

May 14, 2018

The Regular Meeting of the Nunda Village Board of Trustees was held on May 14, 2018, at the Nunda Government Center Building, at 7:00PM with the following present:

Mayor: Jack Morgan
Deputy Mayor: Darren Snyder
Trustees: Mel Allen
William McTarnaghan
Donald Wilcox

Deputy Water and Streets Superintendent: Brian Emke
Code Enforcement/Zoning Officer: Mark Mullikin arrived at 7:04 PM
Planning Board Chairperson: Alex Pierce
Clerk-Treasurer: LeRoy Wood

Citizens: There were more than 20 visitors in attendance with many here to listen to Reggie Grosse discuss the history of the Nunda Water Plant

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

Roll Call: All present

Pledge of Allegiance - led by Trustee Wilcox

Mayor Morgan welcomed everyone in attendance to the meeting.

Visitor's Forum

Reggie Grosse was invited by Mayor Morgan to discuss the Village Water Systems from the reservoir to the water treatment plant and the history of water treatment with the new members of the Village Board of Trustees.

Mayor Morgan presented Reggie Grosse with a plaque honoring him as a Lifetime Member of the Nunda Village Board of Trustees.

Approval of Minutes

A. April 9, 2018

MOTION was made by Trustee Wilcox to approve the minutes as presented and reviewed with two changes as amended, seconded by Deputy Mayor Snyder. Carried 5-0.

Mayor Morgan asked the Garden Club of Nunda if they wanted to speak. Jackie Morgan asked if the DPW Department could assist in clearing out three spots in the Village Mall area in the large planters so the Garden Club could place three pots there as a quick way to fix for Memorial Day. Mayor Morgan asked Deputy Superintendent of Streets and Water Emke if they could do this and he replied yes. Mayor Morgan thanked the Garden Club for all they do.

Approval of Invoices

A. Abstract No. 004

The Nunda Village Board of Trustees has reviewed and approve invoices for payment on Abstract no. 004 as follows:

GENERAL -	\$ 18,024.35
WATER -	\$ 7,543.04
SEWER -	\$ 6,933.81
YOUTH-	\$ _____00
TOTAL –	\$ 32,501.20

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

Reports

A. Police

1. Monthly Report of Complaints – April 2018
2. Community Policing Report – April 2018
3. Monthly Police Report – April 2018
4. Payroll Reports
5. Police Abstract – April 2018
6. Police Department Monthly Report – April 2018
7. Police Chiefs Uniform Log – April 2018

Trustee Allen mentioned the addition to quantify and report all business checks and property checks separately Monthly Police Report for future review. Police Chief Wilcox stated at the Police Commissioner's Meeting he could do that for better accuracy of Community Policing work.

Deputy Mayor Snyder thanked Trustee Allen for being a positive force on the Police Commissioner's Board.

B. Code Enforcement/Zoning

1. Monthly Report – April 2018

C. Sewer

D. Department of Public Works

1. Spring Clean Up Day May 2018

Deputy Superintendent of Streets and Water Emke noted there were more than 75 vehicles that participated in this annual service.

E. Water

1. Annual Water Quality Report for 2017 Completed and available on the Village website.

F. Justice

1. Monthly Reports – April 2018

G. Treasurer's Reports

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

Clerk-Treasurer Wood provided a copy of the April 2018 bank statements to each Village Board of Trustees member.

Thorough discussion of **each** account took place. Proper bank required collateralization on all interest-bearing accounts (accrued) in excess of \$250,000 FDIC was received by the municipality and reviewed.

The monthly Treasurer's Report was then compared to each bank account. All bank accounts ending balances *did match* the Treasurer's Report, as presented.

The *Detail of Revenues* and *Detail of Expenditures* Statements were provided to each Board member **for each fund** and were discussed thoroughly. With the end of the fiscal year coming all department heads were reminded to remain vigilant with their spending practices.

Each reserve account was reviewed and discussed with the Village Board.

H. ZBA/Planning Board

1. Planning Board Meeting Minutes, dated February 20, 2018, provided for review.
2. Planning Board Meeting Minutes, dated March 6, 2018, provided for review.

3. Planning Board Meeting Minutes, dated March 20, 2018, provided for review.
4. Planning Board Meeting Minutes, dated April 17, 2018, provided for review.

MOTION was made by Deputy Mayor Snyder to accept Planning Board Member Donald Wilcox's resignation from the Planning Board retroactive to April 2, 2018 with thanks and regrets, seconded by Trustee Allen. Carried 4-0 (Trustee Wilcox abstained).

I. *Youth Recreation*

MOTION was made by Mayor Morgan to advertise for Youth Recreation Assistants and Water Safety Instructors for the upcoming summer recreation program, seconded by Trustee Wilcox. Carried 5-0.

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

New Business

A. Tax Warrant

Resolution no. 2018-020

BE IT RESOLVED, that the Nunda Village Board of Trustees authorizes the Mayor and Village Clerk-Treasurer to sign the tax warrant in the amount of \$444,774.00, to also include the water re-levies in the amount of \$3,847.17 and sewer re-levies in the amount of \$2,591.06.

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

B. 2017-2018 Budget Modifications

Resolution no. 2018-021

BE IT RESOLVED, that the Clerk-Treasurer be authorized to make necessary budget modifications to individual line items from all funds to more accurately reflect budgetary expenditures for 2017-2018.

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

C. Reserve Funds

Resolution no. 2018-022

BE IT RESOLVED, that the Clerk-Treasurer be authorized to transfer any unexpended appropriated funds in the general and water accounts to their respective Equipment Reserve Fund, excluding any unexpended fund balance and snow equipment reserve budgeted appropriated funds in the 2017-2018 Budget.

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

D. Snow and Ice Equipment Reserve Fund

Resolution no. 2018-023

BE IT RESOLVED, that the Clerk-Treasurer be authorized to transfer any funds received and/or remaining in the Snow Removal Budget to the Snow and Ice Equipment Reserve Fund.

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

E. Advertise for Part Time Village Deputy Clerk-Treasurer

MOTION was made by Deputy Mayor Snyder to authorize the advertising of a part time Deputy Clerk-Treasurer at a rate of \$15.00 per hour, seconded by Trustee Wilcox. Carried 5-0.

F. Deputy Mayor Snyder – Discussion of the WWTP additional Village personnel hours responsibilities – defined

G. Deputy Mayor Snyder – Discussion of Village Mall area, planting flowers this year

H. DPW Building Roof Work

Clerk-Treasurer Wood provided two quotes for repairs of the DPW Building at 20 South Church Street from storm damage in March 2018. One quote from B&B Consolidated for \$10,800 was not accepted. One Quote for \$5,600.00 from KJW Contracting was accepted. Both quotes did provide prevailing wages. There was a slight difference in coverage from what the

insurance company would cover after the deductible. Clerk-Treasurer Wood will be providing additional information to the insurance company in order to collect the remaining funds.

I. H Fund created for WWTP Capital Project

Resolution no. 2018-024

BE IT RESOLVED, that the Nunda Village Board of Trustees approves the creation of an H fund account for the purposes of the Waste Water Treatment Plant Capital Project.

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

J. Sewer Funds

Resolution no. 2018-025

BE IT RESOLVED, that the Clerk-Treasurer be authorized to transfer any unexpended appropriated funds remaining in the sewer account to the newly established H Fund Capital Projects Account for the 2017-2018 Budget year.

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

K. Reduce Acct# 1442 – Grosse – additional costs from previous water/sewer bill cycle
MOTION was made by Deputy Mayor Snyder to reduce Water and Sewer Account #1442 by the amount of \$ 70.00 for an extra charge from the previous billing cycle, seconded by Trustee Wilcox. Carried 5-0.

L. Moratorium on conversion of single family dwellings

M. Property and Building Nuisance Law

N. Recreation and Parks Local Law discussion

O. End of Year Close-Out Meeting-date

P. Livingston County Development Corporation

Resolution no. 2018-026

BE IT RESOLVED, that the Nunda Village Board of Trustees approves entering into an annual agreement with Livingston County Development Corporation (LCDC) to provide guidance, assistance, and services as related to the 2018 Downtown Revitalization Partnership between the municipality and Livingston County. The Village Board authorizes the Village Mayor to sign such agreement.

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

Old Business

A. Cyber Security Insurance

Clerk-Treasurer Wood provided a quote from Tompkins Insurance for \$ 1,536.00 per year for coverage. Mayor Morgan asked Clerk-Treasurer Wood to research and see what other municipalities do for coverage.

B. Village Park Rules Review

Mayor Morgan asked Trustee Wilcox and Clerk-Treasurer Wood to review park rules and develop a plan for possible local law or policy related to Village Park rules and regulations.

C. Shared Services Agreement – Nunda Government Center

D. Rules on weekend responsibilities – WWTP

E. Mortar work at 1 Mill Street

Two quotes were provided for this work. The first quote did not provide adequate restoration requirements. The second quote from Charles Mann, did provide the work-related requirements for proper historical preservation of this building.

MOTION was made by Deputy Mayor Snyder to allow Charles Mann Enterprises up to \$4,000.00 for blue stone work repairs to 1 Mill Street to keep in line with the historical preservation of this building, seconded by Trustee Allen. Carried 5-0.

F. GML Article 6 Section 121A – Police Department

Policy Review

A. Employee Policy Review

B. Fund Balance Policy Review

MOTION was made by Trustee Wilcox to *adopt* the Fund Balance Policy as presented by Clerk-Treasurer Wood and to incorporate this policy into an annual policy review plan, seconded by Deputy Mayor Snyder. Carried 5-0.

C. Procurement Policy Review – Annual Review

MOTION was made by Mayor Morgan to accept the changes to this policy as presented by Clerk-Treasurer Wood. The following changes are additions to the current policy;

Disposition of Surplus Equipment

The disposal of obsolete or non-working equipment with a repair value exceeding current inventory cost will be discarded according to the following guidelines;

Items with a value of \$500 or more and a useful life expectancy of more than one year will be declared as surplus by Village Board of Trustees Resolution.

Items with a value of less than \$500 and no remaining usefulness will be submitted to the Clerk-Treasurer for review. The Clerk-Treasurer will determine with the department head the best and most practical means of disposal.

Sale of Scrap

All departmental supervisors which produce or collect scrap metal or other items through the normal operating guidelines of their departments will dispose of this scrap in a manner that is environmentally safe. Any transactions completed will be discussed with Village Clerk-Treasurer.

Any *cash* provided to the Village in return of this scrap will be turned in to the Village Clerk-Treasurer with a general receipt made out to the department head responsible.

Travel Request, Use of Credit Card

All travel outside of the Village of Nunda's territory overnight must be preapproved by the Nunda Village Board of Trustees.

Once approval has been established, the employee leaving the Village on Village business will contact the Village Clerk-Treasurer for assistance in ascertaining classroom, seminar, or conference registration requirements or fees and overnight room accommodations to the best of their ability while utilizing the Village Clerk-Treasurer credit card. A hotel room tax-exempt form will then be provided to the employee prior to leaving the Village on Village business.

Once the employee has returned from their travel a final reimbursement voucher will be submitted to the Village Board of Trustees for review and approval of all valid expenses while away from the Village.

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

D. Online Banking and Electronic Fund Transfer Policy Review –provided will be reviewed in June 2018

E. Investment and Borrowing Policy Review – provided will be reviewed in June 2018

Environmental Facilities Corporation – WWTP Grant Update

A. Engineering Agreement for Capital Project

Resolution no. 2018-027

BE IT RESOLVED, that the Nunda Village Board of Trustees approves entering into a Professional Engineering Services Agreement for the duration of the capital project at the Village Waste Water

Treatment Plant; the agreement with Chatfield Engineering, P.C. is to provide guidance, along with preliminary design phase, final design phase, bidding and negotiations phase, construction phase and representative services as related to the Capital Project and not to exceed \$225,170.00 without prior Village Board approval. The Village Board authorizes the Village Mayor to sign such agreement at this time.

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

Other Business

A. Amend Village of Nunda Board - Rules of Procedure

MOTION was made by Mayor Morgan to amend the municipalities Rules of Procedure to now include Section 10 – Policy Review Section, seconded by Deputy Mayor Snyder. Carried 5-0.

B. Schedule for Policy Review

Clerk-Treasurer Wood provided information as to creating an annual schedule of policies to be reviewed so as to not be reviewing several policies every few months.

C. Fun Days Letter from Town Supervisor

D. Soliciting Permit

Donald Hooker submitted and requested an annual Soliciting Permit to be used for the selling of hot dogs, chips and a drink on the corner of East Street and North State Street. Permits can be issued, per Board approval, to Village residents at no charge provided they have had residency for at least six months. Trustee Allen asked about the Department of Health needing to be involved, Code Enforcement Officer Mullikin stated that the Livingston County Department of Health was contacted and that because hot dogs are pre-cooked they would be fine selling without a Health Department Permit.

MOTION was made by Trustee Wilcox to allow the Clerk-Treasurer to issue a *no-fee soliciting permit* to Donald Hooker for the purposes of selling hot dogs, chips, and non-alcoholic drinks to the public. This permit will expire December 31, 2018. The motion was seconded by Trustee Allen. Carried 5-0.

Additional discussion on the municipality Soliciting Ordinance will need to take place in the future as this ordinance is dated 1933. Mayor Morgan has asked Trustee Wilcox and Clerk-Treasurer Wood to work on this action item.

Communications/Information Items

A. Calendar – May & June 2018

Adjournment

With no further business to be discussed, the motion to adjourn was made Trustee Wilcox, by seconded by Trustee Allen at 10:20 PM. Carried 5-0.

Respectfully submitted,

LeRoy J. Wood
Clerk-Treasurer