

MANCHESTER TOWN BOARD - REGULAR MEETING
March 14, 2023 - 6 P.M.

The March 14, 2023 Town Board Meeting was held at the Manchester Town Hall on Tuesday, March 14, 2023 at 6:00 P.M., with the following members present:

David Phillips	Supervisor
Kevin Blazey	Councilman
Scott DeCook	Councilman
Jaylene Folkins	Councilwoman
Matt Shannon	Councilman

OTHERS PRESENT: Devon Hayes, Town Clerk; Steve DeHond, Code Enforcement Officer; Jason Lannon, Highway Superintendent; Kevin Lyke, Water Superintendent; Jenn Fagner, Assessor. **Manchester Residents:** David Collett, Isaac VanBortel, Mike Buttaccio, Ron Mitchell

ABSENT:

CALL TO ORDER: Supervisor Phillips called the March 14, 2023 Regular Board meeting to order at this time, 6:00 p.m.

➤ **RESOLUTION #17- APPROVAL OF MINUTES, REGULAR MEETING FEBRUARY 2023**
 On motion of Councilwoman Folkins, 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 February 14, 2023.

➤ **RESOLUTION #18 - APPROVAL OF SUPERVISOR’S MONTHLY FINANCIAL STATEMENT**
 On motion of Councilman Blazey, seconded by Councilman DeCook, 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 #19 - APPROVAL OF TOWN CLERK’S MONTHLY REPORT**
 On motion of Councilwoman Folkins, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

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

-- Miscellaneous	\$	5.00
-- Town Clerk Interest	\$.11
-- Bingo Proceeds	\$	537.43
-- Marriage Certified Copies	\$	40.00
-- Transfer Coupons	\$	3,243.77
-- Zoning Fees	\$	779.00
-- Games of Chance License	\$	10.00
-- Dog Licensing	\$	1,259.00
-- Conservation	\$	1.38
-- Late Fees	\$	130.00
-- Photocopies	\$.50
TOTAL COLLECTED		\$6,006.19
PAID TO NYSDEC	\$	23.62
PAID TO STATE COMPTROLLER	\$	15.00
PAID TO SUPERVISOR (TOWN)	\$	6006.19
PAID TO NYS AG & MARKETS	\$	86.00

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

- a. Town Supervisor's monthly report January 2023
- b. Town Clerk's monthly report January 2023
- c. Congresswoman Tenney CPF portal
- d. Resignation, Nichole Ruggles-Planning and Zoning secretary
- e. NY Ag & Markets, Will-O-Crest farms 305-a determination
- f. Letter of Support, Farmington water tank project
- g. Clifton Springs, Fire Department activity report Oct-Dec 2022
- h. Ag & Markets, Municipal Shelter Inspection report
- i. Charter Communications, Franchise payment
- j. RG&E NYSEG, Climate Vulnerability Study update
- k. Village of Manchester, meeting cancellation
- l. T.O.M. proposed change to water late payment policy
- m. Ontario County, EMS and Fire report summary
- n. RG&E NYSEG, Smart meter upgrade
- o. Transfer, Zoning Fund for final truck payment
- p. Community Bank, Zoning truck closeout

~ Brief Presentation by Ron Mitchell, on behalf of Park Program and baseball field. Ron heads Youth Baseball for the past seven years and has been completing projects to upgrade the baseball field every year. This year a new backstop and fence will be built and he has asked the Town for money or any help the Town can give. Dave Phillips said that right now the Town gives each of the Villages \$4,000.00 annually to be invested in parks. It is difficult to grant funds to one Village without giving to the others. The Town can do services in kind. Ron Mitchell said that they could use the parking lot to be graded and some pot holes filled. The fence will cost \$21,000. \$13,000 has been raised so far. The Village of Manchester has a budget meeting on Friday. Until the Village of Manchester budget is done, it is unknown if or how much they are able to help. The Town of Manchester will determine what, if any, amount of money can be given and have more information by the next Town Board meeting.

- **RESOLUTION #19– APPROVAL TO OVERRIDING TAX CAP FOR 2024 BUDGET YEAR:**
On motion of Councilman Blazey, seconded by Councilman DeCook, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the overriding the Tax Cap for the 2024 budget year

- **RESOLUTION #20– APPROVAL TO ACCEPT THE RESIGNATION OF NICHOLE RUGGLES AS THE ZONING AND PLANNING SECRETARY.**
On motion of Councilwoman Folkins, seconded by Councilman Shannon, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to accept the resignation of Nichole Ruggles from the position of Zoning and Planning secretary.

- **RESOLUTION #21– APPROVAL TO APPOINT LAUREL PITCHER AS PLANNING AND ZONING CLERK**
On motion of Councilman Blazey, seconded by Councilwoman Folkins, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the appointment of Laurel Pitcher as secretary of Planning and Zoning at standard clerk pay.

- **RESOLUTION #22– APPROVAL TO INCREASE DEPUTY CLERK HOURS FROM 20 HOURS WEEKLY TO UP TO 25 HOURS WEEKLY.**
On motion of Councilman Shannon, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

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RESOLVED, to approve the raising the Deputy Clerk hours from 20 hours to 25 hours weekly.

➤ **RESOLUTION #23– TO APPROVE THE ADJUSTING OF THE TOWN CLERK SALARY TO \$55,000:**

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

VOTE: **AYES - 5** **NAYS - 0**

RESOLVED, to approve the adjustment of the Town Clerk’s salary.

~ **Brief Discussion: Water Late Payment and Shutoff Policy.** A discussion was had to determine if the Town’s current policy of shutting off water for non-payment of quarterly water bills should continue or if the policy should be changed to no shutoff’s and having a penalty added to the amount due. At the end of the year, any unpaid water bills would go to the County to be added to the tax bill. This possible change was brought about because a long time constituent that has always paid timely, didn’t receive their water bill and their water was shut off. The Town Board tabled this discussion until the April Town Board meeting. A constituent that had their water shut off and was charged a shutoff fee of \$100 was asking for that shut off fee back. The board made the decision that the money would not be returned.

➤ **RESOLUTION #24– ACCEPTING THE AUDIT OF THE JUDGES AND TOWN CLERK’S BOOKS:**

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

VOTE: **AYES - 5** **NAYS - 0**

RESOLVED, to accept the audit done by the Town Board for the Judges and Town Clerk’s books.

~ **Brief Discussion: Town Insurance Renewal.** The Town’s insurance policy for all vehicles is billing \$48,657.83 which is about a 5%-6% increase. This cost also includes a new truck and trailer. The policy has a \$1,000 deductible on the big trucks. Jason and Dave discussed increasing to a \$25,000 deductible. Dave is seeking approval to budget the \$48,657.83 and then have a discussion with the broker to find out what a higher deductible would save us.

➤ **RESOLUTION #25– ACCEPTING THE BUDGETING OF \$48,657.83 COST FOR INSURANCE:**

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

VOTE: **AYES - 5** **NAYS - 0**

RESOLVED, to accept the renewal of insurance at the cost of \$48,657.83.

~ **Brief Discussion: Cyber Security Insurance.** The Town’s last carrier was through NYMIR costing approximately \$950.00 annually. That company no longer writes cyber insurance. A new company has come back with a \$1,950 quote. This would give the Town \$50,000 per event total aggregate is \$250,000. Another company quoted \$2,780.00 they were \$1,000,000 per event with no aggregate. Should a cyber-attack happen, the insurance is used for electronic damage such as identity recovery, second party damage and any needed monitoring. Knowing that it would cost \$1,950 to replace the coverage that the Town currently has, should a decision be made to spend \$2,780 and increase the coverage to \$1,000,000 per event with no limit on the number of events? The Town Board felt that the increase in coverage was not unreasonably high and gave the coverage necessary for the Town’s needs.

➤ **RESOLUTION #26– ACCEPTING THE CYCBER SECURITY INSURANCE:**

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

VOTE: **AYES - 5** **NAYS - 0**

RESOLVED, to accept a new cyber security insurance at the cost of \$2780.00 for coverage of 1,000,000.00 per event with no aggregate.

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~ **Brief Discussion: Workplace Violence Policy.** This policy was missed at the Town's January Organizational Meeting. The policy is the same as last year. The only changes being an update in names for designated contact personnel and dates.

➤ **RESOLUTION #27- ACCEPTING THE WORKPLACE VIOLENCE POLICY:**
On motion of Councilman DeCook, seconded by Councilwoman Folkins, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to accept the updated version of the workplace violence policy.

Department Reports:

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
 - Highway Department was inspected by NYMIR. He is continuing to make suggested updates they gave.
 - Crane hoist needs to be labeled and inspected
 - Fire alarm system will be inspected on 3/27
 - Drivers need to start doing daily inspections. The recording books have been bought.
 - Salt requirements – the minimum has been met as of last Thursday. The minimum you can get is 2,800. We ordered 4,000 and the maximum would be 6,000
 - Cost and repairs. There are 2 air tanks leaking on the trucks costing \$1,800. The cooler on Joe's truck will also be about the same cost of \$1,800.
 - The Town is very lucky to have our mechanic, Jeremy. He is able to take care of all of the mechanical needs on Town vehicles. The Town appreciates him and the work he does.
 - There was an accident involving the Town's Water truck. It was hit by another vehicle. The cost of repair is \$2,082.30. The driver has the same insurance company as The Town. The Town will work with the driver and the insurance company to be made whole for the repairs.

~ **Brief Discussion: New Heat pump/Boiler Needed.** A question came up as to if geothermal or aerothermal should be investigated when the boiler needs to be replaced. There is a possibility that NY State will slowly phase out fossil fuel. Should this be taken into consideration as the Town is deciding what replacement should be purchased? Propane is also a possibility. There are costs with any way that is decided.

- b. **CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:**
 - 7 Permits – in the Town of Manchester
 - Collected \$454.00 in fees.
 - Estimated Construction Costs \$188,970.00
 - 19 fire inspections in the three Villages and Town.
 - Continue to plan and review Leonard's new building and the Rt. 31 Solar Farm
 - The Solar Farm will be in front of the planning board next Tuesday and Leonard's was at the county last week.
 - Manure Pond – stipulations were added by Planning Board. The information went to Ag & Markets and they denied the additional stipulations. The Planning Board voted to remove restrictions. They were rescinded and a Certificate of Occupancy was given.
 - Emailed General Code. They have received all they need for writing the code updates and the Zoning office is waiting to get a cost update from them.
- c. **ASSESSOR, Jennifer Fagner, reported the following:**
 - The Assessor office had a total of 12 transfers since the last meeting.
 - The office sent out final warnings on February 15th to those who have not submitted their Ag or Partial Senior Tax exemptions. That kept the office busy right up to March 1st. After March 1st the exemption removal notices were sent out.
 - They are updating exemptions and taking calls getting ready for tentative role.
 - Working towards getting some "informals" done before formal grievance time.

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- d. TOWN CLERK, Devon Hayes, reported the following:
 - Taxes are going well. Approximately \$518,000 is left to collect
 - \$2,366.92 has been earned in interest and penalties.
 - Dave Phillips and I met with an IT company to discuss the Town’s needs in this area. Currently there is one company in charge of the Website and another company that takes care of the computer/IT needs. The Town would like to find a company that can meet both those needs. Quotes will be obtained and reviewed further with the Town Board once all information has been obtained.
- e. Water Supervisor, Kevin Lyke, reported the following
 - Over 600 new meters have been installed
 - Only 4 are not reading on new meter system. The new system is working well.
 - Curb stops to fix
 - A hydrate needs to be fixed
- f. Supervisor Dave Phillips, reported the following:
 - The General Fund received its semi-annual Franchises payment from Charter Pay in the amount of \$21,230.90 in February and is doing quite well as are the Zoning and Highway funds. These funds ended February much better than in previous years.
 - Refuse and Garbage Fund is showing signs of improvement and is also increasing financially. If the Expenditures do not increase this fund should continue to grow.
 - The Water Funds continued to collect quarterly water payments with a 10% penalty in February. Most of the water customers did pay their quarterly water bills before the end of the month. County Road 13 Water District did have a larger quarterly bill that usual from its supplier. It is hoped this fund will recoup its loss when the quarterly bills go out in March to its customers.
 - All the Town’s funds are stable and, in most cases, are doing substantially better than in previous years at the end of February.

➤ RESOLUTION #28 – APPROVAL OF FUND TRANSFERS

Interfund transfer from B9060.8 to B9730.6 in the amount of \$5,902.89 to cover final payment of 2019 zoning truck

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

VOTE:	AYES - 5	NAYS - 0
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RESOLVED, to approve the fund transfer

ADDENDUM ITEMS - none

BOARD MEMBER ITEMS:

- Councilwoman Folkins:
 - 1.) She saw the letter from Farmington and Congressman Tenney regarding projects. Do we have any projects for the Town of Manchester? Dave Phillips responded that we don’t have any projects for that list at this time.
 - 2.) Regarding the baseball field, she likes the idea of giving some funding to the project and putting some money in reserve for future requests from the other Villages.
- Councilman DeCook
 - 1.) Acknowledged Willie, Jason and the Highway team for the great plowing that has been done.
- Councilman Shannon:
 - 1.)

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• **Councilman Blazey:**

1.)

• **Supervisor Phillips: Ontario County News:**

- 1.) Attended a presentation on new smart meter reading for electric and gas meter. First gas meters will be upgraded and then electric meters. There will be many options that will give the home owners more power in billing. NYSEG has a meeting at the end of the month in Canandaigua.
- 2.) There was a meeting in Canandaigua regarding water improvements at Canandaigua uptake. They are talking big capital projects. Settling tubes, sludge remover to name a few. Now the Town pays “x” per thousand gallons which includes their administration and upkeep. Billing structure might change. This is a regional problem. They trying to first figure out what the projects will be and then figure out how to pay for them fairly throughout the communities. Most likely to be a levy to pay for big up grades that need to be done.
- 3.) On record is how the Town has helped the Village of Manchester:
 - Budgeted \$30,000 for round house grants
 - Advocated for round house at county numerous hours working with county. This project was on the chopping block. Much work has gone into keeping that project alive.
 - Took tires from round house to recycling in South Bristol
 - Coordinated tire recycling for tires removed from trail cleanup
 - Added money back to budget for parks 2021 splitting \$10,000 between the three villages.
 - In 2022, the Town increased park funding from \$3,333 to \$4,000 and removed stipulation that the funds be used for youth programs only.
 - The Village of Manchester has asked for help adding another access point to the trail. The Town has committed to help with this.
 - Salt storage for the Village of Manchester is at the Town Barns. The Village has use of the Barn and the equipment. The Town of Manchester also treats a portion of salt and that is sold to the Village of Manchester at the lesser fee of untreated salt.

The Town of Manchester goes above and beyond to partner because we are good neighbors and community members and will continue to be.

➤ **RESOLUTION #29 – MOTION TO APPROVE VOUCHERS**

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

VOTE:	AYES - 5	NAYS - 0
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RESOLVED, to approve February vouchers

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

Respectfully Submitted,

Devon R Hayes, Town Clerk

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

- **Regular meeting:** ***April 11, 2023 - 6:00 P.M.***
- **Regular meeting:** ***May 9, 2023 - 6:00 P.M.***
- **Regular meeting:** ***June 13, 2023 - 6:00 P.M.***
- **Regular meeting:** ***July 11, 2023 - 6:00 P.M.***
- **Regular meeting:** ***August 8, 2023 - 6:00 P.M.***

MANCHESTER TOWN BOARD - REGULAR MEETING (CONT.)

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- ***Regular meeting: September 12, 2023 - 6:00 P.M.***
- ***Regular meeting: October 10, 2023 - 6:00 P.M.***
- ***Regular meeting: November 14, 2023 -6:00 P.M.***
- ***Regular meeting: December 12, 2023 - 6:00 P.M.***