

April 9, 2019

The Regular Meeting of the Nunda Village Board of Trustees was held on April 9, 2019 at the Nunda Government Center Building, at 6:30 PM with the following present:

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

Water and Streets Superintendent: Troy Bennett
Waste Water Treatment Operator: Markus Hugi arrived at 6:53 PM
Code Enforcement/Zoning Officer: Mark Mullikin
Chief of Police: Ryan Dale
Administrator/Clerk-Treasurer: LeRoy Wood

Citizens: None

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

Roll Call: All Board members present

Pledge of Allegiance: Led by Trustee McTarnaghan

Visitor's Form None

Mayor Morgan opened the Public Hearing on 2019/2020 Proposed Budgets at 6:37 PM

Approval of Minutes

A. March 12, 2019

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

B. March 26, 2019 – Tentative Budget Meeting

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

C. April 2, 2019 – Organizational Meeting

MOTION was made by Trustee Allen to approve the minutes *presented, discussed, and reviewed*, Seconded by Trustee McTarnaghan. Carried 5-0.

Reports

A. Police

1. Nunda Police Department Monthly Report – March 2019
2. Community Policing Report - March 2019
3. Payroll – March 2019
4. Police Abstract No. #4
5. Police Commissioners Board Meeting Minutes, April 5, 2019-draft version

Chief Dale communicated several items as placed in the Police Department planning schedule: laptop computer replacements, officer protective vest updates, training, bicycle patrol status, and police vehicle repairs planned.

Trustee Allen stated an agreement with Jim Campbell of Kruk & Campbell was approved by the Police Commissioners. The essence of this agreement is to have better accessibility to one attorney verses using one from the Town and one from the Village. This would streamline efficiencies and save taxpayer monies by using the one attorney to represent our legal interests should a situation rise to this occasion. The cost per hour is set by the attorney as to \$200. Trustee Allen stated Attorney Campbell seemed honest and more than willing to help us out. A retainer would not be advisable per Attorney Campbell as we would only call upon the attorney on an as needed basis. Minimal use of an attorney being used by the Police Department is the standard now.

B. Code Enforcement/Zoning

1. Monthly Report – March 2019

C. Waste Water Treatment Plant

1. Updated Board on progress of WWTP Capital Improvement Project
2. Departmental Activity Log provided for March 2019
3. Land-spreading opportunities should take place this month with Galton Farms

D. Department of Public Works

1. Departmental Activity Log not provided for March 2019
2. June 10th expectation date for paving – portions of Vermont Street and South Walnut Street
3. Loader is still down accumulators are not functioning properly
4. May 11th Annual Dump Day
5. Cemetery drainage work to be completed once ground hardens up later in the Spring early Summer time

E. Water

1. Window replacement at the Water Treatment Plant should take place this month

F. Justice

1. Monthly Reports - March 2019

G. Treasurer's Reports

1. Monthly Treasurer's Report - March 2019

2. Monthly Bank Statement Account - March 2019
3. Collateralization Report - March2019
4. Payroll #6 - dated 3/19/2019 - Certification Review
5. Payroll #7 - dated 3/31/2019 - Certification Review
6. Payroll #7A - dated 3/31/2019 - Certification Review
7. Departmental Activity Log provided for March 2019

Discussion of **each fund** took place. The monthly Treasurer’s Report was then compared to each bank account. All bank accounts ending balances *did match* the Treasurer’s Report as presented.

The *Balance Sheet, Detail of Revenues and Cash Receipts Journal, Detail of Expenditures and Cash Disbursements Journal* - Statements were provided to each Board member **for each fund** for review, and discussion.

The monthly Collateralization Report did provide enough funding as required.

Each reserve account was reviewed with the Village Board.

H. *ZBA/Planning Board*

I. *Youth Recreation*

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

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 -	\$ 11,709.93
WATER -	\$ 7,272.56
SEWER -	\$ 5,946.65
YOUTH-	\$ 105.00
WWTP CIP	<u>\$ 18,544.61</u>
TOTAL –	\$ 43,578.75

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

New Business

A. Water and Streets Superintendent computer

Discussion on providing a new computer for the Superintendent to have better and faster access to internet for greater administrative efficiencies took place. A quote from our information

technologies vendor – Hurricane Technology provided the appropriate equipment needed to improve communications of the Superintendent with the Board, staff, and outside organizations.

MOTION was made by Trustee Allen to approve the purchase of one laptop computer to be used at the Department of Public Works Building for the Superintendent to conduct the necessary business and communications to Board members, municipal staffing, and other outside organizations as needed. The cost of the acquisition is set to not exceed \$1,400.

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

B. Joint Town/Village Police Department Annual Updated Document – provided and discussed

C. NYCOM Update

Administrator Wood presented a listing of NYCOM provided New York State Budgeted items that reflect significance to local municipalities. Items of direct interest were the reimplementation of some State-aid, AIMS Funding.

Old Business

A. Budget adoption

Mayor Morgan stated a thorough review of the wages/salaries has been completed. Mayor Morgan also stated that at the last Board Meeting Waste Water Treatment Plant Operator (WWTPO) Emke stated concerns with pay increases and longevity being attributed to wanting to be paid at a higher wage than what is being proposed. Mayor Morgan stated we should not limit ourselves to discussion on WWTPO Emke's wages only but to all employees, any suggestions?

Deputy Mayor Snyder stated that there were concerns with some guys getting more than others. Deputy Mayor Snyder also stated this can be rectified over the year with the use of an evaluation system.

Trustee Wilcox stated increases should not be on the basis of longevity but through the evaluation process and with the job you do.

Mayor Morgan described the process in determining the wages and salaries and the distribution thereof.

Trustee Wilcox and Trustee Allen, through much discussion with the Board, suggested removing a stipend increase for the Waste Water Treatment Plant Chief Operator. All Board members were in consensus. The budget was adjusted accordingly to reflect the reduction in the proposed stipend increase. All other wage/salaries remained as proposed.

Administrator Wood reiterated the AIMS Funding the Village should receive. Administrator Wood asked to have this funding placed into the Contingency Account on the expenditure side of the budget to offset the receipt of funding. Should funding not be received, the only affected

account code would be the Contingency Account. This will continually be closely monitored throughout the next fiscal year on a monthly basis for receipt of funds.

- B. Recreation and Parks Local Law
- C. Sewer Ordinance
- D. Sexual Harassment Training-NY State Mandate
- E. Cemetery business
- F. Inventory of Property
- G. Parking within Municipality Local Law

Trustee Wilcox visited with several business owners at the Mall area of the municipality. A verbal consensus was mentioned with a conclusion of allowing residents the ability to park in the Mall area and streets during the month April 1st through October 31st without recourse.

Mayor Morgan issued an Executive Order to amend local law effective immediately to allow for the parking on Village Streets during the time period of April 1st through October 31st annually.

H. Employee evaluation forms

Administrator Wood will provide to all department heads a copy of an evaluation form to be reviewed by all employees and discussed. Any changes to be incorporated prior to Board review will be completed at this time.

I. 1 Mill Street Flooring

J. CDBG update

K. WWTP CIP update

L. Sidewalk Replacement Program

Administrator Wood has mailed letters to homes that should have some type of sidewalk repair. A plan will be developed as to viability of replacing as many sidewalks as possible. Continued concerns are that of trees, stump grinding, and other daily operational activities. Any work is to be started after the annual paving of streets within the Village. Set date for paving is early June 2019.

Policy Review

A. Procurement Policy to be reviewed in May 2019

B. Village Administrator Policy

Trustee Allen stated after a thorough review of this policy; the policy should be left as is. Trustee Allen recommended tabling this policy for three months in order to ascertain its worthiness in operational effectiveness.

Other Business

A. Employee Policy update

Administrator Wood recommended changing the Employee Policy to reflect the Board's

decision-making process on Healthcare for municipal employees. This change comes from discussions with elected officials, appointed officials, and employees throughout the budget process over the past three months. Due to requiring employees to now be reimbursed only up to what they put into the employee healthcare program the policy will now read as follows:

In addition, the Village of Nunda will reimburse current full-time employees participating in the health care plan offered, at 100% for the cost of deductibles up to a maximum percentage amount employee pays into program through payroll deduction. (2019)

MOTION was made by Trustee McTarnaghan to amend the Village of Nunda Employee Policy Section II. HEALTH INSURANCE to remove the following:

In addition, the Village of Nunda will reimburse current full-time employees participating in the health care plan offered, at 100% for the cost of deductibles up to a maximum amount of \$1,500.00 in deductibles for an individual, and up to a maximum amount of \$3,000.00 in deductibles for a Family. (2015)

To now read;

In addition, the Village of Nunda will reimburse current full-time employees participating in the health care plan offered, at 100% for the cost of deductibles up to a maximum percentage amount employee pays into program through payroll deduction. (2019)

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

Mayor Morgan also stated that additional discussion with employees as to COMP TIME would need to take place in the near future. Mayor Morgan stated COMP TIME can be earned however would need to be reimbursed in the same year earned.

To be decided upon at a later date.

B. Ford F-250 with Plow

Superintendent Bennett requested to send this equipment out to auction. Right now, is the time to receive the greatest return on investment in selling this equipment.

Deputy Mayor Snyder asked about submitting equipment with a minimum selling point in order to receive a fair market value.

Superintendent Bennett stated we have always received good returns when auctioning off equipment.

MOTION was made by Deputy Mayor Snyder to surplus the municipalities 2015 Ford F-250 along with plow to be sold at auction using Roy Teitsworth Auction Services, seconded by Trustee Wilcox. Carried 5-0.

Communications/Information Items

A. Invitation to Livingston County Associations of Village Boards-April 17, 2019

B. Risk Management Seminar-April 24, 2019

Resolution No. 2019-014

BE IT RESOLVED that the Nunda Village Board of Trustees **adopt** the 2019-2020 Budget of the Village of Nunda as follows:

GENERAL FUND:	\$ 692,644.00
SEWER FUND:	\$ 326,142.00
WATER FUND:	\$ 278,188.00
YOUTH RECREATION:	\$ 23,597.79

Grand Total Amount is \$ 1,320,571.79 with \$ 453,669.00 to be raised by taxes for the General Fund at the Tax Rate of \$ 10.514617 per thousand with a *decrease* of \$.071955 per thousand assessed. The Water Debt Charge will *decrease* from \$ 29.30 to \$ 28.87 per quarter, per living unit. The Sewer Debt Charge will *increase* from \$ 4.54 to \$ 4.39 per quarter, per Sewer Unit**.

**The short-term financing on the Waste Water Treatment Plant Capital Improvement Project may affect this quarterly debt charge moving into the future. At some point the municipality residents will be required to start paying this debt.

With no further discussion to be held, the motion to adopt the 2018-2019 Village Budget and close the Public Hearing was made by Trustee Wilcox, seconded by Trustee McTarnaghan at 8:56 PM. Carried 5-0.

Adjournment

With no further business to be discussed, the motion to adjourn was made by Trustee Allen at 9:27 PM, seconded by Trustee McTarnaghan. Carried 5-0.

Respectfully submitted,

LeRoy J. Wood
Administrator/
Clerk-Treasurer