MANCHESTER TOWN BOARD - ORGANIZATIONAL MEETING JANUARY 3rd, 2022 – 4:30 P.M.

The 2022 Organizational Meeting was held at the Manchester Town Hall on Monday, January 3rd, 2021 at 4:30 P.M., with the following members present:

David Phillips

Kevin Blazey

Matthew Shannon

Jaylene Folkins

Supervisor

Councilman

Councilman

Councilwoman

Scott DeCook Councilman (entered at 4:42 p.m.)

OTHERS PRESENT: Jill A Havens, Town Clerk; Steve DeHond, Code Enforcement Officer; Jason Lannon, Highway Superintendent; William Murphy, Deputy Highway Superintendent; Jennifer Fagner, Sole Assessor

CALL TO ORDER: Supervisor Phillips called the Organizational Meeting to order at 4:30 p.m. Meeting notification was published in the Daily Messenger and posted in the Town Hall.

➤ RESOLUTION #1 – APPROVAL TO ACCEPT LETTER OF RESIGNATION, SCOTT DECOOK, ZONING BOARD MEMBER

On motion of Councilman Blazey, seconded by Councilwoman Folkins, the following resolution was unanimously ADOPTED:

VOTE: AYES – 4 NAYS – 0

RESOLVED, to accept the letter of resignation, as submitted from Scott DeCook, Zoning Board of Appeals Member.

Supervisor Phillips submitted the agenda for this meeting and reviewed it with the Board as follows:

- DATES/TIMES FOR MEETINGS: The Town Board Meetings will be held on the 2nd Tuesday
 of each month at 6:00 p.m. at the Manchester Town Hall, 1272 County Road 7, Clifton
 Springs, N.Y.
- OFFICIAL BANKS: Community Bank, N.A., Clifton Springs, N.Y.
 : Canandaigua National Bank, Shortsville, N.Y.
- SUPERVISOR'S BOOKKEEPER: Janis Catalano (\$22,660 annual)
- DEPUTY TOWN SUPERVISOR: Kevin Blazey
- **DEPUTY TOWN CLERK(S):** Nichole Ruggles (\$17.00 per hour)

: Currently Vacant

- **DEPUTY HWY.SUPERINTENDENT:** William Murphy (\$12,360 annual)
- TOWN HEALTH OFFICER: Mary Beer, RN (no cost)
- TOWN SAFETY OFFICER: Currently Vacant (\$500 annual)
- OFFICIAL SIGNATURE: David W. Phillips & Authorized Signature: Kevin Blazey
- MILEAGE RATE: \$.575 per mile
- BUILDING INSPECTOR (CEO): Steven DeHond (\$59,450 annual)
- BUILDING INSPECTOR (CEO): Martin Barnett (\$41,200 annual)
- REGISTRAR OF VITAL STATISTICS: Jill A. Havens
- DEPUTY REGISTRAR OF VITAL STATISTICS: Nichole Ruggles
- SUB-REGISTRAR: Currently Vacant
- ATTORNEY FOR THE TOWN: Jeffrey Graff (\$150 per hour)
- OFFICIAL NEWSPAPER: Daily Messenger, Canandaigua, N.Y.
- DOG ENUMERATOR: N/A
- SOLE ASSESSOR, Full-time: Jennifer Fagner (\$46,200 annual)
- ASSESSOR AIDE: Lon Rogers (\$17.00 per hour)
- LABORER / (P/T): Currently Vacant (\$15.00 per hour)
- TOWN HISTORIAN: Len Kataskas (\$1,600 annual)
- **ZONING/PLANNING TYPIST, (P/T):** Nichole (\$17.00 per hour)
- CONSTABLES, (P/T): Michael Blazey (\$19.00 per hour)

 Matthew Calabrese (\$19.00 per hour)

Tiffany Biggs (\$19.00 per hour)

- TOWN COURT CLERKS (P/T): Tabitha Trujillo (\$16.50 per hour)

 Jordan Lunser (\$16.50 per hour)
- **SUPERVISOR:** David W. Phillips (\$21,420 annual)
- TOWN CLERK/TAX COLLECTOR: Jill A Havens (\$53,599 annual)
- DEPUTY TAX COLLECTOR: Nichole Ruggles (\$17.00 per hour)
- RECORDS MANAGEMENT DEPUTY CLERK: TBD (\$14.00-17.00 per hour)
- **COUNCIL MEMBERS:** (\$3,765 each for four members annual)
- **HIGHWAY SUPERINTENDENT**: Jason Lannon (\$38,245 annual)

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- WATER SUPERINTENDENT: Kevin Lyke (\$5,000 annual)
- ASSISTANT WATER SUPERINTENDENT: Currently Vacant (\$1,500 \$5,500 annual)
- TOWN JUSTICES: Eric Schaertl and Michael Liberty (\$21,156 each annual)
- BUDGET OFFICER: David W. Phillips (\$3,570 annual)
- BOARD OF ASSESSMENT REVIEW: William Strub, Chair; Judy Romeiser, Thomas Crowell Jill Blazey and Kathleen Allen. (Chair \$140 & Members \$120 per diem)
- ZONING BOARD OF APPEALS: Kenneth Blazey, Chairman; Len Bolton, Jessica Hemenway, vacant and Michael Blazey. (Chairman \$400 annual & \$35 per meeting all members)
- PLANNING BOARD: Stuart Gwilt, Chairman; Steve Buerman, Jefferey Flower, Lee Sanders, Scott VanAken, John Boeckmann and Julie Vanderwall. (Chairman \$400 & \$35 per meeting all members)
- AGRICULTURAL ADVISORY COMMITTEE: Richard Maxwell, Chairman; Kurt Forman, Currently Vacant, Currently Vacant. (\$20 per meeting, per member)
- TRANSFER STATION OPERATORS, (All Part Time): Will Ciardi (\$14.00 per hour), Brian Hockenberry, David Burnett and Dana Lyke (\$15.00 per hour)
- RJ SCHOOL CROSSING GUARD(S) (Part Time): Brian Hockenberry (\$15.00 per hour)
 Vacant (\$15.00 per hour)
- **Fees are shared with the Villages of Manchester, Shortsville, and the Town of Manchester**
- HIGHWAY CLERK, currently vacant (\$11.80 per hr.)
- HIGHWAY/WATER CLERK: (Part Time) Janis Catalano (\$9,555 annual)
- HIGHWAY:
 - Public Works Maintenance Assistant (\$17.00-\$27.45 per hour)
 - Laborer, (Part Time) (\$17.00 per hour)
 - Highway Employee MEO Light (\$14.00-\$17.00 per hour)
 - MEO (\$15.00-\$26.91 per hour)
 - Laborer (Part Time with CDL) (\$18.00 per hour)
 - Heavy Equipment Mechanic, (\$27.45 per hour)
 - o Laborer, (Full Time) (\$15.00 per hour)

COMMITTEE ASSIGNMENTS:

- a. Fire Districts: Matt Shannon, Scott DeCook Chairman.
- b. Town Buildings & Grounds/Public Works: Kevin Blazey, Matt Shannon Chairman.
- c. Zoning & Planning: Scott DeCook, Jaylene Folkins Chairman.
- d. Town Water Districts / Transfer Station: ad hoc
- e. Health & Medical: Jaylene Folkins, Kevin Blazey- Chairman.
- f. Procedures, Employee Handbook: Jaylene Folkins, Kevin Blazey- Chairman.
- g. Safety Committee: Jaylene Folkins, Kevin Blazey- Chairman.

RESOLUTION #2 – APPROVAL OF PETTY CASH FUND(S) FOR THE TOWN CLERK, WATER COLLECTION (TOWN CLERK), AND TWO COURT CLERK(S)

On motion of Councilman Blazey, seconded by Councilwoman Folkins, the following resolution was unanimously ADOPTED:

VOTE: AYES – 5 NAYS – 0

WHEREAS it was requested by the State Auditor to authorize and approve the petty cash fund(s) for the Town Clerk, Water Collector (Town Clerk), and two Court Clerks each year; therefore, be it

RESOLVED, to approve the petty cash fund for the Town Clerk's Office in the amount of \$300.00; for the Water Department Collector (Town Clerk) in the amount of \$100.00; and for each of the Court Clerk(s) in the amount of \$100.00 each.

> RESOLUTION #3 - RE-ADOPTION OF 2022 PROCUREMENT POLICY:

On motion of Councilman Blazey, seconded by Councilman Shannon, the following resolution was unanimously ADOPTED:

VOTE: AYES – 4 NAYS – 0

WHEREAS, the Town of Manchester has a procurement policy currently established; and the State Auditor advised the Board to adopt this policy each year; therefore, be it

RESOLVED, to approve the adoption of the Procurement Policy that is currently established for the Town of Manchester; and be it

FURTHER RESOLVED, to use the County Bid list as part of the bidding along with the State Bid list for purchases.

^{**}Supervisor Phillips asked if there were any additions or corrections to the Agenda Items, hearing none, the following action was taken.

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RESOLUTION #4 – APPROVAL OF FULL-TIME EMPLOYEES BENEFIT PACKAGE & THE HIGHWAY EMPLOYEE & PROCEDURES PACKAGE – 2022, AS UPDATED & ADJUSTED On motion of Councilman Shannon, seconded by Councilman DeCook, the following resolution was unanimously ADOPTED:

VOTE: AYES – 5 NAYS – 0

RESOLVED, to approve the 2022 Full-Time Employee Benefit Package and the Highway Employee & Procedures Package, as adjusted.

RESOLUTION #5 – APPROVAL OF BREACH NOTIFICATION POLICY, AS PRESENTED On motion of Councilman Blazey, seconded by Councilman DeCook, the following resolution was unanimously ADOPTED:

VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2022 Breach Notification Policy, as presented.

RESOLUTION #6 – APPROVAL SYSTEM RECOVERY PLAN, AS PRESENTED On motion of Councilman Blazey, seconded by Councilman DeCook, the following resolution was unanimously ADOPTED:

VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2022 System Recovery Plan, as presented.

RESOLUTION #7 – APPROVAL OF 2022 ORGANIZATIONAL MEETING AGENDA ITEMS 2 THRU 42, AS STATED ON THE "AGENDA" FOR THIS MEETING On motion of Councilwoman Folkins, seconded by Councilman Blazey, the following

On motion of Councilwoman Folkins, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES – 5 NAYS – 0

RESOLVED, to approve the 2022 Organizational Meeting Agenda as presented, with changes for the Town of Manchester.

RESOLUTION #8 – TOWN OF MANCHESTER OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

On motion of Councilman Blazey, seconded by Councilman Shannon, the following resolution was unanimously ADOPTED:

VOTE: AYES – 5 NAYS – 0

WHEREAS, David W. Phillips, of the Town of Manchester, County of Ontario, New York has been elected to the Office of Supervisor of the Town of Manchester, and WHEREAS, Jill A. Havens, of the Town of Manchester, County of Ontario, New York, has been elected to the Office of Town Clerk of the Town of Manchester, and WHEREAS, Jill A. Havens, of the Town of Manchester, County of Ontario, New York, has been elected to the Office of Town Tax Collector of the Town of Manchester, and WHEREAS, Eric Schaertl, of the Town of Manchester, County of Ontario, New York, has been elected to the Office of Town Justice of the Town of Manchester, and WHEREAS, Michael Liberty, of the Town of Manchester, County of Ontario, New York, has been elected to the Office of Town Justice of the Town of Manchester, and WHEREAS, Jason Lannon, of the Town of Manchester, County of Ontario, New York, has been elected to the Office of Superintendent of Highways of the Town of Manchester, and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Manchester that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

- This undertaking of the **Town Supervisor** is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town, and coming into his hands as such Supervisor; and
- This undertaking of the **Town Clerk** is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and
- This undertaking of the **Tax Collector** is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector; and

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- This undertaking of the **Deputy Tax Collector** is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Deputy Tax Collector; and
- This undertaking of the **Deputy Clerk(s)** is further conditioned that they will well and truly keep, pay over and account for all moneys and property coming into their hands as such Deputy Clerk(s); and
- This undertaking of the **Town Justice(s)** is further conditioned that they will well and truly keep, pay over and account for all moneys and property coming into their hands as such Town Justice(s); and
- This undertaking of the **Bookkeeper** is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Bookkeeper; and
- This undertaking of the **Deputy Highway Superintendent** is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Deputy Highway Superintendent; and
- This undertaking of the **Code Enforcement Officer** is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such CEO; and
- This undertaking of the Code Enforcement Officer is further conditioned that he will well
 and truly keep, pay over and account for all moneys and property coming into his hands
 as such CEO; and
- This undertaking of the **Court Clerk** is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Court Clerk; and
- This undertaking of the **Court Clerk** is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Court Clerk; and

The Town does and shall maintain insurance coverage, presently with NYMIR Insurance Company, in the following sums: for the Town Clerk/Tax Collector - \$1,000,000. the Supervisor - \$1,000,000; the Bookkeeper - \$200,000; the 2 Court Clerks - \$30,000 each; the (2) Judges - \$30,000. each to indemnify against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder.

NOTE: The signed Official Municipal Undertaking is filed in the Town Clerk's Office.

Brief Discussion was held regarding the Manchester Town Board Members Goals for 2022:

Councilman Shannon:

1.) Matt would like to continue to work on the building security issue and get a secure facility for employees at the Town of Manchester.

Councilwoman Folkins:

- 1.) Looking forward to the Zoning Code Upgrade being completed.
- 2.) Jaylene looking forward to working with the new Town Historian on several different projects including the Roundhouse, Port Gibson, etc.

Councilman Blazey:

1.) Kevin is looking forward to the new building security improvements.

• Supervisor Phillips:

- 1.) Dave would like to continue to build good relationships with the Villages and working together with them on projects.
- 2.) Dave would like to re-evaluate some of our monthly recurring finances to search for more affordable options (ex. phone services)
- 3.) Looking forward to more work being done on the Roundhouse.

~Brief Discussion was held regarding the 2022 Town & County Tax Bills – there was an error made at the County when calculating the tax bills for the Town of Manchester – outside the Villages of Manchester, Clifton Springs and Shortsville. The County is rectifying the mistake and reprinting the tax bills and remailing them out to residents. There has been information put on the Town of Manchester Website & Facebook pages about this error and the County will be publishing a Press Release in the Daily Messenger.

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\triangleright	RESOLUTION #9 – RESOLUTION INTRODUCING LOCAL LAW AND CALLING A
	PUBLIC HEARING

On motion of Councilman Blazey, seconded by Councilman Shannon, the following resolution was unanimously ADOPTED:

VOTE: AYES – 5 NAYS – 0

WHEREAS, the Town Board of the Town of Manchester, after due deliberation, finds it in the best interests of the Town to schedule a public hearing to solicit public comment upon a proposed Local Law to override the tax levy limit established in General Municipal Law §3-c; and

WHEREAS, the Town Board of the Town of Manchester has reviewed the draft of the aforementioned proposed Local Law attached hereto as *Exhibit "1" and deems it in the best interests of the Town of Manchester to proceed in accordance with the Code of the Town of Manchester and the Laws of the State of New York in adopting said Local Law,

NOW, THEREFORE, BE IT RESOLVED, that the Town Clerk be, and she hereby is, directed to schedule a public hearing to be held on February 8, 2022, at 6:00 p.m. at the Manchester Town Hall, 1272 County Road 7, Town of Manchester, New York; and be it further **RESOLVED,** that the Town Clerk, be and hereby is, authorized to forward to the official newspapers of the Town a Notice of Public Hearing in the form substantially the same as that

attached hereto as *Exhibit "2"; and be it further **RESOLVED**, that the Town Clerk be, and she hereby is, directed to post a copy of the proposed Local Law on the Town of Manchester sign board and take any and all other necessary actions to properly bring the aforementioned Local Law before the Town Board of the Town of Manchester for its consideration; and be it further

RESOLVED, that the Town Clerk be, and hereby is, authorized to provide all other notices as required by law for the adoption of this local law.

*See Minute book attachment for Exhibit "1" & Exhibit "2".

I, Jill A. Havens, Town Clerk of the Town of Manchester do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Manchester on January 3rd, 2022, by the following vote:

	<u>Aye</u>	<u>Nay</u>	
David Phillips Matthew Shannon Kevin Blazey Jaylene Folkins Scott DeCook	X X X X		
Dated: January 3 rd , 2022			
SEAL	Jill A. Havens, Town Clerk		

ADJOURNMENT: There was no other business before the Board at this time; Supervisor Phillips moved to adjourn the Organizational Meeting, 5:04 p.m., seconded by Councilman Blazey, unanimously APPROVED.

Respectfully Submitted,

Jill A. Havens, Town Clerk

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**Next Meeting(s):

> Regular meeting:

Regular meeting: January 11, 2022 - 6:00 P.M. February 8, 2022 - 6:00 P.M. > Regular meeting: Includes: Public Hearings: Tax Cap Override, 2023 Budget > Regular meeting: March 8, 2022 - 6:00 P.M. > Regular meeting: April 12, 2022 - 6:00 P.M. Regular meeting: May 10, 2022 - 6:00 P.M. > Regular meeting: June 14, 2022 - 6:00 P.M. July 12, 2022 - 6:00 P.M. > Regular meeting: > Regular meeting: August 9, 2022 - 6:00 P.M. > Regular meeting: September 13, 2022 - 6:00 P.M. > Regular meeting: October 11, 2022 - 6:00 P.M.

Regular meeting: December 13, 2022 - 6:00 P.M.

November 8, 2022 -6:00 P.M.