

April 12, 2022

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

- a. Supervisors Monthly Report for March 2022
- b. Town Clerk Monthly Report for March 2022
- c. Tammy Luzzi letter advising update of Resolution #29
- d. Copy of Resolution #29
- e. Charter Communications, Channel lineup changes
- f. Charter Communications, Channel lineup changes
- g. Charter Communications, Channel lineup changes
- h. Et Cetera April Newsletter
- i. Daily Messenger Update on Delivery Service
- j. Charter Communications, Channel lineup changes
- k. Charter Communications, Channel lineup changes
- l. SMACC Membership Letter
- m. Association of Towns Town Finance School
- n. Manchester Fire Department Performance Analysis – February 2022
- o. Manchester Fire Department Incident Log Run – March 2022
- p. Clifton Springs Fire Department Monthly Report – February 2022
- q. Senator Helming Letter Recalling Gas Tax
- r. Ontario County Department of Sustainability 2021 Projects & Accomplishments
- s. Interfund Transfer ARPA Funds from General Fund to SW5

➤ **RESOLUTION #51 - RESOLUTION TO UPDATE RESOLUTION #29 INCREASE THE SENIOR CITIZENS EXEMPTION LIMITS**

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

VOTE: AYES – 5 NAYS – 0

RESOLVED, to increase the Senior Citizens Exemption Limits from \$15,000 to \$17,100 and \$20,700 SS to \$22,800 SS per calculations.

➤ **RESOLUTION #52 - RECOMMENDATION OF APPOINTMENT FOR TOWN OF MANCHESTER RESIDENT, TAMMY WORDEN TO REPRESENT THE TOWN OF MANCHESTER ON THE ONTARIO COUNTY PLANNING BOARD**

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

VOTE: AYES – 4 NAYS - 0

WHEREAS Ontario County advertised an opening for a Town of Manchester representative on the Ontario County Planning Board and received an application/resume/letter of interest for the position and has recommended, Tammy Worden; therefore, be it RESOLVED, to recommend that Ontario County Board of Supervisors appoint Tammy Worden of 3041 Wilber Road, Clifton Springs, NY 14432 to represent the Town of Manchester on the Ontario County Planning Board.

~ **Brief Discussion** we are hosting a tire recycling event with Ontario County on July 16, 2022 Supervisor Phillips has designated Councilman Blazey to attend the event and would like additional Board Members to volunteer to help that day with the event.

~ **Update:** April 27th & 28th, 2022 is the scheduled security analysis at the Town Hall and Town Barns

~ **Brief Discussion** regarding Time Warner Special Franchise Assessment, they are appealing every assessment in every town State-Wide. This legal notice was delivered to every town. Nothing for us to do, the State is handling this and it was just informational for us.

~ **Brief Discussion** regarding scheduling a Fall 2022 Flu Clinic, the service is provided free of charge as long as we have over 25 attendees, under the 25, there is a \$100 fee, last year we had 7 attendees and most were employees. With flu vaccines available everywhere, the board made the decision to not schedule additional flu clinics since we are unable to assure 25 attendees.

➤ **RESOLUTION #53 – APPROVAL TO ACCEPT LETTER OF RESIGNATION, PATRICK CURRAN, PUBLIC WORKS MAINTENANCE ASSISTANT, FULL TIME**

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

VOTE: AYES – 4 NAYS - 0

RESOLVED, to accept the resignation of Patrick Curran from the position of Public Works Maintenance Assistant, effective April 14th, 2022.

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➤ **RESOLUTION #54 – APPROVAL TO APPOINT THOMAS J. SAVAGE TO THE POSITION OF PUBLIC WORKS MAINTENANCE ASSISTANT, FULL TIME**

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

VOTE: AYES – 5 NAYS - 0

RESOLVED, to appoint Thomas J. Savage, 4594 Harvey Road, Rushville, NY 14544 to the position of Public Works Maintenance Assistant at a pay rate of \$23.00/hr., effective April 25, 2022.

Department Reports:

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
 - **Mini-Dump was ordered Spring of 2021, won't even be built until September of 2022**
 - Hoping to still see it by the end of this year
 - Originally was going to be paid for out of our reserve account, the fund balance is doing well and it could potentially be paid for out of fund balance account instead of the reserve account.
 - **Plow damage clean-up & repair to be finished up within the week.**
 - **Ditching**
 - 1600 feet of ditching done already on Stafford Road.
 - New horse barn on Faas
 - New house on Hackett Road
 - **CHIPS SEALING**
 - To begin Mid May

- b. **WATER SUPERINTENDENT, Kevin Lyke reported:**
 - **Installing meters**
 - 320 meters done already
 - Working on the mobile home parks right now

- c. **CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:**
 - **Eight (8) building permits in March.**
 - **Collected \$810.00 in fees.**
 - **Estimated Construction Costs \$214,724.00.**
 - **Thirteen (13) fire inspections were done last month/73 units (apartments).**
 - **Small Home projects have started picking up.**
 - **Leonard's Project is still rolling along.**
 - **Solar Code being worked on next week with the Planning Board.**

- d. **ASSESSOR, Jennifer Fagner, reported the following:**
 - **Twenty (20) transfers in March.**
 - **I finished my 1st class. I have not heard back from the State regarding that yet.**
 - **I'm in class all week for the 2nd class.**
 - **I will be submitting Tentative Roll this Thursday to the County**
 - **All Star Exemptions for the MH Parks have been removed from my system.**
 - Going forward, the residents in the MH Parks will need to contact the State

- e. **TOWN CLERK, Nichole Ruggles reported the following**
 - **Tax Collection – Complete.**
 - Only 2 outstanding payments that were mailed with the wrong bills, they were turned over to the County on April 5th, during the Tax Settlement for them to pursue the additional payments due for all unpaid bills.

- f. **BUDGET, Supervisor Dave Phillips, reported the following:**

The finances of the Town continue to be stable and in good shape for the month of March.

 - **General Fund**
 - Unremarkable in its revenues and expenditures.
 - Doing very well and is doing much better than in prior fiscal years.
 - This is not due to the ARPA funds, as the balance left in the general funds is currently \$77,486.86 until the next tranche is paid in July of this year.
 - Final serial bond payment for the Town Barns was made this month.
 - **Zoning Fund**
 - Held steady in March
 - Made its annual bond anticipation note payment.

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- **HIGHWAY FUND**, in the amount of \$67,286.47 as set forth on the Abstract #004 dated 4/12/2022;
- **WATER FUND**, in the amount of \$48,968.65 as set forth on the Abstract #004 dated 4/12/2022;
- **TRUST & AGENCY FUND**, in the amount of \$14,510.98 as set forth on the Abstract #004 dated 4/12/2022;

ADJOURNMENT: There was no other business before the Board at this time, Councilwoman Folkins moved to adjourn the meeting, 6:47 p.m., seconded by Councilman Shannon, unanimously APPROVED.

Respectfully Submitted,

Jill A. Havens, Town Clerk

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

- *Regular meeting:* **May 10, 2022 - 6:00 P.M.**
- *Regular meeting:* **June 14, 2022 - 6:00 P.M.**
- *Regular meeting:* **July 12, 2022 - 6:00 P.M.**
- *Regular meeting:* **August 9, 2022 - 6:00 P.M.**
- *Regular meeting:* **September 13, 2022 - 6:00 P.M.**
- *Regular meeting:* **October 11, 2022 - 6:00 P.M.**
- *Regular meeting:* **November 8, 2022 - 6:00 P.M.**
- *Regular meeting:* **December 13, 2022 - 6:00 P.M.**