

**VILLAGE OF MANCHESTER  
MINUTES OF THE PUBLIC HEARING AND REGULAR VILLAGE BOARD MEETING  
HELD AT 8 CLIFTON STREET, MANCHESTER NY  
ON APRIL 05, 2021**

**COVID-19 PRECAUTIONS IN PLACE**

Present: Michael J. Buttaccio, Mayor  
Nancy W. Johnsen, Trustee  
George C. Hotchkiss, DPW Supervisor

Absent: William F. Henry, Deputy Mayor, Trustee; Richard Coffey, Police Chief; Ed Ruthven, MFD; Rita Gurewitch, Village Clerk/Treasurer

Others: Matt Hegarty, Jeff Close, RJ Jr Baseball; Katie & Brent Bardun; Mike Schaertl; Matt Schaertl.

Recording: Michael J. Buttaccio, Mayor

The Mayor led the Pledge of Allegiance to the flag.

**PUBLIC HEARING**

The Public Hearing was opened at 6:00 P.M. by Mayor Buttaccio. The Mayor read the Budget Hearing notice that was posted in the Daily Messenger.

Mayor Buttaccio asked for comments.

Mayor Buttaccio asked three times if there were any questions or comments for anyone to speak on the tentative budget.

No one spoke for or against the budget.

The public hearing was closed at 6:03 PM.

**ORGANIZATIONAL AND REGULAR MEETING**

Mayor Buttaccio opened the organizational and regular meeting at 6:04 pm.

The minutes of the Regular meeting held on March 1, 2020 were read and approved upon motion from Trustee Fine and seconded by Mayor Buttaccio. After reviewing the Organizational minutes, a motion from Trustee Fine to accept the organizational minutes as written, seconded by Mayor Buttaccio, voted on and unanimously carried.

There was no Treasurer's report at this time. Bills were authorized for payment on Abstract #11 of Audited Vouchers, General Fund totaling \$27,330.50; Water Fund totaling \$22,298.01; Sewer Fund totaling \$0.00; CDBG totaling \$0.00 and TEP totaling \$0.00; Trust & Agency Fund \$11,016.30.

**OATH OF OFFICE – TRUSTEE**

Charles E. Fine was sworn in on April 01, 2021 as Trustee for a term of 1 year to expire on March 31, 2022. Mayor Buttaccio congratulated Trustee Fine on winning the election.

**Approved – SPRING CLEAN-UP**

Spring Clean Up will be May 12<sup>th</sup> and 13<sup>th</sup> and K & D Disposal is hired.

**Approved - SUMMER CONCERTS**

Three (3) summer concerts have been approved for July 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>.

**Approved - 2021-2022 VILLAGE BUDGET – RESOLUTION NO. 3-2021**

The following resolution was offered by Trustee Fine, seconded by Mayor Buttaccio and carried to wit:

**WHEREAS**, the budget for the 2021-2022 fiscal year has been prepared by the Board of Trustees of the Village of Manchester,

**WHEREAS**, no interested taxpayer of the Village of Manchester voiced any objection to the budget offered;

**NOW, THEREFORE, BE IT RESOLVED**, that the budget be adopted as follows:

	<b>GENERAL</b>	<b>WATER</b>	<b>SEWER</b>
Appropriations and other Budgetary Provisions	\$ 1,067,448	\$260,800	\$318,100
Less Estimated Revenue	\$ 606,058	\$211,500	\$284,700
Appropriated Cash Surplus	\$ 110,544	\$ 49,300	\$ 33,400
Reserves	\$ 15,000		
Balance to be raised by			
Real Property Tax Levy	\$ 350,846		

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

Mayor Buttaccio	Voting	“AYE”
Trustee Fine	Voting	“AYE”
Trustee Henry	ABSENT	

The resolution was thereupon declared duly adopted.

**Reported – RED JACKET JR BASEBALL**

Matt Hegarty, representing RJB, reported that kids are signing up this year for baseball. Covid-19 precautions are into effect. Opening Day will be May 1, 2021. They are asking that the concession stand and bathrooms be open this year. They are also asking that the village provide a dumpster on site that would be paid by the village. There is some field dirt still available. April 24<sup>th</sup> is Day of Pride Clean up.

**Reported – 5K RUN**

Mike Schaertl informed the Board that a 5K run has been scheduled for April 24, 2021. North on Route 21, Right at Clifton Street to trail. Village Police coverage will be assisting on Route 21/State Street /Clifton Street. Maybe utilize fire police also. Mike Schaertl will contact Ontario Co. Sheriff office for assistance at the school and Route 21.

**Discussed – LAND ANNEXATION/WATER SEWER SERVICE – DEWEY ROAD**

Land owners Brent and Kattie Bardun inquired about getting village water and possibly sewer service at their property on Dewey Road. Their property borders at the village line. They can annex into the village, then asked if they could get sewer without annexing or work a deal with an access roadway to sewer line. No action taken at this time.

**Requested – LETTER OF SUPPORT FOR COVERED BRIDGE**

Matt Schaertl addressed the Board concerning a Covered Bridge proposal for Water Street. He is seeking a Letter of Support from the Village of Manchester. A letter will be drafted and sent.

**Approved – PUBLIC EMPLOYER HEALTH EMERGENCY PLAN - RESOLUTION NO. 4-2021**

The following resolution was offered by Trustee Fine, seconded by Mayor Buttaccio and carried to wit:

**Whereas**, in accordance with S8617B/A10832 which amends New York State Labor Law Section 27-c, the Village of Manchester as a public employer is required to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease which shall include the identification of essential personnel, needed personal protective equipment, staggering work shifts and the provision of necessary technology for telecommuting; and

**Whereas**, the Village of Manchester Board of Trustees has created a plan meeting the requirements of Labor Law Section 27-c to be drafted for the village; and

**Whereas**, the draft plan has finalized as the “Public Employer Health Emergency Plan for the Village of Manchester” annexed hereto, now

**Therefore, BE IT RESOLVED** as follows:

1. The Village of Manchester Board of Trustees hereby adopts the final “Public Employer Health Emergency Plan for the Village of Manchester”.
2. The Village of Manchester Employee Handbook is hereby amended to include the Public Employer Health Emergency Plan and such amendment shall be distributed to village employees.

3. The Village Clerk is hereby directed to publish the adopted Public Employer Health Emergency Plan in a clear and noticeable location on the village website in a location accessible to village employees.

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

Mayor Buttaccio	Voting	“AYE”
Trustee Fine	Voting	“AYE”
Trustee Henry	ABSENT	

The resolution was thereupon declared duly adopted.

**Approved - STANDARD WORK DAY FOR ELECTED AND APPOINTED OFFICIALS RESOLUTION NO. 5-2021**

The following resolution was offered by Trustee Fine, seconded by Mayor 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:

Title	Participates	Name	Term Begins/Ends	Standard Work Day
Mayor	No	Michael J. Buttaccio	09/16/2020-03/31/2024	6
Trustee	No	William F. Henry	09/16/2020-03/31/2024	6
Trustee	No	Charles E. Fine	04/01/2021-03/31/2022	6
Clerk/Treas	Yes	Rita J. Gurewitch	04/01/2020-03/31/2024	8
Dep Clerk/Treas	Yes	Debra A. Gulvin- Chase	04/01/2020-03/31/2022	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 Buttaccio	Voting	“AYE”
Trustee Fine	Voting	“AYE”
Trustee Henry	ABSENT	

The resolution was thereupon declared duly adopted.

**PROCLAMATION  
VILLAGE OF MANCHESTER  
Resolution No. 6-2021  
Anne T. Boardman Day  
April 6, 2021**

**Whereas:** Anne was born to Thomas and Theodora Ternisky in the Village of Manchester, New York on Wednesday, the 6<sup>th</sup> day of April, in the year of our Lord 1921; and

**Whereas:** Miss Ternisky graduated from Manchester High School in 1940; and

**Whereas:** Miss Ternisky married Mr. Francis Boardman at St. Dominic Roman Catholic Church, Shortsville, New York on Saturday, November 8, 1941; and

**Whereas:** now Mrs. Anne Boardman, went on to have five children; Thomas, William, Timothy, Patricia and Robert; and

**Whereas:** Mrs. Boardman became a stay-at-home mother (except working for the Newark State School for 1 ½ years) before Francis' job with the railroad took the family to Albany, NY; and

**Whereas:** Mrs. Boardman and her Husband Francis traveled around the United States as he lobbied for safer working conditions and better pay for all railroad workers in New York State; and ,

**Whereas:** Anne T. Boardman lived and raised her family for many years in Albany NY before returning to the Village of Manchester in 2010;

**Therefore:**

I, Michael J. Buttaccio, Mayor of the Village of Manchester,

**Do hereby;**

**Proclaim April 6, 2021, as Anne T. Boardman Day.** I encourage all to pass along this wonderful news of this remarkable lady. It is our hope that you will acknowledge her on this momentous occasion.

**PUBLIC LETTERS/EMAILS: Public comment**

None

**DPW REPORT**

- No report

**POLICE REPORT**

- No report

**FIRE DEPARTMENT REPORT**

- No report

The meeting was adjourned upon motion at 7:22 pm. Next meeting is May 3, 2021 at 6:00 pm.  
Respectfully submitted,

Michael J. Buttaccio  
Mayor