

Manager/Clerk's Report September 2026

ACTION ITEMS/RESOLUTIONS

- Walt Horylev Civic Beautification Award: The board normally announces a winner in August/September. It has been suggested that we coordinate this award with the Citizen of the Year March 2027; this way we have both awards in one night and both recipients can participate in the annual Hilton-Parma Fireman's parade.
- 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. Below is an outline that will need action items for the September board meeting (resolutions provided).

September 1, 2026 – Village Board Meeting

- Local Law Introduction Resolution
- SEQR Intent to be Lead Agency Resolution
- SEQR Full EAF Part 1
- Official Zoning Map Update
- Lockdown policy: Amy has been working on this and has a draft policy for the board's review.
- Procurement: We need to add Vicky to the policy as she purchases items for the DPW. A resolution is on the agenda.
- Ambulance district: The legal notice was published for August 22, 2026, edition, which starts the 30-day referendum notice. After the waiting period, the Town will finalize the process.
- E-Bike local law: Last month, the board discussed creating a local law to prohibit E-Bikes on Village sidewalks. Once I began looking at this, it became apparent that this was going to be a slightly larger project than anticipated. I have been also consulting with Asst. Building/Code, Jeff Champion and we have a draft for the board's review. I do not think we will be ready to go forward with a public hearing in October, most likely November as

the attorney and board need to review it. My thinking is to replace our current Chapter 259, Recreational Vehicles in its entirety and combine that chapter with E-Bikes and motorized equipment. I have provided the current Chapter 259 and the proposed chapter for your review. As you read, this is much more detailed but encompasses the original chapter into the new one.

- Newsletter: Amy is working on this; please submit any news articles to her by September 20th.
- Post office: Village Attorney, John Wells, has sent the current landlord of the building asking permission to inspect the interior of the post office; there hasn't been a response to date. Both a letter and email have been sent.

I have been reviewing the original lease, and it appears as of January 31, 2027, the post office will be owned by the Village. I still need to find out when the lease between the landlord and the post office expires.

- Paternity leave: We discussed at the last board meeting updating the policy. Amy has completed; it is attached to my report for your review.

INFORMATIONAL ITEMS

- Frontier Fiber: I sent an email as to the status of the installation.
- **Community Center:**
 - The boiler and window project; Chad can provide a status update.
 - New hire custodian, Shirley Macfarland started on 8/18/26
 - Resigning custodian, Carolyn McDonald last day is 8/28/26
 - Roof repair was completed this past month.
 - Two bats were rescued by Chad this past month.
 - Recreation has requested the closure of Henry St for Halloween.
- Zoning Board: The next meeting is scheduled for Monday, September 14th; there are no new items on the agenda.
- Fall training school: Amy and I are attending September 14th – 17th. Vicky is scheduled to help in the office periodically that week and possibly Debbie as well.
- Rental registry: I will work with the building department and our attorney to have a draft local law for review at the October meeting.

- Apple Festival: The festival is scheduled for October 3rd and 4th; the community center parking lot will be closed beginning Thursday at 6:00 a.m. I have set the schedule for the custodians to work that weekend.
- Digital newsletter: Fawn completed the August edition and did a fantastic job!

CHAPTER 259

RECREATIONAL MOTORIZED VEHICLES, ELECTRIC BICYCLES, ELECTRIC SCOOTERS AND MOTORIZED DEVICES

§ 259-1. Legislative intent and purpose.

The Village of Hilton finds and determines that the recreational use and operation of motorized recreational vehicles, electric bicycles, electric scooters and other motorized devices should be regulated in the interest of public health, safety and welfare.

The Village recognizes that recreational motorized vehicles and other motorized devices may provide opportunities for recreation and enjoyment when operated responsibly and in appropriate locations. At the same time, unrestricted operation may create hazards to operators, pedestrians, motorists and neighboring property owners and may result in excessive noise, trespassing, property damage, unsafe operation and interference with the peaceful enjoyment of property.

The purpose of this chapter is therefore to establish reasonable and uniform regulations governing the recreational use and operation of recreational motorized vehicles, electric bicycles, electric scooters and motorized devices within the Village of Hilton, while preserving and protecting the rights of property owners and the public and remaining consistent with applicable provisions of New York State law.

Nothing contained in this chapter shall be construed to authorize the operation of any vehicle or device in a manner otherwise prohibited by federal or New York State law.

§ 259-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

ALL-TERRAIN VEHICLE (ATV)

A motorized vehicle as defined by the New York State Vehicle and Traffic Law and commonly designed for off-road recreational use, including a quad or four-wheeler.

ELECTRIC BICYCLE

A bicycle with electric assist as defined by New York State Vehicle and Traffic Law § 102-c, as amended from time to time.

ELECTRIC SCOOTER

An electric scooter as defined by New York State Vehicle and Traffic Law § 114-e, as amended from time to time.

HIGHWAY

A highway as defined by New York State Vehicle and Traffic Law.

MOTORIZED DEVICE

Any motorized recreational device propelled by a motor or other power source and not otherwise defined or regulated as an electric bicycle, electric scooter, motor vehicle or all-terrain vehicle under New York State law. The term includes, where applicable, motorized skateboards, motorized recreational conveyances, dirt bikes and similar devices designed principally for recreational or off-road use.

OPERATOR

Any person who drives, rides, controls or is otherwise in physical control of a vehicle or device regulated by this chapter.

PARKING AREA OF A SHOPPING CENTER

Includes those areas defined by New York State Vehicle and Traffic Law §129-a

PARKING LOT

Includes those areas defined by New York State Vehicle and Traffic Law § 129-b

PUBLIC PROPERTY

Any property owned, leased, maintained or controlled by the Village of Hilton or another governmental entity and open or available for public use, including parks, recreation areas, ball fields, sidewalks, public grounds, municipal facilities, easements and other public areas.

RECREATIONAL MOTORIZED VEHICLE

A motorized vehicle or conveyance designed principally for off-road recreation, entertainment or pleasure, including minibikes, trail bikes, dirt bikes, dune buggies, swamp buggies and similar vehicles, but excluding lawn mowers, powered garden equipment, other similar utilitarian domestic equipment, and vehicles required to be registered with the New York State Department of Motor Vehicles except where such vehicle is expressly regulated by this chapter.

SIDEWALK

A sidewalk as defined by New York State Vehicle and Traffic Law.

STREET

A street or highway as defined by New York State Vehicle and Traffic Law.

§ 259-3. Operation on private property and public property.

A. No person shall operate a recreational motorized vehicle or motorized device on the private property of another person without the prior express consent of the property owner or lawful occupant.

B. Where operation is permitted pursuant to Subsection A, the operator shall comply with all applicable provisions of this chapter and shall operate the vehicle or device in a safe and responsible manner.

C. No person shall operate a recreational motorized vehicle on any public property, including Village-owned parks, ball fields, recreation areas, sidewalks, municipal facilities, storage areas, easements or other Village property, unless the area has been specifically designated or authorized by the Village for such operation.

D. The Village Board may, by resolution or other lawful action, designate specific public property or areas for recreational motorized vehicle use and may establish reasonable conditions governing such use, including hours, speed limits, designated routes and other safety requirements.

E. Nothing in this section shall prohibit the lawful operation of an electric bicycle or electric scooter on a highway or other location where such operation is authorized by New York State law and this chapter.

§ 259-4. General operating requirements.

A. Every operator shall operate the vehicle or device in a careful and prudent manner and shall maintain reasonable control at all times.

B. No operator shall operate a vehicle or device at a speed greater than is reasonable and prudent under the circumstances or at a speed that endangers persons or property.

C. No person shall operate a vehicle or device in excess of the maximum speed established by applicable New York State law or this chapter, whichever is more restrictive.

D. No operator shall operate a vehicle or device in a careless, reckless or negligent manner so as to endanger the safety or property of any person.

E. Operators shall yield the right-of-way to pedestrians at all times where required by law and shall operate in a manner that does not unnecessarily interfere with pedestrian traffic.

F. No operator shall carry a passenger unless the vehicle or device is specifically designed and equipped by the manufacturer for the transportation of passengers.

G. No operator shall carry a package, bundle, article or other object that prevents the operator from maintaining proper control of the vehicle or device or, where applicable, from keeping at least one hand upon the handlebars.

H. No operator shall attach the vehicle, device or the operator to a motor vehicle being operated upon a roadway.

I. No person operating a vehicle or device regulated by this chapter shall operate while impaired by alcohol, cannabis, a controlled substance, medication or any other substance to the extent that the person's ability to operate safely is impaired.

J. Every vehicle or device regulated by this chapter shall comply with all applicable equipment requirements imposed by New York State law.

§ 259-5. Recreational motor vehicles and off-road devices.

A. Recreational motor vehicles, including minibikes, trail bikes, dirt bikes, dune buggies, swamp buggies and similar off-road vehicles, shall not be operated on any public street or highway within the Village except to the extent expressly authorized by New York State law.

B. No person shall operate a recreational motor vehicle on a Village sidewalk, park, ball field, recreation area or other public property unless the area has been specifically designated for such operation.

C. No person shall operate a recreational motor vehicle on private property belonging to another without the prior express consent of the owner or lawful occupant.

D. No person shall operate a recreational motor vehicle in a manner that damages or unreasonably threatens to damage public property, private property, landscaping, athletic fields, trails, drainage facilities or other improvements.

E. All recreational motor vehicles operated within the Village shall comply with all applicable registration, equipment, insurance and operating requirements imposed by New York State law.

§ 259-6. Electric bicycles.

A. Electric bicycles operated within the Village shall meet the definition and equipment requirements established by New York State Vehicle and Traffic Law § 102-c, as amended.

B. No person under 16 years of age shall operate an electric bicycle within the Village.

C. Electric bicycles shall not be operated on any sidewalk within the Village unless such operation is expressly authorized by applicable New York State law and this chapter.

D. Electric bicycles shall not be operated on Village public property other than highways or other areas specifically designated for electric bicycle travel, except as otherwise authorized by applicable law.

E. The maximum operating speed for an electric bicycle within the Village shall not exceed 20 miles per hour, except where a lower speed is required by posted signage, applicable state law or another provision of this chapter.

F. Operators of electric bicycles shall comply with all applicable provisions of the New York State Vehicle and Traffic Law, including requirements relating to roadway operation, equipment, lights, protective headgear, passengers and the operation of bicycles with electric assist.

G. Nothing in this section shall be construed to permit the operation of an electric bicycle that does not satisfy the applicable definition or requirements of New York State law.

§ 259-7. Electric scooters.

A. Electric scooters operated within the Village shall meet the definition established by New York State Vehicle and Traffic Law § 114-e, as amended.

B. No person under 16 years of age shall operate an electric scooter within the Village.

C. No person shall operate an electric scooter at a speed greater than 15 miles per hour.

D. Electric scooters shall not be operated on any sidewalk within the Village unless such operation is expressly authorized by applicable New York State law and this chapter.

E. Electric scooters shall not be operated on Village public lands or property except on highways or in areas specifically designated for electric scooter travel, subject to applicable New York State law.

F. Every operator of an electric scooter shall comply with applicable provisions of the New York State Vehicle and Traffic Law concerning roadway operation, passengers, equipment, lights, protective headgear and the operation of electric scooters.

G. No person shall operate an electric scooter in a manner inconsistent with any posted restriction or designation established by the Village.

§ 259-8. Protective headgear and safety equipment.

A. Every operator shall comply with all protective-headgear requirements established by New York State law.

B. In addition to any state-law requirement, the Village may require the use of protective headgear as a condition of operation in any area specifically designated by the Village for recreational motorized vehicle use.

C. Any protective headgear required by this chapter shall meet applicable federal or state safety standards.

D. The requirements of this section shall not be construed to reduce or eliminate any protective-headgear requirement imposed by New York State law.

§ 259-9. Lights and warning devices.

A. Any recreational motorized vehicle, motorized device, electric bicycle or electric scooter operated during periods when lighting is required by applicable law shall be equipped and operated with all lamps and reflectors required by New York State law.

B. Where permitted by applicable law, recreational motorized vehicles and motorized devices operated during hours of darkness shall have a functioning white or amber light visible from the front and a red light or reflector visible from the rear.

C. Any additional lighting or warning-device requirement imposed by New York State law shall apply in addition to the requirements of this chapter.

§ 259-10. Noise and hours of operation.

A. No person shall operate a recreational motorized vehicle or motorized device in a manner that creates loud, excessive or unnecessary noise that unreasonably disturbs or interferes with the peaceful and quiet enjoyment of neighboring property.

B. Recreational motorized vehicles and motorized devices shall not be operated between the hours of 9:00 p.m. and 9:00 a.m., except:

1. In an emergency;
2. When necessary for the protection of life or property;
3. When operated by a governmental agency in the performance of official duties; or
4. When otherwise specifically authorized by the Village.

C. The restrictions of this section shall not be construed to prohibit lawful operation of an electric bicycle or electric scooter during otherwise lawful hours, provided that the operator complies with all applicable state and local laws.

§ 259-11. Prohibited conduct.

No person shall:

A. Operate a recreational motorized vehicle or motorized device in a careless, reckless or negligent manner;

B. Operate any vehicle or device in a manner that creates a substantial risk of injury to another person;

C. Operate any vehicle or device while impaired by alcohol, cannabis, drugs or another substance;

D. Operate a recreational motorized vehicle on private property without the consent required by § 259-3;

- E. Operate a recreational motorized vehicle or motorized device on public property where such operation is prohibited;
- F. Operate a vehicle or device in a manner that damages public or private property;
- G. Operate a vehicle or device in a manner that creates an unreasonable nuisance or disturbance;
- H. Attach a vehicle, device or person to a moving motor vehicle;
- I. Operate a vehicle or device in excess of any applicable speed limitation; or
- J. Fail to comply with any lawful restriction, designation or condition established pursuant to this chapter.

§ 259-12. Enforcement authority.

This chapter may be enforced by any law enforcement officer having jurisdiction within the Village of Hilton and by such other Village officials or enforcement personnel as may be authorized by law.

Nothing contained herein shall limit the authority of a law enforcement officer to enforce any applicable provision of the New York State Vehicle and Traffic Law, Penal Law or other applicable law.

§ 259-13. Impoundment and confiscation.

A. Any law enforcement officer having jurisdiction may cause a recreational motor vehicle or motorized device to be removed and impounded when the officer has reasonable grounds to believe that the vehicle or device is being operated in violation of this chapter or applicable law and immediate removal is reasonably necessary to protect public safety, prevent continued unlawful operation, or protect public or private property.

B. A vehicle or device operated by a person below the minimum lawful operating age may be impounded in accordance with applicable law.

C. A vehicle or device may also be impounded when the operator cannot reasonably establish ownership or when the owner cannot reasonably be identified or contacted.

D. An impounded vehicle or device shall be released to the owner or the owner's duly authorized agent upon:

1. Proof of ownership or lawful authority to obtain possession;
2. Payment of all lawfully imposed towing and storage charges; and
3. Compliance with any other lawful conditions applicable to release.

E. When the operator is a minor, release may be made to a parent or legal guardian in accordance with applicable law.

F. Nothing in this section shall authorize the permanent forfeiture or sale of a vehicle or device except as expressly authorized by state law or other applicable law.

§ 259-14. Penalties for offenses.

A. Any person who violates any provision of this chapter shall be subject to the civil penalties authorized by applicable law.

B. Unless a different penalty is established by applicable law, the following civil penalties are recommended:

1. First violation: \$50;
2. Second violation occurring within one year of the first violation: \$100; and
3. Third and each subsequent violation occurring within one year of the preceding violation: \$250.

C. Each separate act or occurrence in violation of this chapter may constitute a separate offense where authorized by law.

D. The imposition of a penalty shall not excuse the violation or authorize its continuation. The Village may pursue any other remedy or enforcement action available by law.

E. Nothing in this chapter shall be construed to limit the authority of a court or law enforcement agency to impose any penalty or pursue any remedy otherwise authorized by New York State law.

§ 259-15. Compliance with state law.

A. This chapter shall be interpreted and enforced consistently with applicable provisions of New York State law.

B. Where a provision of this chapter conflicts with a mandatory provision of state or federal law, the state or federal law shall control to the extent of the conflict.

C. Nothing in this chapter shall be construed to prohibit conduct that the Village is expressly preempted from regulating or to authorize conduct prohibited by state or federal law.

D. References in this chapter to specific provisions of the New York State Vehicle and Traffic Law shall include successor provisions and amendments thereto.

§ 259-16. Severability.

If any section, subsection, paragraph, sentence, clause or provision of this chapter shall be adjudged invalid or unconstitutional by a court of competent jurisdiction, such adjudication shall not affect the validity of the remaining portions of this chapter, which shall remain in full force and effect.

§ 259-17. Repealed.

Upon the effective date of this chapter, former Chapter 259, "Vehicles, Recreational," and Chapter 260, "Electric or Motorized Bicycles and Scooters," of the Code of the Village of Hilton are repealed and replaced by this chapter, to the extent provided by the adopting local law.

Any provision of either former chapter that is inconsistent with this chapter is repealed upon the effective date of this chapter.

§ 259-18. Effective date.

This chapter shall take effect immediately upon filing with the Secretary of State, or on such other date as may be established by adopting local law, and shall thereafter be included in the Code of the Village of Hilton.

Chapter 259

VEHICLES, RECREATIONAL

§ 259-1.	Definitions.	§ 259-4.	Enforcement authority established.
§ 259-2.	Purpose.	§ 259-5.	Confiscation of vehicles.
§ 259-3.	Prohibited acts.	§ 259-6.	Penalties for offenses.

[HISTORY: Adopted by the Board of Trustees of the Village of Hilton 2-2-2021 by L.L. No. 1-2021.¹ Amendments noted where applicable.]

§ 259-1. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

RECREATIONAL MOTOR VEHICLE — Expressly limited to off-road vehicles such as minibikes, trail bikes, motor scooters, dune buggies and swamp buggies and any other similar motor vehicle of the type that is normally used on land for recreation, entertainment, or pleasure. The use of lawn mowers, powered garden vehicles, other similar utilitarian domestic vehicles and vehicles required to be registered with the DMV are specifically excepted herefrom.

§ 259-2. Purpose.

It is the purpose of this chapter to preserve and promote the health, safety and general welfare of those inhabitants of the Village of Hilton who wish to use and operate recreational motor vehicles on private property or municipal property. It is also the purpose of this chapter to prevent those inhabitants of the Village of Hilton who wish to use and operate recreational motor vehicles from trespassing on public or private property in the Village of Hilton from annoying inhabitants and from creating a public nuisance.

§ 259-3. Prohibited acts.

It shall be unlawful to operate or for the owner to permit the operation of any recreational motor vehicle as defined in § 259-1:

- A. On the private property of another without the express prior written consent of the owner and the occupant of said property. Such consent may be revoked at any time by the granter thereof. Where such express prior written consent has been obtained, the operator or person at the site responsible for such operation shall keep said consent on his person and available for immediate display at all times during the period of such operation. Excepted from the operation of this subsection are any private clubs or other organizations that permit the operation of recreational motor vehicles on their property in connection with the principal use of said property by members of such club or organization.
- B. On any public grounds or property, including Village-owned land, which shall include but not be limited to parks; ball parks; recreation areas; Village-owned streets, easements and sidewalks or areas

1. Editor's Note: This local law also superseded former Ch. 259, Vehicles, Recreational, adopted 11-7-1977 by L.L. No. 6-1977, as amended.

dedicated to or commonly used for vehicular or pedestrian traffic; Village storage facilities; garage areas; and Board of Education lands, unless specifically designated, set aside and reserved therefor by resolution of the Village Board.

- C. In such manner as to create loud or unnecessary noise so as to unnecessarily disturb or interfere with persons in the peaceful and quiet enjoyment of their property. To this end, no person shall operate a recreational motor vehicle before the hour of 9:00 a.m. and after one hour before sundown or 7:00 p.m., whichever is earlier.
- D. In a careless, reckless or negligent manner so as to endanger the safety or property of any person.
- E. While in an intoxicated condition or under the influence of narcotics or drugs as defined by § 1194 of the Vehicle and Traffic Law.

§ 259-4. Enforcement authority established.

The Monroe County Sheriff's Department and/or any law enforcement officer with jurisdiction in the Village of Hilton.

§ 259-5. Confiscation of vehicles.

Any member of the Monroe County Sheriff's Department or any other law enforcement officer who shall encounter any person operating a recreational motor vehicle or conveyance in violation of this chapter, or if the vehicle is operated by an individual under 16 years of age, or the Sheriff's deputy is unable to determine the owner of the vehicle or notify the owner of the vehicle, is authorized to impound said vehicle or conveyance to a place designated by the Monroe County Sheriff's Department or his designee. The owner or duly designated agent of the owner of such vehicle or conveyance may regain the same upon the payment of all expenses and charges necessarily and actually incurred by the removal and/or storage of said vehicle or conveyance.

§ 259-6. Penalties for offenses.

- A. Any person, firm or corporation violating or permitting the violation of any provision of this chapter shall be guilty of a misdemeanor and shall be subject to a fine of not more than \$250 or to imprisonment for not more than 15 days, or both such fine and imprisonment. Any person of the age of 18 years or over, firm or corporation who shall violate any of the provisions of this chapter shall, upon conviction thereof, be punished by a fine not to exceed \$500 or by imprisonment in the county jail for a term not exceeding 15 days, or both in the case of a second or subsequent violation.
- B. In addition, any and all persons, firms or corporations violating or permitting a violation of any of the provisions of this chapter or omitting or refusing to do any act required by this chapter shall severally, for each and every violation and noncompliance, respectively, be liable for a civil penalty of \$50. The imposition of all penalties for any violation of this chapter shall not excuse the violation or permit it to continue. The application of the above penalties or the provisions of this chapter shall not be held to prevent the enforcement of this chapter by other action.

Paternity Leave Policy

Purpose

The purpose of this policy is to provide eligible employees with paid time away from work to bond with and care for a new child following birth, adoption, or foster placement.

Eligibility

Eligible full-time employees are entitled to paid paternity leave following:

- The birth of the employee's child.
- The legal adoption of a child.
- The placement of a child into the employee's foster care.

Leave Entitlement

Eligible employees may receive up to **three (3) weeks, or fifteen (15) business days, of paid paternity leave.**

Paternity leave must:

- Be used within **twelve (12) months** following the birth, adoption, or foster placement.
- Be taken in **one-week increments**, with each week consisting of five (5) business days.

Unused paternity leave will not carry over beyond the twelve-month period and is not eligible for cash payment in lieu of leave.

Request and Notice

Employees should provide their supervisor with reasonable advance notice of their intended paternity leave whenever practicable.

Pay and benefits

Paternity leave will be paid at the employee's regular rate of pay, subject to normal payroll practices.

Employee benefits will continue during approved paternity leave in accordance with the terms of the applicable benefit plans.