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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, March 4, 2013.

Present: Thomas Freeman, Mayor
Robert Hayes, Trustee
Timmy Batzel, Trustee

Absent: Mark McKeown, Trustee
William Zhe, Trustee

Staff: Tony Cappello
Chief James Noble
John Barrett
Christine Quinlan

Visitors:	Julie Marshall	Autumn Welch
	Louise Wadsworth	Tim Huber
	Lynn Mignemi	Dan Driscoll
	Phil Swanson	Dick Driscoll
	Charles Comer	Brian Lewis
	Dimitrios Mihalitis	Timothy Cole
	Lee Larkin	Robert Hayes
	Jean Schoenthal	Jeanne Ruter
	Richard Martin	Scott Ukshe
	Bonnie Davis	Dwight Brown
	Bill Dean	Tom Moran
	David Stafford	Brad Williams
	Connie Ryan	Curt Schultz
	Michael Oros DDS	

Mayor Freeman called the meeting to order at 6:00 p.m. with the pledge of allegiance.

VOUCHERS:

Upon a motion made by Trustee Batzel vouchers and were approved for payment:

General Fund	\$ 13,813.77
Schedule C Fund	\$ 7,283.65
Water Fund	\$ 3,370.73
Sewer Fund	\$ 9,568.71
Fund #10	\$
Fund #11	\$
Fund #17	\$ 2,621.49
Fund #47	\$
Fund #48	\$
Fund #50	\$
Fund #51	\$
Fund #52	\$
Fund #53	\$
Fund #54	\$
Fund #55	\$
Fund #56	\$
Fund #57	\$
Fund #58	\$
Fund #59	\$
Fund #60	\$
Fund #61	\$
Fund #62	\$
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	\$ 332.08
Fund #94	\$
Fund #95	\$
Fund #96	\$
Fund #97	\$
Fund #98	\$
Fund #99	\$

TOTAL	\$ 36,990.43
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Trustee Hayes seconded the motion and it was carried by the following vote:

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

DPW UPDATE:

Superintendent Barrett handed out preliminary budget sheets for 2013-2014, and also a list of his priority projects. He requested that the Board review the information and email any questions they may have to him.

Items that are currently being worked on:

- Painting at Waste Water Treatment Plant
- Cutting down reed beds
- Bryan and Chad working on equipment

John Barrett discussed the idea of getting a business credit card and handle it like we do all the other credit cards. It would remain in the Village Office and be signed out if needed to be used. We have been buying more things on line lately because we can get it cheaper and I have been using my personal card.

A motion was made by Trustee Batzel and seconded by Trustee Hayes to allow Superintendent Barrett to obtain a credit card so he can make on line purchases. The motion was carried by the following vote:

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

Superintendent Barrett informed the Board that he will be putting together prices for a digester cover. Perhaps we might be able to get a grant for some of the costs.

POLICE UPDATE:

- Completed in service. Two guys weren't able to make it. Everyone else qualified.
- Talked to Hamlin Associates regarding modifying the recruitment process on physiological testing. Waiting for a quote.
- Met with Irondequoit to see what Civil Service requires of them.

I will have a written proposal for full time and part time employees at the next meeting.

Mayor Freeman questioned the parking in the alley way between Pizza Land and the fire department.

Chief Noble suggested putting "No Parking" and "No Standing" signs up. Without signage or markings on the driveway it's hard to issue tickets.

Mayor Freeman suggested either sending them a letter or talking to the owner of Pizza Land. No more than 10 minutes for deliveries.

Mayor Freeman – If we can get the easements taken care of for the businesses on Genesee Street, all deliveries can be made behind the stores.

CLERK'S UPDATE:

Two quotes have been submitted to the Board for an updated re-appraisal. The last appraisal was done in June of 2001. For insurance purposes all property should be updated as well as providing a depreciation study for all fixed assets in compliance with GASB requirements.

The quotes were as follows:

- | | |
|--------------------------------|---------|
| • Industrial Appraisal Company | \$6,230 |
| • Centennial Associates | \$9,000 |

Clerk Baker made a recommendation that we keep our business with our current vendor, Industrial Appraisal Company.

The Board asked Clerk Baker to check with Tim Stanton on whether assets \$500 or \$1000 greater in value should be inventoried.

MAIN STREET GOES BLUE:

The month of March is colon cancer awareness month. Businesses are to encourage their customers to take educational materials, and get screened for colon cancer. Uninsured individuals need to contact Livingston County Department of Health for cancer screenings at no cost.

Lynn Mignemi is the point person for Main Street Goes Blue. She wants to promote the cause because of personal reasons. The month of March is dedicated to colon cancer. She will touch base with Chamber, Rotary, and Lions and put it out there. Colon cancer is the 2nd leading killer.

Trustee Hayes informed Ms. Mignemi that tomorrow morning is a Chamber meeting and he would be happy to take information to the meeting.

Mayor Freeman – What about a booth at Corn Fest? We can write a letter.

Mayor Freeman – What about speaking at a neighborhood meeting?

Lynn Mignemi – Absolutely.

Mayor Freeman – Posters can be taken to the Library.

NEW YORK MAIN STREET GRANT:

The Village of Avon has been awarded a New York Main Street Grant. Funds are available for buildings in the designated Downtown District of Avon. The primary intent of the Program is to renovate mixed use buildings to make the downtown a better place to live, work, and do business. The guidelines are intended to provide guidance to program participants regarding the Village of Avon NYMS program requirements.

The program will be administered by Livingston County Development Corporation. The New York Main Street Grant Program is designed to support residential and commercial development projects within the targeted downtown area. The goal of the NY Main Street program is to add to the occupancy and uses of the properties, particularly on the upper floors of buildings. A secondary goal is to encourage a pedestrian friendly atmosphere along Main Street.

Out of 100 applications, only 20 were awarded. It is money earned through the Federal HUD program.

Project eligibility discussed. Single family residences are not eligible. There are two kinds of renovations, building renovation and interior renovation.

**PROGRAM GUIDELINES
VILLAGE OF AVON
NEW YORK MAIN STREET**

The New York Main Street (NYMS) Program provides matching grants for commercial façade renovation, interior commercial renovation, and rehabilitation of residential rental units. The primary intent of the Program is to renovate mixed use buildings to make the downtown a better place to live, work, and do business. These Guidelines are intended to provide guidance to program participants regarding the Village of Avon NYMS program requirements. Other Program requirements not specifically detailed in these guidelines may apply.

PROGRAM ADMINISTRATOR: Livingston County Development Corporation (LCDC), 6 Court Street, Room 306, Geneseo NY 14454 (585-243-7124) www.livingstoncountydevelopment.com

PROJECT ELIGIBILITY:

1. Property must be located in the targeted area outlined in the Avon Downtown Revitalization District Map
2. Property must not have any outstanding code violations, or, if such violations exist, they must be corrected under this program.
3. Property must be commercial or mixed use. Single family residences are not eligible.
4. Property must be covered by liability and hazard insurance. Hazard insurance must be sufficient to cover any outstanding loans on the property and the total amount of program funds provided.

FINANCIAL ASSISTANCE:

1. The maximum an individual commercial building owner can receive is \$50,000 to renovate building facades, storefronts, and commercial interiors. Building owners must invest a minimum of 25% of total project cost.
2. An additional \$10,000 is available for each residential unit that is renovated; up to an additional \$50,000 maximum (5 units).
3. The maximum award for any one building may not exceed 100,000 for combined residential and commercial projects
4. All assistance is in the form of a reimbursable grant with a five-year compliance period.
5. Participant is responsible for the total cost of the project. Grants will reimburse participants at the conclusion of the project after all costs of the project are paid and proper documentation is provided. Participants must have the ability to provide financing for the entire project until reimbursement is made. Allow approximately 45 days for reimbursement processing.
6. Property owner must be current on all village payments including, but not limited to, water and sewer. Property owner must be current on all county, town, village and school taxes.
7. Reimbursement is subject to execution of a Property Maintenance Declaration Form at the conclusion of the project. The Declaration Form will be filed with the County Clerk and certifies that the property improvements will be maintained for a period of 5 years.
8. Any residential units assisted with NYMS funding will be subject to rent limitations for a five (5) year period following completion of the project. Rents must be affordable to households with an annual income at 90% of County median income. Rents will be verified annually during the compliance period, and may increase in future years. Current maximum rent limits are:

Efficiency	\$1,049
One bedroom	\$1,124
Two bedroom	\$1,349
Three bedroom	\$1,558
Four bedroom	\$1,618
9. Required financial match: all participants are required to provide a minimum 25% match to all NYMS funding. Personal labor is not an eligible match.

DISBURSEMENT OF FUNDS:

Program funds will be disbursed upon completion of the project subject to the following conditions:

1. Final inspection and approval of all work by the Village/Livingston County Development Corporation (LCDC).
2. Issuance of a Certificate of Occupancy, if required, by the Code Enforcement Office.
3. Documentation of all project expenses must include:
 - Contractor invoice – must clearly include contractor name, address of project, description of work completed, and total amount (sales tax cannot be reimbursed)
 - Canceled check – front and back (cash or credit card payments are not acceptable)
4. Execution of the required Property Maintenance Declaration Form and Property Photo Release Form
5. Provision of any additional documentation as may be required by New York State.
6. No more than two disbursements for each project are available.

ELIGIBLE USE OF FUNDS:

1. General facade improvements and exterior structural repairs. Such work may include, but not necessarily be limited to, painting, signage, awnings, handicapped accessibility to storefront entrances, carpentry repairs, masonry repairs and repointing, storefront and building cornice repair and/or restoration, window repairs, and other visual improvements. All facade work should be clearly visible from a public right of way. Repairs to the rear facade of buildings are only eligible if such facades face a public parking lot, public sidewalk, or other public area. NOTE: Improvements to primary facades are required for all projects if needed to bring the facade into compliance with Village Façade Renovation Guidelines.
2. Signage is an eligible expense, provided it is appropriate to the overall facade renovation and must not mask the architectural elements of the building. Signage should be installed as part of an overall facade renovation. Interior-lit plastic/vinyl signs are not acceptable. Signs should be exterior-lit and made of appropriate, durable materials.
3. Interior renovation to occupied or unoccupied residential or commercial space. Eligible work may include, but not necessarily be limited to wall, floor, stair, ceiling, and roof repairs, and handicapped accessibility projects. Installation and/or repair of plumbing, electrical, heating, and ventilating features may also be determined to be an eligible expense. Residential units renovated must be in compliance with HUD Housing Quality Standards upon completion.
4. Only permanent fixtures may be purchased as part of a building renovation grant.
5. Repairs to alleviate building code violations that relate to the proposed project are eligible, and will be financed before assistance is available for elements that have not been cited for violation.
6. Energy efficiency upgrades and alternative energy projects.
7. Environmental testing, including *required* lead paint and radon testing for residential projects. This testing can be provided by a consultant of your choice.
8. The cost of architectural services for individual building/projects is an eligible cost under this Program. The use of architectural services is encouraged for larger projects, but is only reimbursed after the final inspection of completed project.
9. NYMS funding does not trigger Davis Bacon prevailing wage requirements. If other state or federal funding is used in the project, prevailing wage requirements may be triggered for the entire project.
10. The completed project must produce a finished commercial or residential space, ready for occupancy.

INELIGIBLE USE OF FUNDS:

1. Acquisition costs, new construction, structure demolition, improvements to structures owned by religious or private membership based organizations, or municipally owned buildings are ineligible.
2. The refinancing of existing debt and payment of interest generated from interim financing.
3. Payment or reimbursement for participant's in-kind labor.
4. NYMS funds cannot be used for vinyl or aluminum siding
5. Wooden window treatments should not be replaced with vinyl or aluminum treatments. Where replacement is deemed necessary, new windows should match the original window design.
6. NYMS funds may not be used for site work or ancillary activities on property including septic systems, laterals, grading, parking lots, sidewalks, landscaping, fences, free standing signs, or general maintenance
7. Non-permanent fixtures, furnishings, appliances and business equipment are not eligible uses of NYMS funding
8. Work that is undertaken with the intent of attracting a tenant from another building/business located in the Village's Central Business District.
9. Any work that, in the Village's opinion, is inconsistent with or detracts from the character of the Central Business District, or that is otherwise reasonably objectionable to the Village.
10. Projects that eliminate existing occupied housing units or permanently displaces low-to-moderate income tenants.
11. Projects that do not further the goals of the Village of Avon Downtown Revitalization Program will not be eligible for funding. The Village of Avon reserves the right to determine whether a proposed project meets the goals and intent of said program. Projects may also be subject to review and determination of New York State.

PROJECT COST ESTIMATES:

1. Participants are responsible for securing cost estimates for all work based on the project specifications. A minimum of two estimates for all work components are required and must be included in application package.
2. All contractors and awardees are required to make affirmative efforts to ensure that New York State Certified Minority and Women-Owned Business Enterprises are afforded opportunities for participation in projects funded by the New York Main Street program. A complete list can be found at: www.esd.ny.gov/mwbe

PRIORITIES FOR ASSISTANCE:

In order to maximize the positive impact of the Program, the Village will prioritize projects based on pre-established criteria. Project selection will be based on a rating and ranking system. Each project will be reviewed by the Local Review Committee with input from the LCDC. Program priorities include, in no particular order:

- Projects that are visually prominent in the designated district
- Projects that include renovation of upper story residential units
- Projects with historic value or historic properties in danger of being lost in part or in total to disrepair or damage
- Projects that with the assistance of grant funds, will reduce blight, contribute to the economic recovery of the target area, or realize a stabilization or expansion of a downtown district business
- Other improvements/investments beyond those funded by the NY Main Street Program are planned.

OTHER PROGRAM REQUIREMENTS:

1. All projects will be subject to review by the New York State Historic Preservation Office (SHPO). The LCDC will be responsible for preparing the SHPO review submission, based on the project specifications detailed above. Allow 30 days for project review. Any work undertaken that is not in compliance, or is undertaken prior to the SHPO review/approval, whether funded by the Program or not, may jeopardize program funding.
2. All façade renovations must be consistent with the Village of Avon Façade Renovation Guidelines. The Village of Avon and LCDC will determine consistency with said guidelines.
3. The Participant and the Village will execute a grant agreement prior to project commencement that will define the amount and conditions of the funding provided and the roles and responsibilities of each party.
4. An environmental checklist is required to be completed for each project prior to commencement of any work. The LCDC will complete the checklist. Participant will provide LCDC any information needed to complete the environmental checklist.
5. Once a project is awarded, the property owner and LCDC will develop a written Scope of Work which addresses:
 - o Immediate health and safety concerns & correction of code violations
 - o Lead based paint hazards in buildings that include residential units
 - o Radon hazards in buildings that include residential units
 - o Installation of energy conservation measures
 - o Consistency with local program design guidelines
 - o Preservation of historical elements of the building
6. The Participant agrees to maintain the property in good working condition at all times and will take immediate action to correct any new code violations. Properties will be inspected annually to determine compliance. If either the exterior or interior of the property falls into a state of disrepair, including but not limited to, peeling paint, torn or missing awnings, missing façade components, or deteriorating masonry, within five (5) years of the completion of work, or if the owner undertakes significant alterations, or demolishes all or part of the structure, without prior approval during that period, the Village reserves the right to require immediate repayment of grant funds provided through the Program.
7. The Participant will execute a Property Maintenance Declaration Form at the completion of the project. The Form will be filed with the County Clerk and be an obligation that attaches to the property for a five (5) year period.
8. The Participant agrees to comply with Title VIII of the Civil Rights Act of 1968 and the Fair Housing Amendments Act of 1988, which directly prohibits discrimination in the sale or rental of housing on the basis of race, color, religion, national origin, sex, familial status, or handicap.
9. Participants are required to provide rent verifications on an annual basis during the five (5) year regulatory period for projects involving residential units. The verification will be provided in a manner and form to be set forth by the Village.
10. Participant is responsible for obtaining all required building permits
11. If a project has not shown significant progress by June 1, 2014, awarded funds will be forfeited by the applicant.
12. Project must be completed and all receipts submitted to LCDC no later than November 1, 2014

Richard Martin – I think it would make sense to do the radon test and lead based paint test at the beginning of the project otherwise at the end it could be more costly to do.

Scott Ukshe - It is required by NYS it will be included in a contractors quote.

Richard Martin - If there is a radon problem the owner has to take care of it?

Louise Wadsworth - Yes

Jim Schillinger – How did you come up with the map?

Louise Wadsworth – It had to do with the pre-applications that were submitted.

Richard Martin – I submitted a pre-application and Milex Plaza was excluded.

Louise Wadsworth - If you want to put an application in where the property was excluded, we would take it under advisement and we would have to go to the state to have them amend the grant.

Rob Hayes – Do property owners come up with the funding up front?

Louise Wadsworth – Yes, and Five Star and Canandaigua Bank are interested in working with property owners because they know the money is coming.

Dwight Brown – What is Street Scape?

Louise Wadsworth – The Village has been awarded \$15,000 for street scape and a committee will be put together to see how they want to use those funds. The Village doesn't have to match those funds.

Julie Marshall– Normal maintenance can't be funded. But things like garbage receptacles, benches, bike racks etc.

Julie Marshall – Call us or e-mail us. We would be happy to meet with you. We will come out and look at your building.

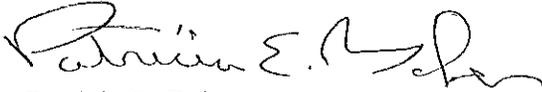
Jim Schillinger – How many pre-applications in the original grant?

Treasurer Quinlan – 12 pre applications.

Jim Schillinger – I would like to get a copy of those.

Upon a unanimous motion, the meeting was adjourned at 8:45 p.m.

Respectfully submitted,



Patricia E. Baker
Village Clerk