

A Special Meeting of the Town of Avon was held on Thursday, June 23, 2008 at 6:00 P.M. at the Avon Town Hall with the following members present:

PRESENT: Supervisor David LeFeber, Deputy Supervisor Cole (arrived at 6:20 P.M.), Councilmen Donald Cook, Jr., and James Blye

ABSENT: Councilman Thomas Mairs

OTHERS: Town Clerk Sharon Knight

VISITOR: Tami Snyder, Rufus Falk, Mark Schnoor, Christopher Lyon and Enza Mineo

Supervisor LeFeber called the meeting to order at 6:00 P.M.

Pledge of Allegiance

Supervisor LeFeber read the following legal notice:

TOWN OF AVON
LEGAL NOTICE

RESOLVE to schedule a meeting for Monday, June 23, 2008 at 6:00 P.M. for the purpose on interviewing candidates for the position of Assessor as advertised and any other business that may come before the Board, to be held at 6:00 P.M., at the Avon Town Hall, 27 Genesee Street, Avon, New York, 14414

By order of the Town Board of the Town of Avon, Livingston County, New York
Sharon M. Knight, CMC/RMC, Avon Town Clerk

Dated: June 16, 2008

Publish: June 19, 2008

RESOLUTION #106

AUTHORIZE THE SUPERVISOR TO SIGN THE FRONTIER CONTRACT

On motion of Councilman Cook, seconded by Councilman Blye the following resolution was

ADOPTED AYES 3 NAYS 0 ABSENT 2 (Deputy Supervisor Cole and Councilman Mairs)

RESOLVE to authorize Supervisor LeFeber to sign the Frontier Agreement dated June 3, 2008 as a VIP + “Promotional” CALLING PLAN – 3 YEAR.

Supervisor David LeFeber	voting	AYE
Deputy Supervisor Kelly Cole	voting	ABSENT
Councilman Donald Cook	voting	AYE
Councilman Thomas Mairs	voting	ABSENT
Councilman James Blye	voting	AYE

RESOLUTION #107
APPROVAL TO DESTROY RECORDS

On motion of Supervisor LeFeber, seconded by Councilman Cook the following resolution was

ADOPTED AYES 3 NAYS 0 ABSENT 2 (Deputy Supervisor Cole and Councilman Mairs)

RESOLVE to accept the Town Clerk to destroy the records as presented and as follow:

Town of Avon
Index of Destroyed Records

In accordance with the current SARA MU-1 Records Retention & Disposition Schedule, the following records have been determined to be obsolete and are to be destroyed:

	MU-1 Section Number	Inclusive Dates	Cubic Feet Destroyed	Date Record Obsolete
Water billing addresses, Littleville Water District Address, town gallons, Village CU. FT, Water meter acct., labels.	Fiscal - General Acct. & Misc. 12 [256] a & c	1999	1"	0 after no longer needed
Curb Stops	Environmental Health - Facilities Public Water Supply 2 [230] b	1999	1/2"	0 after no longer needed
Backflow Device	General 19 [19]	1999	sheet	0 after no longer needed

Record Series Name or Description	MU-1 Section Number	Inclusive Dates	Cubic Feet Destroyed	Date Record Obsolete
Engineering Fees charged to developers	Fiscal 4 [248]	1994-1999	1"	6 years after last entry
Fire Department Tax Distribution	General 19 [19]	1994-1996	1"	0 after superseded
Fire District Budget Requests	Fiscal 1 [51]	1994-2000	1"	6 years
Town Clerk Monthly Reports	Fiscal 1 [283]	1998	1.2"	6 years
NYS DEC Fish & Wildlife Law	General 19 [19]	1980	2"	0 after superseded
Town Law for Town Officials	General 19 [19]	1972	3"	0 after superseded
Water Billing	General Acct. & Misc. 12 [256]a	1995-1999	2 boxes	6 year after last entry
CHIPS Operation & Maintenance	Trans. & Engineering 4 [616] b	1994-1999	1/2"	6 years after last entry
Journal Entries - Cash Receipts	General Acct. & Misc. 3 [247]	1999	1/2"	6 years after last entry
General Ledger	Fiscal Gen. Acct. & Misc. 1 [245]	1996-1998	1/4 box	6 years after last entry
Accounting Register	Fiscal Gen. Acct. & Misc.4 [248]	1996-1998	1/4 box	6 years after last entry
Abstract of Receipts	Fiscal Gen. Acct. & Misc. 11 [255]	1996-1998	1/4 box	6 years

Bank Statements	Fiscal Banking & Investment 1 [263]	1996-1998	2"	6 years
Study of Liv. Cty. Operated Nursing Facilities	General 19 [19]	2001	4"	0 if no longer needed
Liv. Cty. Planning Board-Land Use Inventory & Analysis, Soils Inventory & Study, Human Cultural Resources and housing, Parks Recreation and Open Space	General 19 [19]	1971	1"	0 if no longer needed
US Army Corps of Engineers Buffalo District Stager III Detailed Project Report& Environmental Impact Statement - Conesus Lake, New York	General 19 [19]	1981	3"	0 if no longer needed

Record Series Name or Description	MU-1 Section Number	Inclusive Dates	Cubic Feet Destroyed	Date Record Obsolete
Reservoir Regulation Manual - Conesus Lake Basin - Conesus Lake & Conesus Creek, Livonia, New York	General 19 [19]	1990	1"	0 if no longer needed
State University of New York College of Arts and Science at Geneseo A Chemical & Bacteriological Study of the Quality of Stream Waters in the Town of Avon, Livingston County, N.Y.	General 19 [19]	1975	1"	0 if no longer needed
Liv. Cty. Planning Board - Strip Development A Study & Analysis	General 19 [19]	1975	1"	0 if no longer needed
State University of New York College of Arts and Science at Geneseo Explanation & Description of the Overlay Maps that Illustrate Factors of Environmental Importance in the Town of Avon, Livingston County, New York	General 19 [19]	1974	1"	0 if no longer needed
Liv. Cty. Planning Board - Population & Economic Analysis, Public Utilities & Services - Agricultural Land Resources & Conservation Areas, Transportation Study	General 19 [19]	1972	1"	0 if no longer needed

RESOLUTION #107-continued
APPROVAL TO DESTROY RECORDS

Record Series Name or Description	MU-1 Section Number	Inclusive Dates	Cubic Feet Destroyed	Date Record Obsolete
Monthly Budget Reports	General 19 {19}	2004-08	3"	0 after no longer needed

Record Series Name or Description	MU-1 Section Number	Inclusive Dates	Cubic Feet Destroyed	Date Record Obsolete
Maintenance and forms, corrections	Tax & Assessment 2 [848]		10 1/2"	0 after no longer needed
Assessor's Annual Report - ref: 10 yrs.	Taxation & Finance 15 [592]	1997 & prior	4"	10 years
Monthly Budget Reports - Copies	General 19 {19}	2001, 2002	8"	no longer needed
Misc. info. Address changes	Miscellaneous 2 [603]	1998-2003	1"	1 yr after superseded
Tax Exemption memoranda	Tax & Assessment 11 [589] b	1996-2002	1"	6 years

Supervisor David LeFeber	voting	AYE
Deputy Supervisor Kelly Cole	voting	ABSENT
Councilman Donald Cook	voting	AYE
Councilman Thomas Mairs	voting	ABSENT
Councilman James Blye	voting	AYE

RESOLUTION #108
ADOPT EMERGENCY PLAN

On motion of Councilman Cook, seconded by Councilman Blye the following resolution was ADOPTED AYES 3 NAYS 0 ABSENT 2 (Deputy Supervisor Cole and Councilman Mairs)

RESOLVE to accept the following Emergency Plan:

TOWN OF AVON
 57 GENESEE STREET
 AVON, NY 14414

EMERGENCY PLAN
 FOR THE TOWN OF AVON OFFICE

RESOLUTION #108-continued
ADOPT EMERGENCY PLAN

The configuration of the Town office dictates that an emergency plan be devised

ALL EMPLOYEES NEED TO BE AWARE OF WHO IS IN THE OFFICE
AT ALL TIMES.

IN CASE OF EMERGENCY

1. Evacuate through the front door.
2. If front door is blocked, evacuate through the back door.
3. Meet in the municipal parking lot and account that everyone on the first floor is out of the building.
4. Call **911**. State your name, office address, and nature of the emergency.

If both means of egress are blocked:

1. Notify **911**. State name, address, and nature of emergency. State number of people trapped.

Mr. David LeFeber 226-3115, 303-4759
 Mrs. Sharon Knight 226-6367, 721-9094
 Mr. Robert Ayers 226-2149, 303-4750
 Mr. Daniel McKeown 303-4767

THIS NOTICE WILL POSTED AT THE AVON TOWN OFFICES. THE
EMERGENCY EVACUATION PLAN WILL BE REVIEWED YEARLY OR AS
NEEDED WITH ALL EMPLOYEES.

Supervisor David LeFeber	voting	AYE
Deputy Supervisor Kelly Cole	voting	ABSENT
Councilman Donald Cook	voting	AYE
Councilman Thomas Mairs	voting	ABSENT
Councilman James Blye	voting	AYE

RESOLUTION #109
EXECUTIVE SESSION

On motion of Councilman Blye, seconded by Councilman Cook the following resolution was
ADOPTED AYES 4 NAYS 0 ABSENT 1 (Councilman Mairs)

RESOLUTION #109-continued
EXECUTIVE SESSION

RESOLVE to enter into executive session for the purpose of the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. TIME 6:20 P.M. inviting Assessor Candidate Tami Snyder at 6:20 P.M., Rufus Falk at 6:50 P.M., Mark Schnoor at 7:15 P.M., Christopher Lyon at 7:30 P.M., Enza Mineo at 8:15 P.M.

Supervisor David LeFeber	voting	AYE
Deputy Supervisor Kelly Cole	voting	AYE
Councilman Donald Cook	voting	AYE
Councilman Thomas Mairs	voting	ABSENT
Councilman James Blye	voting	AYE

RESOLUTION #110
CLOSE EXECUTIVE SESSION

On motion of Councilman, seconded by Councilman Cook the following resolution was ADOPTED AYES 4 NAYS 0 ABSENT 1 (Councilman Mairs)

RESOLVE that the Executive Session be closed and that this Board returns to the meeting with no action taken. Time 8:49 P.M.

Supervisor David LeFeber	voting	AYE
Deputy Supervisor Kelly Cole	voting	AYE
Councilman Donald Cook	voting	AYE
Councilman Thomas Mairs	voting	ABSENT
Councilman James Blye	voting	AYE

On motion of Councilman Blye, seconded by Councilman Cook, the meeting adjourned at 8:50 P.M.

Respectfully submitted, _____ by
 Sharon M. Knight, CMC/RMC, Town Clerk