

October 13, 2023

The Regular Meeting of the Nunda Village Board of Trustees was held on October 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

Waste Water Chief Operator: Markus Hugi

Planning Board Chairperson: Alex Pierce

Code/Zoning Officer: Luke Granger

Administrator/Clerk-Treasurer: LeRoy Wood

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

Roll Call: Trustee William Davis absent

Pledge of Allegiance: Led by Mayor Morgan

Visitor Forum-Mary Ann Roby and one civilian. Discussion on the water quality was mentioned and future recommendations moving forward with corrections to our system. Infrastructure, chemicals, pretreatment, water source protection, Annual Water Quality Report, and possible placing a boom at the reservoir were deliberated.

Approval of Minutes

A. September 11, 2023

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

Application #16 - M.W. Controls - Electrical Contractor WWTP CIP

Resolution No. 2023-063

BE IT RESOLVED that the Nunda Village Board of Trustees approves payment #16 to M.W. Controls – Electrical Contractor in the amount of \$20,046.80 for work performed at the Waste Water Treatment Plant’s Capital Project, once funding becomes available.

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

B. Abstract No. 005

The Nunda Village Board of Trustees has reviewed and approve invoices for payment on Abstract no. 005 as follows:

GENERAL	(A)	- \$24,444.74
WATER	(F)	- \$10,258.43
SEWER	(G)	- \$ 7,491.90

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WWTP CIP	(H)	- \$23,250.35
YOUTH	(J)	- \$ 114.00
TOTAL		- \$65,559.42

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

Reports

A. Police

1. Police Dept. Budget 2024-**not discussed by order of Trustee Allen**
2. Police Commissioners Board Meeting Minutes-October 2, 2023

B. Code Enforcement/Zoning

C. Sewer

D. Justice

1. Annual Justice Audit 2022-2023 Completed

Resolution no. 2023-064

BE IT RESOLVED, that the Nunda Village Board of Trustees accept the 2022-2023 Justice Audit Report for Justice Stoufer as presented by Village Administrator Wood, with the next Annual Village Court Audit to be held during the regular meeting of the Nunda Village Board of Trustees in June 2024.

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

2. Annual Justice Audit 2022-2023 Completed

Resolution no. 2023-065

BE IT RESOLVED, that the Nunda Village Board of Trustees accept the 2022-2023 Justice Audit Report for Justice Love as presented by Village Administrator Wood, with the next Annual Village Court Audit to be held during the regular meeting of the Nunda Village Board of Trustees in June 2024.

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

E. Treasurer's Report's

1. Monthly Bank Statement Account-September 2023
2. Collateralization Report-September 2023
3. Treasurer's Report-September 2023
4. Payroll-18 & 19-Certification Review

MOTION was made by Trustee Wilcox after review and discussion to approve and Certify Payrolls #18 and #19, seconded by Deputy Mayor Snyder. Carried 4-0.

F. ZBA/Planning Board

1. Planning Board Meeting Minutes-October 3, 2023

Planning Board Chairperson Pierce discussed the Joint Zoning Law extensively. There were a few recommendations from the most recent Livingston County review along with Mayor Morgan also providing a few changes prior to final draft, review, discussion, and adoption into a local law. Chairperson Pierce stated he would review ALL recommendations with the Town and Village Code Enforcement Officers/Zoning

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Officers. The Town of Nunda has already had their public hearing on this law and the village would need to schedule a hearing.

2. Joint Town/Village Zoning Law review-Schedule Public Hearing November 2023

G. Youth Recreation

1. 2024 Youth Recreation Budget

MOTION was made by Deputy Mayor Snyder to schedule a Public Hearing on the 2024 Youth Recreation Budget for November 13, 2023 at 7:00PM, Nunda Government Center, seconded by Trustee Allen. Carried 4-0.

MOTION was made by Trustee Wilcox to accept all departmental reports as reviewed, presented, and discussed, seconded by Deputy Mayor Snyder. Carried 4-0.

New Business

A. Water Plant Charcoal purchase

MOTION was made by Deputy Mayor Snyder to approve the purchase of two sets/filters of charcoal at a total cost of \$11,704 from Calgon Carbon Corporation for the municipal water filtration system, seconded by Trustee Wilcox. Carried 4-0.

MOTION was made by Trustee Wilcox to have the Water and Streets Superintendent to install charcoal filters forthwith to help with water concerns throughout the community unless the superintendent states other circumstances that should delay installation, seconded by Trustee Allen. Carried 4-0.

B. Subordination Agreement (CDBG)-I. Jackson

Resolution No. 2023-066

BE IT RESOLVED that the Nunda Village Board of Trustees approves a subordination agreement between the mortgagee-Village of Nunda and mortgagor-Inessa Jackson to allow for the mortgagor to attain/secure an additional mortgage on her home residence for additional improvements.

The **motion** to accept and have Mayor Morgan sign the subordination agreement was made by Deputy Mayor Snyder, seconded by Trustee Wilcox. Carried 4-0.

Old Business

- A. Tri-Board Meeting tentative date-Monday, October 23, 2023 at 7:00PM-KCS Board Room
- B. Land Mark Society Public Meeting
- C. Military Banner update

Other Business

A. October 31, 2023 Halloween Observance

MOTION was made by Deputy Mayor Snyder to observe Halloween in the Village of Nunda this year on Tuesday, October 31, 2023, between the hours of 5:00 PM and 8:00PM for trick-or-treaters, seconded by Trustee Wilcox. Carried 4-0.

B. CD Renewal-this year is 4.00%; current interest rate was 2.90%

C. Public Informational Meeting-tentatively November 27, 2023

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Policy Review

A. Procurement Policy

Changes to the Procurement Policy after review;

1. Public Works Contracts Section- added all public works contracts/quotes are required to be submitted using prevailing wages.
2. Guidelines for Village Credit Cards- removed named village employees with credit cards and added all village employees issued a village credit card as directed by governing board. Also eliminated all references to specific vendor credit cards (Walmart, Tractor Supply) as these cards have been cancelled and destroyed with village employees using the municipal banking institution credit cards for all purchasing requiring a credit card to be used.
3. Instituted a Violations Sections-any violations of the procurement policy can hold the employee personally liable for payment back to the vendor; adding the employee can face disciplinary charges including suspension without pay up to termination.

MOTION was made by Deputy Mayor Snyder to accept all changes discussed on the municipal Procurement Policy; related items include Public Works Contracts, Prevailing Wages, Village Credit Card use, and Violations of this Policy; seconded by Trustee Wilcox. Carried 4-0.

B. State Emergencies Involving Public Health

NY State has mandated **ALL** municipalities to have a policy defining emergencies involving public health. Moving forward this policy will be developed and presented to the village board in the future.

Communications/Information Items

A. Sexual Harassment Training Schedule-December 2023

B. November 2023-review of employee healthcare-increase of 11.85%

Adjournment

The **motion** to adjourn was made by Trustee Allen at 9:28PM.

Respectfully submitted,

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