

December 10, 2019

The Regular Meeting of the Nunda Village Board of Trustees was held on December 10, 2019 at the Nunda Government Center Building, at 6:30 PM with the following present:

Mayor: Jack Morgan
Deputy Mayor: Darren Snyder
Trustees: Mel Allen
William McTarnaghan
Donald Wilcox

Water and Streets Superintendent: Troy Bennett
Waste Water Treatment Operator: Markus Hugi arrived at 6:51 PM
Code Enforcement/Zoning Officer: Mark Mullikin
Planning Board Chairperson: Alex Pierce
Administrator/Clerk-Treasurer: LeRoy Wood

Citizens: Joan Shoemaker (3) Civilians

Mayor Morgan - called the meeting to order at 6:30 PM

Roll Call: All present

Pledge of Allegiance: Led by Mayor Morgan

Visitor's Forum: Joan Shoemaker

Joan presented information on Historical Preservation within the community. Three bids were received and reviewed thoroughly from vendors looking to provide the services of identifying places in the Town of Nunda and Village of Nunda. Landmark Society was recommended as the vendor that has the experience, local, deliverables outlined, contact with public, contacts with New York State organizations, and ability to provide the most definitive service.

The three bids were reviewed by the Village Board at this time.

Trustee Wilcox asked if there were any additional advantages with working with the Landmark Society. Joan stated the identity of historical districts, recording of data, and tax advantages for the property owners should work in preserving these locations were to happen.

Mayor Morgan asked Administrator Wood to visit the Town Board Meeting and ask if they would be willing to allow the Village to take the lead and be lead agency in this joint venture.

Administrator Wood returned. The Town Board stated they would pass a Board action having the Village be the lead agent in joint venture Historical Preservation Program.

Mayor Morgan discussed the monetary requirements of both municipalities would be minimal as the organized group reviewing all bids and other information would be submitting for a grant to help offset costs. The Preservation Grant would provide an 80/20 split with the grant covering 80% of costs (up to \$10,000.00) and the municipalities the other 20%. Landmark Society submitted a proposal for \$14,000.00 to complete services for the two municipalities. The grant would pay \$10,000.00 and the municipalities \$2,000.00 each. More to come on finances and grant writing requirements. The grant would need to be submitted by March 2020.

Mayor Morgan thanked Joan for her presentation and that the Village Board will take action later in this meeting to formally establish a committee on Historical Preservation.

Approval of Minutes

A. November 12, 2019

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

Reports

A. *Police*

1. Nunda Police Department Monthly Report – November 2019
2. *Draft* Police Commissioner's Board Meeting Minutes dated-December 2, 2019
3. 2020 Police Commissioner's Board Meeting Schedule
4. Cameras at the gazebo discussed
5. Cutback of hours worked
6. Mayor Morgan stated petitioning the governor on the new laws coming into effect January 1, 2020.
7. Recruit officers update

B. Code Enforcement/Zoning

1. Monthly Report-November 2019

C. Waste Water Treatment Plant

1. Departmental Activity Log-November 2019
2. Land spreading update

Concerns with availability of vendor who provides this service. Samples were completed in September 2019 and still waiting to spread. Chief Hugi mentioned a contract in place with provisions to spread and timelines set.

D. Water/DPW

1. Departmental Activity Log-November 2019

E. Justice

1. Monthly Reports-November 2019

F. Treasurer’s Reports

- 1. Monthly Bank Statement Account-November 2019
- 2. Collateralization Report-November 2019
- 3. Monthly Treasurer’s Reports-November 2019
- 4. Payroll - #23, #24-Certification Review
- 5. Departmental Activity Log-November 2019

Discussion of **each fund** took place. The monthly Treasurer’s Report was then compared to each bank account. All bank accounts ending balances *did not match* the Treasurer’s Report as presented. November 2019 interest earned on all accounts was posted in December 2019, per bank statement.

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. Noted, budget modifications will need to occur next month to correct the Expenditure Reports in the following funds; General. The monthly Collateralization Report did provide enough funding as required. Each reserve account was reviewed with the Village Board. Administrator/Clerk-Treasurer Wood stated we are the six-month mark of the fiscal year and even though spending trends show higher percentages still available; there is debt and other payments later in the year that will need to be paid. There is a concern with spending and a close watch will be in place.

- G. ZBA/Planning Board
- H. Youth Recreation

MOTION was made by Trustee Wilcox that the Nunda Village Board of Trustees accepts the reports as reviewed, presented, and discussed, seconded by Trustee McTarnaghan. Carried 5-0.

Approval of Invoices

A. Abstract No. 07

The Nunda Village Board of Trustees has reviewed and approve invoices for payment on Abstract no. 007 as follows:

GENERAL(A)	- \$ 9,692.73
WATER (F)	- \$ 4,216.77
SEWER (G)	- \$ 6,146.05
YOUTH (J)	- \$ 38.86
WWTP CIP (H)	- <u>\$ 5,959.80</u>
TOTAL	- \$ 26,054.21

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

New Business

A. Resignation of Village Justice-James R. Mann Jr/Resolution to close bank accounts and create one account per court clerk/replacement justice

Resolution No. 2019-037

BE IT RESOLVED that the Nunda Village Board of Trustees accepts the resignation of James R. Mann Jr. as the Nunda Village Justice effective December 1, 2019.

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

Resolution No. 2019-038

BE IT RESOLVED that the Nunda Village Board of Trustees approves the closing of two Five Star bank accounts with James R. Mann Jr., Village of Nunda Justice, and transferring any existing funds into a *newly* created non-interest-bearing bank checking account for the Justice Department for the Village of Nunda.

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

Resolution No. 2019-039

BE IT RESOLVED that the Nunda Village Board of Trustees appoints the Honorable Gordon Wilson as Interim Village of Nunda Justice in accordance with; State of New York, Unified Court System, Seventh Judicial District Assignment Orders.

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

B. Reconnaissance Preservation Survey-Establish Team/Goals/Timeline/Funding

C. CDBG No. 831HR350-18 Applicant Review/Discussion/Approval/distribute current list of approved/under review/ineligibles

Resolution No. 2019-040

WHEREAS, the Village of Nunda has received grant funding from the Office of Community Development in the manner of a Community Development Block Grant, Project No. 831HR350-18, and

WHEREAS, the community can submit an application for said funding for repairs to private residents,

NOW THEREFORE, BE IT RESOLVED that the Nunda Village Board of Trustees approve the application from Margaret B. Bennion residing at 10 Water Street, Nunda, New York for Community Development Block Grant funding for repairs to their home as recommended by the Village of Nunda's consultant, Thoma Development Consultants totaling \$27,555.00.

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

Resolution No. 2019-041

WHEREAS, the Village of Nunda has received grant funding from the Office of Community Development in the manner of a Community Development Block Grant, Project No. 831HR350-18, and

WHEREAS, the community can submit an application for said funding for repairs to private residents,

NOW THEREFORE, BE IT RESOLVED that the Nunda Village Board of Trustees approve the application from Melissa S. Smith residing at 4 Fair Street, Nunda, New York for Community Development Block Grant funding for repairs to their home as recommended by the Village of Nunda's consultant, Thoma Development Consultants totaling \$23,655.00.

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

D. CDBG Drawdown No. 4: \$11,655.00

Resolution No. 2019-042

BE IT RESOLVED that the Nunda Village Board of Trustees approve the bills for payment on CBDG No. 831HR350-18 Drawdown No. 4 in the amount of \$11,655.00 once funding has been received. The vendors listed are Townline Construction (\$6,925.00/Lennox) and J. Mann Construction (\$4,730.00/Genova) for work to be completed at two local residents' homes.

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

E. 14 Massachusetts Street-currently listed as a 2:2 Water/Sewer residence/apartment - 2 living units on these premises. Homeowner requested to change to a 1:1 residence. Request adjustment to water/sewer bill account #1614.

MOTION was made by Trustee Allen to reduce water/sewer billing account #1614, \$308.52 and establish this location as a 1:1 ratio water/sewer service as this residence no longer provides a second living unit as an apartment, seconded by Deputy Mayor Snyder. Carried 5-0.

F. Water System Extension-MRB Group

Deputy Mayor Snyder and Superintendent Bennett have been in contact with the Village Engineer discussing options to extend the current water and sewer services further out into the Town of Nunda for possible business opportunities. Schematics have been made allowing for water pressure available to accommodate extension.

Old Business

- A. Local Traffic Laws
- B. WWTP CIP – Update
- C. Truck Purchases

MOTION was made by Trustee Wilcox to move forward with the purchase of one 2020 Ram 1500 Crew 4X4 at a price quoted by Maple City Dodge so long as all specifications are met for a price of \$32,521.00, seconded by Deputy Mayor Snyder. Carried 5-0.

MOTION was made by Deputy Mayor Snyder to pursue leasing options through the New York State Office of General Services portal for a vehicle for the Waste Water Treatment Plant Department for pricing and availability to be presented at the next regularly scheduled Board Meeting in January 2020, seconded by Trustee Allen. Carried 5-0.

D. Emergency Response Plan-completed/updated

Superintendent Bennett and Administrator Wood collaborated in revising the current Plan as this document has been distributed to all departments and governing board members.

Chief Hugi requested to have the Waste Water Treatment Plant Emergency Response Plan incorporated into the DPW/Water Plan. Administrator Wood recommended keeping these plans separate but filed together for easy access as needed. Chief Hugi is still working on updating his plan and will submit forthwith.

Policy Review

A. Employee Policy distributed for annual review
- Time-Off Approval

MOTION was made by Trustee Wilcox to approve amending the Employee Policy - Section IX. VACATION FOR FULL-TIME EMPLOYEES, subsection B. SCHEDULING/APPROVALS to require employees to seek approval for any time-off from work from their next immediate supervisor, seconded by Trustee Allen. Carried 5-0.

- Time-Off for Part-time employees

MOTION was made by Trustee Wilcox to provide part-time employee Ray Houtz with a \$.50 pay increase per hour worked effective December 9, 2019, seconded by Trustee Allen. Carried 5-0.

- Comp Time

Mayor Morgan stated he wanted gather additional information before making any decisions on the COMP Time as written within the Employee Policy.

Other Business

A. Nunda Historical Preservation Board

MOTION was made by Trustee Wilcox to designate the Village of Nunda as the Lead agent in

this joint venture with the Town of Nunda for the National Historical Preservation of local sites that fall within the parameters of historical in nature, seconded by Mayor Morgan. Carried 5-0.

Resolution No. 2019-043

BE IT RESOLVED that the Nunda Village Board of Trustees approves creating the Greater Nunda Historical Preservation Board consisting of the following members: (2) Village Board Members, (2) Town Board Members, (2) Nunda Historical Society Members, and (1) Planning Board Member.

The **motion** was made by Mayor Jack Morgan, seconded by Deputy Mayor Snyder. Carried 5-0.

B. Cats

Trustee Wilcox discussed community concerns for the population of feral cats.

Avon/Hornell Humane Societies have both been contacted. Mayor Morgan stated there would need to be a colony manager in place – a volunteer.

Communications/Information Items

A. Village Associations Dinner in February 2020-Nunda sponsoring

Adjournment

With no further business to be discussed, the motion to adjourn was made by Deputy Mayor Snyder at 8:24 PM, seconded by Trustee Allen.

Respectfully submitted,

LeRoy J. Wood
Administrator/
Clerk-Treasurer