

VILLAGE OF AVOCA  
APPOINTMENTS: JUNE 1, 2022 THRU MAY 31, 2023

	<u>TERM OF OFFICE</u>	<u>DATE OF OFFICE</u>	<u>TERM EXPIRES</u>
<b><u>MAYOR</u></b>			
Eric Tyner	4	09/15/20	03 /31/24
<b><u>TRUSTEES</u></b>			
Andrew Hubbard	4	09/15/20	03/31/24
Brian D. Mattoon	4	04/01/19	03/31/23
Carl Dockstader	4	04/01/19	03/31/23
Lannie Gay	4	09/15/20	03/31/24
<b><u>DEPUTY-MAYOR</u></b>			
Andrew Hubbard	1	06/01/22	05/31/23
<b><u>CLERK/TREASURER</u></b>			
Leann M. Wightman	4	06/01/22	03/31/24
<b><u>DEPUTY CLERK</u></b>			
Vacant	1	06/01/22	05/31/23
<b><u>ATTORNEY FOR THE VILLAGE</u></b>			
Elizabeth Oklevitch / Mullen Assoc.	1	06/01/22	05/31/23
<b><u>STREET &amp; WATER SUPERINTENDENT</u></b>			
Anthony W. Comstock	2	06/01/22	05/31/24
<b><u>WATER PURIFICATION ENGINEER</u></b>			
Anthony W. Comstock	2	06/01/22	05/31/24
<b><u>WATER PURIFICATION ENGINEER ASSISTANT</u></b>			
Ryan Kidder	1	06/01/22	05/31/23
<b><u>FIRE CHIEF</u></b>			
Christopher MacDougal	1	As Elected by the Fire Department	
<b><u>AMBULANCE CAPTAIN</u></b>			
Cole Slayton	1	As Elected by the Fire Department	
<b><u>REGISTRAR OF VITAL STATISTICS</u></b>			
Kim F. Jackson	1	Town of Avoca Appointment	
<b><u>DEPUTY REGISTRAR OF VITAL STATISTICS</u></b>			
Sally Mitchell	1	Town of Avoca Appointment	
<b><u>ZONING OFFICER</u></b>			
Charles Cagle	1	06/01/22	05/31/23
<b><u>ZONING BOARD OF APPEALS –</u></b>			
Chrystal Lavery	3	06/01/22	05/31/23
Julie Pietsch	3	06/01/22	05/31/23
Marcus Hopkins, Alternate	3	06/01/22	05/31/23
Vacant	3	06/01/22	05/31/23
Vacant	3	06/01/22	05/31/23
<b><u>PUBLIC HEALTH OFFICER</u></b>			
Eric Tyner	4	06/01/22	05/31/24

	<u>TERM OF OFFICE</u>	<u>DATE OF OFFICE</u>	<u>TERM EXPIRES</u>
<b><u>LOCAL HEALTH OFFICER</u></b>			
Dr. Carol Holobinko		Town Appointment	
<b><u>BUILDING CODE ENFORCEMENT OFFICER</u></b>			
Charles Cagle		Town Appointment	
<b><u>PLANNING BOARD</u></b>			
Marc Hopkins, Interim Chairman	5	06/01/19	05/31/24
Larry Stanley	5	06/01/21	05/31/26
Alleene Peterson	5	06/01/20	05/31/25
Matt Morales	5	06/01/18	05/31/23
Jennifer Galvan	5	06/01/22	05/31/27
<b><u>BUDGET OFFICER</u></b>			
Leann M. Wightman	1	06/01/22	03/31/23
<b><u>PUBLIC RECORDS OFFICER</u></b>			
Leann M. Wightman	4	06/01/22	03/31/24
<b><u>HANDICAP PERMIT AGENT</u></b>			
Town Clerk			
<b><u>HISTORIAN</u></b>			
Peter Gledhill	3	06/1/22	05/31/24
<b><u>CODE OF ETHICS BOARD</u></b>			
Tina Hopkins	3	06/01/22	05/31/25
Fonda Gay	3	06/01/22	05/31/24
Vacant	3	06/01/22	05/31/25
<b><u>OFFICIAL PUBLICATION</u></b>		<b><u>OFFICIAL BANK</u></b>	
Corning Leader, newspaper		Five Star Bank	

**OFFICIAL POSTING LOCATIONS**  
 Village Office (2)    Avoca Post Office    Avoca Library    Village / Town Hall

**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 designated 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: Street and Water Department Liaison, Parks, Sidewalks, and Shade Trees

**ALTERNATE ASSIGNMENTS**  
Mayor Tyner: Youth Commissioner, Union Liaison, Ethics Committee Liaison  
Trustee Dockstader: Planning Board Liaison, Civil defense Coordinator  
Trustee Mattoon: Town Liaison, School Liaison, Grant Researcher  
Trustee Hubbard: Street & water Department Liaison, Parks, 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:

Policy #1 - Compensation of Appointed Officials  
Policy #2 - Prohibition Against Discrimination and Harassment  
Policy #3 – Policy on Use of Computers and Security  
Policy #4 - Park & Recreation Fundraising  
Policy #5 - Workplace Violence Prevention Policy  
Policy #6 - Water Debt Rate Policy / Water Department Policy  
Policy #7 - Cross Connection Control Policy  
Policy #8 - Comprehensive Plan  
Policy #9 - Cash Management & Investment Policy  
Policy #10 - Code of Ethics Policy  
Policy #11 - Procurement Policy  
Policy #12 - Water Supply Emergency Policy  
Policy #13 - Reserve Fund Policy  
Policy #14 - Budget Policy  
Policy #15 - Fund Balance Policy  
Policy #16 - Cash Receipts and Disbursement Policy  
Policy #17 - Travel Policy  
Policy #18 - Tobacco Free Policy  
Policy #19 - Records Retention and Disposition Policy  
Policy #20 - Employee Recognition Policy  
Policy #21 – Fueling of Village Vehicles  
Policy #22 – Village Complaint Policy  
Policy #23 – Credit Card Use Policy  
Policy #24 – Village Maintenance Supervisor / Water Plant Operator

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 \$2,000.00 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.

Sidewalk Repair and Maintenance (A234): a minimum of \$2,000.00 will be added yearly. Use of funds shall be limited to the repair and maintenance of sidewalks within the Village limits or for emergency purposes upon approval of the Village Board. This includes, but is not limited to the replacement of old broken sidewalk blocks and the creation of new sidewalks blocks in areas currently without any. Additional deposits to this fund shall occur upon 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 \$5,000.00 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.

Fire Department SCBA Reserve Fund (SBA Fund A235): A minimum of \$10,000.00 to be added yearly. Use of funds shall be limited to the purchase, installation and training costs for a self-contained breathing apparatus upgrade, including any 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. This is a 5 year reserve fund.

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