

**Village Board Agenda  
Annual Meeting  
April 4, 2023**

Meeting ID: 878 0626 0393  
Passcode: 372820

Mayor Lee to call the meeting to order & Pledge of Allegiance and a moment of silence.

**Recreation Report**

**Code Enforcement**

**Resolution** to approve the Monroe County Hazard Mitigation Plan 2023 Update as presented.

**Resolution** to designate the Superintendent of Public Works as the Stormwater Management Officer as per Section 215-9 of the Village of Hilton Code

**Public Works Report**

**Resolution** to spend \$10,000.00 out of the land reserve to begin development for the stockpile land (I will explain at meeting).

**Resolution** for Asst. Superintendent Chad McManus to purchase a bucket truck on auction.

**Treasurer's Report**

**Resolution** to renew two CD's with Canandaigua National Bank effective April 10<sup>th</sup> through May 31st, the rate will provided at the meeting.

**Manager's Report**

**Resolution** to increase the water rate to \$3.70 per thousand gallons.

**Resolution** to allow the Village Manager and Treasurer to attend the NYCOM spring conference on. This is a budgeted item.

**6:00 p.m. Public Hearing**

Mayor Lee to open the public hearing for the proposed budget.

Public Comments:

Mayor Lee to close public hearing.

**Resolution** to adopt the annual budget for fiscal year 2023-2024. The tax rate will increase .09 to \$2.70/thousand. The total budget is as follows:

General	\$3,649,157
Water	\$ 623,767
Sewer	\$ 587,541
Capital	\$ 0
Total	\$4,860,465

**Public Forum**

A representative from the Music Fest Committee to be present to discuss a proposed event to be held at the Hilton Carnival Grounds, 135 South Avenue, on August 5<sup>th</sup>.

**Resolution** to approve the use of the municipal lot located behind 38 East Avenue, Saturday evenings from May – September for “Cruise Night”.

Mayor Lee to close the public forum.

**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** that the Village Board will meet the first Tuesday of every month at 5:00 p.m.:

<b><u>2023</u></b>	<b><u>2024</u></b>
May 2	January 2
June 6	February 6
July 5	March 5
August 1	April 2
September 5	
October 3	
November 7	
December 5	

**Resolution** If Mayor Lee 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.

**The Mayor to make the following appointments:**

Vice Mayor	Andy Fowler
Zoning Board Liaison	Mark Mazzucco
Personnel Liaison	Joe Lee, Andy Fowler
Village Budget Liaisons	Shannon Zabelny, Andy Fowler
Hilton Parma Recreation Liaison	Mark Mazzucco
Enhancement	Joe Lee
Public Relations	Joe Lee and Shari Pearce
Newsletter	Joe Lee and Shari Pearce
Fire Commissioners Liaison	Mark Mazzucco
School Board Liaisons	Joe Lee and Shari Pearce
Chamber of Commerce	Joe Lee and Shari Pearce
Historian	Dave Crumb
Assistant Historian	Amanda Dudley
Registrar of Vital Statistics	Shari Pearce
Deputy Reg. Vital Statistics	Amy Harter and Maryalice Edwards
Community Development	Shari Pearce and Jeff Pearce
Records Retention Officer	Shari Pearce and Amy Harter
Shared Services Team	Joe Lee and Jeff Pearce
Community Center Supervisor	Shari Pearce and Chad McManus
Special Police Committee	Joe Lee, Shari Pearce
Safety Team Com Center	Joe Lee, Mark Mazzucco, Chad McManus, Shari Pearce, Shannon Zabelny
Social Media	Shari Pearce, Debbie Jones
Environmental Committee	Larry Speer, Andy Fowler, Jeff Pearce, Shari Pearce
Town of Parma Liaison	Sherry Farrell

**Resolution** that 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

**Resolution** to 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.

**Resolution:** to 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: Maryalice Edwards, Amy Harter, Debbie Jones, Shari Pearce, and Aimee Doser.

**Resolution** to approve the 2023-2024 fee schedule as amended.

**Resolution** that the procurement policy shall be renewed for one year as amended.

**Resolution** that the online banking policy shall be renewed for one year.

**Resolution** that the credit card policy shall be renewed for one year.

**Resolution** that the social media policy shall be renewed for one year.

**Resolution** that the Facebook policy for the Village of Hilton shall be renewed for one year.

**Resolution** that the investment policy for the Village of Hilton shall be renewed for one year.

**Resolution** that the travel policy for the Village of Hilton shall be renewed for one year.

**Resolution** to accept the Water and Refuse Billing Procedures/Policy as amended.

**Resolution** to accept the Fund Balance Policy for 2023-2024.

**Resolution** to accept the Reserve Policy for 2023-2024.

**Resolution** to accept the Payroll Policy for 2023-2024.

**Resolution** to accept the Budget Policy for 2023-2024.

**Resolution** to accept the Password Policy for 2023-2024.

**Resolution** to accept the Sexual Harassment Policy for 2023-2024.

**Resolution** to accept the Whistleblower Policy for 2023-2024.

**Resolution** to accept the Workplace Violence policy for 2023-2024.

**Resolution** to renew the following leases with tenants in the Hilton Community Center with a 3% increase:

- Hilton Community Child Care
- LaDanse Workshop
- Apple Festival
- Life Quest Church
- Food Shelf

**Resolution** to retain the law firm of Lacy, Katzen LLP, and Attorney Larry Schwind on a fee basis when legal advice is needed at a rate of \$ 295.00 per hour. This is an increase of \$10.00 per hour.

**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; Maryalice Edwards 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.

#### **Minutes**

**Resolution** to approve the meeting minutes of March 7<sup>th</sup> and March 16<sup>th</sup>, and March 20<sup>th</sup>.

#### **Village Board Liaison Reports**

#### **Executive Session**

**Resolution** to enter into Executive Session to discuss an employee matter.

#### **Adjournment**