

**MINUTES OF THE  
ORGANIZATIONAL MEETING  
Wednesday, January 02, 2019  
AT 7:00 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

CALL TO ORDER                      Supervisor Walker called the meeting to order at 7:00 PM. Roll call was taken with all councilpersons present.

PLEDGE TO THE FLAG              All persons stood, as Randy Morris lead the pledge.

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	Chair – Mike Hillier, Randy Morris
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

**PREFERRED AGENDA  
Requiring One Roll Call Vote**

A motion was made to adopt the following Preferred Agenda:

PAY FREQUENCIES FOR TOWN OFFICERS	<b>Quarterly:</b> Councilmembers, Justices, Historian <b>Monthly:</b> Assessor, Assessor’s Clerk, Supervisor <b>Bi-weekly:</b> CEO, Highway Superintendent, Highway Employees, Police, & Town Clerk/Tax Collector, Justice Clerk, Custodian
BUDGET OFFICER	Appoint Supervisor Merilee Walker as 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 \$2,100. Extra charge for Accruals recording fees for \$5.00 a month.
PREPAYMENT OF BILLS	Approve the pre-payment of bills when necessary to avoid service charges.
MILEAGE RATE REIMBURSEMENT	Approve mileage reimbursement rate per Federal Allowance at \$0.58 per mile.

**MINUTES OF THE  
ORGANIZATIONAL MEETING  
Wednesday, January 02, 2019  
AT 7:00 PM**

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	The Board agreed to not appoint a Town Attorney at this time as they are following Town Law § 20 [2] and canvassing a specific letter to local attorneys with municipal background within in the township first before appointing any attorney outside the township.
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 \$11.10 per 2019 NYS minimum wage rate.
REAPPOINT SOLE ASSESSOR	Re-Appoint Brian Knapp as the Sole Assessor for the Town of Nunda whose shall serve a six-year term that will expire 9/30/2025.
ASSESSMENT BOARD	The Town Board recognized the approved members of the Town of Nunda Assessment Board of Review who hold a five (5) year term and shall receive a compensation of \$11.10 per hour:  Nancy Nichols                    9/30/2023 Eugene Clark                    9/30/2022 Michele Seifried                9/30/2021 Tim Cassidy                      9/30/2019 Michael Sanford                9/30/2020
COLLECTION OF TOWN/COUNTY TAXES	Authorize the Town Tax Collector Cheyenne DeMarco to collect Livingston County & Town Taxes.
OFFICIAL NEWSPAPERS	Appoint the <u>Genesee Country Express</u> , <u>Livingston County News</u> , and the <u>Hornell Evening Tribune/ Sunday Spectator</u> , as the Towns official newspapers.
OFFICIAL DEPOSITORIES	Appoint Five Star Bank as primary Town depository and M & T Bank as secondary Town depository

**MINUTES OF THE  
ORGANIZATIONAL MEETING  
Wednesday, January 02, 2019  
AT 7:00 PM**

**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	12/31/2023
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
Vacant	12/31/2023

**Village** appointed members:

Kristie Cartwright	05/31/2021
Jeff Essler	05/31/2020
Scott Amidon	05/31/2022

**HOLIDAYS**

Holidays Observed by the Highway Department as written in the Teamsters Contract.

New Year's Day  
 Memorial Day  
 Independence Day  
 Labor Day  
 Columbus Day  
 Thanksgiving Day  
 Day after Thanks.  
 Day Before Christmas  
 Christmas Observation  
 Floating Holiday                      8 hours

*The Town Clerk observes the above Holidays along with*  
 Martin Luther King Day  
 Presidents Day  
 Election Day  
 Veterans Day

**ONE MOTION**

A motion was made to approve the Preferred Agenda. The motion was made by Bill Mann, 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 - \$28, 344  
 Tax Collector - \$2,544  
 Justice Mann - \$7,700  
 Justice Clerk - \$6,900  
 Highway Superintendent - \$61,200  
 Historian - \$1000  
 Assessor - \$13,500 Assessor Clerk \$5,800  
 Zoning/ and Building Code Enforcement - \$9,435/ and \$9,435

**MINUTES OF THE  
ORGANIZATIONAL MEETING  
Wednesday, January 02, 2019  
AT 7:00 PM**

A motion was made to approve the Schedule of Salaries. The motion was made by Mike Hillier seconded by Bill Mann 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 2019 contract year,  
Establish Highway pay rates as follows:

WAGES 2019

Rodney Green \$22.82

Tim Cassidy \$22.82

Dana Wood \$22.82

Joseph Curry \$22.25

PART TIME WAGE 2019

Thomas O'Dell - \$14.28

**HWY SUPERINTENDENT  
MAXIMUM EXPENDITURE**

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

**FIXATION OF POLICE  
DEPT. WAGE**

Approve Nunda Police Department wages, effective January 1, 2019, as follows:

\$ 22.00 – Ryan Dale - Chief

\$ 21.00 – Stephen Rapp – Sergeant

\$ 21.00 - Jeffrey Wiedrick

\$ 20.00 – Phil Bauers

\$ 18.00 - Matthew Whitney

\$ 18.00 -- Casey Chatley

\$ 18.00 - 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 Mike Hillier, seconded by Randy Morris and carried 5-0.

**POLICE  
COMMISSIONERS BOARD  
SECRETARY**

A motion was made to appoint LeRoy J. Wood as the police commissioners' secretary at a pay rate of \$15.00.  
Motion was made by Mike Hillier, seconded by Randy Morris and carried 5-0.

**MINUTES OF THE  
ORGANIZATIONAL MEETING  
Wednesday, January 02, 2019  
AT 7:00 PM**

**CEMETERY RATES**

A motion was made to approve the following Cemetery Rates. The motion was made by Randy Morris, seconded by Bill Mann 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

**ADJOURNMENT**

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

The meeting adjourned at 7:20 PM.

RESPECTFULLY SUBMITTED,

CHEYENNE DEMARCO  
NUNDA TOWN CLERK