# MANCHESTER TOWN BOARD - REGULAR MEETING

# January 10 2023 - 6 P.M.

The January, 2023 Town Board Meeting was held at the Manchester Town Hall on Tuesday, January 10th, 2023 at 6:00 P.M., with the following members present:

David Phillips Supervisor

Kevin Blazey Councilman

Scott DeCook Councilman

Jaylene Folkins Councilwoman

Matthew Shannon Councilman

OTHERS PRESENT: Devon Hayes, Town Clerk; Steve DeHond, Code Enforcement Officer; Jason Lannon, Highway Superintendent; William Murphy, Deputy Highway Superintendent; Jennifer Fagner Assessor; Molly Gaudioso Town of Manchester Residents: Elaine Liberio

ABSENT: None

CALL TO ORDER: Supervisor Phillips called the January 10th, 2023 Regular Board meeting to order at this time, 6:00 p.m.

Open Public Hearing regarding the adoption of a Local Law which would adopt a new Official Zoning Map and Zoning Code for the Town of Manchester.

~ Brief Discussion – Molly Gaudioso spoke about this project starting in 2019 and how the timeline was delayed due to Covid. She thanked the Town Board for all their help with information and time to help move this project forward.

* RESOLUTION #1- APPROVAL OF MINUTES, REGULAR MEETING DECEMBER 2022 AND ORGANIZATIONAL MEETING JANUARY 2023, AS SUBMITTED

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 December 13, 2022 and Organizational Meeting held on January 3. 2023

* RESOLUTION #2 - APPROVAL OF SUPERVISOR’S MONTHLY FINANCIAL STATEMENT

On motion of Councilman Blazey, seconded by Councilman Shannon, 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 #3 - 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:

# -- Dog Licenses (98 N & R; 0 - PB; 1-Exempt; 1-Tag) $ 1,436.00

# -- Late Fees (Dog Licenses) $ 380.00

# -- Transfer Station $ 3,521.68

# -- Zoning Fees $ 1,757.40

-- Conservation $ 2.49

-- Miscellaneous $ 10.00

-- Fax Fees $ 0.00

-- Certified Copy $ 60.00

-- Bingo Proceeds $ 30.48

-- Bingo License (0) $ 180.00 -- Bell Jar License (0) $ 20.00

TOTAL COLLECTED 7,398.05

PAID TO NYSDEC $ 42.51

PAID TO STATE COMPTROLLER $ 300.00

PAID TO SUPERVISOR (TOWN) $ 7,398.05

PAID TO NYS AG & MARKETS $ 121.00

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

1. Supervisors Monthly Report
2. Town Clerk Monthly Report
3. Letter to John Goodwin re: Canandaigua water municipal water
4. Direct Energy Environmental Disclosure
5. Constellation Energy Environmental Disclosure
6. Melody Dowd, Real Property exemptions
7. Charter Communications upcoming changes
8. Copy of Local Law filing for new zoning map and code
9. Copy of interfund transfer
10. Copy of Public Notice for public hearing
11. Michael Smith, copy of classification of position for constable

~ Brief Discussion: Real Property exemptions

* RESOLUTION #4– APPROVAL TO ADOPT NEW ZONING MAP AND CODE FOR TOWN OF MANCHESTER

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

RESOLUTION AUTHORIZING ADOPTION OF A LOCAL LAW ADOPTING A NEW OFFICIAL ZONING MAP OF THE TOWN OF MANCHESTER AND AMENDING CHAPTER 325 (ZONING) TO ADOPT A NEW ZONING LAW

WHEREAS, a resolution was duly adopted by the Town Board of the Town of Manchester for a public hearing to be held by said Town Board on January 10, 2023, at 6:00 p.m. at the Manchester Town Hall, 1272 County Road 7, Manchester, New York, to hear all interested parties on a proposed Local Law entitled “A Local Law Adopting a New Official Zoning Map of the Town of Manchester and Amending Chapter 325 (Zoning) to Adopt a New Zoning Law”; and

WHEREAS, notice of said public hearing was duly advertised in the official newspaper of the Town of Manchester, on December 22, 2022 and all other notices required by law to be given were properly served, posted or given; and

WHEREAS, said public hearing was duly held on January 10, 2022, at 6:00 p.m. at the Manchester Town Hall, 1272 County Road 7, Manchester, New York, and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to said Proposed Local Law, or any part thereof; and

WHEREAS, pursuant to part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law it has been determined by the Town Board that adoption of said Local Law would not have a significant effect upon the environment and could be processed by other applicable governmental agencies without further regard to SEQR; and

WHEREAS, the Town Board of the Town of Manchester, after due deliberation, finds it in the best interest of the Town of Manchester to adopt said Local Law.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Manchester hereby adopts said Local Law No. 1 of 2023, entitled, “A Local Law Adopting a New Official Zoning Map of the Town of Manchester and Amending Chapter 325 (Zoning) to Adopt a New Zoning Law”, a copy of which is attached hereto and made a part hereof, and be it further

RESOLVED, that the Town Clerk be and she hereby is directed to enter said Local Law in the minutes of this meeting and in the Local Law Book of the Town of Manchester, to give due notice of the adoption of said local law to the Secretary of State of New York, to publish an abstract of this local law in the Town’s official newspaper and to post a copy of this local law on the Town of Manchester sign board.

I, Devon Hayes, Town Clerk of the Town of Manchester do hereby certify that the Town Board of the Town of Manchester adopted the aforementioned resolution on January 10, 2023, by the following vote:

Aye Nay

David Phillips \_X\_ \_\_\_

Kevin Blazey \_X\_ \_\_\_

Jaylene Folkins \_X\_ \_\_\_

Scott DeCook \_X\_ \_\_\_

Matthew Shannon \_X\_ \_\_\_

Dated: January 10, 2023 Devon Hayes

Devon Hayes, Town Clerk

VOTE: AYES - 5 NAYS - 0

RESOLVED, to adopt the new zoning map and code for the Town of Manchester

* RESOLUTION #5 – TO CREATE TWO ADDITIONAL Constable positions:

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the creation of two additional Constable positions

Department Reports:

a. HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:

* Highway completed on Pearl Street
* Working with 2 employees who recently gained their CDL licenses
* Making a list for the tree surgeon regarding the ash trees that need to be removed.

# b. CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:

# 12 Permits – in the Town of Manchester

# Collected $521.00 in fees.

# Estimated Construction Costs $107,559.00

* 25 fire inspections in the three villages and the town.
* Leonard’s Trucking will be moving forward on their next phase. Will be in Panning Board meeting.
* An application for a solar farm was submitted to the Zoning office

c. ASSESSOR, Jennifer Fagner, reported the following:

* We had a total of 7 transfers in December.
* Many residents are coming in and calling to change their Star Exemptions, (Enhanced or Star Credit Checks).
* Jennifer and Lon will attend an Assessors meeting on 1/12/23.

d. TOWN CLERK, Devon Hayes, reported the following:

* The Town Clerk and Tax Collector’s banking accounts are now with Canandaigua Nation Bank.
* Canandaigua National Bank agreed to collect our County/Town tax bills during the Month of January
* We have received a fair amount of tax payments already.

e. WATER SUPERINTENDENT, Kevin Lyke reported:

* Another valve rotted on Christmas morning. Had to replace that and put in new bolts
* Continuing to work on problem meters and hydrants
* Van Bortle wants to know if they should go ahead with the order for a new truck.
* Kevin Lyke thanked Dave Phillips for signing the letter to the City of Canandaigua regarding the water.

f. Supervisor Dave Phillips, reported the following:

* The General Fund received its second payment for mortgage tax in December in the amount of $42,961.88. The resulting 2022 total for mortgage tax exceeded the budgeted estimate by $4,835.53. This was the only revenue received by any of the major funds in December. The General, Zoning and Highway Funds ended the year without any unexpected expenditures and revenues.
* The Refuse and Garbage Fund did receive more in the last 4 months of 2022 than it did previously. It does seem to indicate that this fund is doing better because of the increase in user fees earlier in the year
* The Water Funds sent out the quarterly water bills and the customers began paying in late December. By the end of the year over 10% of the water customers had already paid their bill for the quarter.
* After reviewing end of year totals for all of the funds, the Town’s finances are doing better than in the last 7 years and the 3 major funds of General, Zoning and Highway show and end of the year balance that has increased substantially. This is very good news for the overall stability of the Town of Manchester’s finances.
* The Town is continuing to work with the Village of Manchester on a water agreement.
* RESOLUTION #6 – APPROVAL OF FUND TRANSFERS

From General Fund A to Central Water Fund SW5 $279.00 (ARPA funds)

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

ADDENDUM ITEMS

BOARD MEMBER ITEMS:

* Councilwoman Folkins:

1.) Jaylene Folkins and Kevin Blazey will be performing an internal audit on 1/17/23 for the offices of the Town Clerk and the Court Justices

* Councilman DeCook

1.)

* Councilman Shannon:

1. Discussing/having conversations regarding water

* Councilman Blazey:

1.)

* Supervisor Phillips: Ontario County News:

1. A meeting was held with Leonard’s Express discussing a possible industrial park.

* RESOLUTION #142 – MOTION TO APPROVE VOUCHERS

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

# VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve December vouchers

ADJOURNMENT: There was no other business before the Board at this time; Councilman Blazey moved to adjourn the meeting, 6:55 p.m., seconded by Councilman DeCook, unanimously APPROVED.

*Respectfully Submitted,*

*Devon R Hayes, Town Clerk*

\*\*Next Meeting(s):

* *Regular meeting: February 14, 2023 - 6:00 P.M.*
* *Regular meeting: March 14, 2023 - 6:00 P.M.*
* *Regular meeting: April 11, 2023 - 6:00 P.M.*
* *Regular meeting: May 9, 2023 - 6:00 P.M.*
* *Regular meeting: June 13, 2023 - 6:00 P.M.*
* *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.*