

**MINUTES OF THE
ORGANIZATIONAL MEETING
Thursday, January 02, 2020
AT 7:00 PM**

PERSONS PRESENT	TOWN BOARD	Supervisor, Merilee Walker Councilperson, Michael Hillier, <i>absent</i> Councilperson, Martha Blair Councilperson, Jim Forrester Councilperson, Randall Morris
	RECORDING CLERK	Cheyenne DeMarco
	PERSONNEL	Rick Moran
	VISITORS	Val Griffing, Kaytlyn Hall

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 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, Martha Blair
YOUTH	Chair- Martha Blair, Randy Morris
BUILDING/ZONING	Chair- Mike Hillier, Martha Blair
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

Quarterly: Councilmembers, Justices, Historian
Monthly: Assessor, Assessor’s Clerk, Supervisor
Bi-weekly: 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 57.5¢ per mile.

CERTIFICATION OF
CLAIMS

Authorize that all claims against the Town are paid by voucher.

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- 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 Richardson & Pullen.
- TOWN ENGINEER Appoint MRB as the Town Engineers.
- RECORDS MANAGEMENT Appoint Cheyenne DeMarco as the Records Management Officer.
- DEPUTY TOWN CLERK Approve Town Clerks recommendation for Deputy Clerk Kaytlyn Hall.
- DEPUTY TOWN CLERK
COMPENSATION Approve the compensation for a Deputy Clerk set at the rate of \$15.50 per hour.
- OFFICER
REGISTRAR OF VITAL
STATISTICS Appoint Cheyenne DeMarco as the Registrar of Vital Statistics, with a compensation of \$300 per year.
- DEPUTY REGISTRAR Appoint Deputy Registrar Kaytlyn Hall.
- 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 \$11.80 per 2020 NYS minimum wage rate.
- SOLE
ASSESSOR 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 \$11.80 per hour:
- | | |
|------------------|-----------|
| Nancy Nichols | 9/30/2023 |
| Eugene Clark | 9/30/2022 |
| Michele Seifried | 9/30/2021 |
| Tim Cassidy | 9/30/2024 |
| 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 Genesee Country Express, Livingston County News, and the Hornell Evening Tribune, as the Town’s official newspapers.
- OFFICIAL DEPOSITORIES Appoint Five Star Bank as primary Town depository and M & T Bank as secondary Town depository

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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	12/31/2024
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
Veterans 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*

ONE MOTION

A motion was made to approve the Preferred Agenda. The motion was made by Martha Blair, seconded by Jim Forrester, and carried 4-0.

FIXATION OF SALARIES

Approve Schedule of Salaries for Town Officials

Supervisor – \$6,500
4 Council members – (\$6,000 total) \$1,500 each Councilmember
Town Clerk - \$28,910
Tax Collector - \$2,594
Justice - \$7,700
Justice Clerk - \$6,900
Highway Superintendent - \$62, 000
Historian - \$1000
Assessor - \$13,500 Assessor Clerk \$5,800
Zoning/ and Building Code Enforcement - \$9,685 and \$9,685

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A motion was made to approve the Schedule of Salaries. The motion was made by Randy Morris, seconded by Jim Forrester and carried 4-0.

**DEPUTY HIGHWAY
SUPERINTENDENT**

Highway Superintendent appoints the Deputy Highway Superintendent, Tim Cassidy for the first six months, and Dana Wood for the last 6 months of the year 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.**

As agreed per Union Contract.

**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 Martha Blair, seconded by Jim Forrester and carried 4-0.

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 Randy Morris, seconded by Jim Forrester and carried 4-0.

INTERMUNICIPAL AGREEMENT

A contract extension of intermunicipal agreement for machinery, tools, equipment and service sharing with the County and other Livingston County town highway departments was presented to the board. The contract shall commence on 01/01/2020 and terminate on December 31, 2020. Motion was made to approve Supervisor Walker to sign the contract extension. Motion was made by Jim Forrester, seconded by Martha Blair and carried 4-0.

**FIXATION OF POLICE
DEPT. WAGE**

Approve Nunda Police Department wages, effective January 1, 2020, as follows:

\$ 22.00 – Ryan Dale - Chief
\$ 21.00 – Stephen Rapp – Sergeant
\$ 21.00 -- Jeffrey Wiedrick - Sergeant
\$ 18.00 – Brian Schirmer
\$ 18.00 -- Matthew Whitney
\$ 18.00 -- Casey Chatley
\$ 18.00 - Brittney Eldridge
\$ 18.00 – Chelsea Galuski

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 Randy Morris, seconded by Jim Forrester and carried 4-0.

**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 Randy Morris, seconded by Martha Blair and carried 4-0.

CEMETERY RATES

A motion was made to approve the following Cemetery Rates.

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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

The motion was made by Randy Morris, seconded by Jim Forrester and carried 4-0.

ONE MOTION

A motion was made to approve all motions and appointments. The motion was made by Randy Morris, seconded by Jim Forrester, and carried 4-0.

ADJOURNMENT

Being that there were no further businesses, there was a motion to adjourn. The motion was made by Martha Blair, seconded by Jim Forrester and carried 4-0.

The meeting adjourned at 7:33 PM.

RESPECTFULLY SUBMITTED,

CHEYENNE DEMARCO
NUNDA TOWN CLERK