

VILLAGE OF AVOCA  
APPOINTMENTS: JUNE 1, 2021 THRU MAY 31, 2022

|   | <u>TERM OF<br/>OFFICE</u> | <u>DATE OF<br/>OFFICE</u>         | <u>TERM<br/>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                         | 06/01/21                          | 05/31/22                |
| <b><u>CLERK/TREASURER</u></b>                       |                           |                                   |                         |
| Leann M. Wightman                                   | 4                         | 06/01/21                          | 03/31/24                |
| <b><u>DEPUTY CLERK</u></b>                          |                           |                                   |                         |
| Vacant  | 1                         | 06/01/21                          | 05/31/22                |
| <b><u>ATTORNEY FOR THE VILLAGE</u></b>              |                           |                                   |                         |
| Elizabeth Oklevitch / Mullen Assoc.                 | 1                         | 06/01/21                          | 05/31/22                |
| <b><u>STREET &amp; WATER SUPERINTENDENT</u></b>     |                           |                                   |                         |
| Anthony W. Comstock                                 | 1                         | 06/01/21                          | 05/31/22                |
| <b><u>WATER PURIFICATION ENGINEER</u></b>           |                           |                                   |                         |
| Anthony W. Comstock                                 | 1                         | 06/01/21                          | 05/31/22                |
| <b><u>WATER PURIFICATION ENGINEER ASSISTANT</u></b> |                           |                                   |                         |
| Christopher Shuart                                  | 1                         | 06/01/21                          | 05/31/22                |
| <b><u>FIRE CHIEF</u></b>                            |                           |                                   |                         |
| Christopher MacDougal                               | 1                         | As Elected by the Fire Department |                         |
| <b><u>AMBULANCE CAPTAIN</u></b>                     |                           |                                   |                         |
| Jared Abbott  | 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>  |                           |                                   |                         |
| Mary Stamets  | 1                         | Town of Avoca Appointment         |                         |
| <b><u>ZONING OFFICER</u></b>                        |                           |                                   |                         |
| Charles Cagle*                                      | 1                         | 06/01/21                          | 05/31/22                |
| <b><u>ZONING BOARD OF APPEALS –</u></b>             |                           |                                   |                         |
| Vacant  | 3                         | 06/01/21                          | 05/31/23                |
| Vacant  | 3                         | 06/01/21                          | 05/31/23                |
| Chrystal Lavery                                     | 3                         | 06/01/21                          | 05/31/23                |
| Julie Pietsch                                       | 3                         | 06/01/21                          | 05/31/23                |
| Marcus Hopkins, Alternate                           | 3                         | 06/01/21                          | 05/31/23                |
| <b><u>PUBLIC HEALTH OFFICER</u></b>                 |                           |                                   |                         |
| Eric Tyner  | 4                         | 06/01/21                          | 05/31/22                |

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|---|---------------------------|---------------------------|-------------------------|
| <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                         | 06/01/21                  | 05/31/22                |
| Larry Stanley                                   | 5                         | 06/01/21                  | 05/31/26                |
| Alleene Peterson                                | 5                         | 06/01/21                  | 05/31/25                |
| Matt Morales                                    | 5                         | 06/01/21                  | 05/31/23                |
| Vacant  | 5                         | 06/01/21                  | 05/31/22                |
| <b><u>YOUTH COMMISSION</u></b>                  |                           |                           |                         |
| Brian Mattoon                                   | 1                         | 06/01/21                  | 05/31/22                |
| <b><u>BUDGET OFFICER</u></b>                    |                           |                           |                         |
| Leann M. Wightman                               | 1                         | 06/01/20                  | 05/31/22                |
| <b><u>PUBLIC RECORDS OFFICER</u></b>            |                           |                           |                         |
| Leann M. Wightman                               | 4                         | 06/01/20                  | 03/31/24                |
| <b><u>HANDICAP PERMIT AGENT</u></b>             |                           |                           |                         |
| Town Clerk                                      |                           |                           |                         |
| <b><u>HISTORIAN</u></b>                         |                           |                           |                         |
| Peter Gledhill                                  | 3                         | 06/1/21                   | 05/31/24                |
| <b><u>CODE OF ETHICS BOARD</u></b>              |                           |                           |                         |
| Brian Courtney                                  | 3                         | 06/01/21                  | 05/31/24                |
| Tina Hopkins                                    | 3                         | 06/01/21                  | 05/31/22                |
| Vacant  | 3                         | 06/01/21                  | 05/31/22                |

|                                    |                             |
|------------------------------------|-----------------------------|
| <b><u>OFFICIAL PUBLICATION</u></b> | <b><u>OFFICIAL BANK</u></b> |
| Corning Leader, newspaper          | Five Star Bank              |

|   |  |
|---|--|
| <b><u>OFFICIAL POSTING LOCATIONS</u></b>  |  |
| 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 AREA OF RESPONSIBILITY**

|                          |                           |                               |
|--------------------------|---------------------------|-------------------------------|
| <b><u>ERIC TYNER</u></b> | <b><u>LANNY GAY</u></b>   | <b><u>CARL DOCKSTADER</u></b> |
| Town Liaison             | Streets and Parks         | Cemeteries                    |
| School Liaison           | Water Department          | Ethics Committee Liaison      |
| Grant Research           | Sidewalks and Shade Trees |                               |

|                              |
|------------------------------|
| <b><u>ANDREW HUBBARD</u></b> |
| Fire & Ambulance Liaison     |
| Planning Board Liaison       |

|                             |
|-----------------------------|
| <b><u>BRIAN MATTOON</u></b> |
| Union Liaison               |
| Civil Defense Coordinator   |
| Youth Commissioner          |

**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 Polices. 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  
Travel Policy  
Tobacco Free Policy  
Records Retention and Disposition Policy  
Employee Recognition Policy  
Village Complaint 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 \$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.

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