

MINUTES OF THE REGULAR TOWN BOARD MEETING
Saturday, March 18, 2017
AT 10:00 AM

PERSONS PRESENT	TOWN BOARD	Supervisor, Merilee Walker Councilperson, William Mann Councilperson, Michael Hillier Councilperson, James Forrester Councilperson, Randall Morris
	RECORDING CLERK	Cheyenne DeMarco
	PERSONNEL	CEO, Mark Mullikin Hwy. Supt., Rick Moran Historian, Valerie Griffing, <i>Absent</i> Assessor, Brian Knapp
	VISITORS	None.

CALL TO ORDER Supervisor Walker called the meeting to order at 10:01 AM.

PLEDGE TO THE FLAG All persons stood as councilperson Randall Morris led the pledge.

APPROVAL OF MINUTES A motion was made to approve the regular Town Board minutes of 02/14/2017 and Zoning Board Minutes of 02/7/2017. The motion was made by Jim Forrester seconded by Bill Mann and carried 5-0.

CHANGES TO AGENDA None.

PRIVILEGE OF THE FLOOR None.

CEO

Mark reviewed his written report. Fire Inspections billings have been mailed appropriately. Mark has looked into the Railroad memorial in Dalton, due to some complaints about its up keep Mark has gotten in touch with the Railroad business office, they have stated they would take care of it but every time Mark has gone to check nothing has been done.

Rick stated that he has spoken with the railroad service crew where the crew stated they did not have a problem with the monument but if enough written complaints are given they can pass it higher up in the company to take care of it.

Mark also stated that there is an upcoming seminar in June in Syracuse. This is not a required training program but it would be beneficial to go since it would be covering rewriting zoning codes, districts and subdivisions which is what the town has been and is currently going through. The training fee split three

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ways between West Sparta, Village of Nunda and Town it would roughly be a \$100.00 charge each. Mike asked if this was already brought up and approved with the other entities? Mark stated that West Sparta and the Village did not see an issue with it.

Motion was made to allow Mark to attend this seminar if his schedule allows and all three entities agree to split the cost of training. Motion was made by Mike Hillier, seconded by Bill Mann and carried 5-0.

Brian Knapp entered meeting at 10:18 AM.

HISTORIAN

Val was not in attendance but submitted her written report which included Val's inquiry and research with the county Records Management Office on Murray Hill where coroner's inquests are a gold mine of information that would otherwise be lost to local history research.

ASSESSOR

Brian stated that the deadline for all renewal applications has past and he is now processing all the exemptions in the system. Brian has received the railroad ceiling values from the state as well as special franchise values. Brian is also preparing for the tentative tax roll.

COMMUNICATIONS

Supervisor Walker reviewed the following communications:

i. Standard Work Day Resolution. Resolution 1 of 2017.

Elected and appointed officials have been required to record and submit a record of work-related activities (ROA) to their employers if they are members of the New York State and Local Retirement System (NYSLRS); and do not use a time-keeping system that shows hours worked. Since retirement benefits are based in part on service credit, Standard Work Day is used for correctly reporting the number of days these members work during a reporting period to help ensure the benefits they receive are accurate.

WHEREAS, the Nunda Town Board approves the 2017 Standard Work Day Resolution to be signed and sealed by the clerk and thereafter turned into Baldwin Business Services who will submit such resolution to New York State and Local Retirement System.

BE IT FURTHER RESOLVED, that the Nunda Town Board approves the town clerk to post a sealed copy of the 2017 Standard Work Day Resolution on Nunda Government Center official bulletin/sign board for a continued of at least thirty (30) days.

A motion was made to adopt Resolution No. 1-2017. Motion was made by Jim Forrester, seconded by Mike Hillier and carried 5-0.

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ii. Time Warner/Charter Communications Franchise Agreement Rescheduled.

Due to the winter storm cancelling the Tuesday night board meeting which was also a scheduled public hearing to cover the franchise agreement from Charter Communications which stated that pursuant to the provisions of Section 626(h) of the Cable Act, there is a proposed agreement for renewal of the cable franchise between the Town of Nunda and Time Warner Cable Northeast, LLC, locally known as Charter Communications.

Motion was made to re-set a public hearing at the next regular town board meeting on April 11th, 2017, the public hearing to take effect at 7:30 PM, to review and pass the Charter Communication franchise agreement. Motion was made by Mike Hillier, seconded by Jim Forrester and carried 5-0.

BUDGET REPORT &

SUPERVISORS STATEMENT Supervisor Walker stated that in February two checks from Cheyenne as the Tax Collector were received and Supervisor Walker deposited into general and then transferred to the appropriate funds.

Cheyenne's Town Clerk raise is not reflected in this budget report but will next month after an official resolution is passed at today's meeting.

It was discussed that there should be another Work Session meeting with Justin Bennett from Baldwin Businesses to review the management of the Town Budget reporting.

AUDIT BILLS

There was a motion to approve the Abstracts for the month of March, 2017. These abstracts include;

General Fund Claim number, 58-85 the amount of \$98,595.27, as set forth in abstract No. G-3, dated 03/18/2017.

Highway Fund Claim number 59-84, in the amount of \$41,026.83, as set forth in abstract No. H-3, dated 03/18/2017.

Police Fund Claim number, 19-25 in the amount of \$1,772.50 as set forth in abstract No. P-3, dated 03/18/2017.

A motion was made to approve the abstracts. Motion was made by Bill Mann, seconded by Jim Forrester and carried 5-0.

POLICE

Mike reported the Nunda Police Department statistics for February along with Chief Wilcox's written Nunda Police Department Monthly Report. Chief Wilcox stated at the commissioners meeting they will be receiving a letter of resignation from Catherine Mucha in the near future.

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Bill stated they will need to keep an eye out in the next two years in consideration of the School Resource Officers (SRO) grant which will be running out, next year Keshequa Central school will have to kick in a percentage of the cost that will eventually grow to be a 100% coverage by their own budget. It may be a topic to bring up at the next Tri-Board meeting on what the school wishes to do, that may involve the Village and Town entities as well.

Officer hours were discussed.

CEMETERY

The Town received three cemetery mowing bids for the 2017 season since advertising.

The bids went as follows:

Robert Smith - \$3,700.00
Genesee Valley Lawn and Landscape, LLC - \$11,000.00
Shafer Landscape - \$4,700.00

A motion was made to award Robert Smith the cemetery mowing bid for 2017 for the amount of \$3,700.00. Motion was made by Bill Mann, seconded by Mike Hillier, and carried 5-0.

IT REPORT

Jim stated that Cheyenne and he did meet last week to review an acceptable use policy and cyber notification policy. Cheyenne reached out to the other Livingston County Clerk's and only one town had a specific Cyber notification policy in effect.

Business Continuity procedures were discussed.

COMMERCE REPORT

A future meeting is still needed to be set up with Bobby Gelser from Once Again Nut Butter to discuss OANB future company plans.

BUILDING/ZONING REPORT

It was agreed for Cheyenne to write a termination letter from the Town of Nunda for the existing accounts on file with Tyco Security. This letter will reinstate the conversation as corresponded earlier in the year via e-mail between Town Councilperson, Michael Hillier with Tyco Commercial Accountant, Michael P. Bowden.

Those two accounts to be terminated are as follows:

- 1.) Card Access System (Kan Tec System)
- 2.) Camera Surveillance

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Jim noted that even though the Tyco expense comes off, the money saved from Tyco is being reused to upgrade other security set-ups.

It was suggested to consider changing the existing cameras of the government center to be activated by motion rather than recording all hours.

HIGHWAY

Jim reviewed the conversation from last month regarding the decision the purchase of the Caledonia truck, in replacement of the #4 Sterling, when they had final numbers for the fund balance.

The board has since received those numbers and Jim stated they aren't as bad as they expected. Jim read the figures from the summary report.

The age of the truck was a concern, at 15-years, and the number of the engine miles.

Jim stated that this Caledonia truck would not only be a backup for the snow and ice removal but also for the 4 main trucks. It is his recommendation that they purchase the Caledonia truck using the funds from the equipment reserve.

Motion was made to purchase the Caledonia truck for \$25,000.00 from the highway equipment reserve line for the 2017 budget, with the intent to sell and cycle out the #1 and #10 in accordance with the 2018 allocation equipment plan and the 10-year equipment plan. Motion was made by Jim Forrester, seconded by Bill Mann and carried 5-0.

Motion was made to purchase the boom mower as planned in this budget season from Land Pro Equipment, formerly known as Lakeland equipment. Motion was made by Jim Forrester, seconded by Mike Hillier and carried 5-0.

Reminder: Junk Day is set for May 13, 2017 from 9:00 AM to 1:00 PM.

ONE MOTION

A motion was made to accept all reports given on 03/18/2017. Motion was made by Mike Hillier and seconded by Bill Mann and carried 5-0.

Rick Moran left meeting at 11:33 AM.

OLD BUSINESS

None.

NEW BUSINESS

In review of a letter from NYS Local retirement system, the letter states they are launching a new, self-service system – Retirement Online. After the launch, the Town will no longer keep NYSLRS informed of contact changes

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through the bi-annul, paper contact change process, but will instead maintain your contacts' information in Retirement Online. In order to gain access to Retirement Online, they must appoint a Contact Administrator and a Security Administrator. Appointments and forms to be submitted by March 31st, 2017. It was suggested that Supervisor Walker speak with other Livingston County Supervisors for their opinions on the matter.

Motion was made for Supervisor Walker to reach out to the other County supervisors and if any action needs to be taken by the town board it can be done via e-mail. Motion was made by Mike Hillier, seconded by Jim Forrester and carried 5-0.

CLERK REPORTS

Cheyenne submitted the monthly Town Clerk Reports, and Justice Report to the Nunda Town Board. A motion was made to approve the Town Clerk and Justice reports for the month of February 2017. The motion was made by; Bill Mann seconded by, Randy Morris and carried 5-0.

Cheyenne addressed the board about the upcoming common dog renewal period. When switching the dog system over, the BAS clerk tech said the only way to put all Nunda dogs on the same renewal date was to go one by one and manually change the renewal dates. While in the process of doing that, Cheyenne found near 100 dogs that are active but have not paid their renewal dues for three to four years for unknown reasons. Considering that the error was caught now, and that they will be billed this coming renewal period, Cheyenne asked if the board would apply a forgiveness of missed payments and late fees to those dog owners considering that no one knows the explanation to the situation.

It was discussed that Association of Towns and Ag & Markets be contacted about the situation first.

Mark Mullikin left meeting at 11:40 AM.

Dog Control

Supervisor Walker stated that she received a call from Mayor Bob Cox in regards to the renewal of the Dog Control Contract, the Village is hesitating to sign. Supervisor Walker stated it was something to be brought up at the next County Supervisors meeting and the topic may come up to the Town Board in the future.

Court Audit

The 2016 Nunda Town Court Audit was presented to the Town Board for review. Motion was made to accept the 2016 justice court records, motion was made by Mike Hillier, seconded by Jim Forrester and carried 5-0.

Resolution 2 of 2017

Transfer of funds in total of \$3,000.00 to Town Clerk annual salary line.

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WHEREAS, the Nunda Town Board approves the transfer of funds in the amount of \$3,000.00 from fund A1990.4 - *Contingency* to fund A1410.1 – Town Clerk Service.

BE IT FURTHER RESOLVED, that the Nunda Town Board approves the town clerk annual salary line will hereby be raised from \$20,262.00 to \$23,262.00 and the raise is to be retroactive to January 1st 2017.

A motion was made to adopt Resolution No. 2-2017. Motion was made by Mike Hillier and seconded by Jim Forrester and carried 5-0.

ADJOURNMENT

Being that there was no further business, there was a motion to adjourn. The motion was made by Supervisor Walker, seconded by Mike Hillier, and carried 5-0.

The meeting adjourned at 11:55 AM.

RESPECTFULLY SUBMITTED,

CHEYENNE DEMARCO
NUNDA TOWN CLERK