

**VILLAGE OF MANCHESTER
MINUTES OF THE PUBLIC HEARING AND
REGULAR/ORGANIZATIONAL VILLAGE BOARD MEETING
HELD AT 8 CLIFTON STREET, MANCHESTER NY
ON APRIL 06, 2015**

MINUTES OF PUBLIC HEARING ON BUDGET HELD APRIL 06, 2015

Present: Nancy W. Johnsen, Mayor
William F. Henry, Deputy Mayor
Michael J. Buttaccio, Trustee
Richard Coffey, Police Chief
Jeffrey Liberati, DPW Supervisor

Absent: Harry Bowker, Fire Chief

Others: Brian Williams, Brian Mott, RJ Jr Baseball

Recording: Rita J. Gurewitch, Clerk/Treasurer

The Clerk led the Pledge of Allegiance to the Flag.

The Public Hearing was opened at 6:00 P.M. by Mayor Johnsen. The clerk read the Budget Hearing notice that was in the Daily Messenger on March 25, 2015.

Mayor Johnsen asked for comments.

Mayor Johnsen asked three times if there were any questions or comments for anyone to speak on the tentative budget.

The public hearing was closed at 6:04 PM.

MINUTES OF REGULAR AND ORGANIZATIONAL MEETING HELD APRIL 06, 2015

Present: Nancy W. Johnsen, Mayor
William F. Henry, Deputy Mayor
Michael J. Buttaccio, Trustee
Richard Coffey, Police Chief
Jeffrey Liberati, DPW Supervisor

Absent: Harry Bowker, Fire Chief

Others: Brian Williams, Brian Mott, RJ Jr Baseball

Recording: Rita J. Gurewitch, Clerk/Treasurer

The meeting was called to order at 6:05 pm by Mayor Johnsen.

The minutes of the regular meeting held on March 02, 2015 were read and approved upon motions from Trustee Henry and Trustee Buttaccio. The minutes from the Special Meeting on March 31, 2015 were read a motion was made by Trustee Henry to accept the Special Meeting minutes, Trustee Buttaccio seconded, voted on and carried. The following transfers were approved upon motion by Trustee Henry, to cover expenses to 5/31/15, seconded by Trustee Buttaccio, voted on and unanimously carried:

\$4000. From A1325.2 to A1325.4
\$543.45 from A1990.4 to A3121.4
\$7000. From A1990.4 to A5142.01
\$3000. From A5142.2 to A5142.01
\$1570.35 From A 1990.4 to A5142.4
\$5000. From A1990.4 to A8170.1

The February Treasurer's report was reviewed and approved upon motion from Trustee Buttaccio, seconded by Trustee Henry, subject to audit, voted on and carried unanimously. Bills were authorized for payment on Abstract #11 of Audited Vouchers, General Fund totaling \$41,128.71; Water Fund totaling \$30,601.35; Sewer Fund totaling \$4,176.27; CDBG totaling \$0.00 and TEP totaling \$; Trust & Agency Fund \$33,988.18.

RESOLUTION NO. 3 -2015 – 2015-2016 VILLAGE BUDGET

The following resolution was offered by Trustee Henry, seconded by Trustee Buttaccio and carried to wit:

WHEREAS, the budget for the 2015-2016 fiscal year has been prepared by the Board of Trustees of the Village of Manchester,

WHEREAS, no interested taxpayer of the Village of Manchester voiced any objection to the budget offered;

NOW, THEREFORE, BE IT RESOLVED, that the budget be adopted as follows:

	GENERAL	WATER	SEWER
Appropriations and other Budgetary Provisions	\$ 1,062,227	\$278,500	\$294,600
Less Estimated Revenue	\$ 534,099	\$181,000	\$275,500
Appropriated Cash Surplus	\$ 188,710	\$ 97,500	\$ 19,100
Reserves	\$ 30,000		
Balance to be raised by			
Real Property Tax Levy	\$ 339,418		

The above resolution was put to roll call vote, which resulted as follows:

Mayor Johnsen	Voting	“AYE”
Trustee Buttaccio	Voting	“AYE”
Trustee Henry	Voting	“AYE”

The resolution was thereupon declared duly adopted.

A motion was made by Trustee Henry, seconded by Trustee Buttaccio and carried by unanimous vote that the clerk be instructed to forward a copy of the itemized budget to the New York State Office of the State Comptroller as required by law.

The Minutes of the Organizational meeting were approved upon motion by Trustee Henry, seconded by Trustee Buttaccio, voted on and unanimously carried.

A motion was made by Trustee Henry, seconded by Trustee Buttaccio and carried by unanimous vote that the Annual Organizational Meeting transcript be adopted for the 2015-2016 fiscal year.

RED JACKET JUNIOR BASEBALL

Brian Williams and Brian Mott addressed the Board about the upcoming Jr. Baseball season at the Mike Griffin Memorial Park, but first they presented the Board with a glass “Thank You” statue as a token of appreciation and thanks for all their support. The \$1.00 annual fee to use the park was paid. The Day of Pride is schedule for April 18th and 19th to clean and ready the ball fields. This year Jr. Baseball will be hosting the Major League Baseball (MLB) Pitch, Hit and Run competition on April 25, 2015, which is sponsored by SCOTTS and starts a Noon. Opening Day is May 2nd. The parade will start at 9:30 am marching from the high school to the Mike Griffin Park. Opening ceremony will be approximated at 10:00 am with the games starting at 11:30. The Annual Golf Tournament is May 16th. Other events are being considered.

The Board informed them not to schedule any games on Wednesday’s in July that the concerts are being moved to the Mike Griffin Park. They asked the Board if they can enclose the middle field with fencing. No permanent fence can be used. They also asked to put a safety net up to catch homeruns. Further discussion is required. Permission was granted to remove the old poles on property. The old storage / rest rooms building will be assessed by Trustee Buttaccio to see if it can be restored to use for storage only.

RESOLUTION NO. 4-2015 - TO RESCIND LOCAL LAW NO. 2-2014 - A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED BY GENERAL MUNICIPAL LAW § 3-C

The following resolution was offered by Trustee Henry, seconded by Trustee Buttaccio who moved its adoption:

WHEREAS, the Village of Manchester adopted Local Law No. 2-2014 to Override the Tax Levy Limit Established by General Municipal Law Section 3-C; and

WHEREAS, the Village of Manchester adopted a budget for the fiscal year commencing June 1, 2015 through May 31, 2016 that did not produce a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law § 3-c; and

WHEREAS, repealing said Law will assist the Village of Manchester to be compliant with the Tax Freeze Legislation; therefore,

LET IT BE RESOLVED THAT the Village of Manchester rescinds Local Law No. 2-2014 to Override the Tax Levy Limit.

The question of adoption of the foregoing Resolution was duly put to roll call which resulted as follows:

Mayor Johnsen	Voting	“Aye”
Trustee Buttaccio	Voting	“Aye”
Trustee Henry	Voting	“Aye”

The resolution was thereupon declared duly adopted.

**RESOLUTION NO. 5 - 2015
2015 YOUTH AGREEMENT WITH THE TOWN OF MANCHESTER**

The following resolution was offered by Trustee Buttaccio, seconded by Trustee Henry and carried to wit:

WHEREAS, the Town of Manchester and the Village of Manchester chose to enter an agreement in order to obtain the maximum benefits for its Summer Youth Program; and

WHEREAS, the Village of Manchester will provide a varied recreation program for children school age through High School, for both male and female, ages 5 through 19 years, living within the Manchester-Shortsville School District; now

THEREFORE BE IT RESOLVED, the Town of Manchester will submit, \$2,766.67 town the Village Youth Recreation Program for the Year 2015.

The above resolution was put to roll call vote, which resulted as follows:

Mayor Johnsen	Voting	“AYE”
Trustee Buttaccio	Voting	“AYE”
Trustee Henry	Voting	“AYE”

The resolution was thereupon declared duly adopted

**RESOLUTION NO. 6-2015 – ADOPTING PERSONNEL POLICIES AND PROCEDURES
MANUAL AND EMPLOYEE HANDBOOK**

The following resolution was offered by Trustee Buttaccio, who moved its adoption, seconded by Trustee Henry:

WHEREAS, it is the policy of the Village of Manchester to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations; and

WHEREAS, the Village of Manchester Board of Trustees has determined that there is a need to adopt Policies and Procedures and an Employee Handbook to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREFORE, BE IT RESOLVED, that the Policies and Procedures and Employee Handbook are hereby adopted.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by the Village of Manchester and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Village of Manchester.

The question of adoption of the foregoing Resolution was duly put to roll call which resulted as follows:

Mayor Johnsen	Voting	“Aye”
Trustee Buttaccio	Voting	“Aye”
Trustee Henry	Voting	“Aye”

The resolution was thereupon declared duly adopted. A copy of said Employee Handbook and Policies is on file in the clerk’s office.

NEW YORK CONFERENCE OF MAYORS

No one will be attending this year’s annual meeting and conference.

SPRING CLEAN UP

Spring Clean Up will be on May 11th and May 12th for 2015. Contractor will be K & D Disposal, Inc.

PUBLIC COMMENT

A letter was received from resident Deborah Misleany Reed of Pratt Road concerning flooding in her yard. She requested the village install storm water drainage at her location. After a discussion it was decided that it is cost prohibitive to assist only one property owner. No action taken. Trustee Henry met with resident.

DPW REPORT

- There is no Wild Water Derby this year.
- The Lehigh Water Tower has a valve that is not working. Need to have Ross Valve come look at it.
- Mark Porretta Excavating will be starting this week on the Sanitary Sewer and Stormwater drainage at 8 Clifton Street. Fire Department will be exiting and entering from the rear of the building for now.
- The vacuum pump at the State Street lift station needs replacing. Called Smith & Loveless and ordered new pump.
- Getting the street sweeper ready to go for the 2015 season.
- 2005 Ford F550 (Little Dump) is being prepped to go to auction. Cost approx. \$1500 for prep work. Hoping to get \$20,000 at auction. 2000 New Holland Tractor with attachments also going to auction.
- Ordered new 2015 Ram 4500 and 5500 Chassis-Base NYS OGS Group 40580; Contract #PC66589 for \$59,416.00 Color is white with green dump and green lettering. All green was not available.
- A sign inventory was done and new signs will be ordered.
- Sidewalks will be installed on the west side of South Avenue from 30 South Avenue to the Village of Shortsville line to connect the sidewalks. We will “piggy back” onto the County Bid for sidewalk installation. Campobello Construction Co., Inc. will quote the job. Letters will be sent to the property owner’s that installation will occur (after the quote is received). The Village DPW will do sidewalk repair.
- The 2014 Annual Water Report will be completed and put in the Penny Saver and placed on the Village website.

POLICE REPORT:

- Chief Richard Coffey reported that due to his time off, he is catching up with duties.
- The lap top computer in the police car needs upgrading. It is a 2008. The cost is between \$2,000 and \$3,000. This expense would be shared with the Village of Shortsville. The Board approved this purchase.

FIRE DEPARTMENT:

- Quarterly Report covering 1/1/15 – 3/31/15 is on file in the clerk’s office.

EXECUTIVE SESSION

Trustee Henry motioned to Executive Session at 7:45 pm for discussion of personnel, seconded by Trustee Buttaccio, unanimously carried. Executive Session closed at 8:32 pm.
Opened Regular meeting at 8:33 pm.

SUMMER LABORERS AND PARK RECREATION PROGRAM

A motion was made by Trustee Henry and seconded by Trustee Buttaccio, then carried, to hire the following for the positions for summer laborers:

Bryce Guerrie at the rate of \$9.00 per hour to start June 1, 2015
Tyler Liberty at the rate of \$9.50 per hour to start June 1, 2015
Jacob Bott at the rate of \$10.00 per hour (currently employed)

A motion was made by Trustee Henry and seconded by Trustee Buttaccio, then carried, to hire the following positions for the summer park recreation program:

Kyle Sanders at the rate of \$12.00 per hour for Recreation Leader
Josephine Scherer at the rate of \$9.00 per hour for Recreation Assistant
Emily Hotchkiss at the rate of \$9.00 per hour for Recreation Assistant

The Park Program will begin July 6, 2015 through August 21, 2015 at the Manchester Family Park. The Swimming Program will run July 20th to July 30th, along with scheduling field trips and park events.

The next regular Village Board meeting will be on Monday, May 04, 2015 at 6:00 pm.

The meeting was adjourned upon motion at 8:45 PM.

Respectfully submitted,

Rita J. Gurewitch
Village Clerk/Treasurer