

# Draft Meeting Minutes for viewing purposes

March 10, 2020

The Regular Meeting of the Nunda Village Board of Trustees was held on March 10, 2020 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 Plant Chief Operator:** Markus Hugi  
**Planning Board Chairperson:** Alex Pierce  
**Administrator/Clerk-Treasurer:** LeRoy Wood

**Citizens:** Ron Adam

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

**Roll Call:** All present

**Pledge of Allegiance:** Led by Trustee McTarnaghan

**Visitor's Forum:** None

## **Mayor's Minute:**

Mayor Morgan Presented Superintendent Bennett with a Certificate of Appreciation for the Department of Public Works. Mayor Morgan thanked Superintendent Bennett and his staff for their continued exceptional work performed and community involvement.

## **Approval of Minutes**

A. February 11, 2020

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

## **Reports**

A. *Police*

1. Nunda Police Department Monthly Report-February 2020
2. Police Commissioners Board Meeting Minutes-March 2, 2020-Draft version provided for review and discussion.

### 2. Budget Modifications

Trustee/Police Commissioner Allen stated the last Police Commissioners Meeting was held at Baldwins Business Solutions to discuss the current Joint Police Department Budget. Trustee Allen stated how well the meeting went in defining all aspects of the Police Department Joint Budget. In order to correct certain measures within the budget the following modifications were presented.

From	Protective Services – DWI	SP3120.1B	\$ 6,000.00	
To	Protective Services	SP3120.1		\$ 6,000.00
From	Reserve – Police DWI	SPUB	\$ 5,525.33	
To	Protective Services – DWI	SP3120.1B		\$ 5,525.33

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**MOTION** was made by Trustee Allen to approve budget modifications as discussed and approved by the Joint Police Department Commissioners on March 2, 2020, seconded by Deputy Mayor Snyder. Carried 5-0.

### B. Code Enforcement/Zoning

1. Monthly Report-February 2020

### C. Waste Water Treatment Plant

1. Departmental Activity Log-January & February 2020
2. Update on Report to DEC-Manhole Inspection Progress

Chief Hugi stated he will be participating in a conference call with the municipal engineer and the electrical contractor for the WWTP CIP to discuss options in that with the capital project and having enough power available to run the new systems needs to be decided between the engineer, contractors and NYSDEC.

Chief Hugi stated NYSDEC has provided a boilerplate template for manhole inspections. Chief Hugi stated he would review and incorporate manhole inspections and flushing annually into our own local policy. This will be forthcoming.

Chief Hugi stated Spring land spreading testing will be ready to go in a couple of weeks.

### D. Water/DPW

1. Departmental Activity Log-February 2020
2. 2020 Seasonal Clean-up Schedule
3. 2019 Water Withdrawal Report filed with NYSDEC

Superintendent Bennett stated his staff has started cleaning out catch basins.

Meeting with local NYSDOT personnel about trees in the mall area and the village's responsibility. As part of a green space initiative at one time, the trees were planted. The village would need to research this initiative and if we would like to remove these trees that are damaging our underground infrastructure, we might be required to plant another type tree that would not cause as much damage in the future.

Superintendent Bennett stated because of the annual inspection of the Village Park, new equipment will need to be purchased to replace damaged or broken equipment now.

Superintendent Bennett stated he will need to research pricing on painting the water tanks at the water plant. Concern here is possible lead paint being used in the past.

### E. Justice

1. Monthly Reports-February 2020

### F. Treasurer's Reports

1. Monthly Bank Statement Account-February 2020
2. Collateralization Report-February 2020
3. Monthly Treasurer's Reports-February 2020
4. Payroll - #3, #4, #5-Certification Review
5. Departmental Activity Log-February 2020

Discussion of each fund took place. The monthly Treasurer's Report was then

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compared to each bank account. All bank accounts ending balances ***did not match*** the Treasurer's Report as presented. Interest received for each account was posted in March 1, 2020 making the accounts not match the bank statements for February 2020.

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 are being recommended this month to correct any account in the negative. The monthly Collateralization Report did not provide enough funding as required. Each reserve account was reviewed with the Village Board.

## G. ZBA/Planning Board

Chairperson Pierce stated the Planning Board is working on the Town's Solar Law.

Two seats are available to be filled on this Board.

## H. Youth Recreation

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

### **Approval of Invoices**

#### A. Abstract No. 10

The Nunda Village Board of Trustees has reviewed and approve invoices for payment on Abstract no. 010 as follows:

GENERAL(A)	- \$ 18,258.91
WATER (F)	- \$ 2,955.11
SEWER (G)	- \$ 5,035.79
YOUTH (J)	- \$ .00
WWTP CIP (H)	- \$ <u>.00</u>
<b>TOTAL</b>	<b>- \$ 26,249.81</b>

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

### **New Business**

#### A. A. Main Streets Goes Blue - Colorectal Cancer Awareness Month

##### **Resolution No. 2020-010**

**WHEREAS**, colorectal cancer is the third most commonly diagnosed cancer and the second most common causes of cancer deaths for men and women in the United States;

**WHEREAS**, colorectal cancer affects both men and women equally;

**WHEREAS**, the vast majority of colorectal cancer deaths can be prevented through proper screening, early detection and education;

**NOW THEREFORE, BE IT RESOLVED** that the Nunda Village Board of Trustees recognizes March 2020 as "Colorectal Cancer Awareness Month" and supports the Main Streets Go Blue initiative targeting 80% of the population screened for colorectal cancer by the year 2020.

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

#### B. CBDG Drawdown No. 7: \$15,000.00

##### **Resolution No. 2020-011**

CBDG No. 831HR350-18 Drawdown No. 7: \$15,000.00

**BE IT RESOLVED** that the Nunda Village Board of Trustees approve the bills for payment on CBDG No. 831HR350-18 Drawdown No. 7 in the amount of \$15,000.00 once funding has been received. The vendor listed is *J. Mann Construction* for work completed at one local residents' home-Genova.

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

### C. Budget Modifications

From:	A1990.4 Contingency	\$12,015.90	
To:	A1110.4 Justice Contractual	\$ 100.25	
	A1620.4 1 Mill Street Bldg	\$ 2,017.86	
	A5110.4 Streets Contractual	\$ 4,897.79	
	A7110.4 Parks	\$ 500.00	
	A7550.4 Flags	\$ 500.00	
	A9050.8 Unemployment	\$ 4,000.00	
From:	A2770 Unclassified Revenues	\$ 4,100.00	
	A6497.4 Economic Development	\$ 4,100.00	

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From:	F8330.4 Utilities Contractual	\$ 4,737.42	
To:	F8340.4 Transmission Contractual	\$ 4,737.42	

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From:	H3991 State Aid Received	\$27,000.00	
To:	H1440.4 Engineering	\$27,000.00	

The **motion** was made by Trustee McTarnaghan to approve budget modifications as presented by Administrator Wood to the Village Board of Trustees, seconded by Trustee Wilcox. Carried 5-0.

### D. Agreement for Land Acquisition-discussion

### E. Extension of State Snow & Ice Control

#### **Resolution No. 2020-012**

RESOLVED, that pursuant to Highway Law Section 12 providing for snow and ice control on State highways within the Village of Nunda, the Mayor and Water and Streets Superintendent are directed to execute a contract with County Highway Superintendent of the County of Livingston for the Village of Nunda to undertake and perform snow and ice control on State highways located in the village for the period beginning July 1, 2019 and ending June 20, 2024 at the rates provided within the contract agreement.

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

### F. Water/sewer Account #1587-Rice overuse possible leak and payment discussion

### G. Wire Transfer to pay debt \$ 44,184.38

**MOTION** was made by Mayor Morgan to direct Administrator Wood to process a wire transfer to the municipality's financial institution for payment of principal and interest charges for infrastructure debt due in the amount of \$44,184.38, seconded by Trustee Allen. Carried 5-0.

### H. Water/Sewer Account #1376 (Claud) adjustment

**MOTION** was made by Trustee Allen to reduce water/sewer bill \$101.25 on Account #1376 for overcharging on most recent invoice, seconded by Deputy Mayor Snyder. Carried 5-0.

### I. Superintendent Bennett approval to attend annual NY Rural Water Association Training Workshop, May 18-20, 2020, Lake Placid, NY

**MOTION** was made by Deputy Mayor Snyder to approve Superintendent Bennett to attend annual NY Rural Water Association Training to further increase his professional knowledge from May 18-20, 2020, Lake Placid, NY, seconded by Trustee Wilcox. Carried 5-0.

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J. Fire Department quarterly water/sewer bill

Deputy Mayor Snyder stated the concerns of the local volunteer fire department paying the village each quarter for debt.

**MOTION** was made by Trustee Allen to remove debt charges effective immediately for the Nunda Fire Department.

Mayor Morgan asked for any additional comments before final vote. Administrator Wood stated there would need to be a discussion on changing local law that mandates residents, businesses, and organizations the requirement of paying this debt charge quarterly. Mayor Morgan thank Administrator Wood for bring this to the table for discussion and that changes would be made in the future.

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

### **Old Business**

A. Budget-schedule meeting end of March 2020 to review Tentative Budget

**MOTION** was made by Mayor Morgan to hold an additional Village Board of Trustees Meeting on March 31, 2020, at 7:00 PM, at the Nunda Government Center to discuss, formulate and review the 2020/2021 Village of Nunda Tentative Budget, seconded by Deputy Mayor Snyder. Carried 5-0.

B. WWTP CIP-update

C. Truck Purchases - Update

Trustee Allen stated there has been much discussion on the purchase of a truck for the WWTP. In reviewing the usage of the current truck, a total of only 4,000 miles driven over the past three years was completed.

Trustee Allen asked Superintendent Bennett if the current WWTP truck was usable. Superintendent Bennett stated the truck needs four new tires and a replacement bed.

Deputy Mayor Snyder added that it would be a lot of money spent for a truck driven a few thousand miles over a three-year period.

**MOTION** was made by Trustee Allen to approve a transfer of the 2011 DPW truck to the Waste Water Treatment Plant Department once the truck has been serviced with new tires and repairs to the driver's seat, seconded by Trustee McTarnaghan. Carried 5-0.

**MOTION** was made Deputy Mayor Snyder to allow Superintendent Bennett to spend, not to exceed \$5,000.00, to upgrade the Waste Water Treatment Plant truck with a new aluminum flat bed, tires, and other various repairs and then *take possession* of said truck for DPW Department uses, seconded by Trustee Allen. Carried 5-0.

D. Emergency Response Plan-WWTP-provided for review

E. Land Acquisition Grant-update-Mtg w/DEC, March 11, 2020 @ 12:30PM

F. Sidewalk to Kiwanis for student safety

Deputy Mayor Snyder stated; he, Trustee Allen and Superintendent Bennett met with a local NYSDOT representative and were looking to be moving in the right direction as to getting this sidewalk started and completed.

G. Internal Control Audit

H. Wayfinding Study through Livingston County

### **Policy Review**

A. Internet, Email, and Computer Use Policy

**MOTION** was made by Trustee Wilcox to adopt changes into the current Internet, Email and

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Computer Use Policy, seconded by Trustee Allen. Carried 5-0.

### B. Social Media Policy

**MOTION** was made by Trustee Allen to adopt Social Media Policy as presented by Administrator Wood to further provide guidance in managing the municipalities social media platform that will better inform the public, seconded by Trustee McTarnaghan. Carried 5-0.

### **Other Business**

A. Schedule Tri-Board Meeting with Town/Keshequa/Village-schedule March 28, 2020, 9:00-10:00 AM.

### **Communications/Information Items**

A. Village Associations Dinner-Thursday, April 16, 2020-Nunda  
State Senator Borrello to attend.

### **Adjournment**

With no further business to be discussed, the motion to adjourn was made by Trustee McTarnaghan, seconded by Trustee Wilcox at 8:46 PM.

Respectfully submitted,

LeRoy J. Wood  
Administrator/  
Clerk-Treasurer