

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 2nd, 2018.

Present: Thomas Freeman, Mayor
 Mark McKeown, Trustee
 Bill Zhe, Trustee
 Tim Batzel, Trustee

Staff: Tony Cappello
 Brian Glise
 Chief Joe Geer
 Chris Quinlan

Visitors: Casey Mastro- NYPA
 Chris Ryan- Avon Library
 Brenda McKeown- Avon Library
 Rebecca Budinger-Mulhearn- Avon Library

Absent: Rob Hayes, Trustee

Mayor Freeman called the meeting to order at 6pm and began with the Pledge of Allegiance.

ORGANIZATIONAL MEETING:

ANNUAL MEETING 2018:

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 Zhe, the following appointments were made:

PERSONNEL:

Village Clerk	Heather Randall	2 yr.
Deputy Clerk	Gary Margiotta	2 yr.
Treasurer	Christine Quinlan	2 yr.

AVON POLICE DEPARTMENT:

Interim Police Chief	Joeseph 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	Zachary Hinkson

DEPARTMENT OF PUBLIC WORKS:

Superintendent of Public Works	John Barrett	1 yr.
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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	Jeannie Michalski	1 yr.
Court Clerk	Jeanette Cullinan	1 yr.
Deputy Court Clerk	Holly Swafford	1 yr.

PARK COMMISSION:

Park Commission Chairperson	John Marks	1 yr.
Park Commission Member	Mary Rankin	5 yr.

ZONING BOARD:

Zoning Board Chairperson	Dan Freeman	1 yr.
Zoning Board Member	Richard Hite	5 yr.
Zoning Board Member	open position	5 yr.

Trustee McKeown 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	Absent
Timmy Batzel, Trustee	Voting	Yes

BOARD LIAISONS:

Planning Board – Trustee Hayes & Trustee Batzel
 Fire Board – Trustee McKeown
 Park Commission – Trustee Zhe
 Water – Trustee Hayes & Trustee Batzel
 Ambulance-alternating Trustees with a Town Board Councilman
 Town Board - Will continue to have joint meetings throughout the year

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

BANKS:

The Bank of Castile

Community Bank
Five Star
J P Morgan
Canandaigua National Bank & Trust

OFFICIAL PAPER:

The Livingston County News
Batavia Daily News

MEETING NIGHTS AND TIMES:

The Village Board meetings will be held the first and third Monday of each month at 6:00pm, except the months of September and October in which the meetings will be held on the second and fourth Mondays at 6:00pm. The dates are available on the Village website, www.avon-ny.org.

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 2018
Privately owned vehicle – 54.5 cents per mile

Trustee McKeown 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	Absent
Timmy Batzel, Trustee	Voting	Yes

POLICIES:

Upon a motion made by Trustee Zhe, and seconded by Trustee McKeown, 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	Absent
Timmy Batzel, Trustee	Voting	Yes

CHECK SIGNING AUTHORITY:

Upon a motion made by Trustee Zhe, and seconded by Trustee McKeown, 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 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	Absent
Timmy Batzel, Trustee	Voting	Yes

M/WBE-EEO MINORITY BUSINESS OFFICER:

Upon a motion made by Trustee Zhe, and seconded by Trustee McKeown, 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 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	Absent
Timmy Batzel, Trustee	Voting	Yes

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)	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

Upon a motion made by Trustee Zhe, and seconded by Trustee McKeown, the Standard Work Day hours were 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	Absent
Timmy Batzel, Trustee	Voting	Yes

CONFLICT OF INTEREST:

In order to maintain the integrity of their positions and prevent a conflict of interest, members of the Board noted the following:

- Trustee McKeown’s wife is part of the Avon Library Board.
- Trustee Zhe’s wife is part of the Avon Library Board.
- Trustee Hayes ‘wife is employed at Hurricane Technologies.
- Trustee McKeown is a member of the Livingston County Water and Sewer Authority Board.

CASEY MASTRO- NEW YORK POWER AUTHORITY (NYPA):

Mr. Mastro was in attendance to review and answer questions regarding NYPA’s LED Street Light Summary Proposal. He discussed the cost savings that the Village will have and also discussed the maintenance agreement that is part of this proposal. The Board is very interested in this proposal, however Mayor Freeman would like to get a proposal from National Grid as well to compare.

AVON FREE LIBRARY:

Chris Ryan, President of the Board of Trustees for the library, along with Brenda McKeown and Rebecca Budinger-Mulhearn, came to the Board to request the dollar amount of the annual support from the Village be increased by \$1000.00 to a total of \$48000.00 for the year. Increases in the minimum wage and increased material costs were cited as two examples of the pressures put on their budget. The Board asked if there are other ways that the library can capture funding for their budgetary needs, which led to the discussion of looking into changing the entire structure of the budget. The Board thanked them for coming in and said that they will discuss the increase when they discuss the budget for the Village.

Ms. Budinger- Mulhearn discussed the renovations to the library. They have reached about 65% of their funding for the renovations and are hoping to open the improved children’s section in June.

DPW UPDATE:

Superintendent Barrett was in attendance and updated the Board on the following items:

- Cleaning up around the Village and picking up brush.
- Crew is graveling the parking lot at the Downs. Once complete, the fence will be installed.
- Grinding stumps down Sackett Road. Discussion about the type of trees to replant has revolved around Evergreen Trees.
- Pot holes near Amalfi drive have been filled.
- Getting the 1 ton dump truck ready for auction. Superintendent Barrett would like to take it before the end of the month.

VOUCHERS and MANUAL CHECKS:

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

#1-GENERAL FUND	\$26129.11
#4-SCHEDULE C	\$7988.46
#5-WATER	\$3219.17
#6-SEWER	\$11173.89
#17-TA	\$3287.99
#57-CAPITAL	\$

#62-CAPITAL	\$
#65-CAPITAL	\$
#72-CAPITAL	\$
#73-CAPITAL	\$
#77-CAPITAL	\$15647.23
#78-CAPITAL	\$
#93-CAPITAL	\$1921.07
#DEBT SERVICE	\$
TOTAL	\$69366.92

Manual Checks:

Nationwide Retirement	Def Comp p/r 18-07	\$1475.00
TOTAL:		\$1475.00

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	Absent
Timmy Batzel, Trustee	Voting	Yes

MINUTES:

Upon a motion made by Trustee Batzel and seconded by Trustee Zhe, the minutes from the March 12th 2018 meeting are hereby approved as submitted. The motion was carried by the following vote:

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

CODE ENFORCEMENT UPDATE:

Code Enforcement Officer Cappello gave the following update:

- A permit has been issued to Joe Montesano for a house on Rochester Street.
- Tony has a meeting with a contractor about a new build going up on Linden Street.

POLICE UPDATE:

Chief Geer gave the following update to the Board:

- DWI findings are due to the Sherriff's office.

- The County has started an opioid task force starting in April with a preliminary meeting. Chief will update in May
- Chief has received a Memorandum of Agreement from the Livingston County Sheriff’s Department, which he explained to the Board. The agreement states that police within Livingston County would be able to utilize the Central Booking Office on an “as needed and availability” basis. Chief Geer has some questions that he has sent to the Sherriff’s Office but has not gotten a response as yet. He will report back.

FIRE DEPARTMENT UPDATE:

Chief Snyder was unable to attend the meeting, however he did send paperwork for an application for an active member of the Vanzandt Hose Company for Patrick J. McCormick. All of the background checks needed have been complete and is in his file.

Upon a motion made by Trustee Batzel and seconded by Trustee Zhe, the Board approved Patrick McCormick as an active member of the Vanzandt Hose Company. 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	Absent
Timmy Batzel, Trustee	Voting	Yes

TREASURER’S UPDATE:

Treasurer Quinlan, members of the Board and Superintendent Barrett reviewed the general budget for the Village, including the following:

- The 2% tax cap, Barilla pilot monies, fund balances, and funding for the fire and equipment reserves.
- Also discussed was the Sewer budget and increasing rates.
- Reviewed Schedule C budget- same and includes the bond payment as this year. Noted that the Water Committee would be meeting April 9th, 2018 and spoke on the Water Treatment Plant study.
- Reviewed the Water budget- rates to remain the same.
- Reviewed salaries- discussed 4 full time officers, the Acting Justice to receive \$600.00 per year and include in the budget the additional crossing guard.
- The public hearing for the budget will be held April 16th, 2018, and the tentative budget was filed with the Village Clerk.

TRUSTEE UPDATE:

WATER/SEWER RESOLUTION:

Trustee McKeown offered the following resolution and moved for its adoption:

RESOLUTION

WHEREAS, the Village of Avon residents are billed quarterly for the use of water and sewer within the Village, and

WHEREAS, the February 1st billing is the last billing prior to the yearend fiscal closing, and

WHEREAS, there are delinquent water and sewer accounts, it is therefore

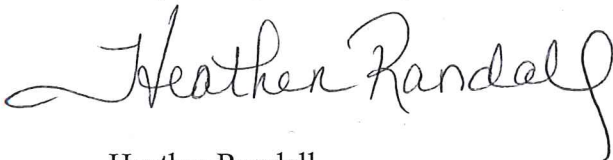
RESOLVED, that all delinquent water and sewer amounts not paid prior to April 13th, 2018 are, added to the Village of Avon tax roll for each specific delinquent account.

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	Absent
Timmy Batzel, Trustee	Voting	Yes

Upon a motion made by Trustee McKeown, the Board adjourned at 8:30pm.

Respectfully submitted,



Heather Randall
Village Clerk