

February 12, 2019

**The Regular Meeting of the Nunda Village Board of Trustees was held on February 12, 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

**Waste Water Treatment Operator:** Markus Hugi arrived at 6:39 PM  
**Code Enforcement/Zoning Officer:** Mark Mullikin  
**Chief of Police:** Ryan Dale  
**Deputy Water and Streets Superintendent:** Brian Emke  
**Laborer:** Daniel Strobel arrived at 7:02 PM  
**Clerk-Treasurer:** LeRoy Wood  
**Deputy Clerk** Mechelle Gillen

**Citizens:** Ron Adams Hayden Strobel

**Mayor Morgan** - called the meeting to order at 6:32 PM

**Roll Call:** All Board members present

**Pledge of Allegiance:** Led by Clerk-Treasurer Wood

**Visitor's Form**

Mayor Morgan asked if there were any visitors that wished to speak.

**Approval of Minutes**

A. January 8, 2019

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

**Approval of Invoices**

A. Abstract No. 002

The Nunda Village Board of Trustees has reviewed and approve invoices for payment on Abstract no. 002 as follows:

GENERAL -	\$ 26,189.21
WATER -	\$ 3,690.18
SEWER -	\$ 6,642.07

YOUTH-	\$	.00
WWTP CIP	\$	<u>4,848.15</u>
<b>TOTAL –</b>	<b>\$</b>	<b>41,369.61</b>

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

**Reports**

*A. Police*

1. Nunda Police Department Monthly Report - January 2019
2. Community Policing Report - January 2019
3. Payroll - January 2019
4. Police Abstract No. #2

Trustee Allen contacted Mayor Morgan earlier in the day about the weather and road conditions for Chief of Police Ryan Dale not making it to the meeting. Chief Dale was going to introduce Chelsea Galuski to the Board members. Ms. Galuski has already completed Phase I of the Police Academy and is looking to enter into Phase II being held at the Livingston County Sheriff’s Office. Ms. Galuski would be considered for part time employment at the Nunda Police Department pending Village and Town approval.

Trustee Allen briefed the Board Members from the Police Commissioners meeting that was held on February 4, 2019. The new uniforms were implemented on February 1, 2019. Trustee Allen also mentioned that the decals are complete on the new Police vehicle and should be expected for service within the next week or two.

**MOTION** was made by Deputy Mayor Snyder for the Village Board of Trustees to approve Candidate Chelsea Galuski for Phase II police training being held at the Livingston County Sheriff’s Department beginning February 23, 2019 at no cost to the Village of Nunda, seconded by Trustee Allen. Carried 5-0.

Mayor Morgan stated a meeting has been scheduled with local business and emergency personnel to discuss the local opioid crisis that has been in our community. Representatives from Livingston County, Town of Nunda, Village of Nunda, Dalton-Nunda Schools, Nunda Police Department, Nunda Fire Department, and Nunda Ambulance Corps. will be in attendance on March 13, 2019 at the Nunda Fire Hall.

*B. Code Enforcement/Zoning*

1. Monthly Report - January 2019
2. Annual Building Standards and Codes 2018 Report provided for review. Submitted to New York State as required.

C. *Waste Water Treatment*

- 1. Updated Board on progress of WWTP Capital Improvement Project
- 2. Departmental Activity Log provided for January 2019

D. *Department of Public Works*

- 1. Departmental Activity Log not provided for January 2019

E. *Water*

F. *Justice*

- 1. Monthly Reports - January 2019

G. *Treasurer's Reports*

- 1. Monthly Treasurer's Report - January 2019
- 2. Monthly Bank Statement Account - January 2019
- 3. Collateralization Report - January 2019
- 4. Payroll #02 - Certification Review
- 5. Payroll #03 - Certification Review
- 6. Payroll #03A - Certification Review
- 7. Departmental Activity Log provided for January 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.

**New Business**

A. Budget Modifications

From: A1990.4	Contingent Account	\$ 250.00	
To: A7550.4	Celebrations		\$ 250.00

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From: F1990.4	Contingency Account	\$ 200.00	
To: F8340.2	Equipment		\$ 200.00

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**MOTION** was made by Trustee Wilcox to accept the budget modifications as presented and discussed, seconded by Trustee Allen. Carried 5-0.

B. Water/Sewer Account #1438 53 North Church

**MOTION** was made by Deputy Mayor Snyder to deactivate Water and Sewer Account #1438 as there is no longer a standing structure on this property, seconded by Trustee McTarnaghan. Carried 5-0

C. Community Development Block Grant Award

1. Grant Agreement

**Resolution No. 2019-001**

**BE IT RESOLVED** that the Nunda Village Board of Trustees approve Mayor Morgan, Chief Executive Officer for the Village of Nunda, to sign the New York State Community Development Block Grant Agreement between the Housing Trust Fund Corporation (HTFC) as represented by the Office of Community Renewal and the Village of Nunda for Project No. 831HR350-18 in the amount not to exceed \$500,000.00.

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

2. Fair Housing Month

**Resolution No. 2019-002**

**WHEREAS**, in accordance with Title VIII Fair Housing Policy of the Civil Rights Act of 1968 and the Fair Housing Amendments Act of 1988 and,

**WHEREAS**, the month of April 2019 has been designated by the U.S. Department of Housing and Urban Development's Office of Fair Housing and Equal Opportunity as Fair Housing Month,

**NOW THEREFORE BE IT RESOLVED**, that the Village Board of Nunda hereby declares and proclaims February 2019 as Fair Housing Month in the Village.

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

3. Establish non-interest-bearing bank account

**Resolution No. 2019-003**

**BE IT RESOLVED**, that the Nunda Village Board of Trustees authorize Village Clerk-Treasurer Wood to open a non-interest-bearing bank account for the management of the Community Development Block Grant Program.

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

4. Section 3 Compliance Plan & Coordinator designation - discussed

5. Section 504 Plan - discussed

6. RFP for professional consulting services as Grant Administrator

**Resolution No. 2019-004**

**BE IT RESOLVED**, that the Nunda Village Board of Trustees authorize Village Clerk-Treasurer to develop and disseminate a Request for Proposal (RFP) for Professional Services of Grant Administration for the Community Development Block Grant the Village of Nunda was awarded. The motion was made by Trustee Wilcox, seconded by Trustee Allen. Carried 5-0.

7. Signature of drawdown of Grant

**Resolution No. 2019-005**

**BE IT RESOLVED**, that Mayor Jack Morgan, Chief Executive Officer, has designated all four members of the governing board for the Village of Nunda be authorized signatories for the drawdown of the Community Development Block Grant as required and when necessary. The motion was made by Mayor Morgan, seconded by Trustee Allen.

D. Waste Water Treatment Plant – Capital Improvement Project

1. Authorization for Representative to Execute Grant Agreement

**Resolution No. 2019-006**

**BE IT RESOLVED**, that Mayor Jack Morgan is authorized to execute a Grant Agreement with the NYS Environmental Facilities Corporation and any and all other contracts, documents, and instruments necessary to bring about the project and to fulfill the Village of Nunda obligations under the Grant Agreement.

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

2. Authorization and Appropriation of Local Match - EPG: local match is a minimum of 20% of the EPG grant award.

**Resolution No. 2019-007**

**BE IT RESOLVED**, that the Village of Nunda authorizes and appropriates a minimum 20% local match as required by the Engineering Planning Grant Program for the Village of Nunda Wastewater Treatment Plant Disinfection Engineering Planning Grant (EPG). Under the EPG program, this local match must be at least 20% of the EPG grant award of up to \$30,000. The source of the local match, and any amount in excess of the required match, shall be from the *sewer fund*. The maximum local match shall not exceed \$6,000 based upon a total estimated maximum project cost of \$30,000. This resolution allows Mayor Morgan the authority to increase this local match through the use of in-kind services without further approval from the Village of Nunda.

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

3. SEQR Determination (Type II)

**Resolution No. 2019-008**

**WHEREAS**, Title 6 of the New York Code of Rules and Regulations (6 NYCRR) Section 617.5 under the State Environmental Quality Review Act (SEQR) provides that certain actions identified in subdivision (c) of that section are not subject to environmental review under the Environmental Conservation Law;

**NOW, THEREFORE, BE IT RESOLVED**, that the Village of Nunda hereby determines that the proposed Village of Nunda Wastewater Treatment Plant Disinfection Engineering Planning Grant is a Type II action in accordance with 6 NYCRR Section 617.5(c) (2) *and* (7) which constitute(s) the *rehabilitation of a structure and construction of an accessory facility* and is therefore not subject to further review under 6 NYCRR Part 617.

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

#### 4. Grant Administration

##### **Resolution No. 2019-009**

**WHEREAS**, MRB Group is the Village of Nunda's representing engineer and Fiscal Advisors as the Village's Financial Consultant,

**NOW THEREFORE BE IT RESOLVED**, the Village of Nunda approves MRB Group and Fiscal Advisors to provide services associated with Planning Grant Administration for Grant #84032, in reference to the NYS Environmental Facilities Corporation Grant for Disinfection Processes at municipality Waste Water Treatment Plant.

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

##### E. 1 Mill Street Flooring

**MOTION** was made by Trustee Allen that the Village Board of Trustees approve the purchase of new flooring at 1 Mill Street in the amount not to exceed \$1500.00 pending availability of funding and with communication with Police Chief Dale, seconded by Trustee McTarnaghan. Carried 5-0.

##### F. Replacement of old WWTP Trash Pump

WWTP operator Hugi provided the Village Board with *three* quotes for said equipment purchase. The current equipment at the WWTP is more than 30 years old and does not operate efficiently as it can take several hours to pump.

**MOTION** was made by Deputy Mayor Snyder to authorize Chief Sewer Operator Hugi to purchase a Honda WT30 Trash Pump, 19,020 gph, 8.5HP, 1-1/16<sup>th</sup> solid handling with the price quote from USA Blue Book, including a Handle & Wheel kit, for a not to exceed price of \$1,650.00, seconded by Trustee Allen. Carried 5-0.

##### G. Emke-reimbursement for sick time

**MOTION** was made by Trustee Allen to return a total of 99.5 hours of sick time *back* to Employee Emke for usage during a worker's compensation injury, seconded by Deputy Mayor Snyder. Carried 5-0.

##### H. Notice of Violation- Public Water Supply- Informational purpose only

The violation requires public notification in the 2018 Annual Water Quality Report.

#### I. Property maintenance information to CEO

Trustee McTarnaghan stated he had made rounds of the Village to look for any properties that may be in violation of the Local Law # 1 of 2008, Property Maintenance Code. Trustee McTarnaghan mentioned one property that could be in potential violation, however wanted to discuss with Code Enforcement Officer. Mayor Morgan thanked Trustee McTarnaghan for providing feedback to the Board.

Discussion on the Village Park took place.

**MOTION** was made by Trustee Wilcox to have Frontier Communications remove the communication/internet line from the Village Park as other means of wireless internet capabilities are available at this location through other sources. This would eliminate the municipality provided service and save taxpayer dollars, seconded by Trustee Allen. Carried 5-0.

#### J. Wire Transfer

**MOTION** was made by Trustee Wilcox to approve Clerk-Treasurer Wood to process a Wire Transfer in the month of March 2019 from municipality banking institution bank accounts at Five Star Bank in the amount of \$44,934.37 to Chase Bank for annual payment of debt charges collected, seconded by Trustee Allen. Carried 4-0.

#### Old Business

- A. Cemetery business - discussed
- B. Open Burning Local Law

**MOTION** was made by Trustee Wilcox to hold a Public Hearing on Proposed Local Law #1 of 2019 Open Burning Regulations within the Village of Nunda, seconded by Trustee McTarnaghan. Carried 5-0.

- C. Sewer Ordinance - Tabled
- D. Recreation and Parks Local Law - Tabled
- E. Sexual Harassment Training-NY State Mandate - Tabled
- F. Dog Control Agreement

The Board members are in discussion into looking for a kennel in the Village. The question of liability was raised. Enforce the leash law

- G. Budget Update - Potential water/sewer rate increase
- H. Village aesthetics maintenance review - updates
- I. Inventory of property - provided to the Board
- J. Parking within Municipality Local Law

Trustee Wilcox held a meeting with Business owners to discuss concern brought about by Rhonda Howard at the January 2019 Board Meeting. The Village Board of Trustees extensively

discussed options with parking and other residential parking concerns. To be further discussed at a future date.

**K. Employee Evaluation Program**

Mayor Morgan wanted to have a review of all job descriptions prior to moving forward with this program.

**Policy Review**

**A. Paving Policy**

Mayor Morgan stated that the DPW needs to develop a paving policy along with having planning sheets drawn up, and a long-range plan. Deputy Mayor Snyder suggested looking into pricing now for the paving so it can be completed sooner.

**Other Business**

**A. Job descriptions discussion on updating – bring computer skills up to date**

1. Mayor Morgan stated he spoke with Superintendent Bennett about computer software use. Mayor Morgan is requesting additional training be provided to Superintendent Bennett in the use of computer software programs related to his job duty responsibilities to enhance Superintendent Bennett's skill level/proficiency.

**Communications/Information Items**

- A. WWTP Annual SPDEC Permit Renewal
- B. Tri-Board Meeting, Saturday, March 9<sup>th</sup> at 9:00 A.M.
- C. Village Boards Association Meeting February 20, 2019, Dansville
- D. Semi-annual Report – Livingston Dog Control
- E. Clean Water State Revolving Fund Grant Availability
- F. 2019 Funding for Native Shade Trees & Flowering Shrub Restoration Program

**Adjournment**

With no further business to be discussed, the motion to adjourn was made by Trustee Allen, seconded by Trustee McTarnaghan at 9:06 PM. Carried 5-0.

Respectfully submitted,

LeRoy J. Wood  
Clerk-Treasurer