

**Village Of Manley
Board of Trustees Regular Meeting
March 5, 2015**

The Regular Meeting of the Village of Manley Board of Trustees was called to order on March 5, 2015 by Chairman Betty Meyer at 7:03 PM at the Manley Fire House/Town Hall. Roll call was taken and members present were Mickey Dalton, Dawn Holdorf, and Denise Swenson, along with Water Operator Jack Faubion, Clerk Jolene Dalton and guest Alice Smisek. A copy of the Open Meeting Act is posted on the Fire House/Town Hall bulletin board for review. The Code of Conduct for Municipalities was read by Chairman BMeyer. Notice of this meeting was posted on our website and in the bulletin boards on the Fire House & Post Office.

Agenda After reviewing the agenda, MDalton moved to approve the agenda. DHoldorf seconded. Motion carried.

Review/Approve Minutes After reviewing the February 12, 2015 Regular Meeting minutes, MDalton moved to accept the minutes. DHoldorf seconded. Motion carried.

Water Operator Report Jack Faubion reported that the February sample reflected an absence of harmful pathogens.

Refuse/Recycling Proposal After discussion it was decided to get the ‘pulse’ of the residents regarding this service. We will start by having a public meeting with displays & summaries about options. Then, for the benefit of those unable to attend the public meeting, we will send an email with details to residents and hang a ‘banner’ at the Post Office. If needed, we will go door to door to discuss the proposal or leave door hangers. If the residents would like to pursue this further, we will set criteria that we would like companies to submit bids for. The public meeting was scheduled for Monday, March 23rd at 7:00 PM at the Community Center. DSwenson will distribute door hangers with notice of this meeting. We will also put a notice on our website and on the bulletin boards on the Fire House & Post Office.

Treasurer’s Report After reviewing the Treasurer’s Report, MDalton moved to accept the Report. DHoldorf seconded. Motion carried.

The following bills were presented: Mickey Dalton for Office equipment - \$1,298.44 and Office construction - \$823.50; Jolene Dalton for February Clerk wages - \$182.39; Windstream for Office phone - \$28.25; NE Dept of Revenue tax collected from water sales for 2014 4th Quarter - \$277.97. MDalton moved to pay the bills. DHoldorf seconded. Motion carried.

JDalton reported that has been approved as a signatory for all of Manley’s accounts with Farmers & Merchants Bank. Signatures now on the accounts are BMeyer, DSwenson, and JDalton.

The Safe Deposit Box keys & contents were discussed. JDalton will take an inventory of what is in the Box.

Water/Sewer Report After reviewing the Water/Sewer Report, DSwenson moved to accept the Report as presented. MDalton seconded. Motion carried.

Village Office Progress MDalton gave an update on the progress of the Village Office. The carpet has been installed. A donation of office furniture & misc. items was received from American National Bank. BMeyer & MDalton picked up the donation & Dalton family members helped moved the donation & Village file cabinets to the Office. A thank you note has been sent to the Bank.

MDalton purchased a computer, monitor, printer/fax/copier, and phone for the Office. A nephew of the Dalton's has installed the equipment at no charge. JDalton will send him a thank you from the Village. JDalton set up a phone & internet account with Windstream. There was a business special going on so the installation & activation fees were waived and the 1st month of service is free. Our Village phone number is 402-234-2304. JDalton will check with our web/internet company to set up an Office email address.

JDalton has been working on taking an inventory of the contents of the file cabinets. She researched online how long to keep papers/documents and gave the Board members the inventory list to-date to proof what items can be shredded. We will confirm the shred list at the next meeting.

Any previous Village records being held at residents' homes can now be brought to the Village Office for storage in the file cabinets.

Snow Emergency Policy BMeyer talked with our insurance company regarding a car parked on Main Street during the snow storm that the owner alleges was damaged during the snow removal. The insurance company said that if it can be shown (by pictures) that the damage to the car was not there prior to the snow, they would pay the claim. There would be no deductible. A notice that vehicles need to be cleared from the streets if snow is forecasted has been temporarily posted at the Post Office. BMeyer will check with other surrounding towns on how they handle such a notice, so further action on the matter was tabled until the next Board meeting.

2014/15 Audit Waiver Request DSwenson & JDalton reported on progress to date. The Request form should be completed next week.

Community Center Tables & Chairs DSwenson, BMeyer & MDalton reported on prices they obtained for new tables & chairs. MDalton reported the present inventory at the Community Center is 3-8' laminated tables plus 5-8' bad ones that need to be tossed, 3-6' fiberglass tables, 31 metal folding chairs, and 56 stackable plastic chairs. After discussion, MDalton moved that we purchase 8-8' laminated tables and 64 Cosco non-padded metal chairs at @ \$80 & \$17 respectively or less. DHoldorf seconded. Motion carried.

Old Business

The Board "Work Day", set for Saturday, March 7, 2015 starting at 9:00 AM, was discussed. An additional day was set for Monday, March 9th at 6:00 PM. Anyone is welcome to help. The goal is to go thru items in upstairs closets and the kitchen and get the building ready for the Open House.

The Community Center Open House, scheduled for Saturday, March 21st from 9:00-1:00, was discussed. JDalton designed a flier that she got permission to hand out at the VFD Breakfast this

Sunday, February 8th. We will also put it on the website, on the bulletin boards on the Fire House & Post Office, and it will be mentioned in the Clerk letter to be distributed to the residents.

New Business

Clerk JDalton reported on additional items she has been working on.

An introductory/informational letter composed by her and edited by the Board was approved and will be distributed to the Community along with the annual water/sewer payment books.

She submitted a draft of an official Village letterhead. Edits were made and a final design will be approved next month.

She researched employer taxes & forms online. Still wanting professional input, she will contact a CPA friend to insure we are handling employment issues correctly. It was agreed that she will submit her hours for the previous month at Board meetings, along with a paystub detailing deductions, for payment.

BMeyer reported on a discussion she had with Paul Lovell – NL Driveway Maintenance, which is the company that has done Manley’s routine maintenance for the last several years. Paul has inspected the streets and submitted a proposal. The Board will access his proposal along with our budget and contact him later.

Adjourn DSwenson made a motion to adjourn the meeting at 9:40 PM. MDalton seconded. Motion carried.

Jolene Dalton
Village Clerk

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.

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