MANCHESTER TOWN BOARD - REGULAR MEETING October 11th, 2022 - 6 P.M.

The 2022 Town Board Meeting was held at the Manchester Town Hall on Tuesday, October 11th, 2022 at 6:00 P.M., with the following members present:

David Phillips

Kevin Blazey

Councilman

Scott DeCook

Councilman

Jaylene Folkins

Councilwoman

Matthew Shannon

Councilman

OTHERS PRESENT: Devon Hayes, Town Clerk; Steve DeHond, Code Enforcement Officer; Jason Lannon, Highway Superintendent; William Murphy, Deputy Highway Superintendent; Jennifer Fagner Assessor; Janis Catalano, Town Bookkeeper. **Town of Manchester Residents:** Elaine Liberio, Tammy Worden

ABSENT: None

CALL TO ORDER: Supervisor Phillips called the October 11th, 2022 Regular Board meeting to order at this time, 6:00 p.m.

> RESOLUTION #120 - APPROVAL OF MINUTES, REGULAR MEETING September 13th, 2022, AS SUBMITTED

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the minutes from the Regular Meeting held on October 11th, 2022, as submitted.

> RESOLUTION #121 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT

On motion of Councilman Blazey, seconded by Councilman DeCook, 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 #122 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT On motion of Councilman Blazey, seconded by Councilman DeCook, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

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

Dog Licenses (70 N & R; 9 - PB; 1-Exempt; 0-Tag)	\$ 1,387.00
State Surcharge Fees	\$ 204.50
Late Fees (Dog Licenses)	\$ 80.00
Transfer Station	\$ 3,529.25
Zoning Fees	\$ 1,160.80
Fax Fees	\$ 0.00
DEC Licenses	\$ 3,473.00
Certified Copy	\$ 90.00
Bingo Fees	\$ 137.39
Marriage License (3)	\$ 52.50
Bingo License (0)	\$ 0.00
Game of Chance License (0)	\$ 0.00
TOTAL COLLECTED	10,114.44

PAID TO NYSDEC \$ 3,290.81

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PAID TO STATE	\$ 137.00
PAID TO SUPERVISOR (TOWN)	\$ 6,619.13
PAID TO NYS DEPT. OF HEALTH	\$ 67.50
PAID TO NYS RACING & WAGERING	\$ 0.00

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 Town Clerk Monthly Report
- b. Town Clerk Monthly Report
- c. T.O.M. Quarterly Investment Report
- d. Tri-Delta, Sonic wall quote
- e. Charter Communication, change in channel lineup
- f. Charter Communication, notice of rate increase
- g. General Code, estimate
- h. Ti-Sales, quote for extended Maintenance
- i. Nicole Ruggles, resignation letter
- j. Charted Communications, change in channel lineup
- k. NYS retirement, estimate and projection for 2023 contribution
- I. RG&E, News Release, winter energy costs
- m. NYSEG, News Release, winter energy costs
- n. Transfer, General Fund
- ~ Brief Discussion: Fire wall quotes all three quotes are 2-year plans. It was suggested that we upgrade our protection due to increase in cyber threat. There are three plans to choose from. The quotes are \$795, \$825, \$902. There was agreement that upgrade was needed but more detail is needed to make a decision and take action.
 - RESOLUTION #123 ACCEPTANCE OF THE RESIGNATION LETTER FROM NICHOLE RUGGLES

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to accept the letter of resignation, with regret, as submitted from Nichole Ruggles, Deputy Clerk to be effective as of October 1, 2022.

- ~ Brief Discussion: Updated the budget with highlighted modifications. Fuel costs were looked at and adjustments were made with any new information. Town Insurance Cap will have a 5% increase. It was already in budget. Normally we would do this on January 1st but approving it now will help with a current understanding new increase numbers for next year.
- > RESOLUTION #124 APPROVAL OF TOWN INSURANCE CAP

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the Town Insurance Cap

> RESOLUTION #125 – APPROVAL OF PRELIMINARY BUDGET

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the Tentative Budget to move to a Preliminary Budget

> RESOLUTION #126 - APPROVAL TO APPOINT STEPHEN CHAPPELL TO THE POSITION OF PUBLIC MAINTENANCE ASSISTANT

On motion of Councilman DeCook, seconded by Councilwoman Folkins

VOTE: AYES - 5 NAYS - 0

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RESOLVED, to approve the appointment of Stephen Chappell to the Public Maintenance position.

> RESOLUTION # 127- APPROVAL TO APPOINT ROB KORNBAU TO THE POSITION OF TRANSFER STATION OPERATOR

On motion of Councilwoman Folkins, seconded by Councilman DeCook

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the appointment of Rob Kornbau to the Transfer Station Operator position. He will start at regular rate of \$15.00/hour

~ Brief Discussion – Next meeting is scheduled on 11/8/22 which is election day. Meeting was changed to Monday, November 7th, 2022 at 6PM

Department Reports:

- a. HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:
 - Outlet Road and South Town Line Road culvert pipe was replaced
 - Working on snow equipment
 - Final roadside mowing is being done
 - Removal of Ash trees will continue to be an ongoing thing. One list priority list has been completed and a second list is being created and worked on.
- ~ Brief Discussion Richard Rice sent in a thank you for the speed limit signs that were installed in place of the damaged signs on Curran Road. Dave thanked all the Highway personnel for being the first ones out there, all of the phone calls that are being handled and taking care of business.
- b. CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:
 - 17 Permits
 - Collected \$1,090.80 in fees.
 - Estimated Construction Costs \$158,291.00
 - 24 fire inspections in the three villages and the town on existing buildings.
 - Code is completed and at the County for 10/12/22.
 - Contacted General Code for an estimate for it to update and insertion into the code books and update website. 30 copies would be \$9845. This doesn't include our newly adopted Zoning Code before any updates are made.
 - Councilwoman Folkins stated we are working to have Zoning Code finalized and hold a public hearing in December.
- c. ASSESSOR, Jennifer Fagner, reported the following:
 - Sent out property description reports. Letters for commercial properties will be sent out soon.
 - Busy with people walk-in's and phone calls to speak with the assessor regarding those reports
 - There are residents coming in to change the basic Star over to enhanced Star that we still hold in our office.
 - Another meeting with BAR transfer for one correction to the final role?
 - 25 transfers from the County since our last meeting.
 - County Assessors meeting this Thursday morning (10/13/22).
 - Reminder of possible creating monies/cards.
 - Lon and Jen wanted to thank Nichole for making every day wonderful to come to work.
- ~ Brief Discussion Possibly creating a Sunshine fund. Employees all contribute money to be able to purchase cards, etc. for other employees during milestone events.
- d. TOWN CLERK, Devon Hayes, reported the following:
 - First day on the job. Busy day helping people and learning.

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- e. WATER SUPERINTENDENT, Kevin Lyke reported:
 - Violations for DP's Next sample the second week of November. We are
 working with Wayne County is installing sprayer in tank. We will have to see
 how that goes during this next quarter.
 - Ti Sales Warranty. Recommendation is not to adopt this. We have access to 2 units (ours and the Village of Manchester) to use and the chances of both going down at the same time is negligible.
 - Still doing meters.
 - Tapped the main a new house on LaRue Road.
 - We were asked if we wanted to participate in taking turns driving water samples to Waterloo monthly with a couple of the Villages.
- ~ Brief Discussion Previously, we received a violation stating we didn't supply samples even though they were hand delivered. Due to the importance of the water drop off for testing, we might rather take our own samples to be tested. Kevin will speak with the other Townships Water Superintendents to discuss.
- f. BUDGET, Supervisor Dave Phillips, reported the following:
 - General fund received AIM (Aid and Incentive to Municipalities) payment = \$71,295
 - Zoning fund -No remarkable income or expenses. The cash balance is significantly higher than in previous years at the end of September.
 - Highway is doing well. Received \$9,474.59 in CHIPs for September. Turning that in more quickly to get the reimbursement back more quickly.
 - Transfer Station Received more in user fees in September. It has been trending higher at the end of the month. We will continue to keep an eye on it.
 - Fourth quarter water payments, after doing shut offs at the end of the month, over 29,000 have been received. There were 02 connection fees for a total of \$3,200 in September
 - All funds looking pretty good.
 - Paying State retirement fund- We will pay State Retirement Fund in December rather than February to get a reduction in cost.

> RESOLUTION #128 - APPROVAL OF FUND TRANSFERS

General Fund

From A7510.4 to A5132.4 - \$5,000 for doors in highway building From A9060.8 to A5123.4 - \$3,500 for doors in highway building From General Fund A to SW5 \$419.64 for Asphalt repairs at Port Gibson

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the three fund transfers

ADDENDUM ITEMS

Thank you letter from Richard Rice Lyons National bank invitation to cybersecurity meeting on 10/20/22 at 8AM.

BOARD MEMBER ITEMS:

- Councilwoman Folkins:
 - 1.) Final draft of the Zoning code was sent to county for comments and then have the attorney review it. Making sure the new code doesn't impact the environment. We will be putting the code on the Website so the community can review. Send letters out to neighbors. In December a possible public meeting. Zoning Code -22 new packets would cost somewhere around \$650.
 - 2.) A meeting held with Nichole and Mary Ann. Deposits would be done more frequently. Daily reports and balancing daily. Devon will learn and assess how we can best serve our community. Compare the month from the year before.

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Would like year over year reports.

3.) Mary Ann had concern regarding credit card receipts and having money owed marked as "paid". Devon Hayes, Town Clerk will review trends and how this being handled in other offices. Mary Ann also mentioned upcoming training in January for Devon.

Councilman DeCook:

- 1.) Budget number for furnace for the shop. Quotes will be needed.
- 2.) What are the hours for Town Clerk office
- Councilman Shannon:

1.)

• Councilman Blazey:

1.)

- Supervisor Phillips: Ontario County News:
 - 1.) Invite from Joe Sempolinski who will hold a town hall here from 1-2 (10/15/22)
 - 2.) Port Gibson Cemetery is looking for help to spot where sites go. They average 2 deaths a month. We will go out there an see what is needed.
 - 3.) Our group was looking at printer cartridges. We have about a four year supply of ink. Asking all departments please review purchases to make sure we need automatic replenishment/recurring billing.

> RESOLUTION #129 - RESOLUTION HONORING TOWN CLERK NICHOLE RUGGLES

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the Town of Manchester declare 10/11/22 as Nichole Ruggles day.

> RESOLUTION #130 - MOTION TO APPROVE VOUCHERS

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve September vouchers

ADJOURNMENT: There was no other business before the Board at this time; Councilman Blazey moved to adjourn the meeting, 7:00 p.m., seconded by Councilwoman Folkins, unanimously APPROVED.

Respectfully Submitted,

Devon R Hayes, Town Clerk

**Next Meeting(s):

> Regular meeting: November 7, 2022 - 6:00 P.M.

> Regular meeting: December 13, 2022 - 6:00 P.M.