

VILLAGE OF AVOCA
APPOINTMENTS: SEPTEMBER 15, 2020 THRU MAY 31, 2021

	<u>TERM OF OFFICE</u>	<u>DATE OF OFFICE</u>	<u>TERM EXPIRES</u>
<u>MAYOR</u>			
Eric Tyner	4	04/01/20	03/31/24
<u>TRUSTEES</u>			
Andrew Hubbard	4	09/15/20	03/31/24
Lannie Gay	4	09/15/20	03/31/24
Carl Dockstader	4	04/01/19	03/31/23
Brian Matton	4	04/01/16	03/31/23
<u>DEPUTY-MAYOR</u>			
Brian Mattoon	1	06/1/20	03/31/21
<u>CLERK/TREASURER</u>			
Leann M. Wightman	4	04/1/20	03/31/24
<u>DEPUTY CLERK</u>			
Needs to be Filled (Advertise)			
<u>ATTORNEY FOR THE VILLAGE</u>			
Elizabeth Oklevitch / Mullen Assoc.	1	06/01/20	05/31/21
<u>STREET & WATER SUPERINTENDENT</u>			
Anthony W. Comstock	1	06/01/20	05/31/21
<u>WATER PURIFICATION ENGINEER</u>			
Anthony W. Comstock	1	06/01/20	05/31/21
<u>WATER PURIFICATION ENGINEER ASSISTANT</u>			
Gregory W Longwell (Leaving)	1	06/01/20	05/31/21
<u>FIRE CHIEF</u>			
Chris MacDougall	1	As determined by Fire Department	
<u>AMBULANCE CAPTAIN</u>			
Paula Campbell	1	As determined by Fire Department	
<u>REGISTRAR OF VITAL STATISTICS</u>			
Kim F. Jackson	1	Town of Avoca Appointment	
<u>DEPUTY REGISTRAR OF VITAL STATISTICS</u>			
Mary Stamets	1	Town of Avoca Appointment	
<u>ZONING OFFICER</u>			
Charles Cagle	1	06/01/20	5/31/21
<u>ZONING BOARD OF APPEALS –</u>			
William Hunt, Chairman	3	06/01/20	05/31/23
Vacant	3	06/01/19	05/31/22
Lanny Meese	3	06/01/20	05/31/23
Alison Comstock	3	08/01/19	05/31/22
Julie Pietsch	3	06/01/19	05/31/22
Marcus Hopkins, Alternate	3	06/01/19	05/31/22
<u>PUBLIC HEALTH OFFICER</u>			
Eric Tyner	4	09/15/20	03/31/24

	<u>TERM OF OFFICE</u>	<u>DATE OF OFFICE</u>	<u>TERM EXPIRES</u>
<u>LOCAL HEALTH OFFICER</u>			
Dr. Carol Holobinko		Town Appointment	
<u>BUILDING CODE ENFORCEMENT OFFICER</u>			
Charles Cagle		Town Appointment	
<u>PLANNING BOARD</u>			
Justin Dix, Chairman	5	6/1/17	5/31/22
Vacant	5	6/1/18	5/31/23
W. Marc Hopkins	5	6/1/19	5/31/24
Vacant	5	6/1/20	5/31/25
Lawrence Stanley	5	6/1/16	5/31/21
<u>YOUTH COMMISSION</u>			
Brian Mattoon	1	6/1/20	5/31/21
<u>BUDGET OFFICER</u>			
Leann M. Wightman	1	6/1/20	5/31/21
<u>PUBLIC RECORDS OFFICER</u>			
Leann M. Wightman	4	6/1/20	3/31/24
<u>HANDICAP PERMIT AGENT</u>			
Town Clerk			
<u>HISTORIAN</u>			
Peter Gledhill	1	6/1/20	5/31/24
<u>CODE OF ETHICS BOARD</u>			
Brian Courtney	3	6/1/18	5/31/21
Tina Hopkins	3	6/1/19	5/31/22
Alison Comstock	3	6/1/19	5/31/22

<u>OFFICIAL PUBLICATION</u>	<u>OFFICIAL BANK</u>
Corning Leader, newspaper	Five Star Bank –

OFFICIAL POSTING LOCATIONS
Village Office (2) Five Star Bank Avoca Post Office Avoca Library

FEES: see attached schedule

The following dates and times are hereby established for regular monthly meetings of the indicated Boards and Commissions. All meetings shall convene at the Town/Village Offices, 3 Chase St., Avoca, NY.
VILLAGE BOARD OF TRUSTEES: Second Thursday of each month at 7:00 PM.
VILLAGE PLANNING BOARD: Fourth Monday of each month at 7:00 PM. (7:30 for the months of June, July, August)

Trustees’ areas of responsibility will be as follows and will be responsible for updates at each monthly meeting on any issues with that department / assignment. An alternate trustee shall also be appointed to each department / assignment in the event the assigned Trustee is unable to attend to those duties for a given month.

PRIMARY ASSIGNMENTS:
Mayor Tyner: Town Liaison, School Liaison, Grant Researcher
Trustee Dockstader: Cemeteries, Ethics Committee Liaison
Trustee Mattoon: Youth Commissioner, Union Liaison, Civil Defense Coordinator
Trustee Hubbard: Fire & Ambulance Liaison, Planning Board Liaison
Trustee Gay: Streets and Parks, Water Department, Sidewalks and Shade Trees

ALTERNATE ASSIGNMENTS:
Mayor Tyner: Youth Commissioner, Union Liaison, Ethics Committee Liaison
Trustee Dockstader: Planning Board Liaison, Civil Defense
Trustee Mattoon: Town Liaison, School Liaison, Grant Researcher
Trustee Hubbard: Streets and Parks, Water Department, Sidewalks and Shade Trees
Trustee Gay: Fire & Ambulance Liaison, Cemeteries

STANDING COMMITTEES: It shall be the responsibility of each Trustee-Committeeman to serve as a direct liaison between the departments or areas to which assigned and the Village Mayor. It shall be the Mayor's responsibility to coordinate all departmental information and further be the responsibility of the Mayor to hold over for Board consideration any action he deems necessary or where it may be required by law to do so.

Clerk Wightman provided a listing of current Village Policies. They are as follows:

Compensation of Appointed Officials

Prohibition of Sexual Harassment / Equal Rights

Acceptable Use of Computers, Internet and Email

Park & Recreation Fundraising

Workplace Violence Prevention Policy

Water Debt Rate Policy / Water Department Policy

Cross Connection Policy

Comprehensive Plan

Cash Management & Investment Policy

Code of Ethics

Procurement Policy

Water Supply Emergency Policy

Reserve Policy

Budget Policy

Fund Balance Policy

Cash Receipts and Disbursement Policy

The Village Board establishes the following reserve accounts:

Street Department (General Fund A232): A minimum of \$5,000.00 to be added yearly. Use of funds shall be limited to the purchase of equipment for the Village Street Department or for emergency purposes upon approval of the Village Board. Additional deposits to this fund shall occur upon approval of the Village Board.

Fire & Ambulance Department (General Fund A231): a minimum of \$5,000.00 to be added yearly. Use of funds shall be limited to the purchase of equipment related to the fire and ambulance departments. The moneys will be divided 70% to fire equipment and 30% to ambulance equipment. Additional deposits to this fund shall occur upon approval of the village board.

Village Street Repairs and Maintenance (General Fund A233): A minimum of \$5,000.00 will be added yearly. Use of funds shall be limited to the repair and maintenance of the streets within the Village limits or for emergency purposes upon approval of the Village Board. This includes, but is not limited to milling, profiling, paving, culvert, and drainage replacement. Additional deposits to this fund shall occur upon the approval of the Village Board under guidelines set by NYS Law.

Water Department (Water Fund F231): a minimum of \$5,000.00 to be added yearly. Use of funds shall be limited to the purchase of water department equipment and/or payments for repairs for water department equipment or for emergency purposes upon approval of the Village Board. Additional deposits to this fund shall occur upon approval of the Village Board.

Water System Upgrade Fund (Water Fund F232): A minimum of \$25,000.00 to be added yearly. Use of funds shall be limited to the purchase, installation and training costs for a meter system upgrade, including any computer programming costs. These funds can be used for emergency purposes upon approval of the Village Board. Additional deposits to this fund shall occur upon approval of the Village Board under the guidelines set by NYS Law. This fund will end after the upgrades have been completed.

BE IT RESOLVED, that the Village of Avoca, Location Code 40352, hereby establishes the following as standard work days for its employees and will report days worked to the New York State Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Village Clerk/Treasurer - 8 hours

Zoning Officer – 8 hours

Village Attorney – 8 hours

Trustees - 8 hours

Mayor – 8 hours

Planning Board Members – 8 hours

Deputy Clerk – 8 hours