

January 8, 2019

The Regular Meeting of the Nunda Village Board of Trustees was held on January 8, 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 6:37 PM
Code Enforcement/Zoning Officer: Mark Mullikin
Chief of Police: Ryan Dale
Deputy Water and Streets Superintendent: Brian Emke
Laborer: Daniel Strobel
Clerk-Treasurer: LeRoy Wood

Citizens: Rhonda Howard

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

Roll Call: All Board members present

Pledge of Allegiance

Visitor's Form

Mayor Morgan asked if there were any visitors that wished to speak. Rhonda Howard stated she would wait until the Board discussed her letter to the Board received last month in referencing parking and other issues in the Village.

Approval of Minutes

A. December 11, 2018

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

Approval of Invoices

A. Abstract No. 001

The Nunda Village Board of Trustees has reviewed and approve invoices for payment on Abstract no. 001 as follows:

GENERAL - \$ 23,334.90

WATER -	\$ 21,335.70
SEWER -	\$ 13,302.48
YOUTH-	\$.00
WWTP CIP	\$ <u>1,675.08</u>
TOTAL –	\$ 59,648.16

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

Reports

A. Police

1. Nunda Police Department Monthly Report-December 2018
2. Community Policing Report-December 2018
3. Payroll-December 2018
4. Police Abstract No. #1

Chief Dale presented his reports to the Board. Chief Dale stated that the knocking sound found in the Police sedan was that of an engine ready to go. The vehicle was taken to a local Ford dealer, quote for \$9,200 worth of repairs was provided.

Chief Dale presented a quote from a State Bid for a 2018 Ford Explorer-Interceptor. The price of the vehicle would be approximately \$6,000 less than the 2019 Chevrolet Tahoe which was approved to be purchased last month. Chief Dale explained with purchasing a different vehicle now would allow the Ford to be delivered by the end of next month versus the Tahoe being delivered sometime in late June or early July 2019. The Tahoe originally discussed did provide for a higher profile, better resale value, and a larger interior. The concern is with one vehicle no longer available, waiting until June or July could cause much concern for the Police Department should their one remaining vehicle go down.

Trustee Allen stated that a decision needs to be done now.

MOTION was made by Deputy Mayor Snyder for the Village Board of Trustees to approve Police Chief Dale's recommendation to withdraw the purchase order for the 2019 Chevrolet Tahoe Police vehicle and to go with purchasing a 2018 Ford Explorer/Interceptor with a savings of \$6,000, with the fact of a no wait for delivery of said vehicle, seconded by Trustee Allen. Carried 5-0.

Vests and grant monies were discussed.

B. Code Enforcement/Zoning

1. Monthly Report – December 2018

C. Waste Water Treatment

1. Updated Board on progress of WWTP Capital Improvement Project

D. Department of Public Works

E. *Water*

F. *Justice*

1. Monthly Reports – December 2018

G. *Treasurer's Reports*

1. Payroll #26-Certification Review
2. Payroll #26A-Certification Review

At the time of the meeting, the Monthly Treasurer's Report, Monthly Bank Statement Account, and the Collateralization Reports were not available due to not being *received* in the mail for review and presentation prior to this meeting.

3. Quarterly Reports completed and submitted accordingly;
 - Form 941 & 941 Schedule B to the IRS
 - Wage and Earnings Report for 4th Quarter to County
 - Wage and Earnings Report for 4th Quarter to NY State
 - Close-out Payroll software for 2018 – Start 2019 Payroll Processes
 - W-2's & W-3 Processed and mailed

H. *ZBA/Planning Board*

1. December 4, 2018, Planning Board Meeting minutes for review

I. *Youth Recreation*

MOTION was made by Trustee Allen 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 Call-information packets to be provided at Board Meeting
Clerk-Treasurer Wood provided budget packets to all board members and administrative unit heads. Clerk-Treasurer Wood read aloud the following budget call letter;

MEMORANDUM

From: LeRoy Wood, Clerk-Treasurer/Chief Fiscal Officer

To: Mayor Morgan
Deputy Mayor Snyder
Trustee Allen
Trustee McTarnaghan
Trustee Wilcox
All Administrative Unit Heads

SUBJ: 2019-2020 BUDGET CALL

This year’s budget call will be something anew. The process itself should be an interesting one as there are several caveats included in these procedures. The decision making will also be a factor as the sheer budgetary requirements to fulfill the obligations the taxpayers deserve never dwindles.

Discussion on rate changes for water and sewer services along with healthcare and payroll matters will need to be addressed with final *executive* decisions being made as to the direction the Village is heading. 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 is being provided to act as a guidance defining the purpose of the procedures, scope, responsibilities, and calendar of events. A Detailed Report of Revenue and a Detailed Report of Expenditures is also being provided to each administrative unit head. Also, included is a printout of each *fun*ds 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 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. What is also being *requested* is a five-year plan of capital equipment purchases to better manage budgetary requirements and necessary equipment needs. This five-year plan is State mandated to have on file and be discussed during this timeframe. Should there be any questions with the process, procedures or due dates, please do not hesitate to contact the Clerk-Treasurer.

Thank you.

LeRoy J. Wood

Clerk-Treasurer Wood also provided a breakdown of employee wages and other benefits for discussion;

2018 Pay and Benefits Requiring Budgeting

	Bennett	Emke	Hugi	Strobel	Wood
Wages Including PD OT	\$ 64,558	\$ 50,005	\$ 50,124	\$ 50,520	\$ 36,247
Compensatory Time-Off	\$ 3,871	\$ 3,871	\$ 533	\$ 1,517	
	\$ 68,429	\$ 53,876	\$ 50,657	\$ 52,037	\$ 36,247
Healthcare	\$ 15,552	\$ 10,914			
Healthcare 15% PD by Employee	\$ (2,333)	\$ (1,637)			
Healthcare Stipend	\$ 3,000	\$ 1,344	\$ 5,000	\$ 5,000	\$ 5,000
	\$ 16,219	\$ 10,621	\$ 5,000	\$ 5,000	\$ 5,000
Percentage of healthcare plan	104.29%	97.32%	32.15%	32.15%	32.15%

currently being paid by the Village					
Boot replacement	\$ 200	\$ 200	\$ 200	\$ 200	
CDL Physical/License				\$ 175	
Sick Time-accrued	\$ 17,290	\$ 6,343	\$ 1,383	\$ 2,242	\$ 1,593
Totals requiring to be budgeted	\$ 102,138	\$ 71,040	\$ 57,240	\$ 59,653	\$ 42,839

Median **family household income** for Nunda, NY according to United States Bureau of Labor Statistics is \$36188 (two websites referenced).

Discussion Points:

- (a) Remove \$1500 & \$3000 healthcare reimbursement for deductible from employee policy
- (b) Lower compensation stipend for non-participants in healthcare from \$5000 to \$4500
- (c) Remove 15% employees pay for healthcare
- (d) Leave employee policy alone

	A Fund	F Fund	G Fund	
Bennett	\$ 1,500	\$ 1,500		
Emke	\$ 1,000	\$ 1,000	\$ 1,000	
Hugi			\$ 500	
Strobel	\$ 500			
Wood	\$ 250	\$ 125	\$ 125	
	<u>\$ 3,250</u>	<u>\$ 2,625</u>	<u>\$ 1,625</u>	<u>\$ 7,500</u>

Notes:

United States Bureau of Labor Statistics provides information relative to all working environments

including local governments. Healthcare paid by employers is normally 71% with the employee paying the remaining 29% of their healthcare plan.

Clerk-Treasurer Wood recommended following through with discussion points *a* and *b*. This information was being provided to all with the understanding that we are a month ahead of schedule in receiving budget packets. Clerk-Treasurer Wood wanted all information out to all involved in the budget process and provide true transparency.

A hard look at the budget packets reveals difficulty with the amount of revenue and expenditures relative to the annual budget. The clerk-treasurer used a benchmarking process from the NYS Comptroller’s website to draw down six years of budget figures and ascertain spending trends through these numbers.

The process of providing the board members and administrative unit heads with budget worksheets was different from previous years. Budget worksheets were locally prepared cutting the paper process down quite considerably.

Trustee Wilcox asked Clerk-Treasurer Wood while reviewing budget sheets that the dollar value assigned for account A1325.1 was considerably lower than this year and last. Clerk-Treasurer Wood stated that with the amount of work performed on the Water and Sewer Funds by the Clerk-Treasurer, it would be appropriate to lower the percentage of payroll for the Clerk-Treasurer from 50% General Fund, 25% Water and Sewer Funds to *next year* being 40% General Fund, 30% Water and Sewer funds accordingly. Water and Street Superintendent Bennett stated that with the ease and installation of the new meters you said, referring to the Clerk-Treasurer, your job was easier. Clerk-Treasurer Wood stated that again with the amount of work performed in the Water and Sewer funds, as Chief Fiscal Officer, the change in percentages would be appropriate. Water and Street Superintendent Bennett again stated his disapproval of taking funds from his Water Fund. Clerk-Treasurer Wood asked Water and Street Superintendent Bennett where then should his pay come from. Clerk-Treasurer Wood then returned to finish answering Trustee Wilcox's question that with the amount of work performed and a hard look at increasing water and sewer rates, the percentage change would be a wash, again dependent on the boards decision to change rates if they so choose. Also, in lower the percentage this would free up some General Fund dollars for the purchase of much needed capital equipment.

Mayor Morgan thanked Clerk-Treasurer Wood for his presentation.

B. Letter from Rhonda Howard

A letter was received by the Village from local businessperson Rhonda Howard. In the letter she asked many questions on parking requirements, local laws pertaining to this issue, and peddling and soliciting regulations. A copy of the letter was provided to each board member and Mayor Morgan asked Rhonda Howard to discuss her concerns. Local Law #2 of 2013 was also provided to each board member. The concerns detailed parking issues in the Village Mall area at certain times of the day, police enforcement of this local law, and solicitors coming to her place of business asking for donations to their cause.

Mayor Morgan thanked Rhonda for her letter to the board and stated that Local Law #2 of 2013 will be looked at and revisited in the future and discussions with the local business owners will take place to ascertain any suggestions that could benefit the local businesses.

C. Village Website

Clerk-Treasurer Wood stated the Village Website has been overhauled and revamped with the most current up-to-date information. Also, all local laws in effect that have direct resident concerns have now been uploaded to the website. All departments and contacts have been updated.

D. Lawson Sand & Gravel Letter-right of way concern

Clerk-Treasurer Wood asked the board if a copy of the Village property site could be sent to the Village attorney for review and future discussion. Currently, the Village owns property in Dalton, NY, Town of Nunda, NY on State Route 70. The Village has approved a right-of-way allowing Lawson Sand and Gravel to work and travel through a portion of its property to work in their gravel pit. The Lawson Property being sold and would create a landlock not allowing the Village access to such land. Details to come.

E. Reduce Water Bill Account #1397 – billed for having a tenant - \$115.56

Clerk-Treasurer Wood presented information about this property. The property has an additional living unit which puts service charges to a ratio of 2:2 for water and sewer units. Mr. Blowers came to the Village Clerk-Treasurer requesting a reduction in this amount as he was charged for having a tenant and stating he did not have a tenant this quarter. In not having a tenant Mr. Blowers bill would be reduced. Clerk-Treasurer Wood explained to Mr. Blowers that he could not make any adjustments to any bill without a board action allowing him to do such adjustment. Clerk-Treasurer Wood also stated to the board that Mr. Blowers questioned an additional 3,000 gallons used and being charged on his bill and wondered if this total was accurate. The Village Board discussed further the circumstances of this property and the history.

MOTION was made by Trustee Wilcox to reduce Water and Sewer Account #1397 the total of \$115.56, which includes penalty charges, on the terms that the Water Law be followed and Mr. Blowers separate all plumbing to the upper apartment at his home to allow a separate water meter to be installed and for better accountability of water use at the location, seconded by Trustee McTarnaghan. Carried 5-0.

F. Reduce Water Bill Account #1758 – double billed – final bill & quarterly bill - \$363.96

MOTION was made by Trustee Allen to reduce Water and Sewer Account #1758 the total of \$363.96 as this living unit was double billed during the last billing cycle, seconded by Deputy Mayor Snyder. Carried 5-0.

G. Budget Modifications

From: A1110.4	Village Justice Contractual	\$ 250.00	
To: A1010.4	Village Board Contractual		\$ 250.00
From: A1990.4	Contingent Account	\$ 2,500.00	
To: A1910.4	Insurance		\$ 250.00
To: A5110.2	Streets Dept. Roller		\$ 1,500.00
To: A8560.4	Shade Trees-Tree removal		\$ 750.00
<hr/>			
From: F1990.4	Contingency Account	\$ 100.00	

To: F1910.4	Insurance		\$ 100.00
<hr/>			
From: G1990.4	Contingency Account	\$ 1,075.00	
To: G1440.4	Engineering		\$ 1,075.00
<hr/>			

MOTION was made by Trustee Allen to approve all budget modifications as discussed, and as listed above, seconded by Trustee Wilcox. Carried 5-0.

H. Proposal for Professional Services - MRB Group - WWTP Disinfection

Discussion on potential grant monies available for such services are available and will be pursued once agreement is approved.

MOTION was made by Trustee Wilcox to allow the Mayor of the Village of Nunda to sign an agreement for professional services with MRB Group for disinfection requirements at the Waste Water Treatment Plant, these services total \$19,000, seconded by Trustee Allen. Carried 5-0.

I. Dog Control Agreement

Discussion of this concern took place. The cost of this service right now our weighs the return on investment of the taxpayers. The board is looking into other avenue to pursue in maintaining dog control issues. To be discussed further at the February 2019 board meeting.

J. Amend COE fee schedule

Clerk-Treasurer Wood stated in the past the Village has charged businesses that require an annual fire safety inspection \$15 per annual inspection. This past year the rates changed from \$15 to charging \$20 per annual fire safety inspection. Clerk-Treasurer Wood has asked the board to lower the charge back to \$15 as the local businesses were charged \$15 not the \$20.

MOTION was made by Trustee McTarnaghan to allow for the amending of the Code Enforcement Officer's Fee Schedule to make annual Fire Safety Inspections \$15, seconded by Trustee Wilcox. Carried 5-0.

K. Sidewalk concern-citizen reported tripped on sidewalk on East Street just past Ford Garage Clerk-Treasurer Wood reported a resident stopped by the office and stated they had tripped and fallen on East Street while walking on the sidewalk. The sidewalk was not flush, it was raised several inches from tree growth in the right-of-way. The resident wanted to remain anonymous and still present the concern to the board. Mayor Morgan asked Water and Streets Superintendent Bennett if he could look into this concern. Superintendent Bennett stated he would checkout the location and see what could be done to correct the concern for now while still in the Winter months.

L. Paving Policy

Mayor Morgan stated paving in the Village was usually completed before Nunda Fun Days in the past. Mayor Morgan asked Superintendent Bennett if this was a problem moving forward. Superintendent Bennett stated in the past Chuck Carlson would assist in the paving and it would be done. Now that Chuck is no longer here, it has been difficult in scheduling the work because he would help the Village and set things up. Superintendent Bennett also stated that getting quotes has been hard.

M. Village aesthetics maintenance and safety review

Mayor Morgan stated the village used to be divided into four parts. Mayor Morgan would like Board members to take a section of the Village and monitor these sections to keep the Board apprised of anything that would need attention in reference to municipality aesthetics.

Superintendent Bennett stated he and his staff have been spending a lot of time picking up trash around the Village.

Deputy Mayor Snyder asked where are you doing this?

Superintendent Bennett stated all streets.

N. Inventory of property

Mayor Morgan would like the staff to conduct inventories of their respective departments. Clerk-Treasurer Wood stated he would look for policy that dictates a certain dollar threshold that should be accounted for within an inventory system.

O. Waiver of water and sewer charges - late fees for Accounts #1945 & 1682

MOTION was made by Trustee Allen to reduce Water and Sewer Account #1945 and Account # 1682 the total of \$730.53 as these living units – Hillside Apartments and Woodside Apartments requested relief for being charged late penalties for late payment submission from this last billing cycle, seconded by Trustee McTarnaghan. Carried 5-0.

Old Business

A. Cemetery business

Trustee McTarnaghan stated he spoke with Superintendent Bennett and Oakwood Cemetery representative Mr. Piper about the concern with water flowing through the cemetery. Superintendent Bennett spoke with Bill Swain and stated Mr. Swain did not have any concern with working on the water flow problem that abuts to his property next to the cemetery.

Trustee McTarnaghan stated he has had discussions with cemetery, lumber yard, and a local

farmer as to cost and availability of materials to help alleviate this water flow problem. Materials including drainage pipe and gravel would be at cost as the cemetery would pay for these items. Mr. Piper believes Superintendent Bennett could do the work involved. Mayor Morgan stated all should be happy with the results.

Trustee McTarnaghan stated he did speak with Mr. Cook as he stated to talk with Mr. Piper and keep him abreast of the project.

- B. Open Burning Local Law-Proposed - Tabled
- C. Sewer Ordinance - Tabled
- D. Recreation and Parks Local Law - Tabled
- E. Sexual Harassment Training-NY State Mandate – Tabled
- F. Feral cats

Mayor Morgan wanted the Board to know he has discussed the feral cat problem with the local veterinarian and that more information is to come as to the municipalities direction to move toward rectifying this concern.

Policy Review

A. Employee responsibility of reviewing, discussing, and signing specific municipality policies including; Internet & Computer Use Policy, Vehicle Use Policy, and Employee Policy were distributed to all municipality staff for review and signature of receipt and dialog.

Other Business

A. Logbook

Mayor Morgan provided copies of an example logbook for all administrative unit heads to complete and submit monthly to the Board. Mayor Morgan stated he was open to any suggestions or enhancements of this sample logbook.

B. Employee Evaluation Program

Clerk-Treasurer Wood provided a sample copy of an employee performance evaluation form for review. To be discussed at a later date.

Communications/Information Items

- A. NYCOM-Summary of Enacted & Vetoed Legislation (as of January 2, 2019)
- B. Tax dollars at work signage
- C. Semi-Annual Dog Control Report – Livingston County Dog Control

MOTION was made by Trustee Wilcox to enter in an Executive Session to discuss personnel matters at 9:06 PM, seconded by Trustee Allen. Carried 5-0.

MOTION was made by Deputy Mayor Snyder to exit Executive Session at 9:38 PM, seconded by Trustee Allen. Carried 5-0.

Adjournment

With no further business to be discussed, the motion to adjourn was made by Trustee Allen, seconded by Deputy Mayor Snyder at 9:38 PM. Carried 5-0.

Respectfully submitted,

LeRoy J. Wood
Clerk-Treasurer