

**Village Board Agenda  
Annual Meeting  
April 1, 2025**

Meeting ID: 575 818 4747

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 make Henrich Towing the official company that tows vehicles for the Village of Hilton parking lots or streets.

**Resolution** to place an Ad in Westside News, Facebook and Indeed for 2 seasonal employees, 1 mower position and 1 full-time position.

**Resolution** to purchase a utility locator at a cost of \$ 10,200.00, which includes handheld mapper and software; this was budgeted.

**Resolution** to sell the old chipper truck- 2013 Ford 550 at auction.

**Resolution** to approve summer DPW hours from May 5<sup>th</sup> until September 26<sup>th</sup>  
7:00 am – 4:30pm Monday-Thursday  
7:00 am – 11:00 am Friday

**Treasurer's Report**

**Manager's Report**

**Resolution** to approve summer office hours from May 5<sup>th</sup> until September 26<sup>th</sup>, office hours Monday through Thursday, 7:30 -4:30 p.m. and Friday 7:30 a. m. – 1:30 p.m.

**Resolution** to amend the Town of Parma Intermunicipal Agreement to reflect the Town will pay the Village a two-hour call-in fee of \$36.00 if a scheduled event/class is cancelled within seven days.

**Resolution** to allow Autumn Miles to work full-time during the months of May and June and to cover vacations during the summer months.

**Resolution** to authorize the Village Manager to attend the spring NYCOM conference meeting from May 28<sup>th</sup>-30.

**Resolution** to allow the use of streets and Community Center grounds on Monday May 26<sup>th</sup> for the Memorial Day parade.

### **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.:

#### **2025**

May 6  
June 3  
July 1  
August 5  
September 2  
October 7  
November 4  
December 2

#### **2026**

January 6  
February 3  
March 3  
April 7

**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.

**Resolution** to reappoint Kim Fay to a five-year term to the Zoning Board of Appeals, to expire March 31, 2030.

**Resolution** to reappoint Harry Reiter to a five-year term to the Zoning Board of Appeals, to expire March 31, 2030.

**Resolution** to appoint Paul Cliff to a five-year term as an official member of the Zoning Board of Appeals, to expire March 31, 2026.

**Resolution** to appoint Laura Pettine to fill an unexpired term as an alternative to the Zoning Board of Appeals to expire March 31, 2028.

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

Ambulance Committee	Joe Lee, Shannon Zabelny, Shari Pearce, <b>Ron Bragg</b>
Assistant Historian	Amanda Dudley
Community Center Supervisor	Shari Pearce and Chad McManus
Community Development	Joe Lee, Shari Pearce and Jeff Pearce
Deputy Reg. Vital Statistics Enhancement	Amy Harter and Maryalice Edwards
Environmental Committee	Joe Lee, Shari Pearce, Jeff Pearce, Chad McManus
Fire Commissioners Liaison	Larry Speer, Andy Fowler, Jeff Pearce, Shari Pearce <b>Andy Fowler</b>
Hilton Parma Recreation Liaison	Sherry Farrell
Historian	Dave Crumb
Newsletter	Joe Lee, <b>Autumn Miles</b> , Shari Pearce, Amy Harter
Personnel Liaison	Joe Lee, Shannon Zabelny
Public Relations	Joe Lee and Shari Pearce
Records Retention Officer	Shari Pearce and Amy Harter
Registrar of Vital Statistics	Shari Pearce
Safety Team Com Center	Joe Lee, Chad McManus, Shari Pearce, Larry Speer, <b>Andy Fowler</b>
School Board Liaisons	Joe Lee and Shari Pearce
Shared Services Team	Joe Lee, Jeff Pearce, Shari Pearce, Chad McManus
Social Media	Shari Pearce, Andy Fowler, <b>Aimee Doser</b>
Special Police Committee	Joe Lee, Shari Pearce, Larry Speer
Town of Parma Liaison	Andy Fowler
Vice Mayor	Shannon Zabelny
Village Budget Liaisons	Shannon Zabelny, Andy Fowler
Zoning Board Liaison	Larry Speer

**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: Aimee Doser, Maryalice Edwards, Amy Harter, Autumn Miles, and Shari Pearce.

**Resolution** to approve the 2025-2026 Fee Schedule as amended.

**Resolution** to approve the Budget policy for 2025-2026.

**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 approve the Fund Balance Policy for 2025-2026.

**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 approve the Password policy for 2025-2026.

**Resolution** to approve the Payroll policy for 2025-2026.

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

**Resolution** to approve the Reserve policy for 2025-2026.

**Resolution** to approve the Sexual Harassment Policy for 2025-2026.

**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 approve the Water and Refuse Billing Procedures/Policy as amended.

**Resolution** to approve the Whistleblower policy for 2025-2026.

**Resolution** to approve the Workplace Violence policy for 2025-2026.

**Resolution** to approve the Video Audit policy for 2025-2026.

**Resolution** to renew the following leases with tenants in the Hilton Community Center with a 4% 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 February 18<sup>th</sup>, March 4<sup>th</sup>, March 20<sup>th</sup>

### **Village Board Liaison Reports**

### **Adjournment**