

Draft Board Meeting Minutes

April 12, 2021

The Regular Meeting of the Nunda Village Board of Trustees was held on April 12, 2021, at the Nunda Government Center Building with the following present:

Mayor: Jack Morgan
Deputy Mayor: Darren Snyder
Trustees: Mell Allen
William McTarnaghan
Dr. Donald Wilcox

Police Chief: Ryan Dale
Water and Streets Superintendent: Troy Bennett
Sewer Chief Operator: Markus Hugi
Deputy Water and Streets Superintendent: Brian Emke
Code Enforcement/Zoning Officer: Mark Mullikin
Administrator/Clerk-Treasurer: LeRoy Wood
Deputy Clerk-Treasurer: Tammy McCallum

Mayor Morgan - called the meeting to order at 7:02 PM.

Roll Call: All present

Pledge of Allegiance: led by Mayor Morgan

Visitor Forum: None

Mayor Morgan opened Public Hearing on proposed 2021/2022 Municipal Budgets at 7:05 PM to discuss budget and answer all questions and inquiries to this process.

Approval of Minutes

A. March 8, 2021

MOTION was made by Trustee Wilcox to accept the minutes as presented, discussed, and reviewed, seconded by Trustee Allen. Carried 5-0.

B. March 22, 2021

MOTION was made by Trustee Wilcox to accept the minutes as presented, discussed, and reviewed, seconded by Trustee Allen. Carried 5-0.

Reports

A. Police

1. Monthly Reports-March 2021
2. Police Department Budget Sheet
3. Police Department Joint 2020 Annual Updated Document
4. Blotter System up and running
5. Body Cams
6. Police Reform
7. Court Security Forms
8. Cellphone
9. Court Security Budget

B. Code Enforcement/Zoning

1. Monthly Report-March 2021
2. Training being received online due to COVID-19 restrictions

C. Waste Water Treatment Plant

1. Departmental Activity Log-March 2021

D. Water/DPW

1. Departmental Activity Log-March 2021

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2. Only Two people in department due to loss of part time employee and another employee on worker's compensation
3. Backhoe leak-being shipped to vendor for review
4. Stumps have been grinded
5. New Town Building water & sewer hook-up assistance

E. Justice

1. Monthly Reports-March 2021

F. Treasurer's Reports

1. Monthly Bank Statement Account-March 2021
2. Collateralization Report-March 2021

Report received with less collateralization available-bank to be notified

3. Monthly Treasurer's Reports-March 2021

Discussion of **each fund** took place. The monthly Treasurer's Report was then compared to each bank account. All bank accounts ending balances *did match* the Treasurer's Report as presented. It was noted, the end of the fiscal year is upon us and that spending should be managed more tightly at this time.

The Balance Sheet, Detail of Revenues and Cash Receipts Journal, Detail of Expenditures and Cash Disbursements Journal - Statements were provided to each Board member **for each fund** for review, and discussion. Each reserve account was reviewed with the Village Board.

4. Payroll - #5 & 6-Certification Review
5. Departmental Activity Log-March 2021

G. ZBA/Planning Board

H. Youth Recreation

MOTION was made by Deputy Mayor Snyder to accept the departmental reports as given, seconded by Trustee Allen. Carried 5-0.

Approval of Invoices

A. Abstract No. 013

The Nunda Village Board of Trustees has reviewed and approve invoices for payment on Abstract no. 013 as follows:

GENERAL(A)	- \$ 11,997.77
WATER (F)	- \$ 45,743.75
SEWER (G)	- \$ 5,960.96
WWTP CIP (H)	- \$ 3,280.05
YOUTH (J)	- \$ _____00
TOTAL	- \$ 66,982.53

The **motion** was made by Trustee Wilcox, seconded by Trustee McTamaghan. Carried 5-0.

New Business

A. DPW Part-Time Laborer position

MOTION to hire Reverdy McCall as a part-time Laborer was made by Deputy Mayor Snyder at a rate of \$16.00 per hour, seconded by Trustee Wilcox. Carried 5-0.

B. SEQR for Land Acquisition Grant

Resolution No. 2021-012

WHEREAS, the Village of Nunda Village Board of Trustees (hereinafter referred to as Village Board) on March 8, 2021 declared its intent to be designated the Lead Agency for the Village of Nunda Water Quality Improvement Project Land Acquisition under the provisions of the State Environmental Quality Review (SEQR) Regulations; and

WHEREAS, the Village Board has provided written notices to this effect to the involved and interested agencies; and

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WHEREAS, the Village Board has not received any written objections from the involved agencies to the Board's being designated as the lead agency under the SEQR Regulations; and

WHEREAS, the Village Board has previously determined that it is the most appropriate agency to ensure the coordination of this Action and for making the determination of significance thereon under the SEQR Regulations.

NOW, THEREFORE BE IT RESOLVED that the Village Board does hereby designate itself as the lead agency for the Action identified above herein;

The **motion** made by Deputy Mayor Snyder, seconded by Trustee Allen. Carried 5-0.

Resolution No. 2021-013

WHEREAS, the Village of Nunda Village Board of Trustees (hereinafter referred to as Village Board) has determined the above referenced Action to be a Type 1 Action pursuant to Part 617 of the State Environmental Quality Review (SEQR) Regulations; and

WHEREAS, the Village Board has reviewed and accepted the completed Full Environmental Assessment Form Parts 1, 2, and 3 prepared by the MRB Group (Village Engineer) and Phase I Environmental Site Assessment prepared by Lu Engineers; and

WHEREAS, the Village Board has completed the coordinated review and public comment period provided for under the SEQR Regulations; and

WHEREAS, the Village Board has designated itself as lead agency under the SEQR Regulations for making the determination of significance upon said action on a separate resolution at the April 12, 2021 meeting; and

WHEREAS, the Village Board has given consideration to the criteria for determining significance as set forth in Section 617.7(c) (1) of the SEQR Regulations and the information contained in Full Environmental Assessment Form Parts 1, 2, and 3.

NOW THEREFORE BE IT RESOLVED, that said Action **WILL NOT** result in any significant adverse environmental impacts based on the review of the Full Environmental Assessment Form; and

BE IT FINALLY RESOLVED that the Village Board does hereby make a Determination of Non-Significance on said Action, and the Village Supervisor is hereby directed to sign the Full Environmental Assessment Form (EAF) Part 3, the Negative Declaration, as evidence of the Village Board determination of environmental non-significance.

The **motion** made by Trustee Wilcox, seconded by Trustee McTarnaghan. Carried 5-0.

Mayor **signed** the SEQR FEAF Part 3 – Negative Declaration

C. Spectrum Cable Television Franchise Agreement/Public Hearing

D. Fair Housing Month

Resolution No. 2021-014

WHEREAS, in accordance with Title VIII Fair Housing Policy of the Civil Rights Act of 1968 and the Fair Housing Amendments Act of 1988 and,

WHEREAS, the month of April 2021 has been designated by the U.S. Department of Housing and Urban Development's Office of Fair Housing and Equal Opportunity as Fair Housing Month,

NOW THEREFORE BE IT RESOLVED, that the Village Board of Nunda hereby declares and proclaims April 2021 as Fair Housing Month in the Village.

The **motion** was made by Trustee Wilcox, seconded by Trustee McTarnaghan. Carried 5-0.

E. Livingston County Development Corporation – 2021 First Impressions Program Grant

F. Economic Development MOU renewal

MOTION was made by Deputy Mayor Snyder to allow the Village of Nunda to enter into a Memorandum of Understanding with Livingston County Economic Development Corporation for the year beginning June 1, 2021 through May 31, 2022 at a cost of \$ 4,000.00 annual to assist in developing and engaging in community and economic development incentives to enhance better marketing strategies for the Village of Nunda, seconded by Trustee McTarnaghan. Carried 5-0.

G. CDBG Drawdown #19

Resolution No. 2021-015

CDBG No. 831HR350-18 Drawdown No.19

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BE IT RESOLVED that the Nunda Village Board of Trustees approve the bills for payment on CDBG No. 831HR350-18 Drawdown No. 19 in the amount of \$26,501.45 once funding has been received for the following vendor list:

Townline General Contractor – (Wood; final payment)	\$ 3,000.00
Thoma Development - Program Delivery & Administration	\$23,501.45

The **motion** was made by Trustee Wilcox, seconded by Trustee Allen. Carried 5-0.

H. Public Hearing on Budget

Loader Discussion

Resolution No. 2021-016

BE IT RESOLVED that the Nunda Village Board of Trustees **adopt** the 2021-2022 Budget of the Village of Nunda as follows:

GENERAL FUND:	\$ 727,053.00
SEWER FUND:	\$ 251,205.00
WATER FUND:	\$ 336,892.00
YOUTH RECREATION:	\$ 20,475.00

Grand Total Amount is \$1,335,625.00 with \$465,000.00 to be raised by taxes for the General Fund at the Tax Rate of \$10.612378 per thousand with an increase of \$0.076519 per thousand assessed. The Water Debt Charge will decrease \$0.06 from \$29.59 to \$29.53 per quarter, per living unit. The Sewer Debt Charge will increase \$0.29 from \$4.56 to \$4.85 per quarter, per Sewer Unit.

The 2021-2022 General Fund Budget was increased \$5,000.00 for additional funding needed to purchase/replace current loader listed within this budget.

With no further discussion to be held, the **motion** to adopt the 2021/2022 Village Budget and close the Public Hearing was made by Trustee Wilcox, seconded by Trustee McTarnaghan at 7:54 PM. Carried 5-0.

I. Nunda Fundays

Trustee McTarnaghan mentioned Nunda Fundays this year and Memorial Day services that will take place in three locations in the greater Nunda area.

J. Americana Days

MOTION was made by Deputy Mayor Snyder to allow Americana Days in the Village of Nunda to take place July 10, 2021 and to use the Village Mall area as a staging place for activities conditional upon local vendors approval, seconded by Trustee Allen. Carried 5-0.

Old Business

A. Land Acquisition Grant Status -Quarterly Reports

Administrator Wood provided an update on quarterly reporting to NYSDEC and the status of the land acquisition. Quarterly Reports were submitted to NYSDEC. Request for reimbursement for the Phase I Environmental Assessment was sent to NYSDEC. Reimbursement rate is 75/25% split.

B. WWTP CIP Status

C. Local Law #1 of 2009 – Property Maintenance Code-Revitalization Review Board

MOTION was made by Mayor Morgan to appoint the following individuals to the Revitalization Board in accordance with Local Law #1 of 2009-Property Maintenance Code:

Kate Kemp
Patricia Piper
Gary Payne

The **motion** was seconded by Trustee McTarnaghan. Carried 5-0.

D. Sidewalks/Benches placement

E. Dogs

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F. Trees-Arbor Day (Week)

MOTION was made by Trustee Wilcox in declaring the week of April 26th through May 1st, 2021 as Arbor Day Week Celebration in the Village of Nunda, seconded by Trustee Allen. Carried 5-0.

G. Lorena Bennett hook into municipal water services

MOTION was made by Deputy Mayor Snyder to allow Lorena Bennett of 1765 State Route 436 in the Town of Nunda to hook into the Village of Nunda municipal water services at her own expense with the understanding Town approval will be needed and that a contract will be generated between the Village and the homeowner, seconded by Trustee Wilcox. Carried 5-0.

H. Employee Accruals -request to keep earned accruals while working through COVID-19 Pandemic in 2020-2021 and not able to take regular time-off

MOTION was made by Deputy Mayor Snyder to allow all village employees with earned accruals in 2020-2021 be allowed to keep said accruals without losing them due to the COVID-19 Pandemic, seconded by Trustee Allen. Carried 5-0.

I. Tax Abatement discussion

Mayor Morgan and Deputy Mayor Snyder discussed the abatement on village owned properties outside the municipal limits have expired and that contact with Town of Nunda officials and Keshequa School District officials should take place.

Other Business

A. Disposition of Invoices

Administrator Wood provided to the Board the disposition of invoices dated back to 2012 through 2014 that met the LGS-1 standard for destruction. All invoices prior to and including these dates were disposed of.

B. Donald Hooker Solicitation Permit Renewal for Papa Don's

MOTION was made by Trustee Allen to allow the Administrator/Clerk-Treasurer to issue a *no-fee soliciting permit* to Donald Hooker, DBA Papa Don's, for the purposes of selling hot dogs, chips, sausages, pulled-pork, and non-alcoholic beverages to the public so long as vendor abides by all New York State and local Department of Health rules and regulations pertaining to public safety measures with food preparation and distribution.

This permit will expire December 31, 2021. The motion was seconded by Trustee McTarnaghan. Carried 5-0.

C. Action Plans for Department Heads

Mayor Morgan discussed the need for department heads to plan accordingly and that action plans should be used in planning significant responsibilities within their department. More information will be provided at a later date.

Policy Review

None at this time

Communications / Informational / Discussion Items

A. Website design

B. Softball Field Rolling

C. Water Meter Reader

MOTION was made by Deputy Mayor Snyder to purchase water meter reader equipment and training services contingent on availability of funding because old equipment is outdated and failing, seconded by Trustee Wilcox. Carried 5-0.

D. Superintendent Bennett and Deputy Superintendent Emke stated their concern with pay equity in the village among all municipal employees. Deputy Emke stated he believes he has seniority and should be paid at a higher rate than other employees. Superintendent Bennett stated his pay raises are not consistent or to the level of other municipal employees. Mayor Morgan and Trustee Wilcox stated they would be happy to sit with all department heads to discuss any concerns dealing with pay. Trustee Wilcox stated after May 1st would work for him as this will also allow for time to formulate and analyze payroll information on all municipal employees.

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E. Village Building at 1 Mill Street

Mayor Morgan stated he has been working to add the Village building at 1 Mill Street to the National Registry. Other items with this building is to add 2nd floor access for handicapped individuals whether it be via an elevator or other lift for all to gain access.

F. Mayor Morgan mentioned the GVC Grant for Murals to be painted.

Adjournment

MOTION was made to adjourn by Trustee Allen, seconded by Trustee McTarnaghan at 10:06 PM.

Respectfully submitted,

LeRoy J. Wood
Administrator/
Clerk-Treasurer