MANCHESTER TOWN BOARD – REGULAR MEETING December 12, 2023 - 6 P.M.

The Regular Monthly Meeting of the Manchester Town Board was held tonight, December 14, 2023, 6:00 p.m. at the Manchester Town Hall with the following members present:

David Phillips	Supervisor
Kevin Blazey	Deputy Supervisor/Councilman
Scott DeCook	Councilman
Jaylene Folkins	Councilwoman

OTHERS PRESENT: Devon Hayes, Town Clerk; Kevin Lyke, Water Superintendent; Jason Lannon, Highway Superintendent; Willie Murphy, Deputy Highway Superintendent; Steve DeHond, Code Enforcement Office; Janis Catalano, Bookkeeper

ALSO PRESENT: Town of Manchester residents: none

ABSENT: Matt Shannon, Councilman

CALL TO ORDER: Supervisor Phillips called the December 12, 2023, regular Town Board meeting to order at 6:01 p.m.

> RESOLUTION #140- APPROVAL OF MINUTES, REGULAR MEETING NOVEMBER 2023

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the minutes from the regular Town Board Meeting held on November 14, 2023.

RESOLUTION #141 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT On motion of Councilman Blazev, seconded by Councilman DeCook, the fr

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the Supervisor's Monthly Report as submitted. See Minute Book Attachment for report.

RESOLUTION #142 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT On motion of Councilwoman Folkins, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYE	S-4 NAYS-0
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RESOLVED, to accept the Town Clerk's report as follows:

Town Clerk Interest Bingo Proceeds Bell Jar License Transfer Coupons	\$ \$ \$ \$.09 80.77 10.00 5,250.09
Zoning Fees	\$	1,074.80
Marriage License	\$	35.00
Death Certified Copies	\$	70.00
Conservation	\$	73.60
Dog Licensing	\$	1,725.00
Late Fees	\$	250.00
TOTAL COLLECTED	\$	8,569.35
PAID TO NYSDEC	\$	1,450.40
PAID TO NYS DEPT OF HEALTH	\$	45.00
PAID TO NYS AG & MARKETS	\$	112.00
PAID TO STATE COMPTROLLER	\$	15.00
1		

MANCHESTER TOWN BOARD - REGULAR MEETING (CONT.)				
December 14, 2023				
PAID TO SUPERVISOR (TOWN)	\$	8 569 35		

PAID TO SUPERVISOR (TOWN)

8,569.35

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

- **Town Clerk Monthly Report** а.
- b. **Supervisor Monthly Report**
- **Resignation letter, Julie Vanderwall** c.
- Charter Communication, change in channel lineup d.
- Charter Communication, change in channel lineup e.
- Ag. & Markets, Municipal Shelter Inspection Report f. ARPA Funds TransferA688 to A1620.4, A688 to S5-8340.4 q.
- Transfers A1340.1 to A1620.4, A7510 to A1620.4, A1340.1 to A5132.4, DB9010.8 to h. DB5142.1, DB9060 to DB9030.8
- Reserves DB845 to DB5142.4 i.
- Allied CPA, proposal for independent external audit i.
- > RESOLUTION #143– ACCEPTING THE RESIGNATION OF JULIE VANDERWALL On motion of Councilman Blazey, seconded by Councilman DeCook, the following resolution was unanimously ADOPTED:

AYES - 4 NAYS - 0 VOTE:

RESOLVED, to accept the resignation of Julie Vanderwall.

RESOLUTION #144– ACCEPTING THE USE OF ALLIED CPA TO PERFORM ANNUAL AUDITS

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

AYES - 4 VOTE: NAYS - 0

RESOLVED, to accept Allied CPA to perform annual audits

> RESOLUTION #145- ORGANIZATIONAL MEETING DATE WILL BE JANUARY 9, 2024, AT 5:00 p.m..

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

AYES - 4 VOTE: NAYS - 0

RESOLVED, to hold the Organizational Meeting on January 9, 2024, at 5:00 p.m.

> RESOLUTION #146– ASSISTING THE VILLAGE OF SHORTSVILLE WATER DEPARTMENT WITH LICENSED OPERATOR NEEDS FOR A TEMPORARY PERIOD OF TIME

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to temporarily assist the Village of Shortsville with licensed operator needs

Department Reports:

HIGHWAY SUPERINTENDENT, Jason Lannon reported the following: a.

- Creating a sign inventory
- Mowing with excavator the sections that were unable to get with regular • roadside mowers.
- Roadside mowers are being serviced.
- Disconnects are installed on equipment with the exception of the backhoe, which is being worked on now.
- 284 Agreement will be ready for the Organizational meeting.
- Updating the equipment replacement plan

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- b. CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:
 - 8 Permits in the Town of Manchester
 - Collected \$378.80 in fees.
 - Construction Costs are \$77,548.00.
 - Completed 22 existing building fire inspections between the three Villages and Town
 - Requesting Zoning board members (Ken Blazey, Jake Maslyn, Mike Blazey) and Planning board member (Lee Sanders) be appointed for another term. There is also one additional Planning Board member position currently open
- RESOLUTION #147– APPROVAL FOR ZONING BOARD MEMBER (BLAZEY, MASLYN, BLAZEY) AND PLANNING BOARD MEMBER (SANDERS) BE APPOINTED FOR ANOTHER TERM

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve Zoning and Planning Board member appointments

- c. ASSESSOR, Jennifer Fagner, reported the following:
 - Sent out the renewals for the Senior Partial Tax and Person with Disability
 - The office is steady with walk ins and phone calls.
 - Ontario County Assessors meeting/Christmas party is this Thursday. Both the Assessor and Assessor's Aid will attend. They will also be dropping off the Toys for Tots donated gifts. A big thank you to those who donated.
 - Lon has been entering exemptions while Jenn is working on the Reval.
 - Merry Christmas everyone
- d. TOWN CLERK, Devon Hayes, reported the following:
 - Interviewing new cleaners for the building
 - There was training this week for the tax program.
 - Our credit card company has agreed to lowering the minimum service charge from \$1.75 to \$1.00. That should be in effect soon.
- e. WATER SUPERINTENDENT, Kevin Lyke, reported the following:
 - Completed the water readings.
 - Fixed 15 hydrants. More parts have been ordered to continue fixing additional hydrants.
 - There was a water leak in Port Gibson. It has been bagged and will be dealt with in the Spring. There is a working hydrant across the road in case of fire emergency.
 - Testing was done on Field Street to determine pressure when the water is taken off Canandaigua/Farmington and being brought in through Newark. Unfortunately, the pressure was too low.
 - Water testing was done, and the Town is in violation. Notices will be going out with the water bills. Working with the proper state departments and other municipalities to correct this. Canandaigua will be upgrading their system to rectify the problem. There is a possibility that in January, water pricing will increase to help fund the 2.2-million-dollar upgrade.
 - Hill Cumorah Bishops storage house meter will be changed out soon.
- f. Supervisor Dave Phillips, reported the following:
 - Again, in the month of November, the General Fund did not receive or expend any funds other than what would be expected.
 - The Zoning Fund and Highway Funds also had no unusual revenues or expenditures in November.
 - The Refuse and Garbage Fund continues to receive higher user fees each month than in prior years and ended the month much better financially. Activity has increased. This is an encouraging sign for this fund.
 - The Central and County Road 13 water districts sent the unpaid water rents and penalties to the county for relevy. The total amount of relevy for both districts was \$23,813.31.
 - The good news is the interest earned on the Certificate of Deposit. The General, Highway and Central Water District Funds have a combined CD of \$850,000 at the end of November. This CD in previous months has been

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over a million dollars. The interest earned in 2023 so far on this combined CD is \$30,686.24. This has been helpful as we updated our heating and cooling. This revenue was not budgeted for in the 2023 budget but will surely help the fund balance in these three funds. These

• The Town's funds continued to do very well in the month of November.

➤ RESOLUTION #148 – APPROVAL OF FUND TRANSFERS

- From A688 to SW5-840.4 \$1,690 EPA compliance services ARPA funds
- From General Fund A to central water \$3,413.02 ARPA funds
- From A1340.1 to A1620.4 \$2,500 ARPA building expenses 2023
- From A1340.1 to A5132.4 \$2,500 Garage expenses
- From DB9010.8 to DB5142.1 \$7,500 payroll through December 2023
- From DB9060.8 to DB9030.8 \$2,000 Social Security December 2023

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the fund transfers listed.

➤ RESOLUTION #149 – APPROVAL OF RESERVE FUND TRANSFER

- From DB845 to DB5142.4 \$15,874 new plow
- From SW5-8320.4 to SW5-889 \$25,000 miscellaneous reserves source of supply
- From SW5-8340.4 to SW5-882 \$7,000 Reserve for repairs

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the reserve fund transfer listed.

ADDENDUM ITEMS -

BOARD MEMBER ITEMS:

- Councilwoman Folkins 1.)
- Councilman DeCook 1.)
- Councilman Shannon: 1.)
- Councilman Blazey: 1.)
- Supervisor Phillips: Ontario County News: 1.)
- > RESOLUTION #150 MOTION TO APPROVE VOUCHERS

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve November vouchers.

ADJOURNMENT: There was no other business before the Board at this time; Councilman DeCook moved to adjourn the meeting, 6:53 p.m., seconded by Councilman Blazey, unanimously APPROVED.

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Respectfully Submitted,

Devon R Hayes, Town Clerk

Next Town Board Meeting January 9, 2023, 6:00 p.m.