

DRAFT BOARD MEETING MINUTES

March 13, 2023

The Regular Meeting of the Nunda Village Board of Trustees was held on March 13, 2023, 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

Planning Board Chairperson: Alex Pierce

Water & Streets Superintendent: Troy Bennett

Chief Sewer 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 None

Approval of Minutes

A. February 13, 2023

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

Reports

A. Police

B. Code Enforcement/Zoning

 1. Annual CEO Report to NYS

C. Waste Water Treatment Plant

 1. WWTP CIP update

 2. Biosolids Disposal Annual Report

 3. Solid Waste Management Facilities Permit

D. Water/DPW

 1. Annual Water Withdrawal Report Submitted

 2. Working Annual Water Quality Report

 3. Annual Dump Day tentatively scheduled for Saturday, May 13, 2023

E. Justice

F. Administrator/Clerk-Treasurer

 1. Monthly Bank Statement Account-February 2023

 2. Collateralization Report-February 2023

 3. Treasurer's Report-February 2023

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- 4. Utility Bill Review-RG&E & NYSEG
- 5. Payroll – 3 & 4 - Certification Review
- 6. Monthly Report

G. ZBA/Planning Board

H. Youth Recreation

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

Approval of Invoices

- A. Wire Transfer \$36,596.87 -Pay down water debt

MOTION was made by Mayor Morgan to approve Administrator/Clerk-Treasurer Wood to make a wire transfer to pay down municipal debt-Water Fund-in the amount of \$36,596.87 due April 1, 2023, seconded by Trustee Davis. Carried 5-0.

- B. Abstract No. 011

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

GENERAL	(A)	- \$ 18,730.48
WATER	(F)	- \$ 5,219.16
SEWER	(G)	- \$ 9,518.44
WWTP CIP	(H)	- \$ 5,276.80
YOUTH	(J)	- \$ 172.00
TOTAL		- \$ 38,916.88

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

New Business

- A. Water/Sewer Bill Adjustments

Resolution No. 2023-014

BE IT RESOLVED that the Nunda Village Board of Trustees approves the village administrator/clerk-treasurer to make preliminary adjustments to water & sewer bills accordingly prior to the governing boards final review/approval process to allow customers the ability to pay forthwith versus delaying payments and possible future assessed penalties. All preliminary adjustments made will be presented to the governing board at the next scheduled village board meeting for review.

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

- B. Water/Sewer Bill adjustment

MOTION was made by Deputy Mayor Snyder to approve a water & sewer bill adjustment to Account #1840 reducing charges from \$151.35 to \$70.35 as quarterly usage of only one month occurred and should any late penalties be applied during this billing cycle to remove those as well as bills are due Wednesday, March 15, 2023, seconded by Trustee Allen. Carried 5-0.

- C. CDBG Drawdown No. 6: \$52,951.00

Resolution No. 2023-015

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BE IT RESOLVED that the Nunda Village Board of Trustees approve the bills for payment on CDBG No. 831HR142-20 Drawdown No. 6 in the amount of \$52,951.00 once funding has been received for the following vendor list:

A Best OC Construction Inc. - \$26,625.00
Townline General Construction - \$26,326.00

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

D. Fair Housing Month

Resolution No. 2023-016

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 2023 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 Trustee Davis, seconded by Trustee Wilcox. Carried 5-0.

E. Colorectal Cancer Awareness Month

Resolution No. 2023-017

WHEREAS, colorectal cancer is the third most 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, most 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 2023 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 2023.

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

F. Trailer purchase using ARPA funding

Two quotes were provided by Water & Streets Superintendent for review and discussion. Both trailers would provide the work needed by the DPW Department. Superintendent Bennett stated the Corn Pro trailer as quoted by Davis Trailer was more durable and had a heavier duty loading ramp than the other trailer. Superintendent Bennett's recommendation was to purchase the 2022 Corn Pro utility transport trailer as quoted from Davis Trailer.

Resolution No. 2023-018

BE IT RESOLVED that the Nunda Village Board of Trustees approves the purchase of one utility trailer from Davis Trailer World, LLC at a cost of \$4,655.00, using ARPA Funding.

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

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G. Advertise for PT/Laborer for DPW/Streets

H. MOU 2023 Downtown Partnership-Livingston County Development Corporation

MOTION was made by Trustee Wilcox to enter into a Memorandum of Understanding with Livingston County Development Corporation for services related to economic development and marketing of our local community at a price of \$5,000.00 annually beginning June 1, 2023 through May 31, 2024, seconded by Trustee Davis. Carried 5-0.

Old Business

A. 1 Mill Street Agreement-Empire Access/ReConnect

MOTION was made by Trustee Allen to allow Mayor Morgan to sign contract between the Village of Nunda and Empire Access/ReConnect for a period of five years to allow this company to provide internet/broadband access to residents beginning June 1, 2023 through May 31, 2028 with two five-year options, seconded by Trustee Wilcox. Carried 5-0.

MOTION was made by Deputy Mayor Snyder to allow Mayor Morgan to sign contract between the Village of Nunda and Empire Access/ReConnect that will provide any/all additional benefits to the municipality in providing internet/broadband to all other municipal locations, as needed, seconded by Trustee Davis. Carried 5-0.

Other Business

A. Scheduled Meeting for March 27, 2023 at 7:00 PM to review/adopt 2023/2024 Tentative Budget

B. Approval to Sign Report of Personnel Change Forms for Livingston County HR Dept

MOTION was made by Trustee Wilcox to allow Administrator/Clerk-Treasurer Wood to sign Report of Personnel Change Forms submitted to Livingston County Human Resources Department when changes occur, seconded by Trustee Davis. Carried 5-0.

C. Livingston County Youth Bureau Funding Opportunity

MOTION was made by Deputy Mayor Snyder to appoint LeRoy Wood as Interim Youth Recreation Director, seconded by Trustee Wilcox. Carried 5-0.

D. Tires for DPW vehicles-approval

MOTION was made by Trustee Wilcox to allow Superintendent Bennett to purchase 6 tires, not to exceed \$4,000, for the municipal plow truck, seconded by Trustee Davis. Carried 5-0.

E. Exception Income Levels-partial exemption from real property taxes to persons with disabilities & senior citizens – *Public Hearing* /Local Law discussion

Policy Review

A. Fund Balance Policy

MOTION was made by Trustee Davis to approve amending the Fund Balance Policy with the following changes listed; to the Village of Nunda to maintain levels of unrestricted available fund balance not to exceed (NTE) 75% of the total appropriated budgets for the General, Water, Sewer, and Youth Recreation Funds, separately and as needed.

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Due to the high cost of goods, equipment, and age of municipal infrastructure the threshold of unrestrictive fund balances should be kept at higher levels as our operating budgets, being small in stature, would have difficulty in handling catastrophic and other unforeseen circumstances forthwith.

If unrestricted fund balance was to exceed the projected goal of 75% of total appropriated budget, development of a spending plan will be implemented through the budgetary process annually to bring target levels within stated goals.

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

B. Payroll Policy Review-Timesheet submission

MOTION was made by Trustee Davis to approve amending the Payroll Policy with the following changes listed;

Time Sheet – form submitted after pay period is completed to ascertain hours worked by each employee and under what auspices that employee worked (i.e., Water Department, Sewer Department, Streets Department, or Snow Plowing). These official documents will be signed by either the employee or the employee's immediate supervisor. **These documents will be turned into the Payroll Officer/Village Clerk-Treasurer the Monday after the end of a payroll cycle or Tuesday should Monday be a holiday, by 10:00AM. Should timesheets not be turned in on time, they will be processed during the next available payroll cycle accordingly.**

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

Communications / Informational / Discussion Items

- A. Tree City USA
- B. CRASE Presentation
- C. Arbor Day in the Village

Resolution No. 2023-019

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 29, 2023 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

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

DATED THIS, 13th day of March, 2023 Mayor Jack E. Morgan

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

- D. Feral Cats
- E. Municipal Calendar
- F. Wheelchair access ramp for local organization
- G. Americana Days

Mayor Morgan stated an additional day of Americana Days this year will take place (July 8th & 9th) with a dinner to honor first responders and veterans'.

MOTION was made by Mayor Morgan to enter Executive Session at 9:14 PM to discuss personnel concerns, seconded by Deputy Mayor Snyder. Carried 5-0.

MOTION was made by Trustee Davis to exit Executive Session at 9:34 PM, seconded by Trustee Wilcox. Carried 5-0.

Adjournment

The **motion** to adjourn was made by Trustee Allen at 9:34 PM.

Respectfully submitted,

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