Village Of Manley
Board of Trustees Regular Meeting
January 13, 2022

The Regular Meeting of the Village of Manley Board of Trustees was called to order on January 13, 2022 by Board Chairman, Denise Swenson at 7:05 PM. The Pledge of Allegiance was recited and roll call was taken. Members present were: Denise Swenson, Tim Glas, Rebecca Goble, Patricia Gruber, and Phillip Tapp along with Village Clerk Jessica Tummons, Maintenance Supervisor Mickey Dalton and one guest. A copy of the Open Meeting Act is posted in the meeting room for review. The Code of Conduct for Municipalities was read by Board Chairman Denise Swenson. Notice of this meeting was posted on the Village website and in the bulletin boards at the Fire House & Post Office.

Agenda – After a request to pull the minutes from the Agenda, RGoble moved & TGlas seconded to approve the amended Agenda. Roll call vote: All approved. Motion carried.
Consent Agenda items approved:
*December 2021 **Correspondence** – (none)
*December 2021 **Water Clerk's Report**
*December 2021 **Treasurer's Report**
*December 2021 **Village Clerk's Report**
*December 2021 **Maintenance Supervisor Report**–
*December 2021 **Misc Monthly Reports** –
Water Specialist - Jack Faubion - November report: Total coliform present, does not meet bacteriological standards.
(no report)
Wastewater Specialist – Ed Blunt
12/14/21 – Checked lagoons; duck weed is starting to recede. No flow meter yet; work in progress.
12/28/21 – Checked lagoons; found flow meter still not working. Work in progress.
811 Digger Calls – MDalton
One request for December
Community Center Rentals – JTummons
Jan 2, 2022; July 30, 2022

*Requests made to pull the Treasurers Report and Water Clerks report. Motion made by Tglas to approve all other consent agenda items. Seconded by PGruber. Roll call vote: All in favor. Motion Carried.

*Water clerks report – Discussion made re: delinquent accounts. Letter provided to board from resident with regard to current hardship. Resident made payment in full but asked for late fees to be waived. Motion to waive late fees for resident made by TGlas, Seconded by PGruber. Roll Call Vote: All in Favor. Motion carried.

* Treasurers Report – DSwenson asked for the matching funds for 2022 to the Highway account to be looked at before next meeting to ensure correct match is being made. Also need to check

Community Center Rental agreement to ensure correct pricing is being applied. After discussion, RGoble made a motion to accept Treasurers Report as present

After discussion motion to accept the Treasurers Report and Water Clerks report made by RGoble & PTapp seconded to approve reports as presented. Roll call vote: All approved. Motion carried.

Remaining Reports

***Claims** – Black Hills Energy for CommCtr-$227.58 & Fire House-$171.47; OPPD for CommCtr-$77.90, Fire House-$68.05, Sewer-$42.45, Water-$33.08, Highway-$299.41; RWD #3 for water-$1,037.50; Windstream for CommCtr-$104.83 and Fire House-$99.94; WireBuilt-$50.00; DHHS -$51.00; Manley Hwy Acct for matching trsf from Sewer Acct-$138.00 & Water Acct-$138.00; MDalton for December Maintenance Supervisor-$554.10; JTummons for December Village Clerk – 53 hrs- $586.49; Jack Faubion for Dec & Jan water postage & Fees-$253.95; Ed Blunt for Dec wastewater specialist-$175.00; Jolene Dalton for Dec Clerk training hours - $115.33; One call concepts for 4th qtr digger calls - $4.23; Southeast Area Clerks Association for 2022 dues - $10; Papillion Sanitation for January fee - $24; US Treasury for 4th qtr payroll taxes - $732.56; Ne Dept of Revenue for P/R Withholding - $23.50; Meeske Auto for snow plow blade - $19.49; Mickey Dalton for reimbursement of purchase of reflector poles & asphalt patch bags - $110.85; AKRS Equipment for tractor purchase - $31, 983.45; Mickey Dalton for lagoon parts reimbursement - $9.12; Kiner Supply for community center toilet - $339.39; Meeske Hardware for repair parts - $27.86; Mickey Dalton for reimbursement of purchase for Load N Go Ramps for Tractor - $126.95; 4th qtr sales tax - $423.34 water portion of sales tax.

TGlas moved & PTapp seconded to approve the January claims after adding the payments to AKRS from sewer and water accounts. Roll call vote: All approved. Motion carried.

Unfinished Business

Nuisance Violations – Letter was signed and will be mailed 1/14/22 to 106 Broadway. Letter is to be mailed with certificate of mailing to prove sent. Copy of the letter to BOH members. Letters to be drafted for 2 other properties as well.

Committee to review Village Ordinances & IPMC book/fees – no new update

Asphalt on Sunrise Court – no new update

Village Water Meters –5 remaining meters to be replaced. Water issue on Monday, January 10 was caused by a broken pipe. Water was shut off to repair damage and then restored same afternoon.

Generators – The generators have not been available to purchase. MDalton to check for availability at Meeske's.

Maintenance Supervisor – Discussion with regard checklist to be provided to Maintenance Supervisor for duties to be completed possibly on a weekly basis. Clerk to check with other towns to see if they have a weekly/monthly/seasonal checklist used for their maintenance workers. Motion to continue MDalton as the Maintenance Supervisor at the current rate of $600 per month was made by PTapp and seconded by PGruber. Roll Call Vote: All in favor. Motion carried.

Trash Service – Clerk to double check pricing on Community Center pricing for Trash Service. Discussion re: increased pricing for Papillion Sanitation was an allowable increase from the company per original contract to cover for increased fuel cost and other fees.

New Business

Fire Extinguisher – MDalton to inspect all fire extinguishers in the Community Building.

Water Shutoff – Payments made to Village of Manley after 20th of each month should include a late fee of $10. After 30 days past due water is subject for shutoff.

Accountant – no new update

Water Books – water rates are to stay the same. TGlas and clerk will work on bids for possibility of new style water book.

Village Purchases – Discussion regarding number of reimbursement checks being written and the need to utilize Village checks for purchases. Clerk to look into possibility of purchasing card for the Village and what other communities do.

Community Center Projects – Taking place of the park projects due to cold weather: Board discussed the possibility of creating a committee to come up with ideas. Examples given: Window washing and display cases for memorabilia.

November Elections – There are 2 Board members up for election one of which is not planning on rerunning. If anyone has interest in joining the board please contact the Village office or Cass County for forms to be submitted.

Public Forum

MDalton provided info regarding 2 projects completed: reflectors were installed on Manley Lane and Sunrise Court; new toilet was installed in the Community Center restroom. Thank you so much for you hard work on these projects is appreciated!

Flow Meter will need to be fixed in the spring.

Mickey Dalton would like to express his gratitude for the help provided by Adam Goble on many village projects!

RGoble advised that her search for new insurance for the Village has to an end. She has been advised that switching during the term can be more costly for the Village.

Adjournment - TGlas moved & PGruber seconded to adjourn the meeting at 9:08 PM. Roll call vote: All approved. Motion carried.

Jessica Tummons
Village Clerk

2-10-22
Date of Approval

*Copies of the minutes and reports are on file at the Manley Village Office and are available for review upon request. Minutes of the meeting can also be viewed at www.manleyne.com.
*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, religion, age, disability, marital or familiar status. (Not all prohibited bases apply to all programs.)