

June 11, 2018

The Regular Meeting of the Nunda Village Board of Trustees was held on June 11, 2018, at the Nunda Government Center Building, at 7:00 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 7:15 PM
Code Enforcement/Zoning Officer: Mark Mullikin
Clerk-Treasurer: LeRoy Wood

Citizens: Sam Adams Louise Wadsworth Cindy Welch
Ron Adam

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

Roll Call: All present

Pledge of Allegiance - led by Deputy Mayor Snyder

Visitor's Forum

Cindy Welch discussed the upcoming Yard Sale Days in the Village of Nunda. The date is set for August 18, 2018. The Chamber of Commerce for the Village will sponsor this year; however, the organization is looking for sponsorship in the future. With the activity in the Chamber at this time, it would be best to have new sponsorship. The Chamber is looking for support from the community.

Mayor Morgan stated the Village would not be able to be the sponsor of this program. Mayor Morgan also stated that he would look into a list of local non-profits that would be able to fill this sponsorship.

Mayor Morgan asked Cindy what the Village can do to help. Cindy replied about Police Department presents and trash cans placed throughout the Village on this day. Also, flyers would need to be printed, help with this would be beneficial.

Cindy thanked the Village Board for allowing her to come in and speak at this meeting.

Mayor Morgan thanked Cindy for coming in this evening for an update to this event coming in August.

MOTION was made by Trustee Allen to convene this meeting of the Village Board of Trustees by 9:30 PM, unless extended, seconded by Trustee McTarnaghan. Carried 5-0.

Louise Wadsworth from Livingston County Development Corporation came into discuss the Downtown Partnership Program. Louise mentioned that all nine villages are partners in this program. Louise handed out the scope of services the corporation provides. MyLivingstonLife.com is a new initiative started by the corporation to market our County and its municipalities. A multitude of information is available through this website. Next year the corporation is looking at having a community wide program – The Inspirations Trail (May 2019). This would allow local artists to show off their display in windows of businesses.

Mayor Morgan thanked Louise for coming to the meeting to explain the opportunities this program provides on a daily basis.

Louise thanked the Village for continuing to be a member of this partnership.

Sam Adams asked to speak about a specific address in the Village. Sam mentioned the odor coming from his neighbor's house to the effect that on some days it is too much to bear just being out in his yard. The stench of dogs coming from this home sometimes does not allow one to breath.

Mayor Morgan and Code Enforcement Officer Mullikin stated they would look into this concern.

Approval of Minutes

A. May 30, 2018

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

Approval of Invoices

A. Abstract No. 006

The Nunda Village Board of Trustees has reviewed and approve invoices for payment on Abstract no. 006 as follows:

GENERAL -	\$ 18,249.54
WATER -	\$ 5,587.89
SEWER -	\$ 4,472.30
YOUTH-	\$ 80.00
TOTAL –	\$ 28,389.73

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

Reports

A. *Police*

1. Monthly Report of Complaints – May 2018
2. Monthly Police Report – May 2018
3. Community Policing Report – May 2018
4. Payroll Reports – not provided
5. Police Abstract – May 2018
6. Town of Police Budget Report – not provided
7. Police Chiefs Uniform Log – May 2018
8. Request for Nunda PD Live Scan Machine equipment/software upgrade

MOTION was made by Trustee Wilcox to have the Village of Nunda and Town of Nunda spend \$3,028.32 to continue with Live Scan machine equipment and software services for the Nunda Police Department, contingent on the availability of funds, seconded by Deputy Mayor Snyder. Carried 5-0.

9. Request for replacement police vehicle

Trustee Allen discussed the options of purchasing a police vehicle at this time. Trustee Allen mentioned the Town of Nunda would like to wait and look into the monies received from selling of the current vehicle. Trustee Allen also mentioned the need for a Joint Village and Town of Nunda Board Meeting to discuss further the Joint Police Department. Deputy Mayor Snyder also mentioned the need for getting together and formulating a budget for this department. Mayor Morgan stated he would talk with the Town Supervisor in getting dates and time for setting up a meeting.

B. *Code Enforcement/Zoning*

1. Monthly Report – May 2018

C. *Sewer*

1. Lab hot water heater
2. Meeting with Chatfield Engineering

3. Tour of WWTP – a tour for the Keshequa School 5th graders took place
4. Tractor purchase – order placed

D. Department of Public Works

1. Concrete walkway at Village Park

Superintendent Bennett mentioned the work provided by his crew and Mr. Jeffrey Essler in replacing the brick walkway with a new concrete walkway at the Village Park in front of the Gazebo. The work was superbly done. Mayor Morgan asked to have a letter of thanks sent to Mr. Essler for the volunteering of his time and expertise in making the Village Park safer and along with the beautification.

2. Steel water tank cleaned
3. Street Sweeper repairs

MOTION was made by Deputy Mayor Snyder to authorize the repairs to the Village DPW Street Sweeper, not to exceed \$4,000.00, seconded by Trustee McTarnaghan. Carried 5-0.

E. Water

F. Justice

1. Monthly Reports – May 2018

G. Treasurer's Reports

1. Monthly Treasurer's Reports – May 2018 – reviewed and discussed.
2. Monthly Bank Statement Accounts – May 2018
3. Collateralization Report – May 2018 – not received in order to report
Clerk-Treasurer Wood provided a copy of the May 2018 bank statements to each Village Board of Trustees member.

Thorough discussion of **each** account 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 *Detail of Revenues* and *Detail of Expenditures* Statements were provided to each Board member **for each fund** and were discussed thoroughly.

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

End of Fiscal Year accounting processes are now in effect. Looking to have the Annual Updated Document (AUD), municipality financial reports, submitted to the State by the end of this month.

H. ZBA/Planning Board

I. Youth Recreation

1. Update on Youth Recreation Assistant applications received

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

New Business

A. Review of Clean-up Policy

Mayor Morgan presented his revised version of the Annual Clean-up Schedule/Policy. Item reemphasized was; "No Tree Removal will be picked-up by the Village." During brush pick-up times over the summer months.

MOTION was made by Deputy Mayor Snyder to accept the changes to the Annual Clean-up Schedule/Policy as present by Mayor Morgan, seconded by Trustee Allen. Carried 5-0.

B. Soliciting Ordinance

Trustee Wilcox presented a revised copy of the current soliciting ordinance, dated 1933, for

discussion. After much debate with the Board members, Mayor Morgan asked Trustee Wilcox to provide additional research in looking to see what other Villages do in reference to soliciting.

Old Business

- A. Cyber Security Insurance
- B. Village Park Rules Review

MOTION was made Trustee Allen to appoint Trustee Wilcox and Superintendent Bennett to a committee regarding the Village Park Rules and Regulations review, seconded by Deputy Mayor Snyder. Carried 5-0.

- C. Shared Services Agreement – Nunda Government Center

MOTION was made by Deputy Mayor Snyder to extend the length of this Board Meeting past 9:30 PM, seconded Trustee Wilcox. Carried 4-0.

- D. Rules on weekend responsibilities – WWTP

WWTP Operator Hugi stated he would submit through an email to Village Clerk-Treasurer

- E. Mortar work at 1 Mill Street

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

- G. GML Article 6 Section 121A – Police Department

- H. Moratorium on conversion of single family dwellings

- I. Property and Building Nuisance Law

- J. Recreation and Parks Local Law discussion

- K. Advertise for Part Time Deputy Clerk-Treasurer

Clerk-Treasurer Wood stated three applications were received. Only one applicant submitted required information with the request; an application, cover letter, and resume. A thorough review of all applicants will take place and discussion with Mayor Morgan to decide to move forward with the interview process or advertise again and keep the job open until a qualified candidate were presented.

Policy Review

- A. Employee Policy Review – tabled to later date

- B. Online Banking and Electronic Fund Transfer Policy

Recommendation from Clerk-Treasurer Wood to amend this policy as listed;

Recommended changes to Online Banking and Electronic Fund Transfer Policy;

Remove – Section 2, last sentence - Monthly, a Village Board Member will review and audit all banking transactions accordingly.

Add – Monthly at the regularly scheduled municipality Board Meeting, the Village Clerk-Treasurer will provide a copy of all banking statements with a description and explanation of any and all transaction which occur during that month.

Add - Employee Liability Benefits Reserve Account (A231EB) to list of accounts.

Add – Should there be fraudulent activity discovered through any means, all Village Board Members will be notified forthwith, along with the current banking institution, and local Police Department.

MOTION was made by Trustee Wilcox to amend the Online Banking and Electronic Fund Transfer Policy as presented by Clerk-Treasurer Wood and to incorporate this policy into an annual policy review plan, seconded by Deputy Mayor Snyder. Carried 4-0.

- C. Investment and Borrowing Policy

Policy reviewed by Village Board with no recommended changes.

Other Business

A. Chatfield Engineering changing Names

MOTION was made by Trustee Wilcox to allow the Mayor on behalf of the municipality to consent for Chatfield Engineering to move all Village of Nunda's engineering records to MRB Group as there is a merger between these two companies in process at this time with a complete merger by the end of this month, seconded by Trustee McTarnaghan. Carried 4-0.

B. Village Attorney discussed

Adjournment

With no further business to be discussed, the motion to adjourn was made Trustee Wilcox, by seconded by Deputy Mayor Snyder at 9:26 PM. Carried 4-0.

Respectfully submitted,

LeRoy J. Wood
Clerk-Treasurer