

MINUTES OF THE REGULAR TOWN BOARD MEETING
Tuesday, July 14, 2020
AT 7:00 PM
DRAFT

PERSONS PRESENT	TOWN BOARD	Supervisor, Merilee Walker Councilperson, Martha Blair Councilperson, Michael Hillier Councilperson, James Forrester, <i>Absent</i> Councilperson, Randall Morris
	RECORDING CLERK	Cheyenne DeMarco
	PERSONNEL	CEO, Mark Mullikin Hwy. Supt., Rick Moran
	VISITORS	Kaytlyn Hall, Alex Pierce

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

PLEDGE TO THE FLAG All persons stood as Mark Mullikin led the pledge.

COVID-19 Supervisor Walker stated that the Town Board have decided to meet in person this month for the regular Town Board meeting while following the NYS COVID-19 regulations. To perform this, the Board Room at 4 Massachusetts Street has abided by the following:

- 50% facility capacity requirements
- Social distancing
- The wearing of the face masks
- Heightened cleaning and disinfecting

The capacity of the board room is eighteen (18) people; therefore the 50% facility capacity would be a maximum of nine (9) people. With five (5) board members, at least (3) three confirmed department heads; there is only one (1) more person allowed in the room. Therefore, to accommodate for the tentative expectation of guests or other department heads show up in person, the Town clerk and deputy clerk will stay in the Town Clerk office.

Due to this restricted attendance, a laptop will be at the Town Board meeting table, then all who wish to dial into the meeting can still participate in the form of remotely teleconferencing using a Zoom platform until further notice. The public has access to the Zoom meeting link on the Town website at town.nunda.ny.us.

The Town Board meeting agenda will continue to conform to non-essential public business and monthly status department head reports shall be postponed in their review during Board Meetings until further notice.

In accordance to the Record Retention and Disposition Schedule MU-1, audio recordings of the Town Board meetings will be required to be retained for four months and then disposed of.

ADOPTION OF MINUTES A motion was made to adopt the minutes of the following meetings;

- Regular Town Board Minutes of 06/09/2020

Motion was made by Martha Blair, seconded by Randy Morris and carried 4-0.

PRIVILEGE OF THE FLOOR

Alex Pierce Alex addressed the board on behalf the of planning board. Next Tuesday, they'll have a planning board meeting where they'll pick up on the solar law. Also, the SEQR will be revisited.

COMMUNICATIONS Supervisor Walker reviewed the following communications:

- i.) The Executive Order Number 202 allowing remote public meetings has been extended to August 5, 2020 by New York State Department of State.
- ii.) *Annual Clean-up Day – July 18th.*

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- iii.) *DeMarco, Letter of Intent.*
A letter was given to the Board to serve as a reminder that current Town Clerk, Cheyenne DeMarco, will be resigning her position as Nunda Town Clerk officially at the August Regular Town Board meeting. Also, in her letter, she stated that her deputy clerk, Kaytlyn Hall, has been doing great in her training as her expectant replacement and has the utmost confidence that she will excel in the Town Clerk office. In the matter of the vacancy of the deputy town clerk position after Kate is appointed Town Clerk, over many discussions, Kate and Cheyenne have decided to switch titles with the intention of Cheyenne being Kaytlyn's deputy clerk on an as needed basis.
- iv.) *Accept resignation of Officer Weaver.*
Officer Weaver, formally known as Officer Eldridge, submitted a letter of resignation effective June 12, 2020. **Motion** was made to accept Officer Weaver's resignation. Motion was made by Randy Morris, seconded by Mike Hillier and carried 4-0.
- v.) *Youth AUD is available at office Town Clerk's Office for review.*
- vi.) *Zoning/Code Office Desk replacement.*
Mark has requested a new desk for his office, the current one is close to breaking. The Board agreed to look into a replacement.

NEW HIGHWAY GARAGE PROJECT

- i.) *Opening of bids on July 16th.*
Supervisor Walker stated that separate bids for the new highway building's general contract, HVAC, electrical and plumbing will be opened July 16th at 10:00 AM on the Government Center porch.
- ii.) *NYS DOT equitable business opportunities (EBO) system user agreement*
Supervisor Walker stated this is a requirement with New York State regarding the grant that the Town has been awarded. The Town Board must pass a resolution which designates who is authorized to manage and access the Equitable Business Opportunity Solution (EBO) software which is a tracking program for Civil Rights Goals (EEO and MWBE Goals) during construction of the new highway building. Martha asked if there was a cost to this? Supervisor Walker answered she did not see any statement as such in the paper work. **Motion was made** to authorize Supervisor Walker to have access and manage the Town of Nunda's EBO user agreement for the Nunda Highway Department project. Motion was made by Martha Blair and seconded by Mike Hillier and carried 4-0.
- iii.) *Mark Mullikin, Zoning Process*
Mark stated that he thinks the local boards need to be involved in the approval process of this highway building, such as the Nunda planning and zoning boards. Mark stated that we're not exempt from our own process of site reviews and building structure review. Mark spoke of this to Cheyenne today, and she provided a set of prints that were delivered to her office. Mark then reached out to the engineer and they're supposed to give him some more documentation by the end of the week. As of right now, the plans Cheyenne provided him are not stamped, which means that they're not stamped by the engineer. Mark is concerned this project hasn't gone through the proper process such as the Nunda planning board reviewing it and sending it to the County Planning Board for review. Supervisor Walker asked why the County would have to review it? Mark answered because primarily for the site plan of the layout. There's not a lot of traffic concerns but there will be under the road work it has to go to them for a review plus we're in the AG district. Mark also states that the particular parcel the highway building is prepped to be built upon may have to be rezoned to a mixed-use property similar situation like when Once Again Nut Butter built their facility - that particular parcel had to be rezoned in order for them to do so.

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Alex added that with regard to a certified site plan in the bidding process. It's important to have the certified plan because then all bids could be given the right pile of proper information.

AUDIT BILLS

There was a motion to approve the Audited Abstracts for the month of May 2020. These abstracts include;

- *General Fund* Claim number, 123-143, in the amount of \$17, 867.59, as set forth in abstract No. G-7, dated 07/14/2020.
- *Highway Fund* Claim number, 113-128, in the amount of \$29, 231.42, as set forth in abstract No. H-7, dated 07/14/2020.
Voucher 113 classified as a prepay.
- *Police Fund* Claim number, 37-41, in the amount of \$675.60 as set forth in abstract No. P-7, dated 07/14/2020.
- *Capital Project* Claim number, 12-13, in the amount of \$8, 472.79, as set forth in abstract No. C-7, dated 07/14/2020.

Motion was made to approve the audited abstracts. Motion was made by Mike Hillier, seconded by Martha Blair and carried 4-0.

POLICE

Mike reported that the Nunda Police Department has re-opened for walk-up complaints and have restrictions in place to wear face coverings while inside. Nunda officers are still urged to take phone complaints as necessary.

Mount Morris Police Department has shown interest in purchasing the 2013 Ford Interceptor “as is” condition and has requested a dollar amount that the Village and Town would sell the patrol vehicle for.

ADJOURNMENT

Being that there was no further business, there was a motion to adjourn.

Motion was made by Randy Morris, seconded by Martha Blair and carried 4-0.

The meeting adjourned at 7:45 PM.

RESPECTFULLY SUBMITTED,

CHEYENNE DEMARCO
NUNDA TOWN CLERK