

October 8, 2019

At this time, Supervisor Gallahan asked Town of Manchester Resident, Matt Schaertl of 4286 Shortsville Road to address the Board.

Matt Schaertl: According to an old map of the area near Shortsville Auto Parts, there is an old trout pond. There is a parcel there that was owned by a surgeon back in the 1800's. When the DEC was there helping with work on the ADA fishing platform for the outlet, we went over to the site that and were able to discover two (2) possible different sites. One for the actually trout pond and another that potentially could be a hatchery. The DEC could see the water coming out of the area and then it would sort of disappear into the ground just 20-feet from the creek also known as Sucker Brook. We checked it several times this summer thinking it could just be ground water, every time we checked it, there is water flowing through it. We found three (3) spots where water is coming into it. We don't know if there is a spring underneath it or a spring under NAPA or the American Legion, but there is a constant flow of water. What the DEC says that if that is a spring, the water would be cold enough where it could be stocked with trout. If that is not a spring and that is just ground water, they could, if that area was cleared out, make it a native fish pond which could be used to teach kids how to fish (boy scouts, girl scouts, etc.). It would require heavy equipment to clean that area out. I would like the Town of Manchester to consider cleaning that area out and a culvert be placed, assuming that George Payne (NAPA/Shortsville Auto Parts owner) would donate the land. I would like the Town to set money aside in the Budget to excavate out that area and hauling of the debris from the area. The rest of the work then would be taken care of.

Supervisor, Jeff Gallahan: Do we need a DEC permit to do that?

Matt Schaertl: Yes, the DEC looked at it and said they would love to do this. We have multiple DEC permits right now.

Supervisor, Jeff Gallahan: Is there any money available from the DEC to help with this project?

Matt Schaertl: No.

Supervisor, Jeff Gallahan: How deep is that pond?

Matt Schaertl: I would say it's about 4.5 to 5 feet deep

Supervisor, Jeff Gallahan: And how big in circumference?

Matt Schaertl: It's pretty good size, about the size of this building. It goes from about 30-foot from the road to about 30-feet from the American Legion parking lot.

Highway Superintendent, Jason Lannon: Is that where they have the community garden?

Matt Schaertl: No, other side of the creek.

Kevin Blazey, Councilman: Is it all muck?

Matt Schaertl: It's like a tubular grass. It's marsh. It is very soft. No trees are growing in there. I thought it would be pretty neat addition to the community if we actually had a DEC stocking pond for trout. As a side note, we are putting in a bridge finishing the trail going to the American Legion. Once that is finished, we are putting in a pheasant aviary back there. Hopefully next year we will be releasing about 600 chicks and about 200 full-sized pheasants.

On another note, the copies I handed out of the old newspaper, The Enterprise, we are actually going to republish The Enterprise. We are going to republish old copies every month. We are going to take that months copy from different years and send them out. Whatever our cost is, right now its \$1.50, anything we charge over that will be going right back into the community and into the non-profits. We are doing this through the Chamber of Commerce.

Supervisor, Jeff Gallahan: Who is printing that?

Matt Schaertl: Craig Record. He got a new software that makes the original much clearer.

Jaylene Folkins, Councilwoman: Where are these old copies coming from?

Matt Schaertl: The Chamber actually has boxes and boxes of all these old papers. The Village of Shortsville originally had them stored down in the Water Treatment Plant and they were going to throw them out.

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?

Kevin Blazey, Councilman: How much are you going to sell these for?

Matt Schaertl: \$5.00 a piece

Dave Phillips, Councilman: How many are you going to print a month?

Matt Schaertl: Three (3) a month.

Supervisor Gallahan: Where are you advertising this?

Matt Schaertl: Just starting. It's all word of mouth so far.

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Supervisor Gallahan: Do you have any subscription forms that you can leave here at the Town Hall?

Matt Schaertl: We will have them.

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. Quarterly Investment Report
- d. 9/12, Lori Reals, CSFD monthly report
- e. 9/18, David Mehalick, Harris Beach, release of GLK escrow funds
- f. 9/9, Senator James Gaughran, meeting invite
- g. 9/12, MFD monthly report
- h. 9/25, Robert Bump, resignation letter for retirement
- i. 9/30, DASNY, \$50,000 check for Transfer Station

➤ RESOLUTION #135 - APPROVAL TO ACCEPT THE RESIGNATION OF TRANSFER STATION ATTENDANT, ROBERT BUMP

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

VOTE: AYES - 5 NAYS - 0

WHEREAS, a letter of resignation has been received from Robert Bump, Part-time Transfer Station Attendant, effective as of October 1st, 2019;

WHEREAS, Robert has served the residents of the Town of Manchester for the past eight (8) years, his public service has been done so with dedication, respect, and professionalism to all; therefore, it is hereby

RESOLVED, to accept the resignation with gratitude for his service to the residents of the Town of Manchester to Transfer Station Attendant, Robert Bump, as of 10/1/2019. Happy Retirement!

➤ RESOLUTION #136 - APPROVAL OF ONTARIO COUNTY SNOW AND ICE CONTRACT

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

VOTE: AYES - 5 NAYS - 0

WHEREAS, the Agreement for the Snow and Ice Control services between the Town of Manchester and Ontario County was received, reviewed and found to be acceptable and,

RESOLVED, to approve the "Snow & Ice Agreement" as submitted, which authorize Supervisor Gallahan to sign the said "Agreement" on behalf of the Town of Manchester.

➤ RESOLUTION #137 - APPROVAL TO RELEASE THE ESCROW ACCOUNT FUNDS BACK TO GLK FOODS

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

VOTE: AYES - 5 NAYS - 0

WHEREAS, an escrow account was established by Great Lakes Kraut Company or GLK Foods back in the year 2000, at the request of the Town and Village of Shortsville to assure that funds were available to cover any repairs to the fire equipment of the Town or Village, if any damage was done by drawing water from the ponds located on the sauerkraut plant property;

WHEREAS, GLK Foods has sold the property and has no further responsibility to the Town or Village

RESOLVED, to release the escrow account funds, in the amount of \$15,000.00 back to GLK Foods.

Department Reports:

a. HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:

- **Camera Installation to Monitor Front of the Town Hall**
 - As requested by Supervisor Gallahan, cameras have been installed to monitor the front of the Town Hall building.
 - Cameras provide live feed monitoring of the facilities directly to Superintendent Lannon & Deputy Superintendent Murphy's cell phones.
- **Tractor Purchase**
 - Would like permission to place the order for two (2) new John Deere Utility Tractors out of the upcoming year 2020 budget.
 - Tractors take 6-7 months for delivery
 - Anticipated 3-5% cost increase to take place in November 2019, would like to beat that increase in cost
 - Two (2) John Deere Utility Tractors to be leased for five (5) years for a total cost of \$134,487.28; yearly cost of \$28,920.58.
 - One (1) John Deere 5075M Utility Tractor with mounted 8' Broom
 - One (1) John Deere 5115R Utility Tractor with Rotary Cutter
- **Winter Equipment**
 - Assembly of equipment has begun.
 - Haul 1A's this fall instead of in the spring.
- **Faas Road Drainage**
 - Has money in the budget to get it cleaned and camera'ed this year.
 - Any repairs needed will be done next spring out of the new 2020 Budget
- **Drug & Alcohol Clearing House**
 - Jason, Willie and Janis will be attending a seminar put on by the University of Rochester/Thompson Health.
 - All Highway Employees are drug tested.
 - Clearing House is a new concept. Janis will have to check quarterly all employees to ensure there are no new issues that may have occurred out of New York State.

➤ **RESOLUTION #138 - APPROVAL/AUTHORIZATION TO ORDER THE TWO (2) NEW TRACTORS FOR THE HIGHWAY DEPARTMENT**

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

VOTE:	AYES - 5	NAYS - 0
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WHEREAS, two (2) new tractors have been budgeted for in the 2020 Budget for the Highway Department; and if the order is placed at this time, it would be received in the 2020 year; therefore, be it

RESOLVED, to approve and authorize Superintendent Lannon to proceed with placing the order for One (1) John Deere 5075M Utility Tractor with mounted 8' Broom and One (1) John Deere 5115R Utility Tractor with Rotary Cutter from: LandPro Equipment, LLC, 7689 Ridge Road West, Brockport, N.Y. at the cost quoted from The John Deere Government Sales Team, in the amount of \$134,487.28.

b. WATER SUPERINTENDENT, Willie Murphy:

- **No Leaks, No Issues to Report**
- **Willie Murphy reported:**
 - A quote of \$22,300.00 was received for a starter package for the new meter reading system includes the "brain box" for the system, a couple satellite receivers and fifty (50) new meters
 - Town of Manchester would require over 700 new meters total.
 - Waiting for the follow-up quote requested for a complete package for the Town of Manchester
 - Supervisor Gallahan will reach out to the Mayors of the Villages of Clifton Springs, Manchester and Shortsville to see if there is an interest in a shared service here to keep costs down for all potential municipalities that would be involved.

- c. CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:**
- **There were twenty (23) building permits issued in the Town of Manchester in September.**
 - **Fees Collected - \$2,030.40.**
 - **Estimated Construction costs - \$259,451.00**
 - **Steve and Marty performed 11 fire inspections in the Town and the 3 Villages in September.**
 - **Reviewing of plans for a new car wash and mini storage in the Village of Manchester at the Sunoco Station/Manchester Mart.**
- d. ASSESSOR, Jennifer Fagner, reported the following:**
- **More filing has been completed.**
 - **I have been continuing to work on the REVAL and at this time all is going well.**
 - **There have been many phone calls and people stopping in due to the articles the State has published regarding the Enhanced Star. They are also sending out notices requesting more information regarding their income.**
 - **The community is concerned that this is a scam. They have given their personal information to the Assessor's Office already and it has already been submitted to the State through a secure site, why would/should it be sent out in the mail?**
 - **I have instructed people to contact the State regarding this at it is through them and not the Town of Manchester.**
 - **Information from New York State regarding this issue is on file in the Town Clerk's Office and the Assessor's Office.**
 - **I have been researching grants for all the Town Hall Offices to upgrade office equipment and furniture. One of the townships did receive a grant just recently. I will be contacting them as I feel we are a good candidate for an upgrade. I will keep everyone up to date.**

NO TRANSFERS

NO ADDENDUM ITEMS

BOARD MEMBER ITEMS:

- **Councilman Miller: None**
- **Councilwoman Folkins:**
 - 1) **Conducted three (3) consultant interviews for the RFQ on the Code Updates - all were quite knowledgeable.**
 - a. **Two of the consultants were requested to provide the Town of Manchester with project work and cost proposals. One consultant was from out of New York State; therefore, we declined his services.**
 - b. **Followed up with additional questions regarding potential Add-Ins for a Public Kick-Off Meeting (\$0-1,000.00), going through the code(s) and a 1-2 hour training at the end of updating for Zoning and Planning Board Members**
 - i. **MRB Group - \$67,250.00**
 - ii. **Barton & Loguidice - \$43,000.00**
 - c. **With that new information and feedback from the committee that evening, our recommendation is to accept the proposal received from B & L (Barton & Loguidice) for the updating of the Zoning Code(s) for the Town of Manchester to be completed by the end of the year 2020.**

➤ **RESOLUTION #139 - APPROVAL TO ACCEPT THE SUBMITTED PROPOSAL FOR THE UPDATED ZONING CODE(S) CONTRACT**

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

VOTE: AYES-5 NAYS-0

RESOLVED, to approve of the "Zoning Code Update Professional Planning Services Proposal" as submitted by Barton & Loguidice (B&L), 11 Centre Park, Suite 203, Rochester, NY 14614 to proceed with reviewing and updating the Town of Manchester's Zoning Code at a fee, not to exceed \$43,000.00.

MANCHESTER TOWN BOARD - REGULAR MEETING (CONT.)

October 8, 2019

- **Councilman Blazey:** None
- **Councilman Phillips:**
 - 1) New York State Sexual Harassment Training
 - a. All employees of the Town of Manchester are required to attend, we are currently not compliant.
 - b. Training with NYMIR and needs to be done by the end of October 2019.
 - 2) Would like to see the Town Board look into Matt Schaertl's proposal earlier about helping to develop that area around NAPA/Shortsville Auto Parts and see if there isn't something we can do.
- **Supervisor Gallahan:**
 - 1) Spoke with Attorney, Jeff Graff about consolidation of County Road 13 Water District with the Central Water District. It can be done. Currently the way it is, if there is a break in the County Road 13 Water District, it is going to be extremely costly.
 - 2) Looking into grants for the Port Gibson Water District upgrades that are needed. That water district is over 70 years old.
 - 3) Thank you to Jaylene, Steve and the entire committee for your dedication to the zoning code update project to see that this project gets started properly by interviewing the consultants and reviewing the proposals.
 - 4) Received an email Martha Doody regarding a walk/run event on November 23, 2019 to raise funds for the Shortsville Dog Park, by using the gateway trail from Water Street to the Manchester Fire Hall.
 - a. Town Board is in favor of this event and hopes it has a nice turnout of participants.

➤ **RESOLUTION #140 - AUDIT OF CLAIMS APPROVAL**

On motion of Councilman Phillips, seconded by Councilwoman Folkins, 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 \$29,952.69 as set forth on the Abstract #010 dated 10/08/2019;
- **ZONING FUND**, in the amount of \$2,634.52 as set forth on the Abstract #010 dated 10/08/2019
- **REFUSE & GARBAGE FUND**, in the amount of \$456.68 as set forth on the Abstract #010 dated 10/08/2019
- **HIGHWAY FUND**, in the amount of \$211,868.20 as set forth on the Abstract #010 dated 10/08/2019;
- **WATER FUND**, in the amount of \$42,476.00 as set forth on the Abstract #010 dated 10/08/2019;
- **TRUST & AGENCY FUND**, in the amount of \$5,930.91 as set forth on the Abstract #010 dated 10/08/2019;

JUSTICE REPORT: The monthly reports from Justice Denosky and Justice Schaertl for the month of September 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 Councilman Blazey, unanimously APPROVED.

Respectfully Submitted,

Jill A. Havens, Town Clerk

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

- ***Regular meeting: November 12, 2019 - 6:00 P.M.***
 - *Public Hearing RE: Preliminary 2020 Budget - 6:00 P.M.*
- ***Regular meeting: December 10, 2019 - 6:00 P.M.***