

**VILLAGE OF MANCHESTER  
MINUTES OF THE REGULAR VILLAGE BOARD MEETING  
HELD AT 8 CLIFTON STREET, MANCHESTER NY  
ON SEPTEMBER 14, 2015**

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

Absent: Harry Bowker, Fire Chief

Others: Bill Lawrence, Boy Scouts; Alice Eagle, Alan Eagley; Cathy Woodworth, Donald Woodworth; Dennis Speers, Doug Parmele, Timothy Munn, Anthony Cirulli

Recording: Rita J. Gurewitch, Village Clerk/Treasurer

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

The minutes of the Regular meeting held on August 03, 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 minutes of the Special Meeting held on August 17, 2015 were read and a motion was made by Trustee Henry, seconded by Trustee Buttaccio, to accept the minutes as written, voted on and unanimously carried.

The July Treasurer's report was presented and approved by motion from Trustee Henry, seconded by Trustee Buttaccio, unanimously carried and subject to audit. Bills were authorized for payment on Abstract #4 of Audited Vouchers, General Fund totaling \$25,533.98 ; Water Fund totaling \$5,405.17; Sewer Fund totaling \$161.60 ; CDBG totaling \$0.00; TEP totaling \$0.00; Trust & Agency Fund \$39,020.93.

**Approved – VILLAGE HALL REPAIRS**

The settlement with the insurance company resulted in an increase in reimbursement from \$11,000 to \$20,000. The Village received two quotes for repairs:

C & R Contracting & Excavating - \$19,500.  
David Schlossnagle Building & Remodeling - \$19,100.

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

**RESOLUTION OF AWARD**

**WHEREAS**, the Village of Manchester received water damage to the village hall and fire station on March 9, 2015 due to ice build-up, and

**WHEREAS**, the insurance claim has been adjusted accordingly, and

**WHEREAS**, on September 14, 2015, quotes were reviewed for the repairs of the damage incurred, and

**NOW, THEREFORE, BE IT RESOLVED**, that the contract for the Village Hall and Fire Station repairs per proposal be awarded to David Schlossnagle Building and Remodeling, Manchester NY 14504 at the contract sum of \$19,100. to cover the repair price.

The above resolution was put to roll call vote which resulted in the following:

Mayor Johnsen	Voting	“AYE ”
Trustee Buttaccio	Voting	“AYE ”
Trustee Henry	Voting	“AYE ”

The resolution was thereupon declared duly adopted.  
Trustee Henry wants to make sure the job starts and finishes in a timely fashion.

According to Article 9 of the repair proposal sheet, contractor has to start within 30 days of awarding bid and be substantially completed in 45 days.

## **Discussed – RAILROAD MEMORIAL PARK – 103 SOUTH MAIN STREET**

Mr. Alan Eagley, 105 S Main Street, again addressed the Board stating his concerns about the Railroad Park and the wood on the premises. Trustee Henry stated that the expansion of the park is not to proceed at present and the village will hire M & S Tree Service to remove the pile of wood debris.

Mr. Eagley handed out his attorney business cards to the Board. Mr. Eagley would like to purchase the land (upper half portion) in the Railroad Park adjacent to the Eagley property. He stated then he would never have to worry about anyone putting anything on that upper site. Mr. Eagley is willing to follow the process. Trustee Henry said that the Board will wait to hear from the attorney before addressing his request.

Mr. Eagley asked if the village is paying to have the wood removed. Trustee Henry – yes.

Mr. Eagley stated that Mike (Trustee Buttaccio) cost the village taxpayers. Trustee Henry – yes. Trustee Henry – we don't like it, but we will rectify it.

Mr. Richard Deys addressed the Board that he is for supporting village history but that the village must prevent any future miscommunication and that all members of the village board must be in on all decisions.

His business is the “nature of the beast”, he tries to have curb appeal and keep it neat as he can, but it is industrial with large equipment on site. The view from the railroad park will not be pleasant looking at his “garbage”. He feels to put up a wall or fence is impossible. Ontario County has given him permission to put property in their right-of-way. He said if he owned a park he wouldn't want his business to be the view. Trustee Henry – so noted.

Mr. Deys explained that they try to make it as pleasant as possible and that his company likes it there. Trustee Henry – so noted. Mr. Deys continued “but if you expand your park, it's like putting a kids park next to a nuclear power plant”... Trustee Henry – so noted. Mayor Johnsen asked if there was any way to clean his property up more. Mr. Deys said it would take a lot of money.

Mr. Deys points made were that meetings are needed for communication and decisions so that there is no misunderstandings and to be aware of the type of business (his business) north of the Railroad Park.

## **BOY SCOUTS**

Bill Lawrence addressed the Board. He stated that the two box cars gifted to the village could be a scout project. He has been storing railroad items for those box cars and he is wonder what the future use of those cars is going to be. Mr. Lawrence would like to form a committee to restore those cars. He is concerned what he will do with all that stuff and would like to look at the future expansion of the railroad park. “If it stands as is, it will turn static.” “Cars will have more displays, more functions, if we don't do anything, after all done, will be another roundhouse from lack of use, lack of vision.” He has scouts interested in restoring the cars. Scouts will be selling wreaths again this year at the Railroad Park.

The village has concerns, has to find out what's there. On the back burner right now.

Mr. Lawrence – If not on village radar to do it, don't waste time. Don't want to wait a year and lose everything. “I don't live in the village, but I mentor many that do.”

Mr. Deys – Is the trail popular? Board – Yes. Mr. Deys – Then connect the RR park to the trail.

Trustee Buttaccio – Duane Thompson, Thompson Grain, Inc., donated the box cars.

Mr. Eagley – “I don't want the old bunkhouse foundation dug up”. “Put them in a straight line, plus it's expensive to find out what is in there.” He doesn't want them near his house. We're not against it, things happened out of order. If you have a committee, they must come before the whole board with anything.

## **RAILROAD MEMORIAL PARK COMMITTEE**

Trustee Buttaccio stated he learned a lesson, made a mistake and cost the taxpayers money. The committee will have a village representative and all decisions will be decided by the full board. Trustee Buttaccio will chair this committee.

Mr. Donald Woodworth stated that he thought the caboose was going to be the only car. He has concerns about the park if any digging will occur revealing any heavy metals or gas fumes. Also he thought the access to the trail would be blocked from this site.

**Approved - RESOLUTION NO. 8-2015 – WORKPLACE VIOLENCE PREVENTION POLICY**

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

**WHEREAS**, it is the policy of the Village of Manchester to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations; and

**WHEREAS**, the Village of Manchester Board of Trustees has determined that there is a need to adopt a Workplace Violence Prevention Policy to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

**NOW, THEREFORE, BE IT RESOLVED**, that the Workplace Violence Prevention Policy is hereby adopted.

**BE IT FURTHER RESOLVED**, the Workplace Violence Prevention Policy will be added to the Employee Handbook and be distributed to all employees.

The question of adoption of the foregoing Resolution was duly put to roll call which resulted as follows:

Mayor Johnsen	Voting	“Aye”
Trustee Buttaccio	Voting	“Aye”
Trustee Henry	Voting	“Aye”

The resolution was thereupon declared duly adopted. A copy of said policy is attached.

**WORKPLACE VIOLENCE PREVENTION POLICY**

**THERE WILL BE ZERO TOLERANCE OF ACTS OR THREATS OF VIOLENCE IN OUR WORKPLACE. THE VILLAGE OF MANCHESTER IS COMMITTED TO MAINTAINING A WORKPLACE THAT IS FREE FROM VIOLENCE OR THREAT OF VIOLENCE.**

All employees have the right to expect a place of employment that is free from behavior that can be considered harassing, abusive, disorderly, or disruptive. Any violent behavior or behavior that creates a climate of violence, hostility, or intimidation will not be tolerated, regardless of origin. Proactive measures will be taken to minimize the potential for violent acts. Each and every act or threat of violence will result in an immediate and firm response that could, depending on the severity of the incident and/or other relevant considerations, include termination from employment with the Village of Manchester.

This policy includes, but is not limited to, the following behaviors and situations:

- Violent or threatening physical contact (including fights, pushing, and physical intimidation.)
- Direct or indirect threats
- Threatening, abusive or harassing phone calls
- Possession of a weapon on village property
- Destructive or sabotaging actions against village or employees’ personal property
- Stalking
- Violation of a restraining order
- Threatening acts or abusive language that leads to tension within the work environment

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Village of Manchester property shall be removed from the premises as quickly as safety permits, and shall remain off Village of Manchester premises pending the outcome of an investigation.

**Reporting Procedure:**

Reporting procedures have been developed to encourage early reporting, support and stress reduction for employees as well as the prevention of violence. Any employee can report concerns or incidents to his or her immediate supervisor or the Board of Trustees (Mayor and Trustees.)

The Village of Manchester will initiate an appropriate response. The response may include, but is not limited to, termination of employment and/or criminal prosecution of the person(s) involved.

All employees who obtain a protective restraining order, which lists the Village of Manchester premises as being a protected area, must provide to the Village Clerk's office a copy of any temporary or permanent protective or restraining order.

The Village of Manchester understands the sensitivity of the information requested and has developed confidentiality procedures, which recognizes and respects the privacy of the employee(s).

**Approved - STORMWATER EMERGENCY REPAIR – RESOLUTION NO. 9-2015**

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

WHEREAS, the Village of Manchester Village Hall and Fire Department are located at 8 Clifton Street, Manchester NY; and

WHEREAS, the Village of Manchester stormwater drainage located at 8 Clifton Street did not handle the rainfall on August 20, 2015 and caused flooding into the village hall; and

WHEREAS, due to the failure of the stormwater pipes not working properly; and

WHEREAS, if the current stormwater drainage fails at the next rainfall there is an imminent threat to extensive flooding, threatening public health and safety as well as potential damage to the fire department; and

WHEREAS, the competitive bidding process will delay replacement of the stormwater system and lead to potential further damage;

THEREFORE, BE IT RESOLVED that the Village of Manchester has determined that an emergency exists and requires the immediate replacement of the stormwater drainage system at 8 Clifton Street which cannot await competitive bidding; and

BE IT FURTHER RESOLVED, that the Village of Manchester hereby directs the emergency repairs in the amount of \$ .00 to Mark Porretta Excavating, Inc., 4414 Latting Road, Canandaigua, New York for a working stormwater drainage system at 8 Clifton Street and authorizes the Department of Public Works Supervisor to implement this resolution; and

BE IT FURTHER RESOLVE, this resolution will go into effect immediately.

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

Mayor Johnsen	voting	“AYE”
Trustee Buttaccio	voting	“AYE”
Trustee Henry	voting	“AYE”

The resolution was duly adopted.

**Approved – TOWN OF MANCHESTER PROPOSAL FOR FIRE CONTRACT**

The Board reviewed a letter received from Town Councilman Douglas Davis regarding the Town of Manchester Fire Contract Proposals for the next 3 years. Their proposal was \$51,341.33 per year (and increase of 1%) for the years 2016, 2017, 2018. The Board discussed the proposal presented in the letter.

Trustee Henry made a motion that the village accept the amount of \$51,341.33 for the 2016 year only, seconded by Trustee Buttaccio, voted on and unanimously carried.

A letter is to be written to Jeffery Gallahan, Town Supervisor and the Town Board, stating the acceptance of the 1% increase but only for one year. The Village Board would like to review again in the fall of 2016 due to expenses will change when a fire truck is purchased.

**Reported - MANCHESTER FAMILY PARK – SUMMER RECREATION PROGRAM REPORT**

The total number of children registered for 2015 was 187. The Board will set up a meeting with the Recreation Leader, Kyle Sanders, to go over his report.

**DPW REPORT**

- The Haloacetic Acids and Tthm water testing was completed but results have not been returned from the lab.
- New letters will be purchased for the sign.
- A Five Year Plan (DRAFT ONLY) was submitted to the Board to review.

**POLICE REPORT**

- The August Police Report was reviewed and is on file in the clerk's office.
- Quieting down since school opened
- The new school crossing lights are a "big plus".
- Has a meeting in the morning with Tracks System State of NY – computer ticketing system.

**FIRE DEPARTMENT REPORT**

- A new ladder truck was here on display
- A grant for \$10,000 was received from the Department of Criminal Justice System for the purchase of a secure access FOB system for building entry.
- 17 Calls for the month of August

**PUBLIC COMMENT**

Mr. Donald Woodworth thanked the Board for properly running the village.

The next regular Village Board meeting will be on Monday, October 05, 2015 at 6:00 pm. Holiday.

The meeting was adjourned upon motion at 7:02 pm.

Respectfully submitted,

Rita J. Gurewitch  
Village Clerk/Treasurer