

**Village Board  
Approved Meeting Minutes  
December 6, 2022**

Present: Trustees, Fowler, Farrell, Speer, Zabelny  
Village Manager Shari Wilson- Pearce  
Treasurer Maryalice Edwards  
Code Enforcement Officer Mark Mazzucco  
Deputy Clerk Amy Harter  
DPW Superintendent Jeff Pearce

Absent: Mayor Lee, Asst Superintendent Chad McManus

Guests: Tom Venniro, David Olney, Hart Thomas, Dave Montralloy, Kevin & Patricia Hall, Shawn Madigan, Jack Madigan, Jeff LaChausse, Marty Brimm, Ashely DeMersman

Vice Mayor Fowler called the meeting to order at 5 p.m. with the Pledge of Allegiance followed by a moment of silence. The meeting was held in the Ingham Room but was not available on Zoom.

**Recreation Department**

Tree Lighting: Tom Venniro explained the events taking place on December 10<sup>th</sup>. The event is 3 pm – 5:30 p.m. There are 12 street vendors, LaDanse studio will have dancers, an Elf Trek, cookie decorating, wagon rides and Santa arrives by Fire Truck.

**Code Enforcement**

Fire Inspections: This is still being done and is going well. Three inspections were done on Monday.

Parking: Mark Mazzucco is still receiving complaints from a resident pertaining to parking being blocked by deliveries in the Main Street/Hovey Square area. She is asking we send a letter to the business owner each time this is noted. Since this is a traffic matter, the board is supportive of utilizing the Monroe County Sheriff Department to handle.

NYSDOL: An inspector from the Department of Labor inspected the Ingham Room as it is a place of assembly. The only item found in violation is an exit light test button is broken. Mark will have this repaired and will report back to the inspector. This is the first violation in 10 years.

NYS Code: The state is replacing Part 1203 -The Minimum Standards for Code Enforcement & Administration. These changes effect Chapter 95 of the Village Uniform Construction Code. It will require an increased frequency and number of inspections. Mark rewrote Chapter 95 and it will be reviewed by the Village attorney. This increase will likely create a need for a part time

inspector to assist Mark and will be discussed during the budget process. A Local Law is required for the change in code.

### **Treasurer's Report**

**Resolution** Motion made by Trustee Speer, seconded by Trustee Zabelny to approve the following. Carried 4-0.

In accordance with Section 802 (A) (4) of the Employee Handbook for health insurance, the Village Board hereby establishes that for calendar year 2023, the Village of Hilton will contribute 80% of the annual deductible amount for active fulltime employees. The Treasurer is authorized to deposit the Village's share into the employee's health saving accounts according to the following schedule: Within the first 10 days of each month the Treasurer will deposit the employees pro-rated share of the employers portion of their health savings dollars. If the employee is in need of the remaining amount of their health savings dollars, the employee must show the Excellus statement indicating they have met the deductible amount prior to the Treasurer depositing the remainder of the health savings dollars.

**Resolution** to renew the CD's at 3.6 % with Canandaigua National Bank for 30 days, motion made by Trustee Zabelny, seconded by Trustee Farrell. Carried 4-0.

### **Manager's Report**

Archer Drive: On Street parking was prohibited in 2021 by the Village Board. Since then, the property owners on Archer Drive have received parking tickets several times. The board and management team have been revisiting this topic. The management team recommends parking to be permitted on 1, 7, 9, 11, 13, 14 Archer and 285 Applewood Lane. This action requires a Public Hearing which will be held January 3, 2023.

Mr. Thomas thanked the board for their effort to rework this law. He recommends adding stop signs at Verney Drive and Archer Drive. The Sheriff's Department will be notified of this action.

**Resolution** to authorize the Village Manager to advertise a Public Hearing for Local Law 1, 2023 to permit parking on 1, 7, 9, 11, 13, 14 Archer and 285 Applewood Lane. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

**Resolution** to authorize the Village Manager to advertise a Public Hearing for Law Law 2, 2023 to install two stop signs at Verney Drive and Archer Drive. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Collamer Road Land: The real estate deal is complete. The legal fees are substantial. Shari is recommending splitting the legal fees with the Town of Parma as originally discussed. The

board agreed the Town should pay 50% of all fees. She will review each invoice and determine the amount to pass along to the Town of Parma.

Ambulance meeting: Trustee Zabelny reported the meeting held November 29<sup>th</sup> was productive. Mayor Lee, Trustee Zabelny, Shari, Jim Roose, Tom Coyle and two fire chiefs were in attendance. Contact information was exchanged, and they discussed a possible location for the ambulance is the Hilton Exempt Club.

Family Medical Leave: Shari reported the board authorized the use of 40 hours of sick time and 16 hours for medical appointments. She noted that some employees have used the time entirely thus far. She is asking the board if the policy will be continued and if a Dr.'s note should be required. The board would like to have documentation, or the employee must utilize their vacation time.

**Resolution** to require documentation by a physician's office for family medical leave if taken by employee. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Vacation Carry-over: The DPW Superintendent has 3 weeks of unused vacation time he would like to carry over. The Village Manager has one week of unused vacation time.

**Resolution** to allow Shari Pearce to carry over one week of vacation time into 2023. Motion made by Trustee Speer, seconded by Trustee Farrell. Carried 4-0.

**Resolution** to allow Jeff Pearce to carry over three weeks of vacation time into 2023. Motion made by Trustee Speer, seconded by Trustee Farrell. Carried 4-0.

Employee Wages: Aimee Doser has reached her six-month evaluation period. Shari noted she is doing an excellent job and is recommending an increase in pay of \$1.50 per hour as per the wage schedule.

**Resolution** to approve a wage increase of \$1.50 per hour to Village Office employee, Aimee Doser. Motion made by Trustee Farrell, seconded by Trustee Zabelny. Carried 4-0.

**Resolution** to close the Village Office and DPW on Friday, December 9<sup>th</sup> at 1 p.m. for the annual safety meeting. Motion made by Trustee Zabelny, seconded by Trustee Farrell. Carried 4-0.

Holiday Schedule: Shari provided the 2023 holiday schedule. The Village allows one floating holiday to be determined annually. The employees would like to take Monday July 3<sup>rd</sup>. The DPW will have two double routes for refuse that week. The board meeting will be moved to Wednesday, July 5<sup>th</sup>.

**Resolution** to approve the 2023 holiday schedule as submitted including July 3<sup>rd</sup> and 4<sup>th</sup>. The Village Board meeting will be held on WEDNESDAY July 5<sup>th</sup>. Motion made by Trustee Farrell, seconded by Trustee Zabelny. Carried 4-0.

Community Center Security: The date, the upgrade to the security system has not been finalized with SG Security due to their busy schedule.

Office remodel has begun and has gone well. The reception area is incomplete, there are key components that are on backorder which was unexpected. The cubicles computers and phones are complete, and the office is functional.

### **Public Forum**

Vice Mayor Fowler opened the Public Forum at 6 p.m. and read the procedures.

Dave Montralloy was present to discuss his letter of intent to purchase property at the east end of 51 Railroad Avenue from the Village of Hilton.

The Village Manager reported the Management Team met and reviewed the location of water and sewer infrastructure, which is under the parking lot. They do not recommend selling this property due to the infrastructure location and that the electric charging stations were installed within the last year. Shari noted that public parking in the Village is limited as well as locations to push snow. Mr. Montralloy stated he began with 15 spots which has reduced to 10 because the parking is shared. He does not want to see any parking be lost due to expansion of the charging station in the future.

Shawn Madigan, 17 Cosman Terrace, asked the board to make the Village curfew 9 p.m. He noted there are kids on his property knocking on doors and terrorizing his dog. Vice Mayor Fowler explained this is a police matter as it is a trespassing matter. He will ask Mayor Lee to reach out to the captain for special attention in this area.

Jack Madigan, 17 Cosman, asked if there are upcoming plans to resurface Cosman, Brook and Mariah Streets as they are in disrepair. Jeff Pearce will review the schedule and let him know. Mr. Madigan suggested the stop sign in front of his house which is attached to the post office be upgraded to add lights. Jeff explained the speed bump is located there in summer and was just removed recently for the snow plowing season.

Kevin Hall 175 Collamer Rd. Mr. Hall owns the property to the east of the property recently purchased by the Village for stockpile purposes. He has used this area on several occasions to turn his vehicle around for convenience and is seeking permission to continue. The board agreed to allow him to continue the practice and a document will be drafted to include a hold harmless agreement in the event of an injury. Trustee Speer noted a gate will be installed but will be placed far enough to allow Mr. Hall to use the area as needed.

Jeff LeChausse, Marty Brimm and Ashley DeMersman were present from, Carb Kings which hosts the Wheels on Main Street car show. They were present to discuss the use of Village streets for their annual car show on August 19, 2023. This will be their 10<sup>th</sup> anniversary and planning to expand the number of cars. This year they raised \$4000 which was given to the Hilton Food Shelf, Cadet Cupboard, and the Hamlin Dog Shelter. It was noted that two founding members have passed away and the current members are honoring their wishes by continuing to bring customers into Hilton and distributing donations and within the community.

**Resolution** to support the car show on August 19, 2023, and to authorize the Superintendent to close the necessary roadways with permits to the DOT. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Dave Olney, 6 Cross Lane, asked if the Monroe Ambulance contract was signed and where the ambulance will be located. Trustee Zabelny replied the contract was signed and the location suggested is the Hilton Exempt Club, the next meeting to review Monroe's data is February 13<sup>th</sup> at 9 am. Mr. Olney asked what data has Monroe committee to and who is qualified to be on the panel. Shari Pearce stated the panel members are Mayor Lee, Trustee Zabelny, Shari Pearce, Jim Roose, Mark Mazzucco and Fire Department personnel. Shari noted Mark Mazzucco has 30 years paid Fire and EMS service experience. He asked how the information can be reviewed by the public. Shari noted the data may need FOILED; she will find out. She also noted Dr. Cushman has offered his assistance and may be asked to attend the February meeting.

Mr. Olney asked who holds board members accountable? Vice Mayor Fowler stated it depends on the based on the allegation and the Village attorney would be consulted. Shari explained the Mayor will handle Trustee issues and vice versa and there is a personnel team. There are written standards by NYCOM (New York Conference of Mayors) and each member must follow a code of ethics.

Mr. Olney had a copy of Village Facebook policy. The copy he had is outdated and Shari will confirm the policy is updated on the Village website. He noted our policy stated comments must be turned off. The policy states we must have communication stream on both sides.

Mr. Olney questioned the Comprehensive plan and if the village has done anything outlined in the plan. Shari explained that 7 electric vehicle charging stations have been installed and we are expecting information on awards for a grant to rewrite our zoning code. The board has budgeted \$30,000 to rewrite it that we may not need to utilize. The Zoning Board of Appeals has held workshop sessions pertaining to the code. It will be lengthy process. Shari also noted that the 2030 Envision Plan was awarded the best Comprehensive Plan in New York State for 2022 by the New York Planning Federation.

With all persons heard Vice Mayor Fowler closed the Public Forum at 6:38 pm.

### **DPW Report**

Personnel: The DPW Superintendent is recommending hiring former DPW employee Greg Brothers to plow snow and train the newer employees to plow.

**Resolution** to hire Greg Brothers for seasonal work and training employees at a rate of pay of \$40 per hour. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

WEMOCO student: Jeff Pearce has been contacted by a WEMOCO student to co-op at the DPW. The Village staff will verify insurance requirements, the board is supportive to allow a student to work along the DPW with limitations to equipment and job duties. Jeff will update the board as necessary.

Underground Utility Training: Jeff is recommending four employees attend training at a cost of \$50 each.

**Resolution** to authorize the DPW Superintendent and three employees attend Underground Utility Training January 11<sup>th</sup> at the Webster Firemen’s Field at a cost of \$200. Motion made by Trustee Farrell, seconded by Trustee Zabelny. Carried 4-0.

South Avenue water leak: Jeff reported the leak has been contained and the water main will have to be relocated in the spring. Shari Pearce reported there are statewide monies for emergency repairs, and she feels this would qualify. She will research the information and keep the board updated.

**Discuss**

Trustee Speer asked that the petition provided to Mayor Lee on October 24<sup>th</sup> ambulance service meeting be added to the December minutes. There were no minutes taken at the October 24<sup>th</sup> meeting as it was informational for the public.

Vice Mayor Fowler reported there are students in the based learning students’ program. They are available in January. The jobs can be designed by board or Shari, they do not have to be custodial in nature as they were previously. The board is supportive of having the students back, it was beneficial for the students and for our staff.

**Vouchers**

**Resolution** to approve the vouchers added at the meeting: Gempler’s \$-380.00, Home Depot \$355.18, MRB Group \$3290.00, Waste Management \$5758.18, West Herr \$86.88, Haworth \$4,070.11, MCO \$4,972.00, MC Clerk \$60.00.

Prepaid	\$7,364.40
TA	\$29,999.20
General	\$142,595.70
Water	\$52,135.81
sewer	<u>\$33,367.45</u>
Total	\$265,462.56

Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

**Adjournment**

There being no further business, Trustee Zabelny motioned to adjourn the meeting at 7 p.m. seconded by Trustee Speer. Carried 4-0.

Respectfully submitted,

Amy Harter  
Deputy Clerk

