MANCHESTER TOWN BOARD - REGULAR MEETING August 13, 2019 - 6 P.M.

The Regular Monthly Meeting of the Manchester Town Board was held tonight, August 13, 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 Highway Superintendent/Water Superintendent; Jennifer Fagner, Assessor; Kevin Lyke, Deputy Water Superintendent/Highway Employee; Bill Burnett, Transfer Station Employee; Pat Nicoletta, MRB Group; Isaac VanBortel, Resident; Alma O'Connor, Resident with Contractor Kenneth Morrison (entered at 6:14pm)

CALL TO ORDER: Supervisor Gallahan called the August 13, 2019 Regular Board meeting to order at this time, 6:00 p.m.

> RESOLUTION #101 - APPROVAL OF MINUTES, REGULAR MEETING July 9, 2019, AS SUBMITTED.

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the minutes from the Regular Meeting held on July 9, 2019, as submitted.

RESOLUTION #102 - 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 #103 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT On motion of Councilman Phillips, seconded by Councilman Miller, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

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

Dog Licenses (108 N & R; 0-PB; 1-Exempt; 4-Tag) State Surcharge Fees Late Fees (Dog Licenses)	\$ \$ \$	1,681.00 122.00 270.00
Transfer Station	\$	4,816.34 1.293.00
Zoning Fees DEC Licenses	\$ \$	207.00
Certified Copy (4-M)	\$	40.00
Bingo Fees	\$	49.55
Marriage License (2)	\$	70.00
Bingo License (0)	\$	0.00
TOTAL COLLECTED	\$	8,560.89
PAID TO NYSDEC	\$	195.58
PAID TO STATE	\$	122.00
PAID TO SUPERVISOR (TOWN)	\$	8,198.31
PAID TO NYS HEALTH DEPT.	\$	45.00
PAID TO NYS RACING & WAGERING	\$	292.50

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At this time, Supervisor Gallahan asked Town of Manchester Resident, Alma O'Connor of 3089 Greig Street to address the Board.

Alma O'Connor: First of all, there were a couple of things in the last meeting minutes that I don't recall because I was nervous and didn't catch it all. About the problem being in my drain, they never did find where my drain was connected. So, the plug in the line was not in my line, it was in the Town's line. There was another pipe that ran out from the Town's line and I asked if that was my line and I was told "no, that seems to be coming from the Ludwig home", which is the house next to mine. They never did find mine, so I don't know how you can determine that there is a plug in my line and also that the Town didn't attach it. I don't remember to tell you the truth.

Supervisor, Jeff Gallahan: So, you are saying that the drain line that comes out of your basement that connects to our line, they never actually found where it connects to our line?

Alma O'Connor: No.

Highway Superintendent, Jason Lannon: We didn't look for that, we were looking for our plug. I never said that she had the plug, if I did, I misspoke. There was never a plug. We scoped it with our camera and couldn't get far enough, so we hired someone to scope it and we found a plug quite a way past where we assumed her line came out, past her property.

Alma O'Connor: I don't think any of you on the board were around when this was originally done, to know whether the Town did or didn't approve it. Also, I got Bill & Gail Daniels, he is the property owner across from mine, I gave this information to Wayne Holtz back when he was the Superintendent or whatever, Mr. Daniels showed me where there is a pipe under the road that comes out on his property. He is also a little unhappy now as well, because surface water is coming up and over to his property. Sometimes his property gets so wet that sometimes cars and trucks go off the road and make ruts on the edge of his property and he has to try and mow around it. There is a drain over there. Then the statement from the minutes by Willie Murphy, "You would end up having to go across the road, which is still going to take it right down past her house." I don't understand that.

Deputy Highway Superintendent, Willie Murphy: On a hard rain, if we were to put in a drain and ditch across the road, that drain is not going to collect everything, it is still going to go into your ditch line.

Alma O'Connor: You are talking down Greig Street and Garnsey joints?

Willie Murphy: Yes. Correct.

Alma O'Connor: There is a great big pipe coming out on the Daniels property that's under the road.

Willie Murphy: It's back though. That's where it crosses by the truck property, I am assuming.

Alma O'Connor: Well, it's on my side of the trucking terminal. It's right at the point where the roads come together. It's not too many feet off Greig Street.

Willie Murphy: Right but that's on the upper side of Greig and your drain is on the lower side of Greig, not Greig, Garnsey Road.

Alma O'Connor: Alright, if I am saying the water comes down off of Garnsey Road and went right into that under the ground there and goes right into the canal.

Willie Murphy: You can't get it to there. You are so far away from that intersection with that pipe; That is the one that they wanted us to clean out with that tree there, it crosses that big intersection.

Alma O'Connor: No. You mean where the tree has recently fallen down?

Willie Murphy: Yes. That is where that pipe is, somewhere back in there. You are on two (2) opposite sides of the road and couldn't connect into that pipe.

Alma O'Connor: I don't want to connect into it. Why can't the water that comes down Garnsey Road go into that pipe? Instead of coming down to the point and into that ditch next to me, it could go underground and under the road.

Willie Murphy: Because on a hard rain, no matter what you put in that corner, it's not going to stop it.

Alma O'Connor: Even with it being a much bigger pipe?

Jason Lannon: I don't think you can get water to that pipe. If that's the pipe that former Highway Superintendent, Wayne Holtz and I were talking about this morning. I don't know specifically the pipe that you are talking about but I have a lot of faith in Wayne and he said, "there is no way to get water to it." Now I haven't taken any grade shots, so I don't know for myself but if Wayne says that, I believe him.

Willie Murphy: You wouldn't be able to "T" into it, you would have to expose it exactly where that other one is exposed. Which then you are putting more water on someone else's property, which will be the next problem.

Jason Lannon: Across the street?

Willie Murphy: Yes.

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Alma O'Connor: I still don't understand. If you dig everything down to where you think that pipe crosses under the road and get into that pipe, it's a much bigger pipe than the 4-inch pipe you have running down in front of my house.

Willie Murphy: I don't think with the grade difference that you would be able to get from one side to the other.

Jason Lannon: And that's what Wayne said.

Alma O'Connor: You're coming right straight down a hill and it goes right straight down, right on down to the canal, what could be easier? It doesn't have to go up anywhere.

Jason Lannon: I guess what I don't understand is, I don't know that a tax payer should be telling us how to do our job. I mean, we have done the best we can to get water down through there.

Alma O'Connor: Yes, but now you are putting your water on me.

Jason Lannon: So, you want us to put it on the guy across the street from you instead. **Alma O'Connor:** No, he wants it on his property, he said he would take it in that stream. Well, it's always been a stream until Johnson kind of messed things up with his trucking terminal. There is still water going down that stream to the canal.

Jason Lannon: I have no intention of changing anything with the way it goes right now.

Alma O'Connor: Well, my attorney says that is considered your water now.

Jason Lannon: Correct and that is going into a road right-of-way pipe.

Alma O'Connor: But you are putting it on me and Mr. Daniels.

Jason Lannon: That was old Route 31 before when all of this took place.

Alma O'Connor: Yes. What does that have to do with it? You still can't put your water on me.

Jason Lannon: Even if we did put new drainage pipe in, we would not allow you to hook to it. So, if I dig that drainage pipe up today, I have talked to two (2) highway superintendents of towns that border the Town of Manchester that would not allow it either because of what happens with the town taking on a heck of a liable by flooding another homeowner.

Alma O'Connor: But you don't know where this water is going.

Jason Lannon: I truly don't understand the big deal about putting a check valve in. It's not a lot of money to put one in.

Alma O'Connor: The quotes seem to think it was. They were thousands of dollars. **Jason Lannon:** I googled them; it was \$50 just to buy it. Then you have to have it installed.

Alma O'Connor: Well, both the people I asked said that they would have to dig up my cellar, go down to the footer and find my pipe. And that would cost thousands of dollars. **Jason Lannon:** I'm not sure where we go from here. You know where I stand on this issue.

Supervisor, Jeff Gallahan: Alma, what is your solution? What would you like to see done?

Alma O'Connor: Well, I am not an engineer. I don't know. I don't think you got an engineer to do that job, did you?

Supervisor, Jeff Gallahan: No. This all stemmed from water coming off the hill into your yard. So, we put the culvert in to divert that water down and around.

Alma O'Connor: And now it comes up my cellar.

Supervisor, Jeff Gallahan: So, if you had a check valve, it wouldn't happen, correct? **Alma O'Connor:** I don't know. I don't know.

Supervisor, Jeff Gallahan: Well, water can't come up that pipe and into your cellar if you have a check valve.

Jason Lannon: Or another solution would be to pump it out and daylight it, let it run down the drain. Unless that becomes a problem with our road, we would track that. We would have to work with you in that route. If it becomes an icing problem, we would cut the shoulder so that it keeps going down the road.

Willie Murphy: You would end up with a ditch because it is going to come out on the road

Supervisor, Jeff Gallahan: How many estimates did you get for your check valve? **Alma O'Connor:** Two (2).

Supervisor, Jeff Gallahan: And who were they?

Alma O'Connor: One was Ken Morrison and the other one asks that his name not be mentioned for some reason.

Supervisor, Jeff Gallahan: I would suggest a third estimate. I can't imagine digging down 4-feet next to your basement is a \$4,000 job.

Alma O'Connor: Well, I don't know that it is a \$4,000 job, they just said several thousand

Supervisor Gallahan: They put water lines in a couple hundred feet for a lot less than that.

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Ken Morrison: Starting from square one, I am guessing the house was built back 50 years ago, apparently whether it was ok with the Town or not, there was a gravity drain put in and hooked into the existing piping out front, correct? I met Willie out there and it has been dug up and verified that her drain is not plugged, correct?

Willie Murphy: I don't know about her drain; our pipe is not.

Ken Morrison: But you don't know where her pipe comes out, correct?

Willie Murphy: Right.

Ken Morrison: So, it is very possible that the end of the pipe is plugged, correct? If we don't know where it comes out at.

Jason Lannon: Well, we did see the end of the pipe in the camera when we went through and it's not plugged, we just don't know where it comes out at. Kevin, you were there.

Highway Employee, Kevin Lyke: It is not plugged. Kevin from Clifton Springs and I scoped both ways. We went down in there and we went out until we met a "T", so we know we hit the road. We went through her drain; we were right down in her basement and we scoped it out and we hit a "T". It is not plugged from her house out. Then we went from the other side of her driveway west to past the "T" as far as the camera scope would allow us to go.

Ken Morrison: So, my point is... you don't know exactly where the end is.

Kevin Lyke: No.

Ken Morrison: So, it could be plugged up is what I am getting at. Now, my understanding is that she has only had the problem in the last couple years since the culvert in the back yard was installed.

Supervisor, Jeff Gallahan: At her request.

Ken Morrison: Right, because the water was running down into the backyard. Willie was making the comment to me also, if they did the piping out front and changed that out, they would need to have that engineered. So, was there any engineering done on the culvert before that was put in to determine where that water was going?

Jason Lannon: That was before my time.

Ken Morrison: So, we are adding more water to that 4-inch pipe that runs down in front of her house, obviously it can't get out fast enough and its backing up into her house. So, doing that has created another problem.

Supervisor, Jeff Gallahan: Put a check valve in, then it won't go back into her house. **Ken Morrison:** Her drain was pre-existing and it was working.

Jason Lannon: But it was pre-existing on an old Route 31 and that wasn't the Towns. I believe we can look back into the Town Clerk's paperwork for when the Town of Manchester took possession of that. Before that happened, the Town had nothing to do with that. I spoke with two (2) other Highway Superintendent's that border the Town of Manchester and asked them their protocol because we have nothing in our Code Books for this situation. Their protocol is, they don't even like the idea of a check valve, they won't allow it. They aren't saying that there aren't some hooked but as they come to them, they make them unhook. They do not want them hooked to the Town drain because of liability.

Ken Morrison: Yes, I know but this is pre-existing and is grandfathered in.

Councilman, David Phillips: That's a pretty big jump to say it's grandfathered in. We don't even know if the Town knew it was there to begin with.

Ken Morrison: But there you go, you are right. A code enforcement officer just told me this afternoon, that their protocol is, pre-existing non-conforming is considered grandfathered in. You need to know where the storm drain comes out at and make sure it's not plugged because if it was handling the water before the culvert got put in then obviously, you created a problem that wasn't there.

Jason Lannon: I can tell you right now, if we do go to all this work, I would urge the Town to either make her put a check valve in or have her disconnect. Why would the Town continue to take on all this liability otherwise? We can do all of this but I am still going to suggest that the Town either has her disconnect or at the least, make her put in a check valve. The Town can do as they wish but that would be my recommendation.

Ken Morrison: So, the Town is going to force her to spend money that she shouldn't have to spend to fix an issue that the Town of Manchester caused.

Supervisor, Jeff Gallahan: Let's take for example, there is a mobile home park in Lyons right now, all the electrical lines were put in that park on a hand-shake deal many years ago. They have all failed. So now, those people in Lyons have been without electric for months because they have to pay for that to have that done. Back when that was put in, they weren't grandfathered and it was put in illegally. It's the same principle that happened there is now happening here. Nobody in this room knows when that was put in, was it put in during the dark of night? Was that put in without the Town's permission? Did the Town even have the authority to give permission when that was a State Road? There are many things here that we don't know the answer to, but we do know that it can be solved easily with a check valve.

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Jason Lannon: Why do you have to hammer out the floor to put the check valve in there? Why can't you put it in the lawn?

Ken Morrison: How are you going to have access to it out in the lawn?

Jason Lannon: Build a little catch basin there so you can have access to it. I can't imagine hammering up the floor to put something like that in.

Ken Morrison: You don't put them outside, you put them inside.

Jason Lannon: Ok.

Ken Morrison: So, I guess that's the gist of it, is that, it was pre-existing and doing this other work, which I didn't know what all the situation was with that, but it has created more water to go down through there that apparently the piping can't handle that. **Supervisor, Jeff Gallahan:** I think the piping handles it just fine. Is it backing up anywhere?

Jason Lannon: No. I went over there immediately when the rain came earlier this week and there was no visual back-up and there hasn't been.

Ken Morrison: No, see the pipe where it goes into is obviously higher than what her basement is, so it's going to go down that pipe first and then it's going to seek the path of least resistance and ends up in her basement.

Supervisor, Jeff Gallahan: So, go up on top of the hill and take out the culvert pipe that we put in to alleviate the backyard flooding and the basement flooding will go away.

Ken Morrison: But, do you know what is going to be cheaper? Go up through there and install a 12-inch culvert pipe and that alleviates everything.

Jason Lannon: But if we did that, we still wouldn't let her hook to it and take on the liability involved by having anyone hooked to it.

Alma O'Connor: For the record, Route 31 as it sets there now was there when we built too, our line wasn't attached back when Greig Street was Route 31.

At this time, Supervisor Gallahan asked Transfer Station Operator, Bill Burnett to address the Board regarding staffing needs at the Transfer Station.

Bill Burnett: David Burnett has submitted an application again, he worked there before but left, moved to Florida and now he is back and would like to work on Saturdays, as a sub. I don't have a problem with that, he was always a good worker. I will also need another person to replace Bob Bump, he is planning to retire in October/November. **Supervisor, Jeff Gallahan:** Dave Burnett is only available to work on Saturdays though? He isn't available during the week?

Bill Burnett: He is trying to go into a different department over at his full-time job and if he goes to a different department then he will become available. Saturdays will work out good for me now since there is usually 1 or 2 people that want to work only half a day on Saturday. Other than that, the Transfer Station is running great. We still have some people that are letting their cards expire and claim they didn't get a letter or an email to remind them. I tell them they won't be getting a letter.

Town Clerk, Jill Havens: We are sending letters and emails still, to whatever address we have in their Transfer Station information. If they gave us an email, we email them the letter to keep costs down, otherwise we send a standard letter through the mail. Every month we do this for the cards that will be expiring the following month.

> RESOLUTION #104 - APPROVAL TO APPOINT PART- TIME TRANSFER STATION OPERATOR, DAVID BURNETT

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

VOTE: AYES-5 NAYS-0

RESOLVED, to approve the appointment of David Burnett, 44 South Main Street, Manchester, N.Y., to the position of Part-time Transfer Station Operator, to work on an as needed basis, effective upon adoption this Resolution, at a pay rate of \$11.33/hr.

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. Justice Court Fund
- d. 7/16, Lori Reals, CSFD June 2019 report
- e. Bank Account, collateralization report
- f. 8/7, NYSDEC, G.W. Lisk Brownfield draft plan
- g. 7/30, NYS Dept. of Public Service, RG&E, NYSEG rate increase request public hearings notice
- h. 8/12, Jennifer Luecke, RJ Community Center invite (on file in Supervisor's Office)

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Brief Discussion was held regarding the MRB proposal for site design and development regulations. Pat Nicoletta from MRB Group was in attendance to answer any questions.

Pat Nicoletta: We would get started with a scoping meeting. I would recommend that members from the Town Board, Planning Board and Zoning Board, have at least one representative present, as well as, the Highway Superintendent, Water Superintendent and Code Enforcement Officer. We would start with a draft design of development rights. This would be a tool that over a period of several months would be developed and can be used by the various boards, as well as Code Enforcement. This would be a living document that would be tied to the Town Code but is not actually the Code. **Councilwoman. Jaylene Folkins:** How do we integrate, the new updated Zoning Code

Councilwoman, Jaylene Folkins: How do we integrate, the new updated Zoning Code that is being worked on to avoid any duplicate of effort?

Pat Nicoletta: It is a living document, so it will be ever changing. When the code gets updated, we would work with whomever is doing the updates to make sure that the changes are reflected in the Site Design & Development Regulations.

➤ RESOLUTION #105 - APPROVAL TO ACCEPT THE INSURANCE SETTLEMENT SUBMITTED TO THE TOWN OF MANCHESTER FROM WAYNE COOPERATIVE INSURANCE COMPANY AND WILLIAM STRUB FOR SHORT ROAD DAMAGE CAUSED BY FARM EQUIPMENT IN THE AMOUNT OF \$15,900.93

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to accept the insurance settlement in the amount of \$15,900.93 submitted to the Town of Manchester from Wayne Cooperative Insurance Company and William Strub for Short Road damage caused by farm equipment, which will pay for damages in full and is recommended by Town Attorney, Jeffrey Graff

FURTHER RESOLVED, to authorize Supervisor Gallahan to sign the above-mentioned Insurance Settlement on behalf of the Town of Manchester

> RESOLUTION #106 - REAPPOINTMENT OF ASSESSOR, JENNIFER FAGNER

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

VOTE: AYES - 5 NAYS - 0

WHEREAS, the term for Jennifer Fagner will expire on October 1,2019 and

WHEREAS, this Board is in agreement that Jennifer Fagner has served the residents of the Town of Manchester well since her appointment of Assessor in May 2019, as well as, before that as Assessor Aide since April 2017

RESOLVED, to approve the reappointment of Jennifer Fagner to the position of Assessor for the Town of Manchester for a six-year term to expire on October 1, 2025.

> RESOLUTION #107 - APPROVAL OF ELECTRONIC WASTE DISPOSAL INCREASE

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

VOTE: AYES - 5 NAYS - 0

WHEREAS, the cost to the Town of Manchester for electronic waste disposal is increasing by \$0.10 effective August 1, 2019

RESOLVED, to approve the same \$0.10 increase to the Transfer Station participants for their electronic waste disposal, effective September 1, 2019.

Brief Discussion was held regarding free electronic recycling availability at Maven on Lyell Avenue in the City of Rochester and the upcoming free electronics recycling event hosted by Senator Pam Helming, Assemblyman Mark Johns and Assemblyman Brian Manktelow at Xerox, located at 800 Phillips Road in Webster and is made possible with the support of Sunnking Inc.

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RESOLUTION #108 - APPROVAL TO CHANGE OUR CURRENT WEBSITE HOST FROM iPRESS2000.COM TO GODADDY.COM

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

VOTE: AYES - 5 NAYS - 0

WHEREAS, the current web host has not allowed many upgrades and improvements to the Town of Manchester's website and now emailing to and from Ontario County offices has become an issue because of increased security;

WHEREAS, Supervisor Jeff Gallahan will reach out to current host representative, Glen Batchelder in hopes of acquiring current domains for email, website name, etc. at a cost not to exceed \$500;

RESOLVED, to approve the update/upgrade to the Town of Manchester's website to begin using godaddy.com as the host site regardless of outcome with ipress.com.

Brief Discussion was held regarding forming a committee for the purpose of interviewing potential Assessor's Aide applicants. The committee including Councilwoman Folkins, Councilman Blazey and Assessor Jennifer Fagner will begin conducting interviews starting the week of August 19, 2019.

Brief Discussion was held regarding four (4) estimates for the new roof on the Town Hall building and comparisons.

➤ RESOLUTION #109 - APPROVAL FOR SUPERVISOR GALLAHAN TO INQUIRE WITH ADAM'S CONSTRUCTION REGARDING THE ADDITIONAL COST TO THE CURRENT ESTIMATE FOR THE INSTALLATION OF GUTTERS AND TO ACCEPT THE OFFER IF LOWER THAN \$31,848.00

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

VOTE: AYES - 5 NAYS - 0

WHEREAS, Supervisor Jeff Gallahan will reach out to Adam's Construction and ask for the cost increase to the estimate for the addition of gutters;

RESOLVED, to approve Supervisor Gallahan to accept the estimate from Adam's Construction for the new roof at the Town Hall if the total estimate doesn't exceed the total estimate from Lakeside Roofing & Contracting of \$31,848.00.

Department Reports:

- a. HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:
 - July 20th, 2019 Fuel Spill
 - Affected County Roads 7 & 27 to Town Roads Thompson Road, Field Street, Bird Road, Martin Road, Faas Road and Armington Road.
 - NYS Troopers do have a suspect.
 - Supervisor Gallahan will be working with the DA to get restitution for time and material to clean up this spill (approximately \$900).
 - Faas Road Drainage
 - Very long drainage ditch just before the farm with a problem that does need to be addressed.
 - Superintendent Lannon prefers not to get involved at this time due to financial constraints; Will budget for it next year to fix it properly.
 - Drainage is currently working now
 - Outlet Road Update
 - NYS DOT is leaving the NYS Thruway project very soon.
 - NYS DOT will provide the paving crew and traffic control crew; We would need to purchase the blacktop and provide the trucking.
 - Hoping to get Outlet Road repaved to Curran Road.
 - Alma O'Connor Water Issue
 - Based on the recommendations from surrounding Highway Superintendents regarding this water issue, I would like to send Ms. O'Connor a letter drafted by the Town Attorney stating that she will need to either install the check valve or unhook from the line.

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b. WATER SUPERINTENDENT, Willie Murphy:

- Jim Reed (Reedland Farms) Hydrant
 - Jim Reed wants hydrant hook-up like Bill Young is allowed to have.
 - Both of them do pay for the water they use respectively.
 - Mr. Reed is on the opposite side of the road as the hydrant, which makes hook-up not feasible.
- Bill Young stopped today 8/13/19 and requested to have the meter hooked up
 - Requesting temporary water hook-up for his cattle.
 - Willie Murphy recommends a time limit on the hook-up this year, last year he wasn't unhooked until October/November. A repair needed to be made to the hydrant last year.
 - This year allowing for a week-long hook-up should be sufficient.
 - Board agrees to the time limit on the hook-up and requests to have a letter drawn up, Supervisor Gallahan, Willie Murphy and Kevin Lyke to sign letter then it can be sent to Mr. Young stating the new time limit.

*** Town Clerk, Jill Havens expressed her gratitude to the Highway Department for pressure washing the Town Hall Building! It looks great!!! ***

c. CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:

- There were fifteen (15) building permits issued in the Town of Manchester in July, ten (10) issued in Village of Clifton Springs, seven (7) in the Village of Shortsville and eight (8) in the Village of Manchester.
- Fees Collected \$1.061.20.
- Estimated Construction costs \$281,680.00
- Steve and Marty performed 8 fire inspections in the Town and the 3 Villages in July.
- Residents have voiced some concern over the mowing or lack thereof at the solar property on Route 21, which has been taken care of at this point.
- Shared Services Grant with Ontario County
 - Steve & Jill met with Rosemary at the County to discuss what is needed to prepare for the conversion of paper records to electronic records for the past years of Town Board Meeting minutes and ALL permanent records from the Zoning Office that are currently stored upstairs.
 - Preparations have started with spreadsheets going back as far as 1972, needs to have this ready for the County by November 2019.
- Councilman, Don Miller questioned the location of the junction boxes for the cable company on Route 21?
 - Steve has been in contact with the Village Highway Superintendents and they have approved all the junction box locations.

d. ASSESSOR, Jennifer Fagner, reported the following:

- The BAR met on July 8th, 2019. The Property owners never appeared for their Grievance. We went forward and the paperwork was signed and taken to the County for Final Roll.
- I have spent time working on the upcoming Reval along with filing before the upcoming Exemption season starts.
- I would like to touch base in regards to the Assessors Aide position. Can we interview and hire before the exam date so I have time to train?
- I will be spending time out of the Office collecting data for the upcoming Reval. I will put notice on my door so the Public will be aware of the times I am out of the Office and when I will return.
- My online class starts Oct. 21st Nov. 14th, Fundamentals of Assessment Admin. I will be out of the Office on Nov. 15th as I will be in Batavia for the Exam. I have completed Ethics portion on Aug. 8th, 2019.
- RESOLUTION #110 APPROVAL ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING EMPLOYMENT ISSUES On motion of Councilman Phillips, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to enter into executive session for the purpose of discussing employment issues, 7:51 p.m., in attendance were: Town Board Members, Assessor and Town Clerk.

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RESOLUTION #111 - 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, 8:01p.m. and resume the regular meeting.

- e. TOWN CLERK, Jill Havens, reported the following:
 - Starting September 1, 2019, Town Clerk Office is expanding business hours for the convenience of local residents through April 1st
 - New Town Clerk Office Hours: Mondays – 8:30 a.m. – 7 p.m.
 Tuesdays, Wednesdays & Thursdays – 8:30a.m. - 4:30p.m.
 Fridays – 8:30 a.m. – 1 p.m.
 - The extra hours on Mondays are especially geared for those who've found it tough to get to the Town Hall in the past, whether it's because of work or other daytime commitments.
 - And the expanded hours are not just for dog licenses; marriage licenses, handicapped parking permits, hunting licenses, transfer station and all other matters they normally attend to, including tax collection during tax season will be handled during these new hours as well.

Brief Discussion was held regarding forming a committee for the purpose of interviewing a potential Historian. Supervisor Gallahan has received two (2) qualified applicants and would like to interview them both. The committee including Supervisor Gallahan and Councilman Miller will begin conducting interviews starting the week of August 26, 2019.

> RESOLUTION #112 - APPROVAL OF TRANSFERS

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the following Transfers:

From	: Amo	unt:	To: Reason:	
GENERAL F	UND			
A1620.4	\$2,500.00	A9901.9	Reimburse DB for grounds keeping.	
ZONING FU	ND			
B9060.8	\$1,000.00	B8010.4	To cover Zoning Contractual.	
B9060.8	\$2,000.00	B8020.4	To cover Planning Contractual.	
HIGHWAY FUND				
DB5110.4	\$35,000.00	DB5142.4	4 To cover cost of salt for snow remove	/al.

RESOLUTION #113 – APPROVAL OF BUDGET AMENDMENT On motion of Councilman Phillips, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the following amendment re: The Highway - Outside Village Fund:

1) <u>Increase Revenues</u> - Highway Fund - DB2680 - Insurance Recoveries by \$15,900.00.

and

<u>Increase Appropriations</u> - Highway Fund - DB5110.4 - General Repairs-Contractual - by \$15,900.00.

^{**}This is to record the extra amounts received from insurance for the repair of Short Road.

August 13, 2019

AND

re: The Highway - Outside Village Fund:

2) Increase Revenues - Highway Fund - DB1120 - Sales Tax by \$28,000.00.

and

<u>Increase Appropriations</u> - Highway Fund - DB5130.2 - Machinery- Equipment - by \$28,000.00.

BOARD MEMBER ITEMS:

- Councilman Miller:
 - 1.) Attended a history meeting in Port Gibson, it was a nice presentation by the Historical Society and Jaylene did a great job as well getting it all together.
- Councilwoman Folkins:
 - 1.) Final Report on Port Gibson has been submitted. Port Gibson has a lot of potential for a lot of different improvements and projects.
 - 2.) RFQ has been and is currently posted on the Contract Reporter Website and we are currently accepting bids.
 - 3.) Erie Canal Meeting in Brockport was very informative. Port Gibson's access to the Erie Canal is a great opportunity for the Town of Manchester.
- Councilman Blazey:

None

- Councilman Phillips:
 - 1.) Court Clerk Candidates were abundant with the new advertising used via Indeed.com.
 - a. Qualified local applicants are being interviewed and applications are still being accepted until 8/15/2019.
- Supervisor Gallahan:
 - 1.) Testified in the court hearing on 8/9/2019 via the telephone for the ongoing legal matter regarding an unemployment compensation issue. More information to follow, once all pertinent information is received in my office
- RESOLUTION #114 AUDIT OF CLAIMS APPROVAL

On motion of Councilwoman Folkins, seconded by Councilman Miller, 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 \$26,256.64 as set forth on the Abstract #008 dated 08/13/2019;
- **ZONING FUND**, in the amount of \$15,679.84 as set forth on the Abstract #008 dated 08/13/2019:
- **REFUSE & GARBAGE FUND,** in the amount of \$1,337.42 as set forth on the Abstract #008 dated 08/13/2019;
- **HIGHWAY FUND,** in the amount of \$47,968.22 as set forth on the Abstract #008 dated 08/13/2019;
- **WATER FUND**, in the amount of \$1,608.66 as set forth on the Abstract #008 dated 08/13/2019:
- TRUST & AGENCY FUND, in the amount of \$8,020.34 as set forth on the Abstract #008 dated 08/13/2019;

JUSTICE REPORT: The monthly reports from Justice Denosky and Justice Schaertl for the month of July 2019, were submitted and reviewed by the Board at this time.

^{**}This is to record the balance of the lease payment due for the trucks.

August 13, 2019

ADJOURNMENT: There was no other business before the Board at this time. Supervisor Gallahan moved to adjourn the meeting, 8:26 p.m., seconded by Councilman Blazey, unanimously APPROVED.

Respectfully Submitted,

Jill A. Havens, Town Clerk

**Next Meeting(s):

- > 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.