

**MANCHESTER TOWN BOARD - REGULAR MEETING
August 9th, 2022 - 6 P.M.**

The 2022 Town Board Meeting was held at the Manchester Town Hall on Tuesday, August 9, 2022, at 6:00 P.M., with the following members present:

David Phillips	Supervisor
Kevin Blazey	Councilman
Scott DeCook	Councilman
Matthew Shannon	Councilman
Jaylene Folkins	Councilwoman

OTHERS PRESENT: Nichole Ruggles, Deputy Clerk, Steve DeHond, Code Enforcement Officer; Jason Lannon, Highway Superintendent; William Murphy, Deputy Highway Superintendent, Jennifer Fagner, Assessor, Jim Keyes, Elaine Liberio, Tammy Worden.

ABSENT: None

CALL TO ORDER: Supervisor Phillips called the August 9th, 2022, Regular Board meeting to order at this time, 6:00 p.m.

➤ **RESOLUTION #96 - APPROVAL OF MINUTES, REGULAR MEETING July 12th, 2022, AS SUBMITTED**

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

VOTE: AYES - 3 NAYS - 0

RESOLVED, to approve the minutes from the Regular Meeting held on July 12th, 2022, as submitted.

➤ **RESOLUTION #97 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT**

On motion of Councilwoman Folkins, 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 #98 - 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 (145 N & R; 0 - PB; 2-Exempt; 0-Tag)	\$	2,280.00
-- State Surcharge Fees	\$	175.00
-- Late Fees (Dog Licenses)	\$	180.00
-- Transfer Station	\$	3,981.00
-- Zoning Fees	\$	1,586.10
-- DEC Licenses	\$	100.00
-- Certified Copy (D-12, M-1)	\$	130.00
-- Bingo Fees	\$	12.96
-- Marriage License (5)	\$	87.50
-- Bingo License (0)	\$	0.00
-- Game of Chance License (0)	\$	0.00

TOTAL COLLECTED **\$ 8,645.06**

PAID TO NYSDEC	\$	94.46
PAID TO STATE	\$	112.50
PAID TO SUPERVISOR (TOWN)	\$	8,263.10
PAID TO NYS DEPT. OF HEALTH	\$	112.50
PAID TO NYS RACING & WAGERING	\$	0.00

August 9th, 2022

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

- a. Supervisors Monthly Report for July 2022
- b. Town Clerk Monthly Report for July 2022
- c. Jill Haves letter of resignation
- d. Sales Tax second quarter comparison
- e. Charter Communication channel lineup change
- f. Letter of support to Finger Lakes Visitor Connection
- g. Sample resolution granting village of Clifton Springs sewer to extend into town
- h. Charter Communication channel lineup change
- i. Village of Manchester Fire department monthly report
- j. Charter Communication channel lineup change
- k. Interfund Transfer funds for water meters
- l. Fund transfer Covid reimbursement
- m. Berkshire Hathaway notice of Gas transmission and storage.

RESOLUTION #99 – RESOLUTION accepting Jill Havens resignation.

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

VOTE: AYES – 5 NAYS – 0

RESOLVED, to approve the resignation of Jill Havens, as the Town Clerk.

- **RESOLUTION #100 – RESOLUTION to promote Nichole Ruggles as acting Town Clerk with a pay scale increase to \$22.00hr and stipend pay.**

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

VOTE: AYES – 5 NAYS - 0

RESOLVED, to approve Nichole Ruggles, as active Town Clerk with pay scale and stipend.

~ **Brief Discussion** regarding the approval of promoting Nichole Ruggles as Town Clerk. Pay scale adjustment to \$22.00 an hour starting Friday August 5th, 2022. Stipend in the amount of \$1,000.00.

- **RESOLUTION #101 - APPROVAL to appoint Mary Ann Trickey as Deputy Town Clerk, Pay Scale of \$30.00 hr. Start Date as of 08/09/2022**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve Mary Ann Trickey as Deputy Town Clerk.

- **RESOLUTION #102 - APPROVAL to appoint Tabitha Trujillo Deputy Town Clerk, Pay Scale of \$13.20 hr. Start Date 08/15/2022**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve Tabitha Trujillo as Deputy Town Clerk.

- **RESOLUTION #103 - APPROVAL to appoint Steve Breese transfer station operator P/T, Pay Scale of \$15.00 hr. Starting on August 6th, 2022.**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve Steve Breese as transfer station operator P/T.

- **RESOLUTION #104 - APPROVAL to set date for Solar Code public hearing, Set for September 13th, 2022 at 6pm.**

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

VOTE: AYES - 5 NAYS - 0

MANCHESTER TOWN BOARD - REGULAR MEETING (CONT.)

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RESOLVED, to approve the Solar Code public hearing for September 13th. At 6PM.

- **RESOLUTION #105 - APPROVAL for the Village of Clifton Springs to extend sewage disposal plant into the town.**

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

VOTE:

AYES - 5

NAYS - 0

RESOLVED, to extend sewage disposal plant into the town.

WHEREAS, the Village of Clifton Springs (the Village) has informed the Town of Manchester (the Town) that; subject to the Town granting subdivision approval, it intends to purchase from Leach Road Land Company, LLC approximately half an acre of it property located south of New York State Route 96 and identified as tax map no. 34.00-1-25.211 (the Subdivided Parcel), the Subdivided Parcel being located contiguous to the boundary separating the Town and the Village and further being contiguous to property in Village that is owned by the Village and is the site of the Villages sewage disposal plant (attached is a map showing the approximate location and area of the Subdivided Parcel); and

WHEREAS, the Village has further informed the Town that its purpose in acquiring the Subdivided Parcel would be to expand its sewage disposal plant; and

WHEREAS, section 14-1402 of New York State Village Law states, in part; that “no such sewerage system or sewage disposal plant shall be constructed or extended by village without its limits into another town.....without the consent of the..... Town Board.....of such town”; and

Whereas, the Village intends to seek annexation of this Subdivided Parcel into the Village after it has purchased it, but has asked the Town to consent to the extension of its sewage disposal plant onto the Subdivided Parcel prior to purchasing it to ensure I is authorized to begin such expansion immediately after acquiring title to the Subdivided Parcel and is in compliance with section 14-1402.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board has reviewed the Village’s request, has been informed by Village officials why it intends to acquire the Subdivided Parcel, is familiar with the parcel owned by the Leach Road Land Company, LLC and is aware of the location the Subdivided Parcel would have relative to the village’s parcel with its sewage disposal plant and finds that there is no detriment to the Town in consenting to the Village extending its sewage disposal plant onto the Subdivided Parcel; and be it further

RESOLVED, that the Town Board of the Town of Manchester, in furtherance of New York State Village Law Section 14-1402, hereby consents to the Village of Clifton Springs extending its sewage disposal plant onto the Subdivided Parcel, on the condition that the Town first grants subdivision approval and following the Village’s acquisition of the Subdivided Parcel; and be it further

RESOLVED, that a copy of this Resolution be sent to the Village Clerk of the Village of Clifton Springs.

I, Nichole Ruggles, Town Clerk of the Town of Manchester, do hereby certify that the Town Board of the Town of Manchester adopted the aforementioned resolution on August 9th, 2022, by the following vote:

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

Dated: August 9th, 2022

Nichole Ruggles

{SEAL

August 9th, 2022

Department Reports:

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
- **Budget**
 - Working on the new budget
 - Discussions on the boiler system with estimate of 30,000.00 along with fuel cost with a few companies.
 - Discussions on getting more estimates on the highway man doors. Currently ordered as estimate of 7,000.00.
 - Emma's 1year probation is about up, I would like to set her pay to \$18.00 hr. Starting on September 13th, 2022. as she will have a new classification. Motion to approve by Kevin Blazey and Matthew Shannon.
 - Discussion on giving Dana a split rate, with raising the highway pay as he's coming up on his 1 year.
 - **Culverts**
 - The pipe for Stevens Road and Outlet Road has been ordered.
 - Culvert pipe on Faas Road is one and Armington is almost completed.
- b. **WATER SUPERINTENDENT, Kevin Lyke reported:**
- **Hydrants**
 - 3 hydrants to fix, meeting with the health department.
 - **Meters**
 - Still working on meters.
 - **Trailer Parks**
 - 6 trailer parks paid and looking into dates and times for those replacements.
- c. **CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:**
- **Twelve (12) building permits in July.**
 - **Collected \$1,513.66 in fees.**
 - **Estimated Construction Costs \$841,449.00.**
 - **Ten (10) fire inspections were done in July.**
- d. **ASSESSOR, Jennifer Fagner, reported the following:**
- **Eighteen (18) transfers in July.**
 - **I have completed the basic training and going forward I need to complete 12 credit hrs. a year. Congratulations to Jen!**
 - **This Thursday August 11th Lon and I have training at the county.**
- e. **TOWN CLERK, Deputy Clerk, Nichole Ruggles reported the following:**
- **I am working with Tabitha and Mary Ann on a schedule for the clerks' office at this time. I will update the web along with posted changes of hours on the door while we go through the transitional period.**
- f. **BUDGET, Supervisor Dave Phillips, reported the following:**
- **General Fund**
 - Received the second tranche payment from the Treasury Department of Federal ARPA funds in the amount of \$233,076.21. The current total before this month's transfer to the Water fund is \$298,683.18.
 - **Zoning & Highway Fund**
 - The Zoning and Highway Funds received Sales Tax at the end of July in the amount of 350,994.46. This amount was an increase of 0.86 percent over 2021 for the second quarter of the year. However, it was 28 percent higher than 2019 for the same quarter of the year before the pandemic. This helps both Zoning and the Highway Funds greatly.
 - **Refuse & Garbage Fund**
 - Still holding its own financially but is still not showing any signs of increasing its revenue yet. It has not decreased either showing it staying the same.
 - **Central Water District & County Road 13 Water District**
 - Central and County Road 13 have been collecting water payments in July and are relatively stable. The quarterly water bills from Farmington and Clifton Springs were both paid in July and were consistent with prior quarterly billings. It is hoped that the increase in water rates in September will be done incrementally on a fairly annual basis.

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ADDENDUM ITEMS:

➤ **RESOLUTION #106 – APPROVAL OF TRANSFERS**

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

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

RESOLVED, to approve the following Transfers:

INTERFUND TRANSFER

- \$1,268.61 From General Fund A to Central Water Fund SW5
- \$ 3,126.80 From A688 to DB5110.10 Reimburse COVID pay.

BOARD MEMBER ITEMS:

- **Councilwoman Folkins:**
 1. I would like to look at effective bookkeeping including credit card payments, and cross-checking audits.
 2. Reviewing the final draft of the code, I would like to move forward.
- **Councilman DeCook:** Nothing at this time.
- **Councilman Blazey:** Nothing at this time.
- **Councilman Shannon:**
 1. Nothing as of yet for discussion on the Village water.
- **Supervisor Phillips:**
 1. Letter from BHE GT&S operating company regarding Eastern Gas transmission and storage (EGTS). The company integrates the safety of the community, employees and operations.
 2. Charter Communications is making customers aware on or around August 16th, 2022, they will be launching GAC family in high definition on channel 295 and will remove the standard definition fee. Notification of changes to several channels through now and mid-September.
 3. Letter from Valerie Knoblauch, President and CEO for Finger Lakes Visitors Connection. They are supporting ideas for putting together the weave together historic markers and stories across the communities with new technology of augmented reality programs.
 4. Still looking at the buildings security, possibly breaking it up, phone, computer etc.. with a requested proposal but needing a little help from Matt to write the proposal.
 5. Preparing for budget time and Janis will be assisting with the Town Clerk's budget for the upcoming year.
- **Tammy Worden, resident:**
 1. I have a meeting tomorrow for the Ontario County Planning Board.
 2. We are currently brainstorming electric vehicles, charging areas, how, where, and who's responsible and when to move forward with this. I will have more information soon.
 3. I have an all-day energy training on 08/31/2022.

➤ **RESOLUTION #107 - AUDIT OF CLAIMS APPROVAL**

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

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

RESOLVED, to approve to pay the 2022 bills as follows:

- **GENERAL FUND**, in the amount of \$43,056.80 as set forth on the Abstract #008 dated 8/9/2022;
- **ZONING FUND**, in the amount of \$2,178.35 as set forth on the Abstract #008 dated 8/9/2022;
- **REFUSE & GARBAGE FUND**, in the amount of \$246.12 as set forth on the Abstract #008 dated 8/9/2022;

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- **HIGHWAY FUND**, in the amount of \$123,114.98 as set forth on the Abstract #008 dated 8/9/2022;
- **WATER FUND**, in the amount of \$4,190.65 as set forth on the Abstract #008 dated 8/9/2022;
- **TRUST & AGENCY FUND**, in the amount of \$14,211.44 as set forth on the Abstract #008 dated 8/9/2022;

ADJOURNMENT: There was no other business before the Board at this time, Councilman Blazey moved to adjourn the meeting, 6:59p.m., seconded by Councilman Shannon, unanimously APPROVED.

Respectfully Submitted,

Nichole Ruggles, Town Clerk

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

- **Regular meeting:** September 13, 2022 - 6:00 P.M.
~ *Public Hearing - A Local Law Amending the Town of Manchester Zoning Local Law to Adopt New Regulations Pertaining to Solar Energy Systems*
- **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.