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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, February 2, 2015.

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

Absent: Timmy Batzel, Trustee

Staff: Tony Cappello  
Brian Glise  
Christine Quinlan  
Chief Gary Benedict, Jr.  
Sergeant Joe Geer

Gerry Paganin  
Dan Snyder, Fire Chief

Visitors: Andrea Bailey  
Kevin VanAllen

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

## **GERRY PAGANIN:**

Gerry Paganin gave the Board an update on the progress of the Springbrook Software Implementation Project:

- Now have access to Springbrook "Sandbox" and Springbrook University
- Copies of Application Module Training Manuals available
- Initial Chart of Accounts migration discussion with Springbrook personnel
- Utility Billing Business Process Study Completed
- Utility Billing Conversion Mapping 1/19 – 2/9
- ESRI File Cleanup for retrieval of required information missing from current system
- Springbrook personnel review Finance/PR questionnaire beginning 1/26
- Project Kickoff Meeting 2/6
- Finance & Payroll Business Process 2/17 – 2/19

- Utility Billing system setup/configuration week of 3/23
- Finance/Payroll setup/configuration week of 4/6
- Utility Billing Go-live week of 4/27 Tentatively
- Finance/Payroll Go-live week of 5/4 Tentatively

As of now, we have no schedule for training. We also need to finalize what we need for equipment.

Mayor Freeman - I had the impression that we were going to have training onsite vs. remote. Trustee Hayes concurred.

Gerry added that there is nothing in the contract stating that. The remote is part of the package that was purchased. If we would like someone onsite, the Implementation Project Manager will check with sales and figure out how much this would cost.

They have user groups and I think that is something we should send people to. The company would sponsor it and have their people there. Gerry stated that he would look into that.

Gerry presented to the Board a proposal from Time Warner Cable for a three year bundled pricing for hi-speed data and phone service. The monthly cost would be \$220. It would include 24 mail boxes.

A motion was made by Trustee Zhe and seconded by Trustee Hayes to approve the Time Warner Agreement. The motion was carried by the following vote:

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

A spreadsheet was also distributed comparing several copiers to replace our current Ricoh copier. Two vendors were looked at, Ricoh and Toshiba. In summary, the costs of any new copier will be less than what the Village is currently spending, and any of the models reviewed will have enhanced features such as larger capacity document feeder, improved job handling functions, better resolution, larger internal storage capacity, and quicker warm-up to name a few.

As the office staff is satisfied with our current Ricoh copier, a motion was made by Trustee Hayes to go with the upgrade print from 35 to 45 pages per minute with the Ricoh 4503 copier. The motion was seconded by Trustee Zhe and carried by the following vote:

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

Trustee Timmy Batzel

Absent

## **ANDREA BAILEY (ST. PATRICK'S DAY PARADE):**

Andrea Bailey and Kevin VanAllen entered the meeting and updated the Board on their plans for a St. Patrick's Day Parade. This will be Livingston County's first annual St. Patrick's Day Parade. This will allow Lifting Up Livingston, Inc. to gain further visibility and an opportunity to raise funds. The parade will begin at 1:00 p.m. on Saturday March 14, 2015. Staging will begin at the Avon High School Parking lot at 12:00.

The parade will include floats and marchers from families, businesses, community groups or any other organization of people interested. There will be participants from local Fire Departments, High School Bands, Dance Schools, and Clubs. Awards will be given for the best float. After the parade several local businesses will be featuring specials and holiday menus. Lifting Up Livingston will be hosting a family friendly party at the Village Fire Hall. Limited space will be available at the fire hall for groups and organizations to publicize events and promote their causes.

The County intends to put some resources into it whether it's a float or people. Committee members will be going down to the southern tier to try to get people involved. People have been going to businesses encouraging them to decorate their windows. Car dealerships have offered cars. St. Agnes and Duffy's will each have a float. We are thinking about having Tom Wahl's bringing in their food cart and Tim Horton has a coffee truck. It's not just an Avon thing it's a county wide thing. It was posted on social media today.

Mayor Freeman asked if they were affiliated with the County for insurance purposes.

They replied they were not.

Chief Snyder advised them to fill out the facility use form and to get some extra flyers to him for the County Chiefs meeting because all the Fire Chiefs will be there.

The Board along with Chief Benedict and the visitors talked about traffic and blocking off streets.

Mayor Freeman – We are going to ask the Sherriff's Department and maybe some State Troopers to help out during the parade.

Trustee McKeown – Is the future idea to move around the County?

Andrea Bailey – I like the support we’ve gotten from Avon and would like it to stay here. I envision it staying here.

Mayor Freeman asked Ms. Bailey to furnish a list of committee members for the police.

**POLICE UPDATE:**

- Village Officers went out of the Village three times last month.
- Sergeant Geer should be commended for his actions at the accident at the cemetery. Sergeant Geer performed CPR on an accident victim and kept the man going until the ambulance got there.
- Talked about making alterations for the Police Chief’s office. Tony Cappello is working on a presentation to the Board.
- Swapped out the lockers.

Chief Benedict informed the Board that they have three grants for the coming year. One is for Buckle Up and Traffic Enforcement for \$3,000, County Crackdown Money which the Village gets reimbursed for eight time periods and Sharing for DWI Arrests for \$2,774.

We run about \$15,000 - \$20,000 in grants per year.

**FIRE CHIEF – DAN SNYDER:**

Chief Snyder submitted a purchase requisition for (6) Class A Marching Uniforms, (1) pair of shoes, (1) shirt and alterations for pants in the amount of \$4,405.95. The project has been set up and would come out of H64-3410.2.

A motion was made by Trustee Zhe and seconded by Trustee Hayes and carried by the following vote:

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

Trustee Zhe offered the following RESOLUTION and moved for its adoption:

RESOLUTION

A RESOLUTION authorizing the expenditures of \$8,580 from capital reserve funds HR21 – FIRE EQUIPMENT RESERVE for the Village of Avon, Livingston County, New York.

Be it resolved, by the Board of Trustees of the Village of Avon as follows:

The specific object or purpose of the Village of Avon, Livingston County, New York for which the expenditures of monies from the capital reserve funds is for monies needed for (4) Honeywell Structural Coats and (4) Honeywell Structural Pants. The maximum estimated costs of the aforesaid specific object or purpose is \$8,580.

Upon this RESOLUTION taking effect, the same shall be published in full in THE LIVINGSTON COUNTY NEWS, the official newspapers together with a legal notice of the Village Clerk as provided by law.

This RESOLUTION is adopted subject to a permissive referendum.

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	Absent	

Trustee Zhe offered the following RESOLUTION and moved for its adoption:

RESOLUTION

Resolved, that a capital project be established in the amount of \$8,580.

Resolved, that said capital project shall be number H and entitled Turnout Gear.

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	Absent	

Trustee Zhe offered the following RESOLUTION and moved for its adoption:

RESOLUTION

A RESOLUTION authorizing the expenditures of \$4,600 from capital reserve funds HR21 – FIRE EQUIPMENT RESERVE for the Village of Avon, Livingston County, New York.

Be it resolved, by the Board of Trustees of the Village of Avon as follows:

The specific object or purpose of the Village of Avon, Livingston County, New York for which the expenditures of monies from the capital reserve funds is for monies needed for Fire Station Work Uniforms. The maximum estimated costs of the aforesaid specific object or purpose is \$4,600.

Upon this RESOLUTION taking effect, the same shall be published in full in THE LIVINGSTON COUNTY NEWS, the official newspapers together with a legal notice of the Village Clerk as provided by law.

This RESOLUTION is adopted subject to a permissive referendum.

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	Absent	

Trustee Zhe offered the following RESOLUTION and moved for its adoption:

RESOLUTION

Resolved, that a capital project be established in the amount of \$4,600.

Resolved, that said capital project shall be number H and entitled Membership Incentive.

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	Absent	

Chief Snyder requested that the Fire Department host the first Saturday night out of the year.

**CODE ENFORCEMENT UPDATE:**

Code Officer Cappello received a phone call from Canandaigua VA regarding a Village resident and a mold issue. They asked if they could speak with the Village Board at the next Board meeting on February 16<sup>th</sup>. As far as condemning it, it's up to the Health Department.

Brian Glise reported he finished his classes the first of January.

**VILLAGE BOARD MEETING MINUTES:**

Upon a motion made by Trustee Zhe the minutes from January 19, 2015 meeting are hereby approved as submitted. Trustee McKeown 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
Timmy Batzel, Trustee	Absent	
Robert Hayes, Trustee	Abstained	

**VOUCHERS AND MANUAL CHECKS:**

Upon a motion by Trustee Zhe the following vouchers are approved for payment:

#1	\$ 10,960.61
#4	\$ 1,983.59
#5	\$ 2,461.97

#6	\$ 11,050.68
#17	\$ 4,149.98
#47	\$ 230.33
#93	\$ 1,428.27
<b>TOTAL</b>	<b>\$ 32,265.43</b>

Manual Checks:

Postmaster	WA/SE Postage	\$351.22
	<b>TOTAL:</b>	<b>\$351.22</b>

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

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

**COMPUTEL:**

COMPUTEL will examine the Village's accounts (telephone, electric, natural gas, cable TV, cell tower) to identify prior and present overcharges, or, in the case of Cable TV and GRT, to identify underpayment of cable franchise fees and Gross Receipts Tax liabilities.

As compensation COMPUTEL'S services under the agreement and as a participant in the NYCOM USA program, the Village would agree to pay COMPUTEL a onetime fee of forty percent of any and all recovered funds as aforesaid.

A motion was made to contract with COMPUTEL by Trustee Zhe and seconded by Trustee Hayes and carried by the following vote:

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

**TRUSTEE’S UPDATE:**

Mayor Freeman met with Supervisor LeFeber to put together a joint meeting which is scheduled for March 9th. It will be treated as a neighborhood meeting. Both sides of Pole Bridge Road and Lake Road will be invited including Anderson Meadows and Village View Development. The topic will be traffic control, drainage, street lights and sidewalks. The Sheriff will also be invited.

Mayor Freeman reported that MRB Engineering is now Town of Avon’s engineering firm.

The Board briefly discussed budget preparation and how they would like to see the structure of the budget reports.

**COURT GRANT:**

The Village Board received a letter from Janis Cole, Court Clerk informing the Board that the court has been approved for a grant of \$3300. They received \$300 for a shredder and \$3000 for video surveillance. The requested amount for the surveillance was \$3700 per quote from Hurricane Technologies.

Court Clerk Cole would like to proceed with the installation of the equipment but needs to know if the Town and Village will jointly cover any overage.

A motion was made to approve the additional \$700 for the court grant to be split between the Village and Town by Trustee Zhe and seconded by Trustee Hayes and carried by the following vote:

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

**REVISED PROCUREMENT POLICY:**

The Board discussed adding use of NJPA to the Village’s Procurement Policy. Use of NJPA is good for larger purchases; such as large equipment purchases, and there are significant savings.

A motion was made by Trustee Zhe to approve the following resolution:

WHEREAS, Village Management has determined that it would be beneficial to allow for applicable purchases to be made through certain purchase consortiums, provided that the contract is let in a manner that constitutes competitive bidding consistent with NYS law and made available for use by other governmental entities, no therefore be it

RESOLVED, the Village Procurement Policy is modified to allow for purchases to be made through the Empire State Purchasing Group (ESPG) and the National Joint Powers Alliance (NJPA), and be it further

RESOLVED, the Village Manager is authorized to sign the appropriate applications and/or agreements, made subject to approval by the Corporation Counsel, to allow for the Village of Ossining to be become members of these purchase consortiums, and be it further

RESOLVED, Section 1 of the Village Procurement Policy is modified as follows:

The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: Purchase contracts under \$10,000 and public works contracts under \$20,000; emergency purchases; certain municipal hospital purchases; items purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under New York State and any NYS county or local government contracts, or through the Empire State Purchasing Group or the National Joint Powers Alliance (NJPA), provided that the contract is let in a manner that constitutes competitive bidding consistent with NYS law and made available for use by other governmental entities and subject to the approval of the Village Manager and Corporation Counsel; and surplus and second-hand purchases from other governmental entity.

The motion was seconded by Trustee McKeown and carried by the following vote:

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

Trustee Hayes recently attended a Planning Board meeting and the Board asked him the status of their request to post a sign on the property of any persons proposing any changes to their property that would require a public hearing.

Clerk Baker informed him that we were waiting on Attorney Whiting to do a Local Law for the amendment.

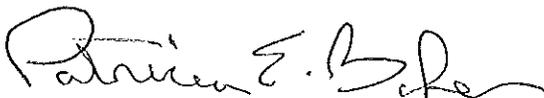
Mayor Freeman informed the Board that he and Treasurer Quinlan met with Louise Wadsworth and Julie Marshall regarding grants and next year's review and encouraged the Village to do a technical study for the east side of Genesee Street for the New York Main Street Grant. A rendering would be done and we would be in line for next year. Caledonia and Livonia are prepped and will be submitted for this year.

## **EXECUTIVE SESSION:**

Upon a motion made by Trustee McKeown, the Board went into executive session to discuss personnel matters at 9:05 p.m. and exited at 9:45 p.m. Trustee Hayes seconded the motion and it was carried by a unanimous vote.

Upon a motion the meeting was adjourned at 9:45 p.m.

Respectfully submitted by,



Patricia E. Baker  
Village Clerk