

Draft Meeting Minutes for viewing purposes

March 8, 2021

The Regular Meeting of the Nunda Village Board of Trustees was held on March 8, 2021, VIA ZOOM at 7:00PM 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

Planning Board Chairperson: Alex Pierce

Code Enforcement/Zoning Officer: Mark Mullikin

Administrator/Clerk-Treasurer: LeRoy Wood

Citizens: Brenda Weaver Tammy McCallum Cheryl Reynolds
1- citizen via telephone

Mayor Morgan - called the meeting to order at 7:03 PM.

Roll Call: All present

Pledge of Allegiance: led by Mayor Morgan

Visitor Forum: None

Mayor Morgan **Opened the Public Hearing** at 7:05PM on the future Community Development Block Grant (CDBG) Program which provides local opportunity through a municipal application process for funding projects while incorporating resident participation that allows for upgrades to homes within the Village of Nunda.

This is the first of two public hearings as required under the Community Development Block Grant Program at 24 CFR 570.486; to be held prior to submission of any CDBG application.

Purpose of this hearing:

1. Provide general information to the public about the CDBG Program, eligibility of participation, funding resources.
2. Listen to citizen's views/concerns
3. Encourage participation
4. Question/answers about program

Approval of Minutes

A. February 8, 2021

MOTION was made by Deputy Mayor Snyder to accept the minutes as presented, discussed, and reviewed, seconded by Trustee McTarnaghan. Carried 5-0.

Verbal Roll Call vote as recorded:	Mayor Morgan	Yes
By Clerk	Deputy Mayor Snyder	Yes
	Trustee Allen	Yes
	Trustee McTarnaghan	Yes
	Trustee Wilcox	Yes

Reports

A. Police

1. Monthly Reports-February 2021
2. March 1, 2021-Police Commissioner Meeting-Draft Minutes
3. Police Reform – Community Stakeholder Panel Plan

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Resolution No. 2021-006

BE IT RESOLVED, that the Nunda Village Board of Trustees; after review, presentation by the Nunda Police Department Chief Dale, and discussion approve the adoption of the Nunda Police Reform Stakeholder Plan.

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

Verbal Roll Call vote as recorded:	Mayor Morgan	Yes
By Clerk	Deputy Mayor Snyder	Yes
	Trustee Allen	Yes
	Trustee McTarnaghan	Yes
	Trustee Wilcox	Yes

4. Police Reform Stakeholder Meeting Agenda for February 11, 2021

Chief Dale stated twenty-one (21) Administrative and Operational Policy changes have been made during the implementation process of the Police Reform Stakeholder Panel.

Trustee Allen stated the Police Reform Stakeholder Panel will be used as an Advisory Board and not a Disciplinary Action Board.

Deputy Mayor Snyder stated there are concerns with budgeting for court security and that this is being directed to all stakeholders and will be further discussed. The concern is that court security should not come from the Police Budget but from elsewhere. Details on progress to come at a later date.

5. Approve Matt Moran for hire as a Nunda PD P/T Police Officer

MOTION was made by Trustee Allen to hire Matt Moran as a part-time Nunda Police Department Police Officer, retroactive to October 13, 2020, seconded by Trustee Wilcox. Carried 5-0.

Verbal Roll Call vote as recorded:	Mayor Morgan	Yes
By Clerk	Deputy Mayor Snyder	Yes
	Trustee Allen	Yes
	Trustee McTarnaghan	Yes
	Trustee Wilcox	Yes

Chief Dale also discussed the new Blotter System which will become active this month.

B. Code Enforcement/Zoning

1. Monthly Report-February 2021

Code Enforcement Officer Mullikin stated court will open back up in March and that there are several cases that will need to be brought to the Village Justice.

C. Waste Water Treatment Plant

1. Departmental Activity Log-February 2021
2. Lift Station is operational

D. Water/DPW

1. Departmental Activity Log-February 2021
2. 2021 Seasonal Clean-Up Schedule
3. Water Quality

Superintendent Bennett stated he has been in touch with our local Health Department about reports of water quality, in reference to smell and taste. The water has been randomly tested throughout the municipality and is monitored daily. Superintendent Bennett stated the water is safe to use.

4. Water Samples

Superintendent Bennett stated the Governor has mandated certain tests of water to

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include analysis of potential contaminants. The Village has tested the water quality for these specific contaminants with none being found. These tests are quite expensive and will be required at least quarterly until a date to be determined.

E. Justice

1. Monthly Reports-February 2021

F. Treasurer's Reports

1. Monthly Bank Statement Account-February 2021
2. Collateralization Report-February 2021
3. Monthly Treasurer's Reports-February 2021

Report not available due to Accounting Software being updated and then down for a week. Reports will be sent via email once software is available.

4. Payroll - #3 & 4-Certification Review
5. Departmental Activity Log-February 2021

G. ZBA/Planning Board

1. Infrastructure

Chairperson Pierce inquired about extending current water and sewer infrastructure beyond the current limits. Mayor Morgan stated any extension of these systems would need to come from the Town as these locations are outside the Village limits.

2. Extension of Water and Sewer Services to the New Town Building

Deputy Mayor Snyder asked about the request from the Town to extend these services to the new Town Building site. Superintendent Bennett stated he has discussed with the Town Highway Supervisor and are looking at April 2021 to begin this process.

H. Youth Recreation

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

Verbal Roll Call vote as recorded:	Mayor Morgan	Yes
By Clerk	Deputy Mayor Snyder	Yes
	Trustee Allen	Yes
	Trustee McTarnaghan	Yes
	Trustee Wilcox	Yes

Approval of Invoices

- A. Abstract No. 011

The Nunda Village Board of Trustees has reviewed and approve invoices for payment on Abstract no. 011 as follows:

GENERAL(A)	- \$ 16,092.06
WATER (F)	- \$ 4,366.91
SEWER (G)	- \$ 8,694.57
WWTP CIP (H)	- \$.00
YOUTH (J)	- \$.00
TOTAL	- \$ 29,153.54

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

Verbal Roll Call vote as recorded:	Mayor Morgan	Yes
By Clerk	Deputy Mayor Snyder	Yes
	Trustee Allen	Yes
	Trustee McTarnaghan	Yes
	Trustee Wilcox	Yes

New Business

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A. Part Time Deputy Clerk-Treasurer

MOTION was made by Trustee Allen to hire Tamara McCallum as the Village Deputy Clerk-Treasurer with a start date of March 22, 2021, seconded by Deputy Mayor Snyder. Carried 5-0.

Verbal Roll Call vote as recorded:	Mayor Morgan	Yes
By Clerk	Deputy Mayor Snyder	Yes
	Trustee Allen	Yes
	Trustee McTarnaghan	Yes
	Trustee Wilcox	Yes

B. Budget Modifications

Establish Account A8560.41 – Tree City USA Commitment

From:	A8560.4	Shade Trees	\$1,300.00
To:	A8560.41	Shade Trees - Tree City USA Commitment	\$1,300.00

MOTION was made by Trustee Wilcox to establish budget account A8560.41 Shade Trees - Tree City USA to promote the municipalities commitment to the beautification of our community through the Tree City USA Initiative, seconded by Trustee McTarnaghan. Carried 5-0.

Verbal Roll Call vote as recorded:	Mayor Morgan	Yes
By Clerk	Deputy Mayor Snyder	Yes
	Trustee Allen	Yes
	Trustee McTarnaghan	Yes
	Trustee Wilcox	Yes

C. Replace Water Department Laptop Computer – Equipment is 10 years old

MOTION was made by Mayor Morgan to purchase and replace outdated computer equipment for the Water Department at a price not-to-exceed \$1,370 by our municipal IT consultant Hurricane Technologies, seconded by Trustee Wilcox. Carried 5-0.

Verbal Roll Call vote as recorded:	Mayor Morgan	Yes
By Clerk	Deputy Mayor Snyder	Yes
	Trustee Allen	Yes
	Trustee McTarnaghan	Yes
	Trustee Wilcox	Yes

D. Replace of Sewer Department Desktop Computer – Equipment is 9 years old NTE \$1,300

MOTION was made by Mayor Morgan to purchase and replace outdated computer equipment for the Sewer Department at a price not-to-exceed \$1,300, seconded by Trustee Allen. Carried 5-0.

Verbal Roll Call vote as recorded:	Mayor Morgan	Yes
By Clerk	Deputy Mayor Snyder	Yes
	Trustee Allen	Yes
	Trustee McTarnaghan	Yes
	Trustee Wilcox	Yes

E. Replace Clerk-Treasurer Desktop Computer – Equip. is 6 years old

MOTION was made by Trustee Wilcox to purchase and replace outdated computer equipment for the Clerk-Treasurer at a price not-to-exceed \$1,300 by our municipal IT consultant Hurricane Technologies, seconded by Trustee Allen. Carried 5-0

Verbal Roll Call vote as recorded:	Mayor Morgan	Yes
By Clerk	Deputy Mayor Snyder	Yes
	Trustee Allen	Yes
	Trustee McTarnaghan	Yes
	Trustee Wilcox	Yes

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F. Approval to purchase Activated Carbon for filters at Water Plant from Calgon Carbon

MOTION was made by Deputy Mayor Snyder to purchase Calgon Carbon for the Water Plant at a price not-to-exceed \$3,938, seconded by Trustee Allen. Carried 5-0

Verbal Roll Call vote as recorded:	Mayor Morgan	Yes
By Clerk	Deputy Mayor Snyder	Yes
	Trustee Allen	Yes
	Trustee McTarnaghan	Yes
	Trustee Wilcox	Yes

G. Wire Transfer due April 1, 2021

MOTION was made by Deputy Mayor Snyder to allow Administrator Wood to pay water and sewer debt collected through quarterly billings, via Wire Transfer as the means of payment, in the amount of \$48,434.37, seconded by Trustee Wilcox. Carried 5-0

Verbal Roll Call vote as recorded:	Mayor Morgan	Yes
By Clerk	Deputy Mayor Snyder	Yes
	Trustee Allen	Yes
	Trustee McTarnaghan	Yes
	Trustee Wilcox	Yes

H. Badger/Beacon Meter Reader discussion

Superintendent Bennett has been in contact with vendor that provides computer hardware and software that allows for remote reading of water meters throughout the municipality. The cost of this equipment is of concern as our current equipment is ten years old and is failing. Additional discussion will occur later this month directly with the vendor representative.

I. Move funds from A201 to A231 (Equip. Reserves) -	\$55,000
Move funds from F201 to F232 (Equip. Reserves) -	\$15,000
Move funds from G201 to G232 (Equip. Reserves) -	\$10,000

Resolution No. 2021-007

BE IT RESOLVED, that the Nunda Village Board of Trustees approves the transfer of cash funds into the respected Fund specific reserve accounts upon the recommendation of the Village Chief Fiscal Officer Wood for potential future capital equipment purchases.

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

Verbal Roll Call vote as recorded:	Mayor Morgan	Yes
By Clerk	Deputy Mayor Snyder	Yes
	Trustee Allen	Yes
	Trustee McTarnaghan	Yes
	Trustee Wilcox	Yes

J. Advertise for P/T Laborer

MOTION was made by Deputy Mayor Snyder to move forward with advertising for a part-time Laborer, seconded by Trustee Allen. Carried 5-0.

Verbal Roll Call vote as recorded:	Mayor Morgan	Yes
By Clerk	Deputy Mayor Snyder	Yes
	Trustee Allen	Yes
	Trustee McTarnaghan	Yes
	Trustee Wilcox	Yes

K. CDBG Drawdown #18

Resolution No. 2021-008

CDBG No. 831HR350-18 Drawdown No.18

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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. 18 in the amount of \$19,400.00 once funding has been received for the following vendor list:

Townline General Contractor – (Pierce) \$19,400.00

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

Verbal Roll Call vote as recorded:	Mayor Morgan	Yes
By Clerk	Deputy Mayor Snyder	Yes
	Trustee Allen	Yes
	Trustee McTarnaghan	Yes
	Trustee Wilcox	Yes

L. Water Quality Improvement Project (WQIP) – Land Acquisition SEQR

Resolution No. 2021-009

WHEREAS, the Village of Nunda Village Board of Trustees (hereinafter referred to as “Village Board”) has reviewed the New York State Environmental Quality Review Act (“SEQRA”) Full Environmental Assessment Form (“EAF”) Part 1, prepared by the MRB Group (hereinafter referred to as “Village Engineer”) on the above-referenced Village of Nunda Water Quality Improvement Project Land Acquisition (hereinafter referred to as “Action”); and

WHEREAS, the Village Board determines that said Action is classified as a Type 1 Action under the State Environmental Quality Review (“SEQR”) Regulations; and

WHEREAS, the Village Board determines that said Action is also subject to review and approval by other involved agencies under the SEQR Regulations; and

WHEREAS, the Village Board determines that it is the most appropriate agency to insure the coordination of this Action and will provide written notifications to involved agencies, for the purposes of conducting a coordinated review and making the determination of significance thereon under the SEQR Regulations.

NOW, THEREFORE BE IT RESOLVED that the Village Board does hereby declare its intent to be designated as the lead agency for the Action and directs the Village Mayor to sign and date the Full EAF Part 1.

BE IT FURTHER RESOLVED, that the Village Engineer is directed to provide notice hereof to the involved and interested agencies, seeking their agreement (or objection thereto) in writing on or before noon on **Friday, April 9, 2021**.

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

Verbal Roll Call vote as recorded:	Mayor Morgan	Yes
By Clerk	Deputy Mayor Snyder	Yes
	Trustee Allen	Yes
	Trustee McTarnaghan	Yes
	Trustee Wilcox	Yes

Old Business

A. Budget-schedule meeting end of March 2021 to review/adopt Tentative Budget

MOTION was made by Trustee Allen to schedule a special meeting of the Board for March 22, 2021 at 7:00PM at the Nunda Government Center, 4 Massachusetts Street, Nunda, in person; to review, discuss and adopt the 2021-2022 municipal Tentative Budgets, seconded by Trustee Wilcox. Carried 5-0.

Verbal Roll Call vote as recorded:	Mayor Morgan	Yes
By Clerk	Deputy Mayor Snyder	Yes
	Trustee Allen	Yes
	Trustee McTarnaghan	Yes
	Trustee Wilcox	Yes

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B. Land Acquisition Grant Status

Administrator Wood discussed the current status of this grant. Request for reimbursement was submitted to NYSDEC in February 2021 with funds being received for land appraisal services completed in June 2020 on properties being acquired through this grant process.

The Environmental Assessment Phase I is completed. The SEQR is almost complete via the municipal engineer with results hopefully within the month. The SEQR is a required component of the Bond Resolution needed to ascertain funding to purchase properties through this grant.

Surveying services are almost complete as a few concerns with deeds and abstracts are being finalized with municipal attorney and surveyor.

Quarterly reports for this grant have been submitted and are up-to-date. Next month reports (end of quarter) will be generated with another request for reimbursement of engineering services to be included with submission.

C. WWTP CIP – Update from MRB Group provided

March 1, 2021 – NYSDEC issued the revised SPDES Permit for the Plant.

March 2, 2021 – NYS EFC indicated that they are ready to approve plans and specifications, upon receipt of final sets from MRB.

We plan to review the SPDES permit to verify there are no new constraints that we need to consider for the upgrade. We are also making final changes with the electrical engineer.

We expect to have plans and specifications back to the EFC by the end of the March and we should be able to bid the project in April and get work started in May.

D. Landmark Society Grant-status

Mayor Morgan stated the initial process of surveying the community has not started, however, should begin once the weather changes.

E. Tree Committee Update

1. Arbor Day

Mayor Morgan **declared** April 30, 2021 as National Arbor Day in the Village of Nunda.

2. Celebration

Resolution No. 2021-010

BE IT RESOLVED, that the Nunda Village Board of Trustees has approved a community-wide celebration on or near April 30, 2021, to recognize and promote National Arbor Day.

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

Verbal Roll Call vote as recorded:	Mayor Morgan	Yes
By Clerk	Deputy Mayor Snyder	Yes
	Trustee Allen	Yes
	Trustee McTarnaghan	Yes
	Trustee Wilcox	Yes

F. Wayfinding Update

Mayor Morgan stated he has hard copies of the County Wayfinding Program and will send out to Board members and provide a hard copy to the Village Clerk's office.

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G. Establish Trail Town Program Committee

MOTION was made by Trustee Wilcox to have Greater Nunda Action Partnership (GNAP) act as the Trail Town Program Community Liaison to include and allow all and non-members of GNAP the affordability to participate in this initiative, seconded by Trustee McTarnaghan. Carried 4-0.

Verbal Roll Call vote as recorded:	Mayor Morgan	Yes
By Clerk	Deputy Mayor Snyder	Yes
	Trustee Allen	Non-vote
	Trustee McTarnaghan	Yes
	Trustee Wilcox	Yes

Mayor Morgan asked if there were any additional questions or concerns with the Community Development Block Grant Program.

With no comment, the Mayor closed the **Public Hearing** at 8:58PM on the future Community Development Block Grant (CDBG) Program.

Resolution No. 2021-011

WHEREAS, the Village of Nunda intends to file a Community Development Block Grant application for funding consideration with the Office of Community Renewal to fund a Housing Rehabilitation Program; and

WHEREAS, funds for the program will be requested from the Office of Community Renewal in the form of a grant; and

BE IT RESOLVED, the Jack Morgan, as Mayor of the Village of Nunda, is hereby authorized and directed to file an application for funds from New York State Office of Community Renewal in an amount not to exceed \$500,000, and upon approval of said request to enter into and execute a project agreement with the State for financial assistance to the Village of Nunda for Housing Rehabilitation Program, and, if appropriate, take actions necessary to implement the proposed Program/Grant upon approval from the State.

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

Other Business

Policy Review

Communications / Informational Items

Adjournment

With no further business to be discussed, the motion to adjourn was made by Trustee Allen, seconded by Deputy Mayor Snyder at 9:04PM.

Respectfully submitted,

LeRoy J. Wood
Administrator/
Clerk-Treasurer