

MINUTES OF THE REGULAR TOWN BOARD MEETING

Tuesday, February 9, 2016

AT 7:00 PM

PERSONS PRESENT	TOWN BOARD	Supervisor, Merilee Walker Councilperson, Bill Mann Councilperson, Mike Hillier Councilperson, James Forrester Councilperson, Doris Marsh
	RECORDING CLERK	Cheyenne DeMarco
	PERSONNEL	CEO, Mark Mullikin Hwy. Supt., Rick Moran Historian, Valerie Griffing Assessor, Brian Knapp
	VISITORS	Bob Cox, Gary Galton

CALL TO ORDER Supervisor Walker called the meeting to order at 7:01 PM. Roll call was taken with all council members present

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

WELCOMED VISITORS Supervisor Walker welcomed visitors.

APPROVAL OF MINUTES A motion was made to approve the Minutes of 1/12/2016 with changes made by Doris Marsh. The motion was made by Doris Marsh, seconded by, Mike Hillier and carried 5-0.

Supervisor Walker asked the board members how receiving the packets via e-mail ahead of time worked out for them. Doris answered it was very helpful.

Gary Galton entered meeting at 7:06 pm.

INTERGOVERNMENTAL AFFAIRS REPORT

JOINT PLANNING BOARD

Supervisor Walker addressed the resignation letter from Planning Board member Jeff Long. In this letter he also suggests the Board look into combining the planning and zoning boards into one united board. Supervisor Walker addressed Mark Mullikin asking if that was something he agreed on. Mark answered that he did not; the boards are set up to designate different things. Planning covers site plans, while zoning covers variances. Also, one board can refer to the other board to avoid conflict of interest. Supervisor Walker asked Mark if he know of any other local municipalities that have a combined zoning and planning board. The answer was no. Doris Marsh stated

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that the town board has the power to override any decisions the planning and zoning boards make and there is extra coverage in that. Jim Forrester stated that this is a recommendation coming from someone who has served as chairman of the planning board for many years and we need to take his suggestion seriously. Jim addressed Mark and asked if combining the planning and zoning boards was a viable option? Mark answered we would have to amend our local law to do so, he feels it is better to keep them separate. Bill Mann stated that this topic may warrant furtherer discussion and he will reach out to Angela at the County for more information. We should let Jeff know we have discussed and considered his recommendation.

ZONING BOARD APPEALS

None

PRIVILEGE OF THE FLOOR Supervisor Walker addressed Gary Galton and asked if he wished to address the board. Gary stated he was an observer for now but throughout the meeting during different topics he may speak up.

CHANGES TO AGENDA Supervisor Walker asked the board members if there was a need to make any changes to the agenda. None were stated.

COMMUNICATIONS

Supervisor Walker reviewed the following communications:

- Response Letter from Department of Homeland Security in regards to our letter/application to FEMA dated August 24, 2015, informing the Town of Nunda that NYS Division of Homeland Security and Emergency Services has paid all our eligible claims for disaster assistance and our application is considered officially closed.
- Renowned Historical Nunda Artist, Rose Shave, will be exhibited at SUNY Geneseo Lockhart Gallery from February 10th – March 8th , Supervisor Walker stated that her paintings are fantastic.
- Joint School/Town/Village meeting date. There is a struggle to commit to a date from all boards. Mayor Bob Cox addressed the board stating they did not set a date last night at their meeting; many dates have tried to be set and then not worked for somebody. Right now the village is looking at March 12th as a possibility. Bill Mann stated that it will be near impossible to find a date where everyone from three boards can attend. He recommends we float a couple dates and just aim for the date where the majority can attend. Doris Marsh suggested March 5th or 12th. Mike Hillier stated he would prefer the 5th and instead of aiming the meeting for noon he would like it to be a morning meeting at 8:00am. Bill Mann stated those dates will be presented to the Village and School boards with the new time of 8:00am.

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- Basement Freezers: Supervisor Walker stated that Michelle Seifried contacted her asking on behalf of the food pantry if they could move their overflow freezers from Kiwanis to our basement. Tim Cassidy has already inspected the basement and confirmed that the electric has been updated to handle the extra freezers appropriately. Jim Forrester stated that the food pantry is a great service to the community but in the past there was a lack of communication between members of the food pantry and members of the board which created problems. Addressing Mike Hillier and Bill Mann on the board's building committee; Jim stated that the food pantry needs better communication with them specifically to avoid repeat problems.
- There will be a Town Clerk Association Conference in Saratoga Springs, NY April 17th – 20th. The Livingston County town clerks will be carpooling over, Cindy Essler used to attend annually and Supervisor Walker stated it would be very beneficial for Cheyenne to go. Jim Forrester asked Cheyenne if there was an agenda to this conference. Cheyenne answered yes, and also there will be an additional notary class that she will be taking which will be beneficial to take while at this Conference rather than separately in Rochester later in the spring. Jim asked Merilee if the cost for this conference was budgeted. The answer was yes. A motion was made to approve the conference payments for Cheyenne DeMarco to attend the Town Clerk Association Conference in Saratoga Springs, NY April 17th – 20th. Motion was made by Bill Mann, seconded by Mike Hillier and carried 5-0.

RESIGNATIONS

A motion was made to accept the resignation of Jeff Long from the planning board with sincere regrets, motion was made by Jim Forrester, seconded by Mike Hillier, and carried 5-0.

Supervisor Walker also brought to the board's attention that Joe Colombo has called Cheyenne at the office and stated that he wishes to resign from the planning board as well.

Supervisor Walker stated that during the phone call Cheyenne requested he send an official letter of resignation to the office, and since he represented a village seat on the planning board they do not need to accept his resignation, it is up to the Village Board.

Deputy Town Clerk Elsie Greenberg has submitted her resignation at the end of January after being offered full time work in Rochester. A motion was made to accept Elsie Greenberg's resignation with sincere regrets, motion was made by Bill Mann, seconded by Doris Marsh, and carried 5-0. Appreciation was voiced on behalf of the several people who resigned.

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**BUDGET REPORT &
SUPERVISORS STATEMENT**

Supervisor Walker stated that we will get final info on 2015 soon, the annual report is due by March 1st. Regarding the budget report this month, there is not much active at this point as it is only one month into the new year.

Supervisor Walker addressed the board asking if they would be interested in having a special workshop to go over the budget and get a better understanding of its elements, such as the transfer of funds and what line fund goes to which account. Doris Marsh suggested they have one of the bookkeepers at Baldwin Business Services also attend this workshop to help explain the budgeting fundamentals as well.

Jim Forrester addressed Supervisor Walker about current cash flow in regards to collected revenues. Supervisor Walker stated that Cheyenne had just written checks today for 2016 Town and County taxes, and Supervisor Walker had deposited them into their proper accounts today.

There was a motion to approve the Supervisors' statement and budget report for the month of January, 2016. The motion was made by Mike Hillier, seconded by, Doris Marsh and carried 5-0.

AUDIT BILLS

Jim asked Cheyenne how much of a difference there was between the abstract sent on Friday and the one presented at tonight's meeting. Cheyenne answered it was a vast difference, which is why it was specifically stated in the e-mail that the abstracts were inaccurate. Jim asked why. Cheyenne answered that Rick, the chief and herself have to wait on the timing of the mail which they have no influence over.

Cheyenne stated that there was one bill that was received just before the meeting via e-mail from West Sparta in the amount of \$9.92 for Nunda's portion of Mark Mullikin's cell phone bill. It is not included in this month's abstract but will be paid with this month's vouchers as a pre-paid on March's abstract.

There was a motion to approve the Abstracts for the month of February, 2016. These abstracts include; General Fund Claim number, 16-48 in the amount of \$93,494.09, as set forth in abstract No. G-2, dated 02/9/16 , Highway Fund Claim number 16-48 , in the amount of \$21,299.80, as set forth in abstract No. H-2, dated 02/9/16 , and Police Fund Claim number, 3-13 in the amount of \$3,615.67, as set forth in abstract No. 2, dated 02/9/16. The motion was made by Jim Forrester, seconded by, Doris Marsh and carried 5-0.

POLICE BUDGET

Gary Galton addressed the board regarding money from the police budget to the town budget. Gary stated that there are two qualified clerks in the office that could manage the police budget. Mike Hillier stated that in his opinion the police department spends money that he believes they as a board should be spending instead. Mike asked how much money can the chief spend without coming to the board, does he have a spending cap. The answer was no. Mike

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asked Rick if he had a spending cap for the highway, Rick answered yes, his cap is \$1,000.00 per voucher before getting board approval.

Supervisor Walker stated the majority of the board are just getting started and they are not trying to be critical of past board proceedings, it is simply being stated that better communication is needed. Rick now gets copies of County checks deposited into the Nunda highway fund so that he can budget appropriately.

Gary Galton stated that he thinks the police budget should be brought to the government center building and have Leroy or Cheyenne do it. Jim stated that the numbers for the police budget have been put to the board in the December meeting. The numbers from Baldwin Business Services have always been in front of them and as a board they had a responsibility to look and watch these numbers. If a transfer was made, they needed to know why and where. Jim asked Cheyenne if she makes the vouchers, Cheyenne answered yes, she prepares the abstracts, the board approves them and Baldwin's cuts the checks. Supervisor Walker stated that in an earlier conversation with Village Mayor, Bob Cox, it was decided that the town would now be giving a copy of the monthly police abstract to the village.

Jim commented to Bob Cox that he was unaware that Bob did not see police abstracts from the town in the past. Doris agreed.

Mike Hiller stated that a cap needs to be placed on the police budget spending. Bob Cox responded by stating that they place a cap at \$500.00 for their highway superintendent, anything over that they need board approval. Mike stated that this goes back to his previous concern that some bills in the police abstract should be paid by the town or village board not the police budget.

CEO

Mark Mullikin addressed the board stating that it has been pretty quiet. He is continuing fire inspections. Mark has met up with Rick at the Highway barns, only found minor stuff that has already been taken care of. The Vet clinic had its final inspection last Friday; they are now installing the last of the equipment. This coming Friday, Mark is scheduled to do a final walk through at the new Nut Butter Building. The annual report for the Department of State is due, and Mark had them done and submitted early.

A motion was made to accept the CEO report for the month of, February 2016. The motion was made by Mike Hillier; seconded by Doris Marsh, and carried 5-0.

HISTORIAN

Valerie Griffing submitted her February report. Valerie and Tom Cook have been researching the progression of Keshequa Central School from its previous school name of Dalton-Nunda Central School District. The last "Nunda Central School" yearbook was from 1968. The class of 1971 was the first to have "Keshequa" on their class rings.

A motion was made to accept the Historians report for the month of, February 2016. The motion was made by; Doris Marsh seconded by, James Forrester and carried 5-0.

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ASSESSOR REPORT

Brian was not in attendance yet and the meeting continued by agenda.

YOUTH

Doris reported that she held meetings with the rotary interact students to work on the St. Valentine's Dinner/Dance Fundraiser on February 13th. Doris has been working with the office of the aging and together with the youth group, they took and put together hygiene kits and made 100 for donation throughout the county.

Brian Knapp entered meeting at 8:15 PM.

A motion was made to accept the Youth report for the month of, February 2016. Motion was made by Bill Mann, seconded by, Mike Hillier and carried 5-0.

ASSESSOR REPORT

Brian addressed the board informing them that he sent out reminder letters to property owners for Agriculture and star exemption applications, their deadline to be received in the office is March 1st. State representatives have sent out notices as well.

A motion was made to accept the Assessor's report for the month of, February 2016. The motion was made by; Doris Marsh seconded by, Bill Mann and carried 5-0.

POLICE

Mike handed the monthly police reports to each Board Member. Mike stated that they already covered a lot of his report earlier in the meeting.

Brian Knapp, Val Griffing and Mark Mullikin left the meeting at 8:24 PM.

Mike reported that he met on the 27th of January with village board members to come up with evaluation forms for officers. They've come up with a way to make them anonymous and they are instructed to drop off these off with Cheyenne at the office. Cheyenne has a list of officer names where she can cross off who has dropped off the form. The officers have been informed that it is not an optional evaluation form and it will be considered insubordination if they do not drop it off at the office by February 16th.

Val Griffing re-entered the meeting at 8:28 PM.

Mike stated that February 22nd is when the two boards plan on meeting again. After the chief is evaluated, copies will be given to all board members. Jim Forrester remarked that this was excellent progress.

Gary Galton addressed the board, stating that previous village clerk, Lori Gray, put together a white book in regards to the police department. Gary suggested that some things in that handbook need to be reviewed and revised.

Bill Mann responded that the handbook should be freshened up then brought to both boards for approval of the changes.

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Mark Mullikin re-entered the meeting at 8:36 P.M.

RIDE ALONG POLICY

Jim addressed Mike and Bill, asking them to put their experience together about the ride along policy. Mike stated they have different views. Mike goes on to state that Mt. Morris is the only town in Livingston County that has a ride along program through Boces. Bill Mann stated that he thought the ride along is beneficial to one getting into the profession. Mike responded, when you're in the academy yes, but not high school students.

A motion was made to suspend the ride along in Nunda until a better policy is available. The motion was made by Mike Hillier, seconded by Bill Mann, and carried 5-0.

Gary Galton left the meeting at 8:42 PM.

POLICE CAP

The topic of putting a spending cap on police purchases was put to the board again. Mayor Bob Cox stated that he agrees there needs to be a cap.

A motion was made to put a spending cap on the police expenditures at \$250.00, anything over needs board approval. Motion was made by Mike Hillier, seconded by, Bill Mann, and carried 5-0.

Supervisor Walker asked Mayor Bob Cox to update this motion to his village board members next month.

Jim Forrester stated that the town is the lead sponsor, and the Chief is bound by the Town.

Mike Hillier stated that he will call the Chief.

Bob Cox stated that he is sure his village board will agree with the police spending cap.

A motion was made to accept the police report for the month of February, 2016. The motion was made by Bill Mann, Seconded by James Forrester and carried 5-0.

CEMETERY REPORT

Doris reported that is has been quiet, no comment received. And since the town received no mowing bids for tonight's meeting, a motion was made to re-publish the mowing bids in both our legal ad Genesee Country Express, and also the Mount Morris Shopper for more viewers. Motion was made by Bill Mann, seconded by Doris Marsh, and carried 5-0.

A motion was made to accept the Cemetery report for the month of, February 2016. The motion was made by Mike Hillier, seconded by, James Forrester and carried 5-0.

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IT REPORT

Doris addressed the board with concern about the building's security cameras. There is interest in having more along with other security features. Jim stated he felt this is an issue for the building committee. Some calls will have to be made about it and receive recommendations. Doris also stated that the government center may be a good location in Nunda for a drop box since it is the most recorded place in Nunda.

COMMERCE REPORT

No Action.

BUILDING/ZONING REPORT

Bill stated that good dates and times are still being scheduled for everyone to sit down. No action at this time.

HIGHWAY

Jim addressed the board about the five year road plan which has the main goal to pave 50 miles of road; 30 of these miles have already been paved over the years. With the five year plan, the first two years the town budgets the numbers, the fourth and fifth years are the action.

Rick stated that they pave one road a year. Jim stated that leaves 20 years before it's done. Jim stated that a portion of budgeted expenditures are going into the roads and that with a small budget and small tax space there only so much revenue we'll get. We need to ledger legislative opportunities, need data when we need help. Without data there is no way to convince others to give us grants.

Rick stated that he, Jim and Merilee should look into grant writing; in past he met with past councilmember Kirk Brickwood. So far this year the new highway committee has been meeting on a regular basis and it has been a great start. Rick is also looking into grant avenues for the town.

The teamster union has sent the town a personnel letter, a copy was sent to the town attorneys and the teamsters union also contacted Merilee about healthcare and benefits available.

Rick stated that this past week he had his highway crew privately make a list of three roads in Nunda that they personally felt needed improvement. Upon review all three highway worker's lists were identical. This makes Rick feel confident with his crew, they are all on the same page in this regard.

Bill Mann addressed the board regarding the new radio project; money is set aside for subscriber equipment. The county is looking at a county wide installation for the trucks; there will be no cost for the town. And the County is planning on putting a three year freeze on pricing for down the road.

Bob Cox left the meeting at 9:14 PM

Jim address the Highway agreement, Jim states that to get revenue we need to write a letter committing that we are going to spend that money on Highway.

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A motion was made to sign the agreement to spend town highway funds in the amount of \$100,000.00 in general repairs upon 50.1 miles of town highways. The following sums are agreed to be expended, but not exceeding, to the following roads, \$40,000.00 shall be expended for the distance of 3.30 miles on Scipio Road to end on Route 436. Secondly, \$22,000.00 shall be expended for the distance of 2 miles on Cooperville Town Line Road and end at Town Lind Road East End. And lastly, the amount of \$38,000.00 shall be expended for the distance of 1.10 miles on Kendall Road and end at Bailey Road. Motion was made by James Forrester, seconded by Bill Mann, and carried 5-0.

A motion was made to accept the Highway Report for the month of, February 2016. The motion was made by; Mike Hillier seconded by Doris Marsh, and carried 5-0.

OLD BUSINESS

None.

NEW BUSINESS

None.

CLERK REPORTS

The Town Clerk submitted the monthly Town Clerk Report, and Justice Report to the Nunda Town Board. Cheyenne made a recommendation to hire Nancy Clark as her new Deputy Town Clerk at \$10.00 per hour. A Motion was made to accept the clerk's recommendation for the deputy town clerk position. The motion was made by Bill Mann, seconded by Doris Marsh, and carried 5-0. A motion was made to approve the Town Clerk and Justice Reports for the month of, February 2016. The motion was made by; Bill Mann seconded by, Mike Hillier and carried 5-0

ADJOURNMENT

Being that there were no further businesses, there was a motion to adjourn. The motion was made by Bill Mann seconded by James Forrester and carried 5-0.

The meeting adjourned at 9:37 PM.

RESPECTFULLY SUBMITTED,

CHEYENNE DEMARCO
NUNDA TOWN CLERK