

MANCHESTER TOWN BOARD - REGULAR MEETING
May 9, 2023 - 6 P.M.

The May 9, 2023 Town Board Meeting was held at the Manchester Town Hall on Tuesday, May 9th, 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; Jenn Fagner, Assessor. **Manchester Residents:** Elaine Liberio, Tammy Worden

ABSENT: Kevin Lyke, Water Superintendent

CALL TO ORDER: Supervisor Phillips called the May 9, 2023 Regular Board meeting to order at this time, 6:00 p.m.

➤ **RESOLUTION #47- APPROVAL OF MINUTES, REGULAR MEETING APRIL 2023**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the minutes from the Regular Meeting held on April 11, 2023.

➤ **RESOLUTION #48 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT**

On motion of Councilman DeCook, seconded by Councilman Shannon, 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 #49 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT**

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

VOTE: AYES - 5 NAYS - 0

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

-- Town Clerk Interest	\$	19.29
-- Bingo Proceeds	\$	121.55
-- Miscellaneous	\$	115.00
-- Death Certified Copies	\$	50.00
-- Transfer Coupons	\$	4,598.64
-- Zoning Fees	\$	1,409.20
-- Marriage License	\$	70.00
-- Marriage Certified Copies	\$	45.00
-- Conservation	\$	7.18
-- Dog Licensing	\$	2,014.00
-- Late Fees	\$	170.00
TOTAL COLLECTED		\$ 8,619.86
PAID TO NYSDEC	\$	122.82
PAID TO NYS DEPT OF HEALTH	\$	90.00
PAID TO NYS AG & MARKETS	\$	135.00
PAID TO SUPERVISOR (TOWN)	\$	8,619.86

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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. Ontario County, Finger Lakes Railroad PILOT Payment schedule
- d. Charter Communications change in channel lineup
- e. Clifton Springs Fire Department monthly report – Jan., Feb., Mar. 2023
- f. Amanda MacNamara letter regarding traffic and speed concerns on Dewey Rd.
- g. NYSEG/RG&E notice to call before digging
- h. Resignation letter of Stu Gwilt, planning board chair
- i. Ontario Board of Elections request to use facility
- j. USDA Pest Alert
- k. T.O.M. Community Bank Account Collateralization
- l. T.O.M. Canandaigua National Bank Account Collateralization
- m. Charter Communications change in fees
- n. Canandaigua National Bank C.D. and Quarterly report
- o. First Light notice of anticipated rate increase
- p. Transfer \$2,000 from General Fund A1990.4 to A1910.4 Cyber Liability
- q. Transfer \$843.23 from General Fund to Central Water Fund SW5 ARPA expense
- r. Ag and Markets Municipal Shelter Report
- s. Manchester Fire Department Incident Run Log April 2023

➤ **RESOLUTION #50– APPROVAL TO TURN IN REQUEST TO THE DOT A REQUEST FOR SPEED REDUCTION ON DEWEY ROAD NEAR VILLAGE OF MANCHESTER.**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve requesting speed reduction on Dewey Road, near Village of Manchester

➤ **RESOLUTION #51– APPROVAL TO ACCEPT THE RESIGNATION OF STU GWILT TOWN PLANNING BOARD**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to regretfully accept the resignation Stu Gwilt from Town Planning Board.

➤ **RESOLUTION #52– APPROVAL TO APPOINT SCOTT VANAKEN AS CHAIR OF THE PLANNING BOARD**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve Scott VanAken as Chair of the planning board.

~ Brief Discussion – **MOVING TAMMY WORDEN FROM ZONING BOARD TO PLANNING BOARD**; Tammy is on the Zoning Board and is the Planning Boards representative to the County. The thought is to move her from the Zoning Board to the Planning Board.

➤ **RESOLUTION #53– APPROVAL FOR TAMMY WORDEN TO JOIN THE PLANNING BOARD**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve Tammy Worden being a member of the planning board.

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➤ **RESOLUTION #54– APPROVAL FOR THE BOARD OF ELECTIONS TO USE FACILITY FOR PRIMARY ELECTIONS**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve use of the facility by Board of Elections for Primary Elections.

~ **REVIEW – BIDS FOR HIGHWAY BUILDING A/C REPLACEMENT**: There were three bids submitted. Hartman Electric, Plumbing and Heating Inc’s bid was \$6,150. Finger Lakes Comfort Inc. was \$6,327 and Isaac’s bid was \$5,095. They are all 3-ton units. After discussion it was decided that Isaac’s would be awarded the work.

➤ **RESOLUTION #55– APPROVAL TO AWARD BID FOR THE REPLACEMENT OF THE A/C HIGHWAY BUILDING TO ISAAC HVACR COMMERCIAL AND INDUSTRIAL SERVICES;**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to award the A/C replacement to Isaac HVACR.

➤ **RESOLUTION #56– APPROVAL TO AWARD BID FOR WATER DEPARTMENT TRUCK TO FRIENDLY FORD;**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve to award bid by Friendly ford for water department truck.

~ **Brief Discussion – PHONE AND INTERNET SERVICE**; Currently FirstLight Fiber is being used. The Town’s new IT Company (OS2) has recommendation on phone service. OS2 said that we should get an internet only agreement. Supervisor Phillips has been researching the different companies. It was discussed the “Gonetspeed” was the same as OTTC. This will continue to be explored.

Department Reports:

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
 - Chips sealing is in process
 - Micro Paving is in process
 - CHIPS paperwork shows a budget amendment of \$23,000 increase from last year
 - Hunter (county worker) will mow roadside on Fridays
 - Ditching on Minor
 - Painting the snow equipment
 - Joe retires at the end of May. He will help (mostly in the winter) part time with wedging and snowplowing once he retires
 - An intern program could become a paid internship. He will have to apply to the County. There is the possibility that this could lead to filling a full-time laborer position. There was a consensus to move forward with paid internship
 - Is there the possibility to create a Deputy Water Superintendent stipend for Richie Vienna? Richie is filling in for the Water Superintendent for 2 months.

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➤ **RESOLUTION #57– APPROVAL TO MOVE FORWARD AND WORK WITH THE COUNTY TO CREATE A DEPUTY WATER SUPERINTENDENT POSITION;**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve working with the County to create a Deputy Water Superintendent position.

- **Look at the possibility of using the extra CHIP’s funding to buy a new snow plow through Tenco. It would cost approximately \$16,000.**

➤ **RESOLUTION #58– APPROVAL TO USE CHIP’S FUNDING TO BUY A NEW SNOW PLOW;**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve use of CHIP’s funding to buy a new snow plow.

b. CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:

- **22 Permits – in the Town of Manchester**
- **Collected \$1,807.00 in fees**
- **Estimated Construction Costs \$306,161.00**
- **As the weather improves, more building permits are being requested**
- **Leonard’s new expansion was granted conceptual approval**
- **Newark solar project is moving along. The people in charge are doing their part on what the town is asking for. It is believed it will be conceptually approved next week.**
- **Marty completed energy code training. That gives the Villages and the Town points. The Village of Shortsville will be using their points towards a street light project**
- **No updates on the new code books. It is in queue to be printed**
- **Solar Farm on County Road 13 – emailed an engineer that they have 10 weeks to turn a few remaining items that are needed and apply for a building permit. If it expires, they will have to start from scratch and our new code would be used.**

c. ASSESSOR, Jennifer Fagner, reported the following:

- **The Assessor office had a total of 4 transfers since the last meeting.**
- **Legal notices for completion of the 2023 Tentative Roll were printed**
- **2023 Tentative Roll are in her office and can be viewed in the Assessor office, on the Town of Manchester website and in the Ontario County Real Property Tax office.**
- **Grievance is scheduled for 5/23/23 from 4pm to 8pm**
- **Legal notices for the assessment inventory evaluation data in the paper 4/2/23 and 4/13/23.**
- **Last Assessor’s meeting was canceled due to the business at this time of the year.**
- **The next assessors meeting this Thursday.**
- **Assessor’s office is extremely busy**

d. TOWN CLERK, Devon Hayes, reported the following:

- **Clerks meeting 5/17/23 – Office of the Aging will be speaking**
- **Building clean up and shredding are taking place**

e. WATER, Supervisor David Phillips, reported the following:

- **The Town of Manchester received a letter from the EPA regarding our water being out of compliance. MRB Group will be helping the Town create the response to the EPA. MRB Group also helped the Town of Farmington with their letter to the EPA for the same situation.**

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- f. Supervisor Dave Phillips, reported the following:
 - The General Fund received a first in a long-time boost of \$10,745.76 of interest as a result of the investment of the March tax money in a Certificate of Deposit with Canandaigua National Bank.
 - The Town has finished the transfer of monies from Community Bank to Canandaigua National Bank and it is anticipated that there will be an increase in the monthly interest amount as a result.
 - The Town received sales tax. The amount was 5.9% over 2022
 - All the Town’s funds are doing very well and the Town is now investing in Certificates of Deposit again for the first time in many years.

~ Brief Discussion – UPDATES FROM THE COUNTY BY TAMMY WORDEN; Very concerned about land use being taken away, meaning good agricultural land being used for non-agricultural purposes. Energy- requirement coming from State regarding switching to electric. Concerns about battery storage. She is concern for disposal of things that have lived their life (i.e., windmill parts, solar panels) what will happen with them?

➤ RESOLUTION #59 – APPROVAL OF FUND TRANSFERS

\$2,000.00 from General Fund A1990.4 to A1910.4 Cyber Liability Policy
 \$843.23 from General Fund to Central Water Fund SW5 ARPA expense Blair Supply

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the fund transfers

ADDENDUM ITEMS - none

BOARD MEMBER ITEMS:

- Councilwoman Folkins:
- Councilman DeCook
 - 1.)
- Councilman Shannon:
 - 1.) Have we heard from the Village of Manchester regarding water? Answer was the Mayor of Manchester let us know that he will be taking the situation before the Village Board
- Councilman Blazey:
 - 1.)
- Supervisor Phillips: Ontario County News:
 - 1.) There is a meeting regarding the Housing Study on 5/10/23
 - 2.) Spoke with Junior Baseball. They received the funds necessary to build their fence on time. The Town of Manchester Highway Department helped with the repair on the driveway.
 - 3.) Had a conversation regarding Brookside Cemetery needing help with doing some driveways that have washed out.
 - 4.) Working on security for the Town campus. Has spoken with a company that partners with Doyle Security which is a company we currently use. Another company will be here for the second time on Thursday.

➤ RESOLUTION #60 – MOTION TO APPROVE VOUCHERS

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve April vouchers

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ADJOURNMENT: There was no other business before the Board at this time; Councilman Shannon moved to adjourn the meeting, 7:25 p.m., seconded by Councilman Blazey, unanimously APPROVED.

Respectfully Submitted,

Devon R Hayes, Town Clerk

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

- *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.*