

# ***Draft Meeting Minutes for viewing purposes***

January 12, 2021

**The Regular Meeting of the Nunda Village Board of Trustees was held on January 12, 2021, VIA ZOOM at 6:30PM with the following present:**

**Mayor:** Jack Morgan

**Deputy Mayor:** Darren Snyder

**Trustees:** Mell Allen

William McTarnaghan

Dr. Donald Wilcox

**Water and Streets Superintendent:** Troy Bennett

**Sewer Chief Operator:** Markus Hugi

**Planning Board Chairperson:** Alex Pierce

**Code Enforcement/Zoning Officer:** Mark Mullikin

**Administrator/Clerk-Treasurer:** LeRoy Wood

**Citizens:** 7-citizens

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

**Roll Call:** All present

**Pledge of Allegiance:** led by Mayor Morgan

**Visitor Forum:** Alex Pierce presented information on the Trail Town Project.

## **The Genesee Valley Trail Town Program**

The Friends of the Genesee Valley Greenway (FOGVG) initiated a Trail Town Program in 2018 to work with communities along the Greenway become economic hubs and attractive destinations for trail users. In order to obtain the technical assistance needed for this initiative, the FOGVG formed a partnership with Letchworth Gateway Villages (LGV) and has actively participated in the Rural Economic Development Innovation (REDI) Initiative since 2019. REDI has become an active collaboration across a region representing the Genesee Valley, including Towns and Villages in Monroe, Livingston, Wyoming and Allegany Counties. The GVG Trail Town Program has evolved into the Genesee Valley Trail Town Program with the goal of expanding the Trail Town concept to include other trails like water trails and bike routes in order to include all communities in the Genesee Valley. The plan is to actively promote the region's recreational and outdoor assets and is an economic development program designed to promote healthy active lifestyles and businesses that support users of recreational resources.

A goal of the Genesee Valley Trail Town program is to better connect communities across the Genesee Valley with their natural resources. Throughout the Genesee Valley there are picturesque communities and scenic locations for outdoor recreation. Recreation options in the Nunda area include: Genesee Valley Greenway State Park, Letchworth State Park, Finger Lakes Trail, Swain Ski Resort, DEC Sonyea Forest, DEC Ossian State Forest, and the DEC Rattlesnake Hill Wildlife Management Area. By connecting to these outdoor areas, Nunda can provide adventure tourists with needed goods and services,

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while highlighting and sharing the things that make Nunda unique. These connections can create a vibrant tourism economy and a healthier place to live.

Not only will adventure tourists need supplies and equipment to explore Nunda's natural areas, but they will also have a host of other needs. They will need places to stay, places to eat and places to be entertained. They will want souvenirs from area artists and craftsmen. They will want to learn the story of Nunda and how it came to be what it is today. The Genesee Valley Trail Town Program will bring together all aspects of Nunda to achieve a common vision for Nunda's town and village.

### **Resolution No. 2021-001**

**BE IT RESOLVED**, the Nunda Village Board of Trustees hereby endorses the Genesee Valley Trail Town Program and will work the Town of Nunda in collaboration with Letchworth Gateway Villages, and Rural Economic Development Initiative (USDA) through creation of a local Trail Town Committee responsible for liaising with the Genesee Valley Trail Town Program, organizing activities in support of the Program and participating in Program workshops and other activities planned over the course of the 2020-2021 project cycle.

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

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

### **Reports**

#### A. A. Police

1. Draft Board Meeting Minutes for January 4, 2021

#### B. Code Enforcement/Zoning

1. Monthly Report-December 2020

CEO Mullikin presented a request for a drop box to be posted outside a local business attached to the sidewalk to allow for greater services to the community and its customers. Mayor Morgan it should not be a problem so long as where this box is posted and does not obstruct sidewalk traffic in any manner.

#### C. Waste Water Treatment Plant

1. Departmental Activity Log-December 2020

#### D. Water/DPW

1. Departmental Activity Log-December 2020

#### E. Justice

1. Monthly Reports-December 2020

#### F. Treasurer's Reports

1. Monthly Bank Statement Account-December 2020
2. Collateralization Report-December 2020
3. Monthly Treasurer's Reports-December 2020

We processed a one-week payroll at the end of December. The majority of work performed for this payroll was in the month of December 2020 and was paid out this way.

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Trust and Agency has had a balance for several year of \$5.99. These funds are set aside to pay federal/state/payroll taxes, healthcare benefits, and retirement costs that are held back from employees pay. With that, all remaining funds available in the Trust & Agency Account have been transferred according to our accounting software application to our Payroll Account. We have not used this Trust & Agency Account over the past several years. The village has a Payroll Account that we use to hold any monies needed for what a Trust & Agency account would be needed for. If we should be required to establish a Trust & Agency account in the future, one will be created.

4. Payroll - #25, 26, & 26A-Certification Review

5. Departmental Activity Log-December 2020

G. ZBA/Planning Board

H. Youth Recreation

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

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

### **Approval of Invoices**

A. Abstract No. 08

The Nunda Village Board of Trustees has reviewed and approve invoices for payment on Abstract no. 008 as follows:

GENERAL(A)	- \$ 16,527.09
WATER (F)	- \$ 8,898.19
SEWER (G)	- \$ 3,676.08
WWTP CIP (H)	- \$ 529.83
YOUTH (J)	- \$ <u>.00</u>
<b>TOTAL</b>	<b>- \$ 29,631.19</b>

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

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

Mayor Morgan requested a five-minute recess.

**MOTION** was made by Trustee Wilcox to enter into a five-minute recess at 7:15 PM from this ZOOM Meeting, seconded by Trustee Allen. Carried 5-0.

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

Mayor Morgan brought this meeting back into session at 7:20 PM.

### **New Business**

#### A. Discussion on Changing Board Meeting Night & Time

Extensive dialogue on changing the village board meeting night and time took place.

**MOTION** was made by Trustee Allen to change the regularly scheduled village board meeting from the second Tuesday night at 6:30 PM of each month to *now* the second Monday of each month at 7:00 PM, seconded by Deputy Mayor Snyder. Carried 5-0.

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

#### B. Budget Call 2021-2022 Letter

Administrator/Clerk-Treasurer Wood presented and read the 2021-2022 Budget Call Letter

This year's budget call will begin with the continued discussion on many grants being worked on at this moment by several village officials that will affect our budgeting practices in the General, Water, and Sewer Funds. The decision-making process will also be a factor as the budgetary requirements to fulfill obligations the taxpayers deserve continue to remain available while balancing revenue losses associated with COVID-19. Dialogue continues on healthcare costs and employee pay standards as these matters will need to be addressed. Final decisions will be made on an executive level.

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 2021 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 1<sup>st</sup> of each year, the head of each administrative unit **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 all 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 must take place to better manage our budgetary requirements and necessary equipment needs. Should there be

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any questions with the process, procedures or due dates, please do not hesitate to contact the Clerk-Treasurer.

### C. Budget Modification

From	Contingency	A1990.4	\$ 2,710.40	
	To Village Justice/contractual	A1110.4		\$ 25.00
	To Bldg/Custodian Salaries	A1620.1		\$ 154.05
	To CHiPS	A5112.2		\$ 1,931.35
	To Celebrations/Mall Area	A7550.4		\$ 600.00
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From	Streets/Contractual	A5110.4	\$ 7,500.00	
	To Streets/Fuel	A5110.41		\$ 7,500.00
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From	Other Classified Revenues	A2770	\$10,000.00	
	*To Special Items/Miscellaneous	A1989.4		\$10,000.00
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From	Economic Development	A6497.4	\$ 2,000.00	
	*To Special Items/Miscellaneous	A1989.4		\$ 2,000.00
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From	Chemicals, Analysis	G8130.4	\$ 120.00	
	To Sanitary Sewer	G8120.4		\$ 120.00
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From	State Aid/Capital Projects	H3991	\$ 27,000.00	
	To Fiscal Agent Fees	H1380.4		\$ 2,000.00
	To Engineering	H1440.4		\$ 25,000.00

\* Fund Land Mark Society Grant

**MOTION** was made by Deputy Mayor Snyder to approve budget modifications as presented by Administrator/Clerk-Treasurer Wood, as reviewed and discussed, seconded by Trustee Wilcox. Carried 5-0.

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

### D. CDBG Budget Modification

#### **Resolution No. 2021-002**

CDBG No. 831HR350-18 Budget Modification

**BE IT RESOLVED** that the Nunda Village Board of Trustees approves a budget modification of the municipal Community Development Block Grant No. 831HR350-18 for community rehabilitation to move all remaining funding available into community COVID-19 Food Assistance.

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

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By Clerk	Deputy Mayor Snyder	Yes
	Trustee Allen	Yes
	Trustee McTarnaghan	Yes
	Trustee Wilcox	Yes

E. CDBG Drawdown #16

### **Resolution No. 2021-003**

CDBG No. 831HR350-18 Drawdown No.16

**BE IT RESOLVED** that the Nunda Village Board of Trustees approve the bills for payment on CDBG No. 831HR350-18 Drawdown No. 16 in the amount of \$ 8,027.50 once funding has been received for the following vendor list:

Foodlink, Inc. - \$ 8,027.50

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

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

### **Old Business**

A. Land Acquisition Grant Status – Environmental Assessment, SEQR, and Surveyor Services

Administrator/Clerk-Treasurer Wood presented an overview of this grant status to the Board.

A telephone conversation with Harris Beach Attorney's this week updating them on our progress, this firm will provide the necessary Bond Resolution required to formally acquire properties before Grant reimbursements occur.

Provided a copy of our Environmental Assessment Phase I Agreement, signed to the Board Members. Cost \$ 1,750.00. Timeframe 30-45 days.

Provided a copy of the SEQR Agreement, signed to the Board Members. Cost \$3,200.00. Timeframe 30-60 days.

Provided a copy of Surveyor services for the three properties to the Board Members. Cost \$ 11,500. Timeframe 75-80 days.

### **Resolution No. 2021-004**

**BE IT RESOLVED** that the Nunda Village Board of Trustees approves the proposal, as written, by Grover & Bates Associates to provide professional surveyor services for the three properties the village is seeking to acquire through a NYSDEC WQIP Land Acquisition Grant at a cost not to exceed \$23,000.00 with the understanding of any additional labor costs will appropriately be discussed and decide upon should any concerns arise during the surveying process with the stipulation the surveyor also provide a Certificate of Liability Insurance to the Village of Nunda.

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

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	Trustee Allen	Yes
	Trustee McTarnaghan	Yes
	Trustee Wilcox	Yes

## **B. WWTP CIP**

Chief Hugi stated NYSDEC will allow for the bid process to start once 30 days has past notifying the public of the intentions of the municipality in conjunction with its municipal engineer with NYSDEC review have planned on beginning the capital project at the Village of Nunda Sewer Plant

## **C. Landmark Society Grant**

On Thursday, January 14, 2021 at 7:00 PM, the Landmark Society of Western New York will host a Public ZOOM meeting to share with property owners, business owners, and other interested parties' information about the survey, as well as the benefits of National Register designation and tax credits which we anticipate as a result of the survey.

## **Other Business**

### **A. Deputy Clerk-Treasurer Position**

Trustee Allen stated a search for a Deputy Clerk-Treasurer should begin immediately. In the event that something was to happen to the current Clerk-Treasurer, measures should be in place to provide continuity of moving forward with village business. Monies have not been set aside for a Deputy Clerk-Treasurer for this fiscal year and Trustee Allen stated we should look into the budget to see if we could find some availability of funding to hire a Deputy.

Mayor Morgan stated somethings have not been discussed such as pay and hours to work.

Mayor Morgan asked for volunteers to help assist Administrator/Clerk-Treasurer Wood search for a Deputy while reviewing all the processes involved with the duties assigned. Trustee Allen and Deputy Mayor Snyder both volunteered.

## **11. Policy Review**

### **A. Procurement Policy – Discussion on amending Section L. Village Credit Card**

**MOTION** was made by Trustee Allen to amend the Procurement Policy Section L. Village Credit Card to now read; Banking institution village credit cards will be issued to the Mayor, Water and Streets Superintendent, and Chief Fiscal Officer only and will be utilized as a last resort when payment by check is not accepted by a vendor, seconded by Trustee McTarnaghan. Carried 5-0.

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

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## **Communications / Informational Items**

### **Adjournment**

With no further business to be discussed, the motion to adjourn was made by Trustee Allen, seconded by Trustee McTarnaghan at 7:56 PM. Carried 5-0.

Respectfully submitted,

LeRoy J. Wood  
Administrator/  
Clerk-Treasurer