

**MINUTES OF THE REGULAR TOWN BOARD MEETING**

**Tuesday, January 10, 2017**

**AT 7:00 PM**

**PERSONS PRESENT**

**TOWN BOARD**

Supervisor, Merilee Walker  
Councilperson, W. Mann, *Absent*  
Councilperson, Michael Hillier  
Councilperson, James Forrester  
Councilperson, Randall Morris

**RECORDING CLERK**

Cheyenne DeMarco

**PERSONNEL**

CEO, Mark Mullikin *Absent*  
Hwy. Supt., Rick Moran  
Historian, Valerie Griffing  
Assessor, Brian Knapp

**VISITORS**

**CALL TO ORDER**

Supervisor Walker called the meeting to order at 7:00 PM. Roll call was taken with William Mann absent.

**PLEDGE TO THE FLAG**

All persons stood as Councilperson Jim Forrester led the pledge.

**APPROVAL OF MINUTES**

A motion was made to approve the Year End Minutes of 12/28/2016 and Organizational Meeting Minutes of 01/03/2017. The motion was made by Mike Hillier seconded by Randy Morris and carried 4-0.

**CHANGES TO AGENDA**

None.

**CEO**

Mark was not present but submitted a written report including his 2016-year end totals as follows:

Permits issued: 30

Permits closed:14

5 pending

Total Monies collected for permits \$3,655.66

Violation Notices issued = 10

\*9 resolved in compliance

\*1 Pending, more to be issued.

**ASSESSOR REPORT**

Brian stated that he has sent out a letter with a Commercial Income & Expense Valuation Data form and a Commercial Inventory Questionnaire for each property to Nunda residents as a part of preparing for the 2018 Livingston County Re-Assessment Project.

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The Form is requesting Income and expense information for incoming producing properties. Brian stated that this form is not mandatory of Nunda residents.

The information will be used in conjunction with available sales data, to generate valuation criteria and estimate market value for commercial, industrial and apartment rental properties.

For those who wish to participate the deadline is February 9, 2017.

**HISTORIAN**

Val submitted her 2016-year end written report, that covers the year of achievements that Val has done, which include assisted researchers with locating information on numerous subjects. Several of these topics were subject matter for lectures at the Mt Morris Dam winter lecture series thus highlighting Nunda's history and contributions. Subject matter included an interpretive signage grant brought an inquiry for specific information on the Genesee Valley Canal and Pennsylvania railroad.

The Nunda Historical Society held a genealogy research day in May and invited Val to bring the index card file with well over 10,000 3x5 index cards. This file contains the names of hundreds of local residents and references to where to look for more information on the person/family.

The Foote Company's 34E mixer was the concrete mixer of choice for the Army during World War II. This endeavor was a win-win for both parties as the researcher found new information and she was able to identify several persons in pictures Val had.

The historical society calendar topic was sports. Val's office has many sports-related pictures and several were selected for inclusion in the calendar or on a new web page that is being developed by the society on this topic.

Val also participated as a narrator on the historical society bus tour of Nunda, Dalton & Portage in August. Collaborated with the historical society to write a piece on the entrepreneurial spirit of Nunda as demonstrated by the Foote Company and Once Again Nut Butter. This is part of the "Our Towns: The History of Livingston County in 25 Objects" exhibit at the Livingston County Museum in Geneseo.

Val attended the spring and fall meetings of Government Appointed Historians of Western New York held in Batavia and Geneseo, respectively, also attended were several lectures in the area relating to such topics as: female doctors of the nineteenth century (Dr. Fidelia Whitcomb of Nunda was included), holocaust survivors, the economic impact of the post-World War II era on Livingston County and Once Again Nut Butter.

Going forward, Val stated she will continue to peruse area newspapers and penny savers for ads and articles related to the Nunda area. She is researching the Dalton and Nunda and Keshequa alumni association in order to compile a

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short history of the merged organizations. The end result will be a page on the historical society's website. There are a couple scrapbooks of newspaper clippings of birth, marriage and death notices in the historian's collection. She is in the beginning of indexing one of them in order to make the information more accessible. This will be a great genealogy research tool when complete.

Val thanked the board for the opportunity to serve in this capacity.  
The Board thanked Val.

**COMMUNICATIONS**

Supervisor Walker reviewed the following communications:

- i.)* The list of Town Board meetings for the year 2017 that are to be posted in the Government Center and the Nunda Post office following tonight's meeting.
- ii.)* A letter from the association of towns informing new and former elected Town board members of a 2017 Training in New York City held in February if they so wish to go.
- iii.)* Planning Board Member Alex Pierce has reached the end of his five-year term on the board and is interested in being re-appointed. Motion was made to re-appoint Alex Pierce to the Nunda Planning Board for another five-year term to expire on 12/31/2021. Motion was made by Mike Hillier, seconded by Jim Forrester and carried 4-0.
- iv.)* Agreement to spend town highway funds. Livingston County Highway Department sent this agreement to the clerk's office. Rick stated that it is mainly for CHIPS, he will fill and submit the agreement to the county by February. Supervisor Walker asked if this is done annually? Rick answered yes.

**BUDGET REPORT &**

**SUPERVISORS STATEMENT** Tyco security options were discussed.

**AUDIT BILLS**

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

*General Fund* Claim number, 1-21 the amount of \$11,943.26, as set forth in abstract No. G-1, dated 01/11/2017. Voucher No. 1 was voided, and voucher 21 was created when moving HWY voucher No. 9 to the general account.

*Highway Fund* Claim number 1-20, in the amount of \$14,191.18, as set forth in abstract No. H-1, dated 01/11/2017. Voucher 9 was voided from HWY abstract and moved to general.

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*Police Fund* Claim number, 1-10 in the amount of \$1,659.91 as set forth in abstract No. P-1, dated 01/11/2017.

A motion was made to approve the abstracts as amended. Motion was made by Mike Hillier, seconded by Jim Forrester and carried 4-0.

**POLICE**

Mike reported the Nunda Police Department statistics for December along with Chief Wilcox's written 2016 Nunda Police Department Annual Report that compared the complaints, miles driven on vehicles, man hours worked and types of complaints and their totals with the statistics of the years of 2014 - 2016, that listed as follows:

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2015-16</u> <u>Change</u>
<b>Number of Complaints</b>	804	929	1110	(+181)
<b>Complaints by Location</b>				
Village	427	513	634	(+121)
Town	353	374	439	(+65)
Other	25	42	37	(-5)
Uniform Traffic Tickets	641	457	349	(-108)
DWI	6	3	5	(+2)
Motor Vehicle Accidents	55	51	43	(-8)
Miles Driven				
2011 Tahoe	16197	16099	12421	
2013 Ford	18542	9416	14822	
Total	34,739	25,215	27,243	(+2028)
Man hours worked	4360	3973	4132	(+159)
<b>Types of Complaints</b>				
Aggravated Harassment	20	12	28	(+16)
Burglary	8	5	4	(-1)
Criminal Mischief	14	33	30	(-3)
Domestic	26	43	31	(-12)
Disorderly Conduct	10	28	29	(+1)
DWI	6	3	5	(+2)
Harassment	24	30	39	(+9)
Petit Larceny	14	29	21	(-8)
Trespass	17	22	19	(-3)
Misc	665	724	897	(+173)

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Continuing with the police reports, Mike stated that the crackdown will be fully reimbursed if paper work is submitted timely.

Board members complimented the written breakdown of man hours submitted by Chief Wilcox to the board tonight.

Mike stated the police commissioners met last Monday, as far as staffing is concerned this year, we may be losing a couple in the near future but Chief Wilcox is not looking to add any new officers.

When discussing Hurricane Technology taking over the computer system maintenance, Chief Wilcox stated he would like to have a walk through with a Hurricane representative to see what their advantage is.

**IT REPORT**

Jim stated that he spoke with an attorney through the Association of Towns, the attorney did clarify some points on cyber security that Jim also reviewed with the Village Board last night. The attorney clarified that regards to the board's obligations, of the other sectors of health care and commercial, we are the least obligated with cyber security. They have an obligation to notify someone if there is a breach in the privacy disclosure. We are not obligated to offer credit monitoring insurance or subject to statutory fines.

Under State Technology Law, the board is required to have a policy, as is the Village Board, for cyber security notification. There is supposed to be a policy on the books that addresses a breach of information and the procedure when and if it was to happen. In addition to that, Association of Towns recommends an acceptable use policy and risk mediation.

Jim recommended last night to the Village Board to have Cheyenne, LeRoy Wood, the Village clerk, and himself sit down and draft out those policies in the next following months.

Pricing out Cyber security quotes was discussed.

**COMMERCE REPORT**

None.

**BUILDING/ZONING REPORT**

Mike stated beyond what we have already discussed earlier in regards to Tyco, it was brought to Mike's attention is LeRoy Wood would like a monitoring screen in his office so he would be able to see the cameras. Also, the front door was brought up as a concern, because you have to lock it from the outside and looking for a quicker and easier way to lock the front door.

Black topping the Government Center parking lot and Tri-County parking lot was discussed.

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**HIGHWAY**

Rick stated that there is a surplus inventory sale in Pennsylvania for highway equipment, Rick is looking to go this year.

Jim complimented the cut back on Old State Road and Dudley Road.

**OLD BUSINESS**

Mike re-addressed looking into moving money in the budget to give Cheyenne a raise. Jim stated he was in agreement with that.

Randy re-addressed the New York State Town Law § 2-24. Town Attorney that was discussed at the organizational meeting. Supervisor Walker stated that Richardson and Pullen were not hired as an officer of the Town of Nunda. They are on an as needed basis, not on a town attorney retainer, so they are compliant by NYS municipal law.

Motion was made to continue business on an as needed basis with Attorneys Richardson and Pullen with no attorney on retainer or specific appointment. Motion was made by Randy Morris, seconded by Mike Hillier and carried 4-0.

**NEW BUSINESS**

Supervisor Walker stated she has two thank you cards for the board to sign to give to Gary Galton for lending his man lift for Steve Mann's painting job to Tri-County building free of charge, and another thank you card for Michael D'Amico for donating his proceedings from his Christmas Light Show to the Nunda Police Department.

**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 December 2016. The motion was made by; Mike Hillier seconded by, Jim Forrester and carried 4-0.

**RECORDS DISPOSAL**

Cheyenne supplied a list of records due for disposal from the Town of Nunda following the MU-1 Schedule. A motion was made to dispose of the listed records by the town clerk and to have Cora Cassidy the Nunda Government Custodian shred these records as listed. Motion was made by Mike Hillier, seconded by Jim Forrester and carried 4-0. (See Attachment.)

**ONE MOTION**

A motion was made to accept all reports given on 01/10/2017. Motion was made by Randy Morris and seconded by Mike Hillier and carried 4-0.

**EXECUTIVE SESSION**

8:02 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 Randy Morris and carried 4-0.

*Brian Knapp and Val Griffing left meeting at 8:02 PM.*

*Cheyenne DeMarco and Rick Moran were approved to stay.*

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8:44 PM Motion was made to come out of executive session with no action taken.

**ADJOURNMENT**

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

The meeting adjourned at 8:44 PM.

RESPECTFULLY SUBMITTED,

CHEYENNE DEMARCO  
NUNDA TOWN CLERK