

MANCHESTER TOWN BOARD - REGULAR MEETING (CONT.)

October 11, 2022

PAID TO STATE	\$	137.00
PAID TO SUPERVISOR (TOWN)	\$	6,619.13
PAID TO NYS DEPT. OF HEALTH	\$	67.50
PAID TO NYS RACING & WAGERING	\$	0.00

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 Town Clerk Monthly Report
- b. Town Clerk Monthly Report
- c. T.O.M. Quarterly Investment Report
- d. Tri-Delta, Sonic wall quote
- e. Charter Communication, change in channel lineup
- f. Charter Communication, notice of rate increase
- g. General Code, estimate
- h. Ti-Sales, quote for extended Maintenance
- i. Nicole Ruggles, resignation letter
- j. Chartered Communications, change in channel lineup
- k. NYS retirement, estimate and projection for 2023 contribution
- l. RG&E, News Release, winter energy costs
- m. NYSEG, News Release, winter energy costs
- n. Transfer, General Fund

~ Brief Discussion: Fire wall quotes – all three quotes are 2-year plans. It was suggested that we upgrade our protection due to increase in cyber threat. There are three plans to choose from. The quotes are \$795, \$825, \$902. There was agreement that upgrade was needed but more detail is needed to make a decision and take action.

➤ **RESOLUTION #123 - ACCEPTANCE OF THE RESIGNATION LETTER FROM NICHOLE RUGGLES**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to accept the letter of resignation, with regret, as submitted from Nichole Ruggles, Deputy Clerk to be effective as of October 1, 2022.

~ Brief Discussion: Updated the budget with highlighted modifications. Fuel costs were looked at and adjustments were made with any new information. Town Insurance Cap will have a 5% increase. It was already in budget. Normally we would do this on January 1st but approving it now will help with a current understanding new increase numbers for next year.

➤ **RESOLUTION #124 – APPROVAL OF TOWN INSURANCE CAP**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the Town Insurance Cap

➤ **RESOLUTION #125 – APPROVAL OF PRELIMINARY BUDGET**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the Tentative Budget to move to a Preliminary Budget

➤ **RESOLUTION #126 – APPROVAL TO APPOINT STEPHEN CHAPPELL TO THE POSITION OF PUBLIC MAINTENANCE ASSISTANT**

On motion of Councilman DeCook, seconded by Councilwoman Folkins

VOTE: AYES - 5 NAYS - 0

October 11, 2022

- e. **WATER SUPERINTENDENT, Kevin Lyke reported:**
 - Violations for DP's – Next sample the second week of November. We are working with Wayne County is installing sprayer in tank. We will have to see how that goes during this next quarter.
 - Ti Sales Warranty. Recommendation is not to adopt this. We have access to 2 units (ours and the Village of Manchester) to use and the chances of both going down at the same time is negligible.
 - Still doing meters.
 - Tapped the main a new house on LaRue Road.
 - We were asked if we wanted to participate in taking turns driving water samples to Waterloo monthly with a couple of the Villages.

~ Brief Discussion – Previously, we received a violation stating we didn't supply samples even though they were hand delivered. Due to the importance of the water drop off for testing, we might rather take our own samples to be tested. Kevin will speak with the other Townships Water Superintendents to discuss.

- f. **BUDGET, Supervisor Dave Phillips, reported the following:**
 - General fund received AIM (Aid and Incentive to Municipalities) payment = \$71,295
 - Zoning fund -No remarkable income or expenses. The cash balance is significantly higher than in previous years at the end of September.
 - Highway is doing well. Received \$9,474.59 in CHIPs for September. Turning that in more quickly to get the reimbursement back more quickly.
 - Transfer Station – Received more in user fees in September. It has been trending higher at the end of the month. We will continue to keep an eye on it.
 - Fourth quarter water payments, after doing shut offs at the end of the month, over 29,000 have been received. There were 02 connection fees for a total of \$3,200 in September
 - All funds looking pretty good.
 - Paying State retirement fund- We will pay State Retirement Fund in December rather than February to get a reduction in cost.

➤ **RESOLUTION #128 – APPROVAL OF FUND TRANSFERS**

General Fund

- From A7510.4 to A5132.4 - \$5,000 for doors in highway building
- From A9060.8 to A5123.4 - \$3,500 for doors in highway building
- From General Fund A to SW5 \$419.64 for Asphalt repairs at Port Gibson

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the three fund transfers

ADDENDUM ITEMS

- Thank you letter from Richard Rice
- Lyons National bank invitation to cybersecurity meeting on 10/20/22 at 8AM.

BOARD MEMBER ITEMS:

- **Councilwoman Folkins:**
 - 1.) Final draft of the Zoning code was sent to county for comments and then have the attorney review it. Making sure the new code doesn't impact the environment. We will be putting the code on the Website so the community can review. Send letters out to neighbors. In December a possible public meeting. Zoning Code -22 new packets would cost somewhere around \$650.
 - 2.) A meeting held with Nichole and Mary Ann. Deposits would be done more frequently. Daily reports and balancing daily. Devon will learn and assess how we can best serve our community. Compare the month from the year before.

