

October 16, 2017

The Regular Meeting of the Nunda Village Board of Trustees was held on October 16, 2017, at the Nunda Government Center Building, at 7:00 PM with the following present:

Mayor: Robert Cox
Deputy Mayor: Fritz Amrhein
Trustees: Darren Snyder
Mel Allen

Water and Streets Superintendent: Troy Bennett
Waste Water Treatment Plant Operator: Markus Hugi arrived at 7:06 PM
Code Enforcement/Zoning Officer: Mark Mullikin
Laborer: Daniel Strobel
Clerk-Treasurer: LeRoy Wood

Citizens: Thomas Quait Brock Allen

Mayor Cox - called the meeting to order at 7:00 PM

Roll Call: Trustee Morgan absent

Pledge of Allegiance: led by Trustee Allen

Visitor Forum:

Mr. Thomas Quait requested to have on his most recent quarterly water and sewer bill received a one-time forgiveness of penalty charges which were applied appropriately. Mr. Quait explained to the Village Board of Trustees that he did indeed mail the bill with payment before the due date, however, through the mail system the payment was not received on time.

MOTION was made by Deputy Mayor Amrhein to adjust Thomas Quait's quarterly water and sewer invoice, Account # 1316, by reducing said charges by \$48.66, seconded by Trustee Allen. Carried 4-0.

Brock Allen has requested an internship through the Nunda Police Department for Genesee Community College (GCC) Spring Semester 2018. The internship would be approximately eight hours per week and the college would provide acceptable insurance coverage prior to any interaction with the Police Department.

Trustee Snyder stated in the past the Village had done away with this practice for high school students.

Trustee Allen stated he had talked with the Police Chief and that this request had been approved in the past.

Mayor Cox asked Brock what he is studying at GCC, Brock answered Criminal Justice.

Deputy Mayor Amrhein stated there would be a Police Commissioners Meeting, Monday, October 23, 2017 to discuss this matter and make sure any necessary paperwork required to do an internship would be available to the Commissioners for review.

MOTION was made by Mayor Cox to allow Brock Allen to intern with the Nunda Police Department provided Police Commissioners are onboard with the request and that all required insurance paperwork is obtained, seconded by Trustee Snyder. Carried 3-0 (Trustee Allen abstained).

Approval of Minutes

A. September 18, 2017

MOTION was made by Deputy Mayor Amrhein to approve the minutes as presented, reviewed and discussed, seconded by Trustee Snyder. Carried 4-0.

Approval of Invoices

A. Abstract No. 014

The Nunda Village Board of Trustees has reviewed, discussed and approved invoices for payment on Abstract No. 014 as follows:

GENERAL -	\$ 46,208.99
WATER -	\$ 12,563.93
SEWER -	\$ 5,105.96
YOUTH -	\$ <u>21.82</u>
	\$ 63,900.70

The **MOTION** was made by Deputy Mayor Amrhein, seconded by Trustee Allen. Carried 4-0.

Reports

A. Police

1. Monthly Report – September 2017
2. Town of Nunda Budget Report – not provided
3. Payroll Reports – Reviewed, hours have increased, will discuss with Police Chief

Police Commissioners discussed DWI Crackdown with Police Chief - hours were separated from regular hours worked to DWI crackdown hours worked

Car seat check with local residence and the Nunda Police Department completed Saturday, October 14, 2017 at the local fire hall.

Concerns with vehicles rolling through the Stop light signal on State Route 408 and State Route 436 intersection.

B. Code Enforcement/Zoning

1. Monthly Report – September 2017

MOTION was made by Deputy Mayor Amrhein to approve Form as presented by Code Enforcement Officer Mullikin to assist in the *delivery* of code violations by the Nunda Police Department to residence in person versus certified mail, in a more manageable and efficient manner. The motion was seconded by Trustee Snyder. Carried 4-0.

C. Sewer

1. Grant received
2. Land spreading samples
3. Fence damage due to high winds and a tree limb falling

D. Department of Public Works

1. September 2017 Calendar
2. FEMA Project – work completed - need to discuss with Village Clerk-Treasurer for the administrative portion and submission to FEMA
3. Creek Road paving has been completed. Submission of CHIPS reimbursement will be submitted to New York State Department of Transportation forthwith.
4. Tree trimming – Fair Street completed
5. Annual leaf pick-up has started
6. Street Sweeper in dire shape, concerns with future operations are duly noted. Research into future purchase or rental on occasion will need to be completed.
7. ODB quote for two tubes for leaf pick up machine.

Superintendent Bennett requested Board approval to purchase/replace two tubes used in the picking-up of leaves for resident services. The maintenance of this machine and its required parts have been purchased from ODB Company in the past and with the continuity of the service and parts provided from ODB Company and this company knowing and understanding our equipment, Superintendent Bennett respectfully requested this company be used.

MOTION was made by Deputy Mayor Amrhein to purchase two new tubes for the leaf pick-up machine from ODB Company for \$1,475.00, due to wear and tear of old tubes discovered during seasonal routine maintenance by Superintendent of Streets Bennett. The motion was seconded by Trustee Allen. Carried 4-0.

E. *Water*

1. Water System Field Compliance Report 2017 provided to all Board Members and reviewed
2. PH Probes purchase

Superintendent Bennett discussed the need for two replacement PH Probes at the Water Plant. The company the Village of Nunda works with and has an annual maintenance agreement with is HACH Corporation. It is their recommendation to replace the PH Probes at this time.

MOTION was made by Trustee Snyder to approve the purchase of two PH Probes from HACH for the total amount of \$ 1,784.80, seconded by Deputy Mayor Amrhein. Carried 4-0.

F. *Justice*

1. Monthly Reports – September 2017

G. *Treasurer's Reports*

1. Monthly Treasurer's Reports – September 2017
2. Monthly Bank Statement Account – Clerk-Treasurer Wood provided a copy of the September 2017 bank statement to the Village Board of Trustees. Thorough discussions of **each** account along with proper bank required collateralization on all interest-bearing accounts (accrued) in excess of \$250,000 FDIC was reviewed.

Note of interest, AIMS funding was received and transferred to proper account.

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. All accounts receiving interest for the month of September 2017 was actually posted at the bank and listed on the bank account statement for October 2, 2017. The interest was not posted to the month of September 2017 financial reports as it did not post in September. Interest will appear on October 2017 Treasurer's Report. The Statement of Accounts Receivable was also provided to each Board member and discussed thoroughly.

The Village of Nunda's certificate of deposit will mature on October 3, 2017. As noted in the budget process, the certificate of deposit will be renewed at the same interest rate of .25%, as confirmed with Five Star Bank, for another year - minus \$65,000.00 for the one-ton dump truck - budgeted for 2017 as a capital equipment purchase.

H. *ZBA/Planning Board*

1. Working on the Joint Town/Village Comprehensive Plan
2. Zoning Board Meeting Minutes from September 14, 2017 provided for review
3. Planning Board Meeting minutes from September 5, 2017 provided for review

I. *Youth Recreation*

J. *Board Departmental Liaison Reports*

1. Administrative – an agreement on usage of the Nunda Government Center Building with the Town of Nunda is being developed, additional research has been conducted to ascertain the whereabouts of such an agreement that may have been formulated in the past. No record has yet been found.

Resolution no. 2017-050

BE IT RESOLVED that the Nunda Village Board of Trustees approve a pay increase for all Nunda Police Department Police Officers effective January 1, 2018 of \$1.00 per hour, seconded by Trustee Snyder. Carried 4-0.

2. Water
3. Other utilities
4. Youth/Parks – a review of the current Park Rules is still in progress
5. Budget Preparation
6. Code Enforcement

MOTION was made by Deputy Mayor Amrhein that the Nunda Village Board of Trustees accepts the reports as presented, seconded by Trustee Snyder. Carried 4-0.

New Business

A. Halloween Date/Time for trick-or-treaters

MOTION that the Nunda Village Board of Trustees declares that Trick-or-Treating will be allowed from 6-8 P.M. on Tuesday, October 31, 2017, this day only.

The motion was made by Deputy Mayor Amrhein, seconded by Trustee Snyder. Carried 3-0.

B. Dog Control Law

Discussion on current local law occurred. A decision to have a public hearing on the review of the current dog control local law was made.

MOTION was made by Trustee Snyder to provide to the public a Public Hearing on Local Law No. 5 of 2011, Dog Control Ordinance of the Village of Nunda set for November 13, 2017 at 7:00 PM at the Nunda Government Center, 4 Massachusetts Street, Nunda, New York 14517, for the discussion of current law and how it can provide or improve safety to the public, seconded by Trustee Allen. Carried 4-0.

C. State of the Village Letter

Mayor Cox stated he is working on the 2017 current letter to be distributed to the Village of Nunda residents.

Old Business

A. Annexation - Well Site was reviewed with Livingston County Real Property and annexation has been completed

B. One-ton dump truck purchase update

The Village received four quotes for a one-ton dump truck via the New York State Office of General Services (OGS) Vehicle Marketplace. Clerk-Treasurer Wood presented the four quotes along with an additional quote provided by Superintendent Bennett from a non-contractor vendor. Clerk-Treasurer Wood stated in order to utilize the non-contractor quote a bid process would need to be followed according to local procurement policy and New York State GML 103 in order to promote fair competition. Superintendent Bennett wanted to know why we needed to go through this process when we had a quote provided with at a lower price. Clerk-Treasurer Wood stated the law mandates the process for capital purchases over \$20,000. In discussion with the Village Board, because of specification change during the initial process due to the possible addition of a plow to the one-ton dump truck, Clerk-Treasurer Wood recommended to begin the process over. The process of procuring the budgeted one-ton dump truck could go through the NYS OGS Vehicle Marketplace or through a sealed bid process.

MOTION was made by Deputy Mayor Amrhein to have current truck specifications corrected and reviewed by Superintendent Bennett prior to any submission for procurement purposes, seconded by Trustee Allen. Carried 4-0.

MOTION was made by Trustee Snyder to move forward in the purchasing process for the budgeted one-ton dump truck through the sealed bid process with bids to be opened at the next regularly scheduled Village Board of Trustees Meeting in November 2017, seconded by Trustee Allen. Carried 4-0.

C. Cyber Security Insurance

D. Shared Services Agreement – Nunda Government Center

E. Village Park sign cost & rules

F. 2018 Employee Healthcare

Village employees currently provided healthcare coverage through the Village approved their current existing plan for 2018. The increase noted is 5.71% from 2017.

G. Mortar work at 1 Mill Street

H. Municipality Insurance update

Currently there are three companies working on quotes for 2018, a decision will need to be made in December 2017 for next year's municipalities coverage.

I. CDBG Grant update

The Village of Nunda received information from Thoma Development Consultants on potential participating residents in the grant process. Information on grant receipt should be in December 2017.

J. WWTP DEC Grant update

The Village of Nunda received officially a letter from New York State Environmental Facilities Corporation (EFC) of receipt of a New York State Water Infrastructure Improvement Act (WIIA) grant in the amount of \$572,668.

MOTION was made by Trustee Snyder to allow Mayor Robert P. Cox to sign the acceptance letter of said grant from NYS EFC (WIIA) in the amount of \$572,668, seconded by Deputy Mayor Amrhein. Carried 4-0.

K. Rules on weekend responsibilities – Superintendent Bennett still in process of developing a plan

Other Business

A. Trustee Snyder provided an update as to the estimated sewer units the car wash would use in a calendar year. The amount of water being used at this time does coincide with the estimated annual use as researched by both Mr. Snyder and Clerk-Treasurer Wood to date.

MOTION was made by Deputy Mayor Amrhein to enter into executive session, at 8:54 PM, for the discussion of personal matters, the motion was seconded by Trustee Snyder. Carried 4-0.

MOTION was made by Deputy Mayor Amrhein to exit executive session, at 9:27 PM, the motion was seconded by Trustee Allen. Carried 4-0.

Communications/Information Items

A. Calendar - October 2017 & November 2017

B. Village Association Dinner Schedule reviewed – the Village of Nunda will sponsor the Village Association Dinner in February 2018.

Adjournment

With no further business to be discussed, the motion to adjourn was made Deputy Mayor Amrhein, by seconded by Trustee Allen at 9:48 PM. Carried 4-0.

Respectfully submitted,

LeRoy J. Wood
Clerk-Treasurer