

**MINUTES OF THE
ORGANIZATIONAL MEETING
Tuesday, January 04, 2022
AT 6:00 PM**

PERSONS PRESENT	TOWN BOARD	Supervisor, Merilee Walker Councilperson, Michael Hillier Councilperson, Martha Blair Councilperson, Jim Forrester Councilperson, Randall Morris
	RECORDING CLERK	Kaytlyn Hall
	PERSONNEL	Dep. Clerk, Tammy McCallum
	VISITORS	Rick Moran, Valerie Griffing, Alex Pierce

CALL TO ORDER Supervisor Walker called the meeting to order at 6:00 PM.

PLEDGE TO THE FLAG All persons stood, as Councilperson Valerie Griffing 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, Deputy Clerk

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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 \$10,600 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 58.5¢ 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 Tammy McCallum.
DEPUTY TOWN CLERK COMPENSATION	Approve the compensation for a Deputy Clerk set at the rate of \$17 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 Tammy McCallum.

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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 \$13.20 per 2022 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 \$13.20 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 \$13.20 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 |
|----------------|------------|

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Geri Lee Smith	05/31/2025
Joe Lindstrom	05/31/2020

JOINT TOWN/ VILLAGE ZONING BD. OF APPEALS Approve the Joint Town/ Village Zoning Board of Appeals and compensation at \$13.20 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:
 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 Hillier, seconded by Councilperson Morris, 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 - \$25,078
Tax Collector - \$2,700
Justice - \$7,700
Justice Clerk - \$7,175
Highway Superintendent - \$66,113
Historian - \$1000
Assessor - \$14,000 Assessor Clerk \$6,000
Zoning/ and Building Code Enforcement - \$10,000 and \$10,000

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A motion was made to approve the Schedule of Salaries. The motion was made by Councilperson Hillier, seconded by Councilperson Blair and carried 4-0.

**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. Seasonal Employee Wages: \$16.50 per hour.

**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 Hillier, seconded by Councilperson Blair 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 Councilperson Hillier, seconded by Councilperson Morris 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 01/01/2021 and terminate on December 31, 2022. Motion was made to approve Supervisor Walker to sign the contract extension. Motion was made by Councilperson Blair, seconded by Councilperson Hillier and carried 4-0.

**FIXATION OF POLICE
DEPT. WAGE**

Approve Nunda Police Department wages, effective January 1, 2022, as follows:

\$ 25.00 – Ryan Dale - Chief
\$ 24.00 – Matthew Moran – Sergeant
\$21.00 – Officer Brian Schirmer
\$21.00 – Officer Connor Boor

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\$21.00 – Officer Chelsea VanDunk
\$21.00 – Officer James Pappas
\$21.00 – Officer Cory Thomas
\$21.00 – Officer Matthew Whitney
\$21.00 – Officer Catherine Turnbull
\$21.00 – Officer Seth Whitney
\$21.00 – Officer Casey Chatley

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 Morris 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 Councilperson Hillier, seconded by Councilperson Blair carried 4-0.

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 Hillier, seconded by Councilperson Blair and carried 4-0.

ONE MOTION

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

EXECUTIVE SESSION

Motion was made to go into Executive Session for matters concerning the employment of a particular persons, relating to appointment, promotion, demotion, discipline or removal. Motion was made by Councilperson Hillier, seconded by Councilperson Morris and carried 4-0.

Motion was made to exit Executive Session at 6:40PM with no action taken. Motion was made by Councilperson Hillier, seconded by Councilperson Blair and carried 4-0.

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ADJOURNMENT

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

The meeting adjourned at 6:40 PM.

RESPECTFULLY SUBMITTED,

KAYTLYN HALL
NUNDA TOWN CLERK