

**MANCHESTER TOWN BOARD - REGULAR MEETING
SEPTEMBER 12, 2023 - 6 P.M.**

The Regular Monthly Meeting of the Manchester Town Board was held tonight, September 12, 2023, 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; Willie Murphy, Deputy Highway Superintendent; Steve DeHond, Code Enforcement Officer; Jenn Fagner, Assessor

ALSO PRESENT: **Town of Manchester residents** Elaine Liberio, William Young

ABSENT: Kevin Blazey, Deputy Supervisor/Councilman

CALL TO ORDER: Supervisor Phillips called the September 12, 2023, Regular Board meeting to order at 6:00 p.m.

➤ **RESOLUTION #108- APPROVAL OF MINUTES, REGULAR MEETING AUGUST 2023**

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 Meeting held on August 8, 2023.

➤ **RESOLUTION #109 - 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 #110 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT**

On motion of Councilman DeCook, seconded by Councilwoman Folkins, 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	\$	61.83
-- Transfer Coupons	\$	5,229.92
-- Zoning Fees	\$	2,545.60
-- Marriage License	\$	52.50
-- Birth Certified Copies	\$	20.00
-- Marriage Certified Copies	\$	70.00
-- Conservation	\$	119.95
-- Dog Licensing	\$	2,348.00
-- Late Fees	\$	348.25
TOTAL COLLECTED		\$10,796.15
PAID TO NYSDEC	\$	2,041.05
PAID TO NYS DEPT OF HEALTH	\$	67.50
PAID TO NYS AG & MARKETS	\$	144.00
PAID TO SUPERVISOR (TOWN)	\$	10,796.15

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

- a. Monthly Report of Supervisor
- b. Town Clerk Monthly Report
- c. Charter Communications change in channel lineup
- d. Charter Communications rate increase
- e. Village of Clifton Springs Fire Department reports
- f. Village of Manchester Fire Department report
- g. Town of Farmington SEQR lead agency Brickyard water tank lead agency
- h. Lawn Mower quotes
- i. NYSEG and RG&E Customer Service Bulletin
- j. T.O.M. request for zoning change
- k. T.O.M. copy of zoning 325-61.4
- l. Excerpts from zoning maps
- m. Planning Board meeting minutes August 15, 2023
- n. Right of Way Encroachment Agreement
- o. Transfer from A9060.8 to A5132.4 \$15,000 to cover garage expenses for remainder of 2023
- p. ARPA fund transfers
- q. Interfund transfers

~ Brief Discussion – Bill Young addressed the Town Board with a request to run a pipeline for manure. It is expected that this pipeline will save many truck runs to get manure to the necessary area.

➤ RESOLUTION #111– RESOLUTION TO HOLD A PUBLIC HEARING ON OCTOBER 10, 2023, REGARDING RIGHT OF WAY ENCROACHMENT AGREEMENT FOR THE PIPELINE REQUESTED BY BILL YOUNG

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to hold a public hearing regarding the right of way encroachment agreement requested by a Town of Manchester resident.

➤ RESOLUTION #112– RESOLUTION TO HOLD A PUBLIC HEARING ON OCTOBER 10, 2023, REGARDING ZONING TEXT CHANGE

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to hold a public hearing regarding zoning text change.

~ Brief Discussion – A budget workshop date was set for October 10, 2023, beginning at 4:30PM.

~ Brief Discussion – There was a discussion regarding a change in the scope for the office building heating and cooling installation.

➤ RESOLUTION #113– APPROVAL TO ACCEPT LOWEST BID UP TO \$8,000 FOR INSTALLATION OF ELECTRICAL PANEL FOR TOWN HALL HEATING AND COOLING

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the lowest bid (up to \$8,000) for the heating and cooling system in the Town Hall.

Department Reports:

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
- Received the new snow contract. \$1,000 additional payment. As a whole, the contract is the same as last year.
 - Would like to purchase a small rear discharge mower for mowing the cemeteries.
 - Rust proofing was done on all the large equipment. The pickup trucks are scheduled to be done on Monday.
 - Road shoulders were done on Curran and Howland roads.
 - The loader needs to be repaired.
 - Trucks were all looked over to prepare them for winter.

- **RESOLUTION #114– APPROVAL TO PURCHASE NEW REAR DISCHARGE MOWER**
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 new mower.

- b. **CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:**
- 31 Permits – in the Town of Manchester
 - Collected \$2,522.00
 - Construction Costs \$1,281,321.00
 - Completed 3 existing building fire inspections. Two were in the Village of Shortsville and one in the Town of Manchester.
 - The new zoning/code enforcement pickup truck was ordered.
- c. **Assessor, Jennifer Fagner, reported the following:**
- The Assessor’s office has had no transfers since the last meeting.
 - There have been many phone calls and walk-ins regarding the credit check and the STAR program.
 - This Thursday there is an Ontario County Assessors meeting. The Assessor and Assessor Aid will both be attending.
- d. **TOWN CLERK, Devon Hayes, reported the following:**
- Renewed the Town Website annual fee. There were several features that the previous had and weren’t being used. The contract was downgraded, losing no features currently used and reduced the cost 50%.
 - Town Historian, Len Kataskas, spent time sorting and organizing historical documents.
 - A question was posed to the Town Board asking if the Town of Manchester would waive the marriage license fee of \$17.50 for people who are active duty. No decision was made. The question will be raised again in next month’s meeting.
 - Recognition given to the Transfer Station employees. Users are consistently commenting on how great the workers are and how much they are appreciated.
 - Big thank you to Kevin Lyke for his help in an important matter.
- e. **Water Superintendent, Kevin Lyke, reported the following:**
- Town Water is in violation. The EPA is involved. Most if not all of the surrounding area were also in violation including the Village of Manchester.
 - Farmington is interested in a DBP removal machine. Kevin, Dave and Wayne County water met with that company with that machine to
 - Meter readings for this quarter’s water bills were completed.
 - Installed a new tap on Faas Road.
 - Ten Valve boxes were replaced. They are close to being done.
 - Meeting with Kendall (DOH) next Monday to discuss water and what our next actions need to be.
 - There was a question on the accuracy of a water meter. It was tested by the manufacturer and found to be reading correctly.

- f. Supervisor Dave Phillips, reported the following:
 - The General Fund received its second and last Franchises payment in August in the amount of \$20,320.59 from Charter Pay. The 2023 budget figure for franchises was not met this year and the line item in the next year’s budget may have to be reduced as a result.
 - The Zoning fund did not receive or expend any unexpected amounts in August.
 - The Highway Fund received \$12,070.00 from Auctions International in the sale of the truck. This was more than expected and boosted August revenues in this fund.
 - The Refuse and Garbage Fund is consistently bringing in more user fees monthly than in previous years and sales of scrap are bringing in more each month also. The fund is continuing to remain stable in 2023.
 - The water funds continued to collect water rents in August. There were no unexpected expenses and both funds – Central and County Road 13 – are holding steady financially.
 - Overall, The Town’s finances are doing very well the first 8 months of 2023.

➤ RESOLUTION #115 – APPROVAL OF FUND TRANSFERS

- From A9060.8 to A5132.4 \$15,000 to cover garage expenses
- From A688 to A1620.4 \$4357.50 ARPA funds security
- From A688 to A5132.4 \$4357.50 ARPA funds security
- From A688 to A5134.4 \$2,480.00 ARPA funds
- From A688 to A13551 \$1,205.74 ARPA funds Covid pay
- From General Fund A to Central water SW5 \$2,125.84 ARPA funds

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

VOTE:	AYES - 4	NAYS - 0
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RESOLVED, to approve the fund transfers listed.

ADDENDUM ITEMS –

BOARD MEMBER ITEMS:

- Councilwoman Folkins
 - 1.) She handed out a sample grant application form to the Town Board members and department heads. She wants everyone to understand what is involved and encourages everyone to create a list of needs so that the Town is ready should a grant that would be applicable to the Town’s needs become available.
- Councilman DeCook
 - 1.)
- Councilman Shannon:
 - 1.)
- Councilman Blazey:
 - 1.) Absent
- Supervisor Phillips: Ontario County News:
 - 1.) The Town of Farmington would like to be made lead agency for the water tower on Brickyard Road.
 - 2.) Clifton Springs had to rewrite the SEQR. Dave signed off approval to make the Village of Clifton Springs the lead agency per previous Town Board direction.
 - 3.) The Town’s required contribution to the retirement fund will be increasing next year.
 - 4.) There was a meeting held today at the Town Hall regarding Housing Assessment Review. Discussions surrounded current inventory and future growth, future needs.
 - 5.) The Shortsville Manchester Chamber turned in a grant to Ontario

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County. Requesting approval to send Ontario County information that states that the Town of Manchester is aware of the grant and that the Town recognizes the Shortsville Manchester Chamber as a reputable business.

- 6.) Yesterday was the anniversary of 9/11. Dave attended two memorial services. The Shortsville and Manchester Fire Departments held an event to honor and remember all those involved and impacted by 9/11. The second one attended was in Canandaigua. It's important to remember our first responders. They are our everyday heroes.

- **RESOLUTION #116– APPROVAL TO SIGN DOCUMENT AGREEING THAT THE TOWN OF FARMINGTON WILL BE LEAD AGENCY FOR THE WATER TOWER BEING BUILT ON BRICKYARD ROAD**

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the sign off that the Town of Farmington will be lead agency on the new water tower being built on Brickyard Road

- **RESOLUTION #117– APPROVAL TO SIGN DOCUMENT AGREEING THAT THE TOWN OF MANCHESTER IS AWARE AND SUPPORTIVE OF THE GRANT REQUEST SUBMITTED BY THE SHORTSVILLE MANCHESTER CHAMBER**

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the signing of a document supporting the grant from Ontario County that the Shortsville Manchester Chamber has requested.

- **RESOLUTION #118 – 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 August vouchers.

ADJOURNMENT: There was no other business before the Board at this time; Councilman DeCook moved to adjourn the meeting, 7:34 p.m., seconded by Councilman Shannon, unanimously APPROVED.

Respectfully Submitted,

Devon R Hayes, Town Clerk

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

- *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*