

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 December 4, 2023.

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

Staff: Ken Farrell, DPW Supt.  
 David Piampiano, Fire Chief  
 Joseph Geer, Police Chief  
 Andy Anderson, Code Enforcement

Visitors: Rob Hayes, North Ave.  
 George Brown, Genesee Street  
 Jimmy Harrington, Councilman, Town of Avon

Absent: Patrick McCormick- Trustee (via phone)

Mayor Freeman called the meeting to order at 6:00pm and began with the Pledge of Allegiance.

**VOUCHERS and MANUAL CHECKS:**

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

#1-GENERAL FUND	\$18809.51
#4-SCHEDULE C	\$10827.04
#5-WATER	\$3548.85
#6-SEWER	\$13240.22
#TA00-TRUST & AGENCY	\$6374.91
<b>TOTAL</b>	<b>\$52800.53</b>

Electronic payments:

Fed/NYS Taxes	p/r 23-24	\$21181.29
Nationwide Retirement	p/r 23-24	\$2772.25
	<b>TOTAL:</b>	<b>\$23953.64</b>

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	Absent

**DPW UPDATE:**

Supt. Farrell provided the following update to the Board:

DPW Activity – past weeks

1. Leaf pickup
2. Put Snow Equipment on.
3. Took down Flags & Banners.
4. Put up Holiday decorations.
5. Set up for Holiday spectacular.
6. Cleaned up after Holiday spectacular.
7. Picked benches & garbage cans for winter.

WWTP

1. Worked on trickling filter, replaced a support cable.
2. Sludge cleaning, hauling.

Streetlights

1. 3 of 4 Streetlight repaired, wiring issues. 4<sup>th</sup>. needs replacement. Centrica ordering 1.

Water

1. Stake outs
2. Chad & Kirk did another overnight survey of usage from Filter Plant to 2 Mil. Tank.
3. Routine maintenance at plant.

UV Disinfection

1. Blue Heron on site, brought in equipment. They did some exploratory digging for depth of pipes at partial flume (before UV) & discharge pipe out of plant (after UV).
2. John has been on site getting photos.

Next 2 weeks

1. Leaf Pick up.
2. Set up the ice rink.

Supt. Farrell noted to the Board that DPW crewman Sam Rugg and his wife welcomed a baby girl, Nora, on 12/3/2023. Sam will be taking a few days off. The Board extends their congratulations.

**MRB UPDATE:**

Bill Davis was unable to attend, but provided the following update electronically for the Board's review:

- NYS DEC response to the letter of concern from Don Cardinal went to DEC.
- Pebble Beach Road PS – change out of suction piping by Koester Assoc did not show any improvement. Next step is to replace impellers. This should be in progress. We are waiting for a schedule for swapping out these items. Bill Davis has scheduled a meeting with the Village for Wednesday 12/6/2023 to review design and pump capacity issues.
- WWTP disinfection – preliminary schedule has been provided, but it looks like this needs to be adjusted. MRB and John Barrett held a pre-concrete pour meeting (11/27) in preparation for concrete work. Blue Heron was supposed to take tree down last week for preparation of excavation. On behalf of the Village, MRB requested proposals for Special Inspection services for the WWTP improvements. The following proposals have been provided for review and consideration:

1. Atlantic Testing Laboratories: \$9866.50
2. CME Associates: \$10012.00
3. Terracon: \$10762.00

Upon a motion made by Trustee Zhe and seconded by Trustee Hoffmann, the Board accepted the proposal from Atlantic Testing Laboratories (ATL) in the amount of \$9866.50. 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	Absent

- WWTP Kraft Pretreatment – reached out a couple times but have not heard any more from Kraft on the status of this project. Supt. Farrell will be meeting with reps this week.
- Water Plant expansion report to go to DOH this week for review.
- Joint Water Study – MRB working on financial information for each alternative for moving forward with the proposed water projects. Targeting Mid-Dec to have this to Village and Town for decision making. Jan target for deciding on project that would be listed and for grant application in 2024.

**TREASURER UPDATE:**

Treasurer Quinlan provided the Board with the following update:

*Ongoing*

- Gathering ideas for 2019 GVBA grant.
- The Board needs to determine additional use(s) of the ARPA funds.
- Continued review of IT policies w/Shawn Petti, Hurricane Technologies. Future Board approval.
- Heather working on reporting salary & contributions as our former employee does want to retire from NYS.
- Attorney Whiting responded to NYPA re: outstanding invoice. No response from NYPA yet.
- Organizing sign purchase for Erie-Attica. Hitch rails ordered.
- 2017 & 2018 GVBA grant reimbursement request to be made after all checks have been cashed.
- Still waiting for National Grid’s approval to install arms.

*New*

- Five Arch Bridge project time extension granted. Initial meeting with Bero on December 8<sup>th</sup> at 10 a.m.
- Submitted PTNY grant interim report.
- Submitted 2023 Tree City USA application.
- Submitted WWTP disinfection 4<sup>th</sup> progress payment application.
- Submitted bulletproof vest reimbursement.

**FIRE DEPARTMENT UPDATE:**

Chief Piampiano provided the following update to the Board:

- Drills continue- truck inspection and radio ops. Officers meeting upcoming.

- Discussed Truck Committee.
- Discussed a “merch store”. This could be a good way to raise money for the department. Store could include t-shirts, mugs, etc.
- Trustee Hoffmann expressed her gratitude to the Fire Department and the DPW for all of the help and support for the Holiday Spectacular. Mayor Freeman took the opportunity to thank everyone and stated that the Holiday Spectacular teams makes the Village a shining start during the holidays. Congratulations to all for such a wonderful event.

## **POLICE UPDATE:**

Chief Geer provided the following update to the Board:

- Holiday Spectacular went great! Thanks to Supt. Farrell for the cones! From 3-6pm the department, along with the Lions Club, collected toys and donations to “Fill the Cruiser” in order to contribute to the Lion’s Club annual Santa’s Sleigh Initiative and Avon Central School’s Stone’s Community Resources.
- 12/2- Shop With A Cop- APD participated again this year. 4 kids were able to shop for holiday treats at Wal-Mart. Wal-Mart donated the funding.
- Updated the Board on the two homeless people around the Village. One has connected with DSS for assistance. One has had several arrests and has been rejecting help from DSS or Mental Health Services. Unfortunately, his contact with the police department is frequent and continuous.
- Operation “Light It Up” will return to the County on December 18<sup>th</sup>. The journey starts in Avon at the Avon Nursing Home and will make their way around the county.

## **CODE UPDATE:**

Code Officer Anderson provided the following update to the Board:

- Trainee Bob Alexander continues his classes and training. His final test will be held next week. If he passes, he will be certified as a code enforcement officer. He has also done his first fire inspection with St. Agnes School.
- Jaguar Update- still waiting on a few missing items in order to continue to move forward with the project.

## **CLERK UPDATE:**

The following items are updates from Clerk Randall:

- Provided- copy of draft minutes from the joint meeting from Town Clerk Farrell.
- Toshiba Quote: Met with our rep from Toshiba- gave a quote for a new machine- ours is reaching end of life. The 4525ac hardware lease is \$212.60 per month. Service and supplies- \$4000 b/w and 2000 color \$166 per month- \$378.60 per month (budgeted \$400 per month)- if there are overages in the b/w and color copies they will be reviewed every 6 months and charged accordingly (\$.00900 per page b/w and .06500 per page color). No charge for removal of old equipment and installation of new. Ship back at no charge.

Upon a motion made by Trustee Batzel and seconded by Trustee Hoffmann, the Board accepted the quote from Toshiba and authorized Clerk Randall to execute the documents. 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	Absent

- Met with Convergent, Hover, and RelComm- re: phone system. Quotes from Convergent and Hover provided for review. Nothing from RelComm. Clerk Randall will be reaching out to Attorney Whiting for help with a letter to Avaya alerting them that we will not be renewing. (have to notify them 30 days prior to the end of contract).
- Met with Liz Mistretta- Laserfiche rep- along with the town. Very good discussion with them. Talked about joining forces to apply for a grant for records management. Ms. Mistretta has said she would write the grant for us. She feels we would be a great candidate for the grant because of the pod- and also feels that we will be highly favored if we go jointly with the town. We could be awarded up to \$150,000 do the grant together. The grant is a no match grant. Laserfiche offers a Municipal Site License which offers communities licenses based on the size of the community. (joined with the town, we would have access to 100 licenses that would be split between the two of us). The system runs approximately \$5000 per year- split between the Village and town. If we decided to move forward with the grant, the Board would need to do a resolution supporting a joint grant with the Town. We have a meeting with another records maintenance group- Docuware- in December.
- Provided- advertisement for laborer- will run in the LCN this week. Applications due by Dec 22<sup>nd</sup>.
- Provided- Avon Chamber minutes.

**Important Dates:**

- **Association Dinner December 14<sup>th</sup> @ 6pm at the Avon Inn. Speakers will be members from the Deer Committee.**
- **Village will be closed Monday December 25<sup>th</sup>, 2023, for Christmas.**

**MINUTES:**

Upon a motion made by Trustee Batzel and seconded by Trustee Zhe, the minutes from the November 20, 2023 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	Absent

**2024 INTER-MUNICIPAL/ SERVICE SHARING AGREEMENT EXTENSION W/ LIVINGSTON COUNTY**

The Livingston County Highway Department has submitted to the Board the 2024 Inter-municipal/Service Sharing Agreement Extension to the Board for their consideration. The extension is for 1-year effective January 1, 2024, until December 31, 2024.

Upon a motion made by Trustee Zhe and seconded by Trustee Hoffmann, the Board agreed to extend the Inter-municipal agreement for twelve months and authorized Mayor Freeman to sign off on the request. 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	Absent

**TRUSTEE UPDATE:**

✚ The Board received a written request from Ray Pelligrini, property owner at 83 East Main Street, to have his water/sewer unit for the residence be changed from a multi-unit to a single unit. He has been paying for a multi-unit (2 sewers and 2 water units) since the purchase of his home a few years ago.

The Board discussed and based on the recommendation of the code officer, agreed that the residence can be changed back to a single unit for sewer and water. However, it must be noted that once it has been changed back to a single unit, it will not be able to be changed back due to zoning regulations in the Village. The Board instructed Clerk Randall to notify Mr. Pelligrini and Code Officer Anderson asked for a copy of the notification for his files. The change will be effective the February 2024 billing.

**PUBLIC COMMENT:**

Mayor Freeman opened the floor to public comments. Councilman Jim Harrington asked if there was an update on the car exiting the Village on Wadsworth Ave. Code Officer Anderson stated that it has been turned over to Attorney Whiting for prosecution. Councilman Harrington asked questions about the fire truck fund and touched on items discussed at the joint meeting with the Town held in November.

There were no other comments.

**ADJOURNMENT:**

Upon a motion made by Trustee Zhe and seconded by Trustee Hoffmann, the Board adjourned at 6:54pm by a unanimous vote.

Respectfully submitted,



Heather Randall  
Village Clerk