

ORGANIZATIONAL TOWN BOARD MEETING
Tuesday, January 2, 2024
7:00 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:

Tim Cassidy, Highway Superintendent
Valerie Griffing, Historian
Alex Pierce, Planning Board Chairman

CALL TO ORDER – Supervisor Walker called the meeting to order at 7:00 PM.

PLEDGE TO THE FLAG – All persons stood as Valerie Griffing 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 \$11,800.00 with an additional \$2,300.00 for payroll services.

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PRE-PAYMENT 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 67 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 \$15.00 per hour as per NYS Minimum Wage rate for 2024.

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 \$15.00 per hour:

- Nancy Nichols 9/30/2023 (clerk will call to confirm reappointment)
- 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 \$15.00 per meeting:

- Joseph Tamimie Town 12/31/2023
- Michele Seifried Town 12/31/2024
- Alex Pierce Town 12/31/2026
- Vacant seat Town 12/31/2027
- Brenda Weaver Village 05/31/2025
- Joe Lindstrom Village 05/31/2025
- Joan Schumaker Village 05/31/2026

JOINT TOWN/VILLAGE PLANNING BOARD SECRETARY - Appoint Tamara McCallum as Secretary to Joint Planning/Zoning Boards with compensation of \$100.00 per month.

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 \$15.00 per meeting:

- Dan Strobel Town 12/31/2024
- Vicki Amidon Town 12/31/2027
- Jeff Essler Village 05/31/2025
- Scott Amidon Village 05/31/2026
- Vacant seat Village

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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 1, 2024*
- Memorial Day – *Monday May 27, 2024*
- Juneteenth – *Wednesday June 19, 2024*
- Independence Day – *Thursday July 4, 2024*
- Labor Day – *Monday September 2, 2024*
- Columbus Day – *Monday October 14, 2024*
- Veterans Day – *Monday November 11, 2024*
- Thanksgiving and the day after – *Thurs./Fri November 28/29, 2024*
- Day before Christmas – *Tuesday December 24, 2024*
- *Christmas – Wednesday December 25, 2024*
- Floating Holiday

The Town Clerk observes the above Holidays along with

- Martin Luther King Day – Monday January 15, 2024
- Presidents Day – Monday February 19, 2024

Roll Call Vote to approve above Preferred Agenda

A motion was made to approve the above Preferred Agenda by Councilperson Morris, seconded by Councilperson Blair and carried as per the following Roll Call vote:

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 2024 Budget:

- Supervisor - \$12,000.00
- 4 Councilmembers - \$6,000.00 (\$1,500.00 each)
- Town Clerk/Tax Collector - \$42,000.00
- Justice - \$8,000.00
- Court Clerk - \$7,500.00
- Highway Superintendent - \$63,200.00
- Historian - \$1,200.00
- Assessor - \$14,420.00
- Assessor Clerk - \$6,180.00
- CEO/ZEO - \$20,400.00

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

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ESTABLISHMENT OF POLICE DEPARTMENT WAGES – Approve Nunda Police Department wages, effective January 1, 2024, as follows:

- Chief Dale - \$29.00 per hour
- M. Moran - \$28.00 per hour
- B. Shirmer - \$28.50 per hour
- C. Boor - \$25.00 per hour
- C. VanDunk - \$25.00 per hour
- C. Errington - \$25.00 per hour
- K. Klump - \$25.00 per hour
- C. Mann - \$25.00 per hour
- G. VanDunk - \$25.00 per hour

A motion was made by Councilperson Hillier to approve the Police Department wages, seconded by Councilperson Morris and carried 5-0.

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 Morris and carried 5-0.

POLICE COMMISSIONERS BOARD SECRETARY – The Board of the Joint Town/Village Police Commissioners will appoint its own Secretary.

DEPUTY HIGHWAY SUPERINTENDENT - The Highway Superintendent will appoint a Deputy Highway Superintendent. 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, paid in the last week of June and December.

FIXATION OF HIGHWAY WAGES – Full-time Highway Employees wages are fixed as per the Teamsters Union contract. **A motion was made** by Councilperson Forrester to establish Seasonal Highway employees' wages at \$17.50 per hour, seconded by Councilperson Hillier and carried 5-0.

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 Hillier, and carried 5-0.

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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 Blair, seconded by Councilperson Hillier, and carried 5-0.

At 7:25 PM, **a motion was made** to enter Executive Session to discuss a particular employee. **The motion was made** by Councilperson Hillier, seconded by Councilperson Forrester and carried 5-0. Tim Cassidy, Valerie Griffing and Alex Pierce left the meeting. The clerk was approved to stay.

At 7:35 PM, **a motion was made** to exit Executive Session with no action taken. **The motion was made** by Councilperson Forrester, seconded by Councilperson Hillier and carried 5-0.

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 7:40 PM.

Respectfully submitted,

Tamara McCallum
Nunda Town Clerk