

MINUTES OF THE REGULAR TOWN BOARD MEETING
Tuesday, August 11, 2020
AT 7:00 PM
DRAFT

PERSONS PRESENT	TOWN BOARD	Supervisor, Merilee Walker Councilperson, Martha Blair Councilperson, Michael Hillier Councilperson, James Forrester Councilperson, Randall Morris
	RECORDING CLERK	Kaytlyn Hall
	PERSONNEL	CEO, Mark Mullikin Hwy. Supt., Rick Moran <i>Absent</i>
	VISITORS	Alex Pierce, Cheyenne DeMarco, Brenda Weaver, Tim Cassidy, Dana Wood, Larry Mallaber, Mike Vasile, Travis Dieter

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 Larry Mallaber 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.

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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.

With the likelihood that the 50% facility capacity requirements will be met continuously through the meeting by and community members who've requested privilege of the floor the Town Clerk and Deputy Town Clerk will remain in the Town Clerk office and participate in the meeting through the public zoom platform.

ADOPTION OF MINUTES A motion was made to adopt the minutes of the following meetings;
 • Regular Town Board Minutes of 07/14/2020
Motion was made by Mike Hillier, seconded by Randy Morris and carried 5-0.

CHANGES TO AGENDA NONE

PRIVILEGE OF THE FLOOR

Alex Pierce Alex presented his concerns with the new highway building. He stated there would be a special meeting to clarify the proximity of state assets, agriculture parcel, and emergency response plan. The meeting will go over what needs to be reviewed to move forward. Meeting will be held Tuesday, August 18th at 7:00pm.

Tim Cassidy and Dana Wood left at 7:17pm.

Nunda Fire Department Mike Vasile, Larry Mallaber and Travis Dieter presented the Fire Departments preliminary budget. The budget report gave a proposal of \$104,151.00 due each year. That figure is a combined total of \$23,332.00 for ambulance and \$80,819.00 for fire.

Merilee thanked the Fire Department for all that they do.

CEO Report Mark Mullikan submitted his July 2020 written report which included the garage fire on Nunda Byersville Road. Upon arrival of the garage fire, it was found that the garage had been turned into an apartment which was being occupied by a resident. The structure ended up being a total loss due to fire. Mark spoke with the property owner and advised that it was not a legal apartment nor approved for occupancy. Plans for replacement were discussed.

Mark spoke with the Nunda Ranch owners to discuss further on potential plans for wedding venue.

Based on its size, Mark has some concerns on the special requirements for the new Highway building. He wants to assure tax payers and the Town that this project is going to be properly reviewed, therefore has requested that he be sent an electronic copy of the highway building prints as well as the required

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stamped prints. He intends on forwarding a copy to TY-Lin Engineering for a quote to help him review the prints and assist in ensuring code compliance, once they are received.

Mark met with Joe Bruno to discuss energy saving costs. By replacing the lighting fixtures with new LED lighting could save approx. \$481 per year.

**HIGHWAY GARAGE
PROJECT**

Merilee brought everyone up to date that the Governor Cuomo has extended an executive order that does not allow us to do our borrowing for the Highway Garage. She spoke with the financial consultant and he state that there would be a good possibility that if spoke with our Town Attorney to see if we can award this bid anticipating that we would have the money coming in. But we would be proceeding at our own risk. Merilee stated that Marjorie Byrnes and Senator Borrello doing what they can to help find a “hole” in the executive order because the bids are only good for so many days. We also have to keep in mind that all of this is happening in Once Again Nut Butter’s time frame as well.

COMMUNICATIONS

Supervisor Walker reviewed the following communications:

i.) Adopt New Retention and Disposition Schedule.

The new schedule, Retention and Disposition Schedule for New York Local Government Records or LGS-1, will supersede and replace MU-1 schedule for use by cities, towns villages and fire districts (2003), mandated by State Archives. **Motion was made** to adopt the new retention schedule, LGS-1. Motion made by Martha Blair, seconded by Mike Hillier.

ii.) Junk Day Summary Report

The Annual Clean Up day was held on July 18th.

Item	Rate	Total # received	Total funds
TVs:			
Small	\$17.00	8	\$136
Large	\$43.00	7	\$301.00
X-Large	\$50.00	0	0
Monitors	\$12.00	5	\$60
Freon	\$30.00	0	\$0.00
Tires:			
Small (Standard)	\$3.00	132	\$396
Medium (Up to 22 Inches)	\$7.00	0	\$0.00

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Large (over 22 inches)	\$25.00	6	\$150
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Total revenue received: \$1,043.00

Total Cars: 101

iii.) Cheyenne DeMarco Resignation.

Town Clerk, Cheyenne DeMarco, submitted a letter of resignation effected August 10th, 2020.

Motion was made to accept Cheyenne DeMarco's resignation. **Motion was made** by Randy Morris, seconded by Mike Hillier and carried 5-0. Livingston County Board of Elections, M&T Bank and Baldwin's will be notified of this resignation.

iv.) Town Clerk Appointment.

Motion was made to appoint Kaytlyn Hall as appointed Town Clerk for the remainder of Clerk DeMarco's elected term ending December 2021. The motion was made by, Martha Blair, seconded by Jim Forrester and carried 5-0.

Be it resolved that Kaytlyn Hall is the Town of Nunda's Appointed Town Clerk effective August 11, 2020.

v.) Deputy Clerk Appointment

Motion was made to appoint Cheyenne DeMarco as the Deputy Town Clerk and Deputy Town Registrar at a rate of \$15.50 per hour. The Motion was made by Marth Blair, seconded by Jim Forrester and carried 5-0.

MONTHLY BUDGET

i.) Motion was made to accept the monthly budget report. Motion was made by Mike Hillier, seconded by Randy Morris and carried 5-0.

ii.) Transfer of Funds

Motion was made to accept transfer funds. Motion made by Randy Morris, seconded by Jim Forrester and carried 5-0.

iii.) Supervisor Statement

Motion was made to accept the Supervisor statement. Motion was made by Mike Hillier, seconded by Marth Blair and carried 5-0.

AUDIT BILLS

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

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- *General Fund* Claim number, 144-162, in the amount of \$12,567.21, as set forth in abstract No. G-8, dated 08/11/2020.
- *Highway Fund* Claim number, 129-147, in the amount of \$56,887.01, as set forth in abstract No. H-8, dated 08/11/2020.
- *Police Fund* Claim number, 42-45, in the amount of \$2,311.58 as set forth in abstract No. P-8, dated 08/11/2020.
- *Capital Project* Claim number, 14, in the amount of \$8,200.00, as set forth in abstract No. C-8, dated 08/11/2020.

Motion was made to approve the audited abstracts. Motion was made by Rand Morris, seconded by Jim Forrester and carried 5-0.

POLICE

Randy Morris reported that there are some FOIL requests for disciplinary records for our officers. Merilee mentioned that Cheyenne received one similar and that she got our attorney involved.

IT REPORT

NONE

BUILDING/ZONING REPORT

RGE Energy Proposal

Mark submitted an Energy Efficiency Proposal report from RG&E. Mark met with Joe Bruno to discuss energy saving costs. By replacing the lighting fixtures with new LED lighting could save approx. \$481 per year.

Motion was made to accept the RGE proposal by Mike Hillier, seconded by Marth Blair and carried 5-0.

CEO/ZEO Desk

There was some discussion on Mark's request for a new desk for his office, as the current one is close to breaking.

Mike Hiller **made a motion** to buy a desk not to exceed \$1,200.00, seconded by Jim Forrester and carried 4-1.

HIGHWAY COMMITTEE REPORT

Jim Forrester reported that Rick said that the CHIPS work is close to completion, meaning the work budgeted for this year CHIPS monies is close to being done. County work has also picked up, so Rick believes we will hit budget. The new truck is almost done is Watertown.

OLD BUSINESS

Shaw Road

Department of Transportation sent form that shows what Town of Ossian and Town of Nunda are responsible for. Jim asked how many miles it is? Merilee said .55 miles. All tax payers are on our side of the road.

NEW BUSINESS

Leash Law

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Jim Forrester brought up a concern with not having a Leash Law set in place. There has been issues with loose dogs around Dalton. The Sheriffs department are not able to do much other than speak to the owner of the dog because there is no Leash Law set in place. Merilee said that she planned on doing some research on it at the county level but if the dog is dangerous, could go to dog control for a dangerous dog action and all it takes is one signature.

Election District

Merilee made mention she received an email for board of elections about joining the election district with Dalton could save money with election inspectors. Mike stated that there are elderly people and if the weather is bad come election time, they may not make that unsafe drive.

Bus Garage

Bus garage asked about getting signage at 9861 Route 408 for safety measures. With it being in our township, Supervisor Walker will write a letter to DOT in support for signage, being there is safety concerns.

Motion made by Martha Blair, seconded by Jim Forrester and carried 5-0.

CLERK REPORTS

Cheyenne and Kaytlyn submitted their July 2020 Town Clerk Report of total state, county and local revenues and revenues and the July Justice Report to the Nunda Town Board.

Motion was made to approve the Town Clerk report and Justice report for the month of July 2020. Motion was made by Mike Hillier, seconded by Jim Forrester and carried 5-0.

ADJOURNMENT

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

Motion was made by Jim Forrester, seconded by Martha Blair and carried 5-0.

The meeting adjourned at 7:45 PM.

RESPECTFULLY SUBMITTED,

KAYTLYN HALL
NUNDA TOWN CLERK