

**Village Board Agenda
Annual Meeting-6:30 p.m.
April 7, 2026**

Zoom Meeting ID: 575 818 4747

- Mayor Fowler to call the meeting to order & Pledge of Allegiance and a moment of silence.
- Legal Posting Confirmation: The Clerk to certify that all postings were completed per guidelines.
- Roll Call: Mayor Fowler

Minutes

Resolution to approve the meeting minutes of March 3, 2026.

Resolution to approve the meeting minutes of March 19, 2026.

Resolution to approve the meeting minutes of March 24, 2026.

Resolution to approve the meeting minutes of April 1, 2026.

6:30 p.m. Public Hearing

Mayor Fowler opened the public hearing at ___ for the 2026-2027 proposed budget.

Public comments

Mayor to close the public hearing

Resolution to adopt the annual budget for fiscal year 2026-2027. The tax rate will \$1.67/thousand. The total budget is as follows:

General	\$3,975,596
Water	\$ - 17,537
Sewer	\$ 407,349
Capital	\$ 250,000
Total	\$4,650,482

Public Comment

Recreation Report

Librarian Report

Code Enforcement

Treasurer’s Report

Resolution: To renew two CD’s that mature Wednesday, April 3rd, 2026, for 30 days at a rate of 3.49% with Canandaigua National Bank.

Public Works Report

Resolution to approve summer DPW hours from May 4, 2026, until September 25, 2026- 7:00 a.m. – 4:30 p.m. Monday-Thursday and 7:00 a.m. – 11:00 am Friday.

Resolution to increase the wage of Bayard Burch \$_____ per hour for his six-month evaluation.

Manager’s Report

Resolution to allow the use of streets and Community Center grounds on Monday, May 25th for the Memorial Day parade.

Resolution to approve summer office hours from May 4, 2026, until September 25, 2026, office hours Monday through Thursday, 7:30 -4:30 p.m. and Friday 7:30 a. m. – 1:30 p.m.

Resolution to authorize the Village Manager to attend the spring NYCOM conference meeting from May 13th – 15th; this is a budgeted item.

Resolution to approve the Request for Proposal to solicit bids from ambulance companies that hold the Certificate of Need within our jurisdiction to create a district-wide ambulance tax district.

The Mayor to make the following committee appointments (no resolution is needed):

Deputy Mayor	Jamie Attoma
Village Board Liaison to the Town of Parma -3 rd Tuesday at 6:30 pm	Sherry Farrell
Village Board Liaison to the Hilton CSD -2 nd Tuesday at 7:00 pm	Shannon Zabelny
Village Board Liaison to the Zoning Board of Appeals -2 nd Tuesday 6:30 pm	Christine Brower
Village Board Liaison to the Hilton-Parma Fire Commission -2 nd Wednesday at 7:30 pm	Andrew Fowler
Village Board Liaison to the Hilton-Parma Recreation Commission -4 th Wednesday 6:00 pm	Jamie Attoma

Public Relations Committee	Andrew Fowler, Sherry Farrell, Shari Pearce. Amy Harter, Fawn Cretelle-Galan
Budget Committee	Shannon Zabelny, Jamie Attoma, Shari Pearce, Danielle Kruger, Jeff Pearce, Chad McManus
Community Development and Enhancement Committee	Sherry Farrell, Christine Brower, Shari Pearce. Jeff Pearce
Special Events Committee	Andrew Fowler, Jamie Attoma, Shari Pearce, Jeff Pearce
Personnel Committee	Andrew Fowler, Jamie Attoma
Public Safety Committee	Shannon Zabelny, Christine Brower, Shari Pearce, Jeff Pearce
Registrar of Vital Statistics	Shari Pearce
Deputy Registrar of Vital Statistics	Amy Harter
Records Retention Officer	Shari Pearce, Amy Harter
Community Center Supervisors	Shari Pearce, Chad McManus
Village Historian	Dave Crumb
Assistant Village Historian	Amanda Dudley

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 If Mayor 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 appoint _____ to a five-year term as an official member of the Zoning Board of Appeals, to expire March 31, 2026.

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

Resolution to approve the following three operating policies as written below:

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

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.

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, Fawn Cretelle-Galan, Danielle Kruger, Amy Harter, Debbie Jones, Vicky Taylor, Maryalice Edwards and Shari Pearce.

Resolution to approve the 2026-2027 Fee Schedule as presented.

Resolution to approve all the annual policies:

- Budget policy for 2026-2027.
- Credit Card policy shall be renewed for one year as amended.
- Facebook policy for the Village of Hilton shall be renewed for one year.
- Fund Balance Policy for 2026-2027.
- Investment policy for the Village of Hilton shall be renewed for one year.
- Online Banking policy shall be renewed for one year.
- Password policy for 2026-2027.
- Payroll policy for 2026-2027.
- Procurement policy shall be renewed for one year as amended.
- Reserve policy for 2026-2027.
- Sexual Harassment Policy for 2026-2027.
- Social Media policy shall be renewed for one year.
- Travel policy for the Village of Hilton shall be renewed for one year.
- Water and Refuse Billing Procedures/Policy as amended.
- Whistleblower policy for 2026-2027.

- Workplace Violence policy for 2026-2027.
- Video Audit policy for 2026-2027.

Resolution to renew the following leases with tenants in the Hilton Community Center with a increase of 5%:

- Hilton Community Child Care
- LaDanse Workshop
- Apple Festival
- Food Shelf (no rent)
- Hilton-Parma Recreation (rent purposes only)

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. Danielle Kruger 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.

Village Board Reports

Mayor Fowler to present proposal for summer concert series

Second Public Comment

Adjournment