

**MINUTES OF THE
ORGANIZATIONAL MEETING
Tuesday, January 05, 2016
AT 7:00 PM**

PERSONS PRESENT	TOWN BOARD	Supervisor, Merilee Walker Councilperson, Mike Hillier Councilperson, B. Mann Absent Councilperson, James Forrester Councilperson, Doris Marsh
	RECORDING CLERK	Cheyenne DeMarco
	PERSONNEL	Rick Moran
	VISITORS	Valerie Griffing

TOWN CLERK TO SWEAR IN ALL NEWLEY ELECTED OFFICIALS
Merilee Walker and Mike Hillier sworn in previous to meeting.

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

PLEDGE TO THE FLAG All persons stood, as Mike Hillier lead the pledge.

VISITORS BUSINESS None.

SUPERVISOR'S STATEMENT

Supervisor Walker addressed the board stating that she is glad to be here, that it is important to remember we are here to serve the whole public of Nunda not our personal agendas. Supervisor Walker addressed the packet of information given to each board member at the meeting which contained a copy of 2015's organizational minutes for a reference to the proceeding in the past, also a the letter from the Snyder Brothers that they will address once they are covering the cemetery rates later on, and mock minutes of tonight's meeting to cover all of tonight's information.

APPOINT DEPUTY SUPERVISOR

Supervisor Walker appointed James Forrester as Deputy Supervisor.

**ESTABLISHMENT OF
COMMITTEES**

Supervisor Walker made the following appointments to the committees:

HIGHWAY	Chair –James Forrester- Merilee Walker
POLICE	Chair –Doris Marsh- Mike Hillier
YOUTH	Chair- Doris Marsh – Merilee Walker
IT	Chair- James Forrester– Bill Mann
CEMETERY	Chair –Doris Marsh, Bill Mann

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BUILDING/ZONING Chair- Bill Mann, Mike Hillier
COMMERCE Chair – James Forrester Mike Hillier

CHANGES TO THE AGENDA

None.

**PREFERRED AGENDA
Requiring One Roll Call Vote**

A motion was made to adopt the following Preferred Agenda:

**PAY FREQUENCIES FOR
TOWN OFFICERS**

Quarterly: Council members, 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
REIMBURSEMENT**

Approve mileage reimbursement rate per Federal Allowance @ \$0.54 per mile.

**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

HIGHWAY STATE BID

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

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TOWN ATTORNEY	Appoint Town Attorney Richardson & Pullen for regular Town business.
TOWN ENGINEER	Appoint Clark Patterson as the Town Engineers.
RECORDS MANAGEMENT OFFICER	Appoint Cheyenne DeMarco as the Records Management 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 Registrars Elsie Greenberg
HANDICAP PARKING PERMITS	Approve the Town Clerk to issue free Handicap Parking Permits.
DEPUTY TOWN CLERK	Approve Town Clerks recommendation for Deputy Clerk Elsie Greenberg.
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 \$8.75 per hour.
ASSESSOR REVIEW BOARD	The Town Board recognized the approval of Brian Knapp as the Sole Assessor for the Town of Nunda whose term expires 9/30/18. The Town Board recognized the approved members, and recording clerk, with a compensation of \$8.75 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 Scott Amidon 9/30/2016 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 <u>Genesee Country Express</u> , <u>Livingston County News</u> , and the <u>Hornell Evening Tribune/ Sunday Spectator</u> , as the Towns official newspapers.
OFFICIAL DEPOSITORIES	Appoint Five Star Bank as primary Town depository and M & T Bank as secondary Town depository

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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
Jeff Long	12/31/2018
Michelle Seifried	12/31/2019

Village Appointed members:

Joan Schumaker	05/31/2016
Joseph Colombo	05/31/2015 Pending re-appointment
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:

Carolyn Lowell	05/31/2016
Vacant	05/31/2017
Scott Amidon	05/31/2018

Supervisor Walker stated that Wayne Dalrymple is interested in the vacant seat on the Zoning Board, but since it is a village seat, the village board has to appoint and approve him then the board can follow with their approval.

APPOINT SECRETARY TO JOINT PLANNING/ZONING BOARDS

Cheyenne DeMarco compensation \$10.00 per hour.

HOLIDAYS Holidays Observed by the Highway Department

New Years Day	Friday, January 1
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Columbus Day	Monday, October 10
Veterans	Friday, November 11
Thanksgiving Day	Thursday, November 24
Day after Thanks.	Friday, November 25
Christmas Observation	Monday, December 26
Floating Holiday	8 hours

The Town Clerk observes the above Holidays along with Martin Luther King Day January 18, Presidents Day February 18, and Election Day November 8.

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A motion was made to approve the Preferred Agenda. The motion was made by, Doris Marsh , seconded by, Mike Hillier, and carried 4-0 .

Roll Call Vote
Supervisor Walker Aye
Councilperson M. Hillier Aye
Councilperson B. Mann Absent
Councilperson D. Marsh Aye
Councilperson J. Forrester Aye

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
Justice Mann - \$7,548
Justice Clerk - \$6,730
Highway Superintendent - \$56, 300
Historian - \$1000
Assessor - \$13,600, Assessor Clerk \$5,600
Zoning/ and Building Code Enforcement - \$9,000/ and \$9,000

FIXATION OF POLICE Approve Nunda Police Department wages, effective
DEPT. WAGE January 1, 2016, as follows:

\$ 19.00 – Jeff Wilcox
\$ 18.00 – Steven Rapp
\$ 17.50 – Timothy Bryant
\$ 17.00 – Phil Bauers
\$17.00 – Ryan Dale
\$17.00 – David Skinner
\$15.00 - Matthew Whiney
\$15.00 - Catherine Mucha
\$15.00 – Jeremy Boorman
\$13.00 – New Hires

A motion was made to approve the Schedule of Salaries. The motion was made by, Doris Marsh, seconded by James Forrester and carried 4-0.

Roll Call Vote
Supervisor Walker Aye
Councilperson M. Hillier Aye
Councilperson B. Mann Absent
Councilperson D. Marsh Aye
Councilperson J. Forrester Aye

DEPUTY HIGHWAY

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SUPERINTENDENT Highway Superintendent appoints the Deputy Highway Superintendent, Dana Wood, 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 2016 contract year, fix the part time highway employees hourly rate at \$12.00 for the 2016 contract year, fix the part time Machine Equipment Operator salary at \$12.00 per hour for the 2016 contract year and to establish a maximum Highway expenditure of \$1000 without prior approval of the Board or the Highway Committee if in an emergency.

Establish Highway pay rates as follows:

Rodney Green \$21.50
Tim Cassidy \$21.50
Dana Wood \$21.50
Joseph Curry \$19.00

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

Supervisor Walker	Aye
Councilperson M. Hillier	Aye
Councilperson B. Mann	Absent
Councilperson D. Marsh	Aye
Councilperson J. Forrester	Aye

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, Doris Marsh, seconded by James Forrester, and carried 4-0.

Rick addressed the board bringing asking if they indent to stay with the six month review of a highway employee to grant or deny them a raise. Doris Marsh answered they will review the employee six months from now while in executive session.

CEMETERY RATES Supervisor Walker addressed the copy of the letters from Snyder Brothers where they have changed the charge amount to some of their services.

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

Single Plots \$400.00

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Double Plots \$800.00

Open/Closing \$500.00 Weekdays \$600.00 Weekends and holidays

Cremation Open/Close \$250.00

Councilperson Marsh added that they are now permitted to have 4 cremations to a single grave site.

Councilperson Forrester also added that the Cemetery Supervisor Bob Marsh does a nice job and suggested that the Town Board send him a thank you card to acknowledge his good work. The other board members agreed.

POLICE MEETING

Doris Marsh addressed the board asking if they should pick up where they left off in review of documentation of deputies and working on the Chief's evaluation. Councilperson Hillier stated that he has a county evaluation form and he will make copies for them to look over and combine its elements with the college evaluation form that Darren Snyder has.

Councilperson Forrester stated that in 2015 they were told they had to appoint the chief annually; that it is an obligation. Jim asked when we are going to establish his evaluation and appoint him. Doris answered that between Mike Hillier and herself, they could use January and February to get the evaluation document created, update the board in February of its process and in March/April have a final review.

EXECUTIVE SESSION

A motion was made to go into executive session. Motion was made by Mike Hillier, seconded by Doris Marsh and carried 4-0.

Rick Moran and Val Griffing left the meeting at 7:34 PM

The Recording Clerk was approved to stay.

A motion was made to come out of executive session with no action taken.

Motion was made by James Forrester, seconded by Mark Hillier, carried 4-0.

Executive session ended at 8:04 PM.

ADJOURNMENT

Being that there were no further businesses, there was a motion to adjourn.

The motion was made, James Forrester seconded by, Mike Hillier and carried 4-0.

The meeting adjourned at 8:11 PM.

RESPECTFULLY SUBMITTED,

CHEYENNE DEMARCO

NUNDA TOWN CLERK