

**Village Board
Unapproved Minutes
December 3, 2024**

Present: Mayor Lee, Trustees, Speer, Zabelny, Fowler, Farrell (arrived late)
Village Manager Shari Wilson-Pearce
Treasurer Maryalice Edwards
Code Enforcement Officer Mark Mazzucco
Deputy Clerk Amy Harter
DPW Superintendent Jeff Pearce
DPW Asst, Chad McManus

Guests: Linda Viney, Debbie Hebing, Ignatius LaDelfa, Harry Reiter, Kim Fay,
Shaun Logue, Laura Pettine

Mayor Lee called the meeting to order at 5 p.m. with the Pledge of Allegiance and a moment of silence. The meeting was held in the Board Room and was available via Zoom.

Recreation

Tom Venniro talked about the upcoming tree lighting and Holiday on Main Street. Thanks to Jeff and DPW for their hard work. He thanked the Lion's Club for hosting a Thanksgiving dinner last month.

Code Enforcement

Mark Mazzucco was not in attendance due to a family emergency.

Trustee Fowler is seeking an update on the senior housing project at St. Leo's property and the Bowling Alley. Shari will follow up with Mark for the most recent information pertaining to these projects.

Treasurer

Resolution In accordance with Section 802 (A) (4) of the Employee Handbook for health insurance, the Village Board hereby establishes that for calendar year 2025, 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 savings 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. Motion made by Trustee Fowler, Zabelny. Carried 4-0.

Resolution to authorize the Treasurer to renew two CD's on December 9, 2024 at the current rate with Canandaigua National Bank. Motion made by Trustee Speer, seconded by Mayor Lee. carried 4-0.

Sales Tax: For the second time this year, the sales tax from Monroe County has come in less than budgeted. The third quarter was \$14,995 less than this same time last year. This appears to be a trend and will be discussed thoroughly at budget time for the future.

Charging station: The revenue from Railroad Avenue is \$282.77 this month.

Superintendent

Resolution to approve a wage increase for Jason Chapin of \$1.00 per hour. Motion made by Trustee Speer, seconded by Trustee Fowler, Carried 4-0.

A cable line was hit by the DPW during excavation on 11/14/24 on Tallwood Drive. Jeff explained using a vac truck instead of an excavator would decrease the risk of utility line damage.

Vac Truck: Jeff is still searching to purchase a vac truck. Trustee Fowler asked if the budget of \$170,000 set by the board is too low to make the purchase. Shari also noted there is \$100,000 budgeted for the boiler system that could be used to increase the budget. She also suggested taking money from reserves or the possibility of leasing a truck. These suggestions will be reviewed during the upcoming budget for 2025-2026.

Water license: Kevin Burritt and Zach Klein both obtained their water licenses.

Traffic Study: Recently, the DOT placed traffic cameras on Hazen Street to conduct a traffic study. Residents have inquired about the purpose of these cameras. It was agreed that information on this topic should be submitted to Suburban News and posted on the Village Facebook page.

Manager

Resolution to approve the holiday schedule for the 2025 year. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Resolution to approve the Intermunicipal Agreement for the Town of Parma for the 2025 year. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried 4-0.

Resolution to approve the Intermunicipal Agreement for Monroe Ambulance for the 2025 year with no changes. Motion made by Trustee Zabelny, seconded by Mayor Lee 4-0.

Resolution to approve the Intermunicipal Agreement for the Special Police. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried 4-0.

Resolution to approve the closing of both departments on Friday, December 13, 2024 for a safety meeting at 1 p.m. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried 4-0.

Resolution to hold a joint meeting with the Town of Parma on January 14, 2025 at 6:30 p.m. in the Ingham room. Speer, Mayor Lee. Carried 4-0.

School Bus: Shari Pearce reported the district officials are changing the bus drop off and pick up location at the Community Center for student safety. The district reported over 600 traffic infractions at the current drop off, which is the east facing entrance of the Community Center since the start of school in September. Effective immediately, the pickup and drop off location will be the south door/sidewalk area.

Veterans Day: Shari Pearce is recommending offering an additional employee benefit to Military Veterans. She is proposing they receive a half day off with pay the day prior to Veterans Day. The board agreed.

Resolution to amend the employee handbook to add an additional half day paid time off for full-time employees that have served in the Armed Forces for a full term and received an honorable discharge. The half day is to be taken the day before the Village's holiday for Veterans Day. Motion made by Trustee Fowler, seconded by Mayor Lee. Carried 4-0.

Lead and Copper: Shari reported the necessary letters have been sent to all water customers. Very few calls have been received with questions and the team has handled them.

Ingham Room: The board has agreed to purchase the chairs that have been left for our use by Lifequest Church. These chairs are used in the Ingham Room mainly by the senior center. Rob Dickerson has offered to sell them at a cost of \$25 each.

Resolution to authorize the Treasurer to pay \$2600 to Lifequest Church for the purchase of 104 chairs. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

DPW vacation time: Jeff Pearce and Chad McManus each have unused vacation time. The employee handbook states that up to six weeks can be carried over per year. The manager is recommending paying them each for this unused time off.

Resolution to pay out vacation for Jeff Pearce for up to four weeks and Chad McManus for two weeks. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Phone System: Shari explained the current phone system has been in place for at least 15 years. As of the end of this month it will no longer be supported. Matrix Communications has offered an internet driven, cloud-based system. There is an up-front fee of \$1200, however it eliminates the monthly phone line cost. This is an annual savings of \$4100. This is a five-year contract. The system has many upgrades such as texting and calls can be sent to a cell phone without having to give out a private number. This is an excellent option to work away from the office or DPW if necessary.

Resolution to authorize the Village Manager to sign a five-year contract with Matrix Communications to provide phone service. Motion made by Trustee Speer, seconded by Mayor Lee. Carried 4-0.

Village Car: Last month, the Village Manager purchased a 2025 Honda CRV for official Village use. The Building Department will continue to use the Chevy Traverse as their vehicle.

6:00 p.m. Public Hearing

Mayor Lee to open the public hearing:

To consider Local Law #3, 2024 to add the following to the Vehicles and Traffic Law, Chapter 252-4 (A).

A. The parking of vehicles on Green Lane is hereby prohibited.

There was no one from the public present to discuss this topic.

Monroe County Department of Planning and Development provided their comments; the matter was determined to be local.

Resolution to approve Local Law #3, 2024 as written. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried 4-0.

Public Forum

Public Forum is open to any member of the public to speak with the Village Board.

Mayor Lee read the public forum procedures and opened the meeting to the public.

Trustee Farrell arrived at 6:10 pm. due to a work commitment.

Village Code: Shaun Logue from MRB provided a detailed summary of the proposed Village code. The committee has worked many hours to update it. Monroe County will have 30 days to review the code, and the Village attorney must also review it. The Village Board will place this item on the Village Board agenda on January 7th to declare them as lead agent. The public will be educated through social media and newspaper publication. An additional public hearing may be held on February 18th to review the seqr and comments from the County and the Department of State. The intent is to have this project completed in March. The board extends their gratitude to the committee members for their hard work on this project.

Apple Fest: A letter from the Apple Fest Chairperson, Linda Viney was provided, the Committee is seeking to utilize the building and grounds of the Community Center for their 2025 festival as follows:

- October 4 & 5th 3-4 days prior and 3-4 days after
- 135 South Avenue for parking for attendees
- Installation and removal of banners
- To allow parking 10/3 – 10/5 at the DPW
- Stripe grass areas

Trustee Fowler suggested the Community Center parking lot remain open through until the end of business Wednesday, October 1st. There was a discussion regarding the need maintain “business as usual” for the Community Center employees and customers. The board agreed the parking lot will be open through close of business October 1st and there are to be no Recreation senior programs 10/1 through 10/5. The food groups will set up at 6 pm, 10/1/25, and light towers will be set up for them.

Resolution to authorize the use of the Community Center and 135 South Avenue as noted above, motion made by Trustee Fowler, seconded by Trustee Farrell. Carried 5-0.

With all persons heard, Mayor Lee closed public forum at 6:50 p.m.

Minutes

Resolution to approve the meeting minutes of November 5, 2024. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried 5-0.

Vouchers

Resolution to approve the December vouchers for payment with the following additions: Jackson Welding, \$376.00 HCSD, \$3,423.13, Power & Construction, \$361.00, Russ Zurick, \$165.75. Motion to approve made by Trustee Speer, seconded by Trustee Zabelny. Carried 5-0.

Prepaid	\$6,967.19
TA	\$26,058.68
General	\$171,390.28
Water	\$53,987.01
Sewer	<u>\$48,094.46</u>
Total	\$306,497.62

Adjournment

Trustee Speer made the motion to adjourn the meeting at 7:00 pm, seconded by Trustee Fowler. Carried 5-0.

Respectfully submitted,

Amy Harter, Deputy Clerk