

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

The Regular Monthly Meeting of the Manchester Town Board was held tonight, December 10th, 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
Jaylene Folkins	Councilwoman
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; Kevin Lyke, Deputy Water Superintendent/Highway Employee; Isaac VanBortel (newly elected Councilman)

ABSENT: Jennifer Fagner, Assessor

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

Supervisor Gallahan opened the Board meeting thanking Councilman Donald Miller, Jr. for his service to the residents of the Town of Manchester for the last four (4) years. You will be missed.

Councilman Don Miller: Thank you, Jeff. It's been a fast four years. If I was twenty (20) years younger, Mr. VanBortel might have had someone running against him. The nice thing about it, I have met some good people. My best accomplishment I think is the night that Kevin and I said that Jaylene Folkins was good for the Town Board. She is going to do good things also for the Town of Manchester and its residents. Please remember that I am one of the Senior Citizens now, so when it comes budget time, keep it in mind. We had a tough time three (3) years ago but I think everything is under control now.

➤ **RESOLUTION #149 - APPROVAL OF MINUTES, REGULAR MEETING November 12, 2019, AS SUBMITTED**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the minutes from the Regular Meeting held on November 12, 2019, as submitted.

➤ **RESOLUTION #150 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT**

On motion of Councilman Miller, seconded by Councilman Phillips, 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 #151 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT**

On motion of Councilman Phillips, 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:

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-- Dog Licenses (112 N & R; 1-PB; 0-Exempt; 1-Tag)	\$	1,870.00
-- State Surcharge Fees	\$	153.00
-- Late Fees (Dog Licenses)	\$	490.00
-- Transfer Station	\$	2,542.82
-- Zoning Fees	\$	1,734.20
-- DEC Licenses	\$	1,800.00
-- Certified Copy (10-M)	\$	100.00
-- Bingo Fees	\$	0.00
-- Marriage License (5)	\$	0.00
-- Bingo License (0)	\$	0.00
-- Game of Chance License (1)	\$	25.00
TOTAL COLLECTED	\$	8,715.02
PAID TO NYSDEC	\$	1,710.48
PAID TO STATE	\$	153.00
PAID TO SUPERVISOR (TOWN)	\$	6,836.54
PAID TO NYS HEALTH DEPT.	\$	0.00
PAID TO NYS RACING & WAGERING	\$	15.00

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

- a. 12/1, Town Clerk monthly report
- b. 12/1, Supervisors monthly report
- c. 11/25, Chris Hubler, OC Historical Society, Ed Varno retirement announcement
- d. 11/12, Lori Reals, CSFD monthly report
- e. 11/26, NYS Dept. Taxation & Finance, electronic communication notice

Supervisor Gallahan informed the Board that the State Comptroller was here on Monday, December 2, 2019 to audit the books and resolutions for the Tax Cap. I have received informal word that everything is good. No changes need to be made and no problems were noted.

➤ **RESOLUTION #152 - APPROVAL OF ALCOHOL & DRUG TESTING POLICY AND WATER SUPPLY EMERGENCY RESPONSE PLAN FOR THE TOWN OF MANCHESTER, AS PRESENTED**

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

VOTE: AYES-5 NAYS-0

RESOLVED to approve the Alcohol & Drug Testing Policy and Water Supply Emergency Response Plan for the Town of Manchester, as presented.

➤ **RESOLUTION #153 - APPROVAL OF 2020 DOG CONTROL SERVICES CONTRACT BETWEEN THE COUNTY AND THE TOWN**

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

VOTE: AYES-5 NAYS-0

WHEREAS, the dog control services contract for the 2020 year has been submitted and reviewed, therefore, it is

RESOLVED, to approve the 2020 Dog Control Services Contract Agreement between the County and the Town of Manchester as submitted, at a cost of \$22,708.00; and be it

FURTHER RESOLVED, to authorize Supervisor Gallahan to sign the said "Contract Agreement" on behalf of the Town of Manchester.

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➤ **RESOLUTION #154 - APPROVAL TO REQUEST FINANCIAL RECORDS FOR THE 2019 YEAR BE AVAILABLE TO AUDIT FOR THE TOWN CLERK, TOWN JUSTICE AND CODE ENFORCEMENT OFFICES**

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

VOTE: AYES-5 NAYS-0

RESOLVED, to approve the request of availability of financial records for audit for the 2019 year at the January 14th, 2020 Town Board Meeting for the Town Clerk, Town Justice and Code Enforcement Offices

➤ **RESOLUTION #155 - SETTING DATE AND TIME FOR 2019 ORGANIZATIONAL MEETING**

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

VOTE: AYES-5 NAYS-0

RESOLVED, to approve of setting the following date and time for the 2020 Organizational Meeting: Monday, January 6th, 2020 at 5:00 p.m. at the Manchester Town Hall, 1272 Co. Rd. 7, Clifton Springs, N.Y.

Department Reports:

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

- **1/2-ton pick-up**
 - presented a quote for a new 1/2-ton pick-up truck for the highway department truck. This truck was budgeted for in the 2020 Budget, and the order can be placed to begin the process at this time if the Board approves.
 - Delivery of truck will be May/June 2020.

➤ **RESOLUTION #156 - APPROVAL/AUTHORIZATION TO ORDER THE TRUCK FOR THE HIGHWAY DEPARTMENT**

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

VOTE: AYES - 5 NAYS - 0

WHEREAS, a new truck has 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 the truck from: VanBortel Chevrolet, 1338 Main Street, Macedon, N.Y. at the cost quoted from the Onondaga Bid 8771 2019 C, in the amount of \$33,023.54.

- **Expensive Winter so far**
 - Equipment is doing well.
- **Highway Employee, Hunter North**
 - Now has his CDL and will be moving to MEO Light status in June 2020.

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

- **Willie Murphy reported:**
 - He and Kevin had a meeting with Ti Sales and the Village of Manchester Mayor, Trustees and employees regarding the purchase of new meters this morning. Looks promising for a potential Shared Service between Municipalities.
 - 250 of the Town of Manchester newest meters will already work with the new system proposed by Ti Sales.
 - Town of Clyde already has this system. Deputy Water Superintendent, Kevin Lyke will be going over there on Thursday, December 12, 2019 to see how the system works.

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

- There were fourteen (15) building permits issued in the Town of Manchester in November.
- Fees Collected - \$1,734.20.
- Estimated Construction costs - \$417,613.00
- Steve and Marty performed 22 fire inspections in the Town and the 3 Villages in November.
- Express Mart
 - Canopy got wobbly with the high winds and they were instructed by us to take it down.
- Planning Board Meeting - Tuesday, December 17th, 2019 at 7p.m. here at the Manchester Town Hall
 - Informal Sketch Plan application for the potential Solar Farm on County Road 13
 - Working with the Town Engineers to make sure this is done properly and that our Solar Code works the way it was intended to.

d. ASSESSOR, Jennifer Fagner, reported the following:

- Assessor's Aide
 - He will be coming into the office on December 17th at 9a.m. for a meet and greet with the office staff and go over job specs. I will get the new employee paperwork from Janis so he can fill that out.
 - We will establish work hours and days so I can make the Board aware along with a start date.
- I had taken a 4-week class Oct/Nov and took the exam on November 15, 2019.
 - I received notification that I passed and submitted it to Janis for my record.
 - I will make the Board aware of when my next class will be (after Revaluation)
- Working on the Revaluation.
- Working on restructuring the Assessor's Office.

➤ **RESOLUTION #157 – APPROVAL OF TRANSFERS**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the following Transfers:

From:	Amount:	To:	Reason:
<u>GENERAL FUND</u> A9060.8	\$5,000.00	A1110.1	To cover personal services for Town Court.
<u>REFUSE & GARBAGE FUND</u> CR8160.4	\$ 85.00	CR9055.8	To cover Disability Insurance.
<u>CENTRAL WATER DISTRICT</u> SW8320.4	\$4,500.00	SW5-8340.4	To cover Transmission and Distribution charges.

NO ADDENDUM ITEMS

BOARD MEMBER ITEMS:

• Councilman Miller:

- 1.) Request for Jason Lannon to look into reducing the speed limit on County Road 19, it's a Hopewell & Manchester shared road.
 - a. Increased truck traffic with Leonard's Express deems it to maybe need it to happen sooner rather than later.
- 2.) Even though the Court Justice position isn't an income driven position, the former Town Justice was generating more money through that office than we have had since with two (s) Justices.
 - a. Requests that the Board consider before the next Court Justice election year, the option of reducing the number of Judges from two (2) to one (1) in an effort to save tax payer money.
- 3.) Lastly, I was concerned last year at this time with having a new Town Clerk replacing a long-standing retiring Town Clerk with 27 years of experience. I would just like to say on record, that you, Jill, have stepped in and done a great job this year. You are doing a real good job.

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- **Councilwoman Folkins:**
 - 1.) Zoning Kick-Off Meeting was held on Monday, December 9, 2019.
 - a. Stakeholder meetings need to be planned with the Ag. Advisory Board and possibly Leonard's Express, the Round House Committee, G.W. Lisk, Clifton Springs, Hospital, etc.
 - b. Include any other large landowners from the Town of Manchester.
 - 2.) What is the status of the Town Historian position?
 - a. Supervisor Gallahan informed the Town Board that the letters are out.
 - 3.) Congratulations & Thank You to Councilman Don Miller, Jr.
- **Councilman Blazey**
 - 1.) Congratulations & Thank You to Councilman Don Miller, Jr.
 - 2.) New email address
- **Councilman Phillips:**
 - 1.) Thompson Grain being used more frequently again.
 - 2.) Congratulations & Thank You to Councilman Don Miller, Jr.
- **Supervisor Gallahan:**
 - 1.) Meeting last week to interview 3 of the 5 proposals from engineering firms (MRB, Fisher & LaBella) to receive the grant money of \$40,000.00 for the RoundHouse project.
 - a. Stakeholder meetings will be with Ontario County, Town of Manchester and Village of Manchester; First one will be Wednesday, December 18th, 2019 at the Village Hall in Manchester.
 - b. We will try to meet with all the stakeholders separately in order to keep stakeholders coming in with their own fresh ideas for this project.
 - 2.) 7 West Avenue in Manchester
 - a. Locally owned business, Timberline is interested in moving into the old Westplex plant
 - b. Makes hard wood flooring and would like to also have a retail/sales component to their facility
 - 3.) Fire Hydrants
 - a. How do we know that the hydrants are working? Who checks them for problems or issues?
 - i. Jason Lannon says the Town of Manchester Water Department has that responsibility.
 - b. Can we institute a schedule to have them checked regularly and make sure they are operating properly?
- **Town Clerk, Jill Havens:**
 - 1.) Questioned the start of the Town Board approved new roof on the Town Hall building.
 - a. Supervisor Gallahan will call the contractor that was awarded to project to see what the hold up is
 - 2.) Presented the Town Board with the information they requested regarding the installation of security cameras inside the Town Hall building (see attachment book)

➤ **RESOLUTION #158 - APPROVAL/AUTHORIZATION TO PURCHASE SECURITY CAMERA SYSTEM FOR THE TOWN HALL**

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

VOTE:	AYES-5	NAYS-0
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WHEREAS, there is monies already set aside for buildings and grounds security, which would include security cameras for the Town Hall Offices and Court Room; therefore, be it

RESOLVED, to approve and authorize Town Clerk, Jill Havens to proceed with placing the order for the security camera system from: MyTech Co., 5747 Running Brook Road, Farmington, N.Y. at the cost quoted, in the amount not to exceed \$2,418.99.

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➤ RESOLUTION #159 - AUDIT OF CLAIMS APPROVAL

On motion of Councilman Miller, seconded by Councilman Phillips, 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 \$17,835.23 as set forth on the Abstract #012 dated 12/10/2019;
- **ZONING FUND**, in the amount of \$8,692.93 as set forth on the Abstract #012 dated 12/10/2019;
- **REFUSE & GARBAGE FUND**, in the amount of \$398.89 as set forth on the Abstract #012 dated 12/10/2019;
- **HIGHWAY FUND**, in the amount of \$55,096.50 as set forth on the Abstract #012 dated 12/10/2019;
- **WATER FUND**, in the amount of \$11,150.54 as set forth on the Abstract #012 dated 12/10/2019;
- **TRUST & AGENCY FUND**, in the amount of \$6,814.57 as set forth on the Abstract #012 dated 12/10/2019

JUSTICE REPORT: The monthly reports from Justice Denosky and Justice Schaertl for the month of November 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, 7:15 p.m., seconded by Councilman Blazey, unanimously APPROVED.

Respectfully Submitted,

Jill A. Havens, Town Clerk

**Next Meeting(s):

- **Organizational Meeting:** *January 6th, 2020 – 5:00 P.M.*
- **Regular meeting:** *January 14, 2020 - 6:00 P.M.*
- **Regular meeting:** *February 11, 2020 - 6:00 P.M.*
- **Regular meeting:** *March 10, 2020 - 6:00 P.M.*
- **Regular meeting:** *April 14, 2020 - 6:00 P.M.*
- **Regular meeting:** *May 12, 2020 - 6:00 P.M.*
- **Regular meeting:** *June 9, 2020 - 6:00 P.M.*
- **Regular meeting:** *July 14, 2020 - 6:00 P.M.*
- **Regular meeting:** *August 11, 2020 - 6:00 P.M.*
- **Regular meeting:** *September 8, 2020 - 6:00 P.M.*
- **Regular meeting:** *October 13, 2020 - 6:00 P.M.*
- **Regular meeting:** *November 10, 2020 -6:00 P.M.*
- **Regular meeting:** *December 8, 2020 - 6:00 P.M.*