

**VILLAGE OF MANCHESTER**  
**MINUTES OF THE REGULAR VILLAGE BOARD MEETING**  
**HELD AT 8 CLIFTON STREET, MANCHESTER NY**  
**ON March 05, 2018**

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

Absent: Jeffrey P. Liberati, DPW Supervisor; Harry Bowker, MFD

Others: Ed Ruthven MFD; Anthony Cirulli

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 February 05, 2018, meeting were read and approved upon a motion from Trustee Buttaccio and seconded by Trustee Henry. The February 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 #10 of Audited Vouchers, General Fund totaling \$; Water Fund totaling \$; Sewer Fund totaling\$ ; CDBG totaling \$ and TEP totaling \$0.00; Trust & Agency Fund \$.

**Discussed – 2018 SUMMER CONCERT SERIES**

Three concerts have been booked for July 2018. The time will be 7-8:30pm at the Mike Griffin Memorial Park. July 11<sup>th</sup>: Shackwater; July 18<sup>th</sup>: Jimmie Jam and The City Limits Band, for July 25<sup>th</sup>.

**Reported - PROPOSED JOINT COMPREHENSIVE PLAN**

The Town of Manchester is the Lead Agency for the Joint Comprehensive Plan. Completed Short Environmental Quality Report (SEQR) Part 1 – Unlisted – no environmental impact.

The Public Comment Period on the Short Environmental Quality Report (SEQR) remains open from the Public Hearing held at the end of January. No one has spoken against the Plan and there are no revisions.

The Comprehensive Plan was reviewed by Ontario County Planning Board at their February 14, 2018 meeting. Their report included suggested short and medium term tasks that could be reviewed. The Village Board read over their suggestions and comments.

Mayor Johnsen asked if there were any more comments on comprehensive plan and SEQR three times. Mayor Johnsen closed the comment period. The April 2, 2018 the village will adopt the 2017 Joint Comprehensive Plan.

**Reported – BROWNFIELD PROJECT #B00131 – FREDERICK PROPERTY, STATE STREET**

The Board met with Day Environmental, Inc. and Plumley Engineering. Each meeting was to interview and submit initial cost quotes to assist the village in the Frederick Property project. The project needs to be completed and receive Department of Environmental Conservation (DEC) approval.

Plumley Engineering: Estimated Cost: \$3,500. Plus other standard costs and conditions.

Day Environmental: Estimated Cost: \$3,500. Plus additional costs.

Mayor Johnsen motioned to hire Day Environmental, Inc. as consultant for the Frederick Property Project, seconded by Trustee Henry, voted on and unanimously carried.

**Reported – VILLAGE GENERAL ELECTION**

The Village General Election is Tuesday March 20, 2018 from noon to 9:00 pm at the village hall.

**Discussed – MERRICK AVENUE VACANT LOT PARCEL NO.**

In preparation to sell the lot on Merrick Avenue, a property survey will be performed by Freeland and Perrinello Surveyor’s, an assessment of the lot will be obtained from the assessor and then a date will be set for a Public Hearing to sell the property. Once the Public Hearing is over the lot will go out to bid.

**Reported – SET PUBLIC HEARING FOR 2017-2018 BUDGET REVIEW/ADOPTION**

The Board has set April 02, 2018 for the Public Hearing on the 2018-2019 Budget. The Budget will be available for review by the public prior to the hearing.

**Approved – SPRING CLEAN-UP**

Spring Clean Up will be May 14th and 15<sup>th</sup> and K & D Disposal is hired.

**Requested – RED JACKET CENTRAL SCHOOL DISTRICT**

Sue Franceschi sent an email requesting if the baseball/softball program could use the Mike Griffin Memorial Park fields for practices and/or home games if needed this spring 2018 season. The Board felt there would be no problem if coordinated with Red Jacket Junior Baseball as they use the fields also.

**Appointed – PLANNING BOARD RESIGNATION AND APPOINTMENT**

Sean Schumacher has submitted his resignation to the Planning Board effective March 5, 2018 due to his increased work at his employment. Mr. Schumacher stated that he could be an alternate, if needed. Mayor Johnsen received a Letter of Interest from Jennifer Davis, Bennett Avenue, to serve on the Planning Board.

Mayor Johnsen requested that the clerk send a letter to Mr. Schumacher that we regret his resignation and thank him for service. Also, Mayor Johnsen, appointed Sean Schumacher as an Alternate Planning Board Member. Mayor Johnsen then appointed Jennifer Davis as a Planning Board Member. Their Oath’s of Office will be performed at tomorrow night’s Planning Board meeting.

**Approved - STANDARD WORK DAY FOR ELECTED AND APPOINTED OFFICIALS – RESOLUTION NO. 8-2018**

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

WHEREAS, State regulations require participating employers submit a Standard Workday and Reporting Resolution to the NYS and Local Retirement System for all elected and appointed officials,

THEREFORE, BE IT RESOLVED, THAT THE Village of Manchester, Location Code 40430, hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees Retirement System based on the time keeping system records or activities maintained and submitted by these officials to the clerk of this body:

<u>Title</u>	<u>Participates</u>	<u>Name</u>	<u>Term Begins/Ends</u>	<u>Standard Work Day</u>
Mayor	No	Nancy W. Johnsen	4/1/2016-03/31/2020	6
Trustee	No	William F. Henry	4/1/2016-03/31/2020	6
Trustee	No	Michael J. Buttaccio	4/1/2014-03/31/2018	6
Clerk/Treas	Yes	Rita J. Gurewitch	4/1/2016-03/31/2020	8
Deputy Clerk/Treas	Yes	Debra A. Gulvin- Chase	4/1/2017-03/31/2018	8

If any elected official should join the NYS Retirement System, he (she) will need to keep a record of work activities, including the hours worked and submit this log to the Village Board and the Board will

determine how many days per month should be credited according to calculations provided by NYS Retirement.

Rita. Gurewitch and Debra Chase submit a bi-weekly time sheet and work a 40 hour work week.

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.

### **Approved – ONTARIO COUNTY PROBATION DEPARTMENT – COMMUNITY SERVICE PROGRAM**

A request has been made by Patty Miller, Human Services Worker, from Ontario Co. Probation Dept. , if the Village of Manchester would participate in their Community Service Program. If the court assigns community service to an individual could assign a task here in the village. After a brief discussion, the Board approved participating in the program.

#### **DPW REPORT**

- No report

#### **POLICE REPORT**

- Dick still to meet with Spectrum Communications about wi-fi camera’s on the trail
- Dog complaints

#### **FIRE DEPARTMENT REPORT**

- Monthly Report on file in the clerk’s office. Copy to Towns of Manchester and Farmington.
- The fire siren on the roof of our building is not working. It needs to be repaired.

The next Village Board meeting will be the Organizational Meeting and Public Hearing on Monday, April 02, 2018 at 6:00 pm.

The meeting was adjourned upon motion at 7:05 pm.

Respectfully submitted,

Rita J. Gurewitch  
Village Clerk/Treasurer