

**Town of Avon
Organizational Meeting
January 5, 2026
6:00 P.M.**

The Organizational Meeting of the Town Board of the Town of Avon was held on January 5, 2026, at 6:00 P.M. at the Avon Opera Block/Town Hall, 23 Genesee St, Avon, NY 14414.

Supervisor LeFeber called the meeting to order and led in the Pledge of Allegiance.

PRESENT: Town Supervisor David LeFeber
 Deputy Supervisor Thomas Mairs
 Councilman Paul Drozdziel
 Councilman Malachy Coyne
 Councilman Collin Hayes
 Town Clerk Faye Beshures

OTHERS: Dave Willard, MRB Group

ATTENDEES FROM SIGN-IN SHEET: Jimmy Harrington, Kitty Bressington, Ellen Turner, Seth Graham (Caledonia Town Clerk)

**TOWN OF AVON
LEGAL NOTICE**

The Avon Town Board Organizational Meeting has been scheduled for Monday, January 5, 2026, at the Avon Town Hall, 2nd Floor, Avon, New York, at 6:00 P.M. for purposes of any business that may come before the Board.

By Order of the Town Supervisor David LeFeber
Kimberly McDowell, Town Clerk
Dated: November 24, 2025
Published: December 27, 2025

RESOLUTION 01-2026

2026 APPOINTMENTS

On motion of Deputy Supervisor Mairs seconded by Councilman Hayes the following resolution was ADOPTED with a ROLL CALL VOTE – Aye – Mairs, Drozdziel, Coyne, Hayes Nay – LeFeber

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

RESOLVED, that the Town Board of the Town of Avon makes the following position appointments:

TITLE	NAME	TERM EXPIRATION
Clerk to the Board of Assessment Review	Jill Formella	1-year exp. 12/31/2026
Confidential Secretary to the Supervisor	Kimberly McDowell	1-year exp. 12/31/2026
Personnel Clerk	Kimberly McDowell	1-year exp. 12/31/2026
Code Clerk	Kimberly McDowell	1-year exp. 12/31/2026
Planning Board Clerk	Kimberly McDowell	1-year exp. 12/31/2026
Zoning Board of Appeals Clerk	Kimberly McDowell	1-year exp. 12/31/2026

Water Clerk	Kimberly McDowell	1-year exp. 12/31/2026
Court Clerk	Jeanette Cullinan	1-year exp. 12/31/2026
Deputy Court Clerk	Jessica Khoobyar	1-year exp. 12/31/2026
Financial Advisor to the Town	Bernard P. Donegan Inc	1-year exp. 12/31/2026
Code Enforcement Officer	Brian Shannon	1-year exp. 12/31/2026
Assessor's Clerk	Jill Formella	1-year exp. 12/31/2026
Historian	Clara Mulligan	1-year exp. 12/31/2026
Dog Control Officer	Livingston County Sheriffs	1-year exp. 12/31/2026
Deputy Town Clerk	Heather Randall	1-year exp. 12/31/2026
Deputy Highway Superintendent	Thomas Cook	1-year exp. 12/31/2026
Attorney for the Town	James Campbell	1-year exp. 12/31/2026

Supervisor LeFeber opened a discussion regarding the appointment of a Deputy Town Clerk for 2026. Town Clerk Faye Beshures stated her desire to continue the current arrangement, with Heather Randall serving as Deputy Town Clerk and Deputy Registrar of Vital Statistics. Supervisor LeFeber noted that another employee, Kim McDowell, had previously performed these duties through December 31, 2025, and stated that she is fully capable of handling the responsibilities in the event the Town Clerk is absent. He further noted that Ms. McDowell is already registered with New York State to process Vital Statistics and expressed that it would be more practical for her to continue in that role.

Supervisor LeFeber asked Clerk Beshures whether compensation had been discussed with Heather Randall. Clerk Beshures responded that compensation had not yet been discussed. The Board discussed prior compensation paid to Heather Randall for serving as Deputy Town Clerk/Registrar and stated that the Town Board is responsible for determining compensation for the position.

Clerk Beshures reminded the Board that \$2,500 had been budgeted for the Deputy Town Clerk/Registrar position and stated that she could work within the approved budgeted amount. Under New York State Town Law §30(10), the elected Town Clerk has the authority to appoint a deputy, while the Town Board establishes compensation and may define their duties. Clerk Beshures stated that she has chosen to appoint one deputy and selected Heather Randall for the position. Supervisor LeFeber expressed disagreement with this decision.

Vote of the Board: Councilman Drozdziel – Aye, Councilman Coyne – Aye, Councilman Hayes – Aye, Councilman Mairs – Aye, Supervisor LeFeber – Nay

RESOLUTION 02-2026

ADOPTION OF EMPLOYEE COMPENSATION SCHEDULE

On motion of Councilman Drozdziel seconded by Councilman Coyne the following resolution was ADOPTED with a ROLL CALL VOTE – Aye – LeFeber, Mairs, Drozdziel, Coyne, Nay – 0 Abstain - Hayes

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 organizational meeting, now, therefore, be it

RESOLVED, that the Avon Town Board does hereby adopt the following compensation schedule for the year 2026 and that such compensation be paid on a bi-weekly basis 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:

2026 Town of Avon Employee Compensation Schedule

Name	Position/Duties	Status	2025 Rate	2026 Rate
Beshures, Faye	Town Clerk & Receiver of Taxes, Vital Registrar Records Management Officer	Elected	\$58,470.00/yr. \$1,038/yr. \$0.00/yr.	\$58,470.00/yr. \$1,038/yr. \$0.00/yr.

Cook, Thomas	Motor Equipment Operator Deputy Highway Superintendent	Full Time	\$31.60/hr.	\$32.87/hr.
Cosimano, Emily	Youth Recreation Board Chair	Part Time*	\$60.00/month	\$60.00/month
Coyne, Malachy	Councilman	Elected*	\$7,314.00/yr.	\$7,314.00/yr.
Crye, Thomas W.	Highway Superintendent Cemetery Caretaker Water	Elected	\$82,286.00/yr. \$2,488.00/yr. \$14,623.00/yr.	\$82,286.00/yr. \$2,563.00/yr. \$19,768.00/yr.
Cullinan, Jeanette	Clerk to the Town Justice	Part Time*	\$20.90/hr.	\$24.00/hr.
Drozdzziel, Paul	Councilman	Elected*	\$7,314.00/yr.	\$7,314.00/yr.
Formella, Jill	Assessor's Clerk	Part Time*	\$18.70/hr.	\$19.27/hr.
Greenway, Kelly	Youth Board Member	Part Time*	\$50.00/month	\$50.00/month
Hayes, Collin	Councilman	Elected*	\$7,314.00/yr.	\$7,314.00/yr.
Hayes, Allison	Youth Recreation Board Member	Part Time*	\$50.00/month	\$50.00/month
Hendrick, Eric	Motor Equipment Operator Water Laborer	Full Time	\$29.50/hr.	\$30.36/hr.
Hoffmann, David	Town Justice	Elected*	\$16,236.00/yr.	\$16,236.00/yr.
Khoobayar, Jessica	Deputy Court Clerk	Part Time*	\$16.80/hr.	\$19.00/hr.
Kime, James	Highway/Snow Removal	Seasonal	\$23.00/hr.	\$25.00/hr.
LeFeber, David	Town Supervisor	Elected*	\$33,418.00/yr.	\$33,418.00/yr.
Mairs, Thomas	Councilman/Deputy Supervisor	Elected*	\$7,314.00/yr.	\$7,314.00/yr.
McDowell, Kim	Supervisor's Secretary Water Clerk Personnel Clerk Planning Board Clerk Code Enforcement Clerk ZBA Clerk	Part Time*	\$21.50/hr. \$21.50/hr. \$21.50/hr. \$21.50/hr.	\$25,000/yr. \$17,400/yr. \$1,200/yr. \$1,200/yr. \$29,000/yr. \$1,200/yr.
Montague, Kelly	Youth Board Member	Part Time*	\$50.00/month	\$50.00/month
Mothershed, Nick	Highway/Snow Removal	Seasonal	\$23.00/hr.	\$25.00/hr.

Mulligan, Clara	Historian	Part Time*	\$2,747.00/yr.	\$2,829.00/yr.
Rogers, William	Motor Equipment Operator Water Laborer	Full Time	\$28.50/hr.	\$29.36/hr.
Rumfola, Jody	Youth Recreation Board Member	Part Time*	\$50.00/month	\$50.00/month
Shannon, Brian	Code Enforcement Officer	Part Time*	\$32,000/yr.	\$33,000/yr.
Snyder, Tami	Assessor	Part Time*	\$46,453.00/yr.	\$49,705.00/yr.
Torregiano, Michael	Town Justice	Elected*	\$16,236.00/yr.	\$16,236.00/yr.

*No benefits included in compensation.

RESOLUTION 03-2026

HEALTH INSURANCE BUY-OUTS

On motion of Deputy Supervisor Mairs seconded by Councilman Hayes the following resolution was ADOPTED – Aye – LeFeber, Mairs, Drozdziel, Coyne, Hayes Nay – 0

RESOLVED, to ratify in resolutions adopted February 10, 2011, resolution number 35, February 14, 2019 resolution number 34, January 2, 2020 resolution number 3, and January 4, 2021 resolution number 3, 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.

BE IT FURTHER RESOLVED that consideration of the Town Board will occur annually at the Town Board Organization Meeting.

RESOLUTION 04-2026

RE-APPOINTMENT OF ETHICS COMMITTEE MEMBERS

On motion of Supervisor LeFeber seconded by Councilman Drozdziel the following resolution was ADOPTED – Aye – LeFeber, Mairs, Drozdziel, Coyne, Hayes Nay – 0

RESOLVED, to re-appoint Deputy Supervisor Thomas Mairs, The Rev. Dr. Thomas Taylor, and Kitty Bressington to the position Ethics Committee Members, terms to expire December 31, 2026.

RESOLUTION 05-2026

RE-APPOINTMENT OF YOUTH RECREATION COMMITTEE MEMBERS

On motion of Deputy Supervisor Mairs seconded by Councilman Coyne the following resolution was ADOPTED – Aye – LeFeber, Mairs, Drozdziel, Coyne, Hayes Nay – 0

RESOLVED, to re-appoint the following to the Avon Youth Recreation Committee, terms to expire December 31, 2026.

Emily Cosimano, Chairwoman
Kelly Greenway
Allison Hayes

Kelly Montague
Jody Rumfola

RESOLUTION 06-2026

SETTING DATE, TIME AND PLACE OF 2026 TOWN BOARD MEETINGS

On motion of Deputy Supervisor Mairs seconded by Supervisor LeFeber the following resolution was

ADOPTED – Aye – LeFeber, Mairs, Drozdziel, Coyne, Hayes Nay – 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 2026 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 and/or other electronic conferencing:

Date	Time
January 8, 2026	6:00 P.M.
January 22, 2026	6:00 P.M.
February 12, 2026	6:00 P.M.
February 26, 2026	6:00 P.M.
March 12, 2026	6:00 P.M.
March 26, 2026	6:00 P.M.
April 9, 2026	6:00 P.M.
April 23, 2026	6:00 P.M.
May 14, 2026	6:00 P.M.
May 28, 2026	6:00 P.M.
June 11, 2026	6:00 P.M.
June 25, 2026	6:00 P.M.
July 9, 2026	6:00 P.M.
July 23, 2026	6:00 P.M.
August 13, 2026	6:00 P.M.
August 27, 2026	6:00 P.M.
September 10, 2026	6:00 P.M.
September 24, 2026	6:00 P.M.
October 8, 2026	6:00 P.M.
October 22, 2026	6:00 P.M.
November 5, 2026	6:00 P.M.
November 19, 2026	6:00 P.M.
December 10, 2026	6:00 P.M.
December 30, 2026	6:00 P.M.

RESOLUTION 07-2026

DESIGNATING OFFICIAL BANKS

On motion of Deputy Supervisor Mairs seconded by Councilman Drozdziel the following resolution was ADOPTED – Aye – LeFeber, Mairs, Drozdziel, Coyne, Hayes Nay – 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 2026. (Tompkins Bank and Community Bank)

RESOLUTION 08-2026

DESIGNATING OFFICIAL NEWSPAPER

On motion of Deputy Supervisor Mairs seconded by Councilman Hayes the following resolution was ADOPTED – Aye – LeFeber, Mairs, Drozdziel, Coyne, Hayes Nay – 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.

RESOLUTION 09-2026

ADOPTION OF 2026 FEE SCHEDULE

On motion of Supervisor LeFeber seconded by Deputy Supervisor Mairs the following resolution was ADOPTED – Aye – LeFeber, Mairs, Drozdziel, Coyne, Hayes Nay – 0

RESOLVED, that the Town Board of the Town of Avon hereby adopts the following 2026 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
Mobile Homes – with foundation	.15 sq. ft.	\$200.00 Min
Mobile 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	\$25.00
Planning Board/Zoning Board of Appeals Publication Fees	\$45.00 per notice
Area/Use Variance	\$15.00
Site Plan Review	\$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:

Tyle 1 & 2 Solar Energy	\$5.00/KW
Other professional fees as they apply within 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	\$750.00
Grave Opening – Still born, youth size and cremations	\$500.00
South Avon Cemetery plot (approx. 4x4) with corner markers	\$625.00
Weekend – Holiday Burials Additional	\$300.00

Town Clerk

Service Fees:

Photocopies (per page)	\$0.25
E-Z Pass	\$25.00

Dog Fees:

Annual License: Spayed/Neutered	\$10.00
Unspayed/Unneutered	\$15.00
Guide or Service Dog (defined Article 7 of the State Ag. & Markets Law)	\$ 0.00
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
Supplements	Cost of last update divided by # of copies
Subdivision of Land – Chapter 113	\$25.00
Design Criteria and Construction Specifications for Land Development	\$25.00

Zoning – Chapter 130 \$25.00

Peddler/Solicitor:

For a person licensed as a hawker, peddler or solicitor:

For a period of six months or less \$25.00
For a period in excess of six months but not for more than one year \$100.00
Application for Operating Permit \$100.00

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

For a period of six months or less \$15.00
For a period more than six months but not for more than one year \$50.00

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 \$4,400.00
Tapping fees – over standard 1-inch service - as per quote
Meter Pit with above Current Cost
Meter Pit (includes meter) Current Cost
Termination of existing water service at water main \$800.00
Meter & Reader Below 1” Town Supplied
Meter & Reader Above 1” Current Cost
Shut off/turn on existing service \$32.50 per event
Remove meter in addition to water turn on/off \$12.50 per event
Inspection \$50.00 per visit

Dump Day Fees: (10 tire limit)

Motorcycle tires \$5.00
Car and small truck sixteen inches or under \$7.00
Large Pick-up truck or SUV tires over sixteen inches \$15.00
Dump truck \$25.00
Tractor Tire \$50.00
TV’S (one per household) No charge
Electronics, Misc To be determined

Engineering, Attorney & Other Professional Services:

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

RESOLUTION 10-2026

SETTING MILEAGE REIMBURSEMENT RATE CONSISTENT WITH THE LIVINGSTON COUNTY RATE

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

ADOPTED – Aye – LeFeber, Mairs, Drozdziel, Coyne, Hayes Nay – 0

RESOLVED, 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 **.725 per mile** and Google Maps beginning at the Opera Block/Town Hall must be attached to the voucher – excluding fieldwork.

RESOLUTION 11-2026
PROCUREMENT POLICY

On motion of Councilman Drozdziel seconded by Councilman Coyne the following resolution was ADOPTED – Aye – LeFeber, Mairs, Drozdziel, Coyne, Hayes Nay – 0

RESOLVED, to approve the Procurement Policy for 2026 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
- (l) 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

RESOLUTION 12-2026

RULES OF PROCEDURE OF THE AVON TOWN BOARD

On motion of Deputy Supervisor Mairs seconded by Councilman Drozdzziel the following resolution was ADOPTED – Aye – LeFeber, Mairs, Drozdzziel, Coyne, Hayes Nay – 0

RESOLVED, that the Rules of Procedures of the Avon Town Board are as follows:

**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
- 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, Town Clerk, and website
- 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 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 Hayes – Aye, Councilman Mairs – Aye, Supervisor LeFeber – Aye

DISCUSSION - SUPERVISOR'S APPOINTMENTS

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

Deputy Supervisor – Thomas Mairs

LGSS as the Town of Avon Accountants

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

RESOLUTION 13-2026

FLOATING HOLIDAYS FOR 2026

On motion of Deputy Supervisor Maris seconded by Councilman Hayes the following resolution was ADOPTED – Aye – LeFeber, Mairs, Drozdziel, Coyne, Hayes Nay – 0

RESOLVED, that July 7, 2026, and October 12, 2026, are the designated floating holidays for the Highway/Water Department. Town Clerks office to be determined.

RESOLUTION 14-2026

ADOPTION OF OFFICIAL TOWN OF AVON LETTERHEAD

On motion of Deputy Supervisor Mairs seconded by Councilman Drozdziel the following resolution was ADOPTED – Aye – LeFeber, Mairs, Drozdziel, Coyne, Hayes Nay – 0

RESOLVED, that the Town Board of the Town of Avon adopts 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.gov

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

Thomas Mairs, Deputy Supervisor
Malachy Coyne, Councilman
Clara Mulligan, Historian
Brian Shannon, Code Enforcement Officer
Faye Beshures, Town Clerk

DISCUSSION - OPEN ITEMS

Mr. Dave Willard of MRB Group provided the Board with an update on the Joint Water Project, noting that the project documentation has been prepared and submitted for agency review. He advised that a joint meeting between the Town and the Village of Avon is scheduled to be held on January 22, 2026, to further discuss the project. Supervisor LeFeber briefly addressed road repair efforts following last year's storm damage as well as future equipment needs. Additional discussion took place regarding potential grant programs and the State Environmental Quality Review Act (SEQRA) process.

On motion to adjourn by Deputy Supervisor Mairs seconded by Councilman Drozdziel and carried by all, the Board Meeting was adjourned at 7:07 P.M.

Respectfully submitted,

Faye Beshures