

Village Board Meeting Minutes of July 7, 2026

Present: Mayor Fowler, Deputy Mayor Attoma, Trustees Brower, Farrell,
Manager Shari Pearce
Treasurer Danielle Kruger
DPW Superintendent Jeff Pearce, Dan Verace
Asst Superintendent Chad McManus
Code Enforcement Officer Ron Bragg
Deputy Clerk Amy Harter

Guests Debbie Hebing, Shawn Magian, Grace Englebrecht, Tom Venniro

Others Trustee Zabelny via Zoom, Tom Legler, Matt Miller

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

Legal Posting Confirmation: The Clerk certified that all postings were completed per guidelines.

Roll Call: Mayor Fowler noted Trustee Zabelny was not in attendance but viewed the meeting via Zoom.

Approval of Minutes

Resolution to approve the minutes of June 2, 2026. Motion to approve the minutes made by Trustee Farrell seconded by Trustee Attoma. Carried 4-0.

Approval of Vouchers

Resolution to review and approve the July vouchers as presented. Motion made by Mayor Fowler seconded by Trustee Brower. Carried 4-0.

Public Comment

Shawn Madigan, 13 Cosman Terrace, provided photos of street and gutter repairs that he feels are necessary near his house and the post office. Dan Verace explained the MCWA has committed to make repairs prior to July 15th.

Recreation

- **Special Events Recap**
 - Village Summer Concerts at the Gazebo – Mondays, June 1 and July 6
 - Annual Community Wide Garage Sale – Friday and Saturday, June 5 and 6
 - Clams and Bands (Parma Town Park Grounds) – Saturday, June 6
- **Upcoming Special Events**
 - Food Truck Wednesdays at Parma Town Park
 - Summer Smash (Parma Town Park Grounds) – Friday, July 24
 - Village Summer Concerts at the Gazebo – Monday, August 3
 - Movie Under the Stars at Parma Town Park – Friday, August 21
- **General Program Update**
 - Summer Programming – Full season released and underway with many camps starting in the past two week, including Summer Camp.
- **Senior Center Update**
 - Meal and Show (Village Community Center)
 - Wednesday, June 10 – Anniversary Dinner at Whitehall Mansion – 106 Attendees
 - Wednesday, July 29 – Free Lion's Club Picnic – 59 Registered
 - Senior Trips – The few trips have run successfully with the next scheduled for July 22.
- **Parks Update**
 - **Park Use** – Organized Park use season is upon us. A lot of requests have been submitted and processed, and we have been/will be experiencing high usage including the following:
 - Hilton Jr. Cadets Baseball
 - Hilton-Parma Recreation Baseball and Softball Leagues
 - Hilton Heat Soccer
 - Hilton Heat Soccer Tournament – June 5-7
 - Feedback received from Greece Director of Parks and Recreation – “Just wanted to say I probably took 10 steps out of my car to the fields at Parma Park and I’m already jealous. I have so many questions I want to throw at you! I will try to contain myself and keep a running list but just wanted to say that this place is clean, neat and impressive. It’s a model for other towns as well.”
 - GUFC Soccer Tournament – June 19-21
 - Cobras Soccer Tournament Overflow Site – June 27-28
 - Hilton Jr. Cadets Baseball Battle of the Bats Tournament – July 16-19

- Hilton Jr. Cadets Football – August and September
- **Capital Projects –**
 - **Parma Town Park Splashpad** – Updating last month’s report, we have made great progress as you may have noticed. Nearly all equipment has been installed at the time this report was provided. We have been provided a substantial completion date of the June 19th. The pump system will be installed, and testing will be completed upon substantial completion. Our goal is to continue to work diligently and have an official opening date to announce soon as we finalize logistics.
 - **Parks Department Parking Lot Reconstruction and Lot Striping** – After many years of disrepair, the team has nearly completed the reconstruction of their parking lot area. We have also striped several lots that have lost their lines over the years and plan to complete several others this year.
 - **Parma Town Park Campus Site Plan** – Over the past months, we have worked with LaBella Associates to make several adjustments/additions outside of the initial scope. Work on the plan continues as follows:
 - Further Conceptual Site Plan Adjustments (Complete)
 - Full Draft Plan Development
 - Draft Plan Shared for Review by Stakeholders
 - Steering Committee Meeting #3
 - Draft Plan Town Board Proposal
- **Miscellaneous**
 - **America 250** – We continue to work with the Historical Society and other community stakeholders to provide programming and education in celebration of the 250th Anniversary of the United States. Initiatives in progress at this time include:
 - Hilton-Parma’s Littlest Firecracker Onesies – A free onesie given to families with babies born in 2026 (preregistration is required).
 - Parma Hilton Time Capsule
 - Parma 250 Scavenger Hunt
 - Parma 250 Coloring Contest
 - **Advertisement for Vacant Commissioner Seat (Village Representative)** – We are looking to add a Village Representative to the Parks and Recreation Commission and started advertising in late June. We have received three (3) letters of interest and plan to review those ahead of the July Commission Meeting.
 - **2026 Chevrolet Traverse** – The Town Board approved procurement of a 2026 Chevrolet Traverse funded entirely through Monroe County Youth and Senior Recreation ARPA Funding previously awarded to the Town of Parma.
 - **Friends of Hilton-Parma Parks and Recreation** – Dan Attoma was recently installed as the new President of the foundation.

Library Report – Grace was present. Youth librarian has left the library, temp Rachel started and is doing well. Currently a civil service exam is open and will wait for candidates to post. 4782 June door count. 4875 circulation. Summer reading last week 6/29, 120 participants. Raptor bird presentation took place 7/6/26. “Unearth a Story” is the theme. Welcome any and all suggestions! After hours adult reading, “Summer-Ween”. Already has a waitlist! July 31st.

Code Enforcer’s Report

Ron Bragg updated the board on the department. He continues to work with Mark Mazzucco on plan reviews. Jeff Champion has been updating documents in their office and has been busy with several property maintenance and violations.

Hilton East, 231 East Avenue. The facility is currently experiencing issues with its fire alarm system. The system is designed to automatically notify the 911 dispatch center when an alarm is activated. At this time, however, the automatic notification is not functioning properly. As a result, when the fire alarm sounds, employees are manually calling 911 to report the alarm. The Health Department has been notified and is involved in addressing the situation. Ron Bragg has required that fire walks be conducted hourly and documented in writing. As of today, this has been in effect for five consecutive days.

Dunkin’ 144 South Avenue. Progress remains very slow. A portion of the parking lot has been excavated, but concrete has not yet been poured. This has left a large gap in the broken pavement. A resident was present with photos of the area and noted it is a safety hazard. This is an official 24-hour notification to the Department of Public Works. Ron Bragg will notify the contractor that surface repairs must be made, or the installation of a safety fence is necessary before the carnival, which begins July 15th. If the fence is not installed, the DPW will install the fencing, and we will generate an invoice.

Treasurer's Report

Resolution to authorize Mayor Fowler as an authorized user on the existing CNB credit card. Motion made by Trustee Attoma, seconded by Trustee Brower. Carried 4-0.

Resolution to authorize Dan Verace as an authorized user on the existing CNB credit card. Jeff Pearce will be removed as an authorized user as of July 30th due to his retirement. Motion made by Trustee Farrell, seconded by Mayor Fowler. Carried 4-0.

Taxes: The Treasurer recommends the board consider adding delinquent engineering fees to be collected on taxes for 2027-2028 fiscal year. As of now when owners owe these fees, we do not have the authority to place the charges on the Village tax bill. The board agreed to consider this before the next tax season.

Resolution: To amend the 2025-26 budget as follows: Motion made by Trustee Brower, seconded by Mayor Fowler. Carried 4-0.

Increase Budget Line		Amount	Decrease Budget Line	
General Fund				
A-1-1010-10	Village Board, Personnel	\$ 1,574.40	A-2-8160-10	Refuse, Personnel
A-1-1210-10	Mayor, Personnel	\$ 440.42	A-2-8160-10	Refuse, Personnel
A-1-1210-40	Mayor, Other Expenses	\$ 9,664.19	A-1-1990-40	Contingency
A-1-1325-10	Village Offices, Personnel	\$22,201.76	A-2-5110-10	Street Maintenance, Personnel
A-1-1920-40	Municipal Dues	\$ 74.04	A-1-1990-40	Contingency
A-1-3620-10	Building Dept Personnel	\$16,088.95	A-2-5110-20	Street Maint Equipment
A-1-7510-40	Historian, Other Expenses	\$ 1,108.15	A-1-7510-20	Historian, Equipment
A-1-8010-10	Zoning Board, Personnel	\$ 2,532.27	A-2-8160-10	Refuse, Personnel
A-1-9050-40	Unemployment Insurance	\$13,613.93	A-1-1990-40	Contingency
A-1-9060-40	Employee Medical-Blue Cross	\$21,255.44	A-1-1990-40	Contingency
A-2-1640-4A	Garage Supplies	\$ 2,361.64	A-1-1620-20	Comm Ctr Equipment-Misc
A-2-1640-4E	Garage Misc.	\$ 2,085.26	A-1-1620-20	Comm Ctr Equipment-Misc
A-2-1640-4F	Garage, Electricity	\$ 356.42	A-1-1620-20	Comm Ctr Equipment-Misc
A-2-5110-40	Fleet Maintenance	\$29,955.32	A-1-1620-20	Comm Ctr Equipment-Misc
A-2-5110-4A	Street Maintenance, Roadways	\$10,784.33	A-1-1620-20	Comm Ctr Equipment-Misc
A-2-5110-4D	Streets Gasoline/Oil	\$ 5,553.74	A-1-1620-20	Comm Ctr Equipment-Misc
A-2-5112-40	Permanent Improvements Highway	\$ 525.00	A-2-5410-40	Sidewalks
A-2-5142-10	Snow Removal Personnel	\$12,219.56	A-2-5110-20	Street Maint Equipment
A-2-5182-40	Electric Charging Station	\$ 6,811.06	A-2-5410-40	Sidewalks
A-2-7110-10	Parks, Personnel	\$39,612.38	A-2-8160-10	Refuse, Personnel
A-2-7110-40	Village Parks, Other Expenses	\$ 1,902.20	A-2-5410-40	Sidewalks
A-2-8140-40	Storm Sewers, Other Expenses	\$ 4,408.12	A-2-5410-40	Sidewalks
A-2-8189-40	Recycling, Other Expenses	\$ 414.67	A-2-5410-40	Sidewalks
Water Fund				
F-1-1440-40	Engineering	\$ 997.50	F-2-8340-4B	Distribution-Meters
F-1-8310-20	Water Admin, Equipment	\$ 85.00	F-2-8340-4B	Distribution-Meters
F-1-9060-40	Employees Medial-Blue Cross	\$ 3,551.63	F-2-8340-4B	Distribution-Meters
Sewer Fund				
G-1-8110-10	Sewer Administration,Personnel	\$ 1,122.32	G-2-8120-20	Equipment
G-1-8110-20	Equipment	\$ 85.00	G-2-8120-20	Equipment
G-1-9060-40	Employee Medical	\$16,078.40	G-2-8120-20	Equipment

DPW Superintendent's Report

Resolution to authorize the DPW Superintendent to advertise for bids for foam insulation at the DPW pole barn. Motion made by Mayor Fowler, seconded by Trustee Brower. Carried 4-0.

Resolution to review and approve the Environmental Assessment Forms, for the Stormwater Pond located at 165 Collamer Road. The project has been deemed an unlisted action, and a negative declaration was granted by the Village Board. Motion made by Mayor Fowler to approve EAF parts 2 and 3, seconded by Trustee Attoma. Carried 4-0.

Resolution to authorize the DPW Superintendent to sell the following items to auction: Motion to approve made by Trustee Farrell, seconded by Mayor Fowler. Carried 5-0.

- One woodchipper
- One walk behind saw
- One recycler truck
- Two pickups

Roads: Dan Verace explained the roads in the Rolling Meadow tract are being prepped for resurfacing and Gorton Avenue will be milled and paved.

Resolution to authorize the Superintendent to hire Steve Bock at \$22.00/hour full time laborer, motion made by Mayor Fowler, seconded by Trustee Farrell. Carried 4-0.

Resolution to amend the title for Cody Kelly to Senior Motor Equipment Operator, there is no change to his wages. Motion made by Trustee Attoma, seconded by Trustee Brower. Carried 4-0.

Manager/Clerk's Report

Resolution to accept the time reported by Mayor Fowler 4/1 – 6/30 for Standard Workday Reporting for NYS Retirement. Motion to approve, Trustee Farrell, seconded by Trustee Brower. Carried 3-0-1. Mayor Fowler abstained.

Resolution to accept the time reported by Trustee Brower 4/1 – 6/30 for Standard Workday Reporting for NYS Retirement. Fowler, Farrell, 3-0-1. Trustee Brower abstained.

Resolution to remove DPW Superintendent Jeff Pearce from the necessary policies and add Dan Verace. This is due to Jeff's retirement effective July 30th. Motion to approve made by Trustee Farrell, seconded by Mayor Fowler. Carried 4-0.

Resolution to amend the employee handbook Section 812-1 DPW clothing allowance; Employees will receive payment of \$700 annually. \$350 in January and \$350 in July in voucher

form for their clothing allowance. If the employees participate in the Cintas clothing program, \$300 will be deducted. Motion made by Trustee Brower, seconded by Trustee Attoma. Carried 4-0.

Board Member Reports

Mayor Fowler participated in a meeting with the Monroe County Sheriff's Office to discuss ongoing concerns regarding unregistered motorized vehicles. Chief Baxter recommended that the Village strengthen its local code by specifically addressing e-bikes. He suggested modeling the proposed legislation after the Town of Ogden and Village of Spencerport's e-bike regulations. The Board will consider drafting a local law to address this issue. The matter will be placed on the August meeting agenda, with a public hearing tentatively scheduled for September.

A grant application to Monroe County was submitted. The Village is seeking funds up to \$10,000 to replace windows in the Community Center.

Providence Housing: A meeting with the residents was held to discuss the issues brought forward to the Village Board at the June meeting. Their management is working toward a resolution.

Ambulance District – Mayor Fowler reported the proposal for ambulance service is available for review and a joint Village/Town Board meeting to speak with Monroe Ambulance will likely be scheduled for later this month. A Public Hearing will likely be held in August. The process needs to be completed by the end of September for Parma tax bills.

Mayor Fowler asked that blank pages be left in the minutes in memory of former Mayor William Carter and Rich Withrow. Rich served the Village for over 30 years as an IT provider. They will both be sadly missed by all.

Executive Session

Executive session started at 7:50 p.m. to discuss two employees' wages and legal counsel. Mayor Fowler made the motion, Trustee Farrell seconded the motion, carried 4-0.

Exit out of executive session at 8:46 p.m. Motion made by Trustee Farrell, seconded by Mayor Fowler, carried 4-0.

Resolution to increase Jason Chapin from \$24.99 to \$28.00 per hour. Motion made by Mayor Fowler, seconded by Trustee Attoma, carried 4-0.

Resolution to increase Bayard Burch from \$22.84 to \$25.00 per hour. Motion made by Mayor Fowler, seconded by Trustee Farrell, carried 4-0.

Resolution to retain the law firm of Lacy Katzen, Attorney John Wells, at a rate of \$295.00 per hour (no change in rate). Motion was made by Mayor Fowler, seconded by Trustee Farrell, carried 4-0.

Adjournment

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Amy Harter
Deputy Clerk