

**VILLAGE OF MANCHESTER  
MINUTES OF THE REGULAR VILLAGE BOARD MEETING  
HELD AT 8 CLIFTON STREET, MANCHESTER NY  
ON MARCH 02, 2015**

Present: Nancy W. Johnsen, Mayor  
William F. Henry, Trustee  
Michael J. Buttaccio, Trustee  
Richard Coffey, Police Chief

Absent: Jeffrey Liberati, DPW Supervisor, Harry Bowker, Fire Chief

Others: Bill Lawrence, Jacob Maslyn, Boy Scouts; Lynn Fish, Chris Livermore, Matt Schaertl, Snowmobile Club; Anthony Cirulli.

Recording: Rita J. Gurewitch, Village Clerk/Treasurer

The meeting was called to order at 6:00 pm by Mayor Johnsen. The Clerk led the Pledge of Allegiance to the flag.

The minutes of the Regular meeting held on February 02, 2015 were read. A motion was made by Trustee Henry to accept the minutes as written, seconded by Trustee Buttaccio, voted on and unanimously carried. The January Treasurer's report was presented and approved by motion from Trustee Henry, seconded by Trustee Buttaccio, unanimously carried subject to audit. Bills were authorized for payment on Abstract #10 of Audited Vouchers, General Fund totaling \$64,066.66; Water Fund totaling \$990.40; Sewer Fund totaling \$709.24; CDBG totaling \$0.00 and TEP totaling \$0.00; Trust & Agency Fund \$11,346.07.

**NYS DEPARTMENT OF HEALTH – PUBLIC WATER SUPPLY**

The Board met with the Dept of Health concerning the Total Trihalomethanes level present in the water supply. Testing was done last month and the results show the levels came in at 47 micrograms (ug), well below the maximum contaminant level of 80 ug. The Village is now in compliance and no longer has to notify the public of a violation. Hydrants will be flushed at the end of July as the testing will be the first week of August.

**EAGLE SCOUT PROJECT – TROOP 39**

Jacob Maslyn, from Boys Scouts of America, Troop 39, approached the Board describing a potential Eagle Scout Project he would like to accomplish. His project would entail 5 educational signs alongside the trail describing the wildlife, the water shed and various flora and fauna found by the trail. During the discussion, Trustee Henry requested that the north end of the trail also be utilized in placing the signs. Most likely they will be aluminum signs with a coating to protect from vandalism. There is a June 01, 2015 deadline. The project was approved by the Board and also the Board is to approve the location and verbiage of each sign.

**LEHIGH VALLEY SNOWMOBILE CLUB**

Matt Schaertl approached the Board stating the club purchased a groomer last week. It is 10,000 pounds, 6 ½ feet wide and 31 feet long, all on a rubber track.

There is a large heated facility at 28 Center Street operated by CL Enterprise where they could store and train members to use it.

The Club is looking for permission to move the groomer down the trail. Mr. Schaertl stated they would be responsible for any damage and make repairs when necessary. The season ends March 31<sup>st</sup>. All liability would be under the Lehigh Valley Snowmobile Club. They would use it 2-3 days a week; it goes 5mph and would be out for about 5 hours.

The Board approved contingent upon first walking the whole trail to see where barriers might be incurred and also if permission is needed from other property owners where the machine could encroach. Trustee Buttaccio, Lynn Fish, and DPW Supervisor Jeff Liberati, are to meet tomorrow morning to walk the length of the trail.

**BUDGET HEARING NOTICE**

The Village will hold a Budget Public Hearing on Monday, April 06, 2015 at 6:00 pm. The tentative budget will be accessible for inspection by the public at the Clerk's office on March 20th.

## **ONTARIO COUNTY WORKFORCE PROGRAM**

Ontario County has asked again if the Village of Manchester would like to participate in their Workforce program that employees and finances youth throughout the county over the summer. The Board would like a participant for the summer laborer and the recreation program. Trustee Henry will contact the school to see if we have any local children that could participate.

## **2015 SUMMER CONCERT SERIES**

Four concerts will be offered this summer starting July 8, 2014 and each Wednesday thereafter in July. The concerts may be located at the Mike Griffin Memorial Park on West Avenue this year. Booking will take place soon.

## **CONTRACT CLOSE OUT REPORT – FISHER ASSOCIATES – TEP TRAIL**

Raymond F. Wager, CPA, P.C. Certified Public Accountants were hired to do an Independent Accountant's Report on applying Agreed-Upon-Procedures with the Commissioner of Public Works and the State of New York Department of Transportation to assist the Village of Manchester in evaluating Fisher Associates' assertion that the cost elements and fees submitted under Contract D030158 (our contract for the trail) are allowable based on the contract provisions.

No findings were noted on Procedures #1, #2, #3, #4, and #7. Procedure #5 noted that the consultant charged less of overhead costs for office but more than the allowed amount for field services. Procedure #6 determined that the consultant charged less than allowed for fixed fees. Fisher Associates agreed to waive the remaining net amount owed to them to close out this grant. All agreed.

## **EVALUATION OF INTERNAL ACCOUNTING CONTROLS**

Raymond F. Wager, CPA, P.C. Certified Public Accountants were hired to assist the Board with evaluating the internal accounting controls of the Village of Manchester. The clerk distributed the report to the Board. Some of the procedures included, Policies and Procedures adopted by the Board, cash and bank reconciliation process, expenditures and accounts payable, including Board approval of claims, Revenue and receivables, Personnel and payroll processing, General Ledger maintenance, Computerized accounting system, Cash receipt procedures, Fixed asset accounting, Indebtedness and Long-Term financial Planning. Report has been reviewed and placed on file in the clerk's office.

This communication is intended solely for information and use of managing by the Village Board.

## **SPRING CLEAN-UP**

The date for Spring Clean-Up will be May 11<sup>th</sup> and 12<sup>th</sup>. Jeff to get three quotes.

## **DPW REPORT**

No report at this time

## **POLICE REPORT**

Written report on file in the clerk's office.

## **FIRE DEPARTMENT REPORT**

- No report at this time

The Public Hearing and next regular Village Board meeting will be on Monday, April 06, 2015 at 6:00 pm.

A Budget workshop will be on March 09, 2015 at 9:30 am.

The meeting was adjourned upon motion at 7:20 pm.

Respectfully submitted,

Rita J. Gurewitch  
Village Clerk/Treasurer