

DRAFT BOARD MEETING MINUTES

March 27, 2023

**The Regular Meeting of the Nunda Village Board of Trustees was held on March 27, 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

Administrator/Clerk-Treasurer: LeRoy Wood

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

Roll Call: Trustee Davis absent

Pledge of Allegiance: Led by Mayor Morgan

Visitor Forum Luke Granger – discussion on Code Enforcement Officer position
Marco Hume – discussion on firearms business in Nunda

A. Papa Don's Application

MOTION was made by Mayor Morgan to approve Papa Don's Hot Dog's Application for Peddlers and Solicitors License for calendar year 2023, seconded by Trustee Allen. Carried 4-0.

B. Appointment

Resolution No. 2023-020

BE IT RESOLVED that the Nunda Village Board of Trustees approve the appointment of Dr. Donald Wilcox to the Livingston County Planning Board as a representative for the Village of Nunda.

The **motion** to adopt was made by Trustee Allen, seconded by Deputy Mayor Snyder. Carried 4-0.

C. Land Mark Society Grant

MUNICIPAL ENDORSEMENT

Resolution No. 2023-021

WHEREAS, the Village of Nunda is applying to the New York State Office of Parks, Recreation and Historic Preservation (OPRHP) for a grant under Title 9 of the Environmental Protection Act of 1993 for a historic preservation project to be located at 1 Mill Street, in said village, a site located within the territorial jurisdiction of this Board of Trustees; and

village, a site located within the territorial jurisdiction of this Board of Trustees, and
WHEREAS, as a requirement under the rules of this program, said not-for-profit corporation
must obtain the "approval/endorsement of the governing body of the municipality in which the
project will be located":

NOW, THEREFORE be it resolved by this august body that the Board of Trustees of the

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Village of Nunda hereby does approve and endorse the application of the Village of Nunda for a grant under Title 9 of the Environmental Protection Act of 1993 for a historic preservation project known as "Nunda Village Hall ADA Upgrades" and is located within this community.

AND FURTHER, it is resolved that, should the Village of Nunda be unable to do so, said property shall be forever maintained by the Village of Nunda as a municipal historic preservation site in this community consistent with the rules promulgated by OPRHP.

The **motion** to adopt was made by Trustee Wilcox, seconded by Mayor Morgan. Carried 4-0.

AUTHORIZING BOARD RESOLUTION AND CERTIFICATION

Resolution No. 2023-022

RESOLVED, that the Village of Nunda applied for financial assistance from the New York State Office of Parks, Recreation and Historic Preservation ("OPRHP") under the Recreational Trails Program for the purpose of funding the development of a historic preservation project;

RESOLVED, that the Village of Nunda is authorized and directed to accept these grant funds in an amount not to exceed \$8,850 for the project described in the grant application;

RESOLVED, that the Village of Nunda is authorized and directed to agree to the terms and conditions of the Master Contract with OPRHP for such development of the historic preservation project;

RESOLVED, that the Village of Nunda is authorized and directed to agree to the terms and conditions of any required deed of easement granted to OPRHP that affects title to real property owned by the municipality and improved by the grant funds, which may be a duly recorded public access covenant, conservation easement, and/or preservation covenant; and

RESOLVED, that the governing body of the municipality delegates signing authority to execute the Master Contract and any amendments thereto, any required deed of easement, and any other certifications to the individuals who hold the following elected municipal office and employment position titles: Mayor.

The **motion** to adopt was made by Deputy Mayor Snyder, seconded by Trustee Wilcox. Carried 4-0.

D. CDBG Application Form

Resolution No. 2023-023

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. 831HR142-20, and

WHEREAS, the community can apply for said funding for repairs to private residents, **NOW THEREFORE, BE IT RESOLVED** that the Nunda Village Board of Trustees approve the application from Elizabeth Denby residing at 24 West Street, 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 \$23,500.

The **motion** to adopt was made by Deputy Mayor Snyder, seconded by Trustee Wilcox. Carried 3-0 (one abstention Trustee Allen).

E. CDBG Application Form

Resolution No. 2023-024

WHEREAS, the Village of Nunda has received grant funding from the Office of Community

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Development in the manner of a Community Development Block Grant, Project No. 831HR142-20, and

WHEREAS, the community can apply for said funding for repairs to private residents, **NOW THEREFORE, BE IT RESOLVED** that the Nunda Village Board of Trustees approve the application from Mark & Rachel Milhollen residing at 15 Water Street, 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 \$33,030.

The **motion** to adopt was made by Deputy Mayor Snyder, seconded by Trustee Allen. Carried 4-0.

F. Employee Payroll-Wages Discussion

Resolution No. 2023-025

BE IT RESOLVED that the Nunda Village Board of Trustees approve an increase in wages of \$1.00 per hour starting next fiscal year, June 1, 2023 for all fulltime hourly employees.

The **motion** to adopt was made by Trustee Allen, seconded by Trustee Wilcox. Carried 4-0.

G. Review proposed 2023/2024 Tentative Budget & Uses for ARPA Funding

GENERAL BUDGET

a. Tax Levy – Increase levy from \$481,000 to \$495,000 totaled \$14,000

<u>2023 Taxable Assessed Value per \$1000</u>	= \$ 8.923598	(\$55,470,893)
<u>2022 Taxable Assessed Value per \$1000</u>	= \$10.892115	(\$44,160,384)

b. Highlights of this budget include the appropriation of \$55,000 of fund balance to be used on **bold** infrastructure enhancements; sidewalk replacement, street improvements (investment using additional funding along with CHiPS monies), municipal parking lot amelioration.

c. ARPA funding, approximately \$11,000, will be used for the boiler replacement at 1 Mill Street and above ground fuel station at the DPW Building.

WATER BUDGET

a. Quarterly Debt Service Charge – Decrease \$1.82 – staring June 1st to be set at \$28.03.

b. A small increase in usage rates (less than 3%) will be applied to both the Water and Sewer Funds. These increases will be the first increase in four years and second in ten years.

SEWER BUDGET

a. There could possibly be quarterly debt charges this Fiscal Year-currently unknown.

<u>2023/2024</u> water/sewer debt charge per qtr. = \$28.03 + \$0.00 = \$28.03	Decrease	\$1.82
<u>2022/2023</u> water/sewer debt charge per qtr. = \$29.85 + \$0.00 = \$29.85	Decrease	\$4.53

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YOUTH BUDGET

a. Total contributions to this Program are as listed, this budget was adopted in November 2022, provided is an adjustment to the adopted budget slightly lowering expenditures for all participants;

Appropriated from 2022 available	\$6,180
Total required from Village (41%)	\$8,186
Total required from Town of Nunda (41%)	\$8,186
Total required from Town of Portage (18%)	\$3,592
Ending total budget previously approved	\$26,754

MOTION was made by Mayor Morgan to enter Executive Session at 8:09PM to discuss personnel concerns, seconded by Trustee Allen. Carried 4-0.

MOTION was made by Deputy Mayor Snyder to exit Executive Session at 8:56PM, seconded by Trustee Allen. Carried 4-0.

H. Employee Payroll-Wages Discussion

Resolution No. 2023-026

BE IT RESOLVED that the Nunda Village Board of Trustees approve an increase in annual wages of \$3,500 starting next fiscal year, June 1, 2023 for the Village Administrator/Clerk-Treasurer with a close wage review process continuing throughout next fiscal year.

The **motion** to adopt was made by Deputy Mayor Snyder, seconded by Trustee Wilcox. Carried 3-1. (One no vote, Trustee Allen).

- I. Village Justice – discussion on possible elimination of elected position
- J. Deputy Clerk-Treasurer position – begin search for this position
- K. Code Enforcement Officer/Zoning Officer – discussion on filling position
- L. Tax Exemptions available to village residents – invite Nunda Assessor Knapp to next village board meeting
- M. Change village board meeting start time

MOTION was made by Deputy Mayor Snyder to change the start time of regularly scheduled village board meetings to 6:30PM on the second Monday of the month, seconded by Trustee Wilcox. Carried 4-0.

Resolution No. 2023-027

BE IT RESOLVED that the Nunda Village Board of Trustees approve the 2023/2024 Tentative Budget as presented with the following Appropriations: General Fund \$957,172.00 with \$495,000.00 to be raised by Taxes, Sewer Fund \$236,275.00, Water Fund \$383,869, and Youth Recreation \$26,754.00. Such budgets include the mayor's salary of \$2,000; Deputy Mayor \$2,500; and three Trustee positions at \$2,200 each – totals annual compensation.

The **motion** to adopt was made by Deputy Mayor Snyder, seconded by Trustee Allen. Carried 4-0.

A **Public Hearing** on the final adoption of budgets to be held, Monday, April 10, 2023 at 7:00PM.

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Other Business – Youth Recreation Grant discussed

Adjournment

The **motion** to adjourn was made by Trustee Allen at 9:13PM.

Respectfully submitted,

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