

November 13, 2018

The Regular Meeting of the Nunda Village Board of Trustees was held on November 13, 2018, 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 6:40 PM
Code Enforcement/Zoning Officer: Mark Mullikin
Planning Board Chairperson: Alex Pierce
Laborer: Daniel Strobel

Clerk-Treasurer: LeRoy Wood
Deputy Clerk-Treasurer: Mechelle Gillen

Citizens: Ron Adam Brenda Weaver

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

Roll Call: Trustee Wilcox arrived at 6:34 PM

Pledge of Allegiance

Open Public Hearing on Chronic Public Nuisance Abatement Law

Mayor Morgan opened the public hearing at 6:32 PM

Mayor Morgan asked if there were any questions of the attendees on the proposed local law.

Brenda Weaver asked the Board what exactly this law is. Mayor Morgan read a portion of the proposed law to give the attendees a better awareness of what is being proposed.

Brenda Weaver asked what is the difference with just calling the police department. Mayor Morgan reiterated the importance of having this law and that it would assign penalties and strengthen the execution and authorizations for the law enforcement and Code Enforcement Officer. The challenge is the continued multiple calls to the same location for various issues; excessive noise of renters, drugs, other property offenses (abandonment) that may be a nuisance to the community. This local law would provide guidance for appropriate actions authorized when a violation or multiple violations occur within the Village of Nunda.

Brenda Weaver thanked the Board for the information provided.

Approval of Minutes

A. October 23, 2018

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

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 -	\$ 38,666.44
WATER -	\$ 13,318.75
SEWER -	\$ 19,772.21
YOUTH-	\$.00
WWTP CIP	<u>\$ 3,920.17</u>
TOTAL –	\$ 75,677.57

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

Reports

A. *Police*

1. Nunda Police Department Monthly Report-October 2018
2. Community Policing Report-October 2018
3. Payroll-October 2018
4. Police Commissioner Board Meeting Minutes-November 5, 2018 draft
5. Police Abstract No. #11
6. Police Agreement
7. Official resignation letter from Tim Bryant

Trustee Allen stated the Joint Police Commissioners Board approved the purchase of a marked 2019 Chevrolet Tahoe from New York State Office of General Services at a price not-to-exceed \$43,000.00.

Trustee Snyder mentioned much of the current equipment in the present Tahoe would be able to be used to outfit the new Police Vehicle.

Trustee Allen also mentioned with the current Joint Police Department Agreement in place allows the Police Commissioners the authority to make decisions and agreed on the proposed agreement as discussed and provided by Mayor Morgan to take effect January 1, 2019.

MOTION was made by Trustee Wilcox that the Nunda Village Board of Trustees move forward and approve the proposed Joint Village/Town Police Agreement as prepared by Mayor Morgan and approved by the Joint Police Commissioners Board with an effective date of January 1, 2019 for a two-year period, seconded by Trustee McTarnaghan. Carried 5-0.

Mayor Morgan mentioned he liked the current Community Policing Reports the Police Chief has provided from his Department.

B. Code Enforcement/Zoning

1. Monthly Report – October 2018

Trustee Snyder asked Code Enforcement Officer (CEO) Mullikin about Empire Antenna.

CEO Mullikin stated the process was started with an application for a variance submitted to the County with the process being returned back to the local Zoning Board. To be discussed at the next Zoning Board Meeting November 14, 2018.

C. Sewer

1. Update on WWTP Project – Still in the Permissive Referendum Period

D. Department of Public Works

1. Sidewalks completed
2. Tree fell at North Church Street Location

E. Water

1. Water Plant Roof Status
2. Turbidimeter and Controller with Probe

MOTION was made by Trustee Wilcox to approve the purchase of a turbidimeter, controller, probe, maintenance agreement for this equipment along with several other pieces of equipment for the Water Plant as presented by Superintendent Bennett at a price of \$ 8,624.10, seconded by Deputy Mayor Snyder. Carried 5-0.

F. Justice

1. Monthly Reports – October 2018

G. Treasurer's Reports

1. Monthly Treasurer's Reports – October 2018
2. Monthly Bank Statement Accounts – October 2018 provided and discussed
3. Collateralization Report – October 2018 – provided

Due to time constraints and receiving the bank statement on the Saturday before the Board Meeting, the interest earned from the Certificate of Deposit (CD) which matured in early October 2018 was not applied to the monthly reserve accounts accordingly. The total interest earned to be distributed appropriately in December 2018 is \$ 159.11.

Discussion of **each** account 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, with the exception of the CD interest (to be added in December 2018) as presented.

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**.

Each reserve account was reviewed with the Village Board.

4. Payroll #21 Certification provided

5. Payroll #22 Certification provided

H. *ZBA/Planning Board*

1. October 2, 2018, Planning Board Meeting minutes for review

2. October 16, 2018, Planning Board Meeting minutes for review

I. *Youth Recreation*

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

New Business

A. *Close- Public Hearing on Chronic Public Nuisance Abatement Law*

Mayor Morgan closed the public hearing on Proposed Local Law Chronic Public Nuisance Abatement Law at 7:04 PM

B. *Open-Public Hearing on Community Development Block Grant*

Mayor Morgan opened the public hearing on Community Development Block Grant opportunities for the municipality at 7:05 PM.

Brenda Weaver asked about the application process in place right now. Mayor Morgan stated we are having a public hearing to discuss potential grant monies the municipality could receive through the Community Development Block Grant Program. Mayor Morgan also mentioned the deadline for submission of application by Friday, November 16, 2018.

Brenda Weaver asked about who would benefit from the grant. Mayor Morgan stated low to moderate income families within our community. Also, a grant would need to be received before moving forward with a plan as to specific community members this could impact.

C. *Tax Collection System*

D. *Disposition of Accounts Payable Records & General Receipts in accordance with Records Management MU-1*

MOTION was made by Mayor Morgan to allow the Village Clerk-Treasurer to appropriately and legally dispose of Accounts Payable records and General Receipts in accordance with procedures set forth in the MU-1 Records Management Policy which have extended *past* their useful life cycle and retainment requirements, seconded by Trustee Allen. Carried 5-0.

E. *Compensatory Time-Off*

MOTION was made by Trustee McTarnaghan to leave comp time alone as structured in the Employee Policy, seconded by Trustee Wilcox. Carried 4-0 (Trustee Allen was a non-vote).

Old Business

- A. Open Burning Local Law-tabled
- B. Soliciting Ordinance

MOTION was made by Trustee Wilcox to have a public hearing to hear all interested parties and citizens for or against a proposed review and possible revision of the current Soliciting Ordinance, seconded by Trustee McTarnaghan. Carried 5-0.

- C. Shared Services Agreement-Nunda Government Center
- D. Sewer Ordinance-tabled
- E. Recreation and Parks Local Law-tabled
- F. Mortar work at 1 Mill Street
- G. Sexual Harassment Training-NY State Mandate conducting additional research requirements
- H. P/T Laborer application review

Superintendent Bennett reviewed all applications submitted. Recommended Raymond Houtz Sr. due to experience and knowledge.

MOTION was made by Trustee Allen to hire Raymond Houtz Sr. as a permanent part-time Laborer for the Village of Nunda due to his experience and knowledge, as recommended by Superintendent Bennett, seconded by Trustee Wilcox. Carried 5-0.

I. Cemetery business

Mayor Morgan read aloud legislation from 2010, GML 165-a, which allows municipalities to assist non-profit public cemeteries in providing goods and services to such organizations. Mayor Morgan mentioned the Oakwood Cemetery Association, a non-profit organization, asking for help to formulate a plan to repair ditches at the cemetery located within the Village. To be discussed further with Mr. Tom Cook.

J. Sidewalks

Mayor Morgan stated the Village has submitted a grant proposal/application for the creation of a sidewalk from South West Street in the Village along State Route 436 to Kiwanis Park for student and other citizens safety precautions. There currently is no sidewalk in place here. This grant would be for \$ 1,500.00.

Policy Review

- A. Employee Policy Review

Laborer Strobel requested a change to the employee policy to add additional days of vacation to

employees who have been working between three and eight years at the municipality. The current structure of the Employee Policy Section IX. is listed with bold lettering changes being requested;

IX. VACATION FOR FULL-TIME EMPLOYEES

A. ELIGIBLE EMPLOYEES

Two (2) days will be issued at the end of six (6) months of successful probationary period.

1 week after one year

2 weeks after three years

2 weeks + one day after four years

2 weeks + two days after five years

2 weeks + three days after six years

2 weeks + four days after seven years

3 weeks after eight years (6/1/98)

4 weeks after fifteen years (6/1/98)

MOTION was made by Deputy Mayor Snyder to increase the vacation totals of employees who have been with the municipality for more than three years in adding the additional vacation days to employees between years four and seven, seconded by Trustee Allen. Carried 5-0.

B. Sexual Harassment Policy

MOTION was made by Trustee Wilcox for the Village of Nunda to adopt the Sexual Harassment Policy, in accordance with New York State requirements and as prepared and recommended by Clerk-Treasurer Wood, seconded by Trustee Allen. Carried 5-0.

Other Business

A. Close Public Hearing on Community Development Block Grant

Mayor Morgan asked all attendees if there were any final thoughts or questions on the opportunities the Community Development Block Grant could provide for the municipality. No questions or additional comments were provided.

MOTION was made by Deputy Mayor Snyder to officially close the Public Hearing on the Proposed Local Law Chronic Public Nuisance Abatement Law for the Village of Nunda at 9:12 PM, seconded by Trustee Wilcox. Carried 5-0.

MOTION was made by Deputy Mayor Snyder to officially close the Public Hearing on the Community Development Block Grant for the Village of Nunda at 9:13 PM, seconded by Trustee Wilcox. Carried 5-0.

Communications/Information Items

A. Trustee Wilcox stated Sign for Village Park Rules has been completed

B. Trustee Wilcox stated he has spoken with Dr. Emo about the feral cat issue within the Village. It was mentioned someone from the Livingston County Humane Society would be in the Village to assist with this issue in the near future.

Adjournment

With no further business to be discussed, the motion to adjourn was made by Trustee Allen, seconded by Trustee Wilcox at 8:17 PM. Carried 5-0.

Respectfully submitted,

LeRoy J. Wood
Clerk-Treasurer