

MINUTES OF THE REGULAR TOWN BOARD MEETING

Tuesday, July 10, 2018

AT 7:00 PM

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

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

PLEDGE TO THE FLAG All persons stood as Val Griffing led the pledge.

ADOPTION OF MINUTES A motion was made to adopt the Regular Town Board Minutes of 07/12/2018 and Planning Board Minutes of 6/19/2018. The motion was made by Bill Mann seconded by Randy Morris and carried 3-0.

PRIVILEGE OF THE FLOOR

CEO Mark submitted and reviewed his June written report. Supervisor Walker stated that in reference to last month when Mark discussed with the board the unfortunate accident of the burn and destruction of the Dalrymple's home in May. Mark asked the board to consider waiving the fee for the Dalrymple's. In speaking with the Town Attorney, they informed us that they as a Town Board are not allowed to do this because it would be considered "gifting" which would go against the constitution of New York State.

Mark continued his report, stating that a second large scale array is in preliminary planning for Allen Road. The planning board will have a draft of the solar local law for the town board to review at the August board meeting so that regulations can be put into place for the Town of Nunda for these residents to abide by.

MINUTES OF THE REGULAR TOWN BOARD MEETING

Tuesday, July 10, 2018

AT 7:00 PM

Mark has also attended a planning and zoning seminar in East Syracuse for an eight-hour seminar outlining procedures for land subdivisions land use and zoning topics.

ASSESSOR REPORT

Brian stated that the final tax roll has been submitted and given to the Town Clerk.

HISTORIAN

Val submitted her written report to the board stating she has been working with a man from Wisconsin who is looking for his Herrick ancestor who came to Nunda around 1840. Zadock Herrick was very active in the Presbyterian Church and a prominent figure in building the second church in the 1840's (The first Presbyterian Church was sold to the Methodist's and moved across the street to where it now stands.) Herrick died in Nunda about 1855 and Val is attempting to confirm that is buried in Oakwood Cemetery.

Val has also continued her one room school house research.

Val also stated that historical society is in the process of digitalizing their information. Marge Foose goes to the historical society building once a week to chip away at all the material.

COMMUNICATIONS

Supervisor Walker reviewed the following communications:

i.) Joint Meeting with Village Monday, July 16 at 7:00 in regards to the Nunda Police Department.

The Agenda for next week's meeting was reviewed. Bill suggested to make an overall clarification of joint ventures and their structures. It should not have to go to multiple boards for approval to purchase something or not, use our existing entity like the commissioners. Clarify who is the authority. Right now, the approval process is going through too many boards. The agenda has an item of the Town "double-dipping" with tax dollars, this is offensive, the Town has worked very hard to be transparent in the budgeting process with the Village and public.

Supervisor Walker stated that Justin Bennett from Baldwin Businesses has agreed to be present at this meeting as a third-party financial advisor.

Brian Knapp left at 7:30 PM

**BUDGET REPORT &
SUPERVISORS STATEMENT**

- Department Heads have been given their 2019 Budget estimates of expenditures. They are to be returned by August 17, 2018.
- The Village of Nunda provided the Youth AUD for the Town Board's review.

MINUTES OF THE REGULAR TOWN BOARD MEETING

Tuesday, July 10, 2018

AT 7:00 PM

- Supervisor Walker stated that Tri-County paid two months' rent this month.
- BAN comes due in November.
- Supervisor Walker stated she has received the Village of Nunda's payment for the Police Department Budget.
- General Voucher Number 171 reflects the Town Payment for the Summer Youth Recreation of \$5,986.00 payable to the Village of Nunda for their 41% portion.
- General Voucher 167 is a payment to RelComm in the amount of \$1,175.00 for finishing the installation of new Government Center phones, while also including \$380.00 for the extra man hours the RelComm technician had to be on site due to Spectrum arriving late to the installation appointment. Spectrum is to be billed by the Town of Nunda for a reimbursement of the \$380.00.
- Since the Government Center has switched its phones and fax lines from Frontier Communications to Time Warner Cable, three bills from Frontier have been received. The following are numbers still accountable to Frontier and are not included in the Time Warner switch over:
 - ❖ The Government Center Emergency Elevator Phone Line:
 - 585-468-5632
 - ❖ Security/fault lines for Government Center Fire Box:
 - 468-5500 & 468-2783
 - ❖ Court credit card machine, generator and security video lines.
 - 2023, 5217, 5919

AUDIT BILLS

There was a motion to approve the Audited Abstracts for the month of June 2018. These abstracts include;

General Fund Claim number, 160-189, in the amount of \$6,534.57 in prepaids and \$17, 453.27, as set forth in abstract No. G-7, dated 07/10/2018.

*Voucher Number 171 reflects the Town Payment for the Summer Youth Recreation of \$5,986.00 payable to the Village of Nunda for their 41% portion.

Highway Fund Claim number 127-145, in the amount of \$133,127.11, as set forth in abstract No. H-7, dated 07/11/2018.

Police Fund Claim number, 55-58, in the amount of \$654.49, set forth in abstract No. P-7, dated 07/10/2018.

A motion was made to approve the audited abstracts. The motion was made by Bill Mann seconded by Randy Morris and carried 3-0.

POLICE

Randy reported the Nunda Police Department statistics for June 2018, Monthly Community Policing Report, Chief Wilcox Uniform Log and Door Check Log. Randy reported that there was no July Commissioners meeting due to the joint meeting to be held next Monday with the Village Board.

MINUTES OF THE REGULAR TOWN BOARD MEETING

Tuesday, July 10, 2018

AT 7:00 PM

YOUTH

Bill reported that a meeting was held last night with both Village of Nunda and Portage board member in regards to hiring applicants for the Summer Recreation Program. The Village Board agreed to hire four interviewees, one was a rehire from last year. A pay increase for a water safety instructor was granted so they will not lose the availability of swimming lessons.

IT REPORT

Credit Card Machine

On June 27th, a workshop was held by software provider, Business Automation Services Inc (BAS), currently used for the town clerk software. The purpose of the work session was to look into details of potentially getting a credit card machine in the Town Clerk Office and/or online payments set up to the Town Website. Both Bill and Randy were able to attend this work session with Cheyenne.

A credit card machine provided by BAS would be free of charge because the Town already pays for the Town Clerk software. A separate vendor would be needed to process the payments. Cheyenne reached out to a company named Forte to begin looking into a third-party agreement.

Credit Card user fees would be applied to the card holder only.

The charges would go as follows:

Credit: 2.45% convenience fee (Because Town Government is not a retail establishment.)

Debit: \$3.95

Online Payments

Online Module/Online Payment:

There is a charge for the online payment system to be put on the Town Website. It varies per municipality depending on number of dogs/tax payers and other clerk fees.

It will be charged as a set annual fee to the Town from BAS.

Online payments can be made with either Credit, Debit or e-check.

The fee that would apply to the user only are the following:

Credit: 2.45 % of total

Debit: \$3.95

E-Check - \$1.75

For Dog licenses, a minimum convenience charge of \$1.50 would be applied for Debit considering how low the total amount is (\$10-\$15.00).

BAS time and date stamps all online payments and automatically applies penalties with the information the Town provides.

New Tax Collection Software

Recent conversations with the County revealed that the County Access and web-based tax collection program will not be available for much longer, ultimately creating the need to search for a new and reliable tax software for the 2019 Collection year.

MINUTES OF THE REGULAR TOWN BOARD MEETING

Tuesday, July 10, 2018

AT 7:00 PM

While at the BAS work session, their tax collection software was reviewed upon request. Currently, three Livingston County Tax Collectors use it and all highly recommend it.

A quote for the BAS tax collection software with an online payment system has been requested from BAS. The cost of the tax software and online payment module depends on municipal size.

COMMERCE REPORT None.

BUILDING/ZONING REPORT

Steve Mann has started painting the last little building on the Tri-County property.

HIGHWAY

Rick reported that there was no Highway Committee meeting this month. Keshequa Creek Inspection was two weeks ago and they received an A grading. There is some brush in the creek on the Baily Road entrance, Rick is going to reach out to Galtons about going in to remove it.

Dana Wood and Tim Cassidy visited the shop this week. Dana will be out of work until the end of August and Tim is unknown. Supervisor Walker informed the board that Dana was covered with disability, and Tim is covered with worker's compensation from his previous job, not the Town.

While Dana and Tim are unable to work, Rick requested the board approve summer part time help for flagging and weed trimming. The summer hire will not be driving any of the Highway trucks. Rick would like to offer minimum wage for a new hire at \$10.40 per hour pay rate with specifications that the applicant be at least eighteen years old with a valid driver's license.

Motion was made to authorize Rick Moran to hire a part time employee due to shortage in the Nunda Highway Department staff. This part time position would be classified as seasonal and reassessed by the Town Board and Highway Superintendent at the September 2018 Board Meeting. Motion was made by Bill Mann, seconded by Randy Morris and carried 3-0.

Supervisor Walker stated that Buffalo Attorney Spitzer was invited to attend the August board meeting to review the new highway building procedure.

Also, Supervisor Walker stated that Joe Errego has contacted her in regards to having grant funds of \$25,000 for their highway building. Supervisor Walker has since filled out the paper work to his office and there is nothing left to do but hope.

MINUTES OF THE REGULAR TOWN BOARD MEETING

Tuesday, July 10, 2018

AT 7:00 PM

ONE MOTION A motion was made to accept all reports given on 07/10/18. The motion was made by Bill Mann seconded by Randy Morris and carried 3-0.

OLD BUSINESS None.

NEW BUSINESS None.

CLERK REPORTS Cheyenne submitted her June 2018 Town Clerk Report of total state, county and local revenues and the June 2018 Justice Report to the Nunda Town Board. The motion was made by Bill Mann seconded by Randy Morris and carried 3-0.

A motion was made to approve the audited Town Clerk and Justice reports for the month of June 2018. The motion was made by Bill Mann seconded by Randy Morris and carried 3-0.

ADJOURNMENT Being that there was no further business, there was a motion to adjourn. The motion was made by Bill Mann seconded by Randy Morris and carried 3-0.

The meeting adjourned at 8:00 PM.

RESPECTFULLY SUBMITTED,

CHEYENNE DEMARCO
NUNDA TOWN CLERK