

**VILLAGE OF NUNDA
AGENDA
REGULAR BOARD MEETING
JANUARY 8, 2024 at 7:00 P.M.**

- 1. Call to order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Open Forum**

Water/Sewer Account #1172 concerns with water usage

5. Approval of Minutes

- A. December 11, 2023

6. Approval of Invoices

- A. Abstract No. 008

GENERAL	(A)	- \$
WATER	(F)	- \$
SEWER	(G)	- \$
WWTP CIP	(H)	- \$
YOUTH	(J)	- \$
TOTAL		- \$

7. Reports

A. Police

1. Draft Commissioners Meeting Minutes; January 2, 2024
2. Police Chiefs Report

B. Code Enforcement/Zoning

C. Sewer

D. DPW/Water

E. Justice

F. Treasurer's Report's

1. Monthly Bank Statement Account-December 2023
2. Collateralization Report-December 2023
3. Treasurer's Report-December 2023
4. Payroll-25, 25A, & 26 Certification Review

MOTION was made by _____ after review and discussion to approve and Certify Payrolls #25, #25A, and #26, seconded by _____.

5. Departmental Daily Report

G. Youth Recreation

H. ZBA/Planning Board

8. New Business

A. Budget Call 2024 Letter

B. Debt collection on WWTP CIP beginning February 2024 Water/Sewer Billing Cycle

Resolution No. 2024-____

WHEREAS, the Village of Nunda has nearly completed the Capital Project at the municipal Waste Water Treatment Plant; and

WHEREAS, the funding source for said capital project, New York State Environmental Facilities Corporation (EFC) is seeking payments for debt incurred at zero percent interest costs to begin; and **WHEREAS**, debt is collected through quarterly water and sewer billing cycles; and **THEREFORE, BE IT RESOLVED** that the Nunda Village Board of Trustees approves the collection of debt from the Waste Water Treatment Plant Capital Project through the quarterly water and sewer billing cycle effective February 2024 billing cycle and remain so until said debt has been paid in full in accordance with Environmental Facilities Corporation (EFC) directives.

C. Budget Modifications-Add Sewer Fund debt and revenue collection

9. Old Business

- A. Military Banner update
- B. Veteran's exemption discussion
- C. Food pantry distribution locker-new location at government center approved by town

10. Other Business

- A. Strategic Plan
- B. Village Building Maintenance Project
- C. Sign

11. Policy Review

- A. Declaration of State of Emergencies Involving Public Health Policy

Resolution No. 2024-__

BE IT RESOLVED that the Nunda Village Board of Trustees adopts the Village of Nunda Declaration of State of Emergencies Involving Public Health Policy.

- B. Disaster Response Plan

Resolution No. 2024-__

BE IT RESOLVED that the Nunda Village Board of Trustees adopts the Disaster Response Plan for the Village of Nunda

12. Communications/Information Items

- A. Executive Session-Personnel concerns

13. Adjournment

DRAFT BOARD MEETING MINUTES

December 11, 2023

The Regular Meeting of the Nunda Village Board of Trustees was held on December 11, 2023, at the Nunda Government Center Building with the following present:

Mayor: Jack Morgan

Deputy Mayor: Darren Snyder

Trustees: Mel Allen

William Davis

Dr. Donald Wilcox

Water and Streets Superintendent: Troy Bennett

Waste Water Chief Operator: Markus Hugi

Planning Board Chairperson: Alex Pierce

Code/Zoning Officer: Luke Granger

Administrator/Clerk-Treasurer: LeRoy Wood

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

Roll Call: Trustee Mel Allen absent

Pledge of Allegiance: Led by Mayor Morgan

At 7:02PM Mayor Morgan opened the Public Hearing on Local Law #3 of 2023
One Year Moratorium on Construction or creation of Multi and Two-family Homes

Open Forum Robert Cox thanked the board for removal and installation of new sidewalk on North State Street in front of the Masonic Hall.

Approval of Minutes

A. November 13, 2023

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

B. November 27, 2023

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

Resolution No. 2023-070

BE IT RESOLVED that the Nunda Village Board of Trustees accepts the resignation of Trustee Melvin Allen as read by Mayor Morgan, with many thanks and much appreciation.

The **motion** to accept was made by Deputy Mayor Snyder, seconded by Trustee Wilcox. Carried 4-0.

Approval of Invoices

A. Application #20 - STC Construction - GC WWTP CIP

DRAFT BOARD MEETING MINUTES

Resolution No. 2023-071

BE IT RESOLVED that the Nunda Village Board of Trustees approves payment #20 to STC Construction – General Contractor in the amount of \$23,750.00 for work performed at the Waste Water Treatment Plant’s Capital Project, once funding becomes available.

The **motion** to approve was made by Deputy Mayor Snyder, seconded by Trustee Davis. Carried 4-0.

B. Application #17 - M.W. Controls - Electrical Contractor WWTP CIP

Resolution No. 2023-072

BE IT RESOLVED that the Nunda Village Board of Trustees approves payment #17 to M.W. Controls – Electrical Contractor in the amount of \$57,284.67 for work performed at the Waste Water Treatment Plant’s Capital Project, once funding becomes available.

The **motion** to approve was made by Trustee Wilcox, seconded by Deputy Mayor Snyder. Carried 4-0.

C. Abstract No. 007

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

GENERAL	(A)	- \$37,721.78
WATER	(F)	- \$44,101.61
SEWER	(G)	- \$15,929.77
WWTP CIP	(H)	- \$81,899.37
YOUTH	(J)	- \$.00
TOTAL		- \$179,652.53

The **motion** to approve was made by Trustee Davis, seconded by Trustee Wilcox. Carried 4-0.

Reports

A. Police

1. Draft Commissioners Meeting Minutes; December 4, 2023

MOTION was made by Deputy Mayor Snyder to provide all Joint Police Department Officers a \$1.00 pay increase beginning January 1, 2024, seconded by Trustee Wilcox. Carried 4-0.

2. 2024 Adopted Police Budget

3. Police Department Monthly Expenditure Report-November 2023

4. Police Department Cash Flow Statement

B. Code Enforcement/Zoning

C. Sewer

1. Quote for network services

MOTION was made by Trustee Davis to accept the quote from Verizon Wireless for installing wireless internet capabilities at the Waste Water Treatment Plant at an upfront cost not-to-exceed \$1,100.00, seconded by Trustee Wilcox. Carried 4-0.

2. Departmental Daily Report

D. DPW/Water

E. Justice

DRAFT BOARD MEETING MINUTES

F. Treasurer's Report's

1. Monthly Bank Statement Account-November 2023
2. Collateralization Report-November 2023
3. Treasurer's Report-November 2023
4. Payroll-22, 23 & 24 Certification Review

MOTION was made by Trustee Davis after review and discussion to approve and Certify Payrolls #22, #23, and #24, seconded by Trustee Wilcox. Carried 4-0.

5. Departmental Daily Report

G. Youth Recreation

H. ZBA/Planning Board

MOTION was made by Trustee Wilcox to accept all departmental reports as reviewed, presented, and discussed, seconded by Trustee Davis. Carried 4-0.

New Business

At 7:54PM Mayor Morgan closed **the public hearing** for Local Law #3 of 2023
One Year Moratorium on Construction or creation of Multi and Two-family Homes

A. Moratorium on Multi and two-family homes

Resolution No. 2023-073

BE IT RESOLVED that the Nunda Village Board of Trustees **adopt** Local Law #3 of 2023 One Year Moratorium on Construction or creation of Multi and Two-family Homes.

The **motion** was made by Trustee Wilcox, seconded by Trustee Davis. Carried 4-0.

At 7:55PM Mayor Morgan **opened the public hearing** on the
Dissolution of the Village Court/Justice Positions

B. Dissolving of the village court/justice

C. Account #1842 - 1780 State Route 436-water usage continues after two municipal shut offs, Nunda Police Department has been notified

Resolution No. 2023-074

BE IT RESOLVED that the Nunda Village Board of Trustees approve billing the Town of Nunda at 1780 State Route 436, Nunda, New York for non-payment of services-water usage.

The **motion** was made by Mayor Morgan, seconded by Trustee Davis. Carried 4-0.

D. 2024 Intermunicipal Agreement

Resolution no. 2023-075

BE IT RESOLVED that the Nunda Village Board of Trustees approves entering into an Intermunicipal Government Agreement Extension with the County of Livingston, New York for machinery, tools, equipment, and service sharing commencing January 1, 2024 through December 31,

DRAFT BOARD MEETING MINUTES

2024.

The **motion** was made by Deputy Mayor Snyder to enter into an Intermunicipal Agreement with Livingston County, seconded by Trustee Wilcox. Carried 4-0.

Old Business

- A. Military Banner update
- B. Veteran's exemption discussion
- C. Public Information Meeting Topics
 - 1. **Village Water**
 - 2. **Streets**
 - 3. **Property Maintenance**
 - 4. **WWTP Project**
 - 5. **Sidewalks**
 - 6. **Communications**
 - 7. **Street Banners**
 - 8. **Murals**
 - 9. **Celebrations-Christmas in Nunda**
 - 10. **Youth Recreation**
 - 11. **Village Building Project**
 - 12. **Tree City USA**
 - 13. **Feral Cats**

Other Business

- A. Strategic Plan
- B. Village Building Maintenance Project
- C. Water Source Protection
- D. Tree City USA

At 8:43PM Mayor Morgan **closed the public hearing** on the
Dissolution of the Village Court/Justice Positions

Resolution no. 2023-076

BE IT RESOLVED that the Nunda Village Board of Trustees intent is to abolish and dissolve the Nunda Village Court System and the Village Justice and Village Court Clerk positions pursuant to its authority under Village Law §§ 3-301, 3-302, and 3-303. It is the intent of the Nunda Village Board of Trustees to dissolve these positions at the end of the term currently being serve.

Effective date of termination is April 1, 2026.

The **motion** to approve dissolution of these positions was made by Trustee Davis, seconded by Mayor Morgan. Carried 4-0.

Policy Review

- A. Employee Policy Healthcare Insurance review

Resolution No. 2023-077

DRAFT BOARD MEETING MINUTES

BE IT RESOLVED that the Nunda Village Board of Trustees approves the 2024 Health Care Employee Benefits Package as discussed with the employees and as listed:

2024 Health Care – Village of Nunda Simply Blue + Gold 17

The **motion** to approve the 2024 Healthcare Employee benefits package was made by Trustee Davis, seconded by Trustee Wilcox. Carried 4-0.

MOTION was made by Trustee Davis to continue healthcare cost for participating employees at 10% employee pay, 90% village pays, seconded by Deputy Mayor Snyder. Carried 4-0.

Communications/Information Items

- A. Sexual Harassment Training Schedule-December 14, 2023
- B. Association Dinner-December 14, 2023-Avon, NY-6PM

Executive Session

MOTION was made by Trustee Davis to enter executive session at 9:20PM to discuss personnel concerns, seconded by Deputy Mayor Snyder. Carried 4-0.

MOTION was made by Deputy Mayor Snyder to exit executive session at 9:41PM, seconded by Mayor Morgan. Carried 4-0.

Adjournment

The **motion** to adjourn was made by Trustee Wilcox at 9:41PM.

Respectfully submitted,

LeRoy J. Wood, CMFO, RMC
Administrator/Clerk-Treasurer

VILLAGE OF NUNDA

Meter Reading

Account #: 1172

Status: Active

Dial Size: 6

User: WESNER, CHRISTIAN

Meter Type: B

Service Location: 14 VERMONT STREET

Meas.: G

Date	Metered	Consumed	Estimated
01/31/2023	264701	17000	[]
04/30/2023	279077	14376	[]
07/31/2023	288001	8924	[]
10/31/2023	548586	260585	[]
01/31/2024	0	0	[]

	Metered	Consumed
12/16/2023 Received telephone call – concern about water bill	548,586	260,585
12/19/2023 Chief Water Operator read meter	776,807	228,221
12/20/2023 Chief Water Operator read meter	776,874	67
12/21/2023 Chief Water Operator read meter	776,930	56
12/28/2023 Chief Water Operator read meter	777,710	780
1/3/2024 Chief Water Operator read meter	778,106	396

Total consumption this quarter as of 1/3/2024 229,520 gallons

Draft Board Meeting Minutes

January 2, 2024

The Regular Meeting of the Joint Town/Village Police Commissioners was held on January 2, 2024, at the Nunda Government Center, 4 Massachusetts Street, Nunda, New York, at 6:00PM with the following present:

Town Police Commissioner: Michael Hillier
Town Police Commissioner: Randy Morris
Village Police Commissioner: Darren Snyder
Village Police Commissioner: Dr. Donald Wilcox

Police Chief: Ryan Dale
Clerk: LeRoy Wood

Commissioner Snyder - called the meeting to order at 6:00PM

Roll Call – All present

Pledge of Allegiance - led by Commissioner Morris

Reports

A. Police Reports – as provide by Chief Dale

MOTION was made by Commissioner Hillier for the Police Department to pay the annual Tyler Technologies New World standard maintenance in the amount of \$1,503.88 which enables the department to operate the MCT Mobile Software in both police patrol vehicles, seconded by Commissioner Morris. Carried 4-0.

New Business

- A. Taser purchase
- B. Parking on village streets
- C. Livingston County Police Chiefs Meeting-Nunda will host
- D. Traffic watches
- E. Issuing of tickets

Adjournment

With no further business to be discussed, the motion to adjourn was made by Commissioner Morris at 6:44PM. Carried 4-0.

Respectfully submitted,



LeRoy J. Wood, CMFO, RMC
Clerk to the Police Commissioners Board

Nunda Police Department Monthly Report

December 2023

Number of Complaints	131
Penal Law Arrests	2
Arrests Town/ Village	Town- 1, Village- 1
UTT's Issued	4
Warning Tickets Issued	11
Assists to other Dept's	13
Motor Vehicle Accidents	1
Miles Driven	720- 191 (27,569 miles), 725- 404 (54,236 miles) Fuel Gal. – 87.5 gal
Man Hours Worked	272
Property Checks	33

Type of Complaints

Aggravated Harassment	0
Disorderly Conduct	2
Criminal Mischief	1
Domestic	2
Drug Offenses	0
DWI	0
Trespass	0
Larceny	1
Harassment	2
Fraud	2
Misc.	57

Respectfully Submitted,

Ryan Dale





VILLAGE OF NUNDA

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4 Massachusetts St.
Nunda, NY 14517
Office: (585) 468-2215
FAX: (585) 468-2230
www.VillageOfNunda.org

Jack Morgan, Mayor

Darren Snyder, Deputy Mayor

Ryan Dale, Chief of Police

James R. Mann Jr., Trustee **William Davis, Trustee** **Donald Wilcox, Trustee**

LeRoy Wood, Administrator/Clerk-Treasurer

Troy Bennett, Water and Streets Superintendent

Markus Hugi, Chief Sewer Operator

November Code Enforcement Report

January 8, 2024

December 1, 2023

1. Issued Accusatory Instrument for 39 Massachusetts Street to 2 residents and owner
2. Issued Appearance Ticket for 39 Massachusetts Street to 2 residents and owner
3. Spoke to resident a on North State Street about placement of dumpster.
4. Drove around village properties to ensure no code violations were present.

December 8, 2023

1. Reinspected the following properties: 1,3,7, and 32 North State Street
2. Performed Fire Safety and Property Maintenance inspection of the following properties: 11, 12, and 20 North State Street.
3. Drove around village properties to ensure no code violations were present.

December 15, 2023

1. Attended Village Board Meeting and delivered Report (12/11/2023)
2. Issued and mailed Reports for the following properties: 11, 12, and 20 North State Street.
3. Drove around village properties to ensure no code violations were present.

December 29, 2023

1. Wrote Deposition for 39 Massachusetts Street
2. Assembled Materials for Court Appearance on 1/9/2023
3. Wrote Code Enforcement Report.
4. Drove around village properties to ensure no code violations were present.

VILLAGE OF NUNDA

Payroll Certification

Payroll # 25

PP Begin 11/27/23 to PP End 12/10/23

Check Date: 12/15/23

Employee	Gross Pay	Hrs	OT	Fed Tax	NYS Tax	FICA	M'care	Retire	Arrears	Loan	Other	Net Pay
BENNETT, TROY G.	3129.92	80.00	20.66	522.77	147.00	194.06	45.38				317.51	1903.20
EMKE, BRIAN R.	2203.05	80.00	10.00	326.76	105.75	136.59	31.94				223.30	1378.71
GRANGER, LUKE J.	461.53			22.60	7.08	28.61	6.69					396.55
HUGI, MARKUS A.	2114.19	80.00	3.00	117.86	91.98	131.08	30.66				39.05	1703.56
WOOD, ALAN J.	2072.11	80.00	13.66	306.99	117.65	128.47	30.05	72.52			60.54	1355.89
WOOD, LEROY J.	1782.42	70.00		295.70	100.36	110.51	25.85					1250.00
Total	11763.22	390.00	47.32	1592.68	569.82	729.32	170.57	72.52	0.00	0.00	640.40	7987.91

CERTIFICATE OF APPROVED CERTIFIED PAYROLL OFFICER

I hereby certify that the 6 persons named in the foregoing payroll are employed solely in and have actually performed the proper duties of positions and employments indicated, and that the persons described herein as "laborers" are employed at ordinary unskilled labor only; that said payroll is approved for the period of 11/27/23 to 12/10/23 at \$ 11,763.22 and is certified for payment from the appropriations authorized and that the persons named herein, except those appointed and employed as laborers have taken and filed the Constitutional Oath in accordance with the provisions of Chapter 574, Laws of 1917.

Signed: Leroy J. Wood

Title: CFO Date: 12/11/2023

VILLAGE OF NUNDA

Payroll Certification

Payroll # 25A

PP Begin 1/1/23 to PP End 12/12/23

Check Date: 12/15/23

Employee	Gross Pay	Hrs	OT	Fed Tax	NYS Tax	FICA	M'care	Retire	Arrears	Loan	Other	Net Pay
HUGI, MARKUS A.	7797.09			1145.12	489.32	483.42	113.06				144.01	5422.16
WOOD, LEROY J.	6930.75			1890.18	463.68	429.71	100.50					4046.68
Total	14727.84			3035.30	953.00	913.13	213.56	0.00	0.00	0.00	144.01	9468.84

CERTIFICATE OF APPROVED CERTIFIED PAYROLL OFFICER

I hereby certify that the 2 persons named in the foregoing payroll are employed solely in and have actually performed the proper duties of positions and employments indicated, and that the persons described herein as "laborers" are employed at ordinary unskilled labor only; that said payroll is approved for the period of 1/1/23 to 12/31/23 at \$ 14,727.84 and is certified for payment from the appropriations authorized and that the persons named herein, except those appointed and employed as laborers have taken and filed the Constitutional Oath in accordance with the provisions of Chapter 574, Laws of 1917.

Signed: LeRoy J Wood

Title: CFO Date: 12/12/2023

VILLAGE OF NUNDA

Payroll Certification

Payroll # 26

PP Begin 12/11/23 to PP End 12/24/23

Check Date: 12/29/23

Employee	Gross Pay	Hrs	OT	Fed Tax	NYS Tax	FICA	M'care	Retire	Arrears	Loan	Other	Net Pay
ALLEN, MELVIN W.	427.78					26.52	6.20					395.06
BENNETT, TROY G.	2340.60	80.00	2.00	347.33	103.36	145.12	33.94				259.19	1451.66
DAVIS, WILLIAM	550.00					34.10	7.98					507.92
DUFFY, SHEILA L.	535.00			50.00	10.00	33.17	7.76					434.07
EMKE, BRIAN R.	2226.00	80.00	10.66	331.86	107.02	138.01	32.28				225.00	1391.83
GRANGER, LUKE J.	461.53			22.60	7.08	28.61	6.69					396.55
HUGI, MARKUS A.	2514.25	80.00	13.66	164.98	115.42	155.88	36.46				46.44	1995.07
LOVE, JENEAN	585.00					36.27	8.48					540.25
MANN, JR, JAMES R.	122.22					7.58	1.77					112.87
MORGAN, JACK	1000.00					62.00	14.50					923.50
SNYDER, DARREN E.	625.00					38.75	9.06					577.19
WILCOX, DR, DONALD R.	550.00					34.10	7.98					507.92
WOOD, ALAN J.	1649.60	80.00		215.35	92.43	102.28	23.92	57.74			60.54	1097.34
WOOD, LEROY J.	1782.42	70.00		295.70	100.36	110.51	25.85					1250.00
Total	15369.40	390.00	26.32	1427.82	535.67	952.90	222.87	57.74	0.00	0.00	591.17	11581.23

CERTIFICATE OF APPROVED CERTIFIED PAYROLL OFFICER

I hereby certify that the 14 persons named in the foregoing payroll are employed solely in and have actually performed the proper duties of positions and employments indicated, and that the persons described herein as "laborers" are employed at ordinary unskilled labor only; that said payroll is approved for the period of 12/11/23 to 12/24/23 at \$ 15,369.40 and is certified for payment from the appropriations authorized and that the persons named herein, except those appointed and employed as laborers have taken and filed the Constitutional Oath in accordance with the provisions of Chapter 574, Laws of 1917.

Signed: LeRoy J Wood

Title: CFO Date: 12/25/2023

December 2023

Village Clerk-Treasurer's Monthly Report

Day	Time In	Time Out		Departmental Work	
1	Friday	0745	1105	3.25	Wtr/swr bills, banking, emails, strategic plan
2	Saturday				
3	Sunday	0838	1110	2.50	Monthly Financial rpts
4	Monday	0754	1635	9.00	Wtr/swr bills, monthly financial rpts, healthcare, police comm mtg
5	Tuesday	0748	1635	8.25	Police Comm mtg minute, wtr/swr, healthcare mtg, vill insurance
6	Wednesday	0756	1635	8.00	Emails, board mtg agenda, wtr/swr bills
7	Thursday	0759	1640	8.00	Board mtg agenda, emails, healthcare w/employees
8	Friday	0757	1100	3.00	Board mtg agenda
9	Saturday				
10	Sunday				
11	Monday	0754	2205	11.00	Payroll, banking, board mtg agenda, wtr/swr bills, emails
12	Tuesday	0556	1635	10.00	A/P, banking, board mtg minutes, employee policy, healthcare
13	Wednesday	0757	1635	8.00	Healthcare, Strategic Plan, Board mtg minutes, wtr/swr bills
14	Thursday	0740	1650	8.50	Board mtg minutes, Sexual Har. Training, Banking
15	Friday	0753	1245	4.75	Inlieu of payments, wireless conn WWTP, Local Law #3, wtr/swr bills
16	Saturday				
17	Sunday	0920	1145	2.25	Wtr/swr bills, tax search, emails, set-up new trustee
18	Monday	0756	1635	8.00	Wtr/swr bills, emails, wtr mtg
19	Tuesday	0800	1215	4.25	3-S/Dentist appt - Emails, WWTP CIP, wtr/swr
20	Wednesday	0738	1640	8.50	Wtr/swr bills, banking, emails, WWTP CIP
21	Thursday	0726	1630	8.50	AUD-State Comptroller Audit, WWTP CIP
22	Friday	0752	1100	3.00	Disaster Response Directive
23	Saturday				
24	Sunday				
25	Monday	0725	1046	3.25	Payroll, prepays, mail, wtr/swr bills, banking
26	Tuesday	7H			
27	Wednesday	0728	1645	8.75	OSC AFR Audit, wtr/swr bills, WWTP CIP
28	Thursday	0755	1630	8	OSC AFR Audit, wtr/swr bills, CDBG#2, Strategic Plan
29	Friday	0755	1100	4.00	Strategic Plan, wtr/swr bills, banking
29	Friday	1700	1745	0.75	Process Death Certificate
30	Saturday				
31	Sunday	0757	1005	2.00	NYSLRS Rpt, IRS 941/941b, NYS Payroll Taxes, Strategic Plan

LeRoy J Wood
 Submitted by

1/4/2024
 Date

Hours of Operation
 M-Th 8:00 AM - 4:30 PM
 F 8:00 AM - 11:00 AM
 Closed for lunch 1215 - 1245
 Closed holidays

January 8, 2024

MEMORANDUM

From: LeRoy J. Wood, Chief Fiscal Officer
To: Mayor Morgan
Deputy Mayor Snyder
Trustee Davis, Trustee Mann, Trustee Wilcox
All Department Heads

SUBJ: 2023-2024 BUDGET CALL

Financial Overview

Over the past several years there have been calls for a lower percentage of healthcare premiums participating employees pay, remaining at ten (10%) percent, along with granting higher wages for work performed. This year the employee healthcare contribution percentage remained unchanged at ten (10%) percent, however, with employees *requesting* a lower deductible healthcare plan at a higher premium cost, the impact to our budget is significant. Expectations of higher wages will be challenging and will be an emphasis the governing board will need to address expeditiously in the coming months, if they so choose. The village operates with a finite amount of funding available.

The current Waste Water Treatment Plant Capital Project remains active. New York State Environmental Facilities Corporation (EFC) has requested debt incurred through this capital project to start being paid in 2024. There should be minimal impact to the budgets as debt is collected through the quarterly water and sewer billing cycle.

All ARPA monies will be used prior to the end of 2024 as required through federal law. Items of interest include municipal signage and/or other operational equipment.

In the development phase is our Strategic Plan, addressing municipal concerns with water and water infrastructure, personnel, and public safety; which will help guide the village into the future.

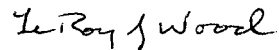
Budget Process

Pursuant to New York State Village Law §5-502, on or before the eighth day of February in each year, or such other date as may be applicable pursuant to section 5-510 of Village Law, the budget officer shall give written notification to the head of each administrative unit that he shall submit estimates, schedules, and statements as hereinafter provided. The municipalities Standard Operating Procedures for the Annual Operating Budget Cycle will be provided in February 2024 to act as a guidance defining the purpose of the procedures, scope, responsibilities, and calendar of events. A Detailed Report of Revenues and a Detailed Report of Expenditures will also be

provided to each administrative unit head along with a printout of each *funds* accounting codes to assist each administrative head with the creation of their tentative budgets.

On or before March 1st of each year, the head of each department **must submit** an estimate of revenues and expenditures of the administrative unit for the ensuing fiscal year to the Clerk-Treasurer. This estimate should show all sources of revenue, itemize the character and object of each expenditure, as defined in Village Law §5-500(7), and contain such additional information as the Clerk-Treasurer may prescribe. A review of our current five-year capital equipment plan will take place to better manage our budgetary requirements and necessary equipment needs in the coming years.

Thank you.



LeRoy J. Wood, CMFO, RMC
Administrator/Clerk-Treasurer
Village of Nunda

Prepared By:
Fiscal Advisors & Marketing, Inc.

ESTIMATED DEBT SERVICE SCHEDULE
VILLAGE OF NUNDA
LIVINGSTON COUNTY
\$1,810,940
EFC Project # C8-6485-01-00
Short Term - Level Debt

First EFC Loan Draw: 2/24/2022
PPU Expires: 2/24/2062
EFC ST Principal Payment Due: 2/24/2024

							2024
Fiscal Year	Balance		Coupon	Interest	Interest	Principal and	
Ending	Beginning	Principal	Per	Payment	Payment	Interest	
31-May	Fiscal Year	Payment	Maturity				
1	2024	1,810,940	5.000%	45,273.50	45,273.50	101,487.00	
2	2025	1,800,000	5.000%	45,000.00	45,000.00	105,000.00	
3	2026	1,785,000	5.000%	44,625.00	44,625.00	109,250.00	
4	2027	1,765,000	5.000%	44,125.00	44,125.00	108,250.00	
5	2028	1,745,000	5.000%	43,625.00	43,625.00	107,250.00	
6	2029	1,725,000	5.000%	43,125.00	43,125.00	106,250.00	
7	2030	1,705,000	5.000%	42,625.00	42,625.00	105,250.00	
8	2031	1,685,000	5.000%	42,125.00	42,125.00	104,250.00	
9	2032	1,665,000	5.000%	41,625.00	41,625.00	108,250.00	
10	2033	1,640,000	5.000%	41,000.00	41,000.00	107,000.00	
11	2034	1,615,000	5.000%	40,375.00	40,375.00	105,750.00	
12	2035	1,590,000	5.000%	39,750.00	39,750.00	104,500.00	
13	2036	1,565,000	5.000%	39,125.00	39,125.00	108,250.00	
14	2037	1,535,000	5.000%	38,375.00	38,375.00	106,750.00	
15	2038	1,505,000	5.000%	37,625.00	37,625.00	105,250.00	
16	2039	1,475,000	5.000%	36,875.00	36,875.00	108,750.00	
17	2040	1,440,000	5.000%	36,000.00	36,000.00	107,000.00	
18	2041	1,405,000	5.000%	35,125.00	35,125.00	105,250.00	
19	2042	1,370,000	5.000%	34,250.00	34,250.00	108,500.00	
20	2043	1,330,000	5.000%	33,250.00	33,250.00	106,500.00	
21	2044	1,290,000	5.000%	32,250.00	32,250.00	104,500.00	
22	2045	1,250,000	5.000%	31,250.00	31,250.00	107,500.00	
23	2046	1,205,000	5.000%	30,125.00	30,125.00	105,250.00	
24	2047	1,160,000	5.000%	29,000.00	29,000.00	108,000.00	
25	2048	1,110,000	5.000%	27,750.00	27,750.00	105,500.00	
26	2049	1,060,000	5.000%	26,500.00	26,500.00	108,000.00	
27	2050	1,005,000	5.000%	25,125.00	25,125.00	105,250.00	
28	2051	950,000	5.000%	23,750.00	23,750.00	107,500.00	
29	2052	890,000	5.000%	22,250.00	22,250.00	109,500.00	
30	2053	825,000	5.000%	20,625.00	20,625.00	106,250.00	
31	2054	760,000	5.000%	19,000.00	19,000.00	108,000.00	
32	2055	690,000	5.000%	17,250.00	17,250.00	104,500.00	
33	2056	620,000	5.000%	15,500.00	15,500.00	106,000.00	
34	2057	545,000	5.000%	13,625.00	13,625.00	107,250.00	
35	2058	465,000	5.000%	11,625.00	11,625.00	108,250.00	
36	2059	380,000	5.000%	9,500.00	9,500.00	109,000.00	
37	2060	290,000	5.000%	7,250.00	7,250.00	104,500.00	
38	2061	200,000	5.000%	5,000.00	5,000.00	110,000.00	
39	2062	100,000	5.000%	2,500.00	2,500.00	105,000.00	
TOTAL		\$1,810,940		\$1,149,523.50	1,149,523.50	\$3,729,987.00	

EFC's 2% repayment factor: $\$1,810,940.14 \times 2\% = \$36,218.80$
Rounded: $\$36,500.00$

Average \$ 106,627.87

Re: VETERANS EXEMPTION

NU nundaassr@frontiernet.net <nundaassr@frontiernet.net>
Tue, 02 Jan 2024 12:37:05 -0500 •
To "Village Administrator/Clerk-Treasurer" <clerk@villageofnunda.org>
Cc "William Fuller" <wfuller@co.livingston.ny.us>

LeRoy, see answers to questions below. I've also copied in Bill Fuller to double check my responses.

Thanks,
Brian Knapp
Assessor

On Tuesday, January 2, 2024 at 09:40:25 AM EST, Village Administrator/Clerk-Treasurer <clerk@villageofnunda.org> wrote:

Good morning,

The Village Board still has questions about this exemption.

- 1. Can an individual have a veteran's exemption on both the town and village property taxes? If the Village approves the exemption (RP-458a) for Village purposes, then yes it would apply for both.**
- 2. Are there restrictions on certain veterans receiving an exemption; must have served in a war zone, during wartime, or can ALL veterans receive a village exemption? Below are qualifications for Alternative Vets Exemption. There is also an exemption for cold war vets (RP-458b) serving from September 2, 1945 through December 26, 1991, but that is a separate exemption and to adopt would require a separate local law.**

Eligibility for exemption

The alternative veterans exemption is available to qualifying residential real property owned by veterans (or certain family members) who served during defined periods of war or under certain conditions and must have either (1) been honorably discharged or released from service or (2) received a letter from the NYS Department of Veterans' Services (DVS) stating that the veteran now meets the character of discharge criteria for all of the benefits and services listed in the Restoration of Honor Act.

A list of acceptable military records to prove honorable discharge is available at [Acceptable military records for veterans' property tax exemption](#).

The following sections discuss the criteria for exemption. Reference is made, where appropriate, to the application form for the exemption (RP-458-a).

Period of war

Veterans (or as discussed below, certain family members of veterans) who served in active duty during one of the following periods of war may qualify for at least the basic 15% alternative veterans' exemption:

- Persian Gulf Conflict: 8/2/90 -*_
- Vietnam War: 11/1/55 - 5/7/75*_
- Korean War: 6/27/50 - 1/31/55*_
- World War II: 12/7/41 - 12/31/46**

Unless one of the alternatives described in this section is applicable, in order to qualify for the exemption, at least part of the veteran's service must fall within one of the above defined periods of war. Generally, reservists who engaged only in active duty for training or who were activated for only short periods of time are not eligible for the alternative exemption. However, reservists who were activated during a period of war and who performed significant, full-time active duty may qualify (8 Op.Counsel SBEA No. 37).

Expeditionary medals and other alternatives to period of war service:

In addition, veterans may qualify for the exemption without having served during a period of war if they were awarded either an Armed Forces Expeditionary Medal, a Navy and Marine Corps Expeditionary Medal, or a Global War on Terrorism Expeditionary Medal and were discharged or released under honorable conditions (see list of qualifying awards below).

Certain veterans who served as crew members in the U.S. Merchant Marine during World War II are eligible to receive the alternative veterans exemption. To qualify for exemption the person must have:

- been employed by the War Shipping Administration or Office of Defense Transportation or their agents as a merchant seaman as documented by the U.S. Coast Guard or Department of Commerce or as a civil servant employed by the U.S. Army Transport Service or the Naval Transportation Service;
- served satisfactorily as a crew member during WW II (December 7, 1941 to August 15, 1945) aboard (a) a merchant vessel in oceangoing (foreign, inter-coastal, or coastwise) voyages or near foreign voyages between the U.S. and Canada, Mexico, or the West Indies via ocean routes or (b) a public vessel in ocean going service or foreign waters; **and**
- received a Certificate of Release or Discharge from Active Duty and a discharge certificate, or an Honorable Service Certificate/Report of Casualty from the

Department of Defense.

*Defined in Section 458-a of the N.Y.S. Real Property Tax Law

**Derived from Section 101 of Title 38 of the United States Code

Qualifying members of the American Field Service who served during World War II are also eligible for the alternative veterans exemption. To be eligible for exemption, the applicant must have:

- been employed by the American Field Service
- served overseas under U.S. Armies and U.S. Army Groups in World War II (December 7, 1941 to May 8, 1945), **and**
- been discharged or released therefrom under honorable conditions.

Certain individuals who served with Pan American World Airways' during World War II may be granted the alternative veterans exemption. Persons receiving the exemption will have:

- served overseas as a flight crew and aviation ground support employee of Pan American World Airways or one of its subsidiaries or affiliates as a result of Pan American's contract with Air Transport Command or Naval Air Transport Service during World War II (December 14, 1941 to August 14, 1945) **and**
- been discharged or released therefrom under honorable conditions

Members of the reserve components of the U.S. armed forces who received an honorable discharge or release therefrom under honorable conditions, but are still members of the reserve components may be granted the alternative veterans exemption provided that such members meet all other qualifications for receiving the exemption.

To be eligible for exemption, the veteran must also have been discharged or released from service under honorable conditions. The veteran must attach proof to the application form verifying the dates and character of service. The additional proof necessary to justify approval of the combat zone and/or the disability portion of the alternative exemption is discussed in a later section of this guide.

3. How can we determine the number of qualified veterans who could receive an exemption? You can look at the assessment roll under the exemption summary for the village and see the number of exemptions and the total amount of the exemptions granted to Village residents for Town or County purposes. If you use the same maximums as the Town/County then you can expect to have a similar number of exemptions and total

exemption amount.

The Village can choose its own exemption maximums from the table below. (For example, I believe that the County and most municipalities use 21,000 Wartime, 14,000 Combat, and 70,000 disability, but I think the Mt. Morris School district adopted the exemption a couple years ago and uses 6,000 wartime, 4,000 combat, and 20,000 disability). These amounts are additive - so a vet who served during wartime in a combat zone would receive up to 35,000 off the assessment for Town/County purposes using the aforementioned limits.

The exemption limit sets are:

Maximum exemption amounts available

	Wartime	Combat zone	Disability
Reduced maximum pursuant to local law	\$6,000	\$4,000	\$20,000
	\$9,000	\$6,000	\$30,000
State law basic maximum	\$12,000	\$8,000	\$40,000
Increased maximums pursuant to local law	\$15,000	\$10,000	\$50,000
	\$18,000	\$12,000	\$60,000
	\$21,000	\$14,000	\$70,000
	\$24,000	\$16,000	\$80,000
	\$27,000	\$18,000	\$90,000
	\$30,000	\$20,000	\$100,000
	\$33,000	\$22,000	\$110,000
	\$36,000	\$24,000	\$120,000
	\$39,000	\$26,000	\$130,000
	\$42,000	\$28,000	\$140,000
\$45,000	\$30,000	\$150,000	

Thank you, please advise.

Best Regards,

LeRoy J. Wood CMFO, RMC
Village of Nunda, Administrator/Clerk-Treasurer
NYS Society of Municipal Finance Officers, Director
PO Box 537
Nunda, NY 14517-0537
585-468-2215



Village of Nunda

Strategic Plan

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Introduction

Developing our strategic plan for 2024 is an important measure of forward thinking and determination. It is a plan that is reflective of the needs and vision of our municipality. Our plan focuses on our mission and vision within our community, prioritizes strategies, while assuring the public we are continuing to work towards achieving our goals.

Our strategic plan identifies areas of importance within the municipality that must be addressed moving forward as significant challenges have arrived or will be arriving soon. It also coordinates the work our municipality needs to follow to be successful. The plan will allow the village to be more accountable and transparent to our community.

This strategic planning activity is valuable in enunciating our mission, vision, values, and priorities. However, if it ends there, the Village of Nunda will only benefit slightly rather than through its defined capabilities and execution of our strategic plan. To maximize to our fullest extent, the strategic plan must be implemented to help guide the actions of the Village Board, administration, and all municipal departments. Our strategic plan must remain fundamental and organic.

Values

Community

Providing our community with sound exceptional services, while working together and engaging in public discussion, transparency, and inclusion

Personnel

Responsible, respectful, and driven workforce accepting of our strategic goals, mission, and vision

Environmental Awareness

Protecting, exploring, and enhancing our natural resources within our community

Adaptability

Understanding our everchanging natural resources, personnel, and public safety concerns and the cause and affect these three elements have in our community. Acknowledging the foresight and ability to adjust our plan when needed.

Integrity

Accountability through sound budgetary practices, transparency to the public, and to each other

Frequently Asked Questions

1. What is a strategic plan?

A strategic plan provides guidance and direction for a pre-determined set of goals.

2. Why is a strategic plan significant?

It is a set of goals used for municipal self-preservation. It is a plan that reflects the needs of our community as we look to the future. A strategic plan provides focus and discipline as we move forward in achieving our set goals. Through collaboration of municipal officials, staff, and other resources our strategic plan becomes more effective and efficient.

3. How is a strategic plan developed?

The mission, vision, values, and priorities are developed, approved, and adopted by the Village of Nunda's Governing Board. The village has undertaken a process to involve community members, elected officials, municipal staff, and other resources. The process includes a water infrastructure appraisal, current/future personnel resources, and public safety measure assessment to provide the framework for our planning development. Input determined to be significant will be included in our strategic plan.

4. Can a strategic plan be changed?

Once our plan has been developed, reviewed, approved, adopted, and is put in place, it cannot be changed without a formal public hearing for public discussion and Village Board approval.

5. How will it be used by municipal departments?

Employees shall use the strategic plan to develop annual goals and budgets.

Strategic Planning Process

This strategic plan initiates planning processes necessary for future success of our municipality.

Identified in this plan is a representation of actions required for implementation and achievement of our three strategic elements being presented;

Step 1: Mission and Vision Statements;

Step 2: Current State of Strategic Elements;

Step 3: Strategic Priorities and Events; and

Step 4: Prioritization of Activities.

1. Mission and Vision Statements

Mission

To provide exceptional services to our residents while maintaining the highest degree of water quality, an effective street maintenance program, and infrastructure improvement plan.

Vision Statement

Our vision is to seek opportunity and expand public services to an even greater clientele while sustaining fiscal responsibility of our municipality.

2. Current State of Strategic Elements

Our current state of our water, water plant processing, water infrastructure, qualified personnel, and public safety through sidewalk installation, streets enhancements and municipal parking must be identified, addressed, and managed forthwith.

3. Strategic Objectives and Activities

Evaluating our municipal status through a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis is imperative in identifying our deficiencies and other risks. Below is our SWOT breakdown for **each** of our strategic plan elements, including our objectives and activities analysis;

Water, Water Plant Processing & Water Infrastructure

Strengths	Weaknesses	Opportunity	Threats
Own our source water protection area and all infrastructure	Debt	Upgrade technology	Climate
Provide Water Utilities to village/town residents	Aging infrastructure	Grant monies available	Terrorism
Qualified licensed operators	Aging Water Plant	Rural Water	Discontinuing this plan
Networking	Lack of ability to add customers – ROI		
Elected Officials	Limited available funding		
	Grant administration		
	Personnel-qualified		

Element One: Water, Water Plant Processing, & Water Infrastructure

This element has ongoing concerns for more than several years now. Activity in correcting some of these measures has started.

Objectives and Activities to achieve Element One:

- a. Assess source water and source water protection area - started
- b. Assess water plant and water plant equipment for replacement & technology upgrades
- c. Assess the needs of the community in providing adequate safe drinking water
- d. Develop an infrastructure plan-identifying age, budgetary concerns
- e. Identify funding opportunities should any part of this element require the need

Qualified Personnel

Strengths	Weaknesses	Opportunity	Threats
Current staff	Aging workforce	Market to community for local employment opportunity	Retirement of entire workforce within ten (10) years
Strategic Plan	Limited funding available	Training	Discontinuing this plan
	Aging equipment		
	Current workforce abilities		

Element Two: Qualified Personnel

Objectives and Activities to achieve Element Two:

As our aging workforce is upon us, the need to recruit and hire qualified personnel willing to become licensed in municipal water and sewer operations is critical.

- a. Develop a list of training required to become a licensed water plant operator
- b. Develop a list of training required to become a licensed sewer plant operator
- c. Inquire with Rural Water as to apprenticeship programs available
- d. Market local employment benefits
- e. Develop a strategy in recruiting and appointing a qualified individual as Clerk-Treasurer
- f. Develop a timeline aimed at hiring qualified laborers, water, and sewer plant operators
- g. Continually monitor the budget as to the cost of additional employees and benefits

Public Safety

Strengths	Weaknesses	Opportunity	Threats
Current Staff	Aging infrastructure	Grant/tuition monies available	Climate
Budget	Current workforce abilities	Enhance aesthetics of community	Terrorism
Elected Officials	Budget	Increase public safety measures	Discontinuing this plan

Element Three: Public Safety

This element is crucial to safety measures our community deserves; safe streets, sidewalks, public parking access.

Objectives and Activities to achieve Element Three:

- a. Identify weaknesses in our village street's infrastructure
- b. Develop a strategy in annual street replacement
- c. Develop a long-range plan for sidewalk installation throughout the village
- d. Develop a final strategy in completing/resurfacing/painting the municipal parking lot
- e. Develop strategy in overhauling mall area-resurfacing, painting, sidewalks

4. Prioritization of Activities

Advancing this strategic plan will be challenging from an administrative, budgetary, and acceptance degree. Managing the implementation and continued progress of this plan will be difficult. Having the support of elected officials, administration, and department heads is critical for success. Prioritizing activities and identifying timelines for each element must be established moving forward.

Updating the village's multi-year financial plan is imperative to knowing and understanding our limits when developing our annual strategies through this plan.

Implementation of this strategic plan should begin with the 2023-2024 Budget Process moving forward.

VILLAGE OF NUNDA, LIVINGSTON COUNTY, NEW YORK

1. SUBJECT

Preparation of policies and procedures in the event of certain declared state disaster emergencies involving Public Health Labor Law, Chapter 31, Article 2, § 27-c.

2. PURPOSE

As a public employer in the State of New York, the Village of Nunda is required to prepare a plan for the continuation of operations in the event the Governor of New York State declares a state disaster emergency involving communicable disease.

3. DEFINITIONS

For the purposes of this policy:

- a. "Personal protective equipment" shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.
- b. "Public employer" or "employer" shall mean the village.
- c. "Essential" shall refer to a designation made that a public employee is required to be physically present at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer.
- d. "Non-essential" shall refer to a designation made that a public employee is not required to be physically present at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer.
- e. "Communicable disease" shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual.
- f. "Retaliatory action" shall mean the discharge, suspension, demotion, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

4. GENERAL POLICY

- a. The following positions/staffing are considered essential in the event the governor declares a state disaster emergency involving a communicable disease.

Department	Essential Positions/Staffing
Village Board	Mayor Deputy Mayor
Administrator/Clerk	Administrator Clerk-Treasurer
Department of Public Works	Water & Streets Superintendent Deputy Water & Streets Superintendent Laborer
Waste Water Treatment Plant	Chief Operator of the Waste Water Treatment Plant
Code & Zoning Departments	Code Enforcement Officer Zoning Officer

- b. The Village of Nunda is committed to ensuring that our residents receive necessary services during a state of disaster emergency involving communicable disease. To accomplish this goal, non-essential employees will contact essential positions/staffing through telecommunications, or other forms of technology as to the status of their well-being when practicable to do so.
- c. To the extent possible, and as necessary, the Village of Nunda will, stagger work shifts of essential employees. Plans will be developed through the departments in collaboration with municipal leadership based on the Department of Health directives.
- d. Livingston County Office for Emergency Management maintains sufficient levels of personal protective equipment (PPE) for county departments and first responders.

Department heads will maintain communications with county departments as to the (PPE) levels needed on hand to conduct essential work within the village.

- e. In the event an employee is exposed to a known case of the communicable disease that is the subject of the state disaster emergency, exhibits symptoms of such disease, or tests positive for such disease to prevent the spread or contraction of such disease in the workplace.

Step 1: Isolate and excuse the employee from the workplace due to illness.

Step 2: Notify all other employees of potential exposure

- f. The Village of Nunda will document hours and work locations, including off-site visits, for essential employees. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees to facilitate the provision of any benefits which may be available to certain employees on that basis.

- g. All protocols identified in this policy are subject to change pursuant to guidance provided by the Livingston County Department of Health, New York State Department of Health, and/or the Center for Disease Control based upon specific communicable disease markers.

4. REPORTING VIOLATIONS

Any violations of this policy shall be reported to the mayor and administrator, via procedures established by the New York State Department of Labor. Reports will be in writing.

5. EFFECTIVE

This policy was adopted and became effective _____.

VILLAGE OF NUNDA, LIVINGSTON COUNTY, NEW YORK

SUBJECT

Disaster Response Plan for the Village of Nunda.

PURPOSE

The purpose of this plan is to minimize disasters or potential disasters and their effects, provide for local response when such disasters occur, and facilitate recovery as needed.

AUTHORITY

Under New York State Executive Law, Article 2-B, the Village of Nunda is authorized to prepare a Disaster Plan to enable it to deal effectively with potential disaster situations.

Statutory authority is given to the Village Mayor to designate and be responsible for an emergency occurring in or affecting the Village of Nunda.

The Village Mayor is the only person who may request assistance from the next higher level of government; Livingston County, New York. A line of succession shall be set up designating who shall act as the agent for the Village of Nunda should the mayor be *unavailable*.

Village Mayor
Village Deputy Mayor
Village Administrator
Village Water and Streets Superintendent

A list of the order of designees for disaster declaration and emergency management will be on file in the Village of Nunda Clerk's Office and with Livingston County Office of Emergency Management.

PREPAREDNESS

The Village Mayor shall, in consultation with others whom they deem appropriate, make such plans necessary to prevent and minimize the effects of disaster.

The following steps shall include, but not be limited to:

1. Identify potential disasters and disaster sites
2. Recommend disaster prevention plans
3. Review and recommend as needed changes or additions to building and safety codes, zoning, or other programs
4. Take measures to prevent disasters or mitigate their impact on the community

MOBILIZATION

The Emergency Operations Center will be the Nunda Government Center located at 4 Massachusetts Street in the Village of Nunda. The Alternate Emergency Operations Center will be at the Village Building/Police Department located at 1 Mill Street, in the Village of Nunda. The location to be used will be determined by the Village Mayor at the time of the emergency.

The Village Mayor shall assess all information received from all village departments, Livingston County Sheriff's Department, Village Board members, and Livingston County Office of Emergency Management. The Village Mayor may declare an Emergency Disaster Declaration after all information has been received and reviewed.

RESPONSIBILITIES

1. Village Mayor
 - a. Responsible for all disaster related operations.
 - b. Shall utilize all resources necessary; facilities, equipment, supplies, personnel, or other resources in such a manner as may be necessary or appropriate to manage the disaster.
 - c. Shall direct the activities of all agencies against the effects of the disaster. The Village Mayor will coordinate services of the Emergency Operations Center and its staff for implementation of measures to achieve emergency operations.
 - d. The Village Mayor may appoint a local Emergency Coordinator to manage the processes of the Emergency Operations Center and to coordinate an emergency response.
 - e. Inform the Nunda Town Supervisor of disasters as they occur.
2. Village Board
 - a. Shall take appropriate steps to prepare for any disaster or emergency and shall generally be responsible for the implementation of this and other emergency preparedness strategies.
3. Fire Department/Chief
 - a. Responsible for the direction of all action to contain and extinguish fires resulting from emergencies, and removal of trapped or injured persons from damaged buildings, disaster sites, or flooded areas.
 - b. The local Fire Chief may call upon the Director of Emergency Management Services for assistance concerning related emergencies and relief operations.
 - c. Shall participate in any Fire Mutual Aid Plan and Livingston County Hazardous Materials Response Plan, or other plans in the best interests of the residents of the Village of Nunda.
4. Public Information Officer
 - a. Appointed by the Village Mayor, shall direct the local dissemination of emergency related information and news reports to the media and public.

5. Law Enforcement
 - a. Shall direct all law enforcement activities during emergencies and disasters and coordinate with the Village Mayor, Fire Chief, Livingston County Sheriff's Department, New York State Police in maintaining order, preventing looting, direct traffic, and direct the injured to medical facilities.

6. Highway Superintendent
 - a. Responsible for maintaining essential public facilities and services, including the maintenance of streets, roads, highways, bridges, public buildings, and other vital community services within the Village of Nunda's jurisdiction. Will coordinate with all departments and the Town of Nunda to restore and maintain essential services.

7. Code Enforcement Officer
 - a. Responsible for the safety inspection of damaged buildings before evacuee are allowed to reoccupy such buildings.

SEQUENCE OF ACTIONS

1. The Village Mayor, Village Board, and all Village Department Heads will assemble at the Nunda Government Center upon notification of emergency. The Emergency Notification list is kept on file in the Village Clerk's Office.
2. The Village Mayor will evaluate the emergency and direct a formal declaration and notification of a disaster should it be warranted, to include.
 - a. A letter to the Village Clerk, Livingston County Clerk, and the Secretary of State, within seventy-two (72) hours of declaration.
 - b. A copy of letter shall be sent to Livingston County Emergency Management Services.
 - c. A telephone call or letter to the official village newspaper shall be coordinated.
 - d. The village shall contact Livingston County Emergency Management Services for assistance as needed.
 - e. When there is need for mass care of persons, the American Red Cross shall be contacted for assistance.
 - f. The Town Supervisor for the Town of Nunda shall be contacted and briefed of the emergency/disaster.

DOCUMENTATION

The Village of Nunda shall maintain an accurate journal of personnel, resources used, and actions taken throughout the emergency/disaster.

EMERGENCY WATER-RESPONSE PLAN

Reference to the Village of Nunda's Emergency Water-Response Plan shall be used as a resource in identifying municipal building locations, equipment, water customer's

addresses, departmental contact information, Mutual Aid provisions, water storage capacities, contractors familiar with village operations, local media outlets, laboratory provisions, and many other resources listed to assist in emergency/disaster operations. A copy of this plan shall be attached to the Disaster Response Plan and used as needed.

CONTACT INFORMATION

An updated telephone list and addresses for all Village personnel will be attached to this plan and reviewed/updated at least annually or as needed.