

October 8, 2020

The Organizational Meeting for the 2020-2021 Fiscal year of the Avoca Village Board of Trustees was held beginning at , October 8, 2020 at the Town/Village Conference Room, 3 Chase St., Avoca, NY. The following Trustees present:

Mayor: Eric Tyner
Trustee Carl Dockstader
Trustee Lannie Gay
Trustee Brian Mattoon
Trustee Andrew Hubbard

Also present: Clerk Leann Wightman

It is noted the Clerk advertised the public notice as required. She also distributed the appointment schedule to each Board Member.

The following appointments were introduced by Mayor Tyner:

Mayor: Eric Tyner – 09/15/20 to 5/31/24
Trustees: 1. Brian Mattoon 09/15/20 to
2. Carl Dockstader 09/15/20 to
3. Andrew Hubbard – 09/15/20 to 05/31/24
4. Lannie Gay – 09/15/20 to 05/31/24

Deputy Mayor: Brian Mattoon - 1 yr term – 09/15/20 to 5/31/21
Village Clerk/Treasurer: Leann Wightman – 4/1/20 to 3/31/24
Attorney for the Village: Elizabeth Oklevitch, (Mullen Associates) – 1 yr term – 6/1/20 to 5/31/21
Street & Water Superintendent: Anthony W Comstock – 1 yr term- 6/1/20 to 5/31/21
Water Purification Engineer: Anthony W Comstock – 1 yr term- 6/1/20 to 5/31/21
Water Purification Engineer Assistant: Gregory W Longwell – 1 yr term – 6/1/20 to 5/31/21
Acknowledgement of Fire Chief: Christopher MacDougal 2/1/20 to 1/31/21
Ambulance Captain: Paula Campbell 2/1/20 to 1/31/21
Acknowledgement of Registrar of Vital Statistics: Kim F. Jackson – 2 yr term – 1/1/20 to 12/31/21
Acknowledgement of Deputy Registrar of Vital Statistics: Mary Stamets – 2 yr term – 1/1/20 to 12/31/21
Zoning Officer: Charles Cagle – 1 year term – 6/1/20 to 5/31/21
Planning Board:
Chairman: Justin Dix
Board Members: 1. Marc Hopkins
2. Larry Stanley
3. Vacant
4. Vacant
Zoning Board of Appeals: William Hunt 3 yr term – 6/1/20 to 5/31/23
Lannie Meese – 6/1/20 to 5/31/23
Public Health Officer: Mayor Eric Tyner – 09/15/20 to 05/31/24
Youth Commissioner: Brian Mattoon – 1 yr term – 6/1/20 to 5/31/24
Budget Officer: Leann Wightman – 1 yr term – 6/1/20 to 5/31/21
Public Records Officer: Leann Wightman- 4 yr term – 6/1/20 to 5/31/24
Historian: Peter Gledhill: 4 yr term – 6/1/20 to 5/31/24
Acknowledgement of Town Appointment of Charles Cagle as Code Enforcement Officer
Acknowledgement of Health Code Officer: Dr. Carol Holobinko

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

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

Historian: Peter Gledhill
Official Publication: Corning Leader
Official Bank: Five Star Bank
Authorized Banking Signatures: Mayor Eric Tyner, Trustee Brian Mattoon, Clerk/Treasurer
Leann Wightman

Official Posting Locations: Village Office (2), Five Star Bank, Avoca Post Office, Avoca Free Library

Meeting dates: Village Board – 2nd Thursday of each month
Planning Board – 4th Monday of each month
Meetings to be held at 7:00PM at the Town/Village Hall 3 Chase Street Avoca, NY (Planning Board Meeting to begin at 7:30 for the months of June, July and August)

Motion by Trustee Dockstader, seconded by Trustee Weldy to accept the appointments as stated above and to approve the official publication, bank, signatures and posting sites as stated above and to approve the meeting dates as stated above. 4 in favor, 0 opposed, 1 absent

Clerk Wightman provided a fee schedule to all Board Members. The following changes will be applied:

Water Fees: Debt Service 30.00 for June and September billing and 10.00 for December and March billing
Water Consumption Charge: (between 1000-3000 gallons) flat fee 18.00 for June and September billing and 21.00 for December and March billing
Per 1000 gallons used 6.00 per 1000 for June and September billing and 7.00 per 1000 for the December and March billing

Motion by Trustee Mattoon, seconded by Trustee Dockstader to change the above mentioned fee. The Board reserves the right to review these fees at any time. 4 in favor, 0 opposed, 1 absent.

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 & Disbursement Policy

It is noted Clerk Wightman is working on a Cyber Policy and Tobacco in our Parks Policy and an update to the Sexual Harassment/Equal Rights Policy

The water policy will be updated to reflect the new rates.

Motion by Trustee Weldy, seconded by Trustee Mattoon to accept the above mentioned policies as written. The Board reserves the right to review and update them at any time. 4 in favor, 0 opposed, 1 absent.

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 & Maintenance (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 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 (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.

Motion by Trustee Weldy, seconded by Trustee Mattoon, to approve the resolutions to establish &/or maintain reserve funds for the Street Department, Fire & Ambulance Department and the Water Department as written above. 4 in favor, 0 opposed, 1 absent.

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

Motion by Trustee Dockstader, seconded by Trustee Weldy, to accept the resolution concerning the standard work day for positions with the Village of Avoca as written above. 4 in favor, 0 opposed, 1 absent.

Motion by Trustee Dockstader, seconded by Trustee Weldy to adjourn the Organizational Meeting and return to regular session at 6:50pm.

Respectfully Submitted,

Leann M. Wightman