

**Village Board Agenda
September 1, 2026
6:30 p.m.**

The meeting will be held in the Board Room and will be available on Zoom.

Meeting ID 575 818 4747

Pledge of Allegiance and Moment of Silence

Legal Posting Confirmation

Roll Call

Approval of August Minutes

Resolution to approve the minutes of August 4, 2026.

Resolution to approve the minutes of August 13, 2026.

Approval of Vouchers

Resolution to approve the September vouchers. This amount will be updated at the end of the month, pending prepaid expenses.

Public Comment

Visiting Liaison Updates

Code Enforcer's Report

Treasurer's Report

Resolution to authorize increasing the petty cash to \$100 from \$50.

Resolution to approve the addition of the petty cash fund policy to the procurement policy.

“Petty Cash: Expenditures from the petty cash account may be made only for payment in advance of audit and upon receipt of properly itemized bills or receipts for materials, supplies or services furnished to the Village for conduct of its affairs and upon terms calling for the payment of cash to the vendor upon delivery of any such materials or supplies or the rendering of any such services. A monthly voucher with receipts for all expenditures shall be presented to the Village Board for audit. Petty cash should not be used to pay travel expenses.”

Resolution to update the Procurement Policy to add Vicky Taylor as an authorized purchaser.

DPW Superintendent's Report

Resolution to authorize the Superintendent to attend NYCOM Public Works School Oct 19th – 21st at a cost of \$1,008 including lodging and meals.

Resolution to authorize the Superintendent to change winter hours to 7:00 am - 3:30 pm instead of 7:30 am - 4:00 pm, October 1st-April 30th.

Resolution to purchase one Western Snowplow from Thru-Way Spring for Truck 2 at a cost of \$8,212.50, installed.

Resolution to hire Jacob Cretelle for full-time vacant position starting pay \$20.00/hr.

Resolution to increase the wages of Zach Klein. It is his fifth year of employment.

Manager/Clerk's Report

Annexation- 904 Hilton-Parma Corner's Rd: The Village Board will need to proceed with updating our zoning map to include the annexed piece of property. MRB is assisting in the coordination of these efforts. This property is proposed to be zoned Residential.

Resolution the Village Board does hereby classify the proposed Action as a Type I Action as is further defined under Part 617.5 of the State Environmental Quality Review (SEQR) Regulations.

Resolution the Village Board does hereby declare its intent to be designated as the lead agency for the Action and directs the Village Mayor to sign and date the Full EAF Part 1.

Resolution the Village Board shall hold a public hearing on said proposed Local Law at 59 Henry Street, Hilton, New York at 6:30 p.m. on October 6, 2026.

Resolution to approve the updated Paternity Leave policy.

Resolution to approve the Community Center Safety Plan. This replaces the Lockdown policy.

Board Member Reports

Public Comment

Executive Session

Resolution to enter into Executive Session to discuss the employment status of a particular employee.

Adjournment

VILLAGE OF HILTON
VILLAGE BOARD OF TRUSTEES RESOLUTION
SEQR INTENT TO BE LEAD AGENCY
CHAPTER 275-7: OFFICIAL ZONING MAP AMENDMENTS

WHEREAS, the Village of Hilton Village Board of Trustees (hereinafter referred to as “Village Board”) has introduced the Village Local Law #2 of 2026 to update the Village of Hilton Official Zoning Map to reflect the previously approved annexation of 20.812+/- acres from the Town of Parma to the Village of Hilton (hereinafter referred to as “Action”); and

WHEREAS, the Village Board has reviewed the completed State Environmental Quality Review (SEQR) Full Environmental Assessment Form (EAF), Part 1 prepared by the Town Engineer regarding the Action; and

WHEREAS, the Village Board determines that said Action is classified as a Type I Action under the SEQR Regulations requiring a coordinate review by other interested and involved agencies; and

WHEREAS, the Village Board determines that it is the most appropriate agency to ensure the coordination of this Action and will provide written notifications to interested agencies, for the purposes of conducting a coordinated review and making the determination of significance thereon under the SEQR Regulations; and

WHEREAS, the Village Engineer has prepared a list of Interested and Involved Agencies; and

WHEREAS, there are no identified Involved Agencies for this project, only Interested Agencies which include the following: Village of Hilton Village Board, Village of Hilton Zoning Board of Appeals, Monroe County Planning Department, and neighboring municipalities; and

NOW, THEREFORE, BE IT RESOLVED, that the Village Board does hereby classify the proposed Action as a Type I Action as is further defined under Part 617.5 of the State Environmental Quality Review (SEQR) Regulations.

BE IT FURTHER RESOLVED that the Village Board does hereby declare its intent to be designated as the lead agency for the Action and directs the Village Mayor to sign and date the Full EAF Part 1.

BE IT FINALLY RESOLVED, that the Village Engineer is directed to provide notice hereof to the above listed interested agencies, seeking a response in writing on or before noon on **Friday, October 2, 2026**.

Motion made by Member: _____ Seconded by Member: _____

Dated: **September 1, 2026**

The above Resolution was duly adopted on September 1, 2026, by the Village of Hilton Village Board of Trustees.

Shari Pearce, Village Manager/Clerk
Village of Hilton

VILLAGE OF HILTON
VILLAGE BOARD OF TRUSTEES RESOLUTION
INTRODUCING LOCAL LAW AND SETTING PUBLIC HEARING
CHAPTER 275-7: OFFICIAL ZONING MAP AMENDMENTS

WHEREAS, the Village of Hilton, Monroe County, State of New York, is considering Local Law #2 of 2026 for the purpose of updating the Village of Hilton Official Zoning Map to reflect the previously approved annexation of 20.812+/- acres from the Town of Parma to the Village of Hilton; and

WHEREAS, the Village has consulted with the MRB Group to assist with updating the Official Zoning Map; and

WHEREAS, the Village of Hilton Village Board of Trustees (hereinafter referred to as “Village Board”) has reviewed the draft changes to the Village of Hilton Zoning Map in a public meeting on September 1, 2026; and

WHEREAS, Hilton Local Law 2 of 2026 entitled “A Local Law to revise Chapter 275-7: Official Zoning Map” has been laid upon the desks of each member of the Village Board; and

WHEREAS, the Village of Hilton would like to hear from residents about the proposed Local Law.

NOW, THEREFORE BE IT RESOLVED, that the Village Board shall hold a public hearing on said proposed Local Law at 59 Henry Street, Hilton, New York at or about 6:00 p.m. on October 6, 2026; and,

BE IT FURTHER RESOLVED, that the Clerk to the Village Board publish or cause to be published a notice of said public hearing in the official newspaper of the Village of Hilton at least ten (10) days prior thereto; and,

BE IT FURTHER RESOLVED, that the Clerk to the Village Board provide notice of this resolution to the Village of Hilton Village Board for a report at their regularly scheduled September 2026 meeting; and

BE IT FINALLY RESOLVED, that the Clerk to the Village Board shall immediately provide notice of this resolution and a full statement of such proposed action to the Monroe County Planning Board to meet their application deadline to appear on the September 24, 2026 Monroe County Planning Board meeting agenda.

Motion made by Member: _____ Seconded by Member: _____

Dated: **Tuesday, September 1, 2026**

The above Resolution was duly adopted on September 1, 2026, by the Village of Hilton Village Board of Trustees.

Shari Pearce, Village Manager/Clerk
Village of Hilton

VILLAGE OF HILTON PROCUREMENT POLICY

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from the administration involved in the procurement process, now, therefore, be it

RESOLVED, that the Village of Hilton does hereby adopt the following procurement policy which is intended to apply to all goods services which are not required by law to be publicly bid.

1. Every major purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can be reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 104 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases, goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County contracts; and surplus and second-hand purchases from another governmental entity. A major purchase is considered anything of value \$5,000.00 or more.

The decision that a major purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods and services will be purchased at the best value and that favoritism will be avoided, except in the following circumstances; purchase contracts over \$20,000 and public works contracts \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.

3. The following method of purchase should be used as a guide when required by this policy in order to achieve the optimum savings:

<u>Estimated amount of purchase contract</u>	<u>Method</u>
Between \$5000.00 and \$20,000	Written Quotations
<u>Estimated amount of public Works Contract</u>	<u>Method</u>
Between \$5000.00 and \$35,000.00	Written Quotations

A good faith effort shall be made to obtain a reasonable number of proposals or quotations. If the purchaser is unable to obtain proposals or quotations, the purchaser will document the attempt made at obtaining the proposals.

4. Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offerer. This documentation will include an explanation of how the award will achieve savings or how the offerer was not responsible. A determination that the offerer is not responsible shall be made by the purchaser.
5. Pursuant to General Municipal Law Section 104-b (2) (f), the procurement policy may contain circumstances when, or type of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Village of Hilton to solicit quotations or document the basis for not accepting the lowest bid:
- a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Village Board of Trustees shall take into consideration the following guidelines; (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Purchase of surplus and second-hand goods from any source. If alternate proposals are required, the Village may purchase surplus and second-hand goods at auctions or through special advertised sources where the best value may be obtained.

d. Goods or services under \$5,000. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism. All purchases made for goods and services under \$5,000 in cost shall be made based on the judgment of the purchaser.

6. Petty Cash: Expenditures from the petty cash account may be made only for payment in advance of audit and upon receipt of properly itemized bills or receipts for materials, supplies or services furnished to the Village for conduct of its affairs and upon terms calling for the payment of cash to the vendor upon delivery of any such materials or supplies or the rendering of any such services. A monthly voucher with receipts for all expenditures shall be presented to the Village Board for audit. Petty cash should not be used to pay travel expenses.

7. This policy went into effect April 1, 1997 and is reviewed annually.

8. The following employees and/or their designees are authorized to make purchases:

Shari Pearce, Village Manager/Clerk
Dan Verace Superintendent
Danielle Kruger, Treasurer
Amy Harter, Deputy Clerk
Fawn Cretelle-Galan, Receptionist

Chad McManus, Asst. Supt
Jim Liese, Part-Time Mechanic
John Taber, Mechanic
Vicky Taylor, DPW Admin

Updated 7/7/2026 Proposed changes 8/19/26
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Village of Hilton Community Center Safety Plan

Shelter-In-Place	Hold-In-Place	Evacuate	Lockout	Lockdown
Shelter individuals inside the building because it is safer inside the building than outside	Restrict movement of individuals within the building while dealing with short term emergencies	Evacuate everyone from the building	Individuals inside of the building remain inside the locked building during incidents that pose an imminent concern outside of the building	Secure individuals inside of a locked room during incidents that pose an immediate threat of violence in or around the building
Actions: -Listen for instructions about the situation and your actions - Individuals in hallways should move to their assigned rooms/spaces -Move away from the windows, if the situation warrants -If instructed, be prepared to move to a designated space inside of the building -Listen for updates	Actions: -Listen for instructions about the situation and your actions -Individuals in hallways should return to assigned areas, if possible -Listen for updates	Actions: -Listen for instructions about the situation and your actions -Move everyone to a designated rally point outside of the building -Close doors behind you when leaving your designated space -Take attendance, if possible, when outside to ensure everyone has evacuated -Listen for updates	Actions: -Listen for instructions about the situation and your actions -All outside activities are immediately terminated -Lock all exterior doors and windows -Operations within the locked building continue as normal -No visitors will be allowed into the building during the extent of the Lockout -Listen for updates	Actions: -When you hear “LOCKDOWN, LOCKDOWN, LOCKDOWN” announced move quickly to execute the following actions -If safe, gather individuals from the hallways and common areas near your room -Lock your door. Barricade if necessary -Move individuals to a safe area within the room, away from the sight of the door. -Remain quiet, silence cell phones -Do not communicate through a locked door -Do not respond to a PA announcement or a fire alarm -Stay hidden until physically released by law enforcement personnel and/or Village Representative Examples: -Active shooter or similar threat
Examples: -Extreme weather events -Nearby chemical spills	Examples: -Medical situations	Examples: -Fire alarm -Gas leak -Bomb threat	Examples: -Imminent threat is outside of the building or in the area	
Important Phone Numbers: Shari Pearce- Village Manager/Clerk (585) 413-8010 Dan Verace- DPW Superintendent (585) 730-0264 Andrew Fowler- Village Mayor (585) 764-3581				

NY STATE EMERGENCY RESPONSE **S.H.E.L.L.**

SCHOOL NAME:
911 ADDRESS:



SHELTER-IN-PLACE

SHELTER STUDENTS AND STAFF INSIDE THE BUILDING BECAUSE IT IS SAFER INSIDE THE BUILDING THAN OUTSIDE.

ACTIONS:

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Move away from windows, if situation warrants.
- If instructed, move out of classroom to designated safe area. Stay together at all times.
- Take Attendance.
- Listen for updates.



HOLD-IN-PLACE

RESTRICT MOVEMENT OF STUDENTS AND STAFF WITHIN THE BUILDING WHILE DEALING WITH SHORT TERM EMERGENCIES.

ACTIONS:

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Listen for updates.

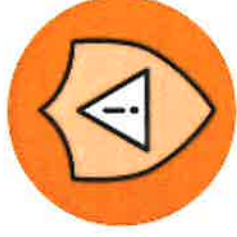


EVACUATE

EVACUATE STUDENTS AND STAFF FROM THE BUILDING.

ACTIONS:

- Listen for instructions about the situation and your actions.
- Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.
- Bring attendance list and class roster.
- Close the classroom door after exiting.
- Take attendance when safe to do so.
- If evacuating off site, take attendance before moving from and upon arrival at off site location.
- Listen for updates.



LOCKOUT

STUDENTS AND STAFF REMAIN INSIDE LOCKED SCHOOL BUILDINGS DURING INCIDENTS THAT POSE AN IMMINENT CONCERN OUTSIDE OF THE SCHOOL.

ACTIONS:

- Listen for instructions regarding the situation and your actions.
- Lock all exterior doors and windows.
- Leave blinds/lights as they are.
- Take Attendance.
- After initial instructions, listen for updates.
- Classroom instruction continues as normal.
- All outdoor activities are terminated.
- Listen for updates.



LOCKDOWN

SECURE STUDENTS AND STAFF INSIDE LOCKED CLASSROOMS DURING INCIDENTS THAT POSE AN IMMEDIATE THREAT OF VIOLENCE IN OR AROUND THE SCHOOL.

ACTIONS:

- When you hear LOCKDOWN, LOCKDOWN, LOCKDOWN announced, move quickly to execute the following actions.
- If safe, gather students from hallways and common areas near your classroom.
- Lock your door. Barricade if necessary.
- Move students to a safe area in the classroom out of sight of the door.
- Leave windows, blinds/lights as they are.
- Keep everyone quiet. Silence cell phones.
- Take attendance, if possible.
- Do not communicate through door or answer room phone.
- Do not respond to P.A. announcements or fire alarm.
- Stay hidden until physically released by law enforcement personnel.