

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

The July 11, 2023 Town Board Meeting was held at the Manchester Town Hall on Tuesday, July 11th, 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; Steve DeHond, Code Enforcement Officer **Manchester Residents:** Jeff Graff, Scott VanAken, Lori Reals, Alicia Stoklosa, Megan Wood, Brandee Nelson

ABSENT: Jenn Fagner, Assessor

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

➤ **RESOLUTION #79- APPROVAL OF MINUTES, REGULAR MEETING JUNE 2023**

On motion of Councilman Blazey, 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 June 13, 2023.

➤ **RESOLUTION #80 - 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 #81 - APPROVAL OF TOWN CLERK’S MONTHLY REPORT**

On motion of Councilman DeCook, 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	\$.09
-- Bingo Proceeds	\$	20.43
-- Miscellaneous	\$	3.00
-- Bell Jar License	\$	10.00
-- Bingo License	\$	187.50
-- Games of Chance License	\$	30.00
-- Birth Certified Copies	\$	10.00
-- Death Certified Copies	\$	20.00
-- Transfer Coupons	\$	5,401.15
-- Zoning Fees	\$	1,671.00
-- Marriage License	\$	35.00
-- Marriage Certified Copies	\$	40.00
-- Photocopies	\$	1.00
-- Conservation	\$	13.38
-- Dog Licensing	\$	1,806.00
-- Late Fees	\$	180.00
TOTAL COLLECTED		\$ 9,428.55

July 11, 2023

PAID TO NYSDEC	\$	228.62
BINGO LICENSE – STATE SHARE	\$	281.25
GAMES OF CHANCE – STATE SHARE	\$	45.00
STATE COMPTROLLER – BELL JAR LICENSE	\$	15.00
PAID TO NYS DEPT OF HEALTH	\$	45.00
PAID TO NYS AG & MARKETS	\$	113.00
PAID TO SUPERVISOR (TOWN)	\$	9,428.55

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

- a. **Monthly Report of Supervisor**
- b. **Town Clerk Monthly Report**
- c. **Sample Resolution to annex property into the Village of Clifton Springs**
- d. **Resolution of appreciation Stuart Gwilt, Planning Board Chair**
- e. **RG&E Grant announcement**
- f. **Ag & Markets Municipal Shelter Report**
- g. **Ag & Markets Dog Control Officer Inspection Report**
- h. **Charter Communications Channel lineup change**
- i. **Direct Energy Environmental Report**
- j. **RG&E 13 WHAM interview with company president and CEO**
- k. **Brookside Cemetery thank you letter**
- l. **T.O.M. Quarterly Investment Report**
- m. **Manchester Fire Department monthly report**
- n. **Heating fuel cost comparison**
- o. **Boiler replacement cost comparison and quotes**
- p. **LP tank and installation quotes**
- q. **Transfer from B9060.8 \$4,000 to B8010.4**
- r. **Transfer from General Fund - A \$64,137.50 to Central Water Fund SW5**
- s. **Robert Colf, request for village water on Dewey Rd. and letter request from Bardun**
- t. **Charter Communications rate increases**

- **RESOLUTION #82– RESOLUTION OF APPRECIATION FOR STUART GWILT**
On motion of Supervisor Phillips, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve an honorary day of appreciation for Stuart Gwilt on July 11, 2023

- **RESOLUTION #83– APPROVAL OF THE ANNEXATION OF PROPERTY INTO THE VILLAGE OF CLIFTON SPRINGS**
On motion of Councilman DeCook, seconded by Councilman Shannon

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the annexation of property into the Village of Clifton Springs.

~ Brief Discussion – Comparison of price and product offering of bids on the boiler replacement for the Highway Building. Decisions were made to accept the bid from Lagana (Lowest responsible bidder) and move forward with using propane. Tanks, lines and regulators will need to be installed. Main Energy Inc (lowest responsible bidder) was selected to do this work.

- **RESOLUTION #84– APPROVAL TO ACCEPT THE BID FROM LAGANA FOR A NEW BOILER**
On motion of Councilman Blazey, seconded by Councilman Shannon, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve Lagana’s bid to replace the boiler in the Town Highway Building

July 11, 2023

➤ **RESOLUTION #85– APPROVAL ACCEPT THE BID FROM MAIN ENERGY INC (TO PURCHASE NEW TANK(S), LINES AND REGULATORS NECESSARY FOR THE PROPANE BOILER**

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

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

RESOLVED, to approve the purchase of tank(s), lines and regulators

➤ **RESOLUTION #86– APPROVAL ACCEPT THE BID FROM LAGANA TO PURCHASE A FURNACE.**

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

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

RESOLVED, to approve the purchase a furnace for the Highway building

~ Brief Discussion – Updates regarding the updates and timelines for the Newark Solar Project including the ACE, decommissioning plan and Surety Bond. Jeff Graff and Scott VanAken were also present to help with any questions. Councilman Blazey asked what the cost of recycling one solar unit would be. Brandee Nelson said that she would get that information and send it into the Town. 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.

Department Reports:

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
 - **Wedging will happen in July and August. Joe will be helping with that**
 - **Crack sealing was done in Port Gibson. Also was done on Armington from County Rd 7 to Route 21 and Outlet from County Road 7 to Curran**
 - **The front drum on the roller was repaired**
 - **Old water truck will be listed for sale next week**

- b. **CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:**
 - **12 Permits – in the Town of Manchester**
 - **Collected \$1,141.00 in fees**
 - **Estimated Construction Costs \$280,600.00**
 - **Need to replace a zoning board member Jake Maslyn has previously been interviewed and is being recommended**
 - **Marty Barnett is attending a Planning Board meeting today in the Village of Manchester. On the agenda is discussion about a pizza and ice cream stand on the corner of Lehigh and Route 21.**
 - **Rock Haven is seeking a new site approval. This was originally created in 2014. The current owner would like to restart the process and will be in next month.**

➤ **RESOLUTION #87– APPROVAL FOR JAKE MASLYN TO BE A MEMBER OF THE ZONING BOARD**

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

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

RESOLVED, to approve Jake Maslyn as a member of the Zoning Board

- c. **SUPERVISOR PHILLIPS ON BEHALF OF ASSESSOR, Jennifer Fagner, reported the following:**
 - **The Assessor’s office had a total of 26 transfers since the last meeting.**
 - **Final Roll legal notice was posted on 6/30/23. Final Roll is in the Assessor’s office and on the Town of Manchester website**

July 11, 2023

- Working with Sylvia Staples updating computer system and preparing to start the reevaluation now that Final Roll has been completed
- d. TOWN CLERK, Devon Hayes, reported the following:
- Work is being done to organize and clean our files.
 - Our new groundskeeper is doing a fabulous job. He is currently working outside as much possible and moves to inside work if weather is not favorable for outside work
 - Clerks meeting on 7/19/23
- e. Water Superintendent, Kevin Lyke, reported the following:
- Department of Health called and informed the water department of an additional water test that needs to be routinely done.
 - Has not received any communication from the EPA regarding the letter that was sent by the Town to them.
 - A constituent paid \$200 (two water lines costing \$100 each) in water shut off fees and is requesting a refund. They gave an updated address for billing for the two water supplies which were not updated in the billing system and water bills were sent to the old address. Due to this, the Town Board agreed to a onetime credit on their account of \$100.
 - Continuing to work on a few problem meters
 - The water department has been collecting updated addresses, emails and phone numbers to enable them to reach out to water customers should there be a need.
- f. Supervisor Dave Phillips, reported the following:
- The General Fund received its first semi-annual mortgage tax in the amount \$49,256.00. The Town should have no problem meeting its budgetary figure for this revenue as the second semi-annual payment is usually larger than the first.
 - The Zoning Fund had an unremarkable month for both revenues and expenditures.
 - The Refuse and Garbage Fund is trending upward in its user fees on a monthly basis, which is a good sign financially.
 - The Highway Fund received its final snow removal payment from the County in June and is doing very well for the first half of the year.
 - The water funds began collecting quarterly water payments in June. Included in these water payments was a blue slip requesting updated information for phone numbers and email addresses. Quite a few customers have responded with this information. This has never been done since the Town began doing its own billing and a contact updated was badly needed.
 - The Town ended the first half of the year financially better than any previous year in most of its funds. It is hoped this trend continues in the second half of the year.

➤ RESOLUTION #88 – APPROVAL OF FUND TRANSFER

\$4,000 from B9060.8 to B8010.4 to cover costs for General Code

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the fund transfer

➤ RESOLUTION #89 – APPROVAL OF FUND TRANSFER

\$64,137.50 from General Fund A to Central Water Fund SW5 ARPA funds for water truck

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the fund transfer

July 11, 2023

ADDENDUM ITEMS – A communication was received from Robert Colf. He is purchasing the first property (north side of the road) outside the Village of Manchester limits on Dewey Road. He is requesting to be connected to Village water after a poor well water potability test results for the property. The Town Board has no reservations to this being done under the condition that if this property becomes included in any future water line that the Town of Manchester installs on Dewey Road, it is understood that he would then hookup to the Town’s water.

➤ **RESOLUTION #90– APPROVAL FOR ROBERT COLF TO REQUEST EMERGENY HOOKUP TO THE VILLAGE OF MANCHESTER WATER AT HIS ADDRESS ON DEWEY ROAD**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the request to hookup to water in the Village of Manchester

BOARD MEMBER ITEMS:

- **Councilwoman Folkins**
 - 1.) She will work to get pricing for printing cost for additional code books with the new zoning code books. She will be seeking an estimate from a couple of different businesses to get the best price.

- **Councilman DeCook**
 - 1.)

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

- **Councilman Blazey:**
 - 1.) A Dewey Road resident wants a water station to be able to buy water.
Answer: This is currently able to be done. They should reach out to the Water Superintendent to get instructions on how to do this.

- **Supervisor Phillips: Ontario County News:**
 - 1.) Had a conversation with Fred Mink (Village of Manchester) and committed to the Town funding a sidewalk from Route 21 to the pond at Budd Park next year.
 - 2.) The new pallet company will be operational in September. They are located in the old sauerkraut factory.

➤ **RESOLUTION #91 – MOTION TO APPROVE VOUCHERS**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve June vouchers

ADJOURNMENT: There was no other business before the Board at this time; Councilman Shannon moved to adjourn the meeting, 7:42 p.m., seconded by Councilman Blazey, unanimously **APPROVED**.

Respectfully Submitted,

Devon R Hayes, Town Clerk

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

- **Regular meeting:** *August 8, 2023 - 6:00 P.M.*

- **Regular meeting:** *September 12, 2023 - 6:00 P.M.*

MANCHESTER TOWN BOARD - REGULAR MEETING (CONT.)

July 11, 2023

- *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.**