

**MANCHESTER TOWN BOARD - REGULAR MEETING
April 9, 2019 - 6 P.M.**

The Regular Monthly Meeting of the Manchester Town Board was held tonight, April 9, 2019, 6:00 p.m. at the Manchester Town Hall with the following members present:

Jeffery Gallahan	Supervisor
David Phillips	Councilman
Donald Miller, Jr.	Councilman
Kevin Blazey	Councilman
Jaylene Folkins	Councilwoman

OTHERS PRESENT: Jill Havens, Town Clerk; Steve DeHond, Code Enforcement Officer; Jason Lannon, Highway Superintendent; Willie Murphy, Deputy Highway Superintendent; Judge Kathy Denosky; Matt Schaertl, Town Resident.

CALL TO ORDER: Supervisor Gallahan called the April 9, 2019 Regular Board meeting to order at this time, 6:00 p.m.

RESOLUTION #46 - APPROVAL OF MINUTES, REGULAR MEETING March 12th, 2019 AS SUBMITTED.

On motion of Councilman Phillips, seconded by Councilwoman Folkins, the following resolution was unanimously ADOPTED:

VOTE: AYES-5 NAYS-0

RESOLVED, to approve the minutes from the Regular Meeting held on March 12, 2019, as submitted.

RESOLUTION #47 – APPROVAL OF SUPERVISOR’S MONTHLY FINANCIAL STATEMENT
On motion of Councilwoman Folkins, seconded by Councilman Phillips, the following resolution was unanimously ADOPTED:

VOTE: AYES-5 NAYS-0

RESOLVED, to approve the Supervisor’s Monthly Report as submitted. See minute book attachment for report.

RESOLUTION #48–APPROVAL OF TOWN CLERK’S MONTHLY REPORT
On motion of Councilman Phillips, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES-5 NAYS-0

RESOLVED, to accept the Town Clerk’s report as follows:

-- Dog Licenses (152 N & R; 0-PB; 0-Exempt; 1-Tag)	\$	2,560.00
-- State Surcharge Fees	\$	173.00
-- Late Fees (Dog Licenses	\$	200.00
-- Transfer Station	\$	2,842.92
-- Zoning Fees	\$	1,421.20
-- DEC Licenses	\$	150.00
-- Certified Copy (1-M, 6-D)	\$	70.00
-- Bingo Fees	\$	87.60
-- Games of Chance License	\$	100.00
-- Marriage License (1)	\$	40.00
TOTAL COLLECTED	\$	7,470.72
PAID TO NYSDEC	\$	144.58
PAID TO STATE	\$	174.00
PAID TO SUPERVISOR (TOWN)	\$	7,054.64
PAID TO NYS COMPTROLLER	\$	15.00
PAID TO NYS RACING & WAGERING	\$	60.00
PAID TO NYS HEALTH DEPT.	\$	22.50

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Supervisor Gallahan received and reviewed the following correspondence with the Board at this time (See minute book attachment for all correspondence):

- a. Supervisors monthly report Town Clerk monthly report
- b. Town Clerk monthly report
- c. 3/15 - Anne Mancilla, Sulpher Springs Festival Invite
- d. 3/1 - OCBOE, facilities use for upcoming elections
- e. 1/22 - Paul Spitzer, NYSDOT, speed reduction request for Route 21, denied
- f. 3/31 - monthly investment report
- g. Justice Court Fund
- h. 3/2019 - NYSDEC, cleanup at Fredrick Property complete
- i. 3/20 - Assemblyman Brian Kolb, response to letter from Supervisor Gallahan
- j. MFD, incident run log 12/1/18-12/31/18
- k. MFD, incident run log 1/1/19-2/28/19
- l. 3/6 - Lori Reals, CSFD, Feb. Report
- m. 4/9 - Sharon Trimm - Shortsville Park Program 2019

NOTE: All action regarding Leonard's Express PUD has been pulled from the meeting tonight and will take place at a later date, pending tonight's discussion

RESOLUTION #49 - APPROVAL OF ACCEPTABLE COMPUTER USE POLICY & FUND BALANCE POLICY, AS SUBMITTED

On motion of Councilwoman Folkins, seconded by Councilman Miller, the following resolution was unanimously ADOPTED:

VOTE: AYES-5 NAYS-0

RESOLVED, to approve the Acceptable Computer Use Policy for the Town of Manchester, as recommended by NYS Audit Personnel, as follows:

Town of Manchester

Acceptable Computer Usage Policy

Individuals must not:

- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which Town of Manchester considers offensive in any way, including sexually explicit, discriminatory, defamatory or libelous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to the Town of Manchester, alter any information about it, or express any opinion about the Town of Manchester, unless they are specifically authorized to do this.
- Send unprotected sensitive or confidential information externally.
- Forward Town of Manchester mail to personal Non-Town of Manchester email accounts (for example a personal Hotmail account).
- Make official commitments through the internet or email on behalf of Town of Manchester unless authorized to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval.
- Connect Town of Manchester devices to the internet using non-standard connections.

Clear Desk and Clear Screen Policy:

In order to reduce the risk of unauthorized access or loss of information, the Town of Manchester enforces a clear desk and screen policy as follows:

- Personal or confidential business information must be protected using security features provided - for example secure print on printers.

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- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Care must be taken to not leave confidential material on printers or photocopiers.
- All business-related printed matter must be disposed of using confidential waste bins or shredders.

Working Off-site:

It is accepted that laptops and mobile devices will be taken off-site. The following controls must be applied:

- Equipment and media taken off-site must not be left unattended in public places and not left in sight in a car.
- Laptops must be carried as hand luggage when travelling.
- Information should be protected against loss or compromise when working remotely (for example at home or in public places). Laptop encryption must be used.
- Particular care should be taken with the use of mobile devices such as laptops, mobile phones, smart phones and tablets. They must be protected at least by a password or a PIN and, where available, encryption.

Mobile Storage Devices:

Mobile devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Mobile devices may be used to backup information on desktop computers but must be kept in a secure location after backup is completed and device is removed from the desktop.

Software:

Employees must use only software that is authorized by the Town of Manchester on Town of Manchester's computers. Authorized software must be used in accordance with the software supplier's licensing agreements. All software on Town of Manchester computers must be approved by the Manchester Town Board.

Individuals must not:

- Store personal files such as music, video, photographs or games on Town of Manchester equipment.

Viruses:

The Town of Manchester has implemented automated virus detection and virus software updates within the Town of Manchester. All PCs have antivirus software installed to detect and remove any virus automatically.

Individuals must not:

- Remove or disable anti-virus software.
- Attempt to remove virus-infected files or clean up an infection, other than by the use of approved Town of Manchester anti-virus software and procedures.

Telephone (Voice) Equipment Conditions of Use

Use of Town of Manchester's voice equipment is intended for business use. Individuals must not use Town of Manchester's voice facilities for sending or receiving private communications on personal matters, except in exceptional circumstances. All non-urgent personal communications should be made at an individual's own expense using alternative means of communications

Individuals must not:

- Use Town of Manchester's voice equipment for conducting private business.
- Make hoax or threatening calls to internal or external destinations
- Accept reverse charge calls from domestic or International operators, unless it is for business use.

Actions upon Termination of Employment:

- All Town of Manchester equipment and data, for example laptops and mobile devices including telephones, smart phones, USB memory devices and CDs/DVDs, must be returned to Town of Manchester at termination of employment. All Town of Manchester data developed or gained during the period of employment remains the property of Town of Manchester and must not be retained beyond termination or reused for any other purpose.

Monitoring and Filtering:

All data that is created and stored on Town of Manchester computers is the property of Town of Manchester and there is no official provision for individual data privacy, however wherever possible the Town of Manchester will avoid opening personal emails. IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. The Town of Manchester has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse.

All breaches of information security policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with Town of Manchester disciplinary procedures.

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FURTHER RESOLVED, to approve the Fund Balance Policy for the Town of Manchester, as recommended by NYS Audit Personnel, as follows:

TOWN OF MANCHESTER

FUND BALANCE POLICY

Purpose

The Town Board of the Town of Manchester is responsible for the appropriate accounting of public funds, the sound management of municipal finances and the adequate funding of services desired by the public. This policy establishes goals and provides guidance concerning the desired level of fund balance maintained by the Town to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.

Background

The New York State Office of the State Comptroller and the New York State Government Finance Officers Association recommend that local governments establish a policy to maintain reasonable levels of unexpended surplus funds in their General Funds to hedge against unanticipated expenditures and/or revenue shortfalls, without withholding funds that could otherwise be put to productive use.

The Governmental Accounting Standards Board (GASB) issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, which is intended to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied.

Definitions

Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund.

GASB Statement No. 54 replaces the previous fund balance classifications with the following:

Nonspendable fund balance consists of assets that are inherently nonspendable in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loans receivable, financial assets held for resale, and principal of endowments.

Restricted Fund Balance consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments or through constitutional provisions or enabling legislation.

Committed Fund Balance consists of amounts that are subject to a purpose constraint imposed by a formal action of the government's highest level of decision-making authority before the end of the fiscal year and that requires the same level of formal action to remove the constraints. The New York State Office of the State Comptroller believes that in most cases local governments in New York will not have committed fund balances to report.

Assigned Fund Balance consists of amounts that are subject to a purpose constraint that represents an intended use established by the government's highest level of decision-making authority or by their designated body or official. The purpose of the assignment must be narrower than the purpose of the General Fund and, in funds other than the General Fund, assigned fund balance represents the residual amount of fund balance.

Unassigned fund balance includes all amounts not contained in other classifications and is the residual classification of the general fund only. In funds other than the General Fund the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amount had been restricted, committed or unassigned. Unassigned amounts are available for any legal purpose.

Policy

This policy shall apply to the Town of Manchester's General Town-Wide Fund, General Fund Outside Village, Refuse and Garbage Fund, Highway Fund Outside Village and Central Manchester Water Fund.

When resources are available from multiple classifications the Town spends funds in the following order: restricted, committed, assigned and unassigned.

The Town of Manchester Town Board is the decision-making authority that can commit fund balance. The action to commit fund balance must occur prior to the fiscal year end in order to report such commitments in the financial statements of the respective period. The commitment may only be modified by a resolution authorized by the Town Board.

The Town Supervisor has the authority to assign unrestricted fund balance amounts where the Town's intent is for those amounts to be used for specific purposes. This delegation of authority is for the sole purpose of reporting those amounts in the annual financial statements.

Unexpended Surplus Funds

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- a) For the purpose of this policy unexpended surplus funds consist of Assigned Unappropriated Fund Balance and Unassigned Fund Balance.
- b) The Town of Manchester shall strive to maintain unexpended surplus funds of not less than 25% and not more than 50% of General Town-Wide Fund, General Fund Outside Village, Refuse and Garbage Fund, Highway Fund Outside Village and Central Manchester Water Fund adopted budget appropriations, excluding interfund transfers or fringe benefits.
- c) The Town of Manchester shall strive to maintain unexpended surplus funds of not less than 10% more than expected funding from the Consolidated Highway Improvement System (CHIPS) and not more than 30% more than the expected CHIPS funding.
- d) The Town Supervisor shall report the amount and percentage of applicable Fund unexpended surplus funds to the Town Board upon completion of the Annual Update Document (AUD) each year.
- e) In the event that unexpended surplus funds exceed 50% of adopted budget appropriations the excess may be utilized for any lawful purpose approved by the Town Board. In order to minimize the long term effect of such use the excess should be appropriated to fund one-time expenditures which do not result in recurring operating costs and/or be used to establish or increase reserves.
- f) In the event that unexpended surplus funds fall below 25% of adopted budget appropriations the Budget Officer shall make a recommendation to the Town Board to restore the balance to the minimum level in the next budget year or other appropriate period of time.

Review

This policy shall be reviewed by the Town Board on an annual basis.

RESOLUTION #50 – RESOLUTION TO SET A SPECIAL MEETING FOR THE PURPOSE OF DECLARATION OF SIGNIFICANCE OF EAF PART 1 & LEAD AGENCY FOR LEONARD'S EXPRESS PUD

On motion of Councilman Blazey, seconded by Councilwoman Folkins, the following resolution was unanimously ADOPTED:

VOTE: AYES-5 NAYS-0

WHEREAS, further information is required from Leonard's Express in order to make an informed decision regarding the EAF Part 1 & Lead Agency for Leonard's Express PUD, therefore, it is

RESOLVED, to approve the setting of a Workshop regarding Leonard's Express PUD on Tuesday, April 16th, 2019 at 4:30 p. m. and a Special Meeting on Thursday, April 25th, 2019 at 5:00 p.m. for the declaration of significance for EAF part 1 & lead agency for Leonard's Express PUD

*****NOTE:** There will be notices published and posted for the Special Meeting***

Discussion was held regarding the letter received from Sharon Trimm from the Village of Shortsville RE: Summer Park Program 2019 cancellation due to the decline in attendance over recent years and their request to continue receiving that same funding for a Water Fun Day one in July & one in August involving Water Slide Bounces and a Waterpark Field Trip is also under consideration. The Board would like to see the costs involved in what they are proposing before making a decision on this year's funding for the program; maybe combining the Village of Manchester Summer Program with the Village of Shortsville Summer Program would be a better option. Currently the Villages of Clifton Springs, Shortsville and Manchester receive funding for their Summer Park Programs of approximately \$3200.00 each. Supervisor Gallahan will follow up with the interested parties and report back at the next Town Board Meeting.

Discussion regarding landscaping for this year at the Town Hall Buildings, what is usually done, who does the work, etc. was held. It was decided that Town Clerk, Jill Havens will use no more than the \$500 budgeted for this to purchase planters and plants for around the Town Hall and Highway Buildings and two (2) hanging baskets for the front of the Town Hall (facing the flag pole) as previously done. Supervisor Gallahan says the Town of Manchester has been offered free mulch from Green Renewable mulch plant on State Street and Highway Superintendent Jason Lannon & Deputy Superintendent offered the Highway employees to do the weeding, mulching and trimming of the bushes.

Department Reports:

a. HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:

- **NYS Thruway Authority has declined our request to repair & repave Outlet Road to Curran Road**
 - Supervisor Gallahan will have Town Attorney, Jeffrey Graff get involved at this

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point; Jason Lannon to submit contact information regarding who he has been speaking with in regards to this issue to Supervisor Gallahan to pass along to Attorney Jeffrey Graff.

- **Entire Highway Department attended Certified Excavator Training all day in Victor on Wednesday, March 13, 2019 and all have passed the test.**
 - There will be yearly re-certification seminars that they will have to attend to maintain this certification at \$25.00 per each employee; yearly testing is NOT required.
- **Cameron Seymour is signed up for his D license.**
- **Not able to find "road map" to advance the current MEO light highway employees to a full MEO (Motor Equipment Operator).**
 - Supervisor Gallahan will reach out to previous Highway Superintendent, Wayne Holtz and see if he had anything written out regarding this.
- **Highway Crew is 50% done picking up roadside garbage/trash**
 - This hasn't been done in 4-5 years so it needed to be done badly & it is important.
- **Snow equipment will be cleaned up and put away starting the week of April 15, 2019**
- **Crack Sealing of roadways will begin the end of April/beginning of May, depending on the weather conditions.**
- **Salt Barn Roof - need to start getting estimates for that with the help of Code Enforcement Officer, Steve DeHond**
 - Money has been set aside in the budget for this
 - Supervisor Gallahan has spoken to our Senator and there potentially is grant money available for this project as well.
 - Roof trusses are going to start rotting if we don't get this done soon.
- **Water Superintendent, William Murphy is on vacation from April 12th - April 22nd, 2019; Deputy Water Superintendent will be in charge.**

b. CODE ENFORCEMENT OFFICER, Steve Dehond, reported the following:

- **There were nine (9) building permits issued in the Town of Manchester in March.**
- **Fees Collected -- \$1420.00.**
- **Estimated Construction costs -- \$216,306.00**
- **Steve and Marty performed 9 fire inspections in the Town and the 3 Villages in March.**
- **New Zoning truck is here and has been lettered and undercoated, still needs to have lights installed for roadside stopping.**
 - Asked permission to take old zoning truck to the auction.
- **Steve attended training last week with Mike Carter in Henrietta regarding harassment & sexual harassment.**
- **On request from the Manchester Fire Chief, would like the Town Board to put a limit on gun powder and/or Tannerite possession within the Town after the car explosion on St. Patrick's Day.**
 - Steve will look at what other townships have in their code books regarding this issue and bring it back to the board for further discussion at the next meeting.
- **Need to advertise for a Zoning Board of Appeals Member due to the resignation of Tom Morrison last month.**

c. ASSESSOR, Currently Vacant

d. JUDGES, Judge Kathy Denosky, reported the following:

- **Handed out a formal request for a full-time Court Clerk position included in the handout is a write up produced by the Farmington Town Court which Judge Denosky claims is at the same approximate case/ticket load as the Manchester Town Court. Phelps Town Court does not have the same ticket load to compare to but they do have just two (2) part-time clerks.**
 - Formal request includes:
 - Transitioning one of the current part-time to a full-time position (at least 35 hours per week) and increasing the hours of the other part-time position from 16 hours per week to 20 hours per week.
 - Would open the Court Hours up for an extra half a day a week.
 - Currently there is just way too much to do in that office and the part-time court clerks, through no fault of their own, are just unable to get the work done.
- **Judge Denosky would like to have on record that she has gathered all the information she could regarding the increased current responsibilities of the court clerks and the necessity of at least one (1) full-time clerk. The work load has increased many times over what it has been in the past and as a side of that fact, the work load from before was not completed either or there wouldn't be so much for the current clerks to try and**

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catch up on. At this rate, it will never be caught up and this is a definite liability to the Town.

Discussion was held regarding the Judge Denosky's formal request.

Councilman Dave Phillips: We made a motion not too long ago, when you requested adding more hours to the court clerk's part-time hours, to increase one court clerk's hours to 28 hours and the other court clerk's hours to 24 hours per week.

Judge Denosky: That's about what they get now.

Councilman Phillips: No, you've got one working approximately 16 hours per week.

Judge Denosky: Yes, but that clerk is also working part-time in the Assessor's Office.

Councilman Phillips: Well, nobody ever works on Fridays. There are other days of the week to work. I'm not telling you what days they need to work but none of your clerk's ever work on Friday. I took the liberty of pulling some time sheets and of the allotted 24 hours, that clerk is only working about an average of 12-14 hours and the other with 28 allotted hours is closer to her hours with an average 24 hours; However, these numbers don't account for the hour lunch taken each day that she is not reflecting on her time sheet, so the reality of it is, she is working 4 hours less each week than what is on these sheets.

Judge Denosky: I didn't realize they were leaving every day for lunch and how do you know they are leaving?

Councilman Phillips: I've been here at lunch time.

Supervisor Gallahan: I've seen it myself, first hand from the desk in my office.

Councilman Phillips: This may be news to you because of the last six-time sheets, Judge Schaertl has signed off of 5 of the 6. So, of the 52 hours they are allowed to have in that office combined, only 42-44 hours are being utilized. So, there is time every week that is not being used right now, I guess it's up to you how you use that time.

Judge Denosky: I know there is a conflict with working during the days right after coming from the Assessor's Office, she needs to take a lunch, so she leaves there at 1pm and then starts in the Court Office around 1:30-2 p.m. As far as Fridays, that was never discussed with the clerks to put in that day and that wasn't discussed when we hired them.

Supervisor Gallahan: I have had conversations with your one clerk, Jen and told her she could work all the Fridays she wants to get her hours in.

Councilman Phillips: You have pointed out that it's not our business to tell you how to run that office but if working Fridays isn't an option because you didn't discuss it when you hired them, then full-time hours shouldn't be an option either because that wasn't discussed either. You are right, it is not up to us to tell you how to run that office. It is up to us to tell you what we have budgeted for you is up to 54 hours a week between the two (2) part-time clerks. It is up to you to manage those people and determine how you are going to get those hours in, however you see fit. I'm not telling you that they have to come in on Fridays or not come in on Fridays; I'm just pointing out that if you need more time, neither court clerk works on Friday at all. That could be a day you could use or not. It's really difficult to approve more hours for that office when the current budgeted hours are not being utilize right now.

Judge Denosky: Ok, I will bring this up to the clerks. I had no idea and no one had brought that to my attention that they were taking breaks and not signing out for them. I had no idea.

Councilman Phillips: The current time sheet doesn't have a provision on there for lunches. I don't know if you told them what lunch to take or how long they get.

Judge Denosky: On a personal note, I do know that Jordan goes home a lot of the time at lunch to feed her baby, so she needs closer to the hour time for that.

Councilman Phillips: And that's fine, she is here for more than 6 hours, she is entitled to take a lunch but as an hourly part-time employee, she shouldn't get paid for that lunch and she has been which eats into the actual time they are here getting work done.

Judge Denosky: I understand what you are saying, I had no idea that they weren't signing out for taking their lunch.

Supervisor Gallahan: I need clarification on the last line of this first page of the handout you gave us, it says "The Manchester Town Court is a part of a larger Justice system. It is not a business and should not fall under the same income-based assessment." When has the Town Board ever implied an income-based assessment to the Town Court?

Judge Denosky: Anytime I have brought up the need for more hours or more funds for the court, it's always been said that we don't have enough income.

Supervisor Gallahan: No, we don't have enough in the budget. This Board never brings up the financial situation of the court office in determining that.

Judge Denosky: Go back to the last meeting I was at it was discussed there.

Supervisor Gallahan: I will go back and check it and see what was said. There is a budget process that we go through every year and the Judges, **BOTH** Judges should be in those meetings and I haven't seen a Judge at a Budget Workshop.

NO ADDENDUM ITEMS

BOARD MEMBER ITEMS:

- **Councilman Miller:** Wild Water Derby is coming up April 27th, 2019.
- **Councilwoman Folkins:**
 - 1.) Historic Port Gibson Walking Tour is Saturday, May 11, 2019, please spread the word. Flyers are posted. The Historian is also going to look for photos and help with this as well.
 - 2.) RFQ Draft has been completed to update the codes. Maria Rudzinski from the County Offices is going to look it over. Part of the RFQ process is to view the Comprehensive Plan, which has been posted on our website, but the link isn't working.
 - 3.) We need to find a new website solution.
 - Board wants to research who other surrounding Townships are using for their website.
 - Supervisor Gallahan would also like Department Heads to write out what they would like to see on their webpage.
 - Add funds to the budget next year to accommodate an improved website.
- **Councilman Phillips:** None
- **Supervisor Gallahan:**
 - 1.) Addressing Town Resident Matt Schaertl regarding White Water Derby, I heard that beer will be allowed again this year on the island?
Town Resident Matt Schaertl: Yes, it is allowed on the island and on the island ONLY.
 - The Water Derby is Saturday, April 27, 2019.
 - The Slalom Event on Sunday, April 28, 2019 has been called off, due to protests from the NE Slalom Series Event in Vermont taking place the same day.
 - Trout Release was done on Monday, April 1, 2019.
 - Sidewalks - Deadline is June 28, 2019 to send any grant requests to New York State for sidewalks.

RESOLUTION #52 - APPROVAL ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING EMPLOYMENT ISSUES

On motion of Councilman Phillips, seconded by Councilwoman Folkins, the following resolution was unanimously ADOPTED:

VOTE: AYES-5 NAYS-0

RESOLVED, to enter into executive session for the purpose of discussing employment issues, 7:16 p.m., in attendance were: Town Board Members and Town Clerk.

RESOLUTION #53 - APPROVAL TO GO OUT OF EXECUTIVE SESSION AND CONTINUE WITH THE REGULAR MEETING

On motion of Councilman Phillips, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES-5 NAYS-0

RESOLVED, to go out of executive session at this time, 8:10 p.m., and resume the regular meeting.

RESOLUTION #54 - AUDIT OF CLAIMS APPROVAL

On motion of Councilman Phillips, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES-5 NAYS-0

RESOLVED, to approve to pay the 2019 bills as follows:

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- **GENERAL FUND**, in the amount of \$43,616.81 as set forth on the Abstract #004 dated 04/09/2019;
- **ZONING FUND**, in the amount of \$31,718.42 as set forth on the Abstract #004 dated 04/09/2019;
- **REFUSE & GARBAGE FUND**, in the amount of \$218.33 as set forth on the Abstract #004 dated 04/09/2019;
- **HIGHWAY FUND**, in the amount of \$44,434.98 as set forth on the Abstract #004 dated 04/09/2019;
- **WATER FUND**, in the amount of \$31,897.75 as set forth on the Abstract #004 dated 04/09/2019;
- **TRUST & AGENCY FUND**, in the amount of \$7,817.41 as set forth on the Abstract #004 dated 04/09/2019;

JUSTICE REPORT: The monthly report from Justice Denosky for the month of March 2019, was submitted and reviewed by the Board at this time.

--ADJOURNMENT: There was no other business before the Board at this time. Supervisor Gallahan moved to adjourn the meeting, 8:11 p.m., seconded by Councilman Blazey, unanimously APPROVED.

Respectfully Submitted,

Jill A. Havens, Town Clerk

****Next Meeting(s):**

- *Leonard's Express PUD Workshop: April 16, 2019 - 4:30 P.M.*
- *Leonard's Express PUD Special Meeting: April 25, 2019 - 5:00 P.M.*
- *Regular meeting: May 14, 2019 - 6:00 P.M.*
- *Regular meeting: June 11, 2019 - 6:00 P.M.*
- *Regular meeting: July 9, 2019 - 6:00 P.M.*
- *Regular meeting: August 13, 2019 - 6:00 P.M.*
- *Regular meeting: September 10, 2019 - 6:00 P.M.*
- *Regular meeting: October 8, 2019 - 6:00 P.M.*
- *Regular meeting: November 12, 2019 - 6:00 P.M.*
- *Regular meeting: December 10, 2019 - 6:00 P.M.*