

## *Draft Meeting Minutes*

March 14, 2022

**The Regular Meeting of the Nunda Village Board of Trustees was held on March 14, 2022, at the Nunda Government Center Building with the following present:**

**Mayor:** Jack Morgan

**Deputy Mayor:** Darren Snyder

**Trustees:** Mel Allen

William Davis

Dr. Donald Wilcox

**Water and Street Superintendent:** Troy Bennett

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

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

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

**Roll Call** All present

**Pledge of Allegiance** led by Mayor Morgan

### **Visitor Forum**

Town Councilmember Blair

Town Councilmember Hillier

Town Councilmember Forrester

Town Councilmember Morris

Town & Village of Nunda Municipal Agreement was addressed to the village board by the town board. The town requested additional information to be included into agreement prior to town board approving agreement. Councilmember Forrester stated the information to be added will be sent via email to the village clerk for inclusion into agreement.

All Councilmembers left meeting at 7:16 PM.

### **Approval of Minutes**

A. February 14, 2022

**MOTION** was made by Trustee Allen to accept the minutes as presented, discussed, and reviewed, seconded by Deputy Mayor Snyder. Carried 5-0.

### **Reports**

A. Police

1. Police Reports
2. Draft Commissioners Board Meeting Minutes
3. Casey Chatley Resignation Letter

**MOTION** was made by Trustee Allen to accept Casey Chatley's Letter of Resignation from the Nunda Police Force with thanks and best wishes, seconded by Deputy Mayor Snyder. Carried 5-0.

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**MOTION** was made by Deputy Mayor Snyder to approve, with Police Chief Dale's consent to rehire Brock Allen as a part time officer of the Joint Town and Village Nunda Police Department, seconded by Trustee Wilcox. Carried 5-0.

- B. Code Enforcement/Zoning
- C. Waste Water Treatment Plant
  - 1. Monthly Department Report
- D. Water/DPW
  - 1. Annual Water Withdrawal Report Submitted
  - 2. Working Annual Water Quality Report
  - 3. Annual Dump Day tentatively scheduled for Saturday, May 14, 2022
- E. Justice
- F. Administrator/Clerk-Treasurer – All Reports emailed for review and discussion
  - 1. Monthly Bank Statement Account-February 2022
  - 2. Collateralization Report-February 2022
  - 3. Treasurer's Report-February 2022
  - 4. Budget Status Report – by Fund
  - 5. Payroll – 3 & 4 - Certification Review
  - 6. Monthly Report
- G. ZBA/Planning Board
- H. Youth Recreation
  - 1. 2022 Livingston Youth Employment Program

**MOTION** was made by Mayor Morgan to participate in the Livingston County Youth Employment Program should the Director of Youth Recreation agree this is a viable option for the municipality to engage in for 2022, seconded by Trustee Davis. Carried 5-0.

### **Approval of Invoices**

- A. Application # 3 – STC Construction – GC WWTP-CIP

#### **Resolution No. 2022-006**

**BE IT RESOLVED** that the Nunda Village Board of Trustees approves payment #3 to STC Construction – General Contractor in the amount of \$93,860.00 for work performed at the Waste Water Treatment Plant's Capital Project, once funding becomes available.

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

- B. Wire Transfer \$47,515.63 -Pay down water/sewer debt
- C. Abstract No. 011

**MOTION** was made by Trustee Wilcox to approve invoice for Land Mark Society and to send payment upon completion of work to vendor, seconded by Trustee Allen. Carried 5-0.

The Nunda Village Board of Trustees has reviewed and approve invoices for payment on Abstract no. 011 as follows:

GENERAL	(A)	- \$ 23,342.15
WATER	(F)	- \$ 6,515.43
SEWER	(G)	- \$ 5,420.02
WWTP CIP	(H)	- \$ 96,744.20
LAND GRANT	(HA)	-\$ .00

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YOUTH	(J)	- \$ .00
<b>TOTAL</b>		<b>- \$ 132,021.80</b>

The **motion** was made by Trustee Wilcox, seconded by Trustee Davis Carried 5-0

### **New Business**

A. Streets Department - Part-time employee

**MOTION** was made by Trustee Allen to rehire Raymond Houtz in the Streets Department as a part time Laborer at a rate of \$17.50 per hour, seconded by Deputy Mayor Snyder. Carried 5-0.

B. Deputy Superintendent Emke – Water/Sewer School Approval

MOTION was made by Trustee Allen to approve Deputy Superintendent Emke to attend Water/Sewer School to attain credible hours essential for credentialed licensing requirements, seconded by Deputy Mayor Snyder. Carried 5-0.

C. Budget Modifications

Invoicing for Land Mark Society – grant monies received in Fiscal Year 2020-2021 and remained as fund balance into this fiscal year awaiting work to be completed.

From	Appropriated Fund Balance	A599	\$ 8,400.00
To	Miscellaneous	A1989.4	\$ 8,400.00
From	Appropriated Reserves	A511	\$ 102,000.00
	Appropriated Fund Balance	A599	\$ 102,000.00
From	Off Street Parking	A5650.4	\$ 3,379.25
To	Mayor/Contractual	A1210.4	\$ 1,000.00
To	Deputy Clerk-Treasurer	A1325.11	\$ 21.25
To	Snow Removal	A5142.1	\$ 2,000.00
To	Performing Arts	A7560.4	\$ 358.00
From	Contingency Account	F1990.4	\$ 4,062.98
To	Water Administration	F8310.2	\$ 1,062.98
To	Purification/Contractual	F8330.4	\$ 3,000.00
From	Appropriated Reserves	F511	\$ 25,000.00
	Appropriated Fund Balance	F599	\$ 25,000.00
From	Appropriated Reserves	G511	\$ 6,000.00
	Appropriated Fund Balance	G599	\$ 6,000.00

### **Resolution No. 2022-007**

**BE IT RESOLVED**, that the Nunda Village Board of Trustees approves budget modification as presented by the village administrator/clerk-treasurer. The **motion** was presented by Trustee Wilcox, seconded by Trustee Allen. Carried 5-0.

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D. CDBG Drawdown No. 1: \$7,500.00

### **Resolution No. 2022-008**

**BE IT RESOLVED**, that the Nunda Village Board of Trustees approve the bill for payment on CDBG No. 831HR142-20 Drawdown No. 1 in the amount of \$7,500.00 once funding has been received. The vendor listed is Thoma Development Consultants for program delivery and administrative work completed.

The **motion** was made by Trustee Davis, seconded by Mayor Morgan. Carried 5-0.

E. Fair Housing Month

### **Resolution No. 2022-009**

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

**WHEREAS**, the month of April 2022 has been designated by the United States Department of Housing and Urban Development's Office of Fair Housing and Equal Opportunity as Fair Housing Month; and,

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

The **motion** was made by Mayor Morgan, seconded by Trustee Wilcox. Carried 5-0.

F. Colorectal Cancer Awareness Month

### **Resolution No. 2022-010**

**WHEREAS**, colorectal cancer is the third most commonly diagnosed cancer and the second most common causes of cancer deaths for men and women in the United States;

**WHEREAS**, colorectal cancer affects both men and women equally;

**WHEREAS**, the vast majority of colorectal cancer deaths can be prevented through proper screening, early detection and education;

**NOW THEREFORE, BE IT RESOLVED**, that the Nunda Village Board of Trustees recognizes March 2022 as "Colorectal Cancer Awareness Month" and supports the Main Streets Go Blue initiative targeting 80% of the population screened for colorectal cancer by the year 2022.

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

G. Reduce Water/Sewer Account #1700 Penalty Fees

**MOTION** was made by Deputy Mayor Snyder to reduce any penalties assigned to Water/Sewer Account #1700 as the owner received billings late, seconded by Trustee Davis. Carried 5-0.

### **Old Business**

- A. Renting space at State Route 70 location
- B. KCS Tax Abatement Resolution amendment

### **Resolution No. 2022-011**

**BE IT RESOLVED**, that the Nunda Village Board of Trustees approve amending **Resolution 2022-004** reducing Keshequa Central School unmetered water charges on their quarterly bill from \$987.00 to \$450.00 and the time period from ten (10) years to *five (5) years*. This bill reduction is to remain in place for five (5) years at which time discussion on continuing the tax abatement and water charges will need to be addressed again with the Keshequa Schools Board of Education.

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

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### **Other Business**

- A. CDBG Update
- B. WWTP Update-to include Sewer Ordinance-future local law
- C. Listing of Village Activities/Schedule Board Meeting for March 29, 2022 at 7:00 PM to review/adopt Tentative Budgets
- D. Arbor Day in the Village

### **Resolution No. 2022-012**

**WHEREAS**, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world, and

**WHEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

**WHEREAS**, trees are renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

**WHEREAS**, trees in our city increase property value, enhance the economic vitality of business areas, and beautify our community, and

**WHEREAS**, trees, wherever they are planted, are a source of joy and spiritual renewal.

**NOW, THEREFORE, I**, Jack E. Morgan, Mayor of the Village of Nunda, New York, do hereby proclaim Saturday, April 30, 2022 as Arbor Day in the Village of Nunda, New York, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

**FURTHER**, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations,

**DATED THIS**, 14<sup>th</sup> day of March, 2022 Mayor Jack E. Morgan

The **motion** to adopt this proclamation was made by Trustee Davis, seconded by Trustee Wilcox. Carried 5-0.

### **E. Solicitation Permit-Papa Don's Hot Dogs**

**MOTION** was made by Trustee Davis, to approve Don Hooker's 2022 Solicitation Permit for Papa Don's Hot Dogs, seconded by Trustee Wilcox. Carried 5-0.

### **F. Tree City USA**

**MOTION** was made by Trustee Wilcox to nominate Mayor Jack Morgan to the municipal Tree Committee for a period of three years, seconded by Trustee Davis.

Carried 4-0 (1 abstained, Mayor Morgan).

### **G. Litigation Discussion – executive session**

**MOTION** was made by Trustee Allen to enter into Executive Session at 8:32 PM to discuss pending litigation against the Village of Nunda, seconded by Trustee Wilcox. Carried 5-0.

**MOTION** was made by Trustee Allen to exit Executive Session at 10:03 PM, seconded by Trustee Wilcox. Carried 5-0.

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### **Policy Review**

- A. Fund Balance Policy-not discussed

### **Communications / Informational / Discussion Items**

- A. Feral Cat Public Meeting
- B. Land Mark Society Historic District Nomination

### **Adjournment**

The motion to adjourn was made by Trustee Allen at 10:05 PM.

Respectfully submitted,

LeRoy J. Wood, CMFO, RMC  
Administrator/  
Clerk-Treasurer