

MANCHESTER TOWN BOARD - ORGANIZATIONAL MEETING JANUARY 9th, 2024 – 5:15 P.M.

The 2024 Organizational Meeting was held at the Manchester Town Hall on Monday, January 9th, 2024, at 5:15 P.M., with the following members present:

David Phillips	Supervisor
Kevin Blazey	Councilman (arrived at 5:34 P.M.)
Matthew Shannon	Councilman
Jaylene Folkins	Councilwoman
Scott DeCook	Councilman

OTHERS PRESENT: Devon Hayes, Town Clerk; Jason Lannon, Highway Superintendent; William Murphy, Deputy Highway Superintendent; Jennifer Fagner, Sole Assessor; Kevin Lyke, Water Superintendent

ABSENT: Steve DeHond, Code Enforcement Officer

CALL TO ORDER: Supervisor Phillips called the Organizational Meeting to order at 5:15 p.m.

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

➤ **RESOLUTION #1 – ACCEPTING THE AGREEMENT FOR EXPENDITURE OF HIGHWAY MONIES – 284 AGREEMENT**

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

VOTE: AYES – 4 NAYS – 0

RESOLVED, to approve the 284 Agreement for the expenditure of highway monies.

➤ **RESOLUTION #2 – TOWN OF MANCHESTER OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

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

VOTE: AYES – 4 NAYS – 0

- **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:** Canandaigua National Bank, Shortsville, N.Y.
Lyons National Bank, Farmington, N.Y.
- **SUPERVISOR:** \$26,000 annual
- **SUPERVISOR’S BOOKKEEPER:** \$24,273 annual
- **DEPUTY TOWN SUPERVISOR:**
- **DEPUTY TOWN CLERK(S):** \$19.50 per hour
- **DEPUTY HWY.SUPERINTENDENT:** \$12,360 annual

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- **TOWN HEALTH OFFICER:** No cost
- **TOWN SAFETY OFFICER:** Currently Vacant (\$500 annual)
- **OFFICIAL SIGNATURE:** Authorized Signature: Kevin Blazey & David W Phillips
- **MILEAGE RATE:** \$.65 per mile
- **BUILDING INSPECTOR (CEO):** \$63,683 annual
- **BUILDING INSPECTOR (CEO):** \$44,133 annual
- **REGISTRAR OF VITAL STATISTICS:**
- **DEPUTY REGISTRAR OF VITAL STATISTICS:**
- **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:** \$53,820 annual
- **ASSESSOR AIDE:** \$19.50 per hour
- **TOWN HISTORIAN:** \$1,875 annual
- **ZONING/PLANNING TYPIST, (P/T):** \$19.50 per hour
- **CONSTABLES, (P/T):** \$30.00 per hour
- **TOWN COURT CLERK:** \$19.50 per hour
- **TOWN CLERK/TAX COLLECTOR:** \$56,650 annual
- **DEPUTY TAX COLLECTOR:** \$19.50 per hour
- **RECORDS MANAGEMENT DEPUTY CLERK:** TBD (\$15.00-20.00 per hour)
- **COUNCIL MEMBERS:** (\$3,995 each for four members – annual)
- **HIGHWAY SUPERINTENDENT:** \$40,181 annual
- **WATER SUPERINTENDENT:** \$5,000 annual
- **ASSISTANT WATER SUPERINTENDENT:** \$2,500 annual
- **TOWN JUSTICES:** \$22,228 each annual
- **BUDGET OFFICER:** \$3,788 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, Chairperson; Len Bolton, Jessica Hemenway, vacant and Michael Blazey. (Chairperson \$400 annual & \$45 per meeting all members)
- **PLANNING BOARD:** Scott VanAken, Chairperson; Steve Buerman, Jefferey Flower, Lee Sanders, John Boeckmann, Tammy Worden and one seat open (Chairperson \$400 & \$45 per meeting all members)
- **AGRICULTURAL ADVISORY COMMITTEE:** Richard Maxwell, Chairperson; Kurt Forman, Currently Vacant, Currently Vacant. (\$20 per meeting, per member)
- **TRANSFER STATION OPERATORS, (All Part Time):** \$16.50 per hour
- **RJ SCHOOL CROSSING GUARD(S) - (Part Time):** \$16.50per hour
Fees are shared with the Villages of Manchester, Shortsville, and the Town of Manchester
- **HIGHWAY CLERK,** currently vacant (\$15.80 per hr.)
- **HIGHWAY/WATER CLERK: (Part Time)** \$9,850 annual
- **HIGHWAY:**
 - Public Works Maintenance Assistant (\$17.00-\$30.00 per hour)
 - Laborer, (Part Time) (\$18.21 per hour)
 - Highway Employee MEO Light (\$14.00-\$17.00 per hour)
 - MEO (\$15.00-\$26.91 per hour)
 - Laborer (Part Time with CDL) (\$18.75 per hour)
 - Heavy Equipment Mechanic, (\$29.12 per hour)
 - Laborer, (Full Time) (\$18.21 per hour)

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• **RESOLUTION #3 – APPROVAL OF THE 2024 PAY RATES**

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

VOTE: AYES – 4 NAYS – 0

RESOLVED, to approve the 2024 pay rates

COMMITTEE ASSIGNMENTS:

- a. Fire Districts: Matt Shannon, Scott DeCook – Chairperson.
- b. Public Works (building and grounds): Kevin Blazey, Matt Shannon – Chairperson.
- c. Zoning & Planning: Scott DeCook, Jaylene Folkins – Chairperson.
- d. Town Water Districts: Matt Shannon, David Phillips – Chairperson
- e. Personnel, Employee Handbook, Safety, Medical: Jaylene Folkins, Kevin Blazey- Chairperson

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

➤ **RESOLUTION #4 – APPROVAL OF THE 2024 ORGANIZATIONAL AGENDA ITEMS**

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

VOTE: AYES – 4 NAYS – 0

RESOLVED, to approve the 2024 Agenda Items

Brief Discussion was held regarding the Manchester Town Board Members Goals for 2024:

• **Councilwoman Folkins:**

- 1.) Jaylene will continue to work with the Town's historical information along with the Town Historian and Ontario County Historical Society

• **Councilman DeCook:**

- 1.) Scott would like to work with the Fire Departments and their monthly reports

• **Supervisor Phillips:**

- 1.) Dave would like to continue to update security in the Town Buildings. (security cameras, surveillance, monitoring)
- 2.) Dave would like to create a capital improvement plan
- 3.) Work to have the contracts be housed and maintained electronically

➤ **RESOLUTION #5 – ESTABLISHED DATE FOR PUBLIC HEARING FOR TAX CAP OVERRIDE, BUDGET YEAR 2025**

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

VOTE: AYES – 4 NAYS – 0

RESOLVED to approve February 13, 2024, 6:00 P.M. as the Public Hearing date for the Tax Cap Override

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➤ **RESOLUTION #6 – APPROVAL OF THE PETTY CASH FUNDS**

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

VOTE: AYES – 4 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 #7 – APPROVAL OF BREACH NOTIFICATION POLICY, AS PRESENTED**

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

VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2024 Breach Notification Policy, as presented.

➤ **RESOLUTION #8 – APPROVAL TO RENEW THE CREDIT CARD POLICY, AS PRESENTED**

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

VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2024 Credit Card Policy, as presented.

➤ **RESOLUTION #9 – APPROVAL TO RENEW THE EMERGENCY RESPONSE PLAN, AS PRESENTED**

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

VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2024 Emergency Response Plan, as presented.

➤ **RESOLUTION #10 – APPROVAL TO RENEW THE EMERGENCY MANAGEMENT PLAN, AS PRESENTED**

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

VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2024 Emergency Management Plan, as presented.

➤ **RESOLUTION #11 – APPROVAL TO RENEW THE FUND BALANCE POLICY, AS PRESENTED**

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

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VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2024 Fund Balance Policy, as presented.

- **RESOLUTION #12 – APPROVAL TO RENEW THE INVESTMENT POLICY, AS PRESENTED**
On motion of Councilwoman Folkins, seconded by Councilman Blazey, the following resolution was unanimously **ADOPTED**:

VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2024 Investment Policy, as presented.

- **RESOLUTION #13 – APPROVAL TO RENEW THE ONLINE BANKING POLICY, AS PRESENTED**
On motion of Councilwoman Folkins, seconded by Councilman Blazey, the following resolution was unanimously **ADOPTED**:

VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2024 Online Banking Policy, as presented.

- **RESOLUTION #14 – APPROVAL TO RENEW THE PROCUREMENT POLICY, AS PRESENTED**
On motion of Councilwoman Folkins, seconded by Councilman Blazey, the following resolution was unanimously **ADOPTED**:

VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2024 Procurement Policy, as presented.

- **RESOLUTION #15 – ACCEPTING TOWN OF MANCHESTER EMPLOYEE BENEFITS 2024, AS PRESENTED**
On motion of Councilwoman Folkins, seconded by Councilman Blazey, the following resolution was unanimously **ADOPTED**:

VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2024 Town of Manchester Investment Policy, as presented.

- **RESOLUTION #16 – ACCEPTING THE VULNERABILITY PLAN, AS PRESENTED**
On motion of Councilwoman Folkins, seconded by Councilman Blazey, the following resolution was unanimously **ADOPTED**:

VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2024 Vulnerability Plan, as presented.

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

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WHEREAS, Devon R Hayes, 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, Devon R Hayes, 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
- 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 **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.

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ADJOURNMENT: There was no other business before the Board at this time; Councilman Shannon moved to adjourn the Organizational Meeting, 5:34 p.m., seconded by Councilman DeCook, unanimously APPROVED.

Respectfully Submitted,

Devon R Hayes, Town Clerk

****Next Meeting(s):**

- *Regular meeting:* February 13, 2024 - 6:00 P.M.
- *Regular meeting:* March 12, 2024 - 6:00 P.M.
- *Regular meeting:* April 9, 2024 - 6:00 P.M.
- *Regular meeting:* May 14, 2024 - 6:00 P.M.
- *Regular meeting:* June 11, 2024 - 6:00 P.M.
- *Regular meeting:* July 9, 2024 - 6:00 P.M.
- *Regular meeting:* August 13, 2024 - 6:00 P.M.
- *Regular meeting:* September 10, 2024 - 6:00 P.M.
- *Regular meeting:* October 8, 2024 - 6:00 P.M.
- *Regular meeting:* November 12, 2024 - 6:00 P.M.
- *Regular meeting:* December 10, 2024 - 6:00 P.M.