

# **Draft Meeting Minutes for viewing purposes**

November 10, 2020

**The Regular Meeting of the Nunda Village Board of Trustees was held on November 10, 2020, via ZOOM, at 6:30PM with the following present:**

**Mayor:** Jack Morgan

**Deputy Mayor:** Darren Snyder

**Trustees:** Mell Allen

William McTarnaghan

Dr. Donald Wilcox

**Waste Water Treatment Chief Operator:** Markus Hugi

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

**Citizens:** Hunter Zangerle and one other citizen

**Mayor Morgan** - called the meeting to order at 6:33 PM.

**Roll Call:** All present

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

**Mayor Morgan opened Public Hearing on 2021-2022 Youth Recreation Budget at 6:34 PM.**

## **Approval of Minutes**

*A. October 13, 2020*

**MOTION** was made by Trustee Allen to accept the minutes as presents, discussed, and reviewed, 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

## **Reports**

A. Police

1. Nunda Police Department Monthly Report-October 2020
2. Continuing discussion on hiring two additional officers.

B. Code Enforcement/Zoning

1. Monthly Report-October 2020

C. Waste Water Treatment Plant

1. Departmental Activity Log-October 2020
2. Five Corners (vendor) working on clarifiers
3. Land spreading will take place in November
4. SPEDES Permit review submitted to NYSDEC for final review prior to beginning

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## WWTP CIP

### D. Water/DPW

1. Departmental Activity Log-October 2020
2. Water testing will be from ALS for a reduced cost as compared to other vendors
3. CHiPS reimbursement rate of only 80%; spent \$38,431.35 likely to receive only \$35,973.94, difference of \$2,457.41. Rollover monies helped.

### E. Justice

1. Monthly Reports-October 2020

### F. Treasurer's Reports

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

The monthly Treasurer's Report does not match bank statement as to interest earned during October was posted in November. This should correct itself in November. A discussion of all funds including cash receipts and disbursements journals took place with no significant activities to report other than regular operational business.

4. Payroll - #21 & 22-Certification Review
5. Departmental Activity Log-October 2020

### G. ZBA/Planning Board

### H. Youth Recreation

**MOTION** was made by Trustee Wilcox to accept the departmental reports as given, 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

### **Resolution No. 2020-053**

**BE IT RESOLVED** that the Nunda Village Board of Trustees **adopt** the 2021-2022 Joint Youth Recreation Budget for the Village of Nunda as lead agent, as follows:

YOUTH RECREATION:     \$ 20,475.00

With no further discussion to be held, the motion to adopt the 2021-2022 Joint Youth Recreation Budget and close the Public Hearing was made by Trustee McTarnaghan, seconded by Trustee Wilcox at 6:45 PM. 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 opened a Public Hearing at 6:49 PM on the CDBG Grant No. 831HR350-18.**

Mayor Morgan requested a list of attendees at this public hearing be made and stated the following;

This is the second of two public hearings as required under the Community Development Block Grant Program at 24 CFR 570.486; to be held during the administrative phase of CDBG grants”

The purpose of this second hearing during the administrative phase it to:

- To solicit public’s comments on the effectiveness of the administration of the CDBG program;
- To provide information on the activities and progress toward goals and objectives;
- To obtain citizens’ views on the CDBG Program;
- To respond to the public’s proposals, if any, and answer questions

Mayor Morgan then read the following information;

**Program:** The Village of Nunda received \$500,000 in Community Development Block Grant (CDBG) funds to be used for the rehabilitation of substandard properties owned and occupied by low-to-moderate income (LMI) households in the Village. To be eligible, the owner had to meet certain qualifications and conditions noted below. If an applicant met the qualifications and terms, financial assistance was available for the rehabilitation of the property in accordance with New York State’s definition of rehabilitation. The goal of the Program is to remedy code violations and hazardous situations, and to provide adequate living conditions and weatherization for homes owned and occupied principally by persons of low-to-moderate income.

Since the demand for housing rehabilitation generally exceeds the supply of funds, priority is given to households with the lowest incomes combined with the most urgent housing need using an established point system taking these two criteria into account.

Eligible property owners are those who: (1) own and reside in a single family, substandard structure in the Village; (2) are current on all Village taxes and/or charges; (3) are willing to improve their property to levels that meet New York State’s and Village program standards; (4) are in compliance with all Village ordinances; and (5) agree to abide by all the terms and conditions of the Program including giving the Village a mortgage for the financial assistance provided.

Financial assistance for individual homeowners to pay for rehabilitation is provided in the form of a 100% deferred payment loan, which is similar to a grant in that there is no monthly repayment as long as the participant remains as an owner-occupant. The financial assistance is forgiven after five years. The income limits for a qualifying household is based on family size and HUD’s median income limits for the Rochester Metropolitan Statistical Area (MSA) in which Livingston County is located. To be

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eligible for assistance, a household's income cannot exceed 80% of median income as follows (as of April 2020):

HOUSEHOLD SIZE INCOME LIMIT	MAXIMUM (Gross Annual Income)
1	\$42,800
2	\$48,900
3	\$55,000
4	\$61,100
5	\$66,000
6	\$70,900
7	\$75,800
8	\$80,700

**Housing Rehabilitation Applications:** The Village received 20 applications. Four of the applicants were not eligible for participation, no applicant dropped out and three were wait listed. The Village qualified 12 applicants; six of the 12 projects are completed with five in progress and one in the bidding stage.

**Program Modification:** The NYS funding source for the CDBG Program, the NYS Office of Community Renewal, gave all CDBG grantees an opportunity to re-program some of their uncommitted funds to address issues resulting from the COVID-19 pandemic. The Village has re-programmed \$57,000 to address food insecurity in the Village working with Foodlink. Since July of this year \$34,010 has been disbursed for that purpose. Foodlink is responsible to ensure that recipients of the re-programmed CDBG funds must meet the low-to-moderate income limits established for the Housing Rehabilitation Program noted above.

**CDBG Revised Budget:**

Activity	Budget	Total
Rehabilitation	\$353,000	
Food Assistance	57,000	
Program Delivery	65,000	
Administration	25,000	\$500,000

**Goals:** The Village established a goal of completing 15 structures. Currently, it is expected that 12 structures will be completed as a result of the Program modification.

**Project Completion Date:** As of the October 15, a total of \$301,937 of the \$500,000 has been expended, \$34,010 of which is for food assistance. Another \$102,685 is committed, of which \$22,990 is for food assistance. The grant has an established deadline of January 25, 2021. Funding for each component may vary as the deadline approaches. If all funds are not expended as of the deadline, the Village may request an extension.

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## Approval of Invoices

### *A. Abstract No. 06*

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

GENERAL(A)	- \$ 30,825.60
WATER (F)	- \$ 27,882.04
SEWER (G)	- \$ 14,704.42
WWTP CIP (H)	- \$ 1,517.40
YOUTH (J)	- \$ 88.37
<b>TOTAL</b>	<b>- \$ 75,017.83</b>

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

## New Business

### *A. Evelyn Van Dorn Day -November 7, 2020*

**MOTION** was made by Deputy Mayor Snyder to declare November 7, 2020 Evelyn van Dorn day to celebrate Mrs. van Dorn's 100<sup>th</sup> Birthday, 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

### *B. Employee 2021 Healthcare coverage discussion/decision*

#### **Resolution No. 2020-054**

**BE IT RESOLVED** that the Nunda Village Board of Trustees approves the 2021 Health Care Employee Benefits Package as discussed with the employees and as listed:

2021 Health Care – Village of Nunda  
Excellus SimplyBlue Plus Silver 2

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

### *C. CDBG Drawdown*

#### **Resolution No. 2020-055**

CDBG No. 831HR350-18 Drawdown No.14

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**BE IT RESOLVED** that the Nunda Village Board of Trustees approve the bills for payment on CDBG No. 831HR350-18 Drawdown No. 14 in the amount of \$12,177.50 once funding has been received for the following vendor list:

Townline General Contractor – (Snyder) \$2,800.00  
Foodlink, Inc \$9,377.50.

The **motion** was made by Trustee Allen, 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 Application Form applicant*

#### **Resolution No. 2020-056**

**WHEREAS**, the Village of Nunda has received grant funding from the Office of Community Development in the manner of a Community Development Block Grant, Project No. 831HR350-18, and

**WHEREAS**, the community can submit an application for said funding for repairs to private residents, **NOW THEREFORE, BE IT RESOLVED** that the Nunda Village Board of Trustees approve the application from Charles and LuLona Pierce residing at 7 Woodworth Lane, Nunda, New York for Community Development Block Grant funding for repairs to their home as recommended by the Village of Nunda’s consultant, Thoma Development Consultants totaling \$25,430.00.

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

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

Deputy Mayor Snyder inquired as to status of hiring a new Deputy Clerk-Treasurer.

Administrator Wood stated a search has been conducted and still remains open in seeking out a well-qualified applicant for the position.

### *F. Livingston Gateway Villages*

Mayor Morgan asked about status on this organization and the opportunities it can provide.

Administrator Wood stated an email has been received with pricing for 2021 inclusion to this organization. The program provides assistance in marketing and promoting our municipality to a greater audience to increase visitation to this community increasing exposure to what the Village of Nunda can offer to visitors.

## **Old Business**

### *A. Land Acquisition Grant*

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### 1) Contract with landowners

**MOTION** was made by Deputy Mayor Snyder to enter into a conditional contract with Lawsons to acquire three properties at a 3% annual interest rate mortgage for a period of 6 years that includes an agreement with the Town of Nunda in acquiring future resources to alleviate costs of these properties, contingent on applicability of this Board action being appropriate under New York State Laws and regulations, 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

### 2)Review RFP

Administrator Wood stated 17 requests to local surveyors have been mailed out with a return date of December 4, 2020.

### 3) Discuss BAN-Bond Resolution

**MOTION** was made by Mayor Morgan to allow the Administrator to move forward with discussions with municipal financial consultant and attorneys to ascertain funding resources in acquiring the Lawson properties under the Land Acquisition Grant, 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. Wayfinding*

Mayor Morgan and Administrator Wood attended a meeting at Livingston County Government Center that provided ample information on branding all Villages in Livingston County to better promote and market our communities increasing a more balanced approach in style, continuity, and symmetry among all municipalities. The meeting was informative. Only concern at this point is budgeting for this work and strategy in ascertaining grants or other sources of revenue to offset costs. These concerns were not discussed.

### *C. Bobcat Equipment Purchase for Sewer Plant-Tabled*

## **Other Business**

A. Annual Sexual Harassment training scheduled for December 10, 2020 at 6:30 PM.

## **Policy Review**

- A. Vehicle Use Policy-discussed further
- B. Employee Policy - Recommended changes

**MOTION** was made by Mayor Morgan to remove the following from Section XXI. PAY RATES

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AND PAY RAISES from the municipal Employee Policy; On occasion, the Mayor, acting Mayor or Superintendent will determine the need for a Village Employee to be appointed acting Superintendent. In the event that a Village Employee is appointed acting Superintendent, that employee will receive a stipend of \$2 per work hour for the period of appointment. (added 2011). As this action is no longer required as a Deputy Superintendent for Water and Streets has been appointed with a bi-annual stipend provided through prior Board actions, 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

**Mayor Morgan closed the Public Hearing on the CDBG Grant No. 831HR350-18 at 8:28 PM.**

### **Communications / Informational Items**

- A. Mayor Morgan read a Thank You card from Thoma Consultants
- B. Future Community Development Block Grants

**MOTION** was made by Deputy Mayor Snyder to move forward in submitting an application for upcoming Community Development Block Grants to improve our community through this grant process that allows for the rehabilitation of our local residential homes; up to and not-to-exceed a \$6,000 threshold to be established on administrative costs associated with this grant will be allowed, 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

### **Adjournment**

With no further business to be discussed, the motion to adjourn was made by Trustee Allen at 8:30 PM. Carried 4-0.

Respectfully submitted,

LeRoy J. Wood  
Administrator/  
Clerk-Treasurer