

**Village Board Meeting
Minutes 5:00 p.m.
January 9, 2026**

Present: Mayor Lee, Trustees Farrell, Fowler, Zabelny
Trustee Speer joined the meeting at 5:15 p.m.
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

Guests Tom Venniro, Mike Sengillo, Debbie Hebing

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 thanked all the participants of the Holiday celebration on December 6th. Tom reported the Recreation Department has been short staffed for the last several weeks, they are working to get back to full staff soon. Tax appointments will be taken within the next several days, the program begins February 4th. Tom reported the Town of Parma Campus survey results are forthcoming and will be addressed for review soon. The board discussed the vacancy on the recreation commission from the Village, there are eight members currently. The board discussed the proposed rent increase of 4%.

Resolution to approve the Hilton Parma Recreation lease with an increase of 4%, motion made by Trustee Fowler, seconded by Trustee Zabelny, carried 4-0-1, Trustee Farrell abstained.

At 5:15 p.m. Trustee Speer joined the meeting.

Library

Grace Engelbrecht reported on their door count during the Holiday on Main Street from 3 -6 p.m was 1,040. She noted the Friends of Parma Recreation had 40 in attendance for their event and the New Years Eve event had 45. Their total attendance for 2025 was 9375.

Code Enforcement

Ron Bragg provided a written overview of 2025 for the Building Department.

Hilton East Residential Home: The building evacuated all their residents on December 28th due to severe water damage from a roof leak. They were taken to the Quest Elementary School and all residents were placed in other facilities within one day. Ron and Jeff Champion have been on site of the while repairs are being made. The Health Department remains involved as well. Ron commented that the response everyone involved during that emergency was excellent. He expects the repairs to take several weeks and will keep the board up to date.

Treasurer

Resolution: To amend the 2025-26 budget as follows: Increase State retirement and decrease contingency. Motion to approve made by Trustee Fowler, seconded by Mayor Lee. Carried 5-0

Increase expense	A19010.40	\$2,899.00	
Decrease expense	A1990.40		(\$2,899.00)

Resolution: To renew the two CD's that mature Friday, January 2nd for 30 days at the current rate of 3.64% with Canandaigua National Bank. Motion to approve made by Trustee Zabelny, seconded by Trustee Speer. Carried 5-0.

Superintendent

Resolution to add Reasonable suspicion Alcohol Testing Procedures policy added to the annual policies. Motion made by Trustee Speer, seconded by Mayor Lee. Carried 5-0.

REASONABLE SUSPICION ALCOHOL TESTING PROCEDURES CHECKLIST

INSTRUCTIONS: [§382.307] Federal Department of Transportation (DOT) regulations require the Village of Hilton to conduct an alcohol and /or drug test whenever the Village of Hilton has reasonable suspicion to believe that a driver has used alcohol and/or drugs illegally. DOT's regulations specify that the Village of Hilton have reasonable suspicion whenever the driver's appearance, behavior, speech or body odors indicate either the presence of alcohol and/or drugs, or the chronic, and withdrawal effects of drugs.

To be valid, the driver's appearance, behavior, speech or body odor must be personally observed by at least one of the driver's supervisors or a Village of Hilton official who has received training in the identification of actions, appearance or conduct indicating alcohol and/or drug usage. Note that in the case of alcohol, the required observations can only be made either during; just before, or just after the period of the workday the driver's use of alcohol is prohibited.

Examples of circumstances which may indicate that a driver has been using alcohol or drugs include (but are not limited to): (a) an accident; (b) a personal injury; (c) a pattern of accidents; (d) a pattern of personal injuries; (e) a pattern of tardiness; (f) a pattern of absenteeism; (g) personal misconduct; (h) horseplay; (i) marked behavioral changes; (j) personal appearance; (k) decline in productivity.

For purposes of conducting a reasonable suspicion test, examples of indicators of alcohol or drug use based on appearance and behavior are noted on the Village of Hilton's Reasonable Suspicion Report forms for alcohol and drugs.

When at least one driver, supervisor or Village of Hilton official believes there is reasonable suspicion to test a driver or worker the following procedures must be immediately followed:

Step 1: In the presence of a witness (if one is available), state to the driver or worker:

"I have been observing your appearance, behavior, speech and body odor and it appears that you have been using alcohol and/or drugs. In accordance with the Village of Hilton's drug and alcohol policy, the Village of Hilton has the right to test you, and you have agreed to submit to such tests immediately. While awaiting your test results, you will be temporarily suspended from work. If you consent to the test and the results are negative, you will be compensated for all lost time. However, if you refuse to submit to this test, the Village of Hilton will consider your refusal as insubordination and will presume that your test result would have been positive had you been tested. Under such circumstances, you are subject to ["immediate discharge"] ["discipline, up to and including discharge"]. Do you understand?"

Step 2: If the ["driver"] ["worker"] consents:

- (i) Escort the driver or worker to the collection site. Instruct the escort to wait with the driver or worker while his or her breath specimen is taken, and to escort the driver or worker back to your office.
- (ii) Immediately complete Form 11A, documenting the Village of Hilton's basis for reasonable suspicion.

Step 3: If the driver or worker refuses:

(i) Have the driver or worker wait in your office and proceed to Step 4.

Reasonable Suspicion Alcohol Testing Procedures Checklist Page 2

(ii) Complete Drug and/or Alcohol Forms

Step 4: Regardless of whether the driver or worker consents or refuses, immediately contact the driver or worker's spouse, or another family member, of the driver or worker to make arrangements for transporting the driver or worker home. In the event the driver or worker refuses this assistance, advise the driver or worker that the Village of Hilton will take the measures it deems appropriate, including contacting law enforcement.

Resolution to increase the wages of Kevin Burritt by \$1.50 per hour. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried 5-0.

Resolution to increase the wages of Nick Delvecchio by .75 per hour. Trustee Fowler, seconded by Trustee Speer. Carried 5-0.

Resolution to increase the wages of Andrew Steiger for longevity of 10 years of employment. Trustee Fowler, seconded by Trustee Zabelny. Carried 5-0.

CDBG Grant: Jeff reported the Village was awarded \$65,000 by Monroe County to reline 1715 linear feet of sanitary sewers along the north side of Cedar Terrace to Bernie Whelehan Drive. Jeff will work out the details with Kenyon Pipeline.

Pole Barn: Jeff updated the board on the status of the DPW pole barn; the siding and doors have been installed. Electric and insulation costs will be in the upcoming budget.

Lodge: A counter top was damaged recently and has been repaired and extra support was added. The replacement cost for countertop will be replaced in the next budget.

Manager

Community Center: The Village Manager is recommending training a DPW employee to be on call at the community center with overtime or call in pay. Shari is also recommending the Community Center staff members be compensated for three hours call in pay. This will require an amendment in the employee handbook. This will be placed on the February agenda.

Resolution to authorize the Village Manager and Trustee Speer to attend the NYCOM Winter Legislative meeting on February 1st to 3rd in Albany; this is a budgeted item. Motion made by Trustee Fowler, seconded by Mayor Lee, carried 5-0.

Resolution to advertise for two budget meetings for Thursday, March 19th and Tuesday, March 24, 2026. At 5 p.m. Fowler, Farrell carried 5-0.

Resolution to approve the updated procurement policy. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried 5-0.

Resolution to advertise for the 2026 Citizen of the Year. Speer, Mayor Lee Carried 5-0.

Resolution to advertise for the upcoming election to be held on March 18th at the Hilton Community Center board room, 59 Henry St from 12 p.m. to 9:00 p.m. Fowler, Zabelny. Carried 5-0.

Resolution to accept the resignation of Maryalice Edwards after 23 years of service. We wish her well and she will be missed! Motion to accept Trustee Farrell, seconded by Trustee Zabelny 5-0. January 29th.

Email: Shari reminded the board that all employees will be required to utilize a “.gov” email address after the election. The office staff has begun using “.gov” and thus far there have been no issues.

Rent: There is tenant that has past due rent. The board is requesting a written payment plan from the tenant. Shari will communicate this to the business.

6:00 Public Hearing

To consider Local Law #1, 2026 as follows to annex 20.81 Acres, known as 904 Hilton Parma Corners Road, Hilton, New York 14468, Tax ID 032.02-1-15.

This Local Law is 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 18, 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:

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.

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.

Mayor Lee opened the public hearing for comments at 6:00 p.m.

Dave Wright, 173 South Avenue, asked for a description of the annexation and the use of the parcel. Shari Pearce explained the project in detail. The deed will restrict the parcel to have one home and will not be subdivided in the future. Building permits will be required. They will likely utilize the Hillside Drive and Applewood Lane for access.

Grace Engelbrecht, 24 Pyramid, Rochester NY 14624, asked about what the timeline is of the project. It was explained that right now, the annexation is the first step and then the next step will include the necessary permits.

With all persons heard, Mayor Lee closed the Public Hearing at 6:10 p.m.

The comments have been received by Monroe County Department of Planning. Chad McManus mentioned that the Village should request an easement to Doud Circle for maintenance purposes during the planning of this annexation for future needs.

Resolution to approve Local Law #1, 2026 as advertised. Motion made by Trustee Speer seconded by Trustee Farrell. Carried 5-0.

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 6:14 p.m.

Dave Wright, 173 South Avenue, noted his concern that the access road from 144 South Avenue onto Raintree Lane has not been closed yet. He stated the traffic from the construction of Dunkin should not be utilizing Raintree Lane. The access road from the Site Plan for Dunkin will utilize Panarites Lane has not yet been built.

With all persons heard, Mayor Lee closed the Public Forum at 6:20 p.m.

Minutes

Resolution to approve the meeting minutes of November 18, 2025. Motion to approve made by Speer, seconded by Zableny. Carried 5-0.

Resolution to approve the meeting minutes of December 2, 2025. Motion made by Trustee Farrell seconded by Trustee Fowler. Carried 4-0-1, Trustee Speer abstained as he was absent.

Vouchers

Resolution to approve the January vouchers for payment with the following additions: Cintas, \$120.30,Featured Media, \$105.64,Hilton CSD, \$4,182.01,Jackson Welding & Gas Products, \$18.82,JC Smith, \$241.92, Lowe's, \$132.96,Regional Distributors, \$506.88,Tri-Delta Resources, \$760.50,Maureen Spindler, \$112.66. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried 5-0.

Prepaid	\$6,355.92
TA	\$3,135.51
General	\$51,466.75
Water	\$2,127.41
sewer	\$2,878.64
capital	<u>\$72,556.04</u>
Total	\$138,520.27

Discussion

Roof investigation: Asst Superintendent Chad McManus stated he has inspected the Community Center roof after the recent high winds; it appears nothing has moved.

Executive Session

Resolution to enter into Executive Session to discuss an employment application at 6:25 p.m. Motion made by Mayor Lee, seconded by Trustee Fowler.

Resolution to offer the mechanics position to John Taber, rate of pay \$35.00 per hour with one week vacation and one additional week after six months of employment. Motion made by Mayor Lee, seconded by Trustee Fowler. Carried 4-0-1. Trustee Speer abstained.

Resolution to increase the wages of Andrew Steiger by \$1.00 per hour. Motion made by Mayor Lee, seconded by Trustee Fowler. Carried 5-0.

Resolution to exit Executive Session to discuss an employment application at 6:40. Motion made by Mayor Lee, seconded by Trustee Fowler.

Adjournment

Motion to adjourn made by Trustee Zabelny seconded by Trustee Farrell. Carried 5-0.

Respectfully submitted,

Amy Harter, Deputy Clerk