

Draft Meeting Minutes

December 13, 2021

The Regular Meeting of the Nunda Village Board of Trustees was held on December 13, 2021, via ZOOM with the following present:

Mayor: Jack Morgan
Deputy Mayor: Darren Snyder
Trustees: Mel Allen
Dr. Donald Wilcox

Police Chief: Ryan Dale
Waste Water Treatment Plant Chief Operator: Markus Hugi
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 asked for one minute of silence due to the passing of Trustee William McTarnaghan

Visitor Forum 1 civilian

Approval of Minutes

A. November 8, 2021

MOTION was made by Trustee Wilcox to accept the minutes as presented, discussed, and reviewed, seconded by Deputy Mayor Snyder. Carried 3-0.

Reports

A. Police

1. Draft Police Commissioners Board Meeting Minutes
2. Budget Modifications

Resolution No. 2021-049

BE IT RESOLVED, that the Town of Nunda's Financial Consultant be authorized to make necessary budget modifications to individual line items to more accurately reflect budgetary expenditures for the Joint Town/Village of Nunda Police Department's 2021 Budget while having all funding previously budgeted for (2) reserve accounts remain in place and moved into said reserve accounts in January 2022.

The **motion** was made by Deputy Mayor Snyder, seconded by Trustee Wilcox. Carried 3-0.

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- B. Code Enforcement/Zoning-emailed to all board members for review
- C. Waste Water Treatment Plant
- D. Water/DPW
- E. Justice
- F. Administrator/Clerk-Treasurer – All Reports to be emailed for review and discussion
 1. Monthly Bank Statement Account-November 2021
 2. Collateralization Report-November 2021 – not available at this time
 3. Budget Status Report – by Fund – not available at this time
 4. Payroll - #22, 23 & 24 - Certification Review
 5. Monthly Report
- G. ZBA/Planning Board
- H. Youth Recreation

MOTION was made by Trustee Wilcox to accept the departmental reports as presented, seconded by Deputy Mayor Snyder. Carried 3-0.

Approval of Invoices

- A. Abstract No. 008

The Nunda Village Board of Trustees has reviewed and approve invoices for payment on Abstract no. 008 as follows:

| | | |
|--------------|------|-----------------------|
| GENERAL | (A) | - \$ 13,430.19 |
| WATER | (F) | - \$ 12,003.04 |
| SEWER | (G) | - \$ 3,111.56 |
| WWTP CIP | (H) | - \$ 50,189.60 |
| LAND GRANT | (HA) | -\$ |
| YOUTH | (J) | - \$ <u>31.93</u> |
| TOTAL | | - \$ 78,766.32 |

The **motion** was made by Deputy Mayor Snyder, seconded by Trustee Wilcox. Carried 3-0.

New Business

- A. Section 504 Grievance Coordinator Designation

Resolution No. 2021-050

The Village Board of the Village of Nunda, a municipal corporation, meeting in regular session on December 13, 2021, **motion** was made by, Trustee Wilcox and seconded by Deputy Mayor Snyder, that the following resolution be adopted:

WHEREAS, Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in programs and activities conducted by the U.S. Department of Housing and Urban Development (HUD) or by grantees that receive financial assistance from HUD. And

WHEREAS, Part 8 of Title 24 of the Code of Federal Regulations (24 CFR) requires adoption of grievance procedures to address complaints of those who feel they may have been discriminated

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against on the basis of disability and also requires the provision of notice of said grievance procedures, and

WHEREAS, it is the policy of the Village of Nunda not to discriminate against any individual, person or group on the basis of disability and the intent of the Village of Nunda to address any complaints that may arise pursuant to Section 504,

NOW, THEREFORE, BE IT RESOLVED, that the Village of Nunda be hereby adopt by resolution internal grievance procedures (the “Procedure”) providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 of the U.S. Department of Health and Human Services regulations implementing the Act, and

BE IT FURTHER RESOLVED, that the Village of Nunda does hereby designate the Village Clerk-Treasurer as the Grievance Coordinator who shall be responsible for receiving and addressing complaints pursuant to the Procedure adopted hereby and filed in the Village Clerk’s Office located at 4 Massachusetts Street, Nunda, New York for review and dissemination during the hours of 9:00 AM to 4:00 PM, Monday through Friday.

The **resolution** was adopted and carried 3-0.

B. Adjust Water/Sewer Bill Account #1070-charged an additional water & sewer unit
MOTION was made by Deputy Mayor Snyder to adjust water bill #1070 by decreasing water and sewer charges by one unit each as this location was not utilized during the previous billing period, seconded by Trustee Wilcox. Carried 3-0.

C. CDBG No. 2 Resolution on Environmental Certifying Officer designation

Resolution No. 2021-051

The Village Board of the Village of Nunda, a municipal corporation, meeting in regular session on December 13, 2021, motion was made by, Trustee Wilcox and seconded by Deputy Mayor Snyder, that the following resolution be adopted:

WHEREAS, the Village of Nunda was awarded a Community Development Block Grant from the U.S. Department of Housing and Urban Development through the New York State Office of Community Renewal, as administered by the State of New York;

WHEREAS, the Village of Nunda is required to designate an environmental certifying officer for the purpose of signing required environmental documents pertaining to this CDBG award; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor of the Village of Nunda be hereby designated as the Village’s environmental certifying officer for the purpose of signing correspondence and other required documents and forms.

The **resolution** was adopted and carried 3-0.

D. Disability Insurance Carrier

Resolution No. 2021-052

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BE IT RESOLVED, that the Nunda Village Board of Trustees approves changing disability insurance carriers to Shelter Point Life Insurance Company providing continued employee benefits, as needed. The **motion** was made by Deputy Mayor Snyder, seconded by Trustee Wilcox. Carried 3-0.

E. Registrar Re-Appointment - LeRoy J. Wood

Resolution No. 2021-053

BE IT RESOLVED that the Nunda Village Board of Trustees re-appoint LeRoy J. Wood, Registrar of Vital Statistics for the Village of Nunda.

The **motion** was made by Mayor Morgan, seconded by Deputy Mayor Snyder. Carried 3-0.

F. Deputy Registrar Appointment - Tamara McCallum

Resolution No. 2021-054

BE IT RESOLVED that the Nunda Village Board of Trustees appoint Tamara McCallum Deputy-Registrar of Vital Statistics for the Village of Nunda.

The **motion** was made by Mayor Morgan, seconded by Deputy Mayor Snyder. Carried 3-0.

G. Tires for DPW Truck

MOTION was made by Deputy Mayor Snyder to approve the purchase of four tires for the DPW Department work truck at the price of \$880.48 from Sedam Tire in Perry, NY. Pricing provided by vendor is NYS Contract pricing; the **motion** was seconded by Mayor Morgan. Carried 3-0.

H. Quote for surveillance system at Village properties on Route 70

MOTION was made by Deputy Mayor Snyder to approve the installation of security cameras for the newly acquired village properties located on NYS Route 70 in the amount of \$750.99 from Jeff Moir-Custom Security Connections, seconded by Trustee Wilcox. Carried 3-0.

Old Business

A. Tax Abatement-KCS

B. COVID Mandate

C. Feral Cats

D. Board of Elections-changing annual village election to coincide with Town/State/Federal elections were discussed.

Other Business

A. CDBG Update

B. WWTP Update

Policy Review

A. Remove all information related to Employee Payroll Stipend from the Payroll Policy

Resolution No. 2021-055

BE IT RESOLVED, that the Nunda Village Board of Trustees approve removing all related information on payroll stipends from the Payroll Policy effective January 1, 2022.

The **motion** was made by Mayor Morgan, seconded by Deputy Mayor Snyder. Carried 3-0.

B. Procurement Policy Amend Section D. Minority and Women Business Owned Enterprises to include Section 3

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MOTION was made by Trustee Wilcox to amend Section D. of the municipal Procurement Policy to *include* additional information and policy adherence on Section 3, seconded by Deputy Mayor Snyder. Carried 3-0.

Communications / Informational / Discussion Items

Adjournment

The motion to adjourn was made by Trustee Wilcox, seconded by Deputy Mayor Snyder at 8:20 PM.

Respectfully submitted,

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