MANCHESTER TOWN BOARD - REGULAR MEETING - January 8, 2019 - 6 P.M.

The Regular Monthly Meeting of the Manchester Town Board was held tonight, January 8, 2019, 6:00 p.m. at the Manchester Town Hall with the following members present:

Jeffery Gallahan Supervisor

David Phillips Councilman

Donald Miller, Jr. Councilman

Kevin Blazey Councilman

Jaylene Folkins Councilwoman

OTHERS PRESENT: Jill Havens, Town Clerk; Steve DeHond, Code Enforcement Officer; Jason Lannon, Highway Superintendent; Willie Murphy, Deputy Superintendent; Highway Employee, Kevin Lyke and Resident Matt Schaertl.

CALL TO ORDER: Supervisor Gallahan called the January 8th Regular Board meeting to order at this time, 6:00 p.m.

RESOLUTION #13 - APPROVAL OF MINUTES, REGULAR MEETING DECEMBER 11th, 2018 AS SUBMITTED.

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

VOTE: AYES-5 NAYS-0

RESOLVED, to approve the minutes from the Regular Meeting held on December 11, 2018, as submitted

RESOLUTION #14 - APPROVAL OF MINUTES, ORGANIZATIONAL MEETING, JANUARY 2nd, 2019, AS SUBMITTED.

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

VOTE: AYES-5 NAYS-0

RESOLVED, to approve the minutes from the Organizational Meeting held on January 2, 2019, as submitted.

RESOLUTION #15 – APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT On motion of Councilman Phillips, seconded by Councilman Blazey, 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 #16-APPROVAL OF TOWN CLERK'S MONTHLY REPORT On motion of Councilman Phillips, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES-5 NAYS-0

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

93 - Dog Licenses (93 N & R; 1- PB; 1-Exempt; 1-Tag)	\$ 1,776.00
State Surcharge Fees	119.00
Late Fees (Dog Lic.)	260.00
Transfer Station	3056.68
Zoning Fees	82.00
DEC Licenses	20.00
14 - Certified Copy (3-M & 11-D)	140.00
Bingo Fees	29.67
Photocopies	1.50

Games of Chance License (2- Bell Jar)	50.00
Bingo License (1)	487.50
TOTAL COLLECTED	\$ 6759.35
PAID TO NYSDEC	\$ 18.88
PAID TO STATE	\$ 119.00
PAID TO SUPERVISOR (TOWN)	\$ 6298.97
PAID TO NYS COMPTROLLER	\$ 30.00
PAID TO NYS RACING & WAGERING	\$ 292.50

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

- a. 1/2, Town Clerk's Monthly Report, December 2018.
- b. 1/2, Supervisors Monthly Report, 11/30/18 to 12/31/18.
- c. 11/2018, Justice Court Fund report.
- d. 11/26, Kendall Larson, NYS Dept. of Health, sample Results
- e. 12/17, Patricia Famiglietti, NYS Dept. of Ag & Markets, Municipal Shelter Inspection Report
- f. 12/10, Lori Reals, CSFD, September, October, & November Reports
- g. 12/10, MFD, November report
- h. 12/19, Fred Mink, Village of Shortsville, salt storage questions
- i. 12/6, Judge Denosky, audit records review request
- j. 12/10, Vincent Fischer, letter of resignation
- k. Quarterly Investment Report

RESOLUTION #17 – APPROVAL OF THE INVESTMENT POLICY FOR THE TOWN OF MANCHESTER, with no changes

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

VOTE: AYES-5 NAYS-0

RESOLVED, to approve the Investment Policy for the Town of Manchester for the year 2019 with no changes from the prior policy.

RESOLUTION #18- RESOLUTION INTRODUCING LOCAL LAW AND CALLING A PUBLIC HEARING

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

VOTE: AYES-5 NAYS-0

WHEREAS, the Town Board of the Town of Manchester, after due deliberation, finds it in the best interests of the Town to schedule a public hearing to solicit public comment upon a proposed Local Law to override the tax levy limit established in General Municipal Law §3-c; and

WHEREAS, the Town Board of the Town of Manchester has reviewed the draft of the aforementioned proposed Local Law attached hereto as *Exhibit "1" and deems it in the best interests of the Town of Manchester to proceed in accordance with the Code of the Town of Manchester and the Laws of the State of New York in adopting said Local Law,

NOW, THEREFORE, BE IT RESOLVED, that the Town Clerk be, and she hereby is, directed to schedule a public hearing to be held on February 12, 2018, at 6:00 p.m. at the Manchester Town Hall, 1272 County Road 7, Town of Manchester, New York; and be it further

RESOLVED, that the Town Clerk, be and hereby is, authorized to forward to the official newspapers of the Town a Notice of Public Hearing in the form substantially the same as that attached hereto as *Exhibit "2"; and be it further

RESOLVED, that the Town Clerk be, and she hereby is, directed to post a copy of the proposed Local Law on the Town of Manchester sign board and take any and all other necessary actions to properly bring the aforementioned Local Law before the Town Board of the Town of Manchester for its consideration; and be it further

RESOLVED, that the Town Clerk be, and hereby is, authorized to provide all other notices as required by law for the adoption of this local law.

*See Minute book attachment for Exhibit "1" & Exhibit "2".

I, Jill A. 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 January 8, 2019, by the following vote:

	<u>Aye</u>	<u>Nay</u>	
Jeffery L. Gallahan David Phillips Donald E. Miller, Jr. Kevin Blazey Jaylene Folkins	X X X X X		
Dated: January 08, 2019			
SEAL	Jill A. Hav	vens, Town Clerk	

Town Clerk Audit of Books for 2018 - Committee was established consisting of Board Members Kevin Blazey and Don Miller, Jr. to audit the Town Clerk cash book on a quarterly basis, per the request of newly appointed Town Clerk, Jill Havens. Councilman Blazey and Councilman Miller will audit the books before the next Town Board Meeting on February 12, 2019.

Town Justice Audit of Books for 2018 - Committee was established consisting of Board Members Dave Phillips and Jaylene Folkins to audit the books before the next Town Board Meeting on February 12, 2019.

RESOLUTION #19 - APPROVAL TO ACCEPT LETTER OF RESIGNATION, VINCENT FISCHER, APPOINTED ASSESSOR

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

VOTE: AYES-5 NAYS-0

WHEREAS, Vincent Fischer, has submitted a letter of resignation from his position of Appointed Assessor, to be effective December 20, 2018; therefore, be it

RESOLVED, to accept the letter of resignation from Appointed Assessor, Vincent Fischer, to be effective as of December 20, 2018.

RESOLUTION #20- APPROVAL OF 2019 DOG CONTROL SERVICES CONTRACT BETWEEN THE COUNTY AND THE TOWN

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

VOTE: AYES-5 NAYS-0

WHEREAS, the dog control services contract for the 2019 year has been submitted and reviewed, therefore, it is

RESOLVED, to approve the 2019 Dog Control Services Contract Agreement between the County and the Town of Manchester as submitted, at a cost of \$20,342.00; and be it

FURTHER RESOLVED, to authorize Supervisor Gallahan to sign the said "Contract Agreement" on behalf of the Town of Manchester.

Department Reports:

- a. HIGHWAY SUPERINTENDENT, JASON LANNON REPORTED THE FOLLOWING:
 - BOTH new trucks are here and plan to be operational by week's end.
 - The new 2019 Ford Escape has been ordered (in blue) to replace the one involved in the automobile accident in December 2018.
 - Other driver involved in the automobile accident was ticketed for her part in the accident.
 - Tyler Moyer has moved up to light MEO
 - Jason & Willie have met with the Thruway people regarding Outlet Road and needed repairs. Want the Thruway to pay for paving on Outlet Road to Curran Road.
 - Willing to forgo the anticipated project for Sanitarium Road in exchange for repairs to Outlet Road since Sanitarium Road is in real good shape.
 - Excavating Permit, Jason wants to take that to Town Attorney, Jeff Graff to go over for the gas line that wants to go through the Town of Manchester.
 - Submitted a 284 Agreement for the Expenditure of Highway Monies. (on file in the Town Clerk's Office)
 - 811 is holding a training seminar in March that is free to employees that could potentially be doing any type of digging, then there will be an online test to pass after.
 - Would like <u>all</u> the Highway employees to get the training and hopefully the certificate.
 - Gov. Cuomo has signed it into law that certification will be required by July 2019.

b. CODE ENFORCEMENT OFFICER, STEVE DEHOND, REPORTED THE FOLLOWING:

- There were 4 permits issued in the Town in December.
- Fees Collected -- \$184.00.
- Estimated Construction costs -- \$19,000.00.
- Building permits issued: Shortsville-1; Manchester-3 in December.
- Steve and Marty performed 6 fire inspections in the Town and the 3 Villages in December.
- Most of the month of December was spent reviewing the Site Plan for the Leonard's Express purchase of the former GLK Factory on County Road 13; Coming to the Planning Board meeting on Tuesday, January 15th, 2019 at 7pm. The new owner is requesting a zoning change of the property.

c. ASSESSOR, currently vacant:

- The vacancy of the Town Assessor will in no way affect the revaluation,
 Supervisor Jeffery Gallahan has been assured by the County that there will be no impact on this project and that they will send people to help from the County.
 - 70-80% of the groundwork for this project is already done, so we should be in good shape.

NO TRANSFERS

NO ADDENDUM ITEMS

BOARD MEMBER ITEMS:

- Councilwoman Folkins: Tom Harvey, Ontario County Planning Director, had a sub-committee meeting on January 7th, 2018, that talked about how to move forward on the Rail Corridor project in the Village of Manchester. Another meeting will be held again the a few weeks that will hopefully include some of the local businesses and stakeholders that will help to continue the momentum with the project.
- All Board Members: Thanked Supervisor Gallahan and his wife for hosting the Annual Holiday dinner at their home again this year.
- Supervisor Gallahan: Discussion regarding the issue of the email problems the Town Hall Offices have been having with the County Offices. Currently our email is going through servers from Canada, those servers are blocked by the County servers and therefore we need to look into alternatives for our email accounts and all inclusively, our website as well.

RESOLUTION #21 - APPROVAL ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING EMPLOYMENT ISSUES

On motion of Councilman Miller, seconded by Councilman Phillips, the following resolution was unanimously ADOPTED:

VOTE: AYES-5 NAYS-0

RESOLVED, to enter into executive session for the purpose of discussing employment issues, 6:40 p.m., in attendance were: Town Board Members and Town Clerk.

RESOLUTION #22 - APPROVAL TO GO OUT OF EXECUTIVE SESSION AND CONTINUE WITH THE REGULAR MEETING

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

VOTE: AYES-5 NAYS-0

RESOLVED, to go out of executive session at this time, 7:20 p.m., and resume the regular meeting.

RESOLUTION #23 - AUDIT OF CLAIMS APPROVAL

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

VOTE: AYES-5 NAYS-0

RESOLVED, to approve to pay the 2018 bills as follows:

- **GENERAL FUND**, in the amount of \$18,629.16 as set forth on the Abstract #13 dated 01/08/2019;
- **ZONING FUND**, in the amount of \$542.04 as set forth on the Abstract #13 dated 01/08/2019:
- **REFUSE & GARBAGE FUND**, in the amount of \$562.73 as set forth on the Abstract #13 dated 01/08/2019;
- **HIGHWAY FUND**, in the amount of \$575.76 as set forth on the Abstract #13 dated 01/08/2019;
- **WATER FUND**, in the amount of \$793.28 as set forth on the Abstract #13 dated 01/08/2019.
- TRUST & AGENCY FUND, in the amount of \$0.00 as set forth on the Abstract #13 dated 01/08/2019.

RESOLVED, to approve to pay the 2019 bills as follows:

- **GENERAL FUND**, in the amount of \$105,047.85 as set forth on the Abstract #1 dated 01/08/2019;
- **ZONING FUND**, in the amount of \$15,372.88 as set forth on the Abstract #1 dated 01/08/2019;
- REFUSE & GARBAGE FUND, in the amount of \$0.00 as set forth on the Abstract #1 dated 01/08/2019;
- HIGHWAY FUND, in the amount of \$137,522.96 as set forth on the Abstract #1 dated 01/08/2019;
- **WATER FUND**, in the amount of \$60,754.41 as set forth on the Abstract #1 dated 01/08/2019;
- TRUST & AGENCY FUND, in the amount of \$6,566.69 as set forth on the Abstract #1 dated 01/08/2019.

JUSTICE REPORT: The monthly report from Justice Denosky for the month of December 2018, monthly report from Justice Gosper for the months of November & December 2018 were submitted and reviewed by the Board at this time.

--ADJOURNMENT: There was no other business before the Board at this time. Supervisor Gallahan moved to adjourn the meeting, 7:23 p.m., seconded by Councilman Phillips, unanimously APPROVED.

Respectfully Submitted,

Jill A. Havens, Town Clerk

**Next Meeting:

Regular meeting: February 12, 2019 - 6:00 P.M. includes

Public Hearings: Tax Cap Override, 2020 Budget - 6:00 p.m.