

***Please see Town Board amendments on pages 3 and 4.**

A regular meeting of the Town of Avon was held on Thursday, November 17, 2022 at 6:00 P.M. at the Avon Opera Block/Town Hall, 23 Genesee Street, Avon, New York 14414.

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

OTHERS: Attorney James Campbell, Highway/Water Superintendent Thomas Crye, Code Enforcement Officer Brian Glise, and Sharon M. Knight, MMC/RMC Town Clerk

VISITORS: None

Supervisor LeFeber called the meeting to order at 6:00 P.M. and led those in attendance in the Pledge of Allegiance.

RESOLUTION #215 REQUEST THE TOWN BOARD MINUTES BE POSTED ON OUR TOWN WEBSITE IN ACCORDANCE WITH NEW YORK STATE LAW

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

RESOLVE to request the Town Board minutes be posted on our Town website in accordance with the New York State law even if they are unapproved. Further, if the minutes are unapproved, they should be marked unapproved by the board.

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

DISCUSSION – ATTORNEY REPORT

Attorney Campbell provided a report, and the Board took the following action.

RESOLUTION #216 AUTHORIZE THE SUPERVISOR TO SIGN

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

RESOLVE to authorize the Supervisor to sign the Avon CSG 1 project documents.

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

DISCUSSION – ENGINEER, HIGHWAY/WATER, CODE AND TOWN CLERK’S DEPARTMENT REPORTS

Department reports were shared with the Town Board.

*Please see Town Board amendments on pages 3 and 4.

RESOLUTION #217 SURPLUS TURNER ZERO BOOM MOWER

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

RESOLVE to surplus turner zero boom mower as it has been sold for \$1,500.00

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

RESOLUTION #218 ACCEPT THE MONTHLY REPORTS

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

RESOLVE to accept the monthly reports for October 2022 from the Town Supervisor and from the Town Clerk as shown below:

Town Clerk’s October 2022 Report:

Total Local Shares Remitted:	\$1,361.51
New York State Department of Health	\$ 90.00
NYS Ag & Markets for spay/neuter program	\$ 43.00
NYS Environmental Conservation	\$ 896.64
TOTAL	\$2,391.15

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

RESOLUTION #219 EXTEND THE MUNICIPAL AGREEMENT WITH LIVINGSTON COUNTY HIGHWAY DEPARTMENT

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

RESOLVE to extend the terms of the Intermunicipal agreement for equipment, machinery, tools, and services sharing originally made effective January 1, 2023, for a term of one (12) year to terminate on December 31, 2023. The current equipment and wage schedules are made a part hereof.

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

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DISCUSSION – OFFICE HOURS OF THE AVON TOWN CLERK

The following two items were requested to be added by the Town Board:

Town of Avon

November 1, 2022

Analysis of Clerks Business hours

Prepared by - Paul Drozdziel

Objective - Provide expanded accessibility to town services by moving to a normal business schedule with open hours 8:00am to 4:00pm, 5 days per week at a reduced cost.

Available hours (current model)

- Funded hours for Deputy Clerk (DC) 36hrs/week X 52 = 1872hrs/year
- Assumed annual Clerk hours 40hrs/week x 52 = 2080hrs/year

Subtotal hours available 3,952

Alternative

- Reduced hours Deputy Clerk 20hrs/week x 52 = 1040hrs/year

Unavailable hours

- Assumed clerks away from the job - 6 weeks or 240 hours
- Assumed Clerk attending board meetings - 8hrs/month x 12 = 96hrs/year
- Assumed Clerks attending off site local training - 40 hours
- Assumed 2 weeks clerks absence - 80 hours
- Assumed unplanned absences - 80hrs

Subtotal unavailable hours 536

Available hours 3,952 – 536 (unavailable hours) = 3,416

Alternative

Available hours with reduced hours for DC 3120 – 536 (unavailable hours) = 2,580

Hours of operation

- Assumed 8am to 4pm = 8hrs or 40hrs/week x52 weeks 2080
- Available hours 3416 – 2080 annual open hours = 1,336 hrs. balance of available hours

Alternative

- Available hours with reduced hours for DC 2580 – 2080 annual open hours = 500 hrs. of available hours

*Please see Town Board amendments on pages 3 and 4.

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RESOLUTION #220 REDUCTION IN THE NUMBER OF HOURS FOR THE DEPUTY TOWN CLERK

On motion of Supervisor LeFeber, seconded by Councilman Harrington the following resolution was ADOPTED BY A ROLL CALL VOTE AYES 5 NAYS 0

RESOLVE to reduce to an average of 20 hours of the Deputy Town Clerk per week.

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

RESOLUTION #221 THE NUMBER OF HOURS FOR THE DEPUTY TOWN CLERK FOR 2022 WILL REMAIN 36 PER WEEK

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

RESOLVE to continue approval of 36 hours for the Deputy Town Clerk per week for 2022.

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

RESOLUTION #222 AMEND THE COMPENSTATION SCHEDULE

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

RESOLVE to amend the 2022 compensation schedule as follows:

Add:

<u>Name</u>	<u>Position/Duties</u>	<u>Status</u>	<u>2022 Rate</u>	<u>2022 Rate</u>
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Jennifer Shannon	Deputy Town Clerk	Part Time	\$17.75/hr.	\$15.00/hr.
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Remove:

Ellen Zapf	Deputy Town Clerk	Part Time	\$17.75/hr.	\$17.75/hr.
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Vote of the Board: Councilman Drozdziel – Aye, Councilman Coyne- Aye, Councilman Harrington - Aye, Deputy Supervisor Mairs - Aye, Supervisor LeFeber – Aye

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RESOLUTION #223 ACCEPT THE CLAIMS

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

RESOLVE to accept for payment Abstract 2022-22 in the following amounts:

Concerning ABSTRACT of Claims Number 2022-22 including claims as follows:

General Fund	Amounts totaling \$16,513.84
Highway Fund	Amounts totaling \$3,228.36
Water Fund	Amounts totaling \$2,551.58

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

OPEN ITEMS

Councilman Drozdziel provided an update on the Opera Block Renovations.

On motion of Councilman Harrington, seconded by Deputy Supervisor Mairs the meeting was adjourned at 6:43 P.M.

Respectfully submitted by:

Sharon M. Knight, MMC/RMC Town Clerk