





March 8, 2022

**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, and to give due notice of the adoption of said local law to the Secretary of State of New York.

**I, Jill Havens, Town Clerk of the Town of Manchester, do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Manchester on March 8<sup>th</sup>, 2022, by the following vote:**

	<u>Aye</u>	<u>Nay</u>
David Phillips	<u>X</u>	---
Kevin Blazey	<u>X</u>	---
Matthew Shannon	<u>X</u>	---
Jaylene Folkins	<u>X</u>	---
Scott DeCook	<u>X</u>	---

Dated: March 9, 2022

\_\_\_\_\_  
Jill Havens, Town Clerk

SEAL

**RESOLUTION #40 – RESOLUTION AUTHORIZING ADOPTION BY THE TOWN BOARD OF THE TOWN OF MANCHESTER OF LOCAL LAW NO. 1 OF 2022 (CONT.)**

**RESOLUTION - SPECIAL DISTRICTS**

**WHEREAS**, the Town Board of the Town of Manchester is the governing body of the special districts and/or fire protection districts set forth in the Schedule attached hereto and made a part hereof; and

**WHEREAS**, it is the intent of this resolution to override the limit on the amount of real property taxes that may be levied by the Town of Manchester, on behalf of the aforesaid special districts and/or fire protection districts, pursuant to General Municipal Law §3-c, and to allow the Town of Manchester, on behalf of the aforesaid special districts and/or fire protection districts, to adopt a budget for the fiscal year 2023 that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law §3-c; and

**WHEREAS**, this resolution is adopted pursuant to subdivision 5 of General Municipal Law §3-c, which expressly authorizes a local government’s governing body to override the tax levy limit for the coming fiscal year by the adoption of a local law approved by a vote of sixty percent (60%) of said governing body.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Manchester, County of Ontario, is hereby authorized to adopt a budget for the fiscal year 2023 on behalf of the special districts and/or fire protection districts set forth in the Schedule attached hereto and made a part hereof that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law §3-c.

**I, Jill Havens, Town Clerk of the Town of Manchester do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Manchester on March 8<sup>th</sup>, 2022, by the following vote:**

	<u>Aye</u>	<u>Nay</u>
David Phillips	<u>X</u>	---
Kevin Blazey	<u>X</u>	---
Matthew Shannon	<u>X</u>	---
Jaylene Folkins	<u>X</u>	---
Scott DeCook	<u>X</u>	---

Dated: March 9, 2022

\_\_\_\_\_  
Jill Havens, Town Clerk

SEAL

March 8, 2022

➤ **RESOLUTION #41 - APPROVAL OF WAIVING THE BOND REQUIREMENT IN THE APPLICATION FOR KIRBY'S KOMPOUND ALLOWING TO HOLD MUD RUNS IN 2022**

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

VOTE: AYES - 5 NAYS - 0

WHEREAS, the application for Kirby's Kompond to hold three mud runs in 2022 has been submitted, reviewed and found to be acceptable with a few contingencies; therefore, be it RESOLVED, to approve of waiving the bond requirement for Christopher Waite (Kirby's Kompond), 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

FURTHER RESOLVED, to approve of Kirby Waite (Kirby's Kompond) application to hold the three mud runs in 2022, (May 7<sup>th</sup>, June 11<sup>th</sup>, & August 27<sup>th</sup>) the events will run in compliance with all Covid-19 related Executive Orders, Legislation and Regulations in place at the time of each event.

➤ **RESOLUTION #42 – APPROVAL TO APPOINTMENT OF JEAN CORINO TO THE MANCHESTER-SHORTSVILLE SCHOOL DISTRICT CROSSING GUARD, PART-TIME**

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

VOTE: AYES – 5 NAYS – 0

RESOLVED, to approve the appointment of Jean Corino, 152 State Street, Manchester, NY 14504, to fill the vacancy as Manchester-Shortsville School District Crossing Guard at a rate of pay of \$15.00/hour effective 2/28/2022.

➤ **RESOLUTION #43 – APPROVAL ALLOW USDA PERMISSION TO TRAP FOR AN INVASIVE PEST, THE EUROPEAN CHERRY FRUIT FLY (ECFF) ON TOWN OF MANCHESTER PROPERTY**

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

VOTE: AYES – 5 NAYS - 0

RESOLVED, to allow the United States Department of Agriculture to place ECFF trap(s) on Town of Manchester property, the traps will be serviced at least every two weeks and will be removed on or before September 30<sup>th</sup>, 2022.

~ **Brief Discussion** was held regarding the potential need for water rate increases due to the increase the Town of Manchester has received from the City of Canandaigua. Further discussion and action to be taken at the April 2022 meeting.

➤ **RESOLUTION #43 – APPROVAL TO ACCEPT THE QUOTE FROM BPS (BUSINESS PROTECTION SPECIALISTS) TO CONDUCT A SECURITY RISK ASSESSMENT FOR THE TOWN HALL**

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

VOTE: AYES – 5 NAYS - 0

RESOLVED, approve the quote from BPS (Business Protection Specialists) in the amount of \$3,628.00 to conduct a security risk assessment for the Town Hall.

➤ **RESOLUTION #44 – APPROVAL OF THE TOWN OF MANCHESTER CREDIT CARD POLICY, AS SUBMITTED**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to accept the Town of Manchester Credit Card Policy as follows:  
The Town Board of the Town of Manchester has established this Credit Card Policy permitting the use of a Town-issued credit card to the Town Clerk and the Bookkeeper to Supervisor. The Town Board of the Town of Manchester shall be responsible for overseeing the compliance with this policy.

March 8, 2022

Credit Cardholder Responsibilities:

- a. A credit card may be used only for the purchase of goods or services for official business of the Town of Manchester.
- b. Credit card users may not use the credit cards for personal expenses – no exceptions.
- c. The credit card must be kept in a secure and locked location when not being used by the authorized persons noted above.
- d. A log must be maintained that documents date of use, authorized person using the credit card, amount of purchase and reason for use.
- e. The credit card may not be used for cash advances.
- f. All purchases must be verified that they were received.
- g. Automatic payment deductions cannot be used to pay credit card bills.
- h. The authorized users noted above are responsible for the credit card and shall notify the Town immediately if the card is lost or stolen.
- i. Credit card statements shall be reconciled with receipts and invoices before being approved for payment by the Town Board.

ATTACHMENT A - TOWN OF MANCHESTER MUNICIPAL

CREDIT CARDHOLDER AGREEMENT

Agreement and requirements for use of a Municipal Credit Card:

1. I understand and agree to the Municipal Credit Card Policy and know that it is to be used only to make purchases of goods or services at the request of and for the legitimate business benefit of the Town of Manchester.
2. I understand and agree that the Municipal Credit Card must be used in accordance with the provisions of the Municipal Credit Card Policy established by the Town of Manchester, as attached hereto.
3. As a Municipal Credit Card Holder, I agree to adhere to all Credit Card requirements as so noted previously. Violations of these requirements may result in revocation of my Municipal Credit Card Use Privileges. If I am found to have inappropriately used the Municipal Credit Card, I will be required to reimburse the Town of Manchester for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken per the Town's Personnel Policies.

Department Reports:

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
  - **200 ton away from the minimum order requirement with Rock Salt for salt order for next year.**
    - New cost/rate comes out in September.
  - **Equipment budget for new dump truck to be ordered now for delivery & payment in 2024.**
    - Will be asking for permission to place the order this year with delivery not until 2024, everything is backordered currently.
  - **Plow damage clean-up & repair to start as soon as snow is done for the year.**
  - **All highway employees are signed up for the 811 Dig Safe refresher course is completed.**
    - New employees, Emma & Dana are not eligible for the refresher, they will have to take the initial 4-hour course online at a later date.
- b. **WATER SUPERINTENDENT, Kevin Lyke reported:**
  - **Installing meters**
  - **Hydrant broke on Turner Road**
  - **Disinfection Products found in the water**
    - Farmington has started flushing hydrants for us
    - Canandaigua going to install flushing sprayers.





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*Respectfully Submitted,*

*Jill A. Havens, Town Clerk*

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

- *Regular meeting: April 12, 2022 - 6:00 P.M.*
- *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.*