

DRAFT BOARD MEETING MINUTES

March 25, 2024

The Regular Meeting of the Nunda Village Board of Trustees was held on March 25, 2024, at the Nunda Government Center Building with the following present:

Mayor: Jack Morgan  
Deputy Mayor: Darren Snyder  
Trustees: William Davis  
James Mann Jr.  
Dr. Donald Wilcox

Town Clerk of Nunda: Tamara McCallum  
Waste Water Chief Operator: Markus Hugi  
Code Enforcement Officer: Luke Granger  
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

Newly elected Trustees Patti Piper and James R. Mann Jr. were administered the Oath of Office as Village Trustee for a period four years by the Village Administrator/Clerk-Treasurer Wood.

Attendees Mr. Cook Trustee Elect Piper (2) civilians

Approval of Minutes

A. March 11, 2024

MOTION was made by Deputy Mayor Snyder to accept the minutes as presented, discussed, and reviewed, seconded by Trustee Mann. Carried 4-0.

Approval of Invoices

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

GENERAL	(A)	- \$ 7,677.36
WATER	(F)	- \$19,184.55
SEWER	(G)	- \$ 7,449.68
WWTP CIP	(H)	- \$ 726.00
YOUTH	(J)	- \$ _____ .00
<b>TOTAL</b>		<b>- \$35,037.59</b>

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

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### New Business

A. County Planning Board Village seat (Trustee Wilcox)

**MOTION** was made by Mayor Morgan to allow Trustee Wilcox to continue as the village representative at the County Level Planning Board, seconded by Trustee Mann. Carried 4-0.

B. MOU 2024 Downtown Partnership Program

**MOTION** was made by Trustee Wilcox to allow Mayor Morgan to sign and enter into a Memorandum of Understanding with Livingston County Development Corporation for fiscal year June 1, 2024 through May 31, 2025 which will provide community economic development guidance for the municipality at a cost of \$5,000.00, seconded by Trustee Mann. Carried 4-0.

C. ARPA reporting requirement submission-due April 30, 2024

D. Building Permit-Nunda Historical Society

**MOTION** was made by Deputy Mayor Snyder to waive the building permit fee for the Nunda Historical Society's new addition as part of community involvement and engagement, seconded by Trustee Wilcox. Carried 4-0.

E. Review proposed 2024/2025 Tentative Budget

Administrator/Clerk-Treasurer Wood presented four tentative budgets for this upcoming fiscal year commencing on June 1, 2024

Discussions points for review prior to budgets:

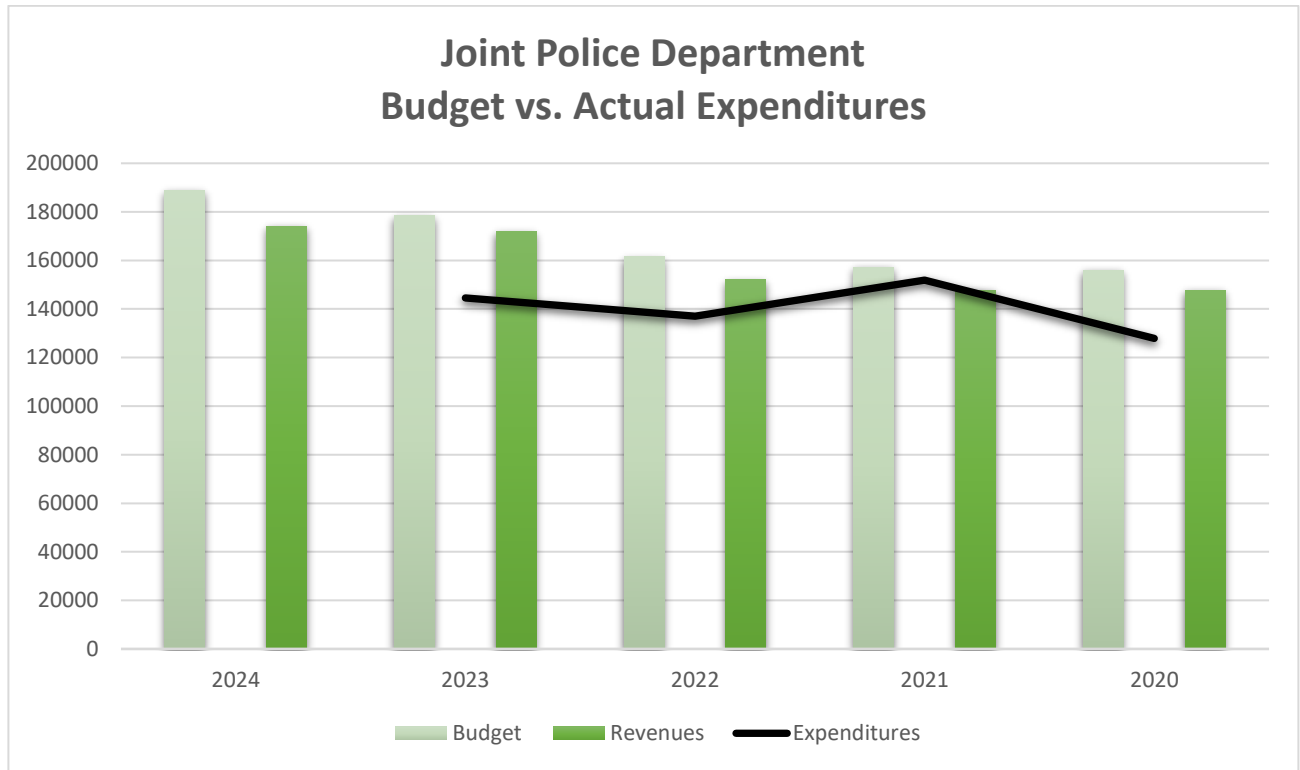
1. Police Department Budget

Oversight of the police department has been conducted over the past several years. Findings have been provided to the police commissioners, police chief and this board last month with questions and concerns.

The police department budget is the single largest appropriation/expenditure of all village funds.

- a. The village supports the joint activity police department
- b. There is no desire for the village to manage this joint activity
- c. The village does not recommend removing any assets from this joint activity
- d. The village administrator/CFO does not know of any regulation/directive that would disallow any participating municipality in this joint activity from removing funds from this activity that were not used, unless they were tied to a reserve account
- e. The village did not have an opportunity to participate in this year's police department budget process
- f. The concept matching principles should apply to this joint activity; you put in only the funds required that you intend to spend
- g. All assets should be considered when creating this joint activity budget including cash on hand-just as they are with the joint activity Youth Recreation Budget process
- h. Current budget request exceed trends over the past four years

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	2024	2023	2022	2021	2020
Budget	\$188,850	\$178,377	\$161,577	\$157,158	\$155,970
Revenues	\$174,000	\$172,000	\$152,000	\$147,776	\$147,776
Expenditures		\$144,591	\$137,072	\$151,872	\$127,883

1/1/2024	Cash	\$73,500
	Reserves	\$40,300
		<u>\$113,800</u>
	Town Share	\$87,000
	Village Share	\$87,000
		<u>\$287,800</u>

2023-2024 Sewer Fund Budget \$236,275

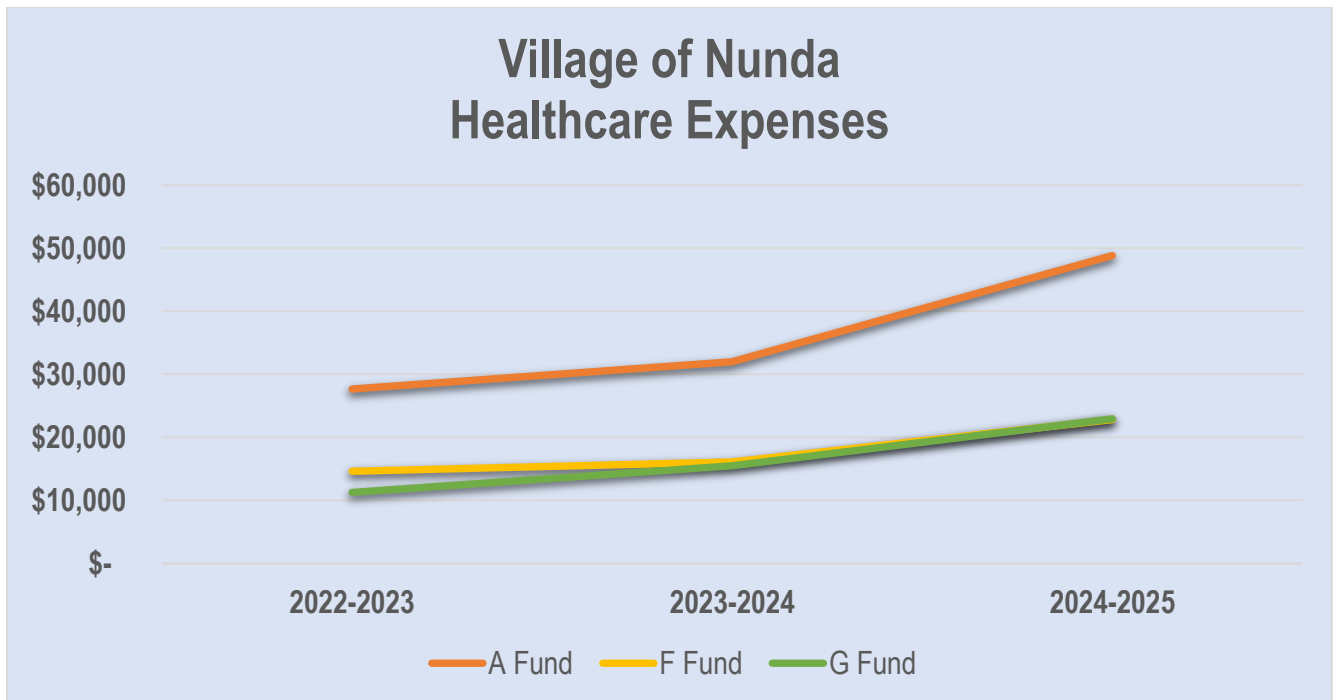
Total assets in the part-time police department fund exceed the Sewer Fund by more \$50,000.00 with a full-time operator and several employees being paid from this fund; including healthcare and New York State Retirement charges.

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Recommendation: Reduce each participating municipality from a budgeted share of \$87,000.00 down to \$70,000.00 each.

- \$70,000.00
- \$70,000.00
- \$73,500.00 cash available
- \$213,500.00 still exceeds budget request by more than \$25,000.00

2. Healthcare Costs-Information purposes



2024-2025 Healthcare Information

	A Fund	F Fund	G Fund	Totals		
2022-2023	\$27,675	\$14,625	\$11,266	\$53,566		
2023-2024	\$32,000	\$16,100	\$15,500	\$63,600		
2024-2025	\$48,838	\$22,820	\$22,945	\$94,603	Increase	\$31,003

3. ARPA funding

- a. All ARPA funds must be used by December 31, 2024
- b. \$22,573.68 in ARPA funds remains

Recommendation: placing these funds into the General Fund in the Sidewalk Account for the installation of sidewalks in the village for additional public safety measures.

**GENERAL BUDGET**

- a. Tax Levy – Increase levy from \$495,000 to \$505,000

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<u>2024 Taxable Assessed Value per \$1000</u>	= \$9.030405	(\$55,922,184)
<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)

Recommendation: Purchase new truck for Water and Streets Superintendent using equipment reserves from the General Fund and Water Fund (50/50). Transfer current truck to the Sewer Department. Auction off current Sewer Department truck as surplus.

**WATER BUDGET**

- a. Quarterly Debt Service Charge – starting June 1<sup>st</sup> to be set at \$25.49.

**SEWER BUDGET**

- a. Quarterly Debt Service Charge – starting June 1<sup>st</sup> to be set at \$4.81

2024/2025 tentative water/sewer debt charge per qtr. = \$25.49 + \$4.81 = \$30.30

**YOUTH BUDGET**

- a. Total contributions to this Program are as listed, this budget was adopted in November 2023, provided is an adjustment to the adopted budget slightly lowering expenditures for all participants:

Appropriated from current year	\$	5,100
Village of Nunda (41% Share)	\$	9,984
Town of Nunda (41% Share)	\$	9,984
Town of Portage (18% Share)	\$	4,382
	\$	29,450

F. Budget transfers to reserves

- a. Transfer \$25,000.00 from A201 to A231-Equipment Reserve Account
- b. Transfer \$8,592.00 from A201 to A231S-Snow Equipment Reserve Account

**Resolution No. 2024-010**

**BE IT RESOLVED** that the Nunda Village Board of Trustees approve budget transfers from the General Savings Account to the Equipment Reserve and Snow Equipment Reserve Accounts to better manage upcoming budgetary needs.

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

G. 2024/2025 Tentative Budget Adoption

**Resolution No. 2024-011**

**BE IT RESOLVED** that the Nunda Village Board of Trustees approve the 2024/2025 Tentative Budget as presented with the following Appropriations: General Fund \$952,542.00 with \$505,000.00 to be raised by Taxes, Sewer Fund \$254,670.00, Water Fund \$379,029.00, and Youth Recreation \$29,450.00. 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 Trustee Mann, seconded by Deputy Mayor Snyder. Carried 4-0.

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A **Public Hearing** on the budget to be held on Monday, April 8, 2024 at 7:00 PM.

**MOTION** was made by Deputy Mayor Snyder to schedule a public hearing for the 2024/2025 Village of Nunda Budgets to be held Monday, April 8, 2024 at 7:00 PM, seconded by Trustee Mann. Carried 4-0.

### Other Business

A. Fire Hydrant-Once Again Nut Butter-several thousands of dollars for this project are being charged to the Village of Nunda-Water Fund-engineering costs

**MOTION** was made by Deputy Mayor Snyder to accept ownership of fire hydrant located in the Town of Nunda across from the Once Again Nut Butter facility on State Route 408 once crossover occurs from Church Street in the village, seconded by Trustee Mann. Carried 4-0.

B. Water/Sewer Account #1172 asked to have penalties removed \$98.47

**MOTION** was made by Deputy Mayor Snyder to remove all current late penalties on Water/Sewer Account #1172 totaling \$98.47 as the resident has made strides to pay down the water charge stemming from a leaking water hose creating a large bill, seconded by Trustee Mann. Carried 4-0.

C. WWTP CIP-Expenditures Totaling \$85,334.32 Abstract 10 (March 2024) need to be paid. Reimbursement totaled \$56,590.34 (were the remaining funds). Monies in Capital Project Fund now with reimbursement are \$98,572.09. Bank transfer for entire amount due would leave just over \$13,200.00 remaining in our capital project fund, we started at \$50,000.00 in this fund.

D. Code Enforcement Officer qualifications

### Communications/Information Items

A. Executive Session

**MOTION** was made by Mayor Morgan to enter Executive Session at 8:20 PM to discuss personnel concerns, seconded by Trustee Wilcox. Carried 4-0.

#### **Resolution No. 2024-012**

**BE IT RESOLVED** that the Nunda Village Board of Trustees approves current Administrator/Clerk-Treasurer remain at the village, once current term of office expires on March 31, 2024, in a part-time capacity to be named later; to process, have access, and complete the necessary and legal accounting responsibilities during the transition process and training period of the new village clerk-treasurer.

The **motion** was made by Mayor Morgan, seconded by Deputy Mayor Snyder. Carried 4-0.

**MOTION** was made by Mayor Morgan to exit Executive Session at 8:57 PM, seconded by Deputy Mayor Snyder. Carried 4-0.

#### **Resolution No. 2024-013**

**BE IT RESOLVED** that the Nunda Village Board of Trustees authorizes a \$30.00 per hour wage for LeRoy Wood working in the capacity of municipal finances and other duties of the village clerk-treasurer until such date to be determined.

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

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**Adjournment**

The **motion** to adjourn was made by Trustee Wilcox at 9:10 PM, seconded by Trustee Mann.  
Carried 4-0.

Respectfully submitted,

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