

## MINUTES OF REGULAR BOARD MEETING HELD AUGUST 6, 2007

Present: Nancy W. Johnsen, Mayor  
Michael W. Murphy, Trustee

Absent: William F. Henry

Others: Chris Nill, Roseanne Schmid, Frank Gorgonzola, Richard Cirulli, Donald Hessnesy, Harry Bowker, Donald Blaisdell

Recording: Angela D'Arduini, Clerk/Treasurer

The meeting was called to order at 7:00 PM by Mayor Johnsen. The clerk led the Pledge of Allegiance. Minutes of the meeting held July 2, 2007 were read and a motion was made by Trustee Murphy, seconded by Mayor Johnsen to approve the minutes as presented. Bills were authorized for payment on Abstracts of Audited Vouchers #9, General Fund totaling \$31,584.35; #10, Water Fund totaling \$293.98; #11, Sewer Fund totaling \$49,148.91; and #12, Capital Fund totaling \$30,272.75. A motion was made by Mayor Johnsen, seconded by Trustee Murphy to accept the treasurer's report for the month of June, unanimously approved subject to audit.

### PUBLIC COMMENTS

Richard Cirulli asked if the sump pump inspections were complete at the end of State Street. Thirty-five (35) houses required inspections; all but nine (9) houses have been checked. Six (6) sewer connections were found. Trustee Murphy prepared a list with the results of the sump pump inspections. Mr. Cirulli inquired about the status of the former Chunko property/annexation. At a meeting on July 11, 2007, the Farmington Town Board expressed its informal approval of the proposal that the land be annexed to the Village of Manchester. It is now up to Farmington Properties LLC to proceed with the application for annexation. Mr. Cirulli also asked when sidewalks would be installed from Bennett Avenue to his property. The DPW is looking at the end of August or the beginning of September.

### DONALD HESSNEY – Assessor's Office

Donald Hessney attended the July board meeting sharing some problems he encountered with the assessor's office. Tonight he had a letter from the assessor which he wanted to share with the board. The letter clarified the process of assessment change notices from March 1<sup>st</sup>, the taxable status date and the deadline for filing exemption applications and renewals to the actual time the new assessment becomes available. He felt the letter was both offensive and defensive. He thanked the board for their time and their continued support of better communication between the assessor's office and the village board.

### PEDESTRIAN/BICYCLE PATHWAY

Chris Nill, TEP Contract Administrator and Project Manager Roseann B. Schmid, P.E. of Fisher Associates addressed the board. Ms. Schmid said she is very excited to do the project. They reviewed the revised documentation submitted by Fisher Associates for design, ROW incidentals, and construction/assistance in connection with the proposed "Manchester Gateway" Pedestrian/Bicycle Pathway System with the board members.

- A. Contract:** The only change made to the original draft contract submitted by Fisher is that the payment scheme would be *cost plus fixed fee* rather than lump sum. Under a cost plus fixed fee arrangement, the village would only pay for the work actually performed by the consultant.
- B. Scope of Services (SOS):** Fisher's **Construction Support** has been added to the SOS and **Construction Inspection** has been added. Construction Support covers the potential need for engineering assistance during the construction phase only. If the project runs smoothly with few or no unanticipated circumstances, then little or no cost may be incurred. The Construction Inspection costs are all inevitable and necessary.
- C. Cost Proposal:** Fisher successfully negotiated with NYSDOT to permit use of a lower-level personnel category of construction inspection for a savings in that area on the order of \$10,000. Elimination of the Padelford Brook ped./bike bridge represents a savings of approximately \$10,000. If the Town of Manchester commits to sharing half the cost of the proposed Water Street sidewalk, another savings of \$15,000 could be achieved.

The revised Project Budget:	Original Budget	\$192,488
	Potential Savings	<u>\$55,470</u>
	Total	\$247,958
	Available Contingency	\$124,988

All things considered, Chris Nill, TED Contract Administrator felt it was in the Village's best interest to accept and approve the revised cost proposal.

**FISHER ASSOCIATES COST PROPOSAL ACCEPTANCE – Resolution No. 8-2007**

The following resolution was offered by Trustee Murphy, seconded by Mayor Johnsen who moved its adoption:

**WHEREAS:**

- 1) On April 2, 2007 this Village Board voted unanimously to accept and approve the technical engineering design proposal submitted by Fisher Associates, P.E., L.S., P.C. in order to undertake a vitally important transportation project in our community entitled the "Manchester Gateway Pedestrian/Bicycle Pathway System," funded through the NYS Department of Transportation's "Transportation Enhancements Program";
- 2) The Village's designated Consultant Selection Committee (CSC) subsequently entered into discussions with representatives of Fisher Associates so as to negotiate a mutually acceptable fee for services to be rendered;
- 3) The Village's CSC diligently reviewed, evaluated and commented on all documentation provided by Fisher Associates relating to their proposed scope of services, contract, and fee estimate;
- 4) Upon the conclusion of said discussions and review, the members of the CSC agreed by common consensus to recommend to the Village Board that it accept the final version of Fisher Associates' revised fee estimate, scope of services and contract as amended through bilateral negotiation,

**NOW, THEREFORE, BE IT RESOLVED THAT:**

- 1) This Board hereby approves and ratifies the final version of the proposed contract with Fisher Associates, P.E., L.S., P.C. as recommended by the CSC, for engineering design and related services to be rendered in connection with the development of the 'Manchester Gateway' Pedestrian/Bicycle Pathway System, each Board member having had an opportunity to fully review and consider all items of documentation pertaining thereto;
- 2) This Board authorizes the Mayor of the Village of Manchester to affix her signature to a contract with Fisher Associates for professional services having a total value not to exceed the amount of two hundred twenty-four thousand five hundred dollars and no cents (\$224,500.00), which sum shall be payable to said firm and its designated subcontractors under a "cost plus fixed fee" arrangement as specified in the terms of the contract.

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

Mayor Johnsen	Voting	"AYE"
Trustee Murphy	Voting	"AYE"

The resolution was duly adopted.

**CLERICAL POSITION – Resolution No. 9-2007**

The board advertised for clerical help in the office to prepare for the retirement of Clerk/Treasurer Angela D'Arduini. Fifty-five resumes were received. The board elected to interview 5 of the applicants. After careful review of all the candidates, the following resolution was offered by Trustee Murphy, seconded by Mayor Johnsen, who moved its adoption:

**WHEREAS,** the Clerk/Treasurer will be retiring on August 30, 2007, and

**WHEREAS,** it will be necessary to hire someone to work full time in the village office, and

**WHEREAS:** 55 resumes were received and reviewed, and

**WHEREAS:** this board interviewed five (5) applicants interested in employment.

**NOW, THEREFORE, BE IT RESOLVED,** that this board hereby agrees to hire Debra A. Gulvin-Chase to work in the clerk's office for an annual salary of \$32,500.

**BE IT FURTHER RESOLVED,** that her employment will commence on August 27, 2007.

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

Mayor Johnsen	Voting	"AYE"
Trustee Murphy	Voting	"AYE"

The resolution was duly adopted.

## **RGE – EXPANSION OF SUBSTATION**

Mayor Johnsen told the board that Rochester Gas & Electric wants to expand their existing substation on State Street. They are interested in buying some land from the Village of Manchester. A meeting has been scheduled with RGE on Thursday, August 9<sup>th</sup> at 2 PM at the village office to discuss the issue.

## **TRUSTEE MURPHY RESIGNATION**

Trustee Michael Murphy submitted a letter of resignation from the Manchester Village Board effective August 7, 2007 as a result of relocating out of state. Trustee Murphy thanked the village board, employees, and the residents for the enjoyable experience he had working on the Village Board and the Village Planning Board over the past 6 years. Mayor Johnsen said it is with regret that she accepts his resignation but wished him the very best. She thanked him for his dedication to the village.

## **FIRE TRUCK**

Fire Chief Donald Blaisdell and Harry Bowker of the Manchester Fire Department came to the meeting. They have found a ladder truck in Grand Island that can be purchased for \$10,000. It is a 1973 refurbished in 1994. They went to Grand Island to look at it and it is in mint condition. It has low mileage (1500) and no rust. The only thing they need to do is change the name on the truck. Harry said they should get at least seven years out of it, during which time the village will put money into a capital fund towards a new truck. The current ladder truck is a 1959.

A motion was made by Trustee Murphy, seconded by Mayor Johnsen and carried to purchase the fire truck.

## **SEPTEMBER MEETING CHANGE**

The September Board meeting will be held on Monday, September 10, 2007 due to the Labor Day holiday. The clerk will notify the newspaper of the change.

## **DEDICATION OF MERRICK CIRCLE**

The Village would like to acquire a dedication of Merrick Circle. Mayor Johnsen has asked Attorney John E. Tyo to research this. A parcel owned by Thompson Grain would be involved. Attorney Tyo has written to Duane Thompson inquiring whether he would sign a deed of dedication to the Village.

Upon recommendation of DPW Supervisor Jeff Liberati, the board unanimously approved laborer Kyle Crowley working through the leaf season (October).

The meeting was adjourned on motion at 9:00 PM.

Respectfully submitted

Angela D'Arduini, Clerk/Treasurer