

MANCHESTER TOWN BOARD - REGULAR MEETING
June 13, 2023 - 6 P.M.

The June 13, 2023 Town Board Meeting was held at the Manchester Town Hall on Tuesday, June 13th, 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; Kevin Lyke, Water Superintendent; Jason Lannon, Highway Superintendent; Willie Murphy, Deputy Highway Superintendent; Jenn Fagner, Assessor. **Manchester Residents:** Elaine Liberio, Juliet Caplinger, Alicia Legland, Brandee Nelson

ABSENT: Steve DeHond, Code Enforcement Officer

CALL TO ORDER: Supervisor Phillips called the June 13, 2023 Regular Board meeting to order at 6:00 p.m.

➤ **RESOLUTION #61- APPROVAL OF MINUTES, REGULAR MEETING MAY 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 May 9, 2023.

➤ **RESOLUTION #62 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT**

On motion of Councilman DeCook, seconded by Councilman Blazey, 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 #63 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT**

On motion of Councilman Shannon, 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	\$	78.38
-- Miscellaneous	\$.00
-- Death Certified Copies	\$	250.00
-- Transfer Coupons	\$	4,930.15
-- Zoning Fees	\$	1,209.60
-- Marriage License	\$	70.00
-- Marriage Certified Copies	\$	20.00
-- Conservation	\$	20.70
-- Dog Licensing	\$	2,072.00
-- Late Fees	\$	316.00
TOTAL COLLECTED		\$ 8,966.93
PAID TO NYSDEC	\$	354.30
PAID TO NYS DEPT OF HEALTH	\$	90.00
PAID TO NYS AG & MARKETS	\$	127.00

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PAID TO SUPERVISOR (TOWN) \$ 8.966.93

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. NYMIR policy update
- d. Excellus Notice of proposed premium rate increase
- e. Charter Communications channel updates
- f. Ag & Markets Municipal Shelter Inspection report
- g. Happy Tails Shelter activity report
- h. Town of Huntington resolution regarding voter identification
- i. City of Canandaigua proposed future water calculations
- j. T.O.M. budget amendments
- k. Interfund transfer
- l. Constellation New York environmental disclosure
- m. Graph Law Overview of steps for annexation
- n. Notice of annexation
- o. Ontario County Sheriff’s office Intermunicipal Agreement
- p. Isaac Heating, Finger Lakes Comfort and Lagana quotes for replacement boiler

~ Brief Discussion – Overview of “Newark Solar Project” given by Brandee Nelson; Brandee gave a high-level overview of the proposed project. They have been working with the Planning Board. Once the Planning Board makes a recommendation on the ACE and the decommissioning plan, the information will go before the Town Board for possible final approval. Brandee gave written documentation to the Town Board members that details the project.

- **RESOLUTION #64– APPROVAL TO INCREASE TRANSFER STATION RATE TO \$.22/lb**
On motion of Councilman Blazey, seconded by Councilman Shannon, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve increase the disposal of garbage from \$.20/lb to \$.22/lb at the Town Transfer Station

- **RESOLUTION #65– APPROVAL TO APPOINT 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 appoint Dana Hale to the position of Public Works Maintenance Assistant

- **RESOLUTION #66– APPROVAL TO APPOINT KYLE MURPHY TO A LABORER POSITION**
On motion of Councilman Blazey, seconded by Councilman Shannon, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the appointment for Kyle Murphy as a Laborer

- **RESOLUTION #67– APPROVAL TO APPOINT JOE CONSTANTINO AS A TRANSFER STATION OPERATOR**
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 Joe Constantino as a Transfer Station Operator

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➤ **RESOLUTION #68– APPROVAL TO APPOINT WILLIAM CATALANO TO A LABORER POSITION**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the appointment for William Catalano as a Laborer

➤ **RESOLUTION #69– ESTABLISHING THE VILLAGE OF CLIFTON SPRINGS AS LEAD AGENCY FOR PROPERTY ANNEXATION**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the Village of Clifton Springs as lead agency for the property annexation

➤ **RESOLUTION #70– ESTABLISHING JULY 11TH (NEXT TOWN BOARD MEETING) AS THE DATE FOR PUBLIC ANNEXATION DISCUSSION**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the July 11th for public discussion of the Annexation Discussion

➤ **RESOLUTION #71– APPROVAL TO ENTER INTO AN INTERMUNICIPAL AGREEMENT WITH SHERIFF’S OFFICE FOR ADDITIONAL COURT SECURITY**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve an intermunicipal agreement with the Sheriff’s office for additional court security.

~ Brief Discussion – WATER RATE CALCULATIONS; High level view of the tentative plan for Canandaigua Water Treatment billing for water was explained by Supervisor Phillips. Water billing will take into consideration the cost of the water without factoring the cost of the improvements. A second bill will be sent to their water users. This money will be put in a reserve fund by Canandaigua to help fund the cost of the needed capital improvements. They are searching for grants as the needed improvements are costly. By the end of the year an exact plan needs to be created. Overall, the cost of water will go down and a second billing will occur. Adding the second billing for capital improvements, there is an estimated 8% overall increase compared to today’s cost. Reminder that this is only a tentative plan and more information will be shared as this project moves forward.

Department Reports:

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
- **Wedging will happen in July and August. Joe will be helping with that**
 - **CHIPS will be handed in at tonight’s meeting**
 - **Several driveway pipes need to be installed throughout the summer**
 - **All the Highway workers have completed all required annual trainings**
 - **Ditching will be done as time permits**
 - **Jeremy will be working on disconnect switches**
 - **Dana Hale has returned as a Public Works Maintenance Assistant – the Town Board reached a consensus to let him keep the seniority he previously had with us**
 - **Boilers – working to determine if the new boiler will be electric or propane. Matt Shannon has information on electric boilers that he will share. No decision was made at this meeting. A direction will be determined by the next Town Board meeting.**
 - **They are holding off on overhead doors for now**

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- b. **SUPERVISOR PHILLIPS ON BEHALF OF CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:**
 - 14 Permits – in the Town of Manchester
 - Collected \$981.200 in fees
 - Estimated Construction Costs \$104,818.00
 - One fire inspection was completed

- c. **ASSESSOR, Jennifer Fagner, reported the following:**
 - The Assessor’s office had a total of 16 transfers since the last meeting.
 - BAR Vouchers were created to pay for Grievance Day (5/23/23)
 - Will be sending publication to Town Clerk to have Final Roll published. It needs to be in the papers by 7/1/23
 - STAR corrections have been completed and submitted to NY State and Real Property at the county. Two more reports are expected in STAR removal for delinquent taxes and voluntary exemption removals.
 - Revised plan for cyclical Reassessments was sent to NY State. The Memorandum of Understanding from NYS was received and was signed by both the Assessor and Town Supervisor and returned.
 - Requesting a resolution of intent for the upcoming reassessment
 - Requesting a resolution of contract for the assistance and support from Sylvia Staples. The contract states all the support that will be provided, along with the dollar amount which will be calculated in the next budget
 - Requesting a resolution to extend Elaine Liberio for another term on BAR

➤ **RESOLUTION #72– APPROVAL FOR INTENT OF REASSESSING NEXT YEAR**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve intent for reassessment next year (2024)

➤ **RESOLUTION #73– APPROVAL RESOLUTION OF CONTRACT FOR THE ASSISTANCE AND SUPPORT FROM SYLVIA STAPLES. THE CONTRACT STATES ALL THE SUPPORT THAT WILL BE PROVIDED, ALONG WITH THE DOLLAR AMOUNT WHICH WILL BE CALCULATED IN THE NEXT BUDGET**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the contract for assistance and support to the Assessor’s office with Sylvia Staples.

➤ **RESOLUTION #74– APPROVAL TO EXTEND ELAINE LIBERIO FOR ANOTHER TERM ON THE BAR**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve Elaine Liberio for another term on the BAR

- d. **TOWN CLERK, Devon Hayes, reported the following:**
 - Clerks meeting on 6/21/23
 - Last meeting the Office for the Aging spoke. They are seeking volunteer drivers to assist people in getting to appointments (medical and other places they are needing help to get to)
 - We are now enrolled in the Grants Gateway
 - Seeking consensus from the Town Board for funding for both the Town Clerk and Deputy Clerk to enroll in class to become notaries. (Consensus was given)

- e. Water Supervisor, Kevin Lyke, reported the following:
 - Rich and Kevin read water meters and it went well. There were only 10 old meters and 2 new ones that proved difficult.
 - There are approximately 100 old meters left to be changed. They are being given letters.
 - EPA said they were going to send an engineering firm to go out to each of the water systems that is having water issues. There are no guarantees that they will be able to help or when they will be sending the help.
 - The new water truck is in. It needs to be inspected and then the Town will take receipt of the truck.

➤ **RESOLUTION #74– APPROVAL TO SELL THE OLD WATER TRUCK THROUGH AUCTIONS INTERNATIONAL**

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

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

RESOLVED, to approve the sale of the old water truck

- f. Supervisor Dave Phillips, reported the following:
 - The General Fund renewed its Certificate of Deposit with Canandaigua National Bank for 60 days.
 - The Zoning and Highway Funds received sales tax money in the amount of \$350,778.06 for the first quarter of 2023.
 - The water funds continued receiving water payments in May which included penalties.
 - The Town’s Finances are continuing to do very well and much better than in previous years

➤ **RESOLUTION #75 – APPROVAL OF FUND TRANSFERS**

\$117,031.00 from DB845 to DB5130.2 (reserve fund for 2022 International)
 \$774.54 from General Fund A to Central Water Fund SW5 (ARPA funds)

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

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

RESOLVED, to approve the fund transfers

➤ **RESOLUTION #76 – APPROVAL OF BUDGET AMENDMENT FOR 2023 BUDGET**

- 1) This amendment refers to the Highway Fund – Outside Village
 Increase Revenues: Highway Fund DB3501 – Consolidated Highway Aid by \$150,981.79
 Increase Appropriations: Highway Fund DB5112.2 – Permanent Improvements – Capital Outlay by \$150,981.79
 This amendment will increase CHiPs apportionment
- 2) This amendment refers to the Highway Fund – Outside Village
 Increase Revenues: Highway Fund DB1120 – Non-Property Tax Distribution by County by \$39,000.00
 Increase Appropriations: Highway Fund DB5130.2 – Machinery – Equipment by \$27,000.00 to pay off Tractor lease one year early and
 Increase Appropriations: Highway Fund DB5112.2 – Permanent Improvements – Capital Outlay by \$12,000.00

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- 3) This amendment refers to the Central Manchester Water District
 Increase Revenues: Central Water District SW-2144 – Service charges by \$6,000.00
 and
 Increase appropriations: Central Water SW5-9901.9 – Transfers to Other Funds by
 \$6,000.00 to cover Interfund Transfers in 2023 budget

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the budget amendment

ADDENDUM ITEMS - none

BOARD MEMBER ITEMS:

- Councilwoman Folkins
 - 1.) Regarding outstanding water bill payment, how did that go?
 Answer - It went well. This quarter, included with the water bills will be a request for updated phone number and email address to enable an additional notice to be sent before water is shut off due to the bill not being paid
- Councilman DeCook
 - 1.) Regarding the Solar Farm – Resident on Outlet Road had a company knock at the door asking if they wanted to sign on to the Solar Farm out of Phelps.
 Answer - There was speculation that it might been a company that had a solicitors permit for Clifton Springs.
 - 2.) Port Gibson Cemetery – Regarding giving them money for mowing. Is it on the schedule to be mowed twice a month?
 Answer -It is handled the same way as Brookside. When they mow (two times a year) the bill would be sent to the Town of Manchester. So far, no bill has been received. Councilman DeCook wanted to make sure the Town wasn't paying for work that hadn't been done.
- Councilman Shannon:
 - 1.) Have we heard from the Village of Manchester regarding water?
 Answer the Village of Manchester has suggested that the agreement be sent to the lawyers
- Councilman Blazey:
 - 1.) AG & Markets Shelter Inspection report has the same violations on it monthly. Are the violations being worked on?
 Answer – Happy Tails Shelter is working on/has addressed some of the violations. The Happy Tails Shelter report has information regarding what has been done and the plan they have to address all violations.
- Supervisor Phillips: Ontario County News:
 - 1.) Bids regarding security updates need for the Town Buildings – comparing the services and overall costs given to Town by companies who gave quotes for the work. After comparison and Board discussion. Alternative Technology LLC will be the approved company for the work.

➤ RESOLUTION #77 – APPROVAL FOR ALTERNATIVE TECHNOLOGY LLC TO INSTALL AND MAINTAIN SECURITY SYSTEMS FOR THE TOWN BUILDINGS

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

VOTE: AYES - 4 NAYS - 0
*Councilwoman Folkins had to leave the meeting at 7:44PM

RESOLVED, to approval for Alternative Technology LLC

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- 2.) Water update- The Village of Manchester asked that the agreement for Water between the Town and Village be reviewed by attorneys again.
- 3.) Casella's rate has increased slightly. The County is looking into what will need to be done if the Casella no longer has the landfill in 2028. The County is currently in negotiations with companies that offer consulting. Once a company is selected, they will be able to help in determining what options exist.
- 4.) Composting – With costs of waste removal rising, the Town is looking into composting at the Transfer Station. Forty percent of Ontario Counties waste is compostable. The Transfer Station would be the pass through to a registered facility.
- 5.) There is a small business that is looking to relocate and one of the areas is within the Town of Manchester. It has about 30 employees and expect to grow to about 50 employees in the next 5 years. Our response is the Town of Manchester would be happy to welcome them here. Councilman Blazey said it would be great if using existing empty buildings to be used as business come in rather than building new buildings.
- 6.) Green Renewable asked if the Town would be interested in holding a mulch event. A decision was made that it was too late in the season and an event would not be held this year.

➤ **RESOLUTION #78 – MOTION TO APPROVE VOUCHERS**

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

VOTE: AYES - 4 NAYS - 0

*Councilwoman Folkins had to leave the meeting at 7:44PM

RESOLVED, to approve May vouchers

ADJOURNMENT: There was no other business before the Board at this time; Councilman Blazey moved to adjourn the meeting, 8:09 p.m., seconded by Councilman DeCook, unanimously APPROVED.

Respectfully Submitted,

Devon R Hayes, Town Clerk

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

- *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.*