

**MANCHESTER TOWN BOARD - REGULAR MEETING
JULY 12th, 2022 - 6 P.M.**

The 2022 Town Board Meeting was held at the Manchester Town Hall on Tuesday, July 12th, 2022, at 6:00 P.M., with the following members present:

| | |
|-----------------------|-------------------|
| David Phillips | Supervisor |
| Kevin Blazey | Councilman |
| Scott DeCook | Councilman |

OTHERS PRESENT: Nichole Ruggles, Deputy Clerk, Steve DeHond, Code Enforcement Officer; Jason Lannon, Highway Superintendent; William Murphy, Deputy Highway Superintendent

ABSENT: Jaylene Folkins, Councilwoman, Matthew Shannon, Councilman, Jill Havens, Town Clerk

CALL TO ORDER: Supervisor Phillips called the July 12th, 2022, Regular Board meeting to order at this time, 6:00 p.m.

➤ **RESOLUTION #87 - APPROVAL OF MINUTES, REGULAR MEETING June 14th, 2022, AS SUBMITTED**

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

VOTE: **AYES - 3** **NAYS - 0**

RESOLVED, to approve the minutes from the Regular Meeting held on June 14th, 2022, as submitted.

➤ **RESOLUTION #88 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT**

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

VOTE: **AYES - 3** **NAYS - 0**

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

➤ **RESOLUTION #89 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT**

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

VOTE: **AYES - 3** **NAYS - 0**

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

| | | |
|--|-----------|-----------------|
| -- Dog Licenses (106 N & R; 0 - PB; 0-Exempt; 0-Tag) | \$ | 1,681.00 |
| -- State Surcharge Fees | \$ | 132.00 |
| -- Late Fees (Dog Licenses) | \$ | 220.00 |
| -- Transfer Station | \$ | 3,518.75 |
| -- Zoning Fees | \$ | 3,109.88 |
| -- DEC Licenses | \$ | 65.00 |
| -- Certified Copy (D-5, M-1) | \$ | 60.00 |
| -- Bingo Fees | \$ | 45.84 |
| -- Marriage License (3) | \$ | 120.00 |
| -- Bingo License (0) | \$ | 0.00 |
| -- Game of Chance License (0) | \$ | 0.00 |
| TOTAL COLLECTED | \$ | 8,952.97 |
| | | |
| PAID TO NYSDEC | \$ | 61.40 |
| PAID TO STATE | \$ | 132.00 |
| PAID TO SUPERVISOR (TOWN) | \$ | 8,692.07 |
| PAID TO NYS DEPT. OF HEALTH | \$ | 67.50 |
| PAID TO NYS RACING & WAGERING | \$ | 0.00 |

July 12, 2022

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 June 2022
- b. Town Clerk Monthly Report for June 2022
- c. Draft Code for Solar Energy Systems & Related Documents
- d. Direct Energy Environmental Disclosure
- e. NYSEG Recovery Efforts following April Snowstorm
- f. T.O.M. Quarterly Investment Report
- g. Village of Clifton Springs Fire Department Report May 2022
- h. NYSEG, letter re: electric vehicle charging stations
- i. Excellus BCBS proposed rate increases
- j. Letter from John Perry
- k. T.O.M. Bank Account Collateralization

~ **Brief Discussion** regarding the increased rates from the Ontario County Landfill, with the latest 6.57% increase from the county, the Town of Manchester will need to increase their rates in order to offset the new transfer station costs. It was determined that a 4-cent increase is necessary.

➤ **RESOLUTION #90 – RESOLUTION AUTHORIZING SCHEDULING OF A PUBLIC HEARING FOR A PROPOSED LOCAL LAW**

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

VOTE: AYES – 3 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 Amending the Town of Manchester Zoning Local Law to Adopt New Regulations Pertaining to Solar Energy Systems", 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 September 13th, 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 Town Board of the Town of Manchester adopted the aforementioned resolution on July 12th, 2022, by the following vote:

| | <u>Aye</u> | <u>Nay</u> |
|-----------------|------------|------------|
| David Phillips | <u>X</u> | — |
| Kevin Blazey | <u>X</u> | — |
| Jaylene Folkins | (ABSENT) | |
| Matthew Shannon | (ABSENT) | |
| Scott DeCook | <u>X</u> | — |

Dated: July 12th, 2022

Jill Havens, Town Clerk
{SEAL}

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➤ **RESOLUTION #91 – RESOLUTION EXTENDING THE MORATORIUM ON CONSERVATION EASEMENTS AND SOLAR ENERGY SYSTEMS**

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

VOTE: AYES – 3 NAYS - 0

WHEREAS, the Town of Manchester Planning Board & Ontario County have not yet finalized the Town of Manchester’s Solar Code and needs more time to do so

RESOLVED, to approve extend the existing moratorium until September 30th, 2022 at 11:59pm.

~ **Brief Discussion** regarding the Town of Manchester’s participation with the Ontario County Chamber of Commerce for free advertising in the back of the publication(s) that the Chamber of Commerce plans to distribute. The Town Board agreed that there is no down side to this and would like to be included in the publication for free advertising.

~ **Brief Discussion** regarding the Town of Manchester’s need to increase water rates due to the 0.23/thousandths increase that the Town of Farmington has passed through to the Town of Manchester. We try to stay pace with the increases passed to us because the water districts have to stand on their own. Currently we are at \$4.75 per thousandths.

Current Water Rates as of 9/1/2020 -

- Central & Port Gibson Water District will be increased to: \$42.75 + the meter charge \$1.25 (includes the first 5,000 gallons, then \$4.75 per 1,000 gal. beyond minimum)
- County Rd. 13 District - \$47.50 (includes the first 5,000 gallons, then \$7.54 per 1,000 gal. beyond minimum)
- Connection Fees increased to: \$1,600.00 & \$1,750.00 for OOD.

Proposed Water Rate Changes as of next billing (9/1/2022) -

- Central & Port Gibson Water District will be increased to: \$42.75 + the meter charge \$1.25 (includes the first 5,000 gallons, then \$4.95 per 1,000 gal. beyond minimum)

➤ **RESOLUTION #92 - APPROVAL OF WATER RATE INCREASES, TO BE EFFECTIVE AS OF SEPTMEBER 1st, 2022**

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

VOTE: AYES - 3 NAYS - 0

RESOLVED, to approve the following rates for public water supply to be effective as of September 1st, 2022:

- Central Manchester District: \$42.75 + the meter charge \$1.25 (includes the first 5,000 gallons, then \$4.95 per 1,000 gal. beyond minimum).

Department Reports:

a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**

- **CHIPS**
 - Purchased the new equipment trailer with the excess CHIPS money, expecting reimbursement in September.
 - Purchase the new Roller for \$19,991.40, \$18,088.90 to be paid from CHIPS, \$1902.50 to be paid from Highway Fund.
 - All CHIPS money is reimbursable and both these purchases are in writing as reimbursable as well.
- **Culverts**
 - A new Culvert needs to be put in on Faas Road.
 - 2 new need to be installed on Armington Road.
- **Mowing**
 - Going well, able to keep up.
- **Salt**
 - Received 200 ton already to beat the expected increase coming August 1st.

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- b. **WATER SUPERINTENDENT, Kevin Lyke reported:**
- **Old Meters – many gave incorrect readings on the new equipment last quarter.**
 - Working on fixing this before the next reading in September.
 - **Hydrants**
 - Purchased parts for repairs; repairs to begin next week.
 - **Water Chemicals**
 - Spending a lot of money on chemicals to keep our water safe.
 - Town Board response was reflective of the budget the costs were coming out of.
 - **Trailer Parks**
 - Changing those meters and the billing for them has been a very easy process.
 - Anything over a 1-inch meter, the customer has to pay in full.
- c. **CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:**
- **Twenty-one (21) building permits in June.**
 - **Collected \$2,856.00 in fees.**
 - **Estimated Construction Costs \$983,075.00.**
 - **Thirteen (13) fire inspections were done in June.**
 - **Village of Clifton Springs is looking to purchase a small piece (1/2 acre) of land next to their treatment plant for future expansion.**
 - It's in the Town of Manchester; they are looking to subdivide and annex it into their village.
 - Town of Manchester has no opposition to the Village of Clifton Springs moving forward with this purchase and annexation.
 - **Department of Ag & Markets sent information regarding the manure pond for Will-O-Crest Farms indicating that they don't want the installation of the monitoring wells as the Planning Board required.**
 - Would like any further comments or recommendations from the Planning Board regarding this project.
 - Planning Board met last week and they have nothing further.
 - Ag & Markets will let the Town of Manchester know their decision within 30 days.
- d. **ASSESSOR, Jennifer Fagner, reported the following:**
- **Sixteen (16) transfers in June.**
 - **Final Roll Legal Notice was published on 6/30/2022.**
 - Final Roll is in my office and on the Town of Manchester website.
 - **I will be having a 2nd meeting with my BAR for 3 corrections that needed to be made to the Final Roll.**
 - **Many phone calls and walk-ins from residents in the MHP's**
 - They were all changed over to credit check by NYS Real Property.
 - Some residents state they never received notifications and others do not understand.
 - **I will be leaving this Sunday, July 17th, for Ithaca, this will be my final class.**
 - Lon will be in the office Monday-Thursday 8:30am-2:30pm.
- e. **TOWN CLERK, Deputy Clerk, Nichole Ruggles reported the following:**
- **Newsletter**
 - Many new dog licenses have come in from the Newsletter mailing.
 - Supervisor Phillips has gotten comments from the community that they liked and appreciated the newsletter.
- f. **BUDGET, Supervisor Dave Phillips, reported the following:**
- **General Fund**
 - Received its 1st payment of Mortgage Tax for the year in June
 - The amount \$44,873.65 was not as much as the first payment last year, it is still more than half the 2022 budgeted amount.
 - Also received \$7,114.79 from NYS Real Property.
 - **Zoning Fund**
 - No major revenues or expenditures for June.
 - Will receive Sales Tax at the end of July, along with the Highway Fund.
 - **Highway Fund**
 - Chips funds will be reimbursed from NYS in September.
 - Received last payment of \$46,429.00 from Ontario County for snow removal for 2022.
 - **Refuse & Garbage Fund**
 - Ended June 2022 holding its own with no difference noted in its ending balance; It is hoped with the rate increase that revenues will increase but too soon to tell.

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- **Central Water District & County Road 13 Water District**
 - Sent out over 700 water bills and payments are beginning to come in.
 - Both water funds are doing well
 - In July, the quarterly water payments to Farmington and Clifton Springs are due.

ADDENDUM ITEMS:

➤ **RESOLUTION #93 – APPROVAL OF TRANSFERS**

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

VOTE: **AYES - 3** **NAYS - 0**

RESOLVED, to approve the following Transfers:

| From: | Amount: | To: | Reason: |
|----------------------------------|----------------|------------|--|
| <u>INTERFUND TRANSFER</u> | | | |
| General Fund A1990.4 | \$500.00 | A4020.4 | To cover Registrar of Vital Statistics for the remainder of 2022 |

BOARD MEMBER ITEMS:

- **Councilwoman Folkins:**
- **Councilman DeCook:**
 - 1.) Are we still looking into the tax deductions for local fire department members?
- **Councilman Blazey:**
- **Councilman Shannon:**
- **Supervisor Phillips:**
 - 1.) New Town Code is complete; Review by Town, County & Attorney necessary
 - 2.) Letter from Mr. Perry concerning EMS concerns. The County is aware of the issues and they are involved in trying to find a way to address this.
 - 3.) Public Notice about cemetery in Port Gibson.
 - a. May look into decommissioning the organization that runs the cemetery which means the Town of Manchester would have to take over that cemetery.
 - b. Supervisor Phillips will be attending their meeting scheduled for August.
 - 4.) FLCC has expanded their nursing program – Board of Supervisors was invited to tour the new facility.

➤ **RESOLUTION #94 - AUDIT OF CLAIMS APPROVAL**

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

VOTE: **AYES - 3** **NAYS - 0**

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

- **GENERAL FUND**, in the amount of \$27,168.90 as set forth on the Abstract #007 dated 7/12/2022;
- **ZONING FUND**, in the amount of \$13,528.19 as set forth on the Abstract #007 dated 7/12/2022;
- **REFUSE & GARBAGE FUND**, in the amount of \$451.25 as set forth on the Abstract #007 dated 7/12/2022;
- **HIGHWAY FUND**, in the amount of \$363,855.47 as set forth on the Abstract #007 dated 7/12/2022;
- **WATER FUND**, in the amount of \$8,538.56 as set forth on the Abstract #007 dated 7/12/2022;
- **TRUST & AGENCY FUND**, in the amount of \$14,921.28 as set forth on the Abstract #007 dated 7/12/2022;

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- **RESOLUTION #95 - APPROVAL TO ENTER INTO EXECUTIVE SESSION PER SECTION NYS 105**
On motion of Councilman Blazey, seconded by Councilman DeCook, the following resolution was unanimously ADOPTED:

VOTE: AYES - 3 NAYS - 0

RESOLVED, to enter into executive session per section NYS 105, 6:53 p.m., in attendance were: Town Board Members & Deputy Town Clerk.

- **RESOLUTION #86 - APPROVAL TO GO OUT OF EXECUTIVE SESSION AND CONTINUE WITH THE REGULAR MEETING**
On motion of Councilman Blazey, seconded by Councilman DeCook, the following resolution was unanimously ADOPTED:

VOTE: AYES - 3 NAYS - 0

RESOLVED, to go out of executive session at this time, 7:16 p.m. and resume the regular meeting.

ADJOURNMENT: There was no other business before the Board at this time, Councilman Blazey moved to adjourn the meeting, 7:18p.m., seconded by Councilman DeCook, unanimously APPROVED.

Respectfully Submitted,

Jill A. Havens, Town Clerk

****Next Meeting(s):**

- *Regular meeting:* **August 9, 2022 - 6:00 P.M.**
- *Regular meeting:* **September 13, 2022 - 6:00 P.M.**
 ~ *Public Hearing - A Local Law Amending the Town of Manchester Zoning Local Law to Adopt New Regulations Pertaining to Solar Energy Systems*
- *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.**