

**Village Board Meeting
Approved Minutes
February 3, 2026**

Present: Mayor Lee, Trustees Farrell, Fowler, 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, Ingazio LaDelfa

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 updated the board on their upcoming events. He noted the Tax prep is full as is their waiting list. The program begins on Wednesday 2/4. A grant applicant for a tennis and pickle ball court has been completed, the department is awaiting their response. The Town of Parma Campus plan survey results have been shared with their steering committee for discussion at their next meeting. They are seeking a part time clerk for their department.

Library

Grace Engelbrecht provided the library attendees stats. January is typically the quietest month of the year typically. Grance noted they have received Assembly Aid and they are considering window tint for the children's area which has had sun damage. She also reported their website has been updated.

Code Enforcement

Hilton East Residential Home: Ron Bragg continues to monitor the progress; and the Health Department held another meeting this week. There are outstanding issues; the Fire Department responded to a fire call in the elevator shaft, the elevator is currently out of service. Ron noted the news reported their staff has not been paid.

Court Case: The case for 17 Fraser Drive will be heard again on February 26th.

Parkland; 261 East Avenue, there have been no updates. The public comment period remains open through February 13th and remains on the Zoning Board agenda.

Dunkin: There has not been any construction as it is too cold. Work will begin again once the weather improves.

Gas Appliances: Ron is seeking support to require a building permit to install gas appliances. He noted he has witnessed many appliances that are installed improperly. He feels requiring a permit will be safer for the community and he will inspect the installation. There was a discussion about contractors vs homeowner responsibilities during off hours. Trustee Fowler asked about the ability to furnish permits quickly, Ron noted he would get the permits filed as quickly as possible during an urgent situation. The board is supportive of adding this to the fee schedule. Ron will review other Village's for their requirements.

Ron is also considering adding a permit requirement for duplexes; this would require inspections on the rental units for their safety. Owner occupied properties would not require an inspection.

Treasurer

Resolution: To renew the two CD's that mature February 2nd for 30 days at the current rate of 3.57% with Canandaigua National Bank. Motion to approve made by Trustee Farrell, seconded by Trustee Zabelny. Carried 5-0.

Superintendent

Public Works projects: Jeff Pearce noted that all over \$35,000 requires bids, no matter what. Learned at NYCOM. \$35,000 is max project cost.

MCWA: Staff will be onsite this week to discuss billing and IT information. Shari Pearce is still considering the best course of action for the turnover of the system including billing, notification to the residents and the requirements public meetings. She is also cognizant of the workload this places on the staff along with tax season beginning June 1st.

Boilers: Jeff reported they have been flaming out; Mollenberg Betz has been on site to determine the issue. He noted that Chad McManus reported to the Community Center over the weekend at one a.m. when an emergency call was received by the security company.

Block Grant for 2026: Jeff Pearce is applying for a Community Development Block Grant through Monroe County to resurface and pave Hovey Square.

Resolution to resurface and pave the parking lot of Hovey Square based on the proposal received by Villager Construction, up to \$125,000. Motion to approve made by Trustee Fowler, seconded by Trustee Zabelny. Carried 4-0.

Compensatory overtime: Jeff Pearce reported there is a limit of time for DPW salaried employees to work without an appropriate amount of rest time. Jeff will be mindful of the amount of time he and Chad McManus are working.

Mowing Position: Jeff is seeking an individual for the mowing season. He will utilize Indeed and Facebook. Shari suggested HP Recreation share this as they have a large following on social media.

Manager

Post Office: Shari Pearce explained the lease of the Post Office building, located at 25 South Avenue stipulates the Village becomes owner of the property as of January 1, 2027. Shari recommends budgeting a fund for repairs. There is no information in the Village files as to the maintenance of the building over the last 30 years. Federal law prohibits the Village access to inspect the building. This will be placed in the 2026-2027 Village Budget.

America 250: A committee has been formed for the planning to commemorate 250 years of the United States. The board is supportive of the purchase of flags for the municipal buildings and bunting on the gazebo. Shari recommends a creating a time capsule and placing it in the Community Center. The board is also supportive of this suggestion.

Resolution to increase the wages of Fawn Cretelle-Galan .75 per hour. Motion made by Trustee Farrell, seconded by Trustee Fowler. Carried 4-0.

Budget: Shari reminded the board members to submit their requests to the team for consideration.

Light Pole: A light pole near M & T Bank was damaged by a motor vehicle. Erie Insurance Company has requested a reduction of \$478.41 due to “depreciation”. This would bring the total reimbursement to the Village to \$4,690.99. The board is not in favor of this, Shari will contact the insurance company.

Resolution to amend the Employee Handbook Section 703 to include part-time employees to receive the same benefit as full-time employees for call ins and minimum of 2 hours if scheduled for work. Motion made by Trustee Farrell seconded by Trustee Fowler. Carried 4-0.

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 6:00 p.m.

Dave Wright, asked about the ZBA application at 144 South Avenue. The application is for an 80” monopole for cell service. He stated he will attend the Zoning Board meeting scheduled for February 10th.

Ambulance meeting: The team is meeting regularly, and the RFP process is going well. They expect to meet their deadline to have the proposal provided to the Town of Parma attorney, Maureen Werner for her review.

Citizen of the Year: Trustee Fowler noted he has a strong candidate, and will have a written nomination in the next few days.

Mayor Lee received a nomination for Ken and Kay Robertson. This item will be tabled for the March meeting for consideration.

Minutes

Resolution to approve the meeting minutes of January 6th. Motion made by Trustee Fowler, seconded by Trustee Farrell. Approved 5-0.

Vouchers

Resolution to approve the February vouchers for payment, with the following; Cintas \$141.81, Featured Media \$432.98, HCSD \$6,136.31, Jackson Welding and Gas Product \$18.82, Lazy Katzen Law \$2,962.50, Shari Pearce \$362.69, Regional International \$203.41, Scenic View Web Co \$1,225.00, Tri Delta Resources \$1,906.50. Motion made by Trustee Zabelny, seconded by Mayor Lee. Carried 5-0.

Prepaid	\$17,658.93
TA	\$28,750.18
General	\$106,483.01
Water	\$38,547.65
sewer	\$2,069.00
capital	<u>\$17,646.00</u>
Total	\$211,154.77

Discussion

Resolution to order a banner from SGM advertising the village election to be displayed at M & T for the March election. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried 5-0.

It was noted that there will be eight election inspectors in place for the election. The election will take place in the gym, and the scheduled event will need to be cancelled. The Board Room is not large enough to accommodate the new style machines.

Adjournment

Motion to adjourn made by Trustee Fowler seconded by Mayor Lee. Carried 5-0.

Respectfully submitted,

Amy Harter, Deputy Clerk