

A Special Meeting of the Town of Avon was held on Thursday, April 21, 2011 at 6:00 P.M. at the Avon Opera Block/Town Hall with the following members present:

PRESENT: Supervisor David LeFeber (left at 7:55 P.M.), Deputy Supervisor Cole, Councilmen Donald Cook, Thomas Mairs, and James Blye

OTHERS: Town Clerk Sharon Knight, CMC/RMC

VISITORS: None

Supervisor LeFeber called the meeting to order at 6:00 P.M. by reading the following legal notice:

Town of Avon  
Legal Notice

A working meeting of the Town Board has been scheduled for April 21, 2011 at 6:00 P.M. at the Opera Block/Town Hall, 23 Genesee Street, Avon, New York 14414 to update the employee handbook and any other business that may come before the Board

By Order of the Town Board of the Town of Avon, Livingston County, New York  
Dated: April 1, 2011  
Publish: April 14 & 21, 2011  
Sharon M. Knight, CMC/RMC

Pledge of Allegiance

Supervisor LeFeber asked for any public comments and there were none.

Supervisor LeFeber provided information regarding the hours being worked by Water Superintendent McKeown and having the Village as a back-up but they are rarely used. He has not taken vacation other than weekend racing and takes the lap top with him. He takes comp time during the week.

The opportunity for review of several Town's handbooks had been provided for review and the Town of York was chosen to use as a sample.

Town Clerk Knight brought to the attention the following stated at the beginning of the Town of York Handbook.

*"Copyright © 2003 AMTEK Management Services Corp., E. Syracuse, New York.*

This employee handbook is copyrighted material and is intended only for the internal use of the Town of York. The Town of York may copy this employee handbook for distribution to its employees. The contents of this employee handbook may not be copied or reproduced in any form or by any means for any other individual or organization without the prior written permission of ***AMTEK Management Services Corp.***"

Discussions included but were not limited to the following:

The number of hours that can be used as comp time per week  
How retirement is handled  
Change the definition of standard work week to forty hours  
Maximum amount of sick time from 120 day maximum to 960 hours maximum  
Avon gives more pay for sick days than Geneseo, Caledonia, York, Lima or

Livonia

The question of when short term/long term insurance kicks in needs to be explored

We pay the most per hour of any Town or Village  
Geneseo has a Superintendent that oversees both water and highway  
Health care and other benefits  
Evaluations for employees  
End of year report of salary and benefits

The Town of York Handbook items requiring further review and/or discussion by the Town Board and Attorney were identified.

On motion of Councilman Mairs, seconded by Councilman Cook, the meeting adjourned at 8:25 P.M.

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