

MINUTES OF THE REGULAR TOWN BOARD MEETING

Tuesday, May 08, 2018

AT 7:00 PM

PERSONS PRESENT	TOWN BOARD	Supervisor, Merilee Walker Councilperson, William Mann Councilperson, Michael Hillier <i>Absent</i> Councilperson, Jim 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 <i>Absent</i>
	VISITORS	Don Wilcox, Robert DuClose, Mark Chambers

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

PLEDGE TO THE FLAG All persons stood as Rick Moran led the pledge.

ADOPTION OF MINUTES A motion was made to adopt the Planning Board Minutes from 03/06/2018, Regular Town Board Minutes of 03/13/2018, Planning Board Minutes from 03/20/2018. The motion was made by Bill Mann seconded by Jim Forrester and carried 4-0.

PRIVILEGE OF THE FLOOR

C&S Engineers Bill introduced two engineers, Bob DuClose and Mark Chambers, representing C&S Companies who the county has worked with in the past. Bob introduced himself as Vice President of C&S companies, an engineering firm with headquarters in Syracuse and offices in Rochester and Buffalo. Bob stated that Bill had reached out to him about a month ago where Bill informed him on the town's preliminary planning on the highway department. Bob stated that they have been involved in many highway department developments and several in rural upstate New York, most comparable to the Town of Nunda in considerations of budget restrictions and rural area is their work in Lafayette, New York that engineer Mark Chambers was involved in. Bob brought examples of the Lafayette facility for the board's review, pictures and blue prints.

MINUTES OF THE REGULAR TOWN BOARD MEETING

Tuesday, May 08, 2018

AT 7:00 PM

Bill asked what services they offer with the Request for Proposal (RFP) process? Bob answered that the first step is retaining a consultant for a rudimentary assessment of needs and financial aspect to get an idea of an appropriate facility. Traditionally, the next step would be to put together a final design to the property assigned for the new highway facility and put out for bid. C&S customarily put together detailed engineer drawings for construction bidders to review for a bid.

Jim explained that Nunda does not have property currently for the new highway department, they are looking to potentially put out RFP for a developer to come in and build a facility for town that the developer will own and have complete responsibility for and town would be the tenant. The town could then create an agreement to be in a short-term lease with option to buy. Bob agreed that if the town doesn't have the ability to build their own infrastructure with their budget that may be the town's best interest, it is just unusual.

Bob still suggested the town appoint a consultant who would then prepare this RFP, within that RFP the town would have to define the minimum criteria and functionality, square footage, number of truck bays, the essential requirements matched up with affordability and the developers would base their bids on that information.

In Lafayette, NY, C&S made a site visit with the with owners and had a programming phase with them which includes a preliminary design with driveways, utilities etc.

Bob recommended the Town make a benchmark of cost and also prepare for the overhead cost, a consultant would get your cost estimate and bid estimate. Based on that, the town would have the option to decide if the RFP or traditional bidding process is the best.

The board stated their appreciation for Bob and Mark coming to the meeting and providing materials.

Bill stated he will be in contact with C & S. Bob stated that C & S would provide a scope of work assessment and fee expected for the board's consideration when they choose consultants.

Bob DuClose & Mark Chambers left at 8:00PM

CEO

Mark submitted and reviewed his April written report. Some violations have been issued out. Being that Clean-Up day is this weekend, Mark has given some extensions for residents to take advantage of that day but if not cleaned by the extension date, a ticket will be issued.

MINUTES OF THE REGULAR TOWN BOARD MEETING

Tuesday, May 08, 2018

AT 7:00 PM

One violation in particular was issued to Nunda property but the landowner was a resident of Ossian. When Mark sent a violation letter via certified mail, it was not claimed and the Post office sent it back. Mark then e-mailed Chief Wilcox asking if a Nunda officer could hand deliver it instead. On the same day, Sergeant Tim Bryant called Mark to follow up on the situation and within fifteen minutes Sergeant Bryant retrieved the letter from Mark, he then delivered it and brought back it's affidavit the same night. Mark stated that he would like to give Sergeant Tim Bryant kudos for being very attentive with the affidavits and is making every effort to take care of them and Mark is very appreciative of that.

Attended Association of Livingston County Code Officials meeting in Lakeville, NY.

Solar local law is with the planning board as Sun Common is still waiting for the town to produce a local law before beginning work with Bugman & Sons. Planning board will review and create draft to pass on to the Town Board

A solar meeting will be on Monday, May 14th at York High School. Jim stated he will try to attend this meeting as the town board representative.

ASSESSOR REPORT

No report.

HISTORIAN

Val submitted her written report to the board stating she attended the spring meeting of Livingston County Historians last month and afterward worked with Holly Wadsworth, deputy county historian, to retrieve copies of one room school information for schools in Nunda and Portage that are found in their files. Otherwise, Val is still working on requests for current veterans in the area.

COMMUNICATIONS

Supervisor Walker reviewed the following communications:

- i.) Baldwin Business Services Payroll Service Change Letter.* Baldwin Businesses sent an informational letter to all their municipal supervisors, mayors and board members in regards to their business no longer processes client payrolls, this has no effect on municipalities as they will continue municipal payrolls. Baldwins is now focusing on Towns, Villages, Libraries, Fire Departments and business/personal income taxes. Business client book keeping not the main focus.

**BUDGET REPORT &
SUPERVISORS STATEMENT**

General Voucher No. 120 in the amount of \$570.41 is an Outstanding water/sewer services for account: Martha Galton, 9426 Nunda-Dalton Rd, payable to the Village of Nunda per 1995 Water Agreement. Cheyenne will

MINUTES OF THE REGULAR TOWN BOARD MEETING

Tuesday, May 08, 2018

AT 7:00 PM

reach out to Real Property on how the Town proceeds to collect the water bill from tenant.

AUDIT BILLS

There was a motion to approve the Audited Abstracts for the month of May 2018. These abstracts include;
General Fund Claim number, 106-129, in the amount of \$9,679.83, as set forth in abstract No. G-5, dated 05/08/2018.
Highway Fund Claim number 87-109, in the amount of \$35, 375.22, as set forth in abstract No. H-5, dated 05/08/2018.
Voucher No. 87 - \$846.33, NYS Teamsters Council was a prepay for HSA advancement for employee J. Curry.
Police Fund Claim number, 35-46, in the amount of \$2,446.54, set forth in abstract No. P-5, dated 05/08/2018.
A motion was made to approve the audited abstracts. Motion was made by Bill Mann, seconded by Jim Forrester and carried 4-0.

POLICE

Randy stated it was a very good meeting with the commissioners and Chief Wilcox this month and reported the Nunda Police Department statistics for April 2018, Monthly Community Policing Report, Chief Wilcox Uniform Log, Door Check Log and Payroll.

Village Commissioner Mel Allen suggested printing the monthly Nunda PD statistics in the Mount Morris shopper. The cost of that monthly publishing has to be considered before going forward.

This month's Police Abstract, Voucher 46, in the amount of \$730.50 was discussed at the commissioners' meeting where Chief Wilcox explained that the figure was broken down to the following:

Evidence.com storage -	\$82.50
Basic Evidence.com year 3 payment -	\$180.00
<u>Professional evidence.com year 3 payment -</u>	<u>\$468.00</u>
	\$730.50

All payable to Axon Enterprise Inc as recorded in this month's abstract. These webpages are cloud storage for the PD body cameras. Jim asked how long the videos would be held? Randy answered that they can be stored forever but typically after a year the recordings get dwindled down to actual interaction times such as traffic stops and complaints rather than keeping the entire shift of the officer.

Time changes to officer shifts were discussed among commissioners, to begin the shift earlier in the day for our officers to have more visibility during the daylight hours without increasing man hours.

There was a complaint about an officer being seen speaking on a cell phone while in the Police car, Randy suggested they obtain a hands-free device. From this conversation during the commissioners' meeting they found that their departmental phone is an old version and Randy suggested they update.

MINUTES OF THE REGULAR TOWN BOARD MEETING

Tuesday, May 08, 2018

AT 7:00 PM

Mark Mullikin suggested at the next commissioners meeting they perhaps look into an updated phone system in the actual Police Department office as well. Mark stated the current system is more of a phone tag setup where the office phone is synced up with the cell, in which case if there is an officer in the office and an officer on patrol with the cell phone there is no way to get in contact with the officer in the office.

Randy stated they reiterated a pro-active policing with the community and requested that an officer stop by the Government Center on Thursday nights when the assessor and town clerk work a night shift. Office panic buttons will be tested with Mike later this month.

A copy of a response letter from Department of Transportation (DOT) in regards to a submission from a private citizen stating concern about the Route 436 and Church Street Intersection was supplied by Chief Wilcox this month as he was cced into the response letter to the citizen.

IT REPORT

Jim is following up with Tom Burt this week to get the login details to transition the town website over to Hurricane Technologies. Jim stated that Tom has managed the site for 11-years and it would be nice if they could acknowledge that. Supervisor Walker stated she will come up with a thank you letter on behalf of the town board for the recognition of his volunteer efforts.

A RelComm Tech did a site visit of the Town Building and one of the notes he sent us was that there was not a working UPS to support the phone system. A UPS (Uninterrupted Power Supply) has two features; one is to provide power to the phone system if you should lose power, and the other function is to aid against power surges (when power is restored after a power outage). RelComm provided a quote for the Town on a recommendation that they consider an option for an APC SMT750 Rack Mounted UPS for \$375.00.

Motion was made to approve the purchase of the APC SMT750 Rack Mounted UPS for \$375.00. Motion was made by Bill Mann, seconded by Jim Forrester and carried 4-0.

COMMERCE REPORT

None.

BUILDING/ZONING REPORT

Supervisor Walker stated that the three-year lease with Tri-County needs to be reviewed. A renewable clause was suggested. It was decided to sit down with a tri-county representative about the auto renewal and renegotiate the contract.

HIGHWAY

Equipment Plan and Budget were reviewed. No exceptional expenses are coming up, just have to keep an eye on the machinery contractual fund line. Jim stated it would be nice to have a roster of roads that have had CHIPS

MINUTES OF THE REGULAR TOWN BOARD MEETING

Tuesday, May 08, 2018

AT 7:00 PM

monies applied to it, as Rick explained to Jim, when CHIPS are applied to one road, the town is not allowed to apply for CHIPS to that roads for another ten years. It would be nice for our citizens to be aware of this road schedule.

Rick reported that the County has ongoing amount of work they would like to use the Nunda highway department for mowing, ditching and culverts.

Brush pick up with be once a week in May as advertised in the Mount Morris shopper.

Excavator purchase was discussed between Rick and Jim prior to the meeting, which would involve a break with the equipment replacement plan by deferring the 550 – 1-ton truck until at least Fall when we are in the budget season and it can be reconsidered to defer it furtherer to January 2019.

Rick stated that for the replacement Excavator, the town budgeted \$163,000 but the purchase price given is \$180,000. Rick hopes they can sell theirs for\$ 30,000 to the town of portage who is interested. Rick was asking \$30,000 for it when speaking to the portage superintendent. Depending on this excavator sale, will depend on the outcome of the truck.

Motion to approve Merilee Walker to sign this letter of intent for the Town of Nunda to purchase a new 2017 Hyundai HW180 Wheeled Excavator from George & Swede Sales & Service for \$180.000. Motion was made by Bill Mann, seconded by Jim Forrester and carried 4-0.

Machine will be delivered to the Town Highway Department at no added cost.

Junk Day is scheduled for May 12th.

ONE MOTION

A motion was made to accept all reports given on 05/08/18. Motion was made by Jim Forrester and seconded by Bill Mann and carried 4-0.

OLD BUSINESS

None.

NEW BUSINESS

None.

CLERK REPORTS

Cheyenne submitted her May 2018 Town Clerk Report of total state, county and local revenues and the May 2018 Justice Report to the Nunda Town Board.

A motion was made to approve the audited Town Clerk and Justice reports for the month of May2018. The motion was made by Bill Mann seconded by, Jim Forrester and carried 4-0.

MINUTES OF THE REGULAR TOWN BOARD MEETING

Tuesday, May 08, 2018

AT 7:00 PM

ADJOURNMENT

Being that there was no further business, there was a motion to adjourn. The motion was made by Jim Forrester, seconded by Bill Mann and carried 4-0.

The meeting adjourned at 9:11 PM.

RESPECTFULLY SUBMITTED,

CHEYENNE DEMARCO
NUNDA TOWN CLERK