

**MANCHESTER TOWN BOARD - REGULAR MEETING  
September 10, 2019 - 6 P.M.**

The Regular Monthly Meeting of the Manchester Town Board was held tonight, September 10, 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>Jaylene Folkins</b>	<b>Councilwoman</b>

**ABSENT: Kevin Blazey Councilman**

**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; Ken Palmeri & Matt Schaertl, Town Resident(s)

**CALL TO ORDER: Supervisor Gallahan** called the September 10, 2019 Regular Board meeting to order at this time, 6:00 p.m.

➤ **RESOLUTION #115 - APPROVAL OF MINUTES, REGULAR MEETING August 13, 2019, AS SUBMITTED.**

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

**VOTE: AYES - 4 NAYS - 0**

**RESOLVED**, to approve the minutes from the Regular Meeting held on August 13, 2019, as submitted.

➤ **RESOLUTION #116 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT**

On motion of Councilman Phillips, seconded by Councilwoman Folkins, 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 #117 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT**

On motion of Councilman Miller, 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:

-- Dog Licenses (108 N & R; 0-PB; 1-Exempt; 4-Tag)	\$	1,582.00
-- State Surcharge Fees	\$	130.00
-- Late Fees (Dog Licenses)	\$	190.00
-- Transfer Station	\$	3,712.36
-- Zoning Fees	\$	994.60
-- DEC Licenses	\$	3,331.00
-- Certified Copy (4-M)	\$	40.00
-- Bingo Fees	\$	102.75
-- Marriage License (4)	\$	160.00
-- Bingo License (0)	\$	0.00
<b>TOTAL COLLECTED</b>	<b>\$</b>	<b>10,242.96</b>
<b>PAID TO NYSDEC</b>	<b>\$</b>	<b>3,186.22</b>
<b>PAID TO STATE</b>	<b>\$</b>	<b>130.00</b>
<b>PAID TO SUPERVISOR (TOWN)</b>	<b>\$</b>	<b>6,836.74</b>
<b>PAID TO NYS HEALTH DEPT.</b>	<b>\$</b>	<b>90.00</b>
<b>PAID TO NYS RACING &amp; WAGERING</b>	<b>\$</b>	<b>0.00</b>

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**At this time, Supervisor Gallahan asked Town of Manchester Resident, Ken Palmeri of 23 North Main Street to address the Board.**

**Ken Palmeri:** I have lived in the village for over 20, went to school at Red Jacket. I am here to discuss the trailer park on State Route 96 & Pratt Road. I drive past there probably 5-6 times per week. I voiced my opinion of the Red Jacket/Manchester-Shortsville page on social media and got quite a bit of feedback. There are little kids there playing close to, if not in the road from time to time. It's just a matter of time before one or more of these kids are going to get hit. I don't know if there is anything that we can do. I have talked to the company that owns the trailer park or actually the lady who answers the phone for them. Not necessarily the owner. She told me that they will talk to the park residents and see if the parents will watch their kids. That's not the answer. I have also stopped there and tried to talk to an adult but the kids all looked at me like I had four (4) heads. I have seen kids doing somersaults into the drainage ditch along State Route 96. I am wondering if there is a way to fence in that small grassy area of the "Triangle Trailer Park" to keep the kids safe or if that will be more of a visual hazard but there isn't even a "Caution: Kids at Play" sign up in any direction. I am not here to speak for the trailer park, I am here to advocate for the little kids and keep them safe. Something needs to be done.

**Supervisor, Jeff Gallahan:** Any questions or comments?

**Dave Phillips, Councilman:** Steve, there is a driveway that comes out on both Route 96 and Pratt Road, correct? Is there anything in the code book that says anything about fencing their perimeters or anything like that?

**Steve DeHond, Code Enforcement Officer:** No.

**Don Miller, Jr., Councilman:** No, just green space. Three (3) of those trailers are in the village and eight (8) of them are in the town. There are eleven trailers there total.

**Dave Phillips, Councilman:** So, the village limit comes up that far.

**Jaylene Folkins, Councilwoman:** There is no way to contact the owner of the park or anything?

**Steve DeHond, Code Enforcement Officer:** I can call her up right now.

**Jaylene Folkins, Councilwoman:** But they have never been responsive in anyway, with anything to do with the park?

**Steve DeHond, Code Enforcement Officer:** They own four (4) parks in our town and every time I call them on something, they act on it. I have never called them on this issue.

**Dave Phillips, Councilman:** I am wondering if we should draft them a letter with our concerns and ask them if they have any plans for a solution to keep these kids safe.

**Jaylene Folkins, Councilwoman:** Maybe planting some shrubs or something along those property lines would be a good solution or something.

**Supervisor, Jeff Gallahan:** Legally, there is nothing we can do. We will send a letter to the park owners and make them aware of our concerns. We will let you know their response to us regarding this issue.

**Ken Palmeri:** Thank you. I felt the need to voice this concern since there was so much community response to this issue when it was posted on social media.

**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. MFD monthly report
- d. 8/27, Ruby Morrison, Letter of resignation from Ontario County Planning Board
- e. 8/14, Lori Reals, CSFD monthly report

➤ **RESOLUTION #118 - APPROVAL TO ACCEPT THE RESIGNATION OF PLANNING BOARD MEMBER & BOARD OF ASSESSMENT REVIEW MEMBER, RUBY MORRISON**

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

**VOTE:**

**AYES - 4**

**NAYS-0**

**RESOLVED,** to accept the resignation of Planning Board Member & Board of Assessment Review Member, Ruby Morrison, as of 11/1/2019.

➤ **RESOLUTION #119 - APPROVAL TO ACCEPT THE RESIGNATION OF BOARD OF ASSESSMENT REVIEW AND AG BOARD MEMBER, THOMAS MORRISON, SR.**

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

**VOTE:    AYES - 4    NAYS-0**

**RESOLVED**, to accept the resignation of BAR and Ag Board Member, Thomas Morrison, Sr., as of 8/28/2019.

➤ **RESOLUTION #120 - APPROVAL TO ACCEPT THE RESIGNATION OF PUBLIC WORKS MAINTENANCE ASSISTANT & TOWN SAFETY OFFICER, MICHAEL CARTER**

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

**VOTE:    AYES - 4    NAYS-0**

**RESOLVED**, to accept the resignation of Public Works Maintenance Assistant & Town Safety Officer, Michael Carter, as of 9/5/2019.

➤ **RESOLUTION #121 - APPROVAL TO ACCEPT THE RESIGNATION OF COURT CLERK, JORDAN LUNSER**

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

**VOTE:    AYES - 4    NAYS-0**

**RESOLVED**, to accept the resignation of Court Clerk, Jordan Lunser, as of 8/30/2019.

➤ **RESOLUTION #122 - APPROVAL TO APPOINT PART- TIME COURT CLERK, DANIEL WASSON**

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

**VOTE:    AYES - 4    NAYS-0**

**WHEREAS**, Town Justice Denosky and Councilman Phillips have conducted interviews and are recommending to the Board to approve of Daniel Wasson, effective 8/22/2019

**RESOLVED**, to approve the appointment of Daniel Wasson, 148 West Ave., Canandaigua, N.Y., to the position of Court Clerk, part-time at a pay rate of \$14.94/hour to work up to 28 hours per week.

➤ **RESOLUTION #123 - APPROVAL TO APPOINT PART- TIME COURT CLERK, HEIDI MORGENSTERN**

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

**VOTE:    AYES-5    NAYS-0**

**WHEREAS**, Town Justice Denosky and Councilman Phillips have conducted interviews and are recommending to the Board to approve of Heidi Morgenstern, effective 9/3/19

**RESOLVED**, to approve the appointment of Heidi Morgenstern, 63 Elmer Street, Lyons, N.Y., to the position of Court Clerk, part-time at a pay rate of \$14.94/hour to work up to 16 hours per week.

**Brief Discussion** was held regarding setting the date for the Budget Workshop for Monday, September 23, 2019 @ 5PM

➤ **RESOLUTION #124 - APPROVAL TO AMEND RESOLUTION #105 RE: INSURANCE SETTLEMENT SUBMITTED TO THE TOWN OF MANCHESTER FROM WAYNE COOPERATIVE INSURANCE COMPANY AND WILLIAM STRUB FOR SHORT ROAD DAMAGE**

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

VOTE: AYES - 4 NAYS-0

RESOLVED, to amend Resolution #105, to include the amount of the claim and authorization of Supervisor Gallahan to sign the insurance settlement on behalf of the Town of Manchester

**Department Reports:**

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

- **Camera Installation on the Fuel Tanks**
  - As recommended by an auditor at one time, these cameras will help with accountability and/or theft of any fuel.
  - Supervisor Gallahan would also like to have the front of the Town Hall building monitored with those cameras as well.
  - Cameras provide live feed monitoring of the facilities directly to Superintendent Lannon & Deputy Superintendent Murphy's cell phones.
- **Trucks**
  - Working diligently to prepare the trucks for inspection and the upcoming winter season.
  - Garbage truck is in for minor repairs, will also need an alignment with an outside company since the Town of Manchester doesn't have to tools for this.
- **Outlet Road Update**
  - Has been paved from State Route 21 to Curran Road.
  - The repaving of the remainder of Outlet Road (to County Road 7) will be included in the Highway Budget.
- **Town Safety Officer**
  - With the resignation of Michael Carter, there is currently no Town Safety Officer.
  - Supervisor Gallahan would like to interview possible Highway Employees quickly to take over this job title, due to upcoming required training(s).
  - Superintendent Lannon recommends that he and Deputy Highway Superintendent, Willie Murphy, temporarily take over the job duties of Town Safety Officer.
- **Hackett Road Drainage Work**
  - Near Mr. Vanderwall, Kevin to check into this and see if there isn't something we can do.

**b. WATER SUPERINTENDENT, Willie Murphy:**

- **No Leaks, No Issues to Report**
- **Kevin Lyke reported:**
  - still working on getting quotes for the proposed water station here at the Town of Manchester Buildings for residents and area farmers to buy water at a self-serve water dispensing station

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

- **There were twenty (20) building permits issued in the Town of Manchester in August, twelve (12) issued in Village of Clifton Springs, eight (8) in the Village of Shortsville and the Village of Manchester.**
- **Fees Collected - \$829.60.**
- **Estimated Construction costs - \$108,148.00**
- **Steve and Marty performed 12 fire inspections in the Town and the 3 Villages in August.**
- **Question for Supervisor Gallahan regarding the roof quotes for the Town Hall Building**
  - Supervisor Gallahan said informed the Board that the additional quote requested from Adam's Construction came in and the total project cost is under \$31,848.00; therefore, the job was given to Adam's Construction, 207 Sherman Street, Penn Yan, NY 14527, as was authorized in Resolution #109 of 2019 (August 13, 2019).

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d. ASSESSOR, Jennifer Fagner, reported the following:

- The Office has been busy since the School Tax Bills came out. There are many questions and some confusion regarding the changes in the STAR Program. That was to be expected as many seniors are concerned if they are receiving the STAR or if/when they will be receiving their checks.
- I have been working on the REVAL and at this time all is going well. I have a list of homes that I need updated pictures on and some collection of data that needs to be done.
- Interviews went well and after some discussion, we all agreed on the possible future Assessor's Aide. Is our next step to extend an offer?
  - To be discussed further in executive session.
- REMINDER: My online class starts Oct. 21<sup>st</sup> – Nov. 14<sup>th</sup>, Fundamentals of Assessment Admin. I will be out of the Office on Nov. 15<sup>th</sup> as I will be in Batavia for the Exam.

➤ RESOLUTION #125 - APPROVAL ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING EMPLOYMENT ISSUES

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to enter into executive session for the purpose of discussing employment issues, 6:34 p.m., in attendance were: Town Board Members, Assessor and Town Clerk.

➤ RESOLUTION #126 - 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 - 4 NAYS - 0

RESOLVED, to go out of executive session at this time, 6:50p.m. and resume the regular meeting.

➤ RESOLUTION #127 – APPROVAL TO APPOINT PART-TIME ASSESSOR'S AIDE, LON J. ROGERS

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

VOTE: AYES - 4 NAYS-0

WHEREAS, Assessor Jennifer Fagner and Councilman Blazey have conducted interviews and are recommending to the Board to approve of Lon J. Rogers, effective 9/10/19

RESOLVED, to approve the appointment of Lon J. Rogers, 80 Avery Road, Lyons, N.Y., to the position of Court Clerk, part-time at a pay rate of \$15.00/hour to work up to 24 hours per week.

NO TRANSFERS

NO ADDENDUM ITEMS

BOARD MEMBER ITEMS:

- Councilman Miller:
  - 1.) We still need to conduct interviews for a Town Historian with Supervisor Gallahan.
- Councilwoman Folkins:
  - 1.) Conducted three (3) consultant interviews today for the RFQ on the Code Updates - all are quite knowledgeable.
    - a. Next step is to get them narrow down project work and cost/budget.

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- **Councilman Blazey:** Absent
- **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.) Town of Manchester Bookkeeper, Janis Catalano submitted with the help of Code Enforcement Officer, Steve DeHond and Town Clerk, Jill Havens to Leonard's Express the costs incurred by the Town of Manchester for the re-zoning of the old GLK Kraut Factory project totaling \$17,645.56. Today, September 10, 2019, the Town of Manchester received a check in the mail from Leonard's Express for \$17,645.56.
  - 2.) Received an email from DASNY, that the check for reimbursement on the Transfer Station is sitting on the Governor's desk for his signature. We should receive that in the next few weeks.

➤ **RESOLUTION #128 - AUDIT OF CLAIMS APPROVAL**

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

<b>VOTE:</b>	<b>AYES - 4</b>	<b>NAYS - 0</b>
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**RESOLVED, to approve to pay the 2019 bills as follows:**

- **GENERAL FUND**, in the amount of \$27,744.06 as set forth on the Abstract #009 dated 09/10/2019;
- **ZONING FUND**, in the amount of \$2,647.43 as set forth on the Abstract #009 dated 09/10/2019;
- **REFUSE & GARBAGE FUND**, in the amount of \$791.73 as set forth on the Abstract #009 dated 09/10/2019;
- **HIGHWAY FUND**, in the amount of \$64,962.31 as set forth on the Abstract #009 dated 09/10/2019;
- **WATER FUND**, in the amount of \$8,254.17 as set forth on the Abstract #009 dated 09/10/2019;
- **TRUST & AGENCY FUND**, in the amount of \$7,817.41 as set forth on the Abstract #009 dated 09/10/2019;

**JUSTICE REPORT:** The monthly reports from Justice Denosky and Justice Schaertl for the month of August 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, 7:02 p.m., seconded by Councilwoman Folkins, unanimously APPROVED.

*Respectfully Submitted,*

*Jill A. Havens, Town Clerk*

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

- **Budget Workshop: September 23, 2019 - 5:00 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.**