

**VILLAGE OF MANCHESTER
MINUTES OF THE REGULAR VILLAGE BOARD MEETING
HELD AT 8 CLIFTON STREET, MANCHESTER NY
ON MARCH 01, 2021**

COVID-19 PRECAUTIONS IN PLACE

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

Absent: George C. Hotchkiss, DPW Supervisor

Others: Kathleen Vienna, Pauline Sowa

Recording: Rita J. Gurewitch, Village Clerk/Treasurer

The Mayor led the Pledge of Allegiance to the flag.

Mayor Buttaccio opened the regular meeting at 6:00 pm.

The minutes of the Regular meeting held on February 01, 2021 were read and a motion from Trustee Henry and seconded by Trustee Johnsen to approve the minutes, voted on and carried.

The January 2021 Treasurer's report was approved upon a motion from Trustee Henry, seconded by Trustee Johnsen, 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 \$0.00 and TEP totaling \$0.00; Trust & Agency Fund \$.

Reported – NEW YORK STATE POLICE REFORM AND REINVENTION COLLABORATIVE

The NYS Police Reform Plan has been completed. A legal notice was put in the Daily Messenger Post to inform the community that it is done and can be reviewed prior to adoption. A Special meeting is scheduled for Friday, March 19, 2021 for its adoption.

Reported - ELECTION 2021

The Village is prepared to hold It's Special Election on Tuesday, March 16, 2021 from Noon to 9:00 pm here at the Village Hall.

Approved – COMPUTER SYSTEMS INCLUDING PASSWORD POLICY, AND CYBER SECURITY BREACH AND NOTIFICATION POLICY

The Mayor and Clerk met with a representative from Integrated Systems, David O'Hare. Our Insurance carrier NYMIR, is requiring certain securities in place to prevent attacks on the village computers and information. We will be meeting with their technician to evaluate was we have and what we don't have. A Firewall is a necessity to have in place. More to follow.

The Board reviewed the revised computer system policy, which now includes a password policy, along with a cyber security breach and notification policy.

A motion was made by Trustee Henry, to approve the Updated COMPUTER SYSTEMS/INTERNET/ON-LINE SERVICE POLICY, INCLUDING A PASSWORD POLICY, this motion was seconded by Trustee Johnsen, voted on and unanimously carried. This policy is duly adopted.

A motion was made by Trustee Henry, to approve the CYBER SECURITY BREACH AND NOTIFICATION POLICY, seconded by Trustee Johnsen, voted on and unanimously carried. This policy is duly adopted.

Discussed – SUMMER CONCERTS FOR 2021

The Board discussed having concerts this year. There was no concert season last year due to COVID-19. COVID-19 is still present but with precautions and distancing the Board is considering having a few this year. Tentative dates would be July 14th, 21st and 28th. Need to decide bathrooms, no bathrooms. Food, no food. Details and more information is required. Mayor B will contact County Health Department for advice.

Discussed -

PUBLIC LETTERS/EMAILS:

Email – from Andrea Tillinghast, Red Jacket Community Library. Ms. Tillinghast inquired about the Village’s plans for a summer recreation program. She would like to share ideas and possibly coordinate some events in a partnership with the library. The quarterly newsletter would be utilized to get the information to the community. The Board asked the clerk to contact Ms. Tillinghast and invite her to meet with them on Friday, March 19th at 3:00pm.

Reported – SET PUBLIC HEARING FOR 2021-2022 BUDGET REVIEW/ADOPTION

The Board has set April 05, 2021 for the Public Hearing on the 2021-2022 Budget. The Budget will be available for review by the public prior to the hearing.

Discussed – SPRING CLEAN-UP

The Village did not have a spring clean-up last year due to the corona virus. It is unsure whether to have one this year. Ideas were discussed how to go about having one with the least amount of exposure. The Board directed the clerk to look into if refuse carriers are participating in bulk pick-up.

PUBLIC COMMENT: Kathleen Vienna and Pauline Sowa both would like the spring clean up to return this year. Ms. Sowa asked how to get in touch with the police department in an emergency. The mayor directed her to call 911.

DPW REPORT

- Salt use is still under 400 tons.
- E. Ruthven has to complete the lab portion to complete his Class D Water License. His exam is Wednesday.
- The new water meters are here. Software to follow.
- Railing for outside of Fire department will be done when the weather improves.
- Supervisor is attempting to contact the county for name tags for everyone.

POLICE REPORT

- February Report on file in the clerk’s office
- Routine Patrol
- Town Court is closed due to COVID-19
- Police Reform plan has been completed.
- The Board directed to order bullet proof vest
- Get estimate on dash camera

FIRE DEPARTMENT REPORT

- Monthly Report on file in the clerk’s office. Copy to Towns of Manchester and Farmington.
- Keeping safe; using PPE and practicing COVID precautions.
- 10 Calls for the month of February (see details on monthly report)

The meeting was adjourned upon motion at 6:55 pm. Next meeting is March 1, 2021 at 6:00 pm.

Respectfully submitted,

Rita J. Gurewitch
Village Clerk/Treasurer