

**MINUTES OF THE  
ORGANIZATIONAL MEETING  
Tuesday, January 03, 2017  
AT 7:00 PM**

PERSONS PRESENT	TOWN BOARD	Supervisor, Merilee Walker Councilperson, Michael Hillier Councilperson, William Mann Councilperson, J. Forrester, <i>Absent</i> Councilperson, Randall Morris
	RECORDING CLERK	Cheyenne DeMarco
	PERSONNEL	Rick Moran
	VISITORS	Val Griffing

TOWN CLERK TO SWEAR IN ALL NEWLEY ELECTED OFFICIALS  
Randall Morris.

CALL TO ORDER                      Supervisor Walker called the meeting to order at 7:00 PM. Roll call was taken with Councilperson Jim Forrester absent.

PLEDGE TO THE FLAG              All persons stood, as Bill Mann lead the pledge.

VISITORS BUSINESS                Supervisor Walker asked if Valerie had anything she wished to address with board, Val stated she did not. Supervisor Walker went forward with the agenda.

APPOINT DEPUTY SUPERVISOR  
  
Supervisor Walker appointed James Forrester as Deputy Supervisor.

ESTABLISHMENT OF COMMITTEES  
  
The board agreed to remove the Cemetery committee since Rick Moran took up the cemetery superintendent position, it will be his responsibility to report occurrences to the board.  
A motion was made to create an additional committee titled "Public Relations", and to appoint Supervisor Walker as chair and Jim Forrester as second person. Motion was made by Mike Hillier, seconded by Randy Morris and carried 4-0.

Supervisor Walker made the following appointments to the committees:

HIGHWAY	Chair –James Forrester- Merilee Walker
POLICE	Chair –Mike Hillier – Bill Mann
IT	Chair- James Forrester– Bill Mann
YOUTH	Chair- Randy Morris -Merilee Walker

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BUILDING/ZONING Chair- Bill Mann, Mike Hillier  
COMMERCE Chair – James Forrester- Randy Morris  
PUBLIC RELATIONS Chair – Merilee Walker – Jim Forrester

CHANGES TO THE AGENDA None were stated.

**PREFERRED AGENDA  
Requiring One Roll Call Vote**

A motion was made to adopt the following Preferred Agenda:

PAY FREQUENCIES FOR  
TOWN OFFICERS

**Quarterly:** Councilmembers, Justices, Historian  
**Monthly:** Assessor, Supervisor  
**Bi-weekly:** CEO, Highway Superintendent, Highway Employees, Police, &  
Town Clerk/Tax Collector, Deputy Town Clerk, Justice Clerk, Supervisor  
Clerk, Custodian

BUDGET OFFICER

Appoint Supervisor Merilee Walker Budget Officer.

IDLE TOWN FUNDS

Approve and authorize Supervisor Merilee Walker to invest the idle town funds.

TOWN BOOK KEEPER

Approve Baldwin Business Services as the Town's book keeper at \$9,000 plus the payroll services.

PREPAYMENT OF BILLS

Approve the pre-payment of bills when necessary, to avoid service charges.

MILEAGE RATE

Approve mileage reimbursement rate per Federal Allowance @ \$0.53.5 per mile.

REIMBURSEMENT

CERTIFICATION OF  
CLAIMS

Authorize that all claims against the Town are paid by voucher.

SIGNING OF ABSTRACTS

Authorize the signing of Abstract claims by the Town Board members.

ZONING/ CODE ENFORCEMENT  
OFFICER

Appoint Mark Mullikin as the Zoning Enforcement Officer and Fire & Building Code Inspector.

TOWN HISTORIAN

Appoint Valerie Griffing as the Town Historian.

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HIGHWAY STATE BID      Authorize the Highway Superintendent to purchase material from the State and County bids.

TOWN ATTORNEY      Appoint Town Attorney Richardson & Pullen for regular Town business. Randy Morris addressed New York State Town Law § 2-24. Town Attorney;

*“The town board may establish the office of town attorney (§ Town Law – 20 [2]). Although town officers must be a resident of the town, if a town that has the office of town attorney does not have an attorney residing within its boundaries, the town attorney need not be a resident. Additionally, if the town abolishes or has not established the office of town attorney, the town board may retain an attorney or law firm to perform specified legal services. Under these circumstances, the attorney would be an independent contractor paid for actual legal services rendered and need not be a town resident.”*

Bill Mann suggested to be compliant to law, the Town Board should canvas a personal letter to all attorney’s in the township and request for them to submit a letter of interest with a resume to town board for consideration. Resumes, if interested, are to be submitted to the Town Board by February 1<sup>st</sup>, 2017.

Agenda item 9L – “Town Attorney” will be removed from the roll call vote and be made as a separate motion.

TOWN ENGINEER      Appoint Clark Patterson as the Town Engineers.

RECORDS MANAGEMENT      Appoint Cheyenne DeMarco as the Records Management Officer.

OFFICER  
REGISTRAR OF VITAL  
STATISTICS      Appoint Cheyenne DeMarco as the Registrar of Vital Statistics, with a compensation of \$300 per year.

Approve Registrars recommendation for Deputy Registrar LeRoy J. Wood.

HANDICAP PARKING  
PERMITS      Approve the Town Clerk to issue free Handicap Parking Permits.

APPOINTING DEUPTY CLERK      Cheyenne stated that it was a mutual agreement between former deputy clerk Nancy Clark and herself that Nancy was not fit for the deputy clerk’s position, therefore is no deputy town clerk to appoint right now. Cheyenne stated she would like to advertise the vacancy after tax season.

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- DEPUTY TOWN CLERK  
COMPENSATION Approve the compensation for a Deputy Clerk will be set at the rate of \$10.00 per hour.
- TOWN HALL CUSTODIAN Appoint Town Hall custodian Cora Cassidy, compensation of \$9.00, to increase with minimum wage will increase to \$9.70.
- ASSESSOR REVIEW The Town Board recognized the approval of Brian Knapp as the Sole Assessor for the Town of Nunda whose term expires 9/30/18.
- ASSESSMENT BOARD The Town Board recognized the approved members, and recording clerk, with a compensation of \$9.75 per hour, of the Town of Nunda Assessment Board of Review with a five (5) year term as follows:
- |                  |           |
|------------------|-----------|
| Robert Marsh     | 9/30/2018 |
| Eugene Clark     | 9/30/2017 |
| Michele Seifried | 9/30/2021 |
| Tim Cassidy      | 9/30/2019 |
| Michael Sanford  | 9/30/2020 |
- COLLECTION OF TOWN/COUNTY TAXES Authorize the Town Tax Collector Cheyenne DeMarco to collect Livingston County Taxes.
- OFFICIAL NEWSPAPERS Appoint the Genesee Country Express, Livingston County News, and the Hornell Evening Tribune/ Sunday Spectator, as the Towns official newspapers.
- OFFICIAL DEPOSITORIES Appoint Five Star Bank as primary Town depository and M & T Bank as secondary Town depository
- DATE & TIME OF BOARD MEETINGS Establish the time and date of the Town of Nunda board meetings on the second Tuesday of each month at 7:00 PM.
- JOINT TOWN/ VILLAGE PLANNING BOARD Approve the Joint Town/ Village Planning Board members and the compensation at \$12.00 per meeting, members at a 5-year term as follows:
- Town** appointed members:
- |                  |            |
|------------------|------------|
| Alex Pierce      | 12/31/2016 |
| Tim Cassidy      | 12/31/2017 |
| Brenda Weaver    | 12/31/2018 |
| Michele Seifried | 12/31/2019 |
- Village** Appointed members:
- |                |            |
|----------------|------------|
| Joan Schumaker | 05/31/2021 |
| Vacant         | 05/31/2015 |

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Vacant

JOINT TOWN/ VILLAGE ZONING BD. OF APPEALS Approve the Joint Town/ Village Zoning Board of Appeals and compensation at \$12.00 per meeting, members at a 5-year term as follows:  
**Town** appointed members:  
Shelly Trim 12/31/2019  
Robert Piper 12/31/2018  
**Village** appointed members:  
Vacant 05/31/2021  
Wayne Dalrymple 05/31/2017  
Scott Amidon 05/31/2018

APPOINT SECRETARY TO JOINT PLANNING/ZONING BOARDS  
Cheyenne DeMarco compensation \$11.00 per hour.

HOLIDAYS Holidays Observed by the Highway Department subject to vary with the Teamsters Contract.

New Years Day	Monday, January 2
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Columbus Day	Monday, October 9
Veterans	Friday, November 11
Thanksgiving Day	Thursday, November 23
Day after Thanks.	Friday, November 24
Christmas Observation	Monday, December 25
Floating Holiday	8 hours

The Town Clerk observes the above Holidays along with Martin Luther King Day January 16<sup>th</sup>, Presidents Day February 20<sup>th</sup>, and Election Day November 7<sup>th</sup>.

ONE MOTION A motion was made to approve the Preferred Agenda with the removal of agenda item 9L – Town Attorney. The motion was made by Mike Hillier, seconded by Bill Mann, and carried 4-0.

ATTORNEY MOTION A motion was made to appoint town attorney Richardson & Pullen be in effect unless otherwise recited after Nunda lawyer residents have been canvased according to New York State Town Law § 2-24. Motion was made by Bill Mann, seconded by Mike Hillier and carried 4-0.

FIXATION OF SALARIES Approve Schedule of Salaries for Town Officials

Supervisor – \$6,000  
4 Council members – (\$6,000 total) \$1,500 each Councilmember  
Town Clerk /Tax Collector \$22,446

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Justice Mann - \$7,548  
Justice Clerk - \$6,730  
Highway Superintendent - \$58,000  
Historian - \$1000  
Assessor - \$13,000, Assessor Clerk \$5,600  
Zoning/ and Building Code Enforcement - \$9,000/ and \$9,000

The town clerk salary was discussed.

**FIXATION OF POLICE  
DEPT. WAGE**

Approve Nunda Police Department wages, effective January 1, 2017, as follows:

\$ 20.00 – Jeff Wilcox  
\$ 19.00 – Steven Rapp  
\$ 18.50 – Timothy Bryant  
\$ 18.00 – Phil Bauers  
\$18.00 – Ryan Dale  
\$16.00 - Matthew Whitney  
\$16.00 - Catherine Mucha  
\$16.00 – Jeremy Boorman  
\$16.00 -- Casey Chatley  
\$16.00 - Brittney Eldridge  
\$16.00 – Matthew Thomas  
\$13.00 – New Hires

A motion was made to approve the Schedule of Salaries. The motion was made by, Mike Hillier, seconded by Bill Mann and carried 4-0.

**DEPUTY HIGHWAY  
SUPERINTENDENT**

Highway Superintendent appoints the Deputy Highway Superintendent, Dana Wood, at an additional \$1.00 per hour, and Rodney Green as the alternate Deputy Highway Superintendent at an additional \$1.00 per hour.

**FIXATION OF HIGHWAY  
WAGES AND EXPEND.**

There was a motion to fix the wages of the full-time highway employees at a maximum base pay of \$21.50 per hour for the 2017 contract year, Establish Highway pay rates as follows:

WAGES 2017  
Rodney Green \$21.50  
Tim Cassidy \$21.50  
Dana Wood \$21.50  
Joseph Curry \$19.50

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And the part time highway employees hourly rate at \$12.00 for the 2017 contract year, fix the part time Machine Equipment Operator salary at \$12.00 per hour for the 2017 contract year.

The motion was made by Bill Mann seconded by Mike Hillier, and put to a roll call vote, results as follows:

Supervisor Walker	Aye
Councilperson M. Hillier	Aye
Councilperson B. Mann	Aye
Councilperson R. Morris	Aye
Councilperson J. Forrester	Absent

A motion was made to establish a maximum Highway expenditure of \$1000 without prior approval of the Board or the Highway Committee if in an emergency.

The motion was made by Mike Hillier, seconded by Randy Morris, and carried 4-0.

#### AGREEMENT TO SPEND HIGHWAY FUNDS

The Highway Fund Expenditure pursuant to the provisions of Section 284 of the Highway Law, the Town agrees that moneys levied and collected for the repair and improvement of highways, and received from the State for the repair and improvement of highways, shall be expended. A motion was made to agree to spend highway funds. The motion was made by Mike Hillier, seconded by Randy Morris, and carried 4-0.

#### CEMETERY RATES

A motion was made to approve the following Cemetery Rates. The motion was made by Bill Mann, seconded by Mike Hillier and carried 4-0.

Single Plots \$400.00  
Double Plots \$800.00  
Open/Closing \$500.00 Weekdays \$600.00 Weekends and holidays  
Cremation Open/Close \$250.00

#### NEW BUSINESS

##### D'Amico Donation

Supervisor Walker addressed the board with a check she was presented today from Mr. Michael D'Amico on 90 Mill Street. Mr. D'Amico gives an annual Christmas light show that receives donations, after Christmas Mr. D'Amico donates the proceedings to a Nunda organization. This year he has chosen to donate the proceedings to the Nunda Police Department. The check amount was \$644.31.

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It was discussed that this donation should be given back to community through the police department activities, such as youth recreation. Bill Mann stated the commissioners will spend time with the Chief looking over their options.

Teen Recognition Award

Supervisor Walker addressed a letter from the Livingston County Youth Bureau, who is now accepting nominations for exceptional youth. Their goal is to recognize and award youth in our county who have demonstrated community involvement, exceptional leadership, or have overcome a significant challenge that has positively influenced others. Nominations are to be considered.

Senior- rama

May 20<sup>th</sup> held at York Central School. Nominations will be needed as well. Tom Cook and Larry Mallaber were both discussed. March 31<sup>st</sup> is the deadline.

Grant Writer

Rick asked about a grant writer. Supervisor Walker stated Heather Grant at the county is excellent and should be used as our grant writing resource.

Teamsters Contract

Mike stated the board should wait for Jim Forrester to return before deciding on the union contract.

ADJOURNMENT

Being that there were no further businesses, there was a motion to adjourn. The motion was made by Bill Mann, seconded by Mike Hillier, and carried 4-0.

The meeting adjourned at 8:04 PM.

RESPECTFULLY SUBMITTED,

CHEYENNE DEMARCO  
NUNDA TOWN CLERK