

Draft Meeting Minutes

January 10, 2022

The Regular Meeting of the Nunda Village Board of Trustees was held on January 10, 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

Code Enforcement/Zoning Officer: Mark Mullikin

Administrator/Clerk-Treasurer: LeRoy Wood

Deputy Clerk-Treasurer: Tammy McCallum

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

Roll Call All present

Pledge of Allegiance led by Mayor Morgan

Mayor Morgan welcomed Trustee Bill Davis and thanked him for serving out Trustee William McTarnaghan's term after his unexpected passing last month.

Mayor Morgan read a letter of thanks from Mrs. McTarnaghan for support during this time of Trustee William McTarnaghan's passing.

Visitor Forum 2 civilians

Patty Piper and Rhonda Howard presented an annual update on the Be Well in Nunda initiative in our community. This program has a Facebook Page to follow and gather information on healthy living and community demographics.

Approval of Minutes

A. December 13, 2021

MOTION was made by Trustee Wilcox to accept the minutes as presented, discussed, and reviewed, seconded by Trustee Allen. Carried 4-0 (1 abstention, Trustee Davis).

Reports

A. Police

1. Police Reports
2. Resignation Letter-Officer Whitney
3. Draft Police Commissioners Board Meeting Minutes
4. Proposed Police Budget amendments

B. Code Enforcement/Zoning emailed to all board members for review

1. Working Annual COE Report to be filed with NYS

C. Waste Water Treatment Plant

MOTION was made by Mayor Morgan to use Dixon Environmental to dispose of current waste at the Sewer Plant, seconded by Deputy Mayor Snyder. Carried 5-0.

D. Water/DPW

E. Justice

F. Administrator/Clerk-Treasurer – All Reports to be emailed for review and discussion

1. Monthly Bank Statement Account-December 2021
2. Collateralization Report-December 2021
3. Budget Status Report – by Fund
4. Payroll - #25, 25A, 26 & 26A - Certification Review

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- 5. Monthly Report
- G. ZBA/Planning Board
- H. Youth Recreation

MOTION was made by Deputy Mayor Snyder to accept the departmental reports as presented, seconded by Trustee Allen. Carried 5-0.

Approval of Invoices

- A. Abstract No. 009

The Nunda Village Board of Trustees has reviewed and approve invoices for payment on Abstract no. 009 as follows:

GENERAL	(A)	- \$11,245.82
WATER	(F)	- \$15,442.24
SEWER	(G)	- \$ 5,256.24
WWTP CIP	(H)	- \$ 1,933.87
LAND GRANT	(HA)	-\$.00
YOUTH	(J)	- <u>\$.00</u>
TOTAL		- \$33,878.17

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

New Business

- A. Connor Mann resignation
- B. Budget Call Letter

SUBJ: 2022-2023 BUDGET CALL

This year's budget call will begin with the continued discussion on many grants being worked on at this moment by several village officials that will continue to affect our budgeting practices in the General, Water, and Sewer Funds. As we move into the next Fiscal Year, we need to be mindful of the Capital Improvement Project coming to a close at the Sewer Plant and initiating a debt schedule to repay the debt over a 40-year period for the users of this municipal service. Public safety is a critical component of our budgeting process and should be deliberated as to developing a plan of action to addressed sidewalk replacement, municipal parking enhancements and village mall area upgrades. Dialogue continues on healthcare costs and industry standards as these matters will need to be reviewed. Any/all final decision making on budgetary matters will be made on an executive level.

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 will be provided in February 2021 to act as a guidance defining the purpose of the procedures, scope, responsibilities, and calendar of events. A Detailed Report of Revenues and a Detailed Report of Expenditures will also be provided to each administrative unit head along with a printout of each *funds* 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. A review of our current five-year capital equipment plan must take place to better manage our budgetary requirements and necessary equipment needs. Should there be any questions with the process, procedures or due dates, please do not hesitate to contact the Clerk-Treasurer.

- C. Budget Modifications

From	Contingency	A1990.4	\$ 726.00
To	Mayor/Contractual	A1110.4	\$ 726.00

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From	Contingent Account	F1990.4	\$ 13,000.00
To	Law-Contractual	F1420.4	\$ 1,550.00
To	Water Admin	F8310.2	\$ 3,200.00
To	Water Admin-Contractual	F8310.4	\$ 5,250.00
To	Taxes	F1950.4	\$ 3,000.00
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From	State Aid/Capital Projects	H3991	\$ 63,937.76
To	Fiscal Agent Fees	H1380.4	\$ 2,000.00
To	Engineering	H1440.4	\$ 61,937.76

Resolution No. 2022-001

BE IT RESOLVED, that the Nunda Village Board of Trustees authorize Village Administrator/Clerk-Treasurer to make budget modifications as presented and discussed. The **motion** was made by Trustee Allen, seconded by Deputy Mayor Snyder. Carried 5-0.

- D. Joint Board Meeting scheduled for January 31, 2022, 7:00PM at Nunda Fire Hall
- E. Town & Village of Nunda Draft Copy of Municipal Agreement

Presented & discussed

Old Business

- A. Tax Abatement-KCS

Other Business

- A. CDBG Update
- B. WWTP Update
- C. Renting space at State Route 70 location
- D. Change in Election Date
- E. Feral Cats
- F. Website-new and updated

Policy Review

Communications / Informational / Discussion Items

- A. Invite Village Justice Stoufer to visit February 2022 Village Board Meeting

MOTION was made by Deputy Mayor Snyder to have the Village of Nunda Board of Trustees to meet with Village Justice Stoufer to discuss administrative aspects of the village court and the municipality, seconded by Trustee Wilcox. Carried 5-0.

MOTION was made by Trustee Allen to rescind previous motion to have the Village of Nunda Board of Trustees to meet with Village Justice Stoufer to discuss administrative aspects of the village court and the municipality to now have just two village board members meet with the village justice, and discuss these matters, seconded by Deputy Mayor Snyder. Carried 5-0.

MOTION was made by Trustee Allen to enter in an Executive Session to discuss personnel matters at 9:09 PM, seconded by Trustee Wilcox. Carried 5-0.

MOTION was made by Trustee Allen to exit Executive Session at 9:55 PM, seconded by Mayor Morgan. Carried 5-0.

Adjournment

The motion to adjourn was made by Trustee Allen, seconded by Mayor Morgan at 9:55 PM.

Respectfully submitted,

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