

**MINUTES OF THE  
ORGANIZATIONAL MEETING  
Tuesday, January 02, 2018  
AT 6:00 PM**

PERSONS PRESENT	TOWN BOARD	Supervisor, Merilee Walker Councilperson, Michael Hillier Councilperson, William Mann Councilperson, Jim Forrester Councilperson, Randall Morris
	RECORDING CLERK	Cheyenne DeMarco
	PERSONNEL	Rick Moran
	VISITORS	Val Griffing, Mark Mullikin

TOWN CLERK TO SWEAR IN ALL NEWLEY ELECTED OFFICIALS  
Merilee Walker, James Forrester, Randall Morris and Rick Moran.

CALL TO ORDER Supervisor Walker called the meeting to order at 6:01 PM. Roll call was taken with all councilpersons' present.

PLEDGE TO THE FLAG All persons stood, as Mark Mullikin lead the pledge.

VISITORS BUSINESS None.

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 – Jim Forrester, Merilee Walker
POLICE	Topic to be continued in executive session.
IT	Chair- Jim Forrester, Bill Mann
YOUTH	Chair- Bill Mann, Merilee Walker
BUILDING/ZONING	Chair- Bill Mann, Mike Hillier
COMMERCE	Chair – Jim Forrester, Randy Morris
PUBLIC RELATIONS	Chair – Merilee Walker, Jim Forrester

ADVERTIZING COMMITTEE MEETINGS

It was discussed that according to open meetings law that of the seven (7) total town board committees, all are responsible for legal advertising and minute recording. The police commissioners will post and have written minutes the highway committee will be doing the same.

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, Justice Clerk, Supervisor Clerk, Custodian

**MINUTES OF THE  
ORGANIZATIONAL MEETING  
Tuesday, January 02, 2018  
AT 6:00 PM**

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 @ \$0.54.5 per mile.
REIMBURSEMENT	
CERTIFICATION OF CLAIMS	Authorize that all claims against the Town are paid by voucher.
SIGNING OF ABSTRACTS	Authorize the signing of Audited 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.
TOWN ATTORNEY	Appoint Town Attorney Richardson & Pullen for regular Town business.
TOWN ENGINEER	Defer at this time, to be readdressed in the January/February regular board meeting.
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.  Appoint Deputy Registrar LeRoy J. Wood.
HANDICAP PARKING PERMITS	Approve the Town Clerk to issue free Handicap Parking Permits.
PETTY CASH	Approve the Town Hall to have a petty cash fund of a \$50.00.
TOWN HALL CUSTODIAN	Appoint Town Hall custodian Cora Cassidy, compensation of \$10.40 per 2018 minimum wage rate.
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 \$10.40 per hour, of the Town of Nunda Assessment Board of Review with a five (5) year term as follows:

**MINUTES OF THE  
ORGANIZATIONAL MEETING  
Tuesday, January 02, 2018  
AT 6:00 PM**

Robert Marsh	9/30/2018
Eugene Clark	9/30/2022
Michele Seifried	9/30/2021
Tim Cassidy	9/30/2019
Michael Sanford	9/30/2020

Recording Clerk: Cheyenne DeMarco

**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	12/31/2021
Tim Cassidy	12/31/2022
Brenda Weaver	12/31/2018
Michele Seifried	12/31/2019

**Village** Appointed members:

Joan Schumaker	05/31/2021
Joe Lindstrom	05/31/2020
Donald Wilcox	05/31/2020

**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:

Dan Strobel	12/31/2019
Robert Piper	12/31/2018

**Village** appointed members:

Kristie Cartwright	05/31/2021
Jeff Essler	05/31/2020
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 as written in the Teamsters Contract.

New Years Day	January 1
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Columbus Day	October 8
Thanksgiving Day	November 22
Day after Thanks.	November 23
Day Before Christmas	December 24
Christmas Observation	December 25
Floating Holiday	8 hours

**MINUTES OF THE  
ORGANIZATIONAL MEETING  
Tuesday, January 02, 2018  
AT 6:00 PM**

*The Town Clerk observes the above Holidays along with*

Martin Luther King Day	January 15 <sup>th</sup> ,
Presidents Day	February 19 <sup>th</sup>
Election Day	November 6 <sup>th</sup> .
Veterans	November 11 <sup>th</sup>

**ONE MOTION**

A motion was made to approve the Preferred Agenda. The motion was made by Randy Morris, seconded by Mike Hillier, and carried 5-0.

**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 - \$27, 254  
Tax Collector - \$2,446  
Justice Mann - \$7,700  
Justice Clerk - \$6,900  
Highway Superintendent - \$59, 160  
Historian - \$1000  
Assessor - \$13,260 Assessor Clerk \$5,712  
Zoning/ and Building Code Enforcement - \$9,250/ and \$9,250

A motion was made to approve the Schedule of Salaries. The motion was made by, Mike Hillier, seconded by Jim Forrester and carried 5-0.

**DEPUTY HIGHWAY  
SUPERINTENDENT**

Highway Superintendent appoints the Deputy Highway Superintendent Tim Cassidy, to be paid per teamsters' contract, \$400.00 for all hours spent performing duties as Deputy Superintendent. Such amounts shall be paid in two (2) equal installments of \$200.00 each, with the first installment being paid during the last week of June and the second installment being paid during the last week of December of each year.

**FIXATION OF HIGHWAY  
WAGES AND EXPEND.**

There was a motion to fix the wages of the full-time highway employees For the 2018 contract year,  
Establish Highway pay rates as follows:

WAGES 2018

Rodney Green \$22.37  
Tim Cassidy \$22.37  
Dana Wood \$22.37  
Joseph Curry \$21.81

PART TIME WAGE 2018

Thomas O'Dell - \$12.39

There was discussion on potentially raising Tom O'Dell's wage to \$14.00 per hour. Supervisor Walker will reach out to the teamsters and see if it is allowable, then bring back to the board for consideration.

The motion was made by Bill Mann seconded by Jim Forrester, 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	Aye

**HWY SUPERINTENDENT  
MAXIMUM EXPENDITURE**

**MINUTES OF THE  
ORGANIZATIONAL MEETING  
Tuesday, January 02, 2018  
AT 6:00 PM**

A motion was made to establish a maximum Highway expenditure of \$1000 without prior approval of the Board or the Highway Committee.  
The motion was made by Jim Forrester, seconded by Mike Hillier and carried 5-0.

**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 Jim Forrester, seconded by Mike Hillier and carried 5-0.

**FIXATION OF POLICE  
DEPT. WAGE**

Approve Nunda Police Department wages, effective January 1, 2018, as follows:

\$ 21.00 – Jeff Wilcox  
\$ 20.00 – Stephen Rapp  
\$ 19.50 – Timothy Bryant  
\$ 19.00 – Phil Bauers  
\$ 19.00 – Ryan Dale  
\$ 17.00 - Matthew Whitney  
\$ 17.00 – Jeremy Boorman  
\$ 17.00 -- Casey Chatley  
\$ 17.00 - Brittney Eldridge

*New Hires of the Nunda Police Department will be given a rate negotiable commensurate with experience and consistent with the existing hourly rate schedule.*

**POLICE**

**MAXIMUM EXPENDITURE**

A motion was made to establish a maximum police expenditure of \$250.00 without prior approval of the Police Commissioners Board. Motion was made by Jim Forrester, seconded by Mike Hillier 5-0.

**POLICE**

**COMMISSIONERS BOARD**

**SECRETARY**

A motion was made to appoint LeRoy J. Wood as the police commissioners' secretary.  
Defer until January's regular town board meeting to establish rate of pay.

**CEMETERY RATES**

A motion was made to approve the following Cemetery Rates. The motion was made by Jim Forrester, seconded by Mike Hillier and carried 5-0.

Single Plots \$400.00  
Double Plots \$800.00  
Open/Closing \$500.00 Weekdays  
\$600.00 Weekends and holidays  
Cremation  
Open/Close \$175.00 Weekdays  
\$325.00 Weekends and holidays

**NEW BUSINESS**

The replacement door to the Tri-County building was readdressed. Cheyenne will e-mail contact Sue Meyers to get a walk-through appointment with Mark Mullikin and get Mark's recommendation to the board while they continue to gather quotes to get the best suitable door for the building.

**EXECUTIVE SESSION**

6:45 PM A motion was made to go into executive session to discuss subject relating to employment history of particular persons. Motion was made by Jim Forrester and seconded by Bill Mann and carried 5-0.

*Rick Moran, Mark Mullikin, Val Griffing and Cheyenne DeMarco left meeting.*

**MINUTES OF THE  
ORGANIZATIONAL MEETING  
Tuesday, January 02, 2018  
AT 6:00 PM**

7:15 PM Motion was made to come out of executive session with no action taken. Motion was made by Bill Mann and seconded by Jim Forrester and carried 5-0.

It was noted that the Police Commissioners category is not a "committee" appointment, and will be labeled individually. At this time, Supervisor Walker appointed Mike Hiller and Randy Morris as Police Commissioners representing the Town of Nunda.

Motion was made by Mike Hillier and seconded by James Forrester to recognize the appointment by Supervisor Walker for the two (2) Police Commissioners. Carried 5-0.

Further, the Police Commissioners will meet the first Monday of each month at 6:00 PM at the Nunda Government Center, subject to change.

**ADJOURNMENT**

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

The meeting adjourned at 7:20 PM.

RESPECTFULLY SUBMITTED,

CHEYENNE DEMARCO  
NUNDA TOWN CLERK