MANCHESTER TOWN BOARD - REGULAR MEETING MAY 10th, 2022 - 6 P.M.

The 2022 Town Board Meeting was held at the Manchester Town Hall on Tuesday, May 10th, 2022, at 6:00 P.M., with the following members present:

David Phillips

Kevin Blazey

Councilman

Matthew Shannon

Councilman

Jaylene Folkins

Councilwoman

Scott DeCook

Councilman

OTHERS PRESENT: Jill Havens, Town Clerk, Steve DeHond, Code Enforcement Officer; Jennifer Fagner, Assessor; Jason Lannon, Highway Superintendent; William Murphy, Deputy Highway Superintendent; Kevin Lyke, Water Superintendent; Town Residents: Jeremy Brown, Elaine Liberio & Tammy Worden

ABSENT: NONE

CALL TO ORDER: Supervisor Phillips called the May 10th, 2022, Regular Board meeting to order at this time, 6:00 p.m.

➤ RESOLUTION #61 - APPROVAL OF MINUTES, REGULAR MEETING April 12th, 2022, AS SUBMITTED

On motion of Councilman Shannon, seconded by Councilman DeCook, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the minutes from the Regular Meeting held on April 12th, 2022, as submitted.

> RESOLUTION #62 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT

On motion of Councilman Blazey, seconded by Councilwoman Folkins, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the Supervisor's Monthly Report as submitted. See Minute Book Attachment for report.

RESOLUTION #63 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT On motion of Councilman Blazey, seconded by Councilwoman Folkins, the following resolution was unanimously ADOPTED:

VOTE: AYES – 5 NAYS - 0

RESOLVED, to accept the Town Clerk's report as follows:

| Dog Licenses (76 N & R; 0 - PB; 0-Exempt; 1-Tag) | \$ | 1,235.00 |
|--|-------------------|----------|
| State Surcharge Fees | \$ | 99.00 |
| Late Fees (Dog Licenses) | \$ | 200.00 |
| Transfer Station | \$ | 3,260.46 |
| Zoning Fees | \$ | 3,793.80 |
| DEC Licenses | \$ | 1000.00 |
| Certified Copy (1-M, 2-D) | \$ \$ \$ \$ \$ \$ | 30.00 |
| Bingo Fees | \$ | 111.69 |
| Marriage License (1) | \$ | 40.00 |
| Bingo License (0) | \$ | 0.00 |
| Game of Chance License (0) | \$ | 0.00 |
| TOTAL COLLECTED | \$ | 9,769.95 |
| PAID TO NYSDEC | \$ | 981.47 |
| PAID TO STATE | \$ | 099.00 |
| PAID TO SUPERVISOR (TOWN) | \$ | 8666.98 |
| PAID TO NYS DEPT. OF HEALTH | \$ \$ | 22.50 |
| PAID TO NYS RACING & WAGERING | | |

Supervisor Phillips received and reviewed the following correspondence with the Board at this time (See minute book attachment for all correspondence):

- a. Supervisors Monthly Report for April 2022
- b. Town Clerk Monthly Report for April 2022
- c. PILOT payment schedule from Finger Lakes Railway Corp.
- d. Jeff Graff information regarding video conference for local entities
- e. Donna LaPlant re: Firefighter and Ambulance Exemption
- f. T.O.M Bank Account Collaterization
- g. Ag. Markets Municipal Shelter Inspection Report March 2022
- h. Sales Tax 1st Quarter 2022
- i. Jeff Graff steps to take for Local Law to adopt Local Law 123
- j. Turner Schrader Post 34 Parade Announcement
- k. Excavation Permit, RG&E
- I. Transfer Station Fund A688 \$195.00 to Refuse and Garbage CR8160.1
- m. Amendment Highway Fund DB3501 and DB5112.2 \$139,474.59
- n. Village of Clifton Springs Fire Department Report March & April 2022
- o. Tammy Worden County Planning Board Agenda 11 May 2022
- p. Correspondence T.O.M V.O.M regarding water rates
- ~ **Brief Discussion** regarding the adoption of a video conferencing law (see minute attachment book for specific details from Town Attorney) for the Town of Manchester, per the discussion, it was decided not to adopt a local law since that service was not utilized during the pandemic and the required equipment would need to be purchased and installed.
- ~ **Brief Discussion** regarding the implementation of a Volunteer Firefighter or Ambulance Service exemption in the Town of Manchester. The need locally for volunteers is high, therefore it was decided to look into this exemption further to give additional incentive(s) to acquire volunteer Firefighters and EMS personnel.
- RESOLUTION #64 AUTHORIZING SCHEDULING OF A PUBLIC HEARING FOR A PROPOSED LOCAL LAW

On motion of Councilman Shannon, seconded by Councilman Blazey the following resolution was unanimously ADOPTED:

VOTE: AYES – 5 NAYS – 0

WHEREAS, the Town Board of the Town of Manchester, after due deliberation, finds it in the best interests of the Town to schedule a public hearing to solicit public comment upon a proposed Local Law entitled "A Local Law Repealing the Existing Chapter 123 of the Code of the Town of Manchester and Adopting a New Chapter 123 Providing for the Administration and Enforcement of the New York State Uniform Fire Prevention and Building Code and the State Energy Conservation Construction Code", attached hereto as Exhibit 1; and

WHEREAS, the Town Board of the Town of Manchester has reviewed the draft of the aforementioned proposed Local Law and deems it in the best interests of the Town of Manchester to proceed in accordance with the Code of the Town of Manchester and the Laws of the State of New York in adopting said Local Law,

NOW, THEREFORE, **BE IT RESOLVED**, that the Town Clerk be, and she hereby is, directed to schedule a public hearing to be held on **June 14th, 2022, at 6:00 p.m**. at the Manchester Town Hall, 1272 County Road 7, Manchester, New York; and be it further

RESOLVED, that the Town Clerk, be and hereby is, authorized to forward to the official newspapers of the Town a Notice of Public Hearing in the form substantially the same as that attached hereto as Exhibit "2"; and be it further

RESOLVED, that the Town Clerk be, and she hereby is, directed to post a copy of the proposed Local Law on the Town of Manchester sign board and take any and all other necessary actions to properly bring the aforementioned Local Law before the Town Board of the Town of Manchester for its consideration; and be it further

RESOLVED, that the Town Clerk be, and hereby is, authorized to provide all other notices as required by law for the adoption of this local law.

| I, Jill Havens, Town Clerk of the Town of Manchester do hereby certify that the aforemention | ned |
|--|-----|
| resolution was adopted by the Town Board of the Town of Manchester on May 10th, 2022, by | the |
| following vote: | |

| | | Aye | Nay | |
|--------|------------------------------------|-------------------------|-----|-------------|
| | David Phillips | <u>_X_</u> | | |
| | Kevin Blazey | <u>X</u> | | |
| | Jaylene Folkins Matthew Shannon | <u>X</u> <u>X</u> | | |
| | Scott DeCook | X | | |
| | out Doods | | | |
| Dated: | May 10, 2022 | | | |
| Dated. | Way 10, 2022 | Jill Havens, Town Clerk | | |
| | | | | {SEAL} |

RESOLUTION #65 – ACCEPT THE EXCAVATION BLANKET PERMIT FROM RG&E TO INSTALL GAS SERVICES WITHIN THE RIGHT-OF-WAY ON ALL TOWN HIGHWAYS FOR A PERIOD OF TWELVE MONTHS FROM JANUARY 1, 2022 THROUGH JANUARY 1, 2023 On motion of Councilwoman Folkins, seconded by Councilman Shannon, the following resolution was unanimously ADOPTED:

VOTE: AYES – 5 NAYS - 0

RESOLVED, to accept the Excavation Blanket Permit from RG&E, as submitted.

➤ RESOLUTION #66 – APPROVAL TO ACCEPT THE RESIGNATION, WILL CIARDI, TRANSFER STATION ATTENDENT, PART-TIME

On motion of Councilman Blazey, seconded by Councilwoman Folkins, the following resolution was unanimously ADOPTED:

VOTE: AYES – 5 NAYS - 0

RESOLVED, to accept the resignation of Will Ciardi from the position of Transfer Station Attendant, part-time, effective April 23rd, 2022.

➤ RESOLUTION #67 – APPROVAL TO APPOINT KOLE BACHMAN TO THE POSITION OF TRANSFER STATION ATTENDENT, PART-TIME

On motion of Councilman Folkins, seconded by Councilman DeCook, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to appoint Kole Bachman, 3908 State Route 96, Shortsville, NY 14548 to the position of Transfer Station Attendant at a pay rate of \$15.00/hr., effective April 25, 2022.

- ~ **Brief Discussion** regarding the Town Board's attendance at the Manchester/Shortsville Memorial Day Parade. Supervisor Phillips and Council Members Shannon & Folkins to attend.
- ~ **Brief Discussion** regarding the letter and incorrect payment for water submitted by the Village of Manchester. The Village of Manchester is refusing to pay the water rate established in 2018 and have sent payment of a lower amount. Supervisor Phillips submitted a response letter which was reviewed by the Town Board and agreed upon to mail to the Village of Manchester. (See minute attachment book)
- ~ **Update** Security Analysis is complete and a report of findings has been received and will be discussed in executive session this evening.

Department Reports:

- a. HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:
 - Overhead Doors
 - o 2 doors were completely replaced
 - The good/usable parts off the old doors were used to fix/repair other doors at the highway garage.
 - Entire Highway Team with the exception of Cam has completed all required training
 - Verizon GPS Services
 - All 11 Highway Department vehicles have this service which also includes mechanical monitoring of vehicles
 - Current price is \$16.95/ vehicle new upgrade with Verizon will increase the cost to \$18.95/ vehicle which equals an additional \$30.36/month
 - Town Board Members agree that this is an important service to continue having with Verizon
 - CHIPS SEALING
 - o Completed today.
 - Revised Town of Manchester Proposed Equipment Replacement Plan
 - Asking for permission to purchase a 10-wheeler dump truck with snow equipment to be delivered in 2024.
- RESOLUTION #68 APPROVAL TO PURCHASE INTERNATIONAL 2024 HX620 SBA (HX620) On motion of Councilman Blazey, seconded by Councilman DeCook, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the quote by Regional International off the Onondaga County Contract and purchase a new 10-wheel International HX 620 at a cost of \$298,765.96.

- b. WATER SUPERINTENDENT, Kevin Lyke reported:
 - Installing meters
 - Halfway completed.
 - Outlet Road Hydrant
 - o Accident on Outlet Road took out a fire hydrant.
 - Village of Manchester Pump Station
 - Village will be installing security at the pump station.
- c. CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:
 - Ten (10) building permits in April.
 - Collected \$3638.00 in fees.
 - Estimated Construction Costs \$283,300.00.
 - Fourteen (14) fire inspections were done in April also.
 - Solar Code is in a completed draft for review.
- d. ASSESSOR, Jennifer Fagner, reported the following:
 - Nine (9) transfers in April.
 - Legal Notice for completion of Tentative Roll was submitted for publication.
 - 2022 Tentative Assessment Roll is in my office and able to be viewed by the public on the listed dates in the legal notice or by appointment, if needed.
 - Also, can be viewed on the Town of Manchester and Ontario County Real Property websites.
 - Grievance is scheduled for May 24th, 2022 from 4pm-8pm.
 - We will be conducting COVID safety protocols.
 - We are scheduling each person by submittal of application.
 - ALL applications need to be submitted on or before May 24th, 2022.
 - No applications will be accepted after that date.
 - I have completed and passed the last 2 classes I took in March/April.
 - I have signed up for my last class, Introduction to Farm Appraisal, which starts July 18th-22nd.
 - o I will be away that week, as it is only in person and not online.
 - Lon will be in the office that week.

MANCHESTER TOWN BOARD - REGULAR MEETING (CONT.)

May 10, 2022

RESOLUTION #69 – RE-APPOINTMENT OF JILL BLAZEY TO THE BOARD OF ASSESSMENT REVIEW

On motion of Councilman Shannon, seconded by Councilman DeCook, the following resolution was unanimously ADOPTED:

(COUNCILMAN BLAZEY ABSTAINED)

AYES - 4

(COUNCILMAN BLAZET ABSTAINED)

NAYS - 0

RESOLVED, to approve the re-appointment of Jill Blazey, 611 Smith Road, Palmyra, NY 14522, to fill the vacancy on the Board of Assessment Review for a 5-year term ending 9/30/2027.

e. TOWN CLERK, Jill Havens reported the following

VOTE:

Newsletter

- Would the Town Board like another newsletter sent out in June/July? It was initially discussed about doing it either quarterly or biannually.
 - Yes, Code Enforcement, Water and Highway Departments have information for the public they would like to share.

Primary Election

- Received notice from Ontario County regarding the use of the Town Hall for the Primary Election on Tuesday, June 28, 2022.
 - Polls open 6:00am-9:00pm

f. BUDGET, Supervisor Dave Phillips, reported the following:

Once again, all funds are doing well and are in good shape at the end of April 2022.

General Fund

- Received the annual budgeted interfund transfer of \$12,500 from Central Water & Refuse and Garbage Funds.
- Remains stable financially and is doing very well.

• Zoning Fund & Highway Fund

- Received the 1st quarter sales tax of \$331,198.49, which is substantially more than in prior years.
 - Overall, the Comptroller's Office reported a statewide sales tax increase of 21.1% compared to the same quarter of previous years.
- The highway Fund also received its annual budgeted transfer of \$77,500.00 from the Central Water & Refuse and Garbage Funds.

• Refuse & Garbage Fund

- Ended April 2022 with a decrease in funds as a result of the interfund transfers.
- Remains at about the same level as last year and shows little to no increase in its funding.
 - This may need to be re-evaluated in regard to user charges in the coming months.

• Central Water District & County Road 13 Water District

- o Doing very well
 - Water customers continue to pay their quarterly amounts
- Central Water Fund made its budgeted transfers to Highway and General Fund.
 - Showed an increase in its funds after the transfers which can be attributed to the ARPA monies received.

> RESOLUTION #70 - APPROVAL OF TRANSFERS

On motion of Councilman Shannon, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the following Transfers:

From: Amount: To: Reason:

General Fund \$195.00 Refuse & Garbage Fund Reimbursement COVID pay

MANCHESTER TOWN BOARD - REGULAR MEETING (CONT.)

May 10, 2022

RESOLUTION #71 – APPROVAL OF BUDGET AMENDMENT

On motion of Councilman Shannon, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the following Budget Amendment for the Highway Fund – Outside Village:

Increase Revenues:

Highway Fund DB3501 – Consolidated Highway Aid by \$139,474.59

Increase Appropriations:

Highway Fund DB5112.2 - Permanent Improvements - Capital Outlay by \$139,474.59

ADDENDUM ITEMS:

BOARD MEMBER ITEMS:

- Councilwoman Folkins:
 - 1.) Zoning Code Consultants should have final draft done mid-May for review.
 - 2.) Maria Rudzinski is interested in continuing to work on with Roundhouse Project with the Town of Manchester, as a consultant.
 - a. Will need to continue to have access to County Records for that to occur.
 - b. Town Board will need to have a conversation with the County Planning Department regarding this.

• Councilman DeCook:

- 1.) Does the Transfer Station need additional help?
 - Supervisor Phillips advises that we are currently all set but could use a substitute.
- Councilman Blazey:
- Councilman Shannon:
- Supervisor Phillips:
 - 1.) Clifton Springs Monitoring wells are in
 - a. Waiting for reports
 - 2.) Tammy Worden will be officially appointed to the County Planning Board on 5/12/2022 at the Board of Supervisors Meeting.
 - a. Tammy is here tonight and has submitted the County Planning Board Agenda for the May 11th, 2022 meeting.
- ~ Brief Discussion: At this time, Supervisor Phillips allowed Town Resident, Jeremy Brown to address the Town Board. Mr. Brown has concerns regarding the noise levels at all hours of the day/night coming from Leonard's Express. The sauerkraut factory was never this loud and would like something to be done about it. Supervisor Phillips will be reaching out to both Leonard's Express and Mr. Brown to try and resolve this issue.

RESOLUTION #72 - AUDIT OF CLAIMS APPROVAL

On motion of Councilwoman Folkins, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve to pay the 2022 bills as follows:

- **GENERAL FUND**, in the amount of \$28,050.31 as set forth on the Abstract #005 dated 5/10/2022;
- ZONING FUND, in the amount of \$613.07 as set forth on the Abstract #005 dated 5/10/2022;
- **REFUSE & GARBAGE FUND,** in the amount of \$457.23 as set forth on the Abstract #005 dated 5/10/2022;
- HIGHWAY FUND, in the amount of \$64,021.13 as set forth on the Abstract #005 dated 5/10/2022;
- **WATER FUND**, in the amount of \$1,184.60 as set forth on the Abstract #005 dated 5/10/2022;
- TRUST & AGENCY FUND, in the amount of \$13,214.98 as set forth on the Abstract #005 dated 5/10/2022;

➤ RESOLUTION #73 - APPROVAL TO ENTER INTO EXECUTIVE SESSION PER SECTION NYS 105

On motion of Councilman Blazey, seconded by Councilman Shannon, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to enter into executive session per section NYS 105, 7:12 p.m., in attendance were: Town Board Members, Town Clerk, Code Enforcement Officer, Highway Superintendent, Highway Deputy Superintendent, Water Superintendent and the Assessor.

RESOLUTION #74 - APPROVAL TO GO OUT OF EXECUTIVE SESSION AND CONTINUE WITH THE REGULAR MEETING

On motion of Councilman Shannon, seconded by Councilwoman Folkins, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to go out of executive session at this time, 7:42 p.m. and resume the regular meeting.

> RESOLUTION #75 - APPROVAL TO FORM A SECURITY IMPROVEMENT COMMITTEE

On motion of Councilman Shannon, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

WHEREAS, based on the Security Assessment Report received from BPS, there are several security improvements needed at the Town Hall, Highway Building and Transfer Station

RESOLVED, to form a committee with Council Members Kevin Blazey, Matt Shannon and/or Scott DeCook along with Code Enforcement Officer Steve DeHond, Assessor, Jennifer Fagner and Highway Superintendent, Jason Lannon for the purpose of implementing these new security improvements, as needed.

ADJOURNMENT: There was no other business before the Board at this time, Councilman Blazey moved to adjourn the meeting, 7:45 p.m., seconded by Councilman DeCook, unanimously APPROVED.

Respectfully Submitted,

Jill A. Havens, Town Clerk

**Next Meeting(s):

> Regular meeting: June 14, 2022 - 6:00 P.M. Includes: Public Hearings: Chapter 123 Update

> Regular meeting: July 12, 2022 - 6:00 P.M.

> Regular meeting: August 9, 2022 - 6:00 P.M.

Regular meeting: September 13, 2022 - 6:00 P.M.

> Regular meeting: October 11, 2022 - 6:00 P.M.

> Regular meeting: November 8, 2022 -6:00 P.M.

> Regular meeting: December 13, 2022 - 6:00 P.M.