

A meeting of the Board of Trustees of the Village of Avon was held in the Whitney Room of Village Hall, 74 Genesee Street, Avon, New York, on November 21, 2022.

Present: Thomas Freeman, Mayor  
 William Zhe, Trustee  
 Tim Batzel, Trustee  
 Amanda Hoffmann, Trustee  
 Patrick McCormick, Trustee

Staff: Ken Farrell, Supt. of Public Works  
 Brian Strozewski, Fire Chief  
 Andy Anderson, Code Enforcement Officer

Visitors: Richard Martin

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

**FIRE DEPT. UPDATE:**

Fire Chief Strozewski provided the following update to the Board:

- Air packs should be here the 2<sup>nd</sup> week in December. Additional training is scheduled for before and after the air packs are delivered.
- Treasurer Quinlan and Chief Strozewski applied to the NYS DEC Volunteer Fire Assistance program for six wildland jumpsuits. These suits are a lot lighter than turnout gear and a firefighter can be more mobile.
- Mayor Freeman asked if another truck committee has been convened. Chief Strozewski replied that is on hold for now.
- Chief Strozewski relayed that a lithium-ion battery exploded at Avon Central School. Chief Strozewski spoke to the ACS Supt. to ensure that the Fire Dept. is notified of similar incidents in the future.
- Chief Strozewski and the Board reviewed and discussed the new member application for the Fire Department. Jessica Kipferl has applied as an active member to the Pumper Company. Upon a motion by Trustee Hoffmann and seconded by Trustee Batzel, the Board accepted Jessica Kipferl application to the Pumper Co. The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
William Zhe, Trustee	Voting	Yes
Tim Batzel, Trustee	Voting	Yes
Amanda Hoffmann, Trustee	Voting	Yes
Patrick McCormick, Trustee	Voting	Yes

**DPW UPDATE:**

Supt. Farrell provided the following update to the Board:

DPW Activity – past weeks

- Leaf pickup is about 90% completed
- Installed 2/3<sup>rd</sup>s of the skate rink at the Driving Park. 1/3<sup>rd</sup> will be put together at the Community Bank parking lot for the Holiday Spectacular, then taken down and put together with the rest of the rink at the Driving Park.
- Put snow equipment on vehicles
- Fixed the water leak on Genesee St. on 11/16/22
- Plowed snow and salted roads
- Supt. Farrell related per Centrica; the Village is responsible for marking the buried infrastructure supporting our streetlights. The Village isn't responsible for marking/locating any of the other National Grid infrastructure, just the wiring that will be associated with the now Village-owned lights.

Wastewater Treatment Plant:

- Assisted with leaves due to vacation schedules
- Superintendent Farrell explained the need for the chopper pump to be replaced at the Wastewater Treatment Plant. Two quotes for the chopper pump were provided: GP Jager Inc. in the amount of \$23,256.45 and Siewert in the amount of \$23,545. Upon a motion made by Trustee Hoffmann and seconded by Trustee McCormick, the GP Jager Inc. quote in the amount of \$23,256.45 is approved. The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
William Zhe, Trustee	Voting	Yes
Tim Batzel, Trustee	Voting	Yes
Amanda Hoffmann, Trustee	Voting	Yes
Patrick McCormick, Trustee	Voting	Yes

Superintendent Farrell provided the W2 Operator Training Group, LLC, quote in the amount of \$8,475.00 to install the chopper pump. W2 Operator is the Vaughn pump representative who is the installer for our area. Upon a motion made by Trustee Hoffmann and seconded by Trustee McCormick, the W2 Operator Training Group, LLC, quote in the amount of \$8,475.00 is approved. The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
William Zhe, Trustee	Voting	Yes
Tim Batzel, Trustee	Voting	Yes
Amanda Hoffmann, Trustee	Voting	Yes
Patrick McCormick, Trustee	Voting	Yes

Water Plant:

- Water billing
- Walk-through at the Filtration Plant with Jason Molino, LCWSA
- CP Ward, Inc., is prepping the concrete pad at the Pumpstation
- Superintendent Farrell discussed the time delays due to internal equipment for the Pebble Beach Pumpstation project. Upon a made by Trustee Batzel and seconded by Trustee Zhe, the Board approved the contract time extensions for CP Ward and Erie Electric.

Thomas Freeman, Mayor	Voting	Yes
William Zhe, Trustee	Voting	Yes
Tim Batzel, Trustee	Voting	Yes
Amanda Hoffmann, Trustee	Voting	Yes
Patrick McCormick, Trustee	Voting	Yes

- Superintendent Farrell reviewed the Aqualogics Systems proposal to provide a pump control panel and antenna system including installation at the Pumpstation project totaling \$37,557. This system is sole-source and is compatible with the Village’s existing water control equipment. Upon a motion made by Trustee Batzel and seconded by Trustee Zhe, the Board accepted the Aqualogics Systems proposal. The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
William Zhe, Trustee	Voting	Yes
Tim Batzel, Trustee	Voting	Yes
Amanda Hoffmann, Trustee	Voting	Yes
Patrick McCormick, Trustee	Voting	Yes

Activity for the next two weeks:

- Continue leaf pickup
- Setup skate rink
- Put up holiday decorations

Supt. Farrell discussed the part-time laborer position for winter shoveling. Upon a motion made by Trustee Batzel and seconded by Trustee Zhe, Scott Onderdonk is hired for a part-time laborer position at the hourly rate of \$25. The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
William Zhe, Trustee	Voting	Yes
Tim Batzel, Trustee	Voting	Yes
Amanda Hoffmann, Trustee	Voting	Yes
Patrick McCormick, Trustee	Voting	Yes

**HALBAR RD. DETENTION POND:**

Richard Martin, property owner of tax parcel number 34.11-1-65.17, would like to transfer ownership of a portion of this property (that contains the detention pond) to the Village. Currently the Village has a 20’ sewer easement. After thorough review and discussion, the Board agreed to take dedication of this property, thereby allowing the Village access and the ability to make improvements. Upon a motion made by Trustee McCormick and seconded by Trustee Hoffmann, the Board directed Attorney Whiting to proceed to transfer said property. The metes and bounds of the premises being conveyed will be determined by Attorney Whiting, in consultation with Mr. Martin and surveyor Kevin O’Donoghue. The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
William Zhe, Trustee	Voting	Yes
Tim Batzel, Trustee	Voting	Yes
Amanda Hoffmann, Trustee	Voting	Yes
Patrick McCormick, Trustee	Voting	Yes

**POLICE UPDATE:**

Chief Geer was unable to attend but provided the following update to the Board:

- Chief Geer received two speed sign quotes from Elan City and Traffic Systems, Inc. Chief Geer recommended the Elan City quote due to the signs’ features and pricing. Upon a motion made by Trustee McCormick and seconded by Trustee Hoffmann, the Elan City quote dated 11/15/22 in the amount of \$6499 is approved. The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
William Zhe, Trustee	Voting	Yes
Tim Batzel, Trustee	Voting	Yes
Amanda Hoffmann, Trustee	Voting	Yes
Patrick McCormick, Trustee	Voting	Yes

- SRO contract is being reviewed by Avon Central’s Attorney and the Village Attorney.

**CODE ENFORCEMENT UPDATE:**

Code Officer Anderson provided the following update:

- Put interested buyer in touch with owner of the old Macaroni factory at Rochester St.
- Driscoll Property on West Main St.-Attorney Jake Whiting is in touch with the realtor Julie Pangrazio re: code violations.
- Hal Cole- paperwork has been filed with the court system and should have a resolution by 12/1/22.
- Cottone Property- Attorney Whiting continues to work on this issue.
- Livingston County Health Department reported dangerous conditions at the Glen Apts., so CEO Anderson is working with the property owner to comply.

- Completed fire inspection at St. Agnes School last week.
- Property maintenance issues at 37 Linden St. and 282 Wadsworth Ave. may need to have Attorney Whiting involved.
- Will reach back out to Mr. Lyttle re: unlicensed vehicle on Wadsworth Ave. property (old J&M kitchen).
- A list of permits and issued certificates of compliance/occupancy will be provided at the 1<sup>st</sup> meeting in December.

**CLERK UPDATE:**

Clerk Randall was unable to attend but provided the following update for the Board:

- Provided Livingston County Traffic Safety Board April minutes
- Provided Pebble Beach Pump Station Construction progress meeting minutes dated 10/12/22
- Provided EFC engineering agreement and engineering agreement amendment acceptance letter dated 11/17/22

**Important Dates:**

- The Village will be closed on Thursday November 24<sup>th</sup> and Friday November 25<sup>th</sup>, 2022, for Thanksgiving.

**MINUTES:**

Upon a motion made by Trustee Batzel and seconded by Trustee McCormick, the minutes from the November 7, 2022, meeting were approved as submitted. The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
William Zhe, Trustee	Voting	Yes
Tim Batzel, Trustee	Voting	Yes
Amanda Hoffmann, Trustee	Voting	Yes
Patrick McCormick, Trustee	Voting	Yes

**AVON HOLIDAY SPECTACULAR UPDATE:**

Parks Chairperson Ashley Comeau electronically provided an update for the Holiday Spectacular including the event timeline, requests to Police, Fire and DPW, as well as a map detailing the closed project area.

**TREASURER UPDATE:**

Treasurer Quinlan provided the following update to the Board:

***Ongoing***

- 2017 GVBA grant...contacted NYS certified MWBE electric vendor who is retired so Ken will be obtaining two local quotes...response back to Ken from one of the three

NYS certified MWBE paving companies. Preparing MWBE paperwork for NYS review and approval.

- 2018 GVBA grant...GVBA Board approved recommended portable restroom vendor and paving at their 10/12 meeting. Working on grant paperwork including MWBE waiver for submission to NYS Ag for approval.
- 2019 GVBA grant ideas w/pricing discussed with GVBA at their 10/12 meeting. GVBA Board agreed to proceed with grant but not particular projects yet.
- The Board needs to determine additional use(s) of the ARPA funds.

*New*

- Letchworth Gateway Villages stakeholder meeting on 11/10/22. Rob Hayes attended on the Village’s behalf. A new funding round in 2023 will be brainstorming ideas.
- NYMS-TA grant reimbursement package submitted on 11/7/22.
- NYS DEC VFA grant application submitted on 11/15/22.
- National Grid streetlight closing completed on 11/17/22.
- NYS retirement deductions reconciled by Jen Talbot on 11/18/22. Trustee Batzel and Treasurer Quinlan to review and discuss with the Board.
- Trustee Zhe and Treasurer Quinlan spoke with Lindsay Yoder, Bero Architecture, on 11/18/22, re: the Five Arch Bridge masonry/repointing project. Ms. Yoder is going to assess the Five Arch Bridge (not a thorough assessment, rather a drive-by) so that she can provide a findings letter and updated project cost estimate to the Village for review and discussion.

**VOUCHERS and MANUAL CHECKS:**

Upon a motion by Trustee Zhe the vouchers and manual checks/electronic payments were approved for payment from the following funds:

#1-General Fund	\$160,966.81
#4-Schedule C Fund	\$ 12,488.98
#5-Water Fund	\$ 34,950.76
#6-Sewer Fund	\$ 49,517.63
#81-Capital Project Pump Station	\$ 17,014.96
#TA00-Trust & Agency Fund	\$ 714.52
TOTAL	\$275,653.66

Electronic payments:

- |                         |           |             |
|-------------------------|-----------|-------------|
| • FED/NYS Taxes         | P/R#22-23 | \$14,330.56 |
| • Nationwide Retirement | P/R#22-23 | \$ 3,107.97 |
|                         | TOTAL:    | \$17,438.53 |

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

Thomas Freeman, Mayor	Voting	Yes
William Zhe, Trustee	Voting	Yes

Tim Batzel, Trustee	Voting	Yes
Amanda Hoffmann, Trustee	Voting	Yes
Patrick McCormick, Trustee	Voting	Yes

**CHRISTMAS TREE BIDS 2023:**

The Board received two quotes which were opened at the 11/7/22 meeting. The Board discussed the quotes at said meeting and tabled the award until the Parks Commission could review the quotes.

Trustee Zhe related that the Parks Commission reviewed the quotes and decided to not recommend the award of either quote due to the exorbitant increase in live trees. Instead, the Parks Commission recommends purchasing artificial trees and holiday décor. Treasurer Quinlan has confirmed that the Livingston County First Impression grant monies with the Village match can be used for this purpose.

Upon a motion made by Trustee Zhe and seconded by Trustee Hoffmann, the Board agreed to the purchase of artificial trees and holiday décor. The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
William Zhe, Trustee	Voting	Yes
Tim Batzel, Trustee	Voting	Yes
Amanda Hoffmann, Trustee	Voting	Yes
Patrick McCormick, Trustee	Voting	Yes

**TRUSTEE UPDATE:**

Mayor Freeman shared that Richard Martin withdrew his subdivision request for the property behind 243 East Main St. (Martin subdivision #2). Upon a motion made by Trustee Hoffmann and seconded by Trustee Batzel, the Board agreed to return the subdivision application fee of \$70 to Mr. Martin. The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
William Zhe, Trustee	Voting	Yes
Tim Batzel, Trustee	Voting	Yes
Amanda Hoffmann, Trustee	Voting	Yes
Patrick McCormick, Trustee	Voting	Yes

Mayor Freeman would like the December 5<sup>th</sup> meeting to begin at 5:30 p.m. so that Clerk of the Works Barrett, Superintendent Farrell and MRB Group can provide updates on the Pebble Beach Pumpstation project and the LCWSA meeting.

Mayor Freeman reviewed the agreement letter to extend the Livingston County Nutrition Site lease for a one-year period through calendar year end 2023. Upon a motion made by Trustee

McCormick and seconded by Trustee Zhe, the Mayor can execute said agreement letter. The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
William Zhe, Trustee	Voting	Yes
Tim Batzel, Trustee	Voting	Yes
Amanda Hoffmann, Trustee	Voting	Yes
Patrick McCormick, Trustee	Voting	Yes

**EXECUTIVE SESSION:**

Upon a motion made by Trustee Zhe and seconded by Trustee Batzel, the Board entered executive session at 7:30pm to discuss contractual obligations. The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
William Zhe, Trustee	Voting	Yes
Tim Batzel, Trustee	Voting	Yes
Amanda Hoffmann, Trustee	Voting	Yes
Patrick McCormick, Trustee	Voting	Yes

Upon a motion made by Trustee Batzel and seconded by Trustee Hoffmann, the Board exited executive session at 7:55pm. The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
William Zhe, Trustee	Voting	Yes
Tim Batzel, Trustee	Voting	Yes
Amanda Hoffmann, Trustee	Voting	Yes
Patrick McCormick, Trustee	Voting	Yes

The Board reviewed and discussed CPA Jennifer Talbot’s retirement reconciliation. Discrepancies from January 2016 through September 2022 were the result of ERS contributions rejected by the NYS pension system or not included in the reporting to the NYS pension system, as well as the wrong retirement number for one employee. Upon a motion made by Trustee Batzel and seconded by Trustee Zhe, the Board agreed to return, collect, and/or report said monies. The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
William Zhe, Trustee	Voting	Yes
Tim Batzel, Trustee	Voting	Yes
Amanda Hoffmann, Trustee	Voting	Yes
Patrick McCormick, Trustee	Voting	Yes



**ADJOURNMENT:**

Upon a motion made by Trustee McCormick and seconded by Trustee Zhe, the Board adjourned at 8:00pm. The motion was carried by a unanimous vote.

Respectfully submitted,



Christine Quinlan  
Treasurer