

**MANCHESTER TOWN BOARD - REGULAR MEETING
April 11, 2023 - 6 P.M.**

The April 11, 2023 Town Board Meeting was held at the Manchester Town Hall on Tuesday, April 11, 2023 at 6:00 P.M., with the following members present:

David Phillips	Supervisor
Kevin Blazey	Deputy Supervisor/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; Willie Murphy, Deputy Highway Superintendent; Kevin Lyke, Water Superintendent; Jenn Fagner, Assessor. **Manchester Residents:** Elaine Liberio

ABSENT:

CALL TO ORDER: Supervisor Phillips called the April 11, 2023 Regular Board meeting to order at this time, 6:00 p.m.

➤ **RESOLUTION #30- APPROVAL OF MINUTES, REGULAR MEETING MARCH 2023**
On motion of Councilman DeCook, seconded by Councilman Shannon, the following resolution was unanimously **ADOPTED**:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the minutes from the Regular Meeting held on March 14, 2023.

➤ **RESOLUTION #31 - 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 #32 - 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:

-- Town Clerk Interest	\$.10
-- Bingo Proceeds	\$	70.39
-- Death Certified Copies	\$	110.00
-- Transfer Coupons	\$	6,469.52
-- Zoning Fees	\$	684.00
-- Marriage Certified Copies	\$	30.00
-- Dog Licensing	\$	2,652.00
-- Conservation	\$	7.01
-- Late Fees	\$	316.00
TOTAL COLLECTED		\$10,339.02
PAID TO NYSDEC	\$	119.99
PAID TO SUPERVISOR (TOWN)	\$	10,339.02
PAID TO NYS AG & MARKETS	\$	163.00

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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. Supervisor’s monthly report
- b. Town Clerk’s monthly report
- c. Ag. and Markets Municipal Shelter report
- d. T.O.M. letter of support for Canandaigua water funding application
- e. Ontario Co. 2023 Senior of the Year nomination Bob Good
- f. USDA European Fruit Fly info and access
- g. Casella Waste Management Rate increase
- h. Red Jacket Walkathon sponsor request
- i. Manchester Fire Department monthly report
- j. Screen shot of T.O.M Transfer Station
- k. RG&E Severe weather release
- l. Global LED invoice to update lighting
- m. Resignation letter, Stephen Chappell
- n. Resignation letter, Tabitha Trujillo
- o. Resignation letter, Dana Hale
- p. Resignation letter, Matthew Calabrese
- q. Village of Manchester sample resolution

~ Brief Discussion – Water Rates – Water rate charges from Farmington went up \$.14 per thousand gallons. Unfortunately, this will need to be carried through to our customers. In the past the Town has tried to absorb the increase and our fund balances and reserves were very lean.

➤ **RESOLUTION #33– APPROVAL TO INCREASE WATER RATES BY \$.14 PER THOUSAND GALLONS.**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the increase in water rates by \$.14 per thousand gallons.

➤ **RESOLUTION #34– APPROVAL TO ACCEPT BID FOR ON CAMPUS TO LED LIGHTING.**
On motion of Councilman Blazey, seconded by Councilman DeCook, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the bid and move forward with updating the campus to LED lighting.

~ **UPDATE – INSURANCE DEDUCTIBLES**; Insurance policies were looked at to gain information on deductible for Cyber and Inland Marine (big trucks). For the Inland Marine, going from a \$1,000 to \$2,500 deductible would save us \$525 a year in premium. For cyber it was looked at to go to a \$5,000 deductible and that would only save a couple hundred dollars. The Town Supervisor, Highway Supervisor and Bookkeeper analyzed the information and a decision was made that the Town would stay the original insurance quotes with no changes in the deductibles as they were not worth the buy down.

~ Brief Discussion – **TRANSFER STATION RATES**; Casella changed our tipping fees amounting to less than \$.01 a pound. This increase will not be passed to our customers. The Supervisor proposed a new process for our transfer station. An annual \$10 fee for recycling for all users. For cost comparison, Casella has a floating fee and charges \$6.00-\$10.00 a month. To phase it in, we will put literature with Transfer Station and in the Town Hall. This would be in effect immediately for new cards and will start in May for the account holders.

➤ **RESOLUTION #35– APPROVAL TO CHARGE AN ANNUAL \$10.00 FEE FOR THE TRANSFER STATION USERS.**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve an annual \$10.00 charge for recycling at the Transfer Station.

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~ Brief Discussion – **COMMUNITY GROUP FINANCIAL REQUEST**; Our community groups are doing great work and there are many of them. It is hard to financially help one group and not all. For now, the Town will put this on hold and if we really want to give funds, we would need to create some criteria/parameters for that giving to have a fairness in any money the Town gives.

➤ **RESOLUTION #36– APPROVAL TO ACCEPT THE RESIGNATION OF STEPHEN CHAPPELL AS PUBLIC WORKS MAINTENANCE ASSISTANT.**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to accept the resignation of Stephen Chappell as Public Works Maintenance Assistant

➤ **RESOLUTION #37– APPROVAL TO ACCEPT THE RESIGNATION OF TABITHA TRUJILLO AS DEPUTY TOWN CLERK.**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to accept the resignation of Tabitha Trujillo from the position of Deputy Town Clerk.

➤ **RESOLUTION #38– APPROVAL TO ACCEPT THE RESIGNATION OF DANA HALE AS PUBLIC WORKS MAINTENANCE ASSISTANT.**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to accept the resignation of Dana Hale as Public Works Maintenance Assistant.

➤ **RESOLUTION #39– APPROVAL TO APPOINT RICHARD VIENNA AS A PUBLIC WORKS MAINTENANCE ASSISTANT.**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the appointment of Richard Vienna as a Public Works Maintenance assistant. He will be brought back in at full scale.

➤ **RESOLUTION #40– APPROVAL TO ACCEPT THE RESIGNATION OF MATTHEW CALABRESE AS MANCHESTER TOWN CONSTABLE.**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to accept the resignation of Matthew Calabrese as Manchester Town Constable.

~ Brief Discussion – **VILLAGE OF MANCHESTER PARKS AGREEMENT**. – The Village of Manchester sent a sample resolution to be adopted regarding the Town of Manchester sending funds to be used for parks. The Town has budgeted the funds for the Village of Manchester along with the same funding going to the Village of Shortsville and the Village of Clifton Springs.

➤ **RESOLUTION #41– APPROVAL TO COMPLETE THE RESOLUTION GIVEN BY THE VILLAGE OF MANCHESTER FOR PARK FUNDING THAT IS CURRENTLY BUDGETED.**

On motion of Councilwoman Folkins, seconded by Councilman

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Shannon, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the resolution given by the Village of Manchester committing to park funding that was budgeted for 2023

Department Reports:

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
 - Jason would like to move forward with obtaining a new boiler.
 - Chips budget – week of the 14th.
 - Micro paving – week of May 21st.
 - Cemeteries- leaves and sticks have been picked up
 - Paint snow equipment
 - An intern program has been set up and a conservation major from BOCES will be joining the Highway staff for 2 weeks starting on May 14th. He is a Senior and has interest in that line of business. He will work 2-3 hours a day
 - The new dump truck – the chassis is here but the rest of it comes in November.

- b. **CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:**
 - 13 Permits – in the Town of Manchester
 - Collected \$574.00 in fees.
 - Estimated Construction Costs \$1,101,000.00
 - 3 fire inspections were done in March
 - Continue site reviews for Leonard’s and Solar project.
 - Solar on County Road 13 – received a notice from Ag & Markets they are looking for an advance of public funds.
 - Leonard’s is bringing in a new business that makes specialty palettes.
 - Received estimate from General Code. The cost is between \$9,052 and \$9,700. \$10,000 is currently in the budget.

➤ **RESOLUTION #42 – MOTION TO APPROVE PAYMENT FOR NEW CODE BOOK THROUGH GENERAL CODE.**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve payment of the new Zoning Code books.

- c. **ASSESSOR, Jennifer Fagner, reported the following:**
 - The Assessor office had a total of 11 transfers since the last meeting.
 - Change of Assessment Notices sent out in March.
 - Have done 2 “informals” prior to submittal of Tentative Role.
 - Legal notices for the assessment inventory evaluation data in the paper 4/2/23 and 4/13/23.
 - Started sending out the mobile home questionnaires to the mobile home residents on April 5th.
 - Jenn and Lon will attend the assessors meeting this Thursday.
 - Looking at Grants that might be available to update the building.

- d. **TOWN CLERK, Devon Hayes, reported the following:**
 - Town revenue from Taxes this year were \$17,196.08. This includes the \$10,745.76 that was earned through Certificates of Deposit.
 - \$100.00 will be left in the Tax Checking account for next tax season.
 - We continue to work on shredding old, stored information to make room for the new boxes being shelved.
 - We are starting to see Fishing licenses being sold.
 - The Transfer Station was on social media and we have seen an increase in sales.
 - There has been a small increase in Dog revenue. This most likely due to the increase in dog licensing fees.

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- e. **Water Supervisor, Kevin Lyke, reported the following**
 - Kevin and Parker are marking and painting valves
 - Working on 2 hydrants.
 - Insurance has paid for one of the hydrants. The other was damaged by someone without insurance so unsure if we will see anything from that but information was turned into the DA to try to get some money for the damage done.
 - A few meters need to be installed. Just less than 100 left to be changed.
 - The new truck – as soon as there is a build sheet, we can put it out for bid.

- f. **Supervisor Dave Phillips, reported the following:**
 - All the funds have been given a boost in their revenues by the increase in interest the Town has received from Canandaigua National Bank. The interest received for one month went from about \$150.00 at Community Bank to over \$900.00 from CNB. The change of banks that occurred in February and March for the major funds and the reinvestment in Certificate of Deposit means that the town may be able to included interest and earnings as a line item in the budget for 2024. This has not been possible in many years.
 - The General Fund received \$11,050.00 in State Aid money from JCAP program to fund improvements in the Town Court office. There were no other revenues of note in any other of the Towne’s funds
 - The Zoning Fund was able to pay its bond anticipation note a year earlier than scheduled and should be able to purchase a new truck next year using the reserve funds for this purpose without having to issue a bond for a new vehicle.
 - There were no other major expenses in any of the funds except in the Highway Fund for snow removal purposes.
 - The Water Funds issued water bills for the second quarter and as of the end of March over 10% of customers have paid their bill in full. Water customers have until the end of April to pay without penalty.
 - The Town’s funds are doing very well at the end of March

ADDENDUM ITEMS - none

BOARD MEMBER ITEMS:

- **Councilwoman Folkins:**
 - 1.) Talking to Fingerlakes Comfort. They are expanding and it would be great to have them back in Ontario County. She wondered if Solar would be a good alternative for Leonard’s.
 - 2.) Looking for next step with Port Gibson and the Erie Canal. There was a clerical error which is not showing the Town on the Erie Canal. She will be talking with Tom Harvey and working to get the clerical error corrected.

- **Councilman DeCook**
 - 1.)

- **Councilman Shannon:**
 - 1.)

- **Councilman Blazey:**
 - 1.)

- **Supervisor Phillips: Ontario County News:**
 - 1.) Bristol Valley Theater is having a big event on 4/15/23
 - 2.) NYSEG – talking about the improvements and investments they are making. Upgrading to fiber optics. Discussed what they are doing to make more reliable power.
 - 3.) Reached out to Towns regarding composting. Gathering information on what if anything is being done for composting.

➤ **RESOLUTION #43 – MOTION TO APPROVE VOUCHERS**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve March vouchers

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➤ RESOLUTION #44 – MOTION TO ENTER INTO EXECUTIVE SESSION AT 7:35pm.

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to enter Executive Session

➤ RESOLUTION #45 – MOTION TO EXIT EXECUTIVE SESSION AT 8:10pm.

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to exit Executive Session

➤ RESOLUTION #46 – MOTION TO INCREASE/CHANGE MANCHESTER TOWN CONSTABLE PAY TO \$25.00 HOURLY WITH 3 HOURS MINIMUM PAY PER EVENT.

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to increase/change constable pay to \$25.00 hourly with a 3-hour minimum pay per event

ADJOURNMENT: There was no other business before the Board at this time; Councilman Blazey moved to adjourn the meeting, 8:12 p.m., seconded by Councilman DeCook, unanimously APPROVED.

Respectfully Submitted,

Devon R Hayes, Town Clerk

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

- *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.*
- *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.*