

**MANCHESTER TOWN BOARD - REGULAR MEETING  
June 11, 2019 - 6 P.M.**

The Regular Monthly Meeting of the Manchester Town Board was held tonight, June 11, 2019, 6:00 p.m. at the Manchester Town Hall with the following members present:

<b>Jeffery Gallahan</b>	<b>Supervisor</b>
<b>David Phillips</b>	<b>Councilman</b>
<b>Donald Miller, Jr.</b>	<b>Councilman</b>
<b>Kevin Blazey</b>	<b>Councilman</b>
<b>Jaylene Folkins</b>	<b>Councilwoman</b>

**OTHERS PRESENT:** Jill Havens, Town Clerk; Steve DeHond, Code Enforcement Officer; Jason Lannon, Highway Superintendent; Jennifer Fagner, Assessor; Pat Nicoletta, MRB Group; Matt Schaertl, Resident

**CALL TO ORDER:** Supervisor Gallahan called the June 11, 2019 Regular Board meeting to order at this time, 6:00 p.m.

**RESOLUTION #77 - APPROVAL OF MINUTES, REGULAR MEETING May 14, 2019 & SPECIAL MEETING May 29, 2019 AS SUBMITTED.**

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

**VOTE:                      AYES - 5        NAYS - 0**

**RESOLVED**, to approve the minutes from the Regular Meeting held on May 14, 2019 and the Special Meeting held May 29, 2019, as submitted.

**RESOLUTION #78 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT**  
On motion of Councilman Phillips, seconded by Councilwoman Folkins, 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 #79 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT**  
On motion of Councilman Blazey, 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 (121 N & R; 0-PB; 0-Exempt; 0-Tag)	\$	1,962.00
-- State Surcharge Fees	\$	163.00
-- Late Fees (Dog Licenses)	\$	350.00
-- Transfer Station	\$	4,075.23
-- Zoning Fees	\$	1,135.00
-- DEC Licenses	\$	285.00
-- Certified Copy (7-M, 0-D)	\$	70.00
-- Bingo Fees	\$	65.52
-- Marriage License (3)	\$	120.00
<b>TOTAL COLLECTED</b>	<b>\$</b>	<b>8,231.75</b>
<b>PAID TO NYSDEC</b>	<b>\$</b>	<b>269.24</b>
<b>PAID TO STATE</b>	<b>\$</b>	<b>163.00</b>
<b>PAID TO SUPERVISOR (TOWN)</b>	<b>\$</b>	<b>7,732.01</b>
<b>PAID TO NYS HEALTH DEPT.</b>	<b>\$</b>	<b>0.00</b>

June 11, 2019

**At this time, Supervisor Gallahan asked Resident, Matt Schaertl to address the Board.**

**Matt Schaertl:** It has been 3.5 years since the petition was signed by the residents on Shortsville Road. At that time, we had approximately 50 land owners and all but 4, maybe 5 agreed with looking into sidewalks for this area through the NYS Grant System. At that time, 3.5 years ago, the grants for within a mile of the school were 100% reimbursable, now they are 80%. Myself and the residents haven't heard anything since.

**Supervisor Gallahan:** I have gotten your emails regarding this interest and I used the website link that you sent me a few weeks ago and have started the grant application process. From what I am reading and seeing in the stuff you have sent me, almost all of these grants are tied to not only a sidewalk but also some sort of a hiking trail, biking trail, etc. with a municipality. I do not know what kind of odds we have for a sidewalk only.

**Matt Schaertl:** Well, I can donate our property and you can put a trail from the side walk to the school through our yard, if that will help.

**Supervisor Gallahan:** I am not sure what will, I will find out more as I investigate this further but another option might be to extend the Manchester Trail from Budd Park to Little Ville. That could be another possible solution. I plan to talk to Mayor Mink about it and see what his thoughts are about it also.

**Matt Schaertl:** With the Water Street Bridge project, if you think it would be a good idea to lobby other NYS Assembly Members outside of Pam Helming for money for the bridge, I would be more than happy to do some kind of letter campaign.

**Supervisor Gallahan:** I think that is a great idea. I have lobbied Assemblyman Kolb and sent him the pictures. He sent out a big press release about the money he got for another town to the south of here but I have not heard back from him at all regarding our bridge issue.

**Matt Schaertl:** I think if we went State-Wide, we could get support from outside Assemblyman Kolb and Assemblywoman Helming's district(s) that might be enough to help take it along.

**Supervisor Gallahan:** I agree. Thank You, Matt.

**At this time, Supervisor Gallahan asked to deviate from the Agenda and allow Pat Nicoletta from MRB Group to address the Board.**

**Pat Nicoletta:** I had a meeting last week with Supervisor Gallahan and Steve DeHond and this is a follow-up on that meeting regarding the Site Design & Development Criteria Manuals. We discussed the process of moving forward with that and how we would start that process and ultimately implement the Design Manuals. What we would need to do first is hold a scoping meeting with the Stakeholders, Town Board Member(s), Code Enforcement, etc. to decide what the goals and objectives are to include in the manual. We have done these manuals for several towns and it serves well for development within the Town to show the requirements of the Town to the new developer(s).

Here is a copy of the Table of Contents (see Minute Attachment Book), from a recent manual we did to show the materials and criteria that was included in that specific manual. It works as a tool and point of reference for Code Enforcement and the Zoning & Planning Boards also to have a guideline. We would anticipate 2-3 meeting for the scoping session with the Stakeholders that are involved, then another 1-2 Town Board Meetings for Public Hearings for development and implementation of this document.

**Jaylene Folkins, Councilwoman:** What kind of time table are we looking at if we move forward with this?

**Pat Nicoletta:** Probably about 4-6 months depending on how quickly the meetings can be held.

**Jaylene Folkins, Councilwoman:** What kind of cost are we looking at?

**Pat Nicoletta:** Between \$6,000-\$7,000 to develop the manual.

**Jaylene Folkins, Councilwoman:** This runs parallel to getting our codes updated.

**Pat Nicoletta:** I will get a proposal together for this and submit it to Supervisor Gallahan for consideration prior to the next Town Board meeting.

**Supervisor Gallahan:** That sounds good. Thank You, Pat.

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

- a. Town Clerk monthly report
- b. Supervisors monthly report
- c. 5/8, Lori Reals, CSFD April 2019 report
- d. Justice Court Fund

June 11, 2019

- e. 5/19, Excellus BCBS rate increase request
- f. 6/2, MFD May report
- g. 5/19, Windstream, notice of chapter 11 filing
- h. 5/8, Senator Pam Helming, Youth Leadership Awards nominations
- i. 5/16, Melanie Bailey, OC District Attorney's Office, Martin sentencing

**RESOLUTION #80 - ACCEPTANCE OF SILVER WATERS CLEANING CONTRACT**

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

VOTE: AYES - 5 NAYS - 0

WHEREAS, the resignation of Highway Building Cleaner Trista Hawke effective 5/20/2019, left an opening for new cleaning personnel at the Highway Building.

RESOLVED, to approve the Cleaning Contract submitted by Rhonda J. Smith of Silver Waters Cleaning, 503 Davis Drive, Newark, NY 14432, to fill the opening of cleaner for BOTH the Highway Building and the Manchester Town Hall beginning 6/1/2019 at a rate of \$774.00 per month.

Brief Discussion was held about inquiring with Rhonda J. Smith about the cost and her availability to come in Thursday mornings after Wednesday court nights to clean the bathrooms (and court room, as needed).

**RESOLUTION #81—APPROVAL OF MOWING CONTRACT BETWEEN ONTARIO COUNTY AND THE TOWN OF MANCHESTER**

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

VOTE: AYES - 5 NAYS - 0

WHEREAS, the Mowing Contract Agreement between Ontario County and the Town of Manchester has been received and reviewed by the Highway Superintendent and this Board, and found to be acceptable; therefore, be it

RESOLVED, to approve the Mowing Agreement, as submitted, and to authorize Supervisor Gallahan to sign the "Contract Agreement" on behalf of the Town of Manchester.

Brief Discussion was held regarding the roof contract. Supervisor Gallahan informed the Board that there is currently money in the budget to do the roof on the Town Hall but not enough to do the Salt Barn also. Since there was a leak at the Town Hall, that will take precedent over the Salt Barn, however, we only have one (1) estimate for the Town Hall roof, before a decision can be made, we need at least two (2) more estimates for the Town Hall roof.

**RESOLUTION #82—APPROVAL TO ACCEPT RESIGNATION OF TOWN CONSTABLE, MATTHEW CALABRESE**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to accept the resignations of Town Constable, Matthew Calabrese, as of 6/12/19.

**RESOLUTION #83 - APPROVAL TO APPOINT KATHERINE DENOSKY TO THE POSITION OF TEMPORARY COURT CLERK, PART-TIME**

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

VOTE: AYES - 5 NAYS - 0

WHEREAS, the Court Clerk, Jennifer Fagner will be resigning from the position of Part-Time Court Clerk and

WHEREAS, Town Justice Denosky and Councilman Phillips have conducted interviews but have been unable to find a suitable candidate for the position since Jennifer Fagner is currently no longer working in that office, there is only one Court Clerk, part-time working that office and is finding it difficult to keep up with the workload

June 11, 2019

**WHEREAS**, Judge Denosky and Supervisor Gallahan have gotten the approval for Judge Katherine Denosky to work as a Court Clerk from Shannon Pero with the 7th Judicial

**RESOLVED**, to approve the appointment of Mrs. Katherine Denosky to the position of Temporary Court Clerk, part-time at a pay rate of \$14.94/hour to work up to 16 hours per week, Mrs. Denosky will have to fill out a time sheet for the hours she works as a Court Clerk in order to receive payment for those hours.

**Brief Discussion** was held regarding options for the website. Supervisor Gallahan has reached out to our current website provider inquiring about moving our website to a different provider. A vague response was received; however, more information is needed. Supervisor Gallahan will continue to email with our current provider to get more information regarding our options.

**Brief Discussion** was held regarding the implementation of performance reviews. More information will be forthcoming in future meetings.

**Brief Discussion** was held regarding the Transfer Station software update to be compatible with Windows 10, as well as making the software able to track and report sales, expiration dates, etc. to do all the upgrades to the software the estimate was \$6000-\$7000 from Rice Lake; Just to upgrade the software simply to be compatible with Windows 10 the cost is approximately \$1300. Supervisor Gallahan has an inquiry into Ontario County to see if any or all of these upgrades could be reimbursable from the County.

**Brief Discussion** regarding the Shortsville Summer Recreation Program. Shortsville is doing away with their Traditional Summer Recreation Program but would still like to have the Youth Agreement Monies to use towards the various Park Programs that they have planned year-round. So, the money is budgeted for that and no changes will be made to the disbursement(s) for the 2019 contributions to the Village of Clifton Springs, Manchester and Shortsville.

\*\*Supervisor Gallahan wants it on record to show that he feels that the Village of Manchester and the Village of Shortsville should combine and have one (1) Village Office and one(1) Fire Department. He will continue to help bring those two (2) Villages together.

**Department Reports:**

**a. HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**

- **Saturday, June 15th, 2019 - Clifton Springs YMCA holding their annual Touch-A-Truck**
  - Would like permission to take one or two Town of Manchester trucks to this event. Supervisor Gallahan agreed stating that precedent was set, as it was done last year.
- **Speed Reduction request from Jim McWilliams on Miner Road**
  - The Town Board requested that this be submitted in writing from Mr. McWilliams, so that the proper steps can be taken for this inquiry.
- **Short Road Incident**
  - Town Resident, Bill Strub inadvertently destroyed about a half-mile of the newly paved Short Road with a piece of farm equipment. Estimate for repair is \$20,065.79, which has been submitted to Mr. Strub's insurance company.
- **Stone & Oil is complete.**
- **Wedging will be done in the next couple of weeks.**
- **Waiting for a decision regarding Outlet Road from NYS Thruway Authority**
- **New Utility Truck is at VanBortel, should take possession of it within the next month or so.**
- **Petroleum Bulk Storage application is completed**
  - Cost \$300 for 5 years
- **Highway Employee, MEO-Light Tyler Moyer has quit.**
  - Would like to hire a new highway employee for that position.

June 11, 2019

**RESOLUTION #84 - APPROVAL FOR HIGHWAY SUPERINTENDENT TO HIRE FOR THE OPEN LABORER POSITION IN THE HIGHWAY DEPARTMENT** On motion of Councilman Phillips, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

**VOTE: AYES - 5 NAYS - 0**

**WHEREAS**, the former Highway Employee, Tyler Moyer resigned from the position of MEO Light and applications have been received from several applicants

**RESOLVED**, to approve Highway Superintendent, Jason Lannon to hire an Ontario County approved applicant for the position pending a clean NYS Drivers License.

- **2003 Sterling needs front springs**
  - Highway Employee Jeremy Whipple will do the repairs.
  
- b. CODE ENFORCEMENT OFFICER, Steve Dehond, reported the following:**
  - **There were twenty (20) building permits issued in the Town of Manchester in May.**
  - **Fees Collected - \$1,200.00.**
  - **Estimated Construction costs - \$300,361.00**
  - **Steve and Marty performed 25 fire inspections in the Town and the 3 Villages in May.**
  - **New zoning map in the works - need to send a copy of the Local Law for the zoning change that was done in 2018.**
  - **NYSERDA sent books/guidelines regarding Solar Farms. They are available in the Code Enforcement Office.**
  
- c. ASSESSOR, Jennifer Fagner, reported the following:**
  - **Grievance Day went well.**
    - There were 4 applications and 1 correction. Three of the four applicants showed, the other 2 were reviewed. I felt that there were going to be many more as I gave out around 20 applications or more. There will be another BAR meeting as there was a value that was not put on a new home from Feb. 2019, it was caught in time and will be corrected to go on Final Roll.
  - **I will be sending Jill Havens the legal notice within the next two weeks to have put in the paper regarding Final Roll.**
  - **(6-11-19) Went to the County today and completed my Assessor's Orientation with Robin Johnson.**
  - **Received confirmation that I am all set for the Ethic's Seminar being held at the County on 8/2/19.**
  - **I have signed up for an online class starting October 21<sup>st</sup> thru November 14<sup>th</sup>. The Exam is November 15<sup>th</sup> in Batavia.**
    - This is for the Fundamentals of Assessment, (one of my requirements). On the days that are selected for online teaching, I'm requesting to hang notice on the door that the Assessor's Office is closed/appointment only. Getting closer to the dates, I should be able to know if these are only 3 day a week class times or certain hours. They do not have that listed at the present time. I elected to do this as it will save on travel and lodging expenses.
  - **Supervisor Gallahan asked how the revaluation was going for next year**
    - Unfortunately, due to timing, everything that has been done for the revaluation prior to now will have to be re-done for next year.
    - Ontario County will continue to work side-by-side with me to get this done.
    - New notifications will not need to be sent out
    - Town of Manchester currently has an equalization rate of 91, a revaluation is going to be a big hit to the Town Residents.
  - **Assessor's Aide**
    - The position was published in The Merchandiser, we have only received one (1) application at this time but the current application deadline is June 14th, 2019.
      - Need to extend the deadline for applications and publish in additional newspapers, approval to do this granted by the Town Board.

NO TRANSFERS

NO ADDENDUM ITEMS

**BOARD MEMBER ITEMS:**

- **Councilman Miller:**
  1. Any updates on the noise complaint regarding dirt bikes, motorcycles, etc. on Route 96?  
Steve DeHond - sent a letter to the resident letting them know there had been a noise complaint filed against them but I have not heard anything.
  2. Any updates on Taco Bell?  
Steve DeHond - I have not heard anything regarding Taco Bell recently.
- **Councilwoman Folkins:**  
None
- **Councilman Blazey:**  
None
- **Councilman Phillips:**  
None
- **Supervisor Gallahan:**  
None

**RESOLUTION #85 - APPROVAL ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING EMPLOYMENT ISSUES**

On motion of Councilman Blazey, seconded by Councilwoman 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, 7:19 p.m., in attendance were: Town Board Members, Assessor and Town Clerk.

**RESOLUTION #86 - APPROVAL TO GO OUT OF EXECUTIVE SESSION AND CONTINUE WITH THE REGULAR MEETING**

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

VOTE:                      AYES - 5                      NAYS - 0

**RESOLVED**, to go out of executive session at this time, 7:51p.m., and resume the regular meeting.

**RESOLUTION #87 - APPOINTMENT OF TIFFANY MAY BIGGS TO THE POSITION OF CONSTABLE, PART-TIME, AS NEEDED**

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

VOTE:                      AYES - 5                      NAYS-0

**WHEREAS**, the resignation of Constable Matthew Calabrese, has created a vacancy for the position of Constable, therefore be it

**RESOLVED**, to approve the appointment of Ms. Tiffany May Biggs, 31 Hibbard Ave, Clifton Springs, NY 14432, to the position of Constable, Part-time, to work on an as needed basis, effective upon the satisfactory outcome of a background check conducted by the Ontario County Sheriff's Department, at a pay rate of \$15.00/hour. Work days will be only as needed, to be determined by the Town Justice.

**RESOLUTION #88 - TERMINATION OF OUR CURRENT TOWN HISTORIAN, WILLIAM BARR**

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

VOTE:                      AYES - 5                      NAYS-0

**WHEREAS**, there have been numerous complaints from Town of Manchester residents regarding our current Town Historian and his lack of communication and information; as well as,

**MANCHESTER TOWN BOARD - REGULAR MEETING (CONT.)**

**June 11, 2019**

complaints from current Town Board Members and Supervisor Gallahan regarding communication with William Barr, therefore be it

**RESOLVED**, to terminate the appointment of William Barr to the Town Historian position for the Town of Manchester and post/publish the current opening for the Town Historian for the Town of Manchester

**FURTHER RESOLVED**, to publish the vacancy of the position for the Town Historian for the Town of Manchester in The Merchandiser newspaper.

**RESOLUTION #89 - AUDIT OF CLAIMS APPROVAL**

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

**VOTE:                              AYES - 5                              NAYS - 0**

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

- **GENERAL FUND**, in the amount of \$23,740.09 as set forth on the Abstract #006 dated 06/11/2019;
- **ZONING FUND**, in the amount of \$7,137.19 as set forth on the Abstract #006 dated 06/11/2019;
- **REFUSE & GARBAGE FUND**, in the amount of \$385.41 as set forth on the Abstract #006 dated 06/11/2019;
- **HIGHWAY FUND**, in the amount of \$202,504.82 as set forth on the Abstract #006 dated 06/11/2019;
- **WATER FUND**, in the amount of \$8,623.33 as set forth on the Abstract #006 dated 06/11/2019;
- **TRUST & AGENCY FUND**, in the amount of \$7,817.41 as set forth on the Abstract #006 dated 06/11/2019;

**JUSTICE REPORT:** The monthly reports from Justice Denosky and Justice Schaertl for the months of May 2019, 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, 7:58 p.m., seconded by Councilman Blazey, unanimously APPROVED.

*Respectfully Submitted,*

*Jill A. Havens, Town Clerk*

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

- *Regular meeting: July 9, 2019 - 6:00 P.M.*
- *Regular meeting: August 13, 2019 - 6:00 P.M.*
- *Regular meeting: September 10, 2019 - 6:00 P.M.*
- *Regular meeting: October 8, 2019 - 6:00 P.M.*
- *Regular meeting: November 12, 2019 - 6:00 P.M.*
- *Regular meeting: December 10, 2019 - 6:00 P.M.*