

The meeting of the Board of Trustees of the Village of Avon was held in the Whitney Room of the Village Hall, 74 Genesee Street, Avon, New York on Monday April 3rd, 2017.

Present: Thomas Freeman, Mayor
Mark McKeown, Trustee
Bill Zhe, Trustee
Rob Hayes, Trustee

Staff: Tony Cappello, Code/Zoning Enforcement Officer
John Barrett, DPW Superintendent
Brian Glise, Code Enforcement/Fire Marshal
Christine Quinlan, Treasurer
Chief Benedict, Chief of Police

Visitors: Bill Davis, MRB

Absent: Tim Batzel, Trustee

ANNUAL MEETING 2017:

APPOINTMENTS:

Mayor Freeman began by appointing Mark McKeown as Deputy Mayor for a term of one year, and asked for a motion to approve the following appointments:

Upon a motion made by Trustee McKeown, the following appointments were made:

AVON POLICE DEPARTMENT:

Police Chief	Gary Benedict
Sergeant	Joseph Geer
Police Officer	Timothy Ferrara, Jr.
Police Officer	Matthew McFadden
Police Officer	Travis McFadden
Police Officer - Part time	Kenneth Ippolito
Police Officer – Part time	Tamara Bingham
Police Officer – Part time	Richard Gage
Police Officer – Part time	Dan Gleason

DEPARTMENT OF PUBLIC WORKS:

Superintendent of Public Works	John Barrett
--------------------------------	--------------

ANNUAL:

Zoning Officer/Code Enf. Officer	Anthony Cappello	1 yr.
Code Enf. Officer/Fire Marshal	Brian Glise	1 yr.
Village Attorney	Reid Whiting	1 yr.
Acting Village Justice	Peter Piampiano	1 yr.
Court Clerk	Jeanette Cullinan	1 yr.
Deputy Court Clerk	Jennifer Sergeant	1 yr.

PARK COMMISSION:

Park Commission Chairperson	John Marks	1 yr.
Park Commission Member	Gail Westfall	5 yr.

ZONING BOARD:

Zoning Board Chairperson	Dan Freeman	1 yr.
Zoning Board Member	Ernest Wiard	5 yr.

PLANNING BOARD:

Planning Board Chairperson	Paul Drozdziel	1 yr.
Planning Board Member	William Wall	5 yr.

Trustee Zhe seconded the motion and it was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
Mark McKeown, Trustee	Voting	Yes
William Zhe, Trustee	Voting	Yes
Robert Hayes, Trustee	Voting	Yes
Timmy Batzel, Trustee	Voting	Absent

BOARD LIAISONS:

- Planning Board – Trustee Hayes & Trustee Batzel
- Fire Board – Trustee McKeown
- Park Commission – Trustee Zhe
- Water – Trustee Hayes & Trustee Batzel
- Ambulance- Will be invited to the joint meetings for updates
- Town Board - Will continue to have joint meetings throughout the year

Upon a motion made by Trustee Hayes and seconded by Trustee Zhe, the Board liaisons are approved. The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
Mark McKeown, Trustee	Voting	Yes
William Zhe, Trustee	Voting	Yes
Robert Hayes, Trustee	Voting	Yes
Timmy Batzel, Trustee	Voting	Absent

Upon a motion made by Trustee Zhe, the following are hereby approved as follows:

BANKS:

The Bank of Castile
 Community Bank
 Five Star
 J P Morgan
 Canandaigua National Bank & Trust

OFFICIAL PAPER:

The Livingston County News

MEETING NIGHTS AND TIMES:

First and third Monday of each month at 6:00 pm.

In an effort to conduct an efficient and time conscious Board meeting, Mayor Freeman asked that all parties having items for discussion with the Village Board present them to Clerk Randall by noon the Thursday before the meeting for insertion on the agenda. Only topics listed on the agenda will be discussed at the Board meetings. Mayor Freeman asked that all Trustees and employees come to the meetings prepared to discuss the items on the agenda.

ADVANCED APPROVAL OF CLAIMS:

Utility bills, postage, payroll and payroll related items, debt service, and freight shall be paid in advance and approved at the next regular Village Board meeting. An audit committee, which will consist of two board members, are authorized to approve any other advanced claims.

MILEAGE ALLOWANCE:

IRS 2017
 Privately owned vehicle – 53.5 cents per mile

Trustee Hayes seconded the motion and it was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
Mark McKeown, Trustee	Voting	Yes
William Zhe, Trustee	Voting	Yes
Robert Hayes, Trustee	Voting	Yes
Timmy Batzel, Trustee	Absent	

POLICIES:

Upon a motion made by Trustee Zhe, and seconded by Trustee Hayes, the following policies are hereby approved as previously submitted, with no updates:

1. Code of Ethics (adopted 12/5/16)
2. Conference/Travel Expense Reimbursement (adopted 12/5/16)
3. Meals/Refreshments Reimbursement (adopted 12/5/2016)
4. Credit Card Policy (adopted 12/5/2016)

5. Fixed Asset Policy (adopted 12/5/2016)
6. Investment Policy (adopted 12/5/2016)
7. Borrowing Policy (adopted 12/5/2016)
8. Sexual Harassment Policy (adopted 12/5/2016)
9. Whistleblower Policy (adopted 12/5/2016)
10. Workplace Violence (adopted 12/19/2016)
11. Procurement Policy (updated 2/2/15)

The motion is carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
Mark McKeown, Trustee	Voting	Yes
William Zhe, Trustee	Voting	Yes
Robert Hayes, Trustee	Voting	Yes
Timmy Batzel, Trustee	Absent	

The employees review the policies annually after the organizational meeting, and sign off accordingly. The policies are available in the Village Office for public review.

* In order to maintain the integrity of their positions on the Board and to prevent a “conflict of interest”, Trustee McKeown and Trustee Zhe noted that their wives are a part of the Library Board. Trustee Hayes noted that he is affiliated with JP Morgan as a broker, and his wife is a member of the Town Recreation Board.

CHECK SIGNING AUTHORITY:

Upon a motion made by Trustee Hayes, and seconded by Trustee Zhe, the following check signing authority is hereby adopted for the Mayor, Deputy Mayor and/or Treasurer:

- Checks in the amount of \$0 - \$10,000 – one signature required
- Checks in the amount of \$10,000 or more – two signatures required
- Withdrawal slips, wire transfers – one signature required.

The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
Mark McKeown, Trustee	Voting	Yes
William Zhe, Trustee	Voting	Yes
Robert Hayes, Trustee	Voting	Yes
Timmy Batzel, Trustee	Voting	Absent

M/WBE-EEO MINORITY BUSINESS OFFICER:

Upon a motion made by Trustee Zhe, and seconded by Trustee Hayes, the following is adopted, with no changes to the previous resolution for the M/WBE goals:

**MINORITY AND WOMEN’S BUSINESS-EQUAL EMPLOYMENT
OPPORTUNITY PROGRAM WORK PLAN
NEW YORK CLEAN WATER STATE REVOLVING FUND
MUNICIPAL OTHER THAN LAND ACQUISITION**

Policy Statement:

The Village of Avon commits to carrying out the intent of the New York State Executive Law, Article 15-A which assures the meaningful participation of minority and women’s business enterprises in contracting and services, and the meaningful participation of minorities and women in the workforce on activities financed by the CWSRF program.

Minority Business Officer:

Heather R. Randall is designated as the local Government Official or Minority Business Officer responsible for administering Minority and Women’s Business-Equal Employment Opportunity (M/WBE-EEO) program for the Village of Avon.

MBEO Officer Phone No. 585-226-8118

M/WBE Projected Goals:

10% Minority Business Enterprise Participation

10% Women’s Business Enterprise Participation

EEO Projected Goals:

5.3% Minority Labor Force Participation

6.9% Female Labor Force Participation

The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
Mark McKeown, Trustee	Voting	Yes
William Zhe, Trustee	Voting	Yes
Robert Hayes, Trustee	Voting	Yes
Timmy Batzel, Trustee	Absent	

STANDARD WORK DAY ESTABLISHMENT FOR RETIREMENT:

The following are the positions and the hours to be reported to the NYS Retirement System as the standard work day established by the Village Board for retirement credit:

<u>POSITION</u>	<u>HOURS</u>
• Board Member(Plan,Zone,Water,Parks)	6 hours
• Code Enf. Officer/Fire Marshal	6 hours
• Court Clerk	6 hours

- Crossing Guard 6 hours
- Deputy Clerk 7 hours
- Deputy Court Clerk 7 hours
- F/T Patrolman 8 hours
- Fire Dept. Sec. 6 hours
- Laborer 8 hours
- Mayor 6 hours
- P/T Laborer 6 hours
- P/T Patrolman 6 hours
- Police Chief 8 hours
- Sergeant 8 hours
- Superintendent of Pub. Works 8 hours
- Treasurer 7 hours
- Trustee 6 hours
- Village Attorney 6 hours
- Village Clerk 7 hours
- WWTP Lead Operator 8 hours
- Zoning Officer 6 hours

Any member of the NYS Retirement System that does not participate in a time keeping system (turning in a time sheet) is required to do a **Record of Activity (ROA)** for three months in order to get an average time worked. This is done at the start of a new elected/appointed term, or at the time membership in the retirement system begins, and may be recertified up to eight years.

Upon a motion made by Trustee Hayes and seconded by Trustee Zhe, the standard work day was established for reporting to the Retirement System. The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
Mark McKeown, Trustee	Voting	Yes
William Zhe, Trustee	Voting	Yes
Robert Hayes, Trustee	Voting	Yes
Timmy Batzel, Trustee	Voting	Absent

DPW UPDATE:

Superintendent Barrett was in attendance to update the Board on the following:

- I/I- Aaron Bissell (MRB) and Kenny Farrell went out to work on the wet study. They went out late Friday night/early Saturday morning, and found a few things to note: there are four or five areas of high flow, and inflow coming from East Avon. There are still approximately 9 manholes to do and Aaron and a member from the DPW are ready to go out tonight to complete the study, weather permitting.
- Bill Davis asked about the plans for getting the DOT permit for the 5&20 project. Did the Village want him to continue pursuing it? Superintendent Barrett said to keep on moving forward, and once they have that from the DOT, he can get prices for the detour.

- Superintendent Barrett said he should have the quotes for the roof project at the shop at the next meeting.
- The Oakhill Drive project is a priority for storm management for the upcoming year.

MINUTES:

Upon a motion made by Trustee Hayes and seconded by Trustee Zhe, the Board approved the minutes from the Joint Village/Town meeting from March 13, 2017 and the Budget Meeting from March 27, 2017 were approved as submitted. The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
Mark McKeown, Trustee	Voting	Yes
William Zhe, Trustee	Voting	Yes
Robert Hayes, Trustee	Voting	Yes
Timmy Batzel, Trustee	Absent	

VOUCHERS AND MANUAL CHECKS:

Upon a motion by Trustee McKeown, the following vouchers and manual checks are approved for payment:

#1-GENERAL FUND	\$15412.51
#4-SCHEDULE C	\$4617.23
#5-WATER	\$4315.63
#6-SEWER	\$21108.64
#17-TA	\$2858.70
#50-CAPITAL	\$
#62-CAPITAL	\$
#65-CAPITAL	\$
#72-CAPITAL	\$
#73-CAPITAL	\$
#77-CAPITAL	\$
#93-CAPITAL	\$1748.25
#DEBT SERVICE	\$
TOTAL	\$50060.96

Manual Checks:

Nationwide Retirement	Deferred Comp.	<u>\$1375.00</u>
Total:		\$1375.00

The motion was seconded by Trustee Zhe, and was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
Mark McKeown, Trustee	Voting	Yes
William Zhe, Trustee	Voting	Yes
Robert Hayes, Trustee	Voting	Yes
Timmy Batzel, Trustee	Absent	

POLICE UPDATE:

Chief Benedict gave the following update to the Board:

- The office is still being worked on.
- Superintendent Barrett asked if Chief heard anything about when the Spring Street Project would be starting. Chief said he had not heard anything about it. Superintendent Barrett said he would reach out to Mr. McTighe for an updated schedule. The work was supposed to start this past March.

CODE ENFORCEMENT UPDATE:

Tony Cappello and Brian Glise gave an update on the following:

- Tony is continuing work in the Police department. He pulled up the carpeting. Mayor Freeman asked Tony about using a laminate on the floor rather than carpeting again. Chief thought that was a good idea.
- Brian Glise stated that Mike Rupert (next to Tom Wahls) has moved down to Mark’s World of Wheels. Tom Wahls may decide to do something with that building.
- Heather Ferraro from Livingston County wanted a list of the vacant homes in the Village. Treasurer Quinlan gave him a list to forward on.
- Storage shed behind the Town: The Board said to tear it down. There are some tables and chairs being stored in there currently. The Fire department would like the folding chairs, and Superintendent Barrett said before he takes them to auction, he will see if there is anyone who would like to buy them.
- MRB discussed the estimate to prepare a seeker review for the Avon Inn. The Inn is on the state and federal historical registry and a SEQR is required for the grant. They have to do a full EAF(environmental assessment form). They will have to get together with the Krause’s to talk about the paperwork required. The estimate from MRB is \$2400.00.

Upon a motion made by Trustee McKeown and seconded by Trustee Zhe, the Board approved MRB to move forward with the SEQR review for the Avon Inn at a cost of \$2400.00. The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
Mark McKeown, Trustee	Voting	Yes
William Zhe, Trustee	Voting	Yes
Robert Hayes, Trustee	Voting	Yes
Timmy Batzel, Trustee	Voting	Absent

TRUSTEE’S UPDATE:

1. The Board decided to change the May meetings from the first and third Mondays to the second and fourth Mondays due to vacations.
2. Trustee Zhe discussed the Clean Energy Community high impact items that are required in order to apply to be a “Clean Energy Community”. The Board has already approved the two resolutions required. Treasurer Quinlan is getting the information for the training required.

EXECUTIVE SESSION:

Upon a motion made by Trustee Hates and seconded by Trustee Zhe, the Board entered into executive session at 7:30pm and exited at 8:53pm to discuss contractual issues. The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
Mark McKeown, Trustee	Voting	Yes
William Zhe, Trustee	Voting	Yes
Robert Hayes, Trustee	Voting	Yes
Timmy Batzel, Trustee	Absent	

No action was taken.

Upon a motion made by Trustee McKeown , the meeting adjourned at 9:00pm.

Respectfully submitted,

Heather Randall
Village Clerk