

**VILLAGE OF MANCHESTER  
MINUTES OF THE REGULAR VILLAGE BOARD MEETING  
HELD AT 8 CLIFTON STREET, MANCHESTER NY  
ON JANUARY 08, 2018**

Present: Nancy W. Johnsen, Mayor  
Michael J. Buttaccio, Trustee  
William F. Henry, Deputy Mayor, Trustee

Absent: Jeffrey P. Liberati, DPW Supervisor; Richard Coffey, Police Chief ; Harry Bowker, MFD

Others: Ed Ruthven MFD; Patrick Nicoletta, MRB; Jennifer & George Davis; Judy Robinson,  
Steve DeHond, Code Enforcement

Recording: Rita J. Gurewitch, Village Clerk/Treasurer

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

The minutes of December 4, 2017, meeting were read and approved upon a motion from Trustee Buttaccio and seconded by Trustee Henry. The December Treasurer's report was approved upon a motion from Trustee Henry, seconded by Trustee Buttaccio, voted on and unanimously carried, subject to audit. Bills were authorized for payment on Abstract #8 of Audited Vouchers, General Fund totaling \$27,384.07; Water Fund totaling \$21,530.53; Sewer Fund totaling \$0.00 ; CDBG totaling \$13,045.00 and TEP totaling \$0.00; Trust & Agency Fund \$12,808.40.

**Reported – ENGINEERING PLANNING GRANT (EPG) AWARDED**

The Village of Manchester has been awarded an Engineering Planning Grant in the amount of \$30,000, which will be used to investigate inflow and infiltration in the village especially on the west end of State Street. A telephone conference call will be set up between the Department of Environmental Conservation (DEC), the Environmental Facilities Corporation (EFC), and the village representatives to go over the details of the grant and administration of such. A 20% match is expected from the Village of Manchester. Mr. Nicoletta explained that another grant application will be offered in June that would implement the engineering plan.

**Discussed – MANCHESTER RAILROAD MEMORIAL PARK**

A letter was received from the Village of Manchester Planning Board. Planning Board Chair, Judy Robinson, explained to the Board that there was a misunderstanding of who was to review the Railroad Committee's site plan to put two additional cars at the Railroad Park. The Planning Board is returning the site plan to the Village Board with their recommendations. Steve DeHond did mention that "no site can be approved that uses county land." After a discussion it was determined to hold a special meeting to discuss the railroad cars again. The meeting is set for January 24, 2018 at 3:00 pm.

**Reported - ELECTION – MARCH 20, 2018 - RESOLUTION NO. 1-2018**

Trustee William Henry offered the following resolution, seconded by Mayor Nancy W. Johnsen, who moved its adoption:

**WHEREAS** there is to be an election in the Village of Manchester on March 20, 2018 to fill the office of Trustee for a term of four (4 years), and

**WHEREAS** the Village of Manchester has just one election district,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees establishes the polling place to be in the village board room at the Village Hall, 8 Clifton Street, Manchester, New York 14504 between the hours of 12:00 Noon until 9:00 PM on Tuesday March 20, 2018.

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

Mayor Johnsen	Voting	"AYE"
Trustee Henry	Voting	"AYE"
Trustee Buttaccio	Voting	"AYE"

The resolution was duly adopted.

**Approved – FEE SCHEDULE**

**RESOLUTION NO. 2-2018 - FEE SCHEDULE**

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

WHEREAS, the Village of Manchester fee schedule may be amended from time to time as necessary upon resolution of the Board of Trustees; and

WHEREAS, Code Enforcement Officer Steve DeHond has proposed changes to the fee schedule; and

WHEREAS, the board of trustees discussed what fees would be reasonable and comparable;

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of the Village of Manchester, that the following fees be amended to the Village of Manchester fee schedule as follows:

1. **CHANGE** – PLANS SUBMITTED TO THE PLANNING BOARD FOR APPROVAL:  
Residential - \$25.00  
Commercial - \$50.00
2. **CHANGE** – BUILDING PERMIT RENEWAL FEE - \$10.00
3. **CHANGE** - COMMERCIAL RECREATION – APPLICATION - \$50.00
4. **CHANGE** – PRIVATE AIRSTRIP – APPLICATION - \$50.00
5. **CHANGE** - ZONING BOARD OF APPEALS APPLICATION  
Residential - \$75.00  
Commercial - \$100.00
6. **CHANGE** – WATER SERVICE  
¾" SERVICE - \$1000.00  
1" SERVICE - \$1000.00  
**ADD** – REPLACEMENT OF WATER SERVICE CURB BOX- \$100.00
7. **CHANGE** – SPECIAL USE PERMIT – APPLICATION FEE - \$50.00
8. **CHANGE** – TEMPORARY USE PERMIT – APPLICATION FEE - \$50.00
9. **CHANGE** – VILLAGE MAP - \$2.00
10. **CHANGE** – ONTARIO COUNTY MAP - \$2.00
11. **CHANGE** – VILLAGE ZONING MAP - \$2.00
12. **CHANGE** – RETURNED CHECK FEE - \$20.00

BE IT FURTHER RESOLVED, that the new fees become effective immediately.

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

Mayor Nancy Johnsen	Voting	"AYE"
Trustee Michael Buttaccio	Voting	"AYE"
Trustee William Henry	Voting	"AYE"

The resolution was duly adopted.

**Reported – BROWNFIELD PROJECT – FREDERICK PROPERTY, STATE STREET**

Mayor Johnsen received a telephone call from the Dept of Environmental Conservation (DEC) to discuss the Frederick Property. Mayor Johnsen requested a meeting that they come here to discuss in person. Village Attorney John Tyo will arrange the meeting.

**Reported – REGULATIONS PERTAINING TO SOLAR ENERGY SYSTEMS**

The Planning Board submitted a recommendation for amending the Village Local Law to add regulations pertaining to solar energy systems. They also recommended to delete the chapter on wind power. The Village attorney will be contacted to commence moving forward on the local law.

**Approved – RESOLUTION NO. 3 – REGISTRAR AND DEPUTY REGISTRAR OF VITAL STATICS**

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

## **RESOLUTION AUTHORIZING APPOINTMENTS OF A REGISTRAR AND DEPUTY REGISTRAR OF VITAL STATISTICS**

**WHEREAS**, there exists a need for the appointment(s) of a Local Registrar and Deputy Registrar of Vital Statistics for the Village of Manchester,

**NOW, THEREFORE, BE IT RESOLVED** by the Village Board of Trustees that Rita J. Gurewitch be appointed Local Registrar of Vital Statistics and Debra A. Gulvin Chase be appointed Deputy Registrar of Vital Statistics for terms of 4 years until December 31, 2021 and the amount of compensation is determine by the New York State Department of Health (DOH).

The resolution was put to a roll call vote:

Mayor Johnsen – AYE  
Trustee Henry – AYE  
Trustee Buttaccio – AYE

The resolution was duly adopted.

All necessary paperwork will be sent to the state and local DOH.

### **NO PUBLIC COMMENT**

#### **DPW REPORT**

- No report

#### **POLICE REPORT**

- No report

#### **FIRE DEPARTMENT REPORT**

- Annual Report on file in the clerk's office. Copy to Towns of Manchester and Farmington. Total year: 224 calls, Village of Manchester 59, Town of Manchester 70, Town of Farmington 44, NYS Thruway 42 and other towns/villages 8. Full report on file in clerk's office.
- New Officers for 2018: Chief – Harry Bowker, 1<sup>st</sup> Asst. Chief – Ed Ruthven, 2<sup>nd</sup> Asst. Chief – Bryon Schrader, Captain – Lee Sanders, Lieutenant – Rich Yahn, President – Jim Goodall, Vice President – Lee Sanders, Secretary – Cindy Goodall, Treasurer – Jason Whipple

The next regular Village Board meeting will be on Monday, February 05, 2017 at 6:00 pm.  
The meeting was adjourned upon motion at 7:30 pm.

Respectfully submitted,

Rita J. Gurewitch  
Village Clerk/Treasurer