



**MINUTES OF THE  
ORGANIZATIONAL MEETING  
Tuesday, January 05, 2021  
AT 5:45 PM**

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 \$9,450 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 56¢ per mile.
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	James Campbell of Kruk and Campbell in Lima, New York.
TOWN ENGINEER	Appoint MRB as the Town Engineers.
RECORDS MANAGEMENT	Appoint Kaytlyn Hall as the Records Management Officer.
DEPUTY TOWN CLERK	Approve Town Clerks recommendation for Deputy Clerk Cheyenne DeMarco.
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 Kaytlyn Hall as the Registrar of Vital Statistics, with a compensation of \$300 per year.
DEPUTY REGISTRAR	Appoint Deputy Registrar Cheyenne DeMarco.

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- 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 \$12.50 per 2021 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 \$12.50 per hour:
- |                  |           |
|------------------|-----------|
| Nancy Nichols    | 9/30/2023 |
| Eugene Clark     | 9/30/2022 |
| Michele Seifried | 9/30/2021 |
| Tim Cassidy      | 9/30/2024 |
| Michael Sanford  | 9/30/2025 |
- COLLECTION OF TOWN/COUNTY TAXES Authorize the Town Tax Collector Kaytlyn Hall 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
- 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 | 12/31/2024 |
- Village** Appointed members:
- |                |            |
|----------------|------------|
| Joan Schumaker | 05/31/2021 |
| Joe Lindstrom  | 05/31/2020 |

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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  
    Rob Smith                        12/31/2023
- Village** appointed members:  
    Geri Lee Smith                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.
- Christmas Observation
- Day After Christmas
- 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 Councilperson Forrester, seconded by Councilperson Hillier, and carried 5-0.

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 - \$29,488
- Tax Collector - \$2,646
- Justice - \$7,700
- Justice Clerk - \$7,000
- Highway Superintendent - \$64,500
- Historian - \$1000
- Assessor - \$13,700 Assessor Clerk \$5,900
- Zoning/ and Building Code Enforcement - \$9,800 and \$9,800

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A motion was made to approve the Schedule of Salaries. The motion was made by Councilperson Morris, seconded by Councilperson Forrester and carried 5-0.

DEPUTY HIGHWAY  
SUPERINTENDENT

Highway Superintendent appoints the Deputy Highway Superintendent, Dana Wood for the first six months, and Tim Cassidy 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 Councilperson Morris, seconded by Councilperson 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 Councilperson Morris, seconded by Councilperson Forrester and carried 5-0.

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 01/01/2021 and terminate on December 31, 2021. Motion was made to approve Supervisor Walker to sign the contract extension. Motion was made by Councilperson Forrester, seconded by Councilperson Blair and carried 5-0.

FIXATION OF POLICE  
DEPT. WAGE

Approve Nunda Police Department wages, effective January 1, 2021, as follows:

\$ 25.00 – Ryan Dale - Chief  
\$ 24.00 – Stephen Rapp – Sergeant  
\$ 24.00 – Jeffrey Wiedrick – Sergeant (soon resigning)  
\$ 24.00 – Matt Moran – Sergeant (replacing Wiedrick)  
\$ 21.00 – Brian Schirmer

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\$ 21.00 – Matthew Whitney  
\$ 21.00 – Casey Chatley  
\$ 21.00 – Chelsea VanDunk  
\$ 21.00 – Connor Boor  
\$ 21.00 – James Pappas  
\$ 21.00 – Brock Allen

*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 Councilperson Hillier, seconded by Councilperson Forrester 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 Councilperson Hillier, seconded by Councilperson Forrester carried 5-0.

**CEMETERY RATES**

A motion was made to approve the following Cemetery Rates.

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 Councilperson Morris, seconded by Councilperson Forrester and carried 5-0.

**ONE MOTION**

A motion was made to approve all motions and appointments. The motion was made by Councilperson Hillier seconded by Councilperson Forrester, and carried 5-0.

**ADJOURNMENT**

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

The meeting adjourned at 6:10 PM.

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RESPECTFULLY SUBMITTED,

KAYTLYN HALL  
NUNDA TOWN CLERK