

Manager/Clerk's Report June 2026

ACTION ITEMS/RESOLUTIONS

- **Worker's Comp Resolution:** We need to update the current resolution of the Board of Director's to make Dan Verace the alternate voting member and Danielle the plan facilitator. A resolution is on the agenda.
- **Betsy Galan:** I would like to hire Betsy for extra front office help for the month of June and possible vacation days during the summer. There is a resolution on the agenda to hire at a rate of \$16.00 per hour. Betsy has worked in the front office before helping with mailings.
- **Community Center pointing:** We are currently working with MRB to perform an analysis of the pointing project before we go back out to bid. The Assistant Superintendent can update the board at the meeting.
- **Employees DPW:** There has been some activity surrounding wages and what other the starting pay is at the town level. We may need to review our current wage schedule for possible adjustments.
- **Liability insurance:** We will not have the renewal quote for the June meeting; this will need to be approved at the July meeting. I will need to bind the coverage prior to July as the renewal date is July 1st. A special meeting may need to be called for approvals prior to July 1st.
- **Ambulance district:** The Town Supervisor emailed the mayor stating there was one agency that has picked up the bid specifications, which is Monroe Ambulance. There may be a joint meeting to review the bid proposals, the supervisor mentioned he would like a decision by early July. I am working with our Village Attorney on the specifics as the process the Village need to adhere to. As information comes in, I will be emailing the board.

- Summer concert series: We need to approve two resolutions for payment for the July and August entertainment. It is standard practice to pay for the entertainment the day of the event and our practices require we approve payment in advance.
- Lockdown policy: The mayor met with the school and sheriff's office. I have attached the lockdown policy the school utilizes. The mayor will update the board more on this subject at the meeting.

INFORMATIONAL ITEMS

- Frontier Fiber: The Village engineer continues to work through plans for the Village to approve the fiber application. The contractor is not completing the details to the Village engineer specifications; therefore, this is taking longer to approve.

Community Center:

- Assistant Superintendent will update the board on the pointing project.
 - The boiler project will be this month; Chad can provide a status update.
 - Sparks soccer will not be utilizing the CC fields this year; they will be at the schools; this will alleviate a lot of congestion in the parking lot this season.
 - Vending machine: The machine has been out of service for at least three weeks. I have sent a letter asking the owner of the machine to contact the office. We do not have a current phone number or email address. The lease is on hold.
 - Leases: The leases will be going out in the next few days with the rate increase.
 - Custodial: I may have some shortages in the custodial schedule for the summer; I have a custodian that takes the summer off and another one that just reduced to one day. I am still evaluating.
- Zoning Board: The next meeting is on Monday, June 8th at 6:30 p.m. We have a zoom meeting scheduled with the engineer, consultant the Village hired, myself along with John Steinmetz/Kim Fay to discuss the tower project process. I can provide an update at the meeting.

In regard to the Parkland project, there is a pause on this project as they owe the Village over \$24,000 in engineering fees. Their last payment to the Village was in June 2025. We have consulted with NYCOM, and they concur that a halt is necessary. NYCOM also suggests large projects in the future we should have a financial arrangement to hold monies for engineering expenses.

- Water Authority transition: The water is officially transferred to the county. There has been less communication than I anticipated other than the residents coming in to pay their bill did express concern on the switching over to the authority.

There is work on the back end that Debbie and I are doing with the water authority to settle accounts that have been estimated. Also, Debbie is working on separating our refuse accounts into a new cycle for billing. We will continue to collect past due payments until March 31, 2027. After that date we will place the delinquent accounts on the 2027-28 Village tax bill. At that time, we can then begin closing out the water fund. The board will have a generous amount of money to allocate.

- Server update: No further update since last month.
- Annexation/Hillside Dr: The mylar map was signed by all parties and is in the process of being filed with the county clerk.
- Peach Blossom Rd Tree: We are expecting the work to commence this month as soon as the weather breaks. Sherry did receive confirmation from both the county and the contractor. No further communication since last month.
- Water quality report: Amy Harter has finalized the report, and it has been sent to the county and posted on our website.
- Village Taxes: The tax bills went out on May 31st. Both Debbie and Betsy will be helping next month as this is our busy season. Maryalice also helped out this past month.
- New Superintendent: Dan Verace begins work with the Village this coming Monday. Dan will be at the Village Board meeting.

EMERGENCY Responses

All outside doors should be shut & locked – see something, say something

Shelter-In-Place	Hold-In-Place	Evacuate	Lockout	Lockdown
<ul style="list-style-type: none"> • CLOSE DOOR • CONTINUE TEACHING <p><i>Used to shelter students and staff inside. Some students/classes may need to move locations.</i> <i>Example: Outdoor emergency or weather related issue.</i></p>	<ul style="list-style-type: none"> • CLOSE DOOR • CONTINUE TEACHING <p><i>Used to limit movement of students and staff while dealing with short term emergencies.</i> <i>Example: Medical emergency – hallways need to be clear for ease and safety of the sick/injured person.</i></p>	<ul style="list-style-type: none"> • CLOSE DOOR • EVACUATE TO ASSIGNED AREA OUTSIDE <p><i>Used to evacuate students and staff.</i> <i>Example: Fire or explosion in building, chemical or gas leak in building.</i></p>	<ul style="list-style-type: none"> • CONTINUE TEACHING <p><i>Used to secure buildings during incidents that pose an imminent concern outside.</i> <i>Example: A nearby threat of danger or police investigation in the vicinity.</i></p>	<ul style="list-style-type: none"> • LOCK AND CLOSE DOOR • DISCONTINUE TEACHING • STAY HIDDEN <p><i>Used to secure buildings during incidents that pose an immediate threat of violence in or around the school.</i> <i>Example: Immediate threat inside of the building.</i></p>
<ol style="list-style-type: none"> 1. Listen for instructions about the situation and your actions. 2. Students & adults in hallways should return to their assigned classroom, if possible. 3. Classroom teachers, take attendance. 4. All other staff assist students, as needed. 5. Move away from windows, if situation warrants. 6. If instructed, move out of classroom to designated safe area. Stay together at all times. 7. Retake attendance after moving. 8. Listen for updates that <u>may</u> include reporting the attendance taken. 	<ol style="list-style-type: none"> 1. Listen for instructions about the situation and your actions. 2. Students & adults in hallways should return to their assigned classroom, if possible. 3. Classroom teachers, take attendance, if directed. 4. All other staff assist students, as needed. 5. Listen for updates that <u>may</u> include reporting the attendance taken. 	<ol style="list-style-type: none"> 1. Listen for instructions about the situation and your actions. 2. Lead students to designated assembly or announced assembly area. Use secondary route if necessary. 3. Bring attendance list and class roster. 4. Close the classroom door after exiting. 5. Take attendance when safe to do so. 6. If evacuating off-site, take attendance before moving from and upon arrival at the off-site location. 7. Listen for updates that <u>may</u> include reporting the attendance taken. 	<ol style="list-style-type: none"> 1. Listen for instructions about the situation and your actions. 2. Lock all exterior windows. 3. Leave all blinds/lights as they are. 4. Take attendance, if directed. 5. After initial instructions, listen for updates. 6. Classroom instruction continues as normal. 7. All outdoor activities are terminated. 8. Traveling staff may not enter the building. 9. Listen for updates that <u>may</u> include reporting the attendance taken. 	<ol style="list-style-type: none"> 1. When you hear lockdown announced, you should move quickly to execute the following actions. 2. If safe, gather students from hallways and commons areas near your classroom. 3. Lock your door. Barricade if necessary. 4. Move students to a safe area in the classroom out of sight of the door/windows. 5. Leave blinds/lights as they are. 6. Keep everyone quiet, silence cell phones. 7. Take attendance, if possible. 8. Do not communicate through door or answer room phone. 9. Do not respond to P.A. announcements or fire alarm. 10. Stay hidden until physically released by district administration or law enforcement personnel.