

VILLAGE OF AVOCA
REORGANIZATIONAL ASSIGNMENTS AND APPOINTMENTS
JUNE 1, 2024 THRU MAY 31, 2025

	<u>TERM OF OFFICE</u>	<u>DATE OF OFFICE</u>	<u>TERM EXPIRES</u>
<u>MAYOR - ELECTED</u>			
Eric Tyner	4	04/01/24	03 /31/28
<u>TRUSTEES - ELECTED</u>			
Andrew Hubbard	4	04/01/24	03/31/28
Lannie Gay	4	04/01/24	03/31/28
Marcia Smalt	4	04/01/23	03/31/27
Donald Rodbourn	4	04/01/23	03/31/27
<u>DEPUTY MAYOR</u>			
Andrew Hubbard	1	06/01/24	05/31/25
<u>VILLAGE CLERK</u>			
Christine Haar	2	06/01/24	03/31/26
<u>VILLAGE TREASURER</u>			
Christine Haar	2	06/01/24	03/31/25
<u>DEPUTY CLERK</u>			
Cindy Loucks	1	06/01/24	05/31/25
<u>ATTORNEY FOR THE VILLAGE</u>			
Mullen Assoc./ Elizabeth Russell	1	06/01/23	05/31/24
<u>STREET & WATER SUPERINTENDENT</u>			
Anthony W. Comstock	4	06/01/24	05/31/28
<u>WATER PURIFICATION ENGINEER</u>			
Anthony W. Comstock	4	06/01/24	05/31/28
<u>WATER PURIFICATION ENGINEER ASSISTANT</u>			
Ryan Kidder	1	06/01/24	05/31/25
<u>REGISTRAR OF VITAL STATISTICS</u>			
Kim F. Jackson	1	Town of Avoca Appointment	
<u>DEPUTY REGISTRAR OF VITAL STATISTICS</u>			
Kim F. Jackson	1	Town of Avoca Appointment	
<u>ZONING OFFICER</u>			
Charles Cagle	1	06/01/24	05/31/25
<u>ZONING BOARD OF APPEALS / PLANNING BOARD</u>			
Marc Hopkins, Temporary Chairman	5	06/01/25	05/31/29
(Vacant)	5	06/01/24	05/31/27
Matt Morales	5	06/01/24	05/31/26
Julie Pietsch	5	06/01/24	05/31/25
Rebekah Abbott	5	06/01/24	05/31/28
Allison Peterson - Alternate	5	06/01/24	05/31/24
<u>PUBLIC HEALTH OFFICER</u>			
Eric Tyner	4	06/01/24	05/31/28
<u>BUILDING CODE ENFORCEMENT OFFICER</u>			
Charles Cagle	1	Town of Avoca Appointment	
<u>LOCAL HEALTH OFFICER</u>			
Dr. Carol Holobinko		Town of Avoca Appointment	
<u>HANDICAP PERMIT AGENT</u>			
Town Clerk – Kim Jackson	1	Town of Avoca Appointment	

	<u>TERM OF OFFICE</u>	<u>DATE OF OFFICE</u>	<u>TERM EXPIRES</u>
<u>BUDGET OFFICER</u>			
Christine Haar	1	06/01/24	05/31/25
<u>PUBLIC RECORDS OFFICER</u>			
Christine Haar	1	06/01/24	03/31/28
<u>HISTORIAN</u>			
Village Historical Society	3	06/01/24	05/31/27
<u>CODE OF ETHICS BOARD</u>			
Fonda Gay	3	06/01/24	05/31/27
Tina Hopkins	3	06/01/24	05/31/25
Larry Stanley	3	06/01/24	05/31/26

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

<u>OFFICIAL POSTING LOCATIONS</u>		
Village / Town Office	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 ZBA / PLANNING BOARD: Fourth Monday of each month at 7:00 PM.

VILLAGE OFFICE HOURS: The following official office hours are established for the Village Clerk:

Monday	1:00 PM to 5:00 PM	
Tuesday	8:00 AM to 12:00 PM	
Wednesday	1:00 PM to 5:00 PM	First, Second and Third Wednesday of Each Month
	3:00 PM to 7:00 PM	Fourth Wednesday of Each Month
Thursday	8:00 AM to 12:00 PM	
Friday	8:00 AM to 12:00 PM	
Saturday	9:00 AM to 11:00 AM	Second Saturday of Each Month

TRUSTEE’S AREA OF RESPONSIBILITY

<u>ERIC TYNER</u>	<u>LANNIE GAY</u>	<u>DONALD RODBOURN</u>
Fire District Liaison	Streets / Water Depart. Liaison	Union Liaison
Grant Research	Sidewalks and Shade Trees	Civil Defense Coordinator
ZBA / Planning Liaison		School Liaison
Account Auditor		

<u>ANDREW HUBBARD</u>	<u>MARCIA SMALT</u>
Town Liaison	Cemetery Commissioner
Ethics Committee Liaison	Youth Sports Liaison
Account Auditor	

STANDING COMMITTEES:
It shall be the responsibility of each of the above elected officials 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.

Mayor Tyner provided a listing of current Village Policies. They are as follows:

- Policy #1: Compensation of Appointed Officials
- Policy #2: Prohibition of Sexual Harassment / Equal Rights
- Policy #3: Acceptable Use of Computers, Internet and Email
- Policy #4: Park & Recreation Fundraising - **RESCINDED**
- Policy #5: Workplace Violence Prevention Policy

Policy #6: Water Debt Rate Policy / Water Department Policy
Policy #7: Water Control Policy
Policy #8: Comprehensive Plan
Policy #9: Cash Management & Investment Policy
Policy #10: Code of Ethics
Policy #11: Procurement Policy
Policy #12: Water Supply Emergency Policy
Policy #13: Reserve 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 Policy
Policy #22: Complaint Policy
Policy #23: Credit Card Policy
Policy #24: Street Superintendent and Water Plant Operator
Policy #25: Sidewalk Repair and Maintenance
Policy #26: ZBA Policy and Procedure
Policy #27: Electronic Transfer of Funds
Policy #28: Village Clerk / Treasurer
Policy #29: Summer Youth Sports – License - **DRAFTED**
Policy #30: Cyber Incident Response Plan
Policy #31: Personal Identifiable Protection
Policy #32: Records Retention and Audio Recording
Policy #33: Posting of Signs or Advertisement on Village Property

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.

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