

ORGANIZATIONAL TOWN BOARD MEETING  
Thursday, January 2, 2025  
6:00 PM

PERSONS PRESENT

Town Board:

Supervisor, Merilee Walker  
Councilperson, Martha Blair  
Councilperson, James Forrester  
Councilperson, Michael Hillier  
Councilperson, David Page

Recording Clerk:

Tamara McCallum

Personnel:

Tim Cassidy, Highway Superintendent  
Valerie Griffing, Historian

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

PLEDGE TO THE FLAG – All persons stood as David Page 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; David Page  
IT – Chair, James Forrester; Martha Blair  
Youth – Chair, Martha Blair; David Page  
Building/Zoning – Chair, Michael Hillier; Martha Blair  
Commerce – Chair, James Forrester; David Page  
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

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 \$12,600.00 with an additional \$2,500.00 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 70 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 \$510.00 per year.

DEPUTY REGISTRAR OF VITAL STATISTICS – Appoint Kimberly Wester as Deputy Registrar of Vital Statistics.

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

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

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 \$15.50 per hour:

- Nancy Nichols 9/30/2028
- Timothy Cassidy 9/30/2029
- Michael Sanford 9/30/2025
- Michele Seifried 9/30/2026
- Vacant 9/30/2027

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

**OFFICIAL NEWSPAPERS** – Approve the Hornell Evening Tribune and the Livingston County News as the Town’s official newspapers.

**OFFICIAL DEPOSITORIES** – Approve 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 \$15.50 per meeting:

- Joseph Tamimie Town 12/31/2028
- Michele Seifried Town 12/31/2029 (reappointed)
- Alex Pierce Town 12/31/2026
- Monica Morris Town 12/31/2029
- Brenda Weaver Village 05/31/2025
- Joe Lindstrom Village 05/31/2025
- Joan Schumaker Village 05/31/2026
- Jennie Flint Alternate

**JOINT TOWN/VILLAGE PLANNING BOARD SECRETARY** - Appoint Tamara McCallum as Secretary to Joint Planning/Zoning Boards with compensation of \$103.00 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 \$15.50 per meeting:

- Dan Strobel Town 12/31/2029
- Vicki Amidon Town 12/31/2027
- Jeff Essler Village 05/31/2025
- Scott Amidon Village 05/31/2026
- Vacant seat Village 05/31/2028

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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 – *Wednesday January 1, 2025*
- Memorial Day – *Monday May 26, 2025*
- Juneteenth – *Thursday June 19, 2025*
- Independence Day – *Friday July 4, 2025*
- Labor Day – *Monday September 1, 2025*
- Columbus Day – *Monday October 13, 2025*
- Veterans Day – *Tuesday November 11, 2025*
- Thanksgiving and the day after – *Thurs./Fri November 27/28, 2025*
- Day before Christmas – *Wednesday December 24, 2025*
- *Christmas – Thursday December 25, 2025*
- Floating Holiday

*The Town Clerk observes the above Holidays along with*

- Martin Luther King Day – Monday January 20, 2025
- Presidents Day – Monday February 17, 2025
- Election Day – Tuesday November 4, 2025

**Roll Call Vote to approve above Preferred Agenda**

**A motion was made** to approve the above Preferred Agenda by Councilperson Hillier, seconded by Councilperson Forrester 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 Page – Aye

FIXATION OF SALARIES – Approve Schedule of Salaries for Town Offices per 2025 Budget:

- Supervisor - \$12,000.00
- 4 Councilmembers - \$6,000.00 (\$1,500.00 each)
- Town Clerk/Tax Collector - \$43,260.00
- Justice - \$8,000.00
- Court Clerk - \$7,500.00
- Highway Superintendent - \$65,200.00
- Historian - \$1,200.00
- Assessor - \$14,420.00
- Assessor Clerk - \$6,180.00
- CEO/ZEO - \$21,000.00

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

ESTABLISHMENT OF POLICE DEPARTMENT WAGES – Approve Nunda Police Department wages, effective January 1, 2025, as follows:

- Chief Dale - \$31.00 per hour
- M. Moran - \$30.00 per hour
- B. Shirmer - \$30.50 per hour
- C. Boor - \$27.00 per hour
- C. Paulsen - \$27.00 per hour
- K. Klump - \$27.00 per hour
- C. Mann - \$27.00 per hour
- G. VanDunk - \$27.00 per hour

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

POLICE COMMISSIONERS BOARD SECRETARY – A motion was made by Councilperson Hillier to appoint Tamara McCallum as Secretary to the Police Commissioners Board at a pay rate of \$15.50 per hour, seconded by Councilperson Page and carried 5-0.

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 Hillier to establish Seasonal Highway employees' wages at \$19.00 per hour, seconded by Councilperson Forrester 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 Forrester, seconded by Councilperson Hillier, 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 Blair 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, \$725.00 Sat., \$775.00 Sun.

Cremation Open/Close - \$300.00 Weekdays, \$550.00 Sat., \$600.00 Sun.

Overtime (past 4:00 PM) - \$150.00 per hour.

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

OTHER BUSINESS

Councilperson Forrester mentioned that he had spoken with Dan Moran about the Handicapped entrance door. Mark Mullikin reported that the door opening needed to be 36 inches wide to meet ADA standards. This would require an opening of 43" which Tim Cassidy said could be done by the Town workers. Dan Moran had amended his original quote to allow for a new door. Councilperson Forrester requested that the Town approve the new door at a rate not to exceed \$2500.00 over the original quote. There was a motion to approve this request made by Councilperson Hillier, seconded by Councilperson Page and carried 5-0.

Highway Superintendent Tim Cassidy reported that the H Tractor would require approximately \$2500.00 to restore, including tires. There will be service people coming to assess the problems with the Generac generator on Thursday. The Highway employees requested to stay on 4 10-hour days. Councilperson Forrester requested supporting data to meet this request. The Highway Committee will discuss this and report back.

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 6:31 PM.

Respectfully submitted,

Tamara McCallum  
Nunda Town Clerk