

A Special Budget Meeting of the Town of Avon was held on Monday, September 30, 2021 at 4:00 P.M. at the Opera Block/Avon Town Hall located at 23 Genesee Street, Avon, New York with the following members present:

PRESENT: Supervisor David LeFeber, Deputy Supervisor Thomas Mairs, Councilmen James Harrington and Paul Drozdziel, and Town Clerk Sharon Knight MMC/RMC

VISITORS: None

OTHERS: Highway/Water Superintendent Tom Crye, Youth Board Recreation Chairwoman Emily Cosimano, Historian Clara Mulligan, Town Justice David Hoffmann, Code Enforcement Officer Brian Glise, and Assessor Tami Snyder

Supervisor LeFeber called the meeting to order at 4:20 and read the legal notice as follows:

TOWN OF AVON
LEGAL NOTICE

RESOLVE that a special budget meeting has been scheduled for Thursday September 30, 2021 at 4:00 P.M., at the Avon Opera Block/Town Hall Building, 23 Genesee Street Avon, New York 14414 for the purpose of budget discussions and any other business that might come before the Board.

By order of the Town Board
Sharon M. Knight, MMC/RMC, Avon Town Clerk
Dated: September 10, 2021

Highway/Water Department:

Supervisor LeFeber welcomed Highway/Water Superintendent Thomas Crye to the meeting to discuss the water and highway portion of the budget and the following items were highlighted:

Highway/Water Superintendent Crye updated the Board regarding the purchase price for the new Peterbilt truck stating that there will be a price increase of 2% – 4% for municipalities, and 8% for others. The price went from \$118,000.00 with plow to \$138,000.00 and will be ready by late summer early fall next year. The new pickup has been ordered. May need to get a sander with it before things go up more. The sander costs \$5,700.00. A sander for the Peterbilt truck would be \$11,000.00.

Equipment that is surplus we get top dollar for as all our equipment is kept up and kept inside. We have received \$800 – \$1,000 for mowers after two years of use. We will be selling equipment and that revenue is not included in the 2022 budget just to be conservative. The Board appeared to approve these expenses.

Shelby was light on labor and knocked salaries down. We are good with five guys and a part-timer for next year. Jason has offered help with the water, and we will have him attend a meeting in the future. We will continue to look for a replacement. Today was the last day for response to the advertisement for the open position.

We have \$400,000.00 in fund balance and looking to spend \$200,000.00 for projects in 2022.

There are 32 units on Route #39 that is standard.

A separate line item will be added, and we will bump up water meters in SW8340.4m fixed and maintenance

ARP money could be used for the water tank as it qualifies. There was no revenue loss related to ARP.

There are good reserves in highway.

Generator possible grant A Highway Equipment 5132.

Three percent for all Town employees except for three employees.

Eric Hettrick is doing well and will be taking the water test next year. It was suggested to have three people licensed in the future including the Highway/Water Superintendent. The test is open book.

There was discussion on the minimum wage in our area to be \$13.70 next year.

Recreation Department:

Supervisor LeFeber welcomed Emily Cosimano to the meeting to discuss the recreation portion of the budget and the following items were highlighted:

Salary and minimum wage are the largest part of the budget. We have projected to continue to hire an experienced manager to run the program and manage the kids we hire for the summer at \$15.00. Although we did not have a program last summer a lot of people value the program and will be back in 2022. There is no charge for swimming for the Avon community and we charge \$50.00 for those outside of the community. We will be paying just a little above minimum wage, but the budgeted hourly rate will stay at \$15.00. We provide letter of recommendations. We hire 17 playground employees, 3-4 WSI's, ads and 5 lifeguards. All other programs are money in and money out. The Board thanked Emily for everything she does for the program.

Code Department:

Supervisor LeFeber welcomed Brian Glise to the meeting to discuss the Code portion of the budget and the following items were highlighted:

Williamson software is going up 10 percent and is included in the budget request.

It was recommended that Kim should have a phone as we all call her regularly throughout the day. Supervisor LeFeber stated that we have a mixture of personal phones that we pay a part of the monthly expense and/or provide a Town phone that is paid in full. Two employees get a \$325 annual stipend. This will be investigated and brought back to the Board for further discussion. Her salary is in five areas.

Brian asked for an additional increase this year as his hours is not covered by other employers due to his retirement. We expect more growth with solar and Twin Cedars. He is working very closely with the East Avon Fire Chief Chris Batzel, he is totally available, compared his salary to others in our County, does not miss attending anything.

Completing the Code codification is on the list of things to get done.

Solar and the quarry on Oak Openings has taken a lot of time.

In Court this week Oak Openings, LLC pleaded not guilty, and the case will be going to court.

Assessor Department:

Supervisor LeFeber welcomed Tami Snyder to the meeting to discuss the Assessor portion of the budget and the following items were highlighted:

It was questioned why the requested budget was reduced. Supervisor LeFeber provided an answer to the question. The update of the Assessment Roll requires approximately one hundred hours of additional dollars in 2022 and Jill's salary was not paid during Covid 19 and additional hours for informal meetings with residents need to be budgeted. Also, the Board of Assessment Review will require additional time.

There was additional discussion on the expected minimum wage, the number of Towns that do not provide Clerks for the Assessors, retirement of Assessors, what the market is paying for the positions, health insurance being provided in another Town in Livingston County.

Supervisor LeFeber stated that he will look at the last nine months of Clerk hours and adjust the Tentative Budget keeping in mind the needed extra one hundred hours and will be bumping up Board of Assessment review for two days.

There was continued discussion on the need to replace computers including state bid prices and prices set up by Hurricane. The Clerk's office computer was borrowed as an online class requirement could not be met with the older computers in the Assessor's Office. Ongoing computer issues continue with Livingston County, thus waiting until 2022 to purchase a new computer for the Assessor was highly recommended. Computer replacement is on schedule for the Assessor's Office. Will get an updated quote and availability.

The Town just signed up for Social Well through the Supervisor's Secretary McDowell and they offer state pricing. Replacement of our Fire Alarm software support are the type of things that can be purchased off state bid.

Assessor Snyder asked a question for clarification as a Board of Assessment Member missed placed his paycheck and a thirty-dollar fee was deducted. Now, he may not participate this year as a Board of Assessment Review Member. Supervisor LeFeber had a discussion with the Board Member and decided based on their conservation. Assessor Snyder stated that she prays this will not happened again to a Board Member and questioned if this precedence would continue to reduce an individual's pay by the bank change amount, in this case \$30.00 of the \$80.00 they receive.

Lastly, she requested a discussion with the Board regarding an employee giving more information than they should be for her department. She has had the conservation twice with the individual and it continues. We need a serious discussion.

She has not been kept updated on the solar and was not able to respond to a request in her office due to lack of sharing/filing information with the Assessing Department.

Historian Department:

Supervisor LeFeber welcomed Historians Clara Mulligan to the meeting to discuss the historian portion of the budget and the following items were highlighted:

There was a discussion on the Deputy Historian position being deleted from the 2022 budget. The Master Plan of the building includes additional space for an office on the first floor.

Maureen Kingston and Gail Settle work in the Historian Office on Tuesday afternoon and Clara works on Thursday. All work for three hours and logs is kept of work completed. Clara works better alone and the other two work better together. Maureen continues to provide mentorship and her knowledge continues to be passed on. Clara is learning to use budget forms and attend this budget meeting. She can answer requests and knows where to find things. Maureen will be a mentor forever. The Town is getting a real good deal with the three people working in the Historian's Office as a unit.

A request for shelving and file cabinets were a part of her budget request. The Master Plan will be including cost for furniture. Computers for offices are covered in a separate part of the budget. An outstanding question is regarding the request for a Laserfiche license for the Historian. Town Clerk Knight will contact General Code to find out if the \$600.00 training cost would occur onsite or virtually and if it could include everyone in the Town that uses Laserfiche.

Town Clerk Department:

Supervisor LeFeber asked the Town Clerk to discuss the Town Clerk portion of the budget and the following requested amount versus the tentative budget amounts were discussed as follows:

Account	Requested	Tentative
Tax Collection Unit Code A1330	Requested \$5,315.00 - Tentative \$4,815.00	
Increase in metered postage, .02 letter, .16 flats and .04 post cards	2568 Tax Bills	

The additional five hundred will be added to the Preliminary Budget

Records Management Unit Code A1460 Requested \$2,160.00 - Tentative \$1,800.00
This was reduced as prior years did not require the budgeted amount and the equipment line should not include permanent minute books as this is a contractual line item. The \$260.00 will be added to the contractual line bringing the total to \$2,060.00

Dog Control Contractual Unit Code A3510 Requested \$4,900.00 - Tentative \$4,500.00
This was reduced as a Dog Census is not approved to be performed in 2022.

Registrar Vital Statistics Unit Code B4020 Requested \$912.00 - Tentative \$886.00
Tentative budget includes three percent increase.

Town Clerk Unit Code A1410 Requested \$82,716.20 - Tentative \$76,824.00
Tentative budget includes three percent increase and removal of all conferences.
After Board discussion it was agreed to add the conferences to the Preliminary Budget bringing the total to \$80,324.00

Justice Department:

Supervisor LeFeber welcomed Justice David Hoffmann to the meeting to discuss the court portion of the budget and the following items were highlighted:

Justice Hoffmann received the tentative budget and compared with request and has some concerns.

There was a lengthy discussion on how the Court Clerk is paid with the original agreement with the Village that has been modified. Supervisor LeFeber feels there is a disproportionate cost to the Town. There was discussion on paying this position with a salary rather than hourly. The hourly compensation is low compared to other Livingston County Courts. In Mt. Morris the Clerk is paid \$23.00 per hour and is receiving benefits. This is not being recommended but provide for informational purposes. A Court Clerk that was working in Springwater accepted a position in Groveland and then Penfield.

Deputy Court Clerk Jordan Zapf has put in her resignation notice as she will be working at the District Attorney Office. She will continue through the next court date in October. It's in the Town's best interest to pay a rate higher than a lower-level skill job. If you talk with law enforcement it appears that the sky is falling. regarding parole. Volume is still down from Covid 19; however, both Clerks are keeping busy. The Town of Avon takes pride in being open full time and providing customer service.

Supervisor LeFeber explained the original agreement with the Village was they cover twelve hours, and the Town would cover eighteen hours at the same rate of pay. Currently the claim to the Village is only eight hours and a deal is a deal. Attorney Campbell advised against a salary.

The request was \$20.00 for Jeanette and no lower than \$15 for twenty hours including noon – eight to cover the hour in the Court Room for the Deputy position.

Discussion on the increase of costs related to the recommended on moving the magnetometer to the first floor and the Office of Administration recommendation to have security for the Justice.

Supervisor LeFeber stated the conference cost in 2022 will be paid by the Village of Avon as the Town paid this year.

Justice Hoffman begins court just a soon as the Village Court is done, and people come early. The Deputy was arriving just before four and would fine the Court in session, so he comes earlier. There is not a need to double the cost for two Deputies as those attending court would have reached the building by six o'clock and locking the entrance doors would end the need to monitor.

Holding court in another location during the 2022 construction was discussed. The use of a neighboring Court facility seems to be the best alternative. Discussions with be investigated once a time frame is determined. He is pleased and excited about the changes for Court including the improved workflow. April is the time the grant applications are awarded and spending the funds are linked to a specific time frame.

Supervisor LeFeber stated the following will summarize what we the Board agreed upon. Review dollars put in for Paper Mill Park and the back parking lot.

He is expecting the budget hearing will be scheduled on October 14, 2021 to be held October 28, 2021.

On motion of Councilman Drozdziel, seconded by Councilman Harrington, the meeting adjourned at 7:46 P.M.

Respectfully submitted by, _____
Sharon M. Knight MMC/RMC Town Clerk