superintendent, Chad McManus gave a brief summary of the most recent roof repair. The board agreed that the roof should be inspected to determine the significance of further repairs.

Resolution to hire MRB Group to provide an inspection of the Community Center roof. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried 4-0.

Tree update: Shari Pearce reported there has been no recent communication with either of the parties involved, however, the grant paperwork has been signed. The tree is located at 2 Peach Blossom Road South.

Resolution to amend the fee schedule to include the building permit fee of \$100.00 for Solar Array. Motion made by Trustee Zabelny, seconded Mayor Lee. Carried 4-0.

Mark Mazzuco reported he is working on a united solar permit; this will streamline the process for solar permits. It will be used in conjunction of the existing building permit. He will provide this to the Village Board for approval.

Resolution to authorize the Hilton Apple Fest to use the Community Center building and grounds, and 135 South Avenue for their annual event October 3-4, 2026. The Community Center parking lot to be closed at 6 p.m. on Wednesday, September 30th through the weekend. Motion to approve made by Trustee Zabelny, seconded by Trustee Farrell. Carried 3-0-1. Mayor Lee abstained.

Resolution to close the Village Office and DPW early on Christmas Eve and New Years Eve, the time to be determined at the Village Manager's discretion. Motion to approve made by Trustee Fowler seconded by Farrell. Carried 4-0.

Resolution to close the Office and DPW at 1:00 pm for the safety luncheon on December 12th. Motion made by Trustee Farrell, seconded by Trustee Fowler.

Resolution to approve the executive session meeting minutes of September 22, 2025. Motion made by Trustee Zabelny, seconded by Trustee Fowler. Carried 4-0.

CDBG Grant: Shari Pearce reported the Village has been re-awarded \$65,000 for the Cedar Terrace sanitary storm sewer project. This was delayed by the Federal Government shut down. She also reported the next grant period for 2026 begins in January. The Superintendent will work with the Deputy Clerk to determine the next project.

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 public forum at 6:00 p.m.

Lydia Birr asked, 77 Cambridge Road, expressed her disappointment that the ambulance district has not been created. Mayor Lee explained the responsibility has to come from the Town of Parma; the Village Board is willing to create the district and this has been expressed to the Town Board.

With all persons being heard, Mayor Lee closed the public forum period. 6:17 pm

Minutes

Resolution to approve the meeting minutes of November 4, 2025. Motion made by Trustee Zabelny, seconded by Mayor Lee. Carried 4-0

Vouchers

Resolution to approve the December vouchers for payment. Motion to approve the vouchers as submitted made by Trustee Fowler, seconded by Trustee Farrell. Carried 4-0.

Executive Session

Resolution to enter into Executive Session to discuss an employment application at 6:25 p.m., motion made by Trustee Farrell, seconded by Trustee Zabelny. Carried 4-.0

Resolution to exit from Executive Session to discuss an employment application, motion made by Trustee Farrell, seconded by Trustee Zabelny. Carried 4-.0

Resolution to authorize the Superintendent to offer the mechanic position to Cory Moore for \$35.00 per hour and two weeks of vacation. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Resolution to adjourn the meeting at 6:40 p.m. made by Trustee Fowler, seconded by Trustee Farrell.

Respectfully submitted,

Amy Harter
Deputy Clerk