

ORGANIZATIONAL TOWN BOARD MEETING
Thursday, January 5, 2023
7:30 PM

PERSONS PRESENT

Town Board:

Supervisor, Merilee Walker
Councilperson, Martha Blair
Councilperson, James Forrester
Councilperson, Michael Hillier
Councilperson, Randall Morris

Recording Clerk:

Tamara McCallum

Personnel:

Rick Moran, Highway Superintendent
Valerie Griffing, Historian

CALL TO ORDER – Supervisor Walker called the meeting to order at 7:30 PM.

PLEDGE TO THE FLAG – All persons stood as Councilperson Forrester led the pledge.

APPOINT DEPUTY SUPERVISOR – Supervisor Walker appointed James Forrester as Deputy Supervisor.

ESTABLISHMENT OF COMMITTEES – Supervisor Walker made the following appointments to each committee.

Highway – Chair, James Forrester; Merilee Walker
Police – Chair, Michael Hillier; Randall Morris
IT – Chair, James Forrester; Martha Blair
Youth – Chair, Martha Blair; Randall Morris
Building/Zoning – Chair, Michael Hillier; Martha Blair
Commerce – Chair, James Forrester; Randall Morris
Public Relations – Chair, Merilee Walker; James Forester

PREFERRED AGENDA - Requiring one roll call vote

PAY FREQUENCY FOR TOWN OFFICERS

Quarterly: Council members, Justices, Historian
Monthly: Assessor, Supervisor,
Bi-weekly: CEO, Highway Superintendent, Highway Employees, Police, & Town Clerk/Tax Collector, Deputy Town Clerk, Custodian

BUDGET OFFICER – Appoint Supervisor Merilee Walker as Budget Officer

IDLE TOWN FUNDS – Approve and authorize Supervisor Walker to invest the idle town funds.

TOWN BOOKKEEPER – Approve BBS Accounting, LLC as the Town's Bookkeeper at \$11,100.00 with an additional \$2,200.00 for payroll services.

PRE-PAYMENT OF BILLS – Approve the pre-payment of bills when necessary to avoid service charges.

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MILEAGE RATE REIMBURSEMENT – Approve mileage reimbursement rate per Federal Allowance at 62.5 cents per mile.

CERTIFICATION OF CLAIMS – Authorize that all claims against the Town be 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 materials from State & County bids.

TOWN ATTORNEY – Appoint the Town Attorney as James Campbell of Kruk & Campbell P.C.

TOWN ENGINEER – Appoint MRB as the Town Engineers.

RECORDS MANAGEMENT – Appoint Tamara McCallum as the Records Management Officer.

REGISTRAR OF VITAL STATISTICS – Appoint Tamara McCallum as the Registrar of Vital Statistics with compensation of \$500.00 per year.

DEPUTY REGISTRAR OF VITAL STATISTICS – Appoint Leroy Wood as Deputy Registrar of Vital Statistics.

HANDICAPPED PARKING PERMITS – Approve the Town Clerk to issue free Handicapped Parking permits.

PETTY CASH - Approve the Town Hall to have a Petty Cash fund of \$100.00

TOWN HALL CUSTODIAN - Appoint Cora Cassidy as Town Hall Custodian with compensation of \$14.20 per hour as per NYS Minimum Wage rate for 2023.

SOLE ASSESSOR – Appoint Brian Knapp as the Sole Assessor serving a six-year term that will expire on 9/30/2025.

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ASSESSMENT BOARD – The Town Board recognized the approved members of the Town of Nunda Board of Assessment Review who hold a five (5) year term and shall receive compensation of \$14.20 per hour:

- Nancy Nichols 9/30/2023
- Timothy Cassidy 9/30/2024
- Michael Sanford 9/30/2025
- Michele Seifried 9/30/2026
- Eugene Clark 9/30/2027

COLLECTION OF TOWN/COUNTY TAXES – Authorize the Town Tax Collector Tamara McCallum to Collect Livingston County & Town taxes.

OFFICIAL NEWSPAPERS – Appoint the 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 Town of Nunda Regular Board Meetings as the second Tuesday of each month at 7:00 PM.

JOINT TOWN/VILLAGE PLANNING BOARD – The Town Board recognized the approved members of the Joint Town/Village Planning Board who hold a five (5) year term and shall receive compensation at \$14.20 per meeting:

- Brenda Weaver Town 12/31/2023
- Michele Seifried Town 12/31/2024
- Alex Pierce Town 12/31/2026
- Tim Cassidy Town 12/31/2027
- Joe Lindstrom Village 05/31/2025
- Geri Lee Smith Village 05/31/2025
- Joan Schumaker Village 05/31/2026

JOINT TOWN/VILLAGE ZONING BOARD OF APPEALS – The Town Board recognized the approved members of the Joint Town/Village Zoning Board of Appeals who hold a five (5) year term and shall receive compensation at \$14.20 per meeting:

- Dan Strobel Town 12/31/2024
- Rob Smith Town 12/31/2023
- Jeff Essler Village 05/31/2025
- Scott Amidon Village 05/31/2022

JOINT TOWN/VILLAGE PLANNING BOARD & ZONING BOARD SECRETARY - Appoint Tamara McCallum as Secretary to Joint Planning/Zoning Boards with compensation of \$14.20 per meeting.

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HOLIDAYS -- Acknowledge Holidays observed by the Highway Department as written in the Collective Bargaining Agreement with the Teamsters Local 264:

- New Year's Day – *Monday January 2, 2023*
- Memorial Day – *Monday May 29, 2023*
- Juneteenth – *Monday June 19, 2023*
- Independence Day – *Tuesday July 4, 2023*
- Labor Day – *Monday September 4, 2023*
- Columbus Day – *Monday October 9, 2023*
- Veterans Day – *Friday November 10, 2023*
- Thanksgiving and the day after – *Thurs./Fri November 23/24, 2023*
- Day before Christmas – *Friday December 22, 2023*
- *Christmas – Monday December 25, 2023*
- Floating Holiday

The Town Clerk observes the above Holidays along with

- Martin Luther King Day
- Presidents Day

Roll Call Vote to approve above Preferred Agenda

1. Supervisor Walker – Aye
2. Councilperson Blair – Aye
3. Councilperson Forrester – Aye
4. Councilperson Hillier – Aye
5. Councilperson Morris – Aye

FIXATION OF SALARIES – Approve Schedule of Salaries for Town Offices per 2023 Budget:

- Supervisor - \$8,000.00
- 4 Councilmembers - \$6,000.00 (\$1,500.00 each)
- Town Clerk/Tax Collector - \$42,000.00
- Justice - \$8,000.00
- Court Clerk - \$7,318.00
- Highway Superintendent - \$69,420.00
- Historian - \$1,000.00
- Assessor - \$14,000.00
- Assessor Clerk - \$6,000.00
- CEO/ZEO - \$20,400.00

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

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FIXATION OF POLICE DEPARTMENT WAGES – Approve Nunda Police Department wages, effective January 1, 2023, as follows:

- Chief Dale - \$28.00 per hour
- M. Moran - \$27.00 per hour
- B. Shirmer - \$27.50 per hour
- C. Boor - \$24.00 per hour
- C. VanDunk - \$24.00 per hour
- C. Errington - \$24.00 per hour
- K. Klump - \$24.00 per hour

POLICE MAXIMUM EXPENDITURE – **A motion was made** by Councilperson Hillier to establish a maximum police expenditure of \$250.00 without prior approval of the Police Commissioners Board, seconded by Councilperson Forrester and carried 5-0.

POLICE COMMISSIONERS BOARD SECRETARY – **A motion was made** by Councilperson Hillier to appoint LeRoy J. Wood as the Police Commissioners Secretary at a pay rate of \$15.00 per hour, seconded by Councilperson Forrester, and carried 5-0.

DEPUTY HIGHWAY SUPERINTENDENT - The Highway Superintendent appoints the Deputy Highway Superintendent to be Dana Wood for the first six months of the year and Tim Cassidy for the last six months of the year. Wages are \$400.00 for all hours spent as Deputy Superintendent, to be paid as per the Teamsters contract in two equal installments of \$200.00 each.

FIXATION OF HIGHWAY WAGES – Established Highway employees wages as fixed per Teamsters Union Contract. Seasonal Employee Wages to be fixed at \$16.50 per hour.

HIGHWAY SUPERINTENDENT MAXIMUM EXPENDITURE – **A motion was made** to establish a maximum Highway expenditure of \$1,000.00 without prior approval of the Board or the Highway Committee by Councilperson Morris, seconded by Councilperson Forrester, and carried 5-0.

AGREEMENT TO SPEND HIGHWAY FUNDS – 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** by Councilperson Morris to spend Highway Funds, seconded by Councilperson Blair, and carried 5-0.

CEMETARY RATES – Establish Cemetery rates as follows:

- Single Plot Purchase - \$400.00
- Double Plot Purchase - \$800.00
- Grave Open/Close - \$500.00 Weekdays, \$600.00 Weekends
- Cremation Open/Close - \$225.00 Weekdays, \$375.00 Weekends

A motion was made to approve the Schedule of Cemetery Rates by Councilperson Hillier, seconded by Councilperson Blair, and carried 5-0.

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OTHER BUSINESS

- A. Town Justice – The board discussed the options available to replace the Town Justice during her leave of absence. Supervisor Walker informed the Board that we could replace her with a candidate of our choosing but that would require a Mandatory Referendum calling for a Special Election right away or waiting until the General Election in November. The second option would be to allow our local Judicial District to appoint an interim Justice of their choosing. It was decided that Supervisor Walker will contact our Judicial District to fill the Nunda Town Justice position while Justice Stoufer is away.

- B. Combining Voting Districts – Supervisor Walker informed the Board that the County would like to see Nunda combine our voting districts and have all Town residents vote at the Fire Hall. After much discussion it was decided to keep the separate voting areas as they are.

- C. Public Hearing for Local Law passage – the Town was informed that we couldn't pass a resolution to accept the Livingston County Exemption amounts for Senior Citizens and Disabled Persons. Instead, we need to pass local laws and hold a public hearings for discussion. It was decided to hold the Public Hearings at the regularly scheduled Board Meeting on Tuesday February 14, 2023.

ADJOURNMENT – As there was no further business, **a motion was made** by Councilperson Blair to Adjourn the meeting, seconded by Councilperson Forrester, and carried 5-0.

The meeting was adjourned at 8:30 PM.

Respectfully submitted,

Tamara McCallum
Nunda Town Clerk