

VILLAGE OF AVOCA / TOWN OF AVOCA
MINUTES FOR THE JOINT BOARD OF TRUSTEE'S MEETING
SEPTEMBER 13, 2023

At 6:01 PM the Joint Meeting was called to order.

Board Members Present:

Village Of Avoca: Mayor Tyner, Trustees Gay, Rowe Smalt, Rodbourn, and Hubbard
Village Clerk / Treasurer Haar

Town of Avoca: Supervisor Wightman, Councilman Rodbourn, Ostrander, Hopkins

Visitors: Bill Brennan

The meeting began at 6:02 PM after the Pledge Allegiance to the Flag.

The meeting started with Supervisor Wightman and Mayor Tyner beginning discussion on the topics to discussed outlined in the Joint Meeting request letter to include:

1. Building Layout – 60/40 split
2. Changes to Building – Modifications Requiring both Board's Approval
3. Discussion on Establishment of a Building Committee for Future Issues
4. Establishing a List of Employees with Key Access to Building
(Key Signature Sheet for when issued keys are returned)
5. Security Cameras – View and Access to System – Shared Service
6. Utility Split and Payments – Outline and Timeline for Process
7. Changes to the Village Clerk's Work Area
8. Town Book Keeper's Desk moved to Town Side
9. Storage Room – Inventory and Shelving
10. Shared Office Supplies – Ordering and Payments – Staples Account
11. Painting of the Front of Building
12. Internet Service – Free Service now, but Slow, look into Upgrade Cost

Discussion about the email communication from the Windfarm Company was handed out by Supervisor Wightman regarding possible funding for the upkeep and maintenance of the municipal building and other projects in the town and village. Discussion followed on the

painting of the municipal building and other updates that need to be completed. An advertisement for quotes on work to be done will be drafted by the Mayor and submitted to the Town for any items to add or changes to be made before being put in the papers. Potential repairs to Highland Cemetery vandalism damage were also mentioned.

Discussion on the formation of a building committee with (2) members from each board to address potential municipal building issues. Discussions of changes or needs for the shared building followed. The committee members would bring recommendations to the two boards for approval, but could meet without official notices since only two members of each board would be assigned. Further discussion followed on “what has changed” with a determination that each board will come up with issues to address and communications between to two boards would be maintained. No further action will be taken at this time.

Discussed on having a joint list of a list of officials and employees from each entity with keys to the municipal building. Supervisor Wightman advised the Town has a list established. Discussion followed on having a joint list with all keys issued. It was decided that the two boards would keep their own lists and in the event a problem arises, the two lists could be shared.

Discussion on the office supply area being organized and an inventory established. This only pertains to the small office supply area near the electronics / telephone board. Discussion followed on the ordering of supplies and if an inventory is needed. It was jointly decided and agreed that the Clerk Haar and Clerk Jackson to work together to sort this area and organize the supply closet as needed.

Discussion of the current internet service being slow and looking into a potential upgrade. The current internet service is free and services the municipal building. Further discussion followed if this is basic internet, high speed and what the service includes. Agreed that the Village will look into this current service, explore options, and get back to the Town with results to further discuss any changes, if they are to made, to better service the municipal building.

Discussion on the modification of the Village Clerk’s work area. Mayor Tyner advised that the deed outlines the municipal building is owned jointly by both entities, but the utility split in the 2017 agreement is define a 60% town /40% village split of the building. Supervisor Wightman stated he looked back further at other town documents for further information. Further discussion followed on the outlay of the building and which entity occupied what space, to include the court area as a separately funded area, except for utilities. Trustee Hubbard inquired about the Village Clerk work area and what can be moved or not moved without both Board approval. Discussion followed and it was determined that minor modification and movement in each employee’s work area could be made, but building changes had to be approved by both boards. Trustee Rowe-Smalt inquired about the cost of the 60/40 split to Village taxpayers as they are town residents as well. She stated that she did not think it was fare that village taxpayers pay 40% of the building expenses as the village

does not occupy that percent of the building and we are all town taxpayers as well. Discussion followed and Supervisor Wightman explained further the previously mention snow plow tax reduction for village taxpayers and the relationship to town taxes, as well as other issues.

Discussion about the security cameras in the municipal building not working and when they would be operational. Supervisor Wightman advised the cameras in the building are working now, there was an issue with something being unplugged. The town computer that has the program to run the security cameras is on the book keeper's computer and is current located at Supervisor Wightman's house. The program for the security camera system will soon be transferred to the town accessor's computer at the village hall. Mayor Tyner inquired if the village needs to see video for an issue in the village clerks work area or for any reason will it will be accessible and was advised yes by Supervisor Wightman.

Discussion on the electronic sign at the four corners and the information being posted. The Mayor advised this is one thing that had to be learned and Clerk Haar and Matt Morales will be maintain it. Comments made that some postings are too fast to read and Clerk Haar advised it has to do with the amount of messages posted and message size is limited. Further discussion followed on nothing for the town being on the electronic sign as far as meetings or events. Trustee Rowe-Smalt advised this system when purchase by public donation through the Beautification Committee to be operated on the Village Clerk's computer. Trustee Hubbard stated the one thing that has changed was the former Village Clerk also did the book keeping for the town and had access to the needs of both entities and with a new Village Clerk being in place, these needs now need to be better communicated to ensure all information is being shared. Further discussion followed and it was agreed that the town can supply anything they would like for the electronic sign to the Clerk Haar and it will be posted, as well as meetings that can be taken off the community calendar.

Supervisor Wightman advised the current shared copier is seven years old, and the salesperson thinks it will be outdated shortly. The salesperson was supposed to have a quote for Supervisor Wightman before the meeting, but he did not receive it, so it should be here by the Village Board Meeting on September 14. There was discussion about upgrading the copier to include a FAX machine as well. Quote to be forwarded to village once received for discussion and budgeting purposes.

Village Trustee Rodbourn then inquired, just to be clear, that the issue with the upper shelf in the Village Clerk's work area being taken down has been resolved and is settled. Discussion followed on the counter and the opinions on the security issue from both sides. Supervisor Wightman advised if the village decides to keep the upper counter down it is fine and "If Christine wants the counter down, it's on her if she gets hurt". The Village Board was in agreement that any liability that may result from the upper shelf being moved falls on the Village.

Discussion also followed on the desks in the village clerk area is personal property of Leann Wightman's. It was decided that these desks can be used by the village (if no modifications are made to the desks) or can be moved to the town side if a new set up is approved by the village. Mayor Tyner advised that before any furniture is moved, purchased, or major modifications are made to this area the village will meet with the town for these changes to be outlined and discussed.

Town Councilman Rodbourn inquired to Mayor Tyner about the incident with the bottle left outside the village hall by the subject involved in the previous issues around the village / town and if the bottle was brought into the building. The Mayor replied "Yes", and explained the reason for this action in leaving for work and the pros/cons of leaving the item outside in the entrance or securing until the NYSP arrived. The bottle was wrapped in plastic and secured in the Mayor's Office area. It was determined the bottle was filled with tea and/or river water. Councilman Rodbourn advised he felt that another village or town board member could have stopped and waited if required and the bottle should have stayed outside the building. Mayor Tyner advised he understood this concern and in the future incidents of this nature can be addressed differently if the situation dictates.

By motion from Trustee Rodbourn and 2nd by Trustee Rowe-Smalt was then made for the meeting to be adjourned and was approved at 6:55 PM.

Respectfully submitted,

Christine Haar, Village Clerk