

Avon Village Board Meeting
Monday, November 7, 2011

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The meeting of the Board of Trustees of the Village of Avon was held at the Avon Village Hall, 74 Genesee Street, Avon, New York on Monday, November 7, 2011.

Present: Thomas Freeman, Mayor
Mark McKeown, Trustee
William Zhe, Trustee
Robert Hayes, Trustee
Timmy Batzel, Trustee

Staff: John Barrett
Christine Quinlan
Chief Jim Carney

Peter Drozdziel
Mick LaFever
Bonnie Taylor- Davis
Kevin O'Donohue
Bill Wall
Laura Nobles

Visitors: Peter Henry
Rick Hauser
Jim Carroll
Josh Williams
Ted Coyne
Jim Schillinger
David LeFeber
Phil Swanson

Mayor Freeman opened the meeting at 4:00 p.m. with the Pledge of Allegiance.

EXECUTIVE SESSION:

Upon a motion made by Trustee Batzel the Board went into executive session to discuss personnel matters at 4:10 p.m. Trustee Zhe seconded the motion and it was carried by a unanimous vote. The Board exited executive session at 4:55 p.m.

VILLAGE BOARD MEETING MINUTES:

Upon a motion made by Trustee Hayes the minutes from October 17, 2011 are hereby approved as submitted. Trustee Zhe seconded the motion and it was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
Mark McKeown, Trustee	Voting	Yes
William Zhe, Trustee	Voting	Yes
Robert Hayes, Trustee	Voting	Yes
Timmy Batzel, Trustee	Voting	Yes

VOUCHERS AND MANUAL CHECKS:

Upon a motion made by Trustee McKeown the following vouchers and manual checks were approved for payment:

General Fund	\$ 32,856.45
Water Fund	\$ 7,680.74
Schedule C	\$ 8,786.87
Sewer Fund	\$ 28,965.74
Fund #10	\$
Fund #11	\$
Fund #17	\$ 1,085.28
Fund #47	\$
Fund #48	\$
Fund #50	\$
Fund #51	\$
Fund #52	\$
Fund #53	\$
Fund #54	\$
Fund #55	\$
Fund #56	\$
Fund #57	\$
Fund #58	\$ 1,103.17
Fund #59	\$
Fund #60	\$
Fund #61	\$
Fund #62	\$

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Fund #63	\$
Fund #64	\$
Fund #65	\$
Fund #66	\$
Fund #67	\$
Fund #68	\$
Fund #69	\$
Fund #70	\$
Fund #71	\$
Fund #72	\$
Fund #73	\$
Fund #74	\$
Fund #75	\$
Fund #76	\$
Fund #77	\$
Fund #78	\$
Fund #79	\$
Fund #80	\$
Fund #81	\$
Fund #82	\$
Fund #83	\$
Fund #84	\$
Fund #85	\$
Fund #86	\$
Fund #87	\$
Fund #88	\$
Fund #91	\$
Fund #92	\$
Fund #93	\$ 255.41
Fund #94	\$
Fund #95	\$
Fund #96	\$
Fund #97	\$
Fund #98	\$
Fund #99	\$
TOTAL	\$ 80,733.66

Manual Check:	Jackson Welding Supply	6 cutoff wheels	\$ 41.00
	Genesee Finger Lakes Workshop (Drozdziel)		\$ 50.00
	Postmaster – W/S Postage		\$ 334.66
	Law Enforcement Officer Union – Police		\$ 394.14
	NYS Child Support Proc. Ctr. – Child Support		\$ 256.00

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SEIU 200 United – DPW Dues	\$ 211.56
Nationwide Retirement – Deferred Comp.	<u>\$1,101.00</u>
TOTAL:	\$2,388.36

Trustee Hayes seconded the motion and it was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
Mark McKeown, Trustee	Voting	Yes
William Zhe, Trustee	Voting	Yes
Robert Hayes, Trustee	Voting	Yes
Timmy Batzel, Trustee	Voting	Yes

USDA RURAL DEVELOPMENT APPLICATION:

Treasurer Quinlan reported that if MRB does the environmental report required it will cost \$2,000. As of today, we have paid \$8700 in engineering fees, and we have no guarantees on this.

Treasurer Quinlan will gather all the invoices paid up to this time and discuss at the November 21st meeting.

EDMUNDS & ASSOCIATES – SOFTWARE PROPOSAL:

Treasurer Quinlan submitted a proposal for software and services from Edmunds & Associates for the Board’s review. Treasurer Quinlan informed the Board that she had viewed a MCSJ web demo last week. She is waiting to hear back from Hurricane Technologies.

Trustee Hayes along with Trustee Batzel agreed to review the proposal for software submitted and discuss at a later Board meeting.

OPEN PROJECT:

Treasurer Quinlan requested the following project be established:

Upon a motion made by Trustee Zhe the Board resolved to open the following projects:

- BUNY (Buckle Up NY) for \$800

- STEP (Selective Training Enforcement Program) for \$1600

Trustee Hayes seconded the motion and it was carried by the following vote:

Thomas Freeman Mayor	Voting	Yes
Timmy Batzel, Trustee	Voting	Yes
William Zhe, Trustee	Voting	Yes
Mark McKeown, Trustee	Voting	Yes
Robert Hayes, Trustee	Voting	Yes

COMPREHENSIVE PLAN:

The Village was awarded a \$12,000 Community Planning Grant through the 2008 New York State Community Development Block Grant program on January 13, 2009.

The Village had hired FRA Engineering in April of 2009 to help draft a new Comprehensive Plan; the existing plan dated to the 70's. A Steering Committee was formed.

A Comprehensive Plan sets the vision of the community; it was a blueprint to guide development. A Comprehensive Plan is also a decision making tool for the Village Board, the Zoning Board of Appeals, the Planning Board and other community boards, commissions and organizations.

Adopting a Comprehensive Plan fulfilled legal and regulatory obligations. As a whole, the Comprehensive Plan is a document that provides guidance on how the Village will address growth and development over the next ten years. The plan is to be used for the following:

- Regulatory Guidelines
- Policy Development
- Establish Planning Focus
- Assist Development Community

Kevin O'Donohue expressed concern on softening up some of the language in the Comprehensive Plan so once it's adopted it doesn't enforce adopting it within a certain time constraint.

Paul Drozdziel – I believe there are more important areas to be concerned about. A higher importance is Wadsworth Avenue. It is an established neighborhood that is slowly evolving into

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a transitional neighborhood. It's time to take a closer look at how well the existing zoning matches the actual use, the impact of continued conversion of single family to multiple family use and commercial use mixed in with residential. The smaller things would make more of a difference in our community. What do we do with churches when they become a vacant piece of land?

Kevin O'Donohue – Those are not issues for the Comprehensive Plan.

Mayor Freeman – Who manages the Comprehensive Plan?

Kevin O'Donohue – We talked about it and I think it should be a joint effort.

Mayor Freeman – Should we have a subcommittee for the Planning Board or do we have a joint meeting three times a year?

Bonnie Taylor-Davis – I prefer not to have any more sub-committees. I think we should keep it between the Planning Board and the Village Board.

Trustee Hayes – The plan states that the Planning Board has a yearly review.

Mayor Freeman – Once this is adopted, the management of this needs to be an ongoing project at the Planning Board level.

Bonnie Davis-Taylor– The Planning Board should be aware of all the projects that are scheduled.

Mayor Freeman explains that prior to budget approval, Superintendent Barrett submits his wish list of projects for the new budget year. For instance new sidewalks, at what level do you want to get involved?

Bonnie Taylor-Davis - Sidewalks that may tie into land that may have trails may make an impact. We need total communication and it has to be a joint effort. The Planning Board can't do it alone.

Mayor Freeman – We'll work harder on having a Village Board liaison attend each Planning Board meeting and to bring back information to the Village Board.

Mick LaFever – What about joint meetings a couple times a year?

Trustee McKeown – What about at the organizational meeting each year we set the date for the joint meeting and send them a copy of the projects list?

Paul Drozdziel – We need to be part of the budget process prior to final budget approval in case we might want to add some additional needs like a consultant.

Kevin O'Donohue – So did you work the language into the plan?

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Trustee Hayes – Not at this point. Tara Boggio, Sr. Planner of FRA was invited to come tonight but never got back to the Mayor.

At this time Mayor Freeman wanted to extend his gratitude to Rusty Korth as being the driving force behind the hard work and Bonnie Taylor-Davis, along with Paul Drozdziel and Phil Swanson and all the other Board members that were involved for the long haul and the time and effort it took to get to this point.

A motion was made by Trustee Hayes to adopt the Village of Avon Comprehensive Plan 2011 as submitted. The motion was seconded by Trustee Zhe and carried by the following vote:

Thomas Freeman Mayor	Voting	Yes
Timmy Batzel, Trustee	Voting	Yes
William Zhe, Trustee	Voting	Yes
Mark McKeown, Trustee	Voting	Yes
Robert Hayes, Trustee	Voting	Yes

Trustee Zhe – I would like the Planning Board to take a look at the zoning on a periodic basis to see if anything needs to be changed.

Trustee Zhe reported that the Five Arch Bridge has been named as a Historical Site. The Erie Attica trail is moving and there will be a bridge accessing on Farmer’s Road. We’re beginning the design stage. That’s why River Street is ear marked for sidewalks to meet the Greenway Trail System.

The Planning Board meeting in December will be held on the 14th and Trustee Batzel agreed to attend.

Kevin O’Donoghue reported that the publication date was missed for the Habitat subdivision, therefore, the public hearing will be held on November 16th at 7:00 p.m.

COMMUNITY PLANNING GRANT:

At the request of the Village and with the cooperation of building owners, In. Site: Architecture investigated selected residential units in the target area. They made initial measurements sufficient to understand the relationship of spaces, structure, and systems, to perform initial code evaluations and to prepare conceptual sketch layouts to determine the number of units and number of bedrooms per unit that might yield the best long range return on any investment.

This work is being done in conjunction with the Upper Floor Housing Demand Analysis, the report for which determines the amount, type and price of such rental units in the downtown area.

There are three tasks for the proposed scope of services for downtown planning.

Task 1) Design Guidelines – Develop written and illustrative design guidelines for downtown. Guidelines must be appropriate for the downtown’s unique architectural style(s) and be consistent with the Secretary of the Interior’s Standards for Rehabilitation. Guidelines should be developed with public input to ensure local concerns and desires are incorporated.

Deliverables – One printed and one digital copy of the full guidelines. One printed and one digital copy of a hand-out brochure summarizing the guidelines.

Costs: \$6,000 - \$8,000

Task 2) Building Reuse and Code Analysis – Inspect the upper floors of buildings to determine their suitability for reuse as residential living units. Analysis will include general physical condition, issues or constraints involved with applicable NYS/local building codes and ADA compliance issues, conceptual sketch layouts to determine the number of units and number of bedrooms per unit, and cost ranges based on the above data.

Deliverables – Two printed and one digital copy summarizing the above for each building.

Costs: \$5,000 - \$10,000

Task 3) Upper Floor Housing Demand Analysis – Conduct a preliminary housing demand analysis of rental housing in the Village of Avon and specifically the demand for rental units in the upper floor of downtown buildings. The analysis will determine the amount, type and price of new rental units in the downtown area. This analysis will assist downtown property owners in deciding to develop existing vacant space or renovation existing units.

Deliverables – Two printed and one digital copy of the analysis.

The Village of Avon was awarded a \$13,400 Community Planning Grant through the 2010 New York State to identify community development challenges and needs and establish strategies to address them within the framework of specific goals and objectives. The Village’s cost was \$6,600.

Rick Hauser of In. Site: Architecture was introduced and Façade Renovation Guidelines were distributed to Board members.

The overview represents the broader aims of the program. Specific guidelines were explained. Unique to Avon among area towns, the Village Green plays a prominent role in defining Avon’s downtown district. The park is a green space amidst a historically industrial village and railroad town. Large, corner, anchor buildings stand directly across from the park and trees march along north Genesee Street, extending the park-like quality through the district. Its scale, proximity

and presence should be capitalized upon, as a distinctive trait, to develop Avon's downtown identity.

THE VILLAGE GREEN:

- Acts as a traffic buffer, minimizing the impacts of the large volume of traffic along routes 5 & 20.
- Creates a place for people to congregate downtown, near businesses that provide goods and services.
- Creates a pleasant view from buildings along the South side of Main Street, visually extending to the buildings of N. Genesee Street.
- Facilitates an intimate, pedestrian-friendly downtown.

Given the relative scale, the village's downtown identity is an extension of the Village Green. Because many of Avon's buildings are small in scale, they allow for and require different solutions for signage, materiality, and detailing. Acknowledging these two issues, the Village Green's influence on the character of "downtown" Avon and the small scale, and detailing for the smaller buildings of Avon's downtown.

Storefront windows, upper floor windows and doors were discussed along with signage and lighting and paint colors.

What kind of apartments are in demand and what is attractive? How can you improve an existing building and make it more attractive. The value of this tool is to help a potential buyer understand the opportunity to work together.

Jim Carroll of Asterhill Community Planning and Development Services was introduced who completed the market and feasibility study for the Village of Avon. The housing demand analysis study was for the development of upper floor rental units in the Village.

Jim Carrol – We did the market study which asked what the demand for upper floor units is. We look at existing conditions. The amount of accessibility plays a big roll. Older people don't want upper floors and are moving back to the Village to be near their children and because of availability of services.

VILLAGE OF AVON DEMAND STUDY REVIEWED:

Population, Housing, Income, comparison to other communities,

Common characteristics

- Main Street with multi-story building
- Working on downtown revitalization
- Shifting populations
- Low housing development activity

Demand for upper floor housing and rent ranges

CHALLENGES

- Access impact population
- Cost of renovations
- Safety and security
- Parking
- Developer incentive

ALTERNATIVES

- Redevelop properties for sale – Hamilton, NY
- Title VI Program – Bethlehem, Utica and Rome
- New developer incentives

Paul Drozdziel – There's a lot of valuable information here. How do things move forward?

Rick Hausser – Talking about downtown, the question of accessibility is there a demand for upper floor housing?

Mayor Freeman suggested that the Board digest this information and continue moving forward. We need to adopt this plan and be prepared for when more funds are available. Our most troublesome landowner was approached and they understand that it will help them with their problems.

Treasurer Quinlan suggested getting in touch with property owners and have them ask questions. Questions can be directed to either Mr. Hausser or Treasurer Quinlan.

The Steering Committee will consist of Bonnie Taylor-Davis,, Phil Swanson, Bill Zhe, Rob Hayes, Paul Drozdziel and Christine Quinlan. Treasurer Quinlan will give updates and recommendations to the Village Board.

JAMES SCHILLINGER:

Mr. Schillinger addressed the Board on water bills for two of his properties that have consistently high water usage. He requested that he get three separate water meters for his apartment on Railroad Avenue so he can tell which tenant is using a large quantity of water. I'm having trouble getting quality people in the apartments when the water rates keep going up. The filtration charge I'm still paying on and was told at the public hearing for the filtration plant that once the bond is paid off, that charge will go away.

Mayor Freeman explained and discussed the water rate and how it is figured and informed Mr. Schillinger that the bond has not been paid off.

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How is it that I'm paying twice as much for water in the Village as I do in the Town. I pay \$50 for 8000 gallons in the Town.

Supervisor LeFeber explained that the Town can keep their water rates low because the revenue for the cell towers goes into the water account.

Treasurer Quinlan explained that the Town puts their cell tower money in the water fund and we put our cell money in the general fund.

Jim Schillinger - It's good to see the minimum go to 6,000 gallons, I'd like to see it go to 8,000. 67 West Main and 61 Rail Road Avenue are the problems.

DPW UPDATE:

A motion was made by Trustee Hayes and seconded by Trustee Zhe that summer employee, Joe Temperato's hourly wage be increased to \$10.00 per hour. The motion was carried by the following vote:

Thomas Freeman, Mayor	Voting	Yes
Mark McKeown, Trustee	Voting	Yes
William Zhe, Trustee	Voting	Yes
Robert Hayes, Trustee	Voting	Yes
Timmy Batzel, Trustee	Voting	Yes

TRUSTEE'S UPDATE:

FIRE DEPARTMENT APPLICATION:

Upon a motion made by Trustee Batzel the application of Corey Snyder for membership for the Avon Fire Department is hereby accepted. Trustee Zhe seconded the motion and it was carried by the following vote:

Thomas Freeman Mayor	Voting	Yes
Timmy Batzel, Trustee	Voting	Yes
William Zhe, Trustee	Voting	Yes
Mark McKeown, Trustee	Voting	Yes
Robert Hayes, Trustee	Voting	Yes

CHRISTMAS TREE BID:

The Board submitted a request for the submission of a quote for:

- (23) 7 foot fresh cut Douglas Fir Pine Trees
- (5) 3 – 3 ½ foot live balled spruce trees

The only quote that was received was from Stoke Farms. A quote was submitted for 23 – 7’ fresh cut Douglas Fir for \$414.00 and 5 – 3 – 3 ½’ live balled spruce trees.

The trees will be delivered to the Village on Monday, November 28, 2011.

A motion was made by Trustee Zhe to accept the quote from Stoke Farms for only the 23 7’ Douglas Fir trees. The motion was seconded by Trustee Hayes carried by the following vote:

Thomas Freeman Mayor	Voting	Yes
Timmy Batzel, Trustee	Voting	Yes
William Zhe, Trustee	Voting	Yes
Mark McKeown, Trustee	Voting	Yes
Robert Hayes, Trustee	Voting	Yes

BARCODE SCANNERS:

A request was received from Court Clerk Jan Cole to purchase three barcode scanners for the court. The cost is \$123 each. The Village would pay for one; the Town pays for one and then split the cost for the third scanner for the bench. The scanners will be used to read the barcode on each ticket and avoid confusion with duplication of names and tickets.

A motion was made by Trustee Zhe to approve the request to purchase barcode scanners. The motion was seconded by Trustee McKeown and carried by the following vote:

Thomas Freeman Mayor	Voting	Yes
Timmy Batzel, Trustee	Voting	Yes
William Zhe, Trustee	Voting	Yes
Mark McKeown, Trustee	Voting	Yes
Robert Hayes, Trustee	Voting	Yes

EXECUTIVE SESSION:

Upon a motion made by Trustee Zhe the Board went into executive session to discuss personnel matters at 8:25 p.m. Trustee Hayes seconded the motion and it was carried by a unanimous vote. The Board exited executive session at 8:45 p.m.

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JUSTIN MATUSAK:

Upon a recommendation from Superintendent Barrett based on his observation of Justin Matusak's workability, he suggested that his probationary period end and he be appointed to and considered a permanent full time employee and is entitled to all benefits beginning immediately.

A motion was made by Trustee McKeown and seconded by Trustee Hayes to approve Superintendent Barrett's recommendation. It was carried by the following vote:

Thomas Freeman Mayor	Voting	Yes
Timmy Batzel, Trustee	Voting	Yes
William Zhe, Trustee	Voting	Yes
Mark McKeown, Trustee	Voting	Yes
Robert Hayes, Trustee	Voting	Yes

LIVINGSTON COUNTY ELECTION COMMITTEE:

A letter was received from Supervisor David LeFeber regarding the increased costs for election inspectors. With our current number of election districts at eight, that translates to thirty two inspectors at \$180.00 per day for a single election. In primary years or in the case of a special election those costs increase accordingly. Supervisor LeFeber suggested forming a committee made up of a representative from the Town, Village and both of the political parties to explore opportunities to reduce these costs. One of the possibilities could be to combine polling places and utilizing fewer inspectors without compromising either confidentiality or the integrity of the voting process.

Trustee Zhe stated that he would be willing to sit on the committee for the election.

TRUSTEE MCKEOWN:

Trustee McKeown mentioned under old business that he will contact Attorney Whiting in regard to the Village snowplowing Hickory Hill and a response letter will be sent to Mr. Dan Freeman.

Trustee Zhe reported that Habitat has started building on the High Street site. First day we started we got a lot of water in the basement and Kirk Vanderbilt brought a pump down to the site.

Upon a motion, the meeting was adjourned at 9:00 p.m.

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Respectfully submitted,

Patricia E. Baker
Village Clerk