

**MANCHESTER TOWN BOARD - ORGANIZATIONAL MEETING  
JANUARY 7, 2020 – 5:00 P.M.**

**The 2020 Organizational Meeting was held at the Manchester Town Hall on Tuesday, January 7, 2020 at 5:00 P.M., with the following members present:**

Jeffery Gallahan	Supervisor
Kevin Blazey	Councilman
David Phillips	Councilman
Isaac VanBortel	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; Janis Catalano, Bookkeeper.

**CALL TO ORDER:** Supervisor Gallahan wished everyone a Happy New Year, and called the Organizational Meeting to order at 5:00 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 (\$22,000 annual)

**DEPUTY TOWN SUPERVISOR:** David Phillips.

**DEPUTY TOWN CLERK(S):** Nichole Ruggles (\$16.00 per hour)  
: Currently Vacant

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

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

**TOWN SAFETY OFFICER:** Currently Vacant (\$500 annual)

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

**MILEAGE RATE:** \$ .575 per mile

**BUILDING INSPECTOR (CEO):** Steven DeHond (\$57,718 annual)

**BUILDING INSPECTOR (CEO):** Martin Barnett (\$40,000 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 (\$41,200 annual)

**ASSESSOR AIDE:** Lon Rogers (\$15.00 per hour)

January 7, 2020

**LABORER / (P/T):** Currently Vacant (\$12.00 per hour)

**TOWN HISTORIAN:** Currently Vacant (\$1,500 annual)

**ZONING/PLANNING TYPIST, (P/T):** Jill Havens (\$16.00 per hour)

**CONSTABLES, (P/T):** Joseph Champlin, Michael Blazey, Tiffany Biggs (\$18.00 per hour)

**TOWN COURT CLERKS (P/T):** Daniel Wasson (\$15.50 per hour); Heidi Morganstern (\$15.50 per hour)

**SUPERVISOR:** Jeffery L. Gallahan (\$21,000 annual)

**TOWN CLERK/TAX COLLECTOR:** Jill A Havens (\$53,599 annual)

**DEPUTY TAX COLLECTOR:** Nichole Ruggles (\$16.00 per hour)

**RECORDS MANAGEMENT DEPUTY CLERK:** TBD (\$14.00-17.00 per hour)

**COUNCIL MEMBERS:** (\$3,691 each for four members – annual)

**HIGHWAY SUPERINTENDENT:** Jason Lannon (\$37,131 annual)

**WATER SUPERINTENDENT:** William Murphy & Kevin Lyke (\$1,500 - \$5,500 annual)

**ASSISTANT WATER SUPERINTENDENT:** Currently Vacant (\$1,500 - \$5,500 annual)

**TOWN JUSTICES:** Katherine Denosky and Eric Schaertl (\$20,540 each annual)

**BUDGET OFFICER:** Jeffery L. Gallahan (\$3,500 annual)

**BOARD OF ASSESSMENT REVIEW:** William Strub, Chair; Judy Romeiser, Currently Vacant, Currently Vacant and Kathleen Allen. (Chair \$140 & Members \$120 per diem)

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

**PLANNING BOARD:** Stuart Gwilt, Chairman; Steve Buerman, Currently Vacant, 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):** Terry Vienna, (\$12.60 per hour); William Burnett (\$13.11 per hour), Clayton Whittaker (\$12.16 per hour); John Gentner III, Brian Hockenberry & William Ciardi (\$12.00 per hour)

**COMMITTEE ASSIGNMENTS:**

- a. Fire Districts: Kevin Blazey, David Phillips – Chairman.
- b. Town Buildings & Grounds: Kevin Blazey, Isaac VanBortel – 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, Isaac VanBortel – Chairman.
- f. Procedures, Employee Handbook: Isaac VanBortel, Jaylene Folkins – Chairman.
- g. Safety Committee: David Phillips, Isaac VanBortel – Chairman.
- h. Public Works: Jaylene Folkins, Kevin Blazey – Chairman.

**RJ SCHOOL CROSSING GUARD(S) - (All Part Time):** Mark Pappert (\$12.21 per hour); Brian Hockenberry (\$12.21 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 (\$9,274 annual).



January 7, 2020

**RESOLVED**, to approve the 2020 Organizational Meeting Agenda as presented, with changes for the Town of Manchester.

➤ **RESOLUTION #7 – 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 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**, 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 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 **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



