MANCHESTER TOWN BOARD – PUBLIC HEARINGS AND REGULAR MEETING February 13, 2024 - 6 P.M.

A Public Hearing and the Regular Monthly Meeting of the Manchester Town Board was held tonight, February 13, 2024, 6:00 p.m. at the Manchester Town Hall with the following members present:

David Phillips	Supervisor
Scott DeCook	Councilman
Jaylene Folkins	Councilwoman
Matt Shannon	Councilman

OTHERS PRESENT: Devon Hayes, Town Clerk; Kevin Lyke, Water Superintendent; Jason Lannon, Highway Superintendent; Steve DeHond, Code Enforcement Office

ALSO PRESENT: Town of Manchester residents: Kirby Waite, Dave Collett

ABSENT: Kevin Blazey, Deputy Supervisor/Councilman; Willie Murphy, Deputy Highway Superintendent; Jennifer Fagner, Assessor

CALL TO ORDER: Supervisor Phillips called the February 13, 2024, Public Hearing regarding the 2024 Tax Cap Override at 6:00p.m. Supervisor Phillips read the Public Hearing Notice. There was no one present that wished to be heard regarding the 2024 Tax Cap Override. There were no questions from the Town Board.

PUBLIC HEARING ENDED AT 6:02 PM

CALL TO ORDER: Supervisor Phillips called the February 13, 2024, regular Town Board meeting to order at 6:03 p.m.

> RESOLUTION #26- APPROVAL OF MINUTES, REGULAR MEETING JANUARY 2024

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the minutes from the regular Town Board Meeting held on January 9, 2024.

RESOLUTION #27 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT

On motion of Councilwoman Folkins, seconded by Councilman Shannon, 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 #28 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT On motion of Councilman DeCook, seconded by Councilman Shannon, the following resolution was unanimously ADOPTED:

VOTE: AYES - 4 NAYS - 0

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

Town Clerk Interest	\$.10
Bingo Proceeds	\$ 63.35
Transfer Coupons	\$ 5,775.94
Zoning Fees	\$ 767.00

MANCHESTER TOWN BOARD - REGULAR MEETING (CONT.)

February 13, 2024				
 Bell Jar License Death Certified Copies Marriage Certified Copies Conservation Dog Licensing Late Fees 	\$ \$ \$ \$ \$	10.00 80.00 66.00 1.66 2,041.00 100.00		
TOTAL COLLECTED	\$	8,905.05		
PAID TO NYSDEC PAID TO NYS DEPT OF HEALTH PAID TO NYS AG & MARKETS PAID TO STATE COMPTROLLER PAID TO SUPERVISOR (TOWN)	\$\$\$\$	28.34 0.00 145.00 15.00 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
- I. 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.

RESOLUTION #31– RESOLUTION TO APPROVE THE APPLICATION FOR KIRBY'S KOMPOUND TO HOLD MUD RUNS IN 2024. (May 4th, August 24th, and September 28th) On motion of Councilman Shannon, seconded by Councilman DeCook, the following resolution was unanimously ADOPTED:

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve of Kirby Waite (Kirby's Kompound) application to hold the three mud runs (May 4th, August 24th, and September 28th)

RESOLUTION #32- RESOLUTION TO APPROVE OF WAIVING THE BOND REQUIREMENT FOR KIRBY'S KOMPOUND On motion of Councilman DeCook, seconded by Councilwoman Folkins, the following resolution was unanimously ADOPTED:

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the waiving of the bond requirement for Kirby Waite (Kirby's Kompound), due to the expense of obtaining this; and due to the compliance Mr. Waite has demonstrated in the past and will commit to continuing with.

RESOLUTION #33– RESOLUTION TO APPROVE THE PURCHASE OF A 20 YARD ROLL OFF CONTAINER FOR THE TRANSFER STATION FOR \$7,500 FROM SAVANNAH GREEN FOREVER INC

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the purchase of a 20 yard roll off container for the Transfer Station costing \$7,500 from Savannah Green Forever Inc

~ Brief Discussion – Clifton Springs Library Tax. Supervisor Phillips stated that historically the Town of Manchester has given funds to Clifton Springs Library because they weren't a taxing entity. The Clifton Springs Library is now a taxing entity. They are in the middle of their budget year so the Town will continue with the funds this year but will need to step down or discontinue funding next year. Conversations have been had and will continue to be had with the library, so they are aware of the situation.

~ **Brief Discussion – Water Rates –** Farmington is raising the rate of the water coming to the Town of Manchester. Their rate is going up 6% or \$0.20. The Town of Manchester water rates will need to change.

Current charge is: \$42.75 Includes the first 5,000 gallons/quarter, then \$4.95 per 1,000 gallons beyond minimum plus \$1.25 meter rental charge

Proposed change: \$44.75 Includes the first 5,000 gallons/quarter, then \$5.15 per 1,000 gallons beyond the minimum plus \$1.25 meter rental charge.

RESOLUTION #34– RESOLUTION TO APPROVE AN INCREASE IN WATER BILLING TO \$44.75 WHICH INCLUDES THE FIRST 5,000 GALLONS/QUARTER, THEN \$5.15 PER 1,000 GALLONS BEYOND THE MINIMUM PLUS \$1.25 METER RENTAL CHARGE.

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve new water rates **\$**44.75 Includes the first 5,000 gallons/quarter, then \$5.15 per 1,000 gallons beyond the minimum plus \$1.25 meter rental charge.

~ 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.

- TTHM's were done today and he is hopeful that it will result in good numbers because the water pipe break spilled a good amount of water
- f. Supervisor Dave Phillips, reported the following:
 - In the month of January all funds received taxes from the Tax Collector. As a result of this revenue the Town invested a total of \$1,250,000 in Certificates of Deposit.
 - Also, all funds paid Ontario County for Workers Compensation for 2024 and, as previously reported, this was lower than in previous years and decreased by over 50%.
 - The General Fund otherwise had no unusual revenues this month.
 - The Zoning Fund and Highway Fund received fourth quarter Sales Tax from Ontario County in the amount of \$369,149.67 which was 1.25% lower than the fourth quarter of 2022. Even though his quarter was lower, Sales Tax increased by 2.07% in 2023 over 2022.
 - The Refuse and Garbage Fund continues collecting transfer station fees that are higher than in previous years.
 - The Central and County Road 13 Water Districts continued collecting first quarter water payments in January. They also received 2023 unpaid water rents from the Tax Collector.
 - At the end of January, the Town's finances are doing very well. It is hoped that this continues.

➤ RESOLUTION #35 – APPROVAL OF FUND TRANSFERS FROM A688 to SW5-8340.4 \$2,289.57 ARPA FUNDS TRANSFER FOR WATER

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the fund transfer listed.

➤ RESOLUTION #36 – APPROVAL OF FUND TRANSFERS From DB845 to DB5142.4 \$63,409.34 RESERVE FUNDS FOR PURCHASE OF 2023 INTERNATIONAL

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the fund transfer listed.

ADDENDUM ITEMS – none

BOARD MEMBER ITEMS:

- Councilwoman Folkins 1.)
- Councilman DeCook 1.)
- Councilman Shannon: 1.)
- Councilman Blazey:
 - 1.)
- Supervisor Phillips: Ontario County News:
 - 1.) County Road 25 Public information meeting will be held at the Town Hall on February 22. This summer there will be highway improvement work from the Town of Phelps along to Route 96 where it meets Kendall Street. There will be a trim and redesign on Outlet Road.

- 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.