

**MANCHESTER TOWN BOARD – ORGANIZATIONAL MEETING - 01/02/2019 - 3 P.M.**

**The 2019 Organizational Meeting was held at the Manchester Town Hall on Tuesday, January 2, 2018 at 4:00 P.M., with the following members present:**

Jeffery Gallahan	Supervisor
Kevin Blazey	Councilman
David Phillips	Councilman
Donald Miller (3:10 p.m.)	Councilman
Jaylene Folkins	Councilwoman

**OTHERS PRESENT:** Jill A Havens, Town Clerk; Steve DeHond, Code Enforcement Officer; Jason Lannon, Highway Superintendent; William Murphy, Deputy Highway Superintendent; Kevin Lyke (3:15 p.m.), Highway Employee, Janis Catalano, Bookkeeper, William Barr(3:20 p.m.), Historian.

**CALL TO ORDER:** Supervisor Gallahan wished everyone a Happy New Year, and called the Organizational Meeting to order at 4:00 p.m. Meeting notification was published in the Daily Messenger and posted in the Town Hall.

**Supervisor Gallahan** 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 2<sup>nd</sup> 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 (\$18,900 annual).

**DEPUTY TOWN SUPERVISOR:** David Phillips.

**DEPUTY TOWN CLERK(S):** Nichole Ruggles (\$15.00 per hour).  
: Currently Vacant

**DEPUTY HWY.SUPERINTENDENT:** William Murphy (\$12,360 Annual).

**TOWN HEALTH OFFICER:** Carole Kern, RN (\$1,500 annual).

**TOWN SAFETY OFFICER:** Michael Carter (\$610 Annual).

**OFFICIAL SIGNATURE:** Jeffery L. Gallahan & Authorized Signature: David W. Phillips.

**MILEAGE RATE:** \$ .58 per mile.

**BUILDING INSPECTOR (CEO):** Steven DeHond (\$56,037 Annual).

**BUILDING INSPECTOR (CEO):** Martin Barnett (\$38,192 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/hr.).

**OFFICIAL NEWSPAPER:** Daily Messenger, Canandaigua, N.Y.

**DOG ENUMERATOR:** N/A

**SOLE ASSESSOR Full-time:** (\$30,385 Annual). \*(stippened for reval \$9834.24.)

**ASSESSOR AIDE:** Jennifer Fagner (\$14.94 per hr.)

**MANCHESTER TOWN BOARD – ORGANIZATIONAL MTG - 01/02/2019 - (CONT.)**

**LABORER / (P/T):** Currently Vacant (\$11.33 per hour).

**TOWN HISTORIAN:** William Barr (\$1,500 Annual).

**ZONING/PLANNING TYPIST, (P/T):** Jill Havens (\$14.94 per hour).

**CONSTABLES, (P/T):** Joseph Champlin, Michael Blazey, Matthew Calabrese (\$15.00 per hour).

**TOWN COURT CLERKS (P/T):** Jordan Lunser (\$14.94 per hour); Jennifer Fagner (\$14.94 per hr.)

**SUPERVISOR:** Jeffery L. Gallahan (\$19,000 Annual).

**TOWN CLERK/TAX COLLECTOR:** Jill A Havens (\$52,038 Annual)

**DEPUTY TAX COLLECTOR:** Deputy Clerks: Nichole Ruggles (\$15.00 per hour).

**RECORDS MANAGEMENT DEPUTY CLERK:** TBD (\$12.00-17.00 per hour).

**COUNCIL MEMBERS:** (\$3,583 each for four members-Annual).

**HIGHWAY SUPERINTENDENT:** Jason Lannon (\$36,050 Annual).

**WATER SUPERINTENDENT:** TBD (\$1,500 - \$5,500 Annual). \*\*Exact Salary to be determined at next Town Board Meeting on January 8, 2019.\*\*

**DEPUTY WATER SUPERINTENDENT:** TBD (\$1,500 - \$5,500 Annual). \*\*Exact Salary to be determined at next Town Board Meeting on January 8, 2019.\*\*

**TOWN JUSTICES:** Katherine Denosky and Eric Schaertl (\$19,942 each / Annual).

**BUDGET OFFICER:** Jeffery L. Gallahan (\$3,000 Annual).

**BOARD OF ASSESSMENT REVIEW:** William Strub, Chair; Judy Romeiser, Ruby Morrison, Thomas Morrison and Kathleen Allen. (Chair \$120 & Members \$100 per diem).

**ZONING BOARD OF APPEALS:** Kenneth Blazey, Chairman; Len Bolton, Thomas Morrison, Scott DeCook and Michael Blazey. (Chairman \$400 per year & \$35 per meeting all members).

**PLANNING BOARD:** Stuart Gwilt, Chairman; Steve Buerman, Ruby Morrison, Lee Sanders, Scott VanAken, John Boeckmann and Julie Vanderwall. (Chairman \$400 & \$35 per meeting all members).

**AGRICULTURAL ADVISORY COMMITTEE:** Richard Maxwell, Chairman; Richard VanOpdorp, Thomas Morrison, and Kurt Forman. (\$20 per meeting, per member).

**TRANSFER STATION OPERATORS, (All Part Time):** Terry Vienna, (\$12.60 per hr); William Burnett (\$12.73 per hr.), Clayton Whittaker & Robert Bump (\$12.16 per hr.); John Gentner III, Paul Schrader & William Ciardi (\$11.33 per hour).

**COMMITTEE ASSIGNMENTS:**

- a. Fire Districts: Kevin Blazey, David Phillips-Chairman.
- b. Town Buildings & Grounds: Kevin Blazey, Donald Miller-Chairman.
- c. Zoning & Planning: Jaylene Folkins, David Phillips-Chairman.
- d. Town Water Districts / Transfer Station: Jaylene Folkins, David Phillips-Chairman.
- e. Health & Medical: Kevin Blazey, Donald Miller-Chairman.
- f. Procedures, Employee Handbook: Donald Miller, Jaylene Folkins-Chairman.
- g. Safety Committee: Vacant, Donald Miller-Chairman.
- h. Public Works: Jaylene Folkins, Kevin Blazey-Chairman.

**RJ SCHOOL CROSSING GUARD(S):** Mark Pappert (\$11.85 per hour); Brian Hockenberry (\$11.85 per hour). \*\*Fees are shared with the Villages of Manchester, Shortsville and the Town of Manchester.





**MANCHESTER TOWN BOARD – ORGANIZATIONAL MTG - 01/02/2019 - (CONT.)**

**RESOLUTION #9/2018-TOWN OF MANCHESTER OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

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

**VOTE:**

**AYES-5**

**NAYS-0**

**WHEREAS**, Jeffery L. Gallahan, 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 appointed 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 appointed 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**, Katherine Denosky, 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 appointed 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 **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.**



