

MANCHESTER TOWN BOARD - REGULAR MEETING (CONT.)

February 13, 2024

-- Bell Jar License	\$	10.00
-- Death Certified Copies	\$	80.00
-- Marriage Certified Copies	\$	66.00
-- Conservation	\$	1.66
-- Dog Licensing	\$	2,041.00
-- Late Fees	\$	100.00
TOTAL COLLECTED	\$	8,905.05
PAID TO NYSDEC	\$	28.34
PAID TO NYS DEPT OF HEALTH	\$	0.00
PAID TO NYS AG & MARKETS	\$	145.00
PAID TO STATE COMPTROLLER	\$	15.00
PAID TO SUPERVISOR (TOWN)	\$	8,905.05

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 Monthly Report
- c. Sylvia Staples contract for Real Property services
- d. Clifton Springs Library update letter
- e. T.O.M. quarterly investment report
- f. Charter Communications channel update
- g. Village of Clifton Springs final documentation for land annex
- h. Camy Sorbello thank you letter to Kevin Lyke
- i. 4th quarter sales tax comparison
- j. Ontario County Tax Warrant
- k. NYSEG Future Grid Challenges
- l. Charter Communications Channel updates
- m. Lyons National Bank Year End Collateralization
- n. Canandaigua National Bank Year End Collateralization
- o. USDA combined property access request
- p. ARPA transfer \$2,289.57 from A688 to SW5-834.4
- q. Reserve funds \$63,409.34 from DB845 to DB5142.4
- r. Savannah Green quote for roll off container
- s. Cyncon quote for roll off container

➤ **RESOLUTION #28– RESOLUTION TO OVERRIDE TAX CAP FOR FISCAL YEAR 2025**
 On motion of Councilwoman Folkins, seconded by Councilman Shannon, the following resolution was unanimously **ADOPTED**:

VOTE: AYES - 4 NAYS - 0

RESOLVED, to override tax cap for fiscal year 2025

➤ **RESOLUTION #29– RESOLUTION TO OVERRIDE TAX CAP ON SPECIAL DISTRICTS FOR FISCAL YEAR 2025**

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to override tax cap on special districts for fiscal year 2025

➤ **RESOLUTION #30– RESOLUTION TO APPROVE CONTRACT WITH SYLVIA STAPLES FOR REAL PROPERTY SERVICES**

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve contract with Sylvia Staples for Real Property services.

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~ Brief Discussion – Water on Route 31-

Palmyra water stops at the end of the Palmyra town line. The residents of the Town of Manchester that live in Palmyra (Route 31) do not have water service. A couple of people have reached out about the possibility of having water service. Next step is starting a petition that shows interest by 2/3 of the residents involved. If there is enough interest, an engineering study would have to be done to see if it is affordable. Supervisor Phillips will contact those that requested and update them on the process and what needs to be done next.

Department Reports:

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
 - Removing dead ash trees on Faas and Wilber Roads
 - On the equipment replacement plan the Loader is due to be replaced in 2025. They aren't hard to get so information will be gathered and submitted to the Town in June
 - The new dump truck is still 2 years away (2026) from being purchased but needs to be ordered now due to the length of time needed to procure it.
 - Kyte Road had a drainage problem near the Farmington border. The drain was plugged. Clifton came with their sewer machine and was able to open it up.
 - 2003 dump truck – The fuel tank needed repair. Parts for the truck can no longer be bought. Jason was able to trade work with Clifton Springs Highway to get the fuel tank repaired.

- b. **CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:**
 - 8 Permits – in the Town of Manchester
 - Collected \$767.00 in fees.
 - Construction Costs are \$167,499.00
 - Completed 10 fire inspections and property maintenance inspections between the three Villages and Town.
 - Permits are paid for and in place for Newark Solar project. Construction will begin in March.

- c. **ASSESSOR, Jennifer Fagner, reported the following:**
 - The Assessor's office has been consistently steady with phone calls and people stopping in regarding Exemptions.
 - We have been sending out notifications to residents who have not submitted their exemptions. Deadline is March 1st. On Reval years, agricultural exemptions are due at the end of March.
 - Met with Sylvia this past Friday. Working on finishing up the Reval and in hopes to be sending out the 510 notices, (Change of Assessed Value), hopefully in the beginning of March.

- d. **TOWN CLERK, Devon Hayes, reported the following:**
 - DEC is changing hunting and fishing licenses to being printed on paper instead of the current paper. This will begin in August 2024.
 - Taxes – The Town has been paid its portion of taxes. A \$2.3 million-dollar 30 day CD was set up with Canandaigua National Bank. There is approximately \$560,000 left to collect by the end of March.

- e. **WATER SUPERINTENDENT, Kevin Lyke, reported the following:**
 - Continuing to work on hydrants – quick connects cost quotes are between \$309 and \$380. There are about 25 that need to be done. The water department will get a list from Scott DeCook/the fire department on which hydrants are more frequently used
 - February 3rd there was a pipe break on Armington Road. The water department had issues cutting the pipe with the current pipe cutter. They are gathering information on the cost to possibly replace it. Is it possible to have ARPA funds to be used?
 - The shed that the water department uses needs to be re-roofed. That will cost \$1,500. Supervisor Phillips said that there might be money in the Reserve Fund for that.
 - Rerouted water from Newark up Field Street and down Thompson Road. There was one person who had a problem and that was with their on demand water heater. MRB was contacted and the Town does meet criteria for DOH and NYS so they will be back in contact with the water department to let them know what might have to be done.

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2.) The County continues to work to reduce impact on the landfill. Bottle caps from microbrews are now able to be recycled. They previously were labeled as recyclable, but the automated sorting process was not able to successfully sort them to be properly recycled. Microbrews are now being given drop off locations that will keep the bottle caps separate from other recycling, giving a working process resulting in less waste being put into the landfill. The Town of Manchester transfer station is one of the drop off locations.

➤ RESOLUTION #37 – MOTION TO APPROVE VOUCHERS

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve January vouchers.

➤ RESOLUTION #38 – MOTION TO ENTER INTO EXECUTIVE SESSION AT 6:54 p.m.

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to enter Executive Session

➤ RESOLUTION #39 – MOTION TO EXIT EXECUTIVE SESSION AT 7:30 p.m.

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to exit Executive Session

ADJOURNMENT: There was no other business before the Board at this time; Councilman Shannon moved to adjourn the meeting, 7:32 p.m., seconded by Councilman DeCook, unanimously APPROVED.

Respectfully Submitted,

Devon R Hayes, Town Clerk

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

- *Regular meeting: March 12, 2024 - 6:00 P.M.*
- *Regular meeting: April 9, 2024 -6:00 P.M.*
- *Regular meeting: May 14, 2024 - 6:00 P.M.*
- *Regular meeting: June 11, 2024 - 6:00 P.M.*
- *Regular meeting: July 9, 2024 - 6:00 P.M.*
- *Regular meeting: August 13, 2024 -6:00 P.M.*
- *Regular meeting: September 10, 2024 - 6:00 P.M.*
- *Regular meeting: October 8, 2024 - 6:00 P.M.*
- *Regular meeting: November 12, 2024 -6:00 P.M.*
- *Regular meeting: December 10, 2024 - 6:00 P.M.*