

A Regular meeting of the Town of Avon was held on Thursday, December 27, 2018 at 6:00 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, Deputy Supervisor Thomas Mairs, and Councilmen Malachy Coyne, James Harrington and Paul Drozdzziel

OTHERS: Code Enforcement Officer Brian Glise and Town Clerk Sharon M. Knight, MMC/RMC

VISITORS: Judy Falzoi and Janet Manko

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

RESOLUTION #219 APPROVAL OF MINUTES

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

RESOLVE to approve the minutes of December 13, 2018, as presented by e-mail and to request they be published on the Town of Avon website at townofavon-ny.org.

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

DISCUSSION - ATTORNEY REPORT

Attorney Campbell was not in attendance.

DISCUSSION – CODE DEPARTMENT

Code Enforcement Officer Glise provided the following report:

- Joyful Beginnings received their C of O.
- A New York State Bulletin was released with new restriction on code and may become a part of our Town Code.
- Complaints have been received and follow-ups have been completed with no further action needed. The complaints are related to the quarry on Oak Openings Road. NYSDEC has also been monitoring without any need for follow-up. Cameras at their exit and entrance are being installed by the property owner.
- An update on the home on Garden Street is that a church is putting in new floors and furnace along with smoke detectors.

DISCUSSION – HIGHWAY/WATER REPORT

Highway/Water Superintendent Tom Crye was not in attendance. Supervisor LeFeber reported the truck that was hit has come back. Councilman Coyne reported that the new Neptune meter was received.

DISCUSSION – TOWN CLERK REPORT

Town Clerk Knight reported on the following:

- Communications were received and forwarded to the Town Board via email:
 - Greenway News Winter 2018
 - Town of Rush Local Law – Solar Energy Systems
 - Livingston County Workforce Development and Youth Bureau – 2019 Teen Recognition Award Nominations

Thank you to the Board for the having Kenron come into the Town Hall/Opera Block. They made adjustments that have solved all but the Historian’s Office temperature control. A report with options to improve the area will be provided by Kenron for Board consideration.

RESOLUTION #220 APPROVE TO DESTROY RECORDS IN ACCORDANCE WITH SARA – MU-1

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

Resolve to authorize the Town Clerk to destroy records as presented:

Town of Avon
Index of Destroyed Records

In accordance with the current SARA
MU-1 Records Retention & Disposition
Schedule,
the following records have been
determined to be obsolete and are to
be destroyed:

Record Series Name or Description	MU-1 Section Number	Inclusive Dates	Cubic Feet Destroyed	Date Record Obsolete
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General	6.[6] contracts	2002-2011	1 1/2 inches	2008-2018
Election	3.[177], 5.[179]b	2012-2017	1/4 inch	2013-2018
Fiscal – Claims & payments	1.[275] vouchers	2002-2007	12 Boxes	2008-2013
Taxation & Assessment	1.[595]a tax collection records	2004-2006	3 Boxes	2010-2012

Department Approval: _____ Date: _____

RMO Approval: _____ Date: _____

Confidential?

Yes No

No _____

Board Approval: _____ Date: _____

Attorney Approval: _____ Date: _____

Date of Destruction

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

DISCUSSION – OPEN POSITIONS

Supervisor LeFeber reported that we did not get any responses to our advertisement for our open positions. There was discussion on ways to move forward.

DISCUSSION – TOWN AUDIT

Supervisor LeFeber reported that a review of the draft audit was conducted with Deputy Supervisor Mairs and the Auditing Firm. Items were identified for record improvements such as:

- Financial reporting of workers compensation and sales tax. Currently workers compensation costs are paid for by reducing sales tax revenue and this should be documented differently to allow for auditing purposes.
- Building and/or Highway reserve funds needs to follow developing regulations.
- Water billing and collecting needs additional recordkeeping including dollars collected in 2017 and 2018.
- Other policies need to be adopted as recommended by the New York State Comptroller.
- The Town Clerk, tax collection and court annual audits have been completed by Deputy Supervisor Mairs and they meet the NYS Comptroller requirements, however; it’s recommended to have an outside Auditor every five years.

DISCUSSION – TOWN AUDIT-continued

- Town Justices need to initial their monthly report.

- Dedicated computer for online banking is needed.
- Town Supervisor needs to sign off on payrolls and wire transfers.

An executive session with Attorney Campbell will need to be conducted to review the Information Technology General Controls Assessment Findings draft report in more detail.

DISCUSSION – RIGHT TO FARM COMMITTEE

There was discussion on the need to set the first meeting for the Right to Farm Committee in January 2019. Supervisor Secretary McDowell will be asked to pick a couple of options and share them with the Members then the best response will determine the January date of the first meeting. The meetings will be open to the public. Notes of the meeting will be kept hopefully by a Member of the Committee. All notifications of the meetings will be posted on the website.

RESOLUTION #221 PAYMENT OF BILLS

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

ADOPTED AYES 5 NAYS 0

RESOLVE to accept for payment Abstract 2018-24 in the following amounts:
Concerning ABSTRACT of Claims Number 2018-24 including claims as follows:

General Fund	Voucher #609 through #628 in amounts totaling \$16,270.87
Highway Fund	Voucher #211 through #221 in amounts totaling \$7,493.99
Water Fund	Voucher #346 through #348 in amounts totaling \$1,202.80
Cemetery Fund	Voucher #3 through #3 in amounts totaling \$330.00
Opera Block Capital Improvement	No Voucher
Royal Springs Lighting	No Voucher
Cross Roads Drainage District	No Voucher
Bruckel Drainage District	No Voucher
Royal Springs Drainage	No Voucher
Town Of Avon Fire Protection	No Voucher
Rte. 39 Water SW2	No Voucher

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

DISCUSSION ADOPT BUDGET TRANSFERS

There was discussion on the budget transfers including Royal Springs, grants for lighting in Royal Springs Development, solar, and the weather station along the app that is available.

RESOLUTION #222 ADOPT BUDGET TRANSFERS

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

ADOPTED AYES 5 NAYS 0

RESOLVE to accept the following budget transfers:

TOWN OF AVON

PLEASE MAKE THE FOLLOWING TRANSFERS AT YOUR 12/28/18 MEETING:

GENERAL FUND-TOWNWIDE

<i>Transfer From:</i>	A1620.2	Building 3rd Floor	\$	124,950.00
		UNANTICIPATED REVENUE		
	A1081	RR Pymt Ion Lieu of Taxes	\$	8,680.00
	A3089	Justice Grant	\$	1,607.00
	A3089	NYSERDA	\$	12,500.00
		TOTAL:	\$	147,737.00

<i>Transfer To:</i>	A1110.1c	Deputy Justice Court Clerk	\$	2,350.00
	A1110.4c	Justice Grant	\$	1,675.00
	A1220.4	Supervisor Contr.	\$	19,497.00
	A1420.4	Attorney Contr.	\$	8,348.00
	A1460.4A	Records Mgmt Grant	\$	171.00
	A1620.4	Town Hall Contr.	\$	16,427.00
	A1680.4a	Computer Services	\$	189.00
	A1910.4	Unallocated Insurance	\$	4,127.00
	A5132.4	Garage Contr.	\$	41,053.00
	A5132.4A	NYSERDA	\$	50,000.00
	A8810.4	Cemetery Cont.	\$	3,900.00
		TOTAL:	\$	147,737.00

GENERAL FUND-OUTSIDE VILLAGE

<i>Transfer From:</i>	B1990.4	Contingency	\$	1,000.00
	B5182.4	Off Street Lighting Contr	\$	3,642.00
		TOTAL:	\$	4,642.00

<i>Transfer To:</i>	B1420.4	Attorney Contr.	\$	4,609.00
	B4020.1	Registrar Vital Statistics	\$	33.00
		TOTAL:	\$	4,642.00

HIGHWAY FUND TOWN-WIDE

<i>Transfer From:</i>	DA5142.1	Snow Removal Town Svc	\$	2,927.00
			TOTAL:	<u>\$ 2,927.00</u>
<i>Transfer To:</i>	DA5130.1	Cell Phone Reimb	\$	277.00
	DA5130.2	Machinery Equipment	\$	1,731.00
	DA9055.8	Disability Ins.	\$	69.00
	DA9060.8	H.S.A. Account	\$	850.00
			TOTAL:	<u>\$ 2,927.00</u>

HIGHWAY FUND -OUTSIDE VILLAGE

<i>Transfer From:</i>	DB9030.8	Social Security	\$	1,630.00
			TOTAL:	<u>\$ 1,630.00</u>
<i>Transfer To:</i>	DB9060.8	Hospital/Medical Ins.	\$	780.00
	DB9060.8	H.S.A. Account	\$	850.00
			TOTAL:	<u>\$ 1,630.00</u>

WATER FUND

<i>Transfer From:</i>	SW8340.2	Transmission Equipment	\$	25,338.00
			TOTAL:	<u>\$ 25,338.00</u>
<i>Transfer To:</i>	SW1320.4	Independent Auditing	\$	3,644.00
	SW1420.4	Legal Fees	\$	6,696.00
	SW8310.4	Admin Contr	\$	6,738.00
	SW9050.8	Unemployment Insurance	\$	8,260.00
			TOTAL:	<u>\$ 25,338.00</u>

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

OPEN ITEMS

Supervisor LeFeber stated that the town will need to Re-apply with New York State for the permit for Dump Days.

Councilman Drozdziel stated he met with Kelly Cole and toured the building and learned a lot from him. There was discussion on the location for the monitors in the boardroom and there were conflict with their placement on the walls. We are looking at late January for the install.

Councilman Drozdziel spoke with Councilman Coyne about a furniture manufacture from Nunda and the do chairs but not tables. They may have locally sourced provider. The owner lives on Route #39 and they seem happy to have further talks.

VISITORS COMMENTS

Visitor Janet spoke of the only lighting district in the town which is in Royal Springs. Why are we paying for it?

On motion of Deputy Supervisor Mairs, seconded by Councilman Coyne the meeting was adjourned at 6:59 P.M.

Respectfully submitted by:

Sharon M. Knight, MMC/RMC Town Clerk