

An Organizational meeting of the Town of Avon was held on Thursday, January 2, 2020 at 7:00 P.M. at the Avon Opera Block/Town Hall, 23 Genesee Street, Avon, New York 14414, with the following members present:

PRESENT: Supervisor David LeFeber, Councilman Thomas Mairs, Councilmen Malachy Coyne, Paul Drozdziel and James Harrington

OTHERS: Town Clerk Sharon M. Knight, MMC/RMC

VISITORS: None

Supervisor LeFeber called the meeting to order at 7:00 P.M. by reading the following legal notice and then led those in attendance in the Pledge of Allegiance.

TOWN OF AVON
LEGAL NOTICE

The Avon Town Board Organizational Meeting has been scheduled for Thursday, January 2, 2020, at the Opera Block/Town Hall, 23 Genesee Street, Avon, New York, at 7:00 P.M.

By Order of Supervisor David LeFeber
Sharon M. Knight, MMC/RMC, Town Clerk
Dated: December 9, 2019
Publish: December 19, 2019

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

RESOLUTION #1 POSITION APPOINTMENTS FOR 2020

On motion of Councilman Harrington, seconded by Supervisor LeFeber, the following resolution was
ADOPTED AYES 5 NAYS 0

WHEREAS, Section 27 of New York State Town Law provides that the town board shall hire employees and make such position appointments as needed to conduct the business of the town, now therefore, be it

RESOLVE to make the following position appointments:

Clerk to the Board of Assessment Review– Ellen Zapf – 1 year, expiring 12/31/2020
Confidential Secretary to the Supervisor, Planning Board/ZBA/Water Clerk – Kim McDowell – 1 year, expiring 12/31/2020
Clerk to the Town Justice – Jeanette Cullinan – 1 year, expiring 12/31/2020
Deputy Clerk to the Town Justice – Jordan Zapf – 1 year, expiring 12/31/2020
Financial Advisor to the Town – Bernard P. Donegan Inc. – 1 year, expiring 12/31/2020
Code Enforcement Officer – Brian Glise – 1 year, expiring 12/31/2020

Assessor Clerk –Jill Formella – 1 year, expiring 12/31/2020
 Historian – Maureen Kingston – 1 year, expiring 12/31/2020
 Deputy Historian – Clara Mulligan – 1 year, expiring 12/31/2020
 Dog Control Officer – Livingston County Department of Dog Control
 Deputy Town Clerk – Ellen Zapf – 1 year, expiring 12/31/2020
 Deputy Superintendent of Highways – Richard Rumfola – 1 year, expiring 12/31/2020
 Attorney for the Town – James Campbell – 1 year, expiring 12/31/2020

Vote of the Board: Councilman Drozdziel – Aye, Councilman Coyne- Aye, Councilman Harrington - Aye, Councilman Mairs - Aye, Supervisor LeFeber – Aye

RESOLUTION #2 ADOPTING EMPLOYEE COMPENSATION SCHEDULE FOR THE YEAR 2020

On motion of Councilman Mairs, seconded by Councilman Harrington, the following resolution was
ADOPTED WITH A ROLL CALL AYES 5 NAYS 0

WHEREAS, Section 27 of New York State Town Law provides that the town board shall fix, from time to time, the compensation of all officers and employees of the town and determine when the same shall be payable, and

WHEREAS, the Avon Town Board has determined that it is appropriate and timely to set such compensations at the yearly organization meeting, now, therefore, be it

RESOLVED, that the Avon Town Board does hereby adopt the following compensation schedule for the year 2020 and that such compensation be paid on a biweekly or monthly basis or as a claim when presented to the Town Clerk and approved by the Town Board within the structure of the Town’s voucher system; and

2020 Town of Avon Employee Compensation Schedule

Name	Position/Duties	Status	2019Rate	2020 Rate
Open	Youth Recreation Board Member	Part Time*	\$50.00/month	\$50.00/month
Cook, Thomas	Motor Equipment Operator	Full Time	\$25.90/hr.	\$26.40/hr.
Cosimano, Emily	Youth Recreation Board Chair	Part Time*	\$60.00/month	\$60.00/month
Coyne, Malachy	Councilman	Elected*	\$6,250.00/yr.	\$6,375.00/yr.
Crye, Thomas W.	Highway Superintendent Cemetery Caretaker Water	Elected	\$67,952.00/yr. \$1,960.00/yr. \$8,160.00/yr.	\$69,311.00/yr. \$2,000.00/yr. \$11,700.00/yr.
Cullinan, Jeanette	Clerk to the Town Justice	Part Time*	\$16.15/hr.	\$17.25/hr.
Drozdziel, Paul	Councilman	Elected*	\$6,250.00/yr.	\$6,375.00/yr.
Jill Formella	Assessor Clerk	Part Time *	\$21.90/hr.	\$15.00/hr.

Glise, Brian	Code Enforcement Officer	Part Time*	\$21,000.00/yr.	\$22,050.00/yr.
Harrington, James	Town Councilman	Elected*	\$6,250.00/yr.	\$6,375.00/yr.
Hayes, Allison	Youth Recreation Board Member	Part Time*	\$50.00/month	\$50.00/month
Kingston, Maureen	Historian	Part Time*	\$2,225/yr.	\$2,270/yr.
Knight, Sharon	Town Clerk & Receiver of Taxes	Elected	\$41,163.00/yr.	\$42,400.00/yr.
	Vital Registrar		\$822.50/yr.	\$847.00/yr.
	Records Management Officer		\$0.00/yr.	\$0.00/yr.
LeFeber, David	Town Supervisor	Elected*	\$22,000.00/yr.	\$22,400.00/yr.
Mairs, Thomas	Town Councilman	Elected*	\$6,250.00/yr.	\$6,375.00/yr.
McDowell, Kim	Supervisor's Sect.	Part Time*	\$17.35/hr.	\$18.12/hr.
	Water Clerk			
	Personnel Clerk			
	Typist			
	Planning Board Clerk			
	Code Enforcement Clerk			
	ZBA Clerk			
Youth Board Member	\$50.00/month	\$50.00/month		
Michalski, Jeannie	Town Justice	Elected*	\$13,668.00/yr.	\$13,941.00/yr.
Montague, Kelly	Youth Board Member	Part Time *	\$50.00/month	\$50.00/month
Mulligan, Clara	Deputy Town Historian	Part Time*	\$15.30/hr.	\$15.60/hr.
Pierce, Andy	Motor Equipment Operator/	Part Time*	\$20.00/hr.	\$20.50/hr.
Rogers, William	Motor Equipment Operator	Full Time	\$18.00/hr.	\$18.00/hr.
	Water Laborer			
Rumfola, Richard	Motor Equipment Operator	Full Time	\$28.50/hr.	\$29.00/hr.
	Deputy Highway Superintendent			
Sloan, Kelly	Motor Equipment Operator/ Water Laborer	Part Time*	\$20.00/hr.	\$21.50/hr.
Snyder, Tami	Assessor	Part Time*	\$36,555.00/yr.	\$38,383.00/yr.
Torregiano, Michael	Town Justice	Elected*	\$13,668.00/yr.	\$13,941.00/yr.
Zapf, Ellen	Deputy Town Clerk	Part Time*	\$16.15/hr.	\$16.65/hr.
Zapf, Jordan	Clerk to the Town Justice	Part Time*	\$14.00/hr.	\$14.28/hr.

*No benefits included in compensation

Vote of the Board: Councilman Drozdziel – Aye, Councilman Coyne- Aye, Councilman Harrington - Aye, Councilman Mairs - Aye, Supervisor LeFeber – Aye

RESOLUTION #3 HEALTH INSURANCE BUY OUTS

On motion of Councilman Harrington, seconded by Councilman Mairs the following resolution was

ADOPTED AYES 5 NAYS 0

RESOLVE to ratify in resolutions adopted February 10, 2011, resolution number 35, and February 14, 2019 resolution number 34, to increase from twenty percent to thirty-five percent of the cost of single, two-person, or family health, dental insurance and the Town's HSA contribution for the fiscal year only as a buy-out, and;

FURTHER RESOLVE that consideration of the Town Board will occur annually at the Town Board Organization Meeting.

Vote of the Board: Councilman Drozdziel - Aye, Councilman Harrington - Aye, Councilman Coyne - Aye, Deputy Supervisor Mairs - Aye, Supervisor LeFeber – Aye

RESOLUTION #4 APPOINTMENT OF JEFF MULLIGAN TO THE POSITION OF ZONING BOARD OF APPEALS

On motion of Councilman Mairs, seconded by Councilman Coyne, the following resolution was

ADOPTED AYES 5 NAYS 0

RESOLVE to re-appoint Jeff Mulligan to the position of Zoning Board of Appeals Member, term to expire December 31, 2024.

Vote of the Board: Councilman Drozdziel – Aye, Councilman Coyne- Aye, Councilman Harrington - Aye, Councilman Mairs - Aye, Supervisor LeFeber – Aye

RESOLUTION #5 APPOINTMENT OF CLARA MULLIGAN TO THE POSITION OF TOWN OF AVON PLANNING BOARD

On motion of Councilman Mairs, seconded by Councilman Coyne, the following resolution was

ADOPTED AYES 5 NAYS 0

RESOLVE to re-appoint Clara Mulligan to the position of Zoning Board of Appeals Member, term to expire December 31, 2026.

Vote of the Board: Councilman Drozdziel – Aye, Councilman Coyne- Aye, Councilman Harrington - Aye, Councilman Mairs - Aye, Supervisor LeFeber – Aye

RESOLUTION #6 APPOINTMENT OF KEVIN LILLIS TO THE POSITION OF BOARD OF ASSESSMENT REVIEW

On motion of Councilman Coyne, seconded by Councilman Harrington, the following resolution was

ADOPTED AYES 5 NAYS 0

RESOLVE to appoint Kevin Lillis to the position of Board of Assessment Review Member, term to expire September 30, 2024.

Vote of the Board: Councilman Drozdziel – Aye, Councilman Coyne- Aye, Councilman Harrington - Aye, Councilman Mairs - Aye, Supervisor LeFeber – Aye

RESOLUTION #7 RE-APPOINTMENT OF ETHICS COMMITTEE MEMBERS

On motion of Councilman Coyne, seconded by Councilman Harrington, the following resolution was

ADOPTED AYES 5 NAYS 0

RESOLVE to re-appoint Councilman Thomas Mairs, The Rev. Dr. Thomas Taylor, and Kitty Bressington to the position Ethics Committee Members, terms to expire December 31, 2020.

Vote of the Board: Councilman Drozdziel – Aye, Councilman Coyne- Aye, Councilman Harrington - Aye, Councilman Mairs - Aye, Supervisor LeFeber – Aye

RESOLUTION #8 RE-APPOINTMENT OF YOUTH RECREATION COMMITTEE MEMBERS

On motion of Councilman Coyne, seconded by Councilman Harrington, the following resolution was

ADOPTED AYES 5 NAYS 0

RESOLVE to re-appoint the following to the Avon Youth Recreation Committee, terms to expire December 31, 2020,

EMILY COSIMANO, CHAIRWOMAN
ALLISON HAYES
KIM MCDOWELL
KELLY MONTAGUE
OPEN POSITION

Vote of the Board: Councilman Drozdziel – Aye, Councilman Coyne- Aye, Councilman Harrington - Aye, Councilman Mairs - Aye, Supervisor LeFeber – Aye

RESOLUTION #9 APPOINTMENT OF MARRIAGE OFFICER

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

ADOPTED AYES 5 NAYS 0

RESOLVE to re-appoint Sharon M. Knight, MMC/RMC Town Clerk as a Marriage Officer to expire December 31, 2023.

Vote of the Board: Councilman Drozdziel - Aye, Councilman Harrington - Aye, Councilman Coyne - Aye, Deputy Supervisor Mairs - Aye, Supervisor LeFeber – Aye

RESOLUTION #10 RECOMMENDATION OF POSITIONS OF TOWN OF AVON REPRESENTATIVE ON THE LIVINGSTON COUNTY BOARDS

On motion of Councilman Coyne, seconded by Councilman Mairs, the following resolution was

ADOPTED AYES 5 NAYS 0

RESOLVE to recommend the appointment of Clara Mulligan to the position of Town of Avon Representative to the Livingston County Planning Board for the next term, and

RESOLVE to recommend the appointment of Liam Coyne to the position of Town of Avon Alternate Representative to the Livingston County Traffic & Safety Board for the next term, and

FURTHER RESOLVE to recommend the appointment of Carole Hayes to the position of Town of Avon Representative to the Livingston County Youth Board,

Vote of the Board: Councilman Drozdziel – Aye, Councilman Coyne- Aye, Councilman Harrington - Aye, Councilman Mairs - Aye, Supervisor LeFeber – Aye

RESOLUTION #11 OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

On motion of Councilman Mairs, seconded by Councilman Harrington the following resolution was

ADOPTED AYES 5 NAYS 0

OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS, Michael Torregiano, of the Town of Avon, County of Livingston, New York, has been elected to the Office of Town Justice of the Town of Avon, and

WHEREAS, Sharon M. Knight, MMC/RMC, of the Town of Avon, County of Livingston, New York, has been elected to the Office of Town Clerk of the Town of Avon, and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Avon that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the Town Justices is further conditioned that he/she will well and truly keep, pay over and account for all moneys and property coming into their hands as such Town Justice; and

The Town does and shall maintain insurance coverage, presently with Walsh Duffield Agency Inc., in the sum of \$ 1,000,000.00 for the Town Clerk/Tax Collector, in the sum of \$100,000.00 for the Supervisor, Deputy Town Clerk, Water Clerk and Court Clerks and to indemnify against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder.

Dated:

Town of Avon

Town Justice

Town Clerk

STATE OF NEW YORK:

:SS:

COUNTY OF LIVINGSTON

On the _____ day of _____, 20 ____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by this signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC – STATE OF NEW YORK

STATE OF NEW YORK:

:SS:

COUNTY OF LIVINGSTON

On the _____ day of _____, 20 ____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by this signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC – STATE OF NEW YORK

The Town Board of the Town of Avon approved the foregoing undertaking as to its form and manner and the sufficiency of the surety, by resolution adopted on January 2, 2020

Vote of the Board: Councilman Drozdziel – Aye, Councilman Coyne- Aye, Councilman Harrington - Aye, Councilman Mairs - Aye, Supervisor LeFeber – Aye

RESOLUTION #12 SETTING TIME AND PLACE OF 2020 TOWN BOARD MEETINGS

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

ADOPTED AYES 5 NAYS 0

WHEREAS, New York State Town Law requires that town boards of towns of the second class meet periodically to accomplish certain business matters such as auditing claims, and

WHEREAS, New York State Open Meeting Law and Public Officers Law both require that reasonable effort be made to hold such meeting in facilities that permits barrier free access for the physically handicapped, now, therefore, be it

RESOLVED, that all regular meetings of the Avon Town Board throughout the year 2020 will be held at 6:00 P.M. on the following days (generally the second and fourth Thursday of each month) in the Opera Block/Town Hall located at 23 Genesee Street in the Town of Avon:

1/9, 1/23, 2/13, 2/27, 3/12, 3/26, 4/9, 4/23, 5/14, 5/28, 6/11, 6/25, 7/9, 7/23, 8/13, 8/27, 9/10, 9/24, 10/8, 10/22, 11/5, 11/19, 12/10, 12/29.

Vote of the Board: Councilman Drozdziel – Aye, Councilman Coyne- Aye, Councilman Harrington - Aye, Councilman Mairs - Aye, Supervisor LeFeber – Aye

RESOLUTION #13 DESIGNATING OFFICIAL BANKS

On motion of Councilman Mairs, seconded by Councilman Harrington, the following resolution was

ADOPTED AYES 5 NAYS 0

WHEREAS, section 64 of New York State Town Law provides that the town board shall designate the official bank of the town, now, therefore, be it

RESOLVED, that the Avon Town Board does hereby designate the following banking institutions as the official banks of the Town of Avon for the year 2020.

Bank of Castile and Community Bank

Vote of the Board: Councilman Drozdziel – Aye, Councilman Coyne- Aye, Councilman Harrington - Aye, Councilman Mairs - Aye, Supervisor LeFeber – Aye

RESOLUTION #14 DESIGNATING OFFICIAL NEWSPAPER

On motion of Councilman Mairs, seconded by Councilman Harrington, the following resolution was

ADOPTED AYES 5 NAYS 0

WHEREAS, section 64 of New York State Town Law provides that the town board shall designate the official newspaper of the town, now, therefore, be it

RESOLVED, that the Avon Town Board does hereby designate the Livingston County News as the official newspapers of the Town of Avon.

Vote of the Board: Councilman Drozdziel – Aye, Councilman Coyne- Aye, Councilman Harrington - Aye, Councilman Mairs - Aye, Supervisor LeFeber – Aye

RESOLUTION #15 ADOPT 2020 FEE SCHEDULE

On motion of Councilman Mairs, seconded by Councilman Harrington the following resolution was

ADOPTED AYES 5 NAYS 0

RESOLVE to adopt the 2020 fee schedule as follows:

Demolition	\$50.00
Move/Relocate Structure	\$30.00
Truss Construction Stickers	\$25.00
Single Family Residence - with foundation	.15 sq. ft . \$200.00 Min
Single Family Residence - without foundation	.15 sq. ft . \$185.00 Min
Double/Multi-family - with foundation	.20 sq. ft . \$250.00 Min
Double/Multi-family - without foundation	.20 sq. ft . \$215.00 Min
Mobile Homes	.12 sq. ft. \$100.00 Min
Modular Homes - with foundation	.15 sq. ft . \$200.00 Min
Modular Homes - without foundation	.15 sq. ft . \$185.00 Min
Basement/Foundation/Crawl Space	\$35.00

Accessory Bldgs:

including but not limited to: Sheds, Garages, Barns - with foundation	.10 sq. ft . \$50.00 Min
including but not limited to: Sheds, Garages, Barns - w/o foundation	.10 sq. ft . \$25.00 Min
Porches/Decks/Three Season Room	.10 sq. ft. \$50.00 Min
Interior Alterations	.12 sq. ft. \$50.00 Min
Additions	.12 sq. ft. \$75.00 Min
Fences	\$30.00
Chimney/Fireplace/Woodstove	\$40.00
Wheelchair Ramps	\$25.00
Pool – Above Ground with enclosure	\$50.00
Pool – In Ground with enclosure	\$60.00
Hot Tub	\$30.00
Re-roofing	\$40.00
Generator/Furnace/Hot Water Heater Installation	\$40.00
Tank Installation/Removal	\$25.00
Tower Construction	\$10/linear foot
Tower Collocation	\$25.00 + \$1/linear foot
Tower Equipment Repair	\$200.00
Sign Permits	\$1.50 sq.ft. \$25.00 Min
Sign Permits – Temporary	\$25.00
Site Visit – Flood Zone Interpretation	\$25.00
Additional Site Visit	\$25.00
Certificate of Occupancy/Compliance NOT under Permit	\$50.00
Permit One Year Renewal Fee	\$50.00

Commercial/Industrial

Truss Commercial Construction Stickers	\$50.00
0 to 4,000 sq. ft floor space	.15 sq. ft.
4,001 sq. ft +	.12 sq. ft.
Commercial Storage Buildings	.10 sq. ft.
Commercial Foundations/Crawl Space	\$100.00
Special Use Permits ** not on application so haven't charged for this	\$25.00
Planning Board/Zoning Board of Appeals Publication Fees	\$45.00 per notice
Area/Use Variance ** not on application so haven't charged for this	\$15.00
Site Plan Review ** not on application so haven't charged for this	\$50.00
Subdivision Application	\$50.00 + \$10.00 per lot
Tower Conditional Use Permit Application Fee	\$500.00
Tower Conditional Use Permit	\$1,000.00

All Solar:

Type 1 & 2 Solar Energy	\$5.00/KW
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Other professional fees as they apply within the code

Cemetery Fees:

Single plot (approx. 4x10) with corner markers	\$625.00
Double plot (approx. 8x10) with corner markers	\$1,200.00
Grave Opening –Adult size grave	\$650.00
Grave Opening – Still born, youth size and cremations	\$500.00

South Avon Cemetery plot (approx. 4 x 4) with corner markers \$625.00

Town Clerk:

Service Fees: \$0.25

Photocopies per page \$1.00

Fax

Dog Fees:

Annual license: spayed/neutered \$10.00

unsprayed/unneutered \$15.00

Guide or service dog (defined Article 7 of the State Ag. & Markets Law) \$.00

Purebred license: 1 – 10 dogs \$25.00

11 – 25 dogs \$50.00

26 – more dogs \$100.00

Replacement tag \$3.00

Enumeration \$5.00

Town Code Books:

Town of Avon Code Book - Current General Code Price Current
Cost of last update divided by the # of copies

Supplements \$25.00

Subdivision of Land – Chapter 113 \$25.00

Design Criteria and Construction Specifications for Land Development \$25.00

Zoning – Chapter 130

Peddler/Solicitor:

For a person licensed as a hawker, peddler or solicitor: \$25.00

For a period of six months or less \$100.00

For a period in excess of six months but not for more than one year

For a person licensed to assist a hawker, peddler or solicitor: \$15.00

For a period of six months or less \$50.00

For a period in excess of six months but not for more than one year

Highway Department Fees:

Brush and tree dumping \$50.00 per six-wheel loader

Water Department Fees:

Tapping fees – short side \$2,400.00

Tapping fees – long side \$3,200.00

Tapping fees – state road \$3,600.00 plus \$800.00 materials
– as per quote

Tapping fees – over standard 1- inch service \$700.00

Meter Pit with above \$1,000.00 material only

Meter Pit (includes meter) \$350.00 installation only

\$800.00

Termination of existing water service at water main \$250.00

Meter & Reader	\$32.50 per event
Shut off/turn on existing service	\$12.50 per event
Remove meter in addition to turn on/off	\$50.00 per visit
Inspection	

Dump Day Fees: (10 tire limit)

	\$3.00
Motorcycle tires	\$5.00
Car and small truck sixteen inches or under	\$12.00
Large Pick-up truck or SUV tires over sixteen inches	\$20.00
Dump truck	\$40.00
Tractor tire	

Engineering, Attorney & Other Professional Services:

Engineering, Attorney or Other Professional Services at actual cost to Town of Avon

Vote of the Board: Councilman Drozdziel – Aye, Councilman Coyne- Aye, Councilman Harrington - Aye, Councilman Mairs - Aye, Supervisor LeFeber – Aye

RESOLUTION #16 SETTING MILEAGE REIMBURSEMENT RATE CONSISTENT WITH THE LIVINGSTON COUNTY RATE

On motion of Councilman Mairs, seconded by Supervisor LeFeber, the following resolution was
ADOPTED AYES 5 NAYS 0

RESOLVE, that effective immediately the mileage reimbursement rate to be used by Town of Avon employees will remain consistent with the rate set by Livingston County and is currently \$.575 and google maps beginning at the Opera Block/Town Hall must be attached to the voucher – excluding fieldwork.

Vote of the Board: Councilman Drozdziel – Aye, Councilman Coyne- Aye, Councilman Harrington - Aye, Councilman Mairs - Aye, Supervisor LeFeber – Aye

RESOLUTION #17 PROCUREMENT POLICY

On motion of Supervisor LeFeber, seconded by Councilman Harrington the following resolution was
ADOPTED AYES 5 NAYS 0

RESOLVE to approve the Procurement Policy for 2020 as follows:

**TOWN OF AVON
PROCUREMENT POLICY**

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML §103 or any other law; and

WHEREAS, the Town of Avon has previously adopted a Procurement Policy in compliance with GML § 104-b; and

WHEREAS, the Town Board of the Avon wishes to update and modify the procurement policies utilized by the Town for the acquisition of goods and services, so as to be in compliance with the amended requirements of GML §103; and

WHEREAS, it has been determined that adjustment of the bidding requirements and other procurement policies is necessary to reflect changes in the law and changes in the needs of the Town;

NOW, THEREFORE, be it

RESOLVED: That the Town of Avon does hereby adopt the following procurement policies and procedures:

Guideline 1: Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML §103. Every Town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter collectively referred to as Purchaser) shall estimate the cumulative amount of the items or supplies or equipment needed in the given fiscal year. That estimate shall include a canvass of other departments and boards within the Town and boards or quasi-governmental boards or groups operating under the authority and review of the Town and the past history thereof to determine the likely yearly value of the commodity or service to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase procurement activity.

Guideline 2: All purchases of (a) supplies or equipment which will exceed \$20,000 or (b) public works contracts over \$35,000 shall be formally bid pursuant to GML §103. However, purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the New York State Labor Law) may be awarded on the basis of best value, as defined in §163 of the New York State Finance Law, as provided for in Local Law #3 of 2014, duly adopted by the Town Board of the Town of Avon on February 27, 2014.

Guideline 3: All estimated purchases of goods totaling:

- Less than \$20,000 but greater than \$9,000 require a written request for a proposal (RFP) and written, fax or email quotes from three vendors.
- Less than \$9,000 but greater than \$5,000 require an oral request for the goods and oral, fax or email quotes from two vendors.
- Less than \$5,000 but greater than \$1,000 are left to the discretion of the Purchaser as to securing the quotes or bids.

All estimated: contracts for public works:

- Less than \$35,000 but greater than \$20,000 require a written RFP and written, fax or email proposals from three contractors.
- Less than \$20,000 but greater than \$9,000 require a written RFP and written, fax or email proposals from two contractors.

- Less than \$9,000 but greater than \$1,000, are left to the discretion of the Purchaser as to the securing of quotes or bids.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery, and/or the services to be rendered. The Purchaser shall compile a list of all vendors from whom written, fax, email or oral quotes have been requested and the written, fax, email or oral quotes offered.

All the information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 4: The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5: A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempts made to obtain the proposals or quotations. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 6: Except when directed by the Town board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- (a) Acquisition of professional services;
- (b) Emergencies;
- (c) Sole source situations;
- (d) Goods purchased from agencies for the blind or severely handicapped;
- (e) Goods or services procured from correctional facilities;
- (f) Good or services procured from, through, or jointly with another governmental

agency, such as but not limited to cooperative purchases made in connection with another municipal government or entity, or a school district or services provided or obtained by or from another municipal government or entity or a school district.

- (g) Goods purchased at auction;
- (h) Goods purchased for less than \$1,000.00; and
- (I) Public works contracts for less than \$1,000.00.

Guideline 7: This policy shall be reviewed annually by the Town board at its organizational meeting or as soon thereafter as is reasonably practicable.

Vote of the Board: Councilman Drozdziel – Aye, Councilman Coyne- Aye, Councilman Harrington - Aye, Councilman Mairs - Aye, Supervisor LeFeber – Aye

RESOLUTION #18 RULES OF PROCEDURE OF THE AVON TOWN BOARD

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

ADOPTED AYES 5 NAYS 0

Rules of Procedure Of the
Avon Town Board

I. At each regular meeting of the Avon Town Board, business shall be taken up in the following order:

- Call to Order & Silent Roll Call
- Pledge of Allegiance
- Visitors Comments
- Approval of minutes
- Department Reports
- Prepared Resolutions
- New/Old Business
- Open Items – Town Officers
- Communications
- Future Board Meetings
- Visitor Recognition
- Adjournment

II. The Town Supervisor shall preside over all meetings of the Avon Town Board, preserve order and decorum during its sessions and decide all questions of order. Furthermore the Supervisor shall:

- provide meeting agenda in writing to board members
- grant privileges of the floor as needed/requested by any Town Board Member or the public,
- call for any motions or resolutions as required by the issue in front of the Town Board,
- restate all motions and resolutions prior to discussion of same,
- call for discussion of all issues put before the board including but not limited to motions, resolutions and propositions prior to the call for a vote on such,
- call for a vote on all motions, resolutions and propositions when discussions have been concluded and all pertinent information or evidence has been considered,
- postpone any vote on any motion, resolution, or similar action placed in front of the Town Board upon the request of any two Town Board Members for a period of two weeks or until the next scheduled regular meeting of the Avon Town Board, to be determined by the requesting board member,
- require that a complete and accurate record of the proceedings of each meeting of the Avon Town Board as required by Section 30 of the New York State Town Law be printed and made available by the Avon Town Clerk within ten business days,
- require that a complete and accurate record of the proceedings of each meeting of the Avon Town Planning Board as required by Section 30 of the New York State Town Law be printed and made available for review by the Town Board within five business days,

Public Hearings

1. Please sign in to speak.
2. Please raise your hand and wait to be called upon by the Town Supervisor
3. Please state your name for the official record. If you have any information that you would like included in the official record, please provide a copy to the Town Clerk prior to speaking.
4. Please direct any comments to the Town Board
5. The Town Board reserves the right to allow each speaker 3 minutes.
6. Notarized information would also be included in the records, if provided prior to the public hearing.
7. Once everyone has had a chance to speak, the Board may choose to allow second comments.

Vote of the Board: Councilman Drozdziel – Aye, Councilman Coyne- Aye, Councilman Harrington - Aye, Councilman Mairs - Aye, Supervisor LeFeber – Aye

DISCUSSION - SUPERVISOR’S APPOINTMENTS

Supervisor LeFeber opened the discussion and then made the following appointments:

Deputy Supervisor – Thomas Mairs

EFPR as the Town of Avon Accountants

Finance – Budgets & Special Districts, Capital Projects: Chairman Supervisor David LeFeber and Deputy Supervisor Thomas Mairs

Joint Water Works, Public Works and Paper Mill Park – Water and Highway
–Councilman Malachy Coyne and Supervisor LeFeber

Employee Handbook, Community Web Site, Grants, Positive Image, Employee Relations, Customer Focus, Workplace Violence Prevention – Deputy Supervisor Thomas Mairs

Facilities – Opera Block/Highway Barns/Water Facilities, Evaluate Current and Future Technology and Facilities – Councilmen Harrington and Drozdziel

Avon Free Library - Councilman Drozdziel

Planning and Code - Councilmen Coyne and Drozdziel

Joint Town & Village Parking – Supervisor LeFeber and Councilman Coyne

Court Personnel - Deputy Supervisor Mairs and Councilman Harrington

RESOLUTION #19 FLOATING HOLIDAYS FOR 2020

On motion of Councilman Coyne, seconded by Deputy Supervisor Mairs, the following resolution was
ADOPTED AYES 5 NAYS 0

RESOLVE to declare two floating holidays dates to be chosen by the Water and Highway Superintendent and the Town Clerk.

Vote of the Board: Councilman Drozdziel – Aye, Councilman Coyne- Aye, Councilman Harrington - Aye, Deputy Supervisor Mairs - Aye, Supervisor LeFeber – Aye

RESOLUTION #20 ADOPT LETTERHEAD

On motion of Deputy Supervisor Mairs, seconded by Councilman Harrington, the following resolution was
ADOPTED AYES 5 NAYS 0

RESOLVE to adopt the following letterhead:

Town of Avon

23 Genesee Street
Avon, New York 14414
Phone: (585) 226-2425
Fax: (585) 226-9299
Web Site: www.avon-ny.org

David LeFeber, Supervisor
James Harrington, Councilman
Paul Drozdziel, Councilman
Tami Snyder, Assessor
Thomas Crye, Highway/Water Superintendent

Thomas Mairs, Deputy Supervisor
Malachy Coyne, Councilman
Maureen Kingston, Historian
Brian Glise, Code Enforcement Officer
Sharon M. Knight, MMC/RMC Town Clerk

Vote of the Board: Councilman Drozdziel – Aye, Councilman Coyne- Aye, Councilman Harrington - Aye, Deputy Supervisor Mairs - Aye, Supervisor LeFeber – Aye

DISCUSSION SUPERVISOR REPORT

Supervisor LeFeber reported an IT investigation is being conducted by the Town Board and Supervisor Secretary Kim McDowell. There was discussion on vendors to have insurance coverage and have Livingston County Information Technology review. Municipal experience is a requirement. Training for Employees on how our system works as well as present to the Town Board annual updates.

On motion of Deputy Supervisor Mairs, seconded by Councilman Harrington the meeting was adjourned at 8:14 P.M.

Respectfully submitted by:

Sharon M. Knight, MMC/RMC Town Clerk