

Town of Manchester  
December 8, 2020

The Mayor and Council of the Town of Manchester met on the above date via Zoom. Those present were Mayor Warner, Jenn Miller, Debra Howe, Dale Wilder, Steve Miller, Chief Hess, Trent Longest and Kelly Baldwin.

The Pledge of Allegiance was recited.

Ms. Miller made a motion to approve the September 8, 2020 minutes as printed. Mr. Wilder seconded the motion. The motion passed unanimously.

Mr. Wilder made a motion to approve the October 13, 2020 minutes as printed. Ms. Howe seconded the motion. The motion passed unanimously.

Ms. Miller made a motion to receive the October 2020 Treasurer's report. Ms. Howe seconded the motion. The motion passed unanimously.

Ms. Howe made a motion to receive the November 2020 Check register. Mr. Wilder seconded the motion. The motion passed unanimously.

Mayor Warner gave his monthly Mayor's Report. Offices will be closed December 24<sup>th</sup> & 25<sup>th</sup> and January 1<sup>st</sup>. Christmas trees will be picked up on Wednesday, January 6<sup>th</sup> and 13<sup>th</sup>. Please remove all decorations. A reminder that all town streets are snow emergency routes so when the snow emergency plan is in effect, parking on the street is prohibited. Mayor Warner congratulated Billy Black, Ken Black and Gary Eppley on their 10 years of service to the Town. Danielle Owens has started as the new Billing Specialist. She is taking the place of Laurie Miller who will be retiring after 18 years of service. Ms. Miller joined the Zoom meeting and was congratulated by everyone present including her son and daughter and their families.

Mr. Miller gave his Town Administrator's report. There has been no movement on the Opioid litigation. Trout Unlimited is working on grants. Discussions are ongoing regarding 2906 Hanover Pike and their hand dug well issues. The Tree of Friends Foundation (TOFF) is 75% done cleaning the property before it is sold. Based on Governor Hogan's orders, late fees and water terminations can be reinstated. Mr. Miller also confirmed this through MML. On December 1<sup>st</sup>, the Town was notified that it would be receiving additional CARES funding to pay for staff time.

Mr. Kuhns gave the monthly Public Works report. Bids were received for the Park Avenue Tank rehab. Phase 1 testing/evaluation continues for the proposed ENR Upgrade and Expansion of the WWTP. We are stream discharging as of December 1<sup>st</sup>. Town paving projects are 99% complete.

Bids were received for the Park Avenue Tank rehabilitation project that was budgeted project. Based on staff recommendation, Mr. Wilder made a motion to approve the bid from K&K Painting, Inc. in the amount of \$189,500. Ms. Howe seconded the motion. The motion passed unanimously.

Chief Hess gave his monthly Police report. There were 107 calls for service in November. Traffic enforcement continues with 130 warnings/citations having been issued including 2 for DWI/DUI. Officers did a lot of training in November and are continuing in December to meet required mandates. Chief Hess thanked those individuals who sent in baked goods as a sign of appreciation to the MPD.

Mr. Bill Early, a representative from the independent auditor's firm, CliftonLarsenAllen, presented an overview of the FY20 Audited Financial Statements. Mr. Early mentioned the obstacles that were faced with a virtual audit but a "clean" opinion was issued. 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.

Mayor Warner mentioned that although Ordinance No. 246 was introduced last month, the Town will need to keep an eye on this as it becomes a national issue and may need to meet best practices. Ms. Howe agreed based on MML information. Mr. Wilder stated that this ordinance incorporated the recommendations made by the Planning & Zoning Commission. Mr. Wilder made a motion to approve Ordinance No. 246 relating to small cell tower structures as presented. Ms. Howe seconded the motion. The motion passed unanimously.

Elwin Wagner, representing the Manchester VFD, approached the Mayor and Council regarding the annual contribution made to the organization. MVFD is planning on using the money to upgrade their phone system and security system in the amount of \$31,200. The allotted amount of \$30,000 will cover almost the entire cost. This will be brought up at the January Council meeting.

Council members gave committee reports.

Megan Hale, of Main Street, called in and requested that the Town post more information to the social media accounts besides items like bulk trash, etc. Ms. Hale would like to see Manchester showcase our town a little more. Council members agreed. Also, Ms. Hale inquired as to the status of trimming the Main Street trees. Mr. Miller stated that the contractor plans on trimming them between December 6<sup>th</sup> and January 4<sup>th</sup>.

Ms. Miller made a motion to adjourn the general session. Ms. Howe seconded the motion. The motion passed unanimously. The meeting adjourned at 8:51pm.

Respectfully submitted, Kelly J. Baldwin