

January 3, 2022

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

- *Regular meeting:* January 11, 2022 – 6:00 P.M.
- *Regular meeting:* February 8, 2022 - 6:00 P.M.
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.
- *Regular meeting:* July 12, 2022 - 6:00 P.M.
- *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:* November 8, 2022 -6:00 P.M.
- *Regular meeting:* December 13, 2022 - 6:00 P.M.