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 GallahanSuperKevin BlazeyCourDavid PhillipsCourDonald Miller (3:10 p.m.)CourJaylene FolkinsCour

Supervisor Councilman Councilman Councilman 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 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 (\$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.)

HIGHWAY CLERK, Currently vacant (\$11.20 per hr.)

HIGHWAY/WATER CLERK: (Part-time) Janis Catalano (\$7,725 annual).

HIGHWAY: Public Works Maintenance Assistant (\$17.00-\$27.00/hr); Laborer, (Part-Time) (\$12.22/hr.); Highway Employee MEO Light (\$14.00-\$17.00/hr) MEO (\$15.00-\$25.74/hr.) Laborer (part time with CDL) (\$18.00/hr.); Heavy Equipment Mechanic, (\$15.00-\$26.51/hr.), Laborer, (full time) (\$12.00-\$14.00/hr.)

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

RESOLUTION #1/2019--APPROVAL OF PETTY CASH FUND(S) FOR THE TOWN CLERK, WATER COLLECTION (T.CLERK), AND TWO COURT CLERK(S) On motion of Councilman Phillips, seconded by Councilman Blazey, 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 (T.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 Dept. collector (T. Clerk) in the amount of \$100.00; and for each of the Court Clerk(s) in the amount of \$100.00 each.

RESOLUTION #2/2019--RE-ADOPTION OF PROCUREMENT POLICY:

On motion of Councilman Phillips, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED: **VOTE:** AYES-5 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.

RESOLUTION #3/2019–APPROVAL OF FULL-TIME EMPLOYEES BENEFIT PACKAGE & THE HIGHWAY EMPLOYEE & PROCEDURES PACKAGE – 2019, AS UPDATED & PRESENTED

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

VOTE: AYES-5 NAYS-0

RESOLVED, to approve the 2019 Full-Time Employee Benefit Package and the Highway Employee & Procedures Package, as amended and presented.

RESOLUTION #4/2019–APPROVAL OF BREACH NOTIFICATION POLICY, AS PRESENTED On motion of Councilman Phillips, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE:	AYES-5	NAYS-0
	AIL0-0	11712-0

RESOLVED to approve the 2019 Breach Notification Policy, as presented.

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

RESOLUTION #5/2019-APPROVAL SYSTEM RECOVERY PLAN, AS PRESENTED

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

VOTE:AYES-5NAYS-0**RESOLVED** to approve the 2019 Breach Notification Policy, as presented.

RESOLUTION #6/2019-APPROVAL OF 2019 ORGANIZATIONAL MEETING AGENDA,ITEMS 2 THRU 42, AS STATED ON THE "AGENDA" FOR THIS MEETINGOn motion of Councilman Phillips, seconded by Councilman Blazey, the following resolution wasunanimously ADOPTED:VOTE:AYES-5NAYS-0

RESOLVED, to approve the 2019 Organizational Meeting Agenda as presented, with changes for the Town of Manchester.

RESOLUTION #7/2019-APPROVAL OF APPOINTMENT OF JILL A. HAVENS TO THE POSITION OF REGISTRAR AND APPOINTMENT OF NICHOLE RUGGLES TO THE POSITION OF DEPUTY REGISTRAR APPOINTMENT,

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

VOTE:AYES-5NAYS-0WHEREAS,there is currently a vacancy for the position of Registrar, due to theretirement of JoAnn C. Henry, and Deputy Registrar due to the appointment of Registrar for JillA. Havens at this time, therefore, be it

RESOLVED, to approve the appointment of Jill A. Havens to the position of Registrar and Nichole Ruggles to the position of Deputy Registrar to begin as of 01/01/2019, effective upon approval of this resolution; and be it

FURTHER RESOLVED, the term of this appointment will be to fill the current vacancy of the former Registrar and Deputy Registrar, which expires on 01/01/2020.

RESOLUTION #8/2019-APPROVAL OF APPOINTMENT OF JILL A. HAVENS TO THE POSITION OF TAX COLLECTOR AND APPOINTMENT OF NICHOLE RUGGLES TO THE POSITION OF DEPUTY TAX COLLECTOR,

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

VOTE: AYES-5 NAYS-0 WHEREAS, there is currently a vacancy for the position of Tax Collector, due to the retirement of JoAnn C. Henry, and Deputy Tax Collector due to the appointment of Registrar for Jill A. Havens at this time, therefore, be it

RESOLVED, to approve the appointment of Jill A. Havens to the position of Tax Collector and Nichole Ruggles to the position of Deputy Tax Collector to begin as of 01/01/2019, effective upon approval of this resolution; and be it

FURTHER RESOLVED, the term of this appointment will be to fill the current vacancy of the former Tax Collector and Deputy Tax Collector, which expires on 01/01/2020.

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.

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

RESOLUTION #10/2019-APPROVAL OF APPOINTMENT OF JILL A. HAVENS TO THE POSITION OF INTERIUM TOWN CLERK

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

VOTE: AYES-5 NAYS-0

WHEREAS, there is currently a vacancy for the position of Interim Town Clerk, due to the retirement of JoAnn C. Henry,

RESOLVED, to approve the appointment of Jill A. Havens to the position of Interim Town Clerk to begin as of 01/01/2019, effective upon approval of this resolution; and be it

FURTHER RESOLVED, the term of this appointment will be to fill the current vacancy of the former Town Clerk, which expires on 01/01/2020.

OTHER BUSINESS:

RESOLUTION #11/2019-TO APPROVE THE 2019 HSA FUNDS BE SUBMITTED TO MICHAEL CARTER IN ITS ENTIRETY

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

VOTE: AYES-5 NAYS-0 WHEREAS, Highway employee Michael Carter has requested that the entire 2019 HSA funds to be forwarded to his account to cover medical expenses; therefore be it

RESOLVED, to authorize the entire 2019 HSA funds, totaling \$3694.64 due to Michael Carter, Highway Employee be forwarded at this time to his account for medical expenses.

RESOLUTION #12/2019-APPROVAL TO AUTHORIZE SUPERINTENDENT LANNON TO PLACE AN ORDER FOR A NEW 2019 FORD ESCAPE SE AWD TO REPLACE THE TOTALED 2018 FORD ESCAPE SE AWD FOR THE HIGHWAY SUPERINTENDENT

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

VOTE:AYES-5NAYS-0WHEREAS,Highway Superintendent was in an automobile accident on December 20,2018, in which the 2018 Ford Escape as been declared totaled by the insurance company andwill give us \$18,989 plus our \$1,000 deductable totaling \$19,989 for the vehicle,

RESOLVED, to authorize the purchase of a 2019 Ford Escape SE AWD in blue with a cost difference of \$3,647+\$500 if it can be found in green to match the fleet color, (total cost not to exceed \$23,136.69), which our insurance company will try to get from the other driver's insurance company.

ADJOURNMENT: There was no other business before the Board at this time; Supervisor Gallahan moved to adjourn the Organizational Meeting, 3:30 p.m., seconded by Councilman Phillips, unanimously APPROVED.

Respectfully Submitted,

Jill A. Havens Town Clerk

Next Meeting - Tuesday, January 8, 2019 - 6:00 p.m.