

MINUTES OF REGULAR MEETING HELD MAY 2, 2005

Present: Bruce E. Miles
Norman Folts, Nancy Johnsen

Others: William F. Dean, Chris Nill, Mike Murphy, James McIntosh, Michael Schaffron
and Lona Cornell.

Absent: None

Recording: Rita J. Gurewitch, Deputy Clerk/Treasurer

The meeting was called to order at 7:00 P.M. by Mayor Miles. Minutes of the meeting held April 4, 2005 were read and approved as presented. Bills were authorized for payment on Abstracts of Audited Vouchers #34, General Fund totaling \$18,483.99; #35, Water Fund totaling \$726.25 and #36, Sewer Fund totaling \$77,398.51. The treasurer's report for the month March was approved subject to audit.

LABELLA ASSOCIATES

Mr. James McIntosh and Mr. Michael Schaffron from LaBella Associates of Rochester addressed the board with a presentation of their municipal engineering services. They specialize in municipal and water resource management services and have worked with municipalities throughout New York and northern Pennsylvania. They have a staff that does the administration, design and construction for projects. When asked about our Strategic Plan, it is understood that LaBella does not have a strong planning background.

After the presentation, Mayor Miles thanked them for coming and that we would keep their literature on file for any future projects that may have to be addressed.

OLD BUSINESS:

FREDERICK PROPERTY

Greg MacLeon is to send letter about what we have to do regarding the building. New concerns in the demolition are asbestos and the unsettling dirt. He will check and let us know. The board directed the Deputy Clerk to inform the Clerk to call Sneider Associates Secretary to start another request for reimbursement funds for project.

FRIENDLY VILLAGE – COMMITTEE OF 6 – SEWER CHARGE

Village attorney, John Tyo, responded to a letter sent to the village, from the Committee of 6 (Friendly Village), concerning the sewer charge. (See April 4, 2005 minutes) They wanted debt service charges removed once the Sewage Treatment Plant debt was paid. Mr. Tyo explained in a letter to this group that each year that the debit service decreased, the cost of operation and maintenance increased. For the past two years, the expenses are greater than the revenue – thus depleting the fund balance. Mr. Hazel of the Committee of 6 called Mr. Tyo telling him that they appreciated the response to their inquiry regarding the charge.

STRATEGIC PLAN

Chris Nill informed the Board that five requests for proposals (RFP's) were received from various planning consultants. The Strategic Plan committee will be reviewing the proposals and will reduce the list to three and set up interviews with them. He feels hopeful that a qualified firm will be selected to guide the village. Mr. Nill recommended an "Executive Handbook" for all local officials and volunteers involved in the strategic planning process and offered to compile the handbook. The purpose of the handbook is to help keep everyone "on the same page" with respect to background information and guidance. The nominal cost of developing these handbooks would be a legitimate project documentation cost reimbursable under the GOSC grant. The board thanked Mr. Nill for keeping them informed and agreed with handbook rationale.

NEW BUSINESS:

KEUKA COLLEGE STUDENT PROJECT

Lona Cornell, a nurse and student of Keuka College, addressed the board. She and two other students are obtaining their bachelor's degrees from Keuka College. They have an assignment to select a community and do a report on its needs and assessments. They have selected the Village of Manchester. They will be doing extensive research about the village. The board offered any knowledgeable assistance that might be helpful. They also requested when the report was completed if the village could have a copy. The assignment should be completed within a month.

SUMMER LABORERS AND PARK PROGRAM

A motion was made and carried to hire the following for the position of summer laborer at the rate of \$8.50/hour effective May 09, 2005:

Michael Henry - To start Monday, May 11^h
Matthew Crowley – To start Monday, May 09^h
Kyle Crowley – To start Monday, May 23rd

A motion was made and carried to hire the following: Recreation Assistants at a rate of \$8.00/hour for the summer park program July 5th through August 26th. The Recreation Leader will be at a rate of \$11.00/hr.

Danielle D'Arduini	Recreation Leader
Matthew Carey	Recreation Assistant
Tracy Abbott	Recreation Assistant

Trustee Johnsen has been reviewing recreation job descriptions and medical and registration forms for the park program. It was agreed to have the village attorney examine the forms before starting to use them. A discussion followed concerning the requirement that the Recreation Leader is First Aid and CPR certified. A motion was made and unanimously carried to offer a class for certification of first aid and CPR to all employees. Trustee Johnsen will make arrangements to offer the class. Also, Trustee Johnsen is waiting for proposals on park reconstruction. She would like to attempt a grant application

DOG CONTROL

A dialogue convened concerning whether to change the current village dog control ordinance. After discussing the ordinance the board decided to leave it as is and will further investigate the need to change it. The village currently has a contract with Ontario County Humane Society for controlling dogs.

UNPAID WATER & SEWER

(See attached list of unpaid water and sewer bills to be
Levied on the 2005- 2006 Tax Roll)

BROKEN WATER METERS

An all out effort will be in effect this summer to begin replacing old water meters with new meters. This program will run laterally with the removal of sump pumps and floor drains to improve our sewer system. Mayor Miles has spoken with DPW Supervisor Jeffrey Liberati as to commencing these programs.

TAX SEMINAR

The Board approved that the village office be closed May 11th from 9:00 am to 3:00 pm so that the clerks may attend a Tax seminar at the County Offices on a new tax software that is being installed by Ontario County to utilize next month when collecting taxes.

MEMORIAL DAY PARADE

The Village Board received a letter from Harry Sheets, Memorial Day Parade Marshall American Legion Post 34 inviting them to take part in the annual Memorial Day Parade on Monday May 30th. Mayor Miles, Trustee Folts and Trustee Johnsen will participate.

FLOWER PLANTING AND MAINTENANCE

Three quotations were received for the spring planting of flowers. The village sent requests for proposals for the following: 15 Barrels with spikes, wave petunias, additional plants for color; 2 Barrels at Village Hall with Impatiens; 25 Hanging Baskets with two red geraniums, one white geranium, vinca vine; 2 planters in front of Veteran's Memorial (same as baskets); 3 window boxes at the bandstand (same as baskets); and triangle area at traffic light to have additional plantings for color.

1. Fresh-Ayr Farm Market - \$660.00
2. Fish Farm Market - \$499.27; additional for triangle
3. Larry Blair - \$1,660.

After discussion, a motion was made by Trustee Folts, seconded by Trustee Johnsen, that the village hire Fish Farm Market to do the spring planting. Voted on and carried. that Mayor Miles abstained from discussion and vote due to conflict of interest.

POLICE DEPARTMENT

Chief Dean stated that the patrol car was in need of service and the radio/computer will need to be look at to see if in need of repair. Approval was given to proceed to have those things looked into. Also, Chief Dean stated that he would be taking a few days off in May around the 21st.

Meeting adjourned on motion at 8:55 PM.

Respectfully submitted,

Rita J. Gurewitch
Deputy Clerk/Treasurer