

Town of Manchester  
February 8, 2022

The Mayor and Council of the Town of Manchester met in person on the above date. Those present were Mayor Ryan Warner, Chris Cuneo, Jenn Miller, Vince Pacelli, Debra Howe, David Richardson, Steve Miller, Kelly Baldwin and Rodney Kuhns. This was a virtual meeting on Zoom.

The Pledge of Allegiance was recited.

Ms. Miller made a motion to approve the November 9, 2021 minutes as printed. Mr. Cuneo seconded the motion. The motion passed unanimously. Ms. Howe made a motion to approve the revised January 11, 2022 minutes. Mr. Richardson seconded the motion. The motion passed unanimously.

Mr. Richardson made a motion to receive the December 2021 Treasurer's Report. Ms. Miller seconded the motion. The motion passed unanimously. Mr. Pacelli made a motion to receive the January 2022 check register. Ms. Howe seconded the motion. The motion passed unanimously.

Mr. Miller gave his Town Administrator's report. There will be a cyber security evaluation meeting on February 9<sup>th</sup>. A draft Joint Use Agreement between the Town and the NCRC has been forwarded to NCRC for review. Met virtually with NCRC Football program to discuss modifying the fence near the press box to accommodate both home and visitor sidelines. Code enforcement continues. Informed the public that the cameras mounted around Town was for a traffic study for the Lippy property and not speed cameras. Tower Stream Wireless has acquired Freedom Wireless who leases space on the Manchester Baptist Water tower. DNR will be stocking the Water Street and Walnut Street ponds in the spring with fingerling bass and bluegill. Mr. Miller congratulated Randy Baer on his retirement from the Town on January 31<sup>st</sup>.

Mr. Kuhns read the DPW report. CLSI is working on the water line replacement project which involves 2 areas (High/Wertz/New/Maiden Lane) and (Grafton/Oak/Locust). Twenty-two (22) perma-loggers were deployed to detect water leaks. Staff has had virtual meetings with the engineering firm, CDM Smith, and MDE regarding the Preliminary Engineers Report (PER).

Ms. Miller made a motion to approve the bid from Stanley D. Groves and Sons, Inc. to install an ADA sidewalk in Christmas Tree Park parking area to pavilions #1 & #2 in the amount of \$11,000. Ms. Howe seconded the motion. The motion passed unanimously.

Mayor Warner read the monthly Police report. There were 185 calls for service for January. Traffic enforcement continues with 615 citations and warnings issued for January. There were zero Part 1 crimes.

Mr. Bill Early, a representative from the independent auditor's firm, CliftonLarsenAllen, presented an overview of the FY21 Audited Financial Statements. The Town was issued an unmodified opinion. Mr. Early stated that there are two control weaknesses that are documented every year which are that CLA prepares the financial statements and there is a lack of segregation of duties. The Town will need a single audit since it has received more than \$750,000 in federal funds under the APRA grant.

Mr. Richardson made a motion to approve Resolution 01-2022 which extends the date by which unused regular leave accumulated and/or carried over in fiscal years 2020-2021 and 2021-2022 must be taken or is lost to December 31, 2022. Mr. Cuneo seconded the motion. The motion passed unanimously.

There were no emails or phone calls from the public.

Council members gave committee reports.

Mr. Richardson made a motion to adjourn the general session. Mr. Pacelli seconded the motion. The motion passed unanimously. The meeting adjourned at 8:14pm

Respectfully submitted, Kelly J. Baldwin