

**Special meeting of the Trustees, Village of Lyndonville was held on Tuesday, January 21, 2014 at the Village Hall. Meeting opened at 1:03 p.m.**

PRESENT: Mayor: Stephen C. McAvoy  
Trustees: Charles Covell  
James Tuk - Excused  
Ellen Tuohey  
Danny Woodward Jr.  
Clerk-Treasurer Teri Woodworth  
Supt. of Public Works Terry M. Woodworth - Excused  
Code Enforcement Officer Douglas Rue - Excused  
Attorney David Schubel - Excused  
Fire Chief Jason Gerety - Excused  
Public:

**Report – Clerk-Treasurer Woodworth**

- Village Registration Day - The Board discussed whether or not to have a Village Registration day for the March 18, 2014 Election.

**RESOLUTION NO 2014-5**

**VILLAGE REGISTRATION DAY**

**ON MOTION** of Trustee Covell, seconded by Trustee Woodward Jr., that the Village of Lyndonville will not have a registration day for the March 18, 2014 Election.

Vote: 4 Ayes (Covell, McAvoy, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

- Polling Place - The Board discussed the polling location and time.

**RESOLUTION NO 2014-6**

**POLLING PLACE FOR THE VILLAGE OF LYNDONVILLE MARCH 18, 2014 ELECTION**

**ON MOTION** of Trustee Tuohey, seconded by Trustee Covell, to set the polling place and hours for the Village of Lyndonville Village Election on March 18, 2014 to be as followings the hours from 12:00pm (noon) to 9:00pm and the location to be at the Village Hall 2 South Main Street, Lyndonville, NY 14098.

Vote: 4 Ayes (Covell, McAvoy, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

- Election Inspectors - Clerk-Treasurer Woodworth obtained a listed of active election inspectors from the Orleans County Board of Elections. The three current active Village residents are Patricia M. Gawne, Vida A. Johnston and Carla M. Woodworth. Clerk-Treasurer Woodworth has spoken with both Ms. Johnston and Mrs. Woodworth and they are available March 18, 2014 to be inspectors. Clerk-Treasurer Woodworth hasn't been able to contact Mrs. Gawne but would recommend the Board to appoint Mrs. Gawne as an alternate in the event Ms. Johnston or Mrs. Woodworth should not be available on Election day.

**RESOLUTION NO 2014-7**

**ELECTION INSPECTORS FOR THE MARCH 18, 2014 ELECTION**

**ON MOTION** of Trustee Tuohey, seconded by Trustee Woodward Jr., to appoint Vida A. Johnston and Carla M. Woodworth as the election inspectors for the March 18, 2014 Village Election and appoint Patricia M. Gawne as an alternate.

Vote: 4 Ayes (Covell, McAvoy, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

- Code Enforcement/Zoning Officer - Clerk-Treasurer Woodworth provided the Board with the job offer letter for Lynda Woolston that Mayor McAvoy would like to appoint at the new Code Enforcement/Zoning Officer of the Village of Lyndonville.

January 21, 2014

Lynda J. Woolston  
13885 Park Avenue  
Waterport, NY 14571

Dear Ms. Woolston,

The Village of Lyndonville is pleased to offer you part-time employment as the Code Enforcement Officer with the Village of Lyndonville with the following terms:

1. **Rate of pay:** \$ 19.00 per hour less applicable deductions.
2. **Mileage:** \$0.50 per mile for weekly Village inspection.
3. **Emergency Call Outs:** Paid at the hourly rate of pay for the number of hours worked as well as \$0.50 per mile from the Village Hall to the location.
3. **Hours of Work:** Approximately 4 hours each week. (Suggested Schedule: Tuesday 11:00am – 3:00pm, day and hours may vary with approval)
4. **Paid Leave:** Part-Time employee's are not eligible for paid holidays or paid vacation, sick or personal leaves. If a holiday should fall on the scheduled work day the employee will work an alternate day that week of their choice.

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5. **Obligations:** During your employment, you will report to Mayor Stephen C McAvoy. You will be expected to carry out the duties assigned to you in competent and efficient fashion. Attend monthly board meetings and provide a monthly report of activities. Complete the annual required New York State Code Enforcement training. Adhere to all Village of Lyndonville Policies and Procedures. If you have any concerns or questions you will be expected to bring them to your supervisor.

6. **Commencement of employment:** Your employment will commence on 1/28/2014.

Either you or the Village of Lyndonville may end this contract for any reason by giving ten (10) days advance written notice of termination. In the event cause for termination without notice exists, the Village of Lyndonville may terminate the contract immediately.

If you have any questions regarding any of these terms, please contact me immediately. If you are prepared to accept this offer of employment, please sign below in the space provided and a copy of this letter will be returned to you.

Sincerely,

Stephen C McAvoy  
Mayor

I have read and understand the conditions of the offer of employment set out above and I accept the Village of Lyndonville's offer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RESOLUTION NO 2014-8**  
**APPOINTMENT OF CODE ENFORCEMENT/ZONING OFFICER**

**ON MOTION** of Trustee Tuohey, seconded by Trustee Covell, to appoint Lynda Woolston as the new Code Enforcement/Zoning Officer of the Village of Lyndonville with the agreed upon terms.

Vote: 4 Ayes (Covell, McAvoy, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

**ON MOTION** of Trustee Tuohey, seconded by Trustee Woodward Jr., to adjourn the meeting at 1:25 p.m.

Vote: 4 Ayes (Covell, McAvoy, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

*Teri Woodworth*  
Clerk-Treasurer