

**Village of Avoca
Board Meeting Minutes
November 13, 2025**

PRESENT: Mayor Tyner; Attorney Thew; Trustees: Abbott, Hubbard, Rodbourn, Rowe-Smalt; Street Supervisor Comstock and Clerk Saltsman

PUBLIC PRESENT: Bill & Minnie Brennan; Meghan Hubbard; Randy Smalt; Fire Chief Chris MacDougal

EXCUSED/ABSENT: None

The Meeting was called to order at 7:00PM.
Mayor Tyner announced the recording of the meeting.
The Pledge of Allegiance was said.

WELCOME: Trustee Abbott was appointed by the Mayor with Board approval to fulfill Trustee Gay's position left vacant when he resigned in October until a special election is scheduled, which will be held in March of 2026.

PRIOR MEETING MINUTES: Minutes from the 10/9/2025 Board meeting were sent prior to this meeting for review by Trustees. Trustee Rodbourn motioned to approve the meeting minutes; Trustee Hubbard seconded. Four in favor, none opposed, Trustee Abbott abstained. 4-0-1

MONTHLY DEPARTMENT REPORTS: The monthly department reports were sent prior to this meeting for review by Trustees. Trustee Hubbard motioned to approve the reports; Trustee Rowe-Smalt seconded. Four in favor, none opposed, Trustee Abbott abstained. 4-0-1

GENERAL/PUBLIC COMMENTS: Meghan Hubbard, chair of the Avoca Community Foundation (ACF), announced that the Park It In the Park event (a/k/a AgFest) was a great success and was able to donate \$3,000 to the Village restricted for improvements to the concession stand at Memorial Park. Trustee Rowe-Smalt motioned to approve the \$3,000 donation; Trustee Hubbard seconded. All in favor, none opposed, none abstained. 5-0-0

Christmas in the Park to be held at Gazebo Park on 12/6/2025 in the evening this year. Parade at 5:30PM, followed by tree lighting ceremony, games, food, crafts, Santa at legion (with pictures), and possibility of having a bonfire in the parking lot near the Gazebo which would be supervised by the Avoca Fire Department. Will need street closures for event: Carrington, Main, Griswold, North Maple, Chase, parking lot of Gazebo, and portion of Grant. Trustee Rowe-Smalt motioned to close streets for parade as follows:

Main at Carrington, Main at Grant, Main at Mill, Main at Exchange, Main at Chase/River, Main at East, Griswold at North Maple, and Chase at Church with remainder of event closing: Main at Grant, Main at River, Main at Griswold, Griswold and North Maple, Chase at Church, Chase at South Maple; seconded by Trustee Hubbard. All in favor, none opposed, none abstained. 5-0-0

Insurance binder in effect for the organization, but the food vendor permits will also need to be submitted. Trustee Rowe-Smalt discussed the process for food preparation and services with Megan Hubbard. The food vender permit is still pending to be attach to application for Christmas in Park. Motion to approve Christmas in the Park event from 5:00-8:30PM – Trustee Rodbourn, seconded by Trustee Hubbard. All in favor, none opposed, none abstained. 5-0-0

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DEPARTMENT HEADS/OTHER MUNICIPALITIES:

Street:

1) Parks:

- a. Memorial Park: Video system installed and working; z bars ordered for bathroom door lock; new monitor for cameras ordered. Discussion on the (4) camera angles and not enough coverage under pavilion, additional cameras needed so the clerk will order more cameras.
- b. Hees Park: Video system installed, but one more camera needed for ball field. Sweep still needs to be installed on entry door to concession stand. Additional vendors to be checked for cost of a roll-up window as well as Home Depot and options will be brought next month. Display case has been received and will be installed in the spring.
- c. Signs for Parks: We have one that was made for Memorial Park, but was never installed. Photograph provided and discussion as font is hard to read. Discussion followed on using this sign of having matching signs for all three parks. Trustee Rowe-Smalt will take charge of new design for universal signs and will bring back for review next month.
- d. Gazebo: Supervisor Comstock advised the light plugs are pointed upward which allows water to get inside causing them to not work; the street department will fix them prior to Christmas in Park.

- 2) Street Grinding/Paving: Paving done, shoulders, corners, etc. Trustee Abbott inquired as the bill for the street sealing was not broken down by street or gallons; Supervisor Comstock will bring next month. Street milling invoice did not specify, which streets; so, Supervisor Comstock will write streets on invoice for clarification. The Mayor advised the streets to be done were Board approved prior to any work being done
- 3) Sidewalks: Replacement sidewalks done for this year. Grinding for one week will occur soon (to take off major peaks of sidewalks).
- 4) Ditch Area Leading to Hees Park: To be done during off-season.
- 5) Water Meters Left to Convert: There are only 4-5 remaining, 2-3 have not contacted the Village. Accounts charged penalty fee until changed; will bring next month.
- 6) Carrington Street Drainage: The Mayor spoke with Bill and Minne Brennen and advised of the concern that the edge of newly paved Carrington Street is breaking up and with winter coming will freeze and cause further damage. This has been discussed for several months and needs to be addressed immediately or newly paved road will be affected. Bill Brennan advised he will get done before weather breaks. The Mayor advised to contact the Village for assistance if needed along the street edge.
- 7) Leaf Box Purchase: The new box is on order and waiting on new box. Refurbished old one to do leaf pick-ups this year as the one previous discussed from Bath was not needed. The question as asked is the new box needed then and the Mayor advised the new box is a slide in unit as discussed previously.
- 8) Alexander Street: Large stones in ditches need removing. Sidewalk near bus garage removed; possibly extending to bus garage curb (approx. 150ft). Discussion followed on if sidewalk was needed in that section to attach to bus garage. Trustee Rodbourn advised there is no pedestrian walkway through bus garage and school does not want students walking through there. Discussion on this topic tabled until spring sidewalk replacement continues.
- 9) Water Meter Reader: New one has been received and is ready for the next reading in November.
- 10) Empire Telephone Hub: Lines are being installed throughout village, but the Mayor advised there is no time table known yet for service.
- 11) Weed Spray Certification: Supervisor Comstock advised extensive training needed with recertification requirements. Discussion followed and Supervisor Comstock said he is not interested in being certified. Discussion followed on another member of Street Department getting training and certification. Mayor advised Supervisor Comstock to get together an outline for cost of training, equipment, chemicals and storage for discussion at next month's meeting. Trustee Rowe-Smalt

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advised Supervisor Comstock to speak with the cemetery in Cohocton as they utilize equipment that is similar and can give an idea of equipment.

- 12) Banners: Winter banners are up throughout Village; but the Village will need more brackets soon. Washing/cleaning of banners to be done during coming months. Trustee Rowe-Smalt advised the company we bought banners from were bought out by another company and have not returned phone calls or emails. There is money in a reserved account for replacements and she will continue to try and contact them for warranty and replacements on the four pending banners.
- 13) Air Compressor: The new compressor purchased from the Fire District has been hooked up. Discussion on what to do with the old compressor as Supervisor Comstock said it is not needed. The old compressor to be placed on auction site for recoupment of money, no reserve set. Motion to list old compressor on auction site by Trustee Rodbourn; seconded by Trustee Hubbard. All in favor, none opposed, none abstained. 5-0-0
- 14) Video System at Shop: The Mayor advised this system needs replaced as it is not working and is the system that monitors gas pumps and backside of building. The Mayor advised we should replace with same video system as recently purchased for the Parks. Supervisor Comstock looked into the systems and there is a 6-camera system for around \$320. Motion to purchase same video system as Parks by Trustee Rodbourn; seconded by Trustee Hubbard. All in favor, none opposed, none abstained. 5-0-0
- 15) Miscellaneous: Supervisor Comstock advised last year one of the street personnel were called in and paid to help with street closure; Street Supervisor thought this was inappropriate as not an emergency and he was unaware of the call-in. He stated that street personnel set the barriers in appropriate locations; however, they are not manned during the event. The Mayor advised he was the one that was working the street closures and Trustee Gay was sick and unable to help and one person can not keep the street closed for the events. Employee Blanchard was there and offered to assist and the Mayor advised he could put in for the time. Discussion followed on how street closures to be accomplished and organization requesting event should provide personnel. The Mayor will re-word the event application to include request of street closures with action by the Village Board and have event coordinator responsible for personnel to man the closures. Detour signs may be a better fit; Supervisor Comstock will get cost estimate for a few or borrow from State or Town. Street Supervisor formerly requested to the Board that the disciplinary notice from last October in his personnel file be cleared as it has been one year since his event. The Mayor advised this request can be discussed in Executive Session.

Fire District:

- 1) Air Compressor: purchased and in use.
- 2) Use of Village Hall: The Fire District has requested the use of the Village Hall on December 9th for elections, as they have annual physicals that night in the Fire Hall. Trustee Rodbourn advised the Fire District contacted the town as well and he will also advise the Mayor if he is able to cover the Board member being present that night. No objections to the use of the Village Hall by the Fire District for this request.

Planning Board:

- 1) New Interim Chair: Marc Hopkins accepted this position until Pete Hannan is trained and Pete will then take over in the spring of 2026. The Mayor advised one Planning Board position is open and recommendations to fill this position can be forwarded to Mayor.
- 2) Zoning Law: Review in process by the Planning Board.

Zoning Officer:

- 1) Rescue Shelter: Code and zoning officers met with Mayor to advise of complaints and action to be taken. The paperwork drawn up and posted on social media had several grammatical errors. Trustee Abbott gave an overview of the application from the Planning Board. Code Officer assisted Zoning

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Officer as he has software to utilize for their position. Discussion followed and the Mayor will look into Zoning software or possibly share cost with Town. Zoning Officer who could use Mayor / Trustee desktop computer. Software includes cease and desists orders, violation orders, etc. that auto populates.

- 2) New Dog Control Officer: Deb Matthews from Cohocton is now the Town of Avoca Dog Control Officer.

Town:

- 1) Building Update/Masonry/Playground: Trustee Rodbourn advised no updates on building and the Town Supervisor will speak with his Board on the request for playground funds.
- 2) Fraudulent Escrow Check: Delaware Solar made check out to Village vs. Town and then check was intercepted as it was not mailed securely. Solar responsible for all actions. The Mayor signed the from for Delaware Solar as the Mayor's name was on the check in error.
- 3) Code Officer Request: The Mayor advised of a request from Code Officer for No Parking Signs along South Main Street similar to ones posted by the State along 415. Discussion followed on signs, being too much along 415 and the proposed project from Crosby's off South Main Street that was previously discussed and no action has been taken. Trustee Hubbard to contact Cory from Crosby's and advise of pending action by the Board on December 11 to close this area unless they complete the application process and move forward with the project.
- 4) Steuben Street Complaint: Ongoing; extension cord runs across street from house to garage. Code officer is involved and checking into again.

RESOLUTIONS/BANS/LEGAL/BUDGET:

Grant Writer/Researcher Update: No applications received from the advertisement to date. Trustee Rodbourn spoke with Liz Forrester who writes grants for NYS and has expertise with Federal grants as well. Fire District has hired Ms. Forrester. Discussion followed and Trustee Rodbourn will invite Ms. Forrester to attend our next Board meeting on 12/11/2025.

VOA resolution 2025-08 – Village Clerk Authorization to Adjust Water Charges: Mayor presented the resolution giving the Village Clerk limited authorization to adjust water error charges up to \$100. Discussion followed of this process. Trustee Rowe-smalt motioned to approve the resolution; Trustee Abbott seconded. All in favor; none opposed; none abstained. 5-0-0

VOA Resolution 2025-09 – 2026 Special Election: The Mayor presented the resolution to set the criteria for the special election to be held 3/18/2026 caused by the resignation of Trustee Gay. Trustee Hubbard motioned to approve resolution; Trustee Rowe-Smalt seconded. Four in favor; none opposed; Trustee Abbott abstained. 4-0-1

Enforcement Officer: Email received from attorney was placed on shared drive just prior to meeting; gives Zoning Officer authority to give tickets. Tabled until December.

- Zoning Officer Discussion: tabled

Update on Williamson/Closing: Former Clerk Haar was here on 11/4/2025 to work with current Clerk Saltsman and Williamson to enter information. Still waiting on information from Consultant Blafeld. The Mayor sent reports, budget summaries and other information to Jan at Williamson for next date for reconciliation. A spread sheet of water corrections was also sent to the Clerk for corrections in the Water Program.

Budget Update: Spreadsheet each month is showing some line items being over-spent by a few percent. Park line items are over budget and transfers will be needed from C&R Project, with overages also contributed to by increased NYSEG costs. Street lighting will be over as well. The Mayor addressed the concern that there is no money missing in the Village; the General Budget is balanced and water system just needs to be reconciled, which Clerk Saltsman is working with Williamson on.

Zoning Document Additions: The Mayor discussed the email wording from the Village attorney, which was also just posted prior to the meeting. Discussion followed and the fencing in front of home specifics not clear in current document. Land Use Law has wording on fences for front of homes. The Mayor will put Land Use

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Law and Zoning Document on shared drive for review prior to next month. Also, the occupancy in travel trailers handout was placed on shared drive for review prior to next month as this discussion is centered around occupancy of the trailers, not registered vehicles being parked on the resident's property.

NYSEG Letter: Everyone to please sign and will send. All electric construction was postponed from January deadline, letter to be placed on website and sent out by the clerk.

Key Issuance Form: The Mayor advised the form was updated to account for when keys are also returned to the clerk when employment is completed with the Village. Forms given to each Trustee to sign as this new form includes a section to sign if the key is returned. This form covers the keys issued to the Village Hall.

REVIEW/APPROVE EXPENDITURES: All invoices were reviewed by Trustees and Mayor. Street names should be added on the invoice for paving/milling for future tracking reference. Trustee Hubbard motioned to approve all expenditures; Trustee Rodbourn seconded. Four in favor; none opposed; Trustee Abbott abstained from street invoices for the ones she did not initial. 4-0-1

SOLAR FARM ON SOUTH MAIN STREET

Host Agreement: The Mayor spoke with the Solar Attorney prior to the meeting and was advised the funds provided from the Host Agreement can be used on anything as the solar company is not interested in the project to be completed. The current proposal is \$100,000 over 5 years or \$70,000 lump sum to be split by Town & Village; but the formula for the split is not known at this time. Discussion followed and Trustee Abbott advised that Caledonia received a similar proposal that she has from her time as Planning Board Chairperson and she will forward to the Mayor to upload to share drive for review. It will be discussed what the Town is agreeing to and the Mayor advised there is no document to review at this time for a vote. All present are in favor of more funds over a 5-year period.

South Main Street Sidewalk Quotes: The Mayor advised he did not send out the quote sheet completed due to the previous discussion, but restated that this is just for a quote for service, not a bid or locking the Village into any project. He will split the quote into two sections, one for the new sidewalk and one for the replacement section that can be sent to Streeter and Goodrich. This will also be advertised and can be set to any other construction firms brought forward.

Road use Agreement: Tabled

Decommissioning Agreement: The Mayor advised on the request for a reduced amount due to salvage value, but this was not accepted by the attorney.

Future Moratorium: The draft from Attorney Pullen was just received and posted prior to the meeting, so this item was tabled until next month.

GRANTS:

Culvert: Invoice payment #12 mad . The Mayor advised he heard verbally from Ryan Angrus from the Region 6 Supervisor that the Village request for additional funds was approved for \$387,000. The right-of-way issue is still pending for 2 months and the ACOE email was received of the delay due to the federal shutdown. NYS DOT advised we can extend the bid date with construction still on schedule for summer of 2026.

Windmill: No update.

Main Street Sidewalks: No update, FY2026 to be applied for when open.

Playground Grant: Dallas Dazzler chosen previously for \$50,000; this will cost \$25,000 (50/50 grant) for just the equipment; installation cost is not included. Discussion on asking the Town for contribution of this cost. Grant awarded by end of 2025.

CDBG Water Study: The Mayor advised the grant application was adjusted to \$38,400 to match Hunt Engineering estimate for the project. Grant is pending approval for the Engineering Study.

Retention Grant: HUNT will be sending application when open for a company to be hired to digitize archived records, which will include cemetery data. This will cover 100% of cost.

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FEMA Grant: Generator application still available; the Mayor will resubmit. Current application will include Village Hall and Garage/Shop. This will cover 100% of cost is awarded.

BOARD DISCUSSION:

Mayor Tyner: Masonic Lodge insurance email from Aaron Benton and contact with masons on shared drive. Nothing is writing yet and still pending. Discussion on the revised donation plaques for each park with a cost \$133 for 25 donors (15'x15") with header engraved "Donors". The Mayor will stop to order (2) and the heading with simple read "Hees or Memorial Park Doners for Benches and Tables".

Trustee Hubbard: Covered above, he will call Crosby's again in regards to the parking and delivery area.

Trustee Rowe Smalt: Still working on NSYEG accounts with ESCO providers. She covered her research and will bring back further information after checking into the bills further

Trustee Rodbourn: No updates, covered above.

Trustee Abbott: No updates.

Clerk Saltzman: The Village Board needs to approve the re-levy of unpaid 25-26 Village Taxes. Motion to approve by Trustee Rowe-Smalt; seconded by Trustee Hubbard. All in favor; none opposed; none abstained. 5-0-0 Training ongoing with Williamson, NYSLRS (retirement), NYCOM (election training), and Office of State Comptroller (Accounting). Still looking at getting credit card payments for Village; other villages utilize Elevon, CSG Forte and Catalis. None of these companies have a fee that the Village pays; processing fee placed on cardholder. The Clerk will get together an outline and proposal for the December meeting. Final draft of the Newsletter on the shared drive discussed; the Mayor to add place of parade lineup and donations for parks.

PUBLIC COMMENTS ON NOVEMBER AGENDA:

None

EXECUTIVE SESSION

Trustee Rodbourn motioned to adjourn the open meeting at 9:45 PM to enter into Executive Session to discuss details, employment of members of the Street Department, and Teamsters complaint; seconded by Trustee Hubbard. All in favor; none opposed; none abstained. 5-0-0

CLOSED EXECUTIVE SESSION / RETURN TO OPEN MEETING

10:05 PM – Motion made by Trustee Rowe-Smalt to return to open session from Executive Session, seconded by Trustee Rodbourn, All in favor; none opposed; none abstained. 5-0-0.

Motion for Executive Session by Trustee Rodbourn to grant Supervisor's Comstock request to remove the documentation from his Personnel File from the October of 2024 disciplinary incident. Seconded by Trustee Hubbard. Trustee Rodbourn and Trustee Hubbard in favor, none opposed, 3 abstained 2-0-3
Motion did not pass.

The Mayor stated that he will get together and needs time to review the policy and disciplinary notice and once the criteria is outlined, he is not against the request, it just needs to be tabled until December for further discussion. Trustee Rowe-Smalt concurred with this assessment.

MOTION TO ADJOURN OPEN MEETING AT 10:07 PM

Trustee Rodbourn, seconded by Trustee Hubbard, All in favor; none opposed; none abstained. 5-0-0

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Respectfully submitted,

Valerie Saltsman
Village Clerk/Treasurer