# MANCHESTER TOWN BOARD - REGULAR MEETING

# December 13, 2022 - 6 P.M.

The 2022 Town Board Meeting was held at the Manchester Town Hall on Tuesday, December 13th, 2022 at 6:00 P.M., with the following members present:

 David Phillips Supervisor

 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; Kevin Lyke, Water Superintendent

ABSENT: None

CALL TO ORDER: Supervisor Phillips called the December 13th, 2022 Regular Board meeting to order at this time, 6:00 p.m.

* RESOLUTION #143 - APPROVAL OF MINUTES, REGULAR MEETING November 7, 2022, AS SUBMITTED

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

#  VOTE: AYES - 5 NAYS - 0

 RESOLVED, to approve the minutes from the Regular Meeting held on November 7th, 2022, as submitted.

* RESOLUTION #144 - APPROVAL OF SUPERVISOR’S MONTHLY FINANCIAL STATEMENT

On motion of Councilman Blazey, seconded by Councilman Shannon, 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 #145 - 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 (53 N & R; 0 - PB; 0 -Exempt; 2-Tag) $ 1,043.00

#  -- Late Fees (Dog Licenses) $ 180.00

#  -- Transfer Station $ 4,673.96

#  -- Zoning Fees $ 1,510.80

-- Conservation $ 62.08

-- Fax Fees $ 0.00

 -- Certified Copy $ 180.00

 -- Bingo Proceeds $ 90.53

 -- Marriage License (1) $ 17.50

 -- Bingo License (0) $ 0.00 -- Game of Chance License (0) $ 0.00

 TOTAL COLLECTED 7,772.87

 PAID TO NYSDEC $ 1,116.92

 PAID TO STATE $ 86.00

 PAID TO NYS DEPT. OF HEALTH $ 22.50

 PAID TO NYS RACING & WAGERING $ 0.00

 PAID TO SUPERVISOR (TOWN) $ 7,772.87

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

1. Supervisors Monthly Report
2. Town Clerk Monthly Report
3. Town Clerk’s Monthly Report from 2021 (historical reference only)
4. County Resolution 652-2022 Tax Levi overages and shortages
5. Manchester Fire Department October 2022 report
6. Canal Corp. Earthen Embankment Integrity Program
7. RG&E NYSEG News release, late payment charge suspension
8. Charter Communications Channel lineup change
9. NYS Ag. And Markets Municipal Shelter Inspection Report
10. Extension agreement and MOU for Water from City of Canandaigua
11. Charter Communications Channel lineup change
12. Sample resolution and map against proposed redistricting
13. NYSEG News Release, announcing HEAP program
14. Cornell Cooperative Extension, Annual Report
15. Dog License fee information
16. Copy of transfers

~ Brief Discussion: We have a twenty five year contract with the City of Canandaigua for water that ends 12/31/22. Every customer the City of Canandaigua supplies water to, has been out of compliance for months, except for the Village of Manchester. There are current conversations happening with the Department of Health, Environmental Protection Agency and engineers. Due to this, we are extending the original contract for a one year period to obtain more information regarding the issues we have been having.

* RESOLUTION #146 – ACCEPTING EXTENSION AGREEMENT FOR WATER WITH THE CITY OF CANANDAIGUA

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, Extend the current contract we have for water with the City of Canandaigua an additional year

* RESOLUTION #147 – APPOINTMENT OF TABITHA TRUJILLO TO DEPUTY TAX COLLECTOR

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

VOTE: AYES - 5 NAYS - 0

 RESOLVED, to appoint Tabitha Trujillo as a Deputy Tax Collector

* RESOLUTION #148 – APPOINTMENT OF PARKER MOORE TO A LABORER POSITION IN THE HIGHWAY DEPARTMENT

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

VOTE: AYES - 5 NAYS - 0

 RESOLVED, to appoint Parker Moore as a Highway Laborer at the hourly rate of $18.00.

~ Brief Discussion: Tax Bank Account. We had meetings with Canandaigua Nation Bank and Lyons National Bank to determine how we can best be served. Not made full decisions but have decided that we will be opening a tax account with Canandaigua National Bank. We will close out our current tax account with Community Bank. Canandaigua National Bank is experienced with working with municipalities and have agreed to collect taxes on our behalf for the month of January. They also guaranteed no fees will be charged for the accounts or checks that are needed. They have short term CD’s (as short as 7 days) allowing the opportunity to invest some of the monies from tax collection.

~ Consensus: Consensus was gained from the Town Board to open a tax account with Canandaigua National Bank and for the bank to collect taxes during the month of January. More banking decisions will be made during the Organizational Meeting on January 3, 2023.

~ Brief Discussion: Ontario County is charging a fee of $17.50 per dog license for 2022 and will be charging $18.35 per dog license for 2023. We are currently charging $16.00. We need to increase the charge to $20.00 per dog license to pay the fee to the county and administrative fees at the Town. Also, an increase in the breeder licensing; 1-10 dogs from $55 to $100, 11-25 dogs from $80 to $150 and 26+ dogs from $150 to $200 in 2023.

* RESOLUTION #149 – APPROVAL TO RAISE THE FEE FOR LICENSING DOGS FOR 2023

 On motion of Councilwoman Folkins, seconded by Councilman DeCook

VOTE: AYES - 5 NAYS - 0

 RESOLVED, to increase the amount to license a spayed/neutered dog to $20.00 per dog and an increase in the breeder licensing; 1-10 dogs from $55 to $100, 11-25 dogs from $80 to $150 and 26+ dogs from $150 to $200 in 2023.

~ Brief Discussion: An Audit Committee needs to be established for the Judges and Clerk records. Jaylene Folkins and Kevin Blazey volunteered for the committee and will be establishing a date to audit records for the two Judges and Town Clerk.

~ Brief Discussion: A date for the 2023 Organizational meeting needs to be set in early January. January 3, 2023 at 5pm was the date decided on.

~ Brief Discussion: A new tax map was proposed by an independent committee. It has been challenged. Ontario count would be split into three congressional districts. There was an article in the Times regarding this.

* RESOLUTION #150 – OPPOSING THE PROPOSED REDISTRICTING MAP

 On motion of Councilman Blazey, seconded by Councilman DeCook

VOTE: AYES - 5 NAYS - 0

 RESOLVED, to oppose the proposed congressional redistricting map.

~ Brief Discussion: Discussed cost of a two-year contract with Tri-Delta Resources to extend our Firewall protection. There are 3 plans/options costing $795, $825 or $902. This was discussed at a previous Town Board meeting and more information surrounding the options was needed.

* RESOLUTION #151 – APPROVING A TWO-YEAR CONTRACT WITH TRI-DELTA RESOURCES FOR SONICWALL TZ270 ADVANCED EDITION

 On motion of Councilman Blazey, seconded by Councilman Shannon.

VOTE: AYES - 5 NAYS - 0

 RESOLVED, to enter into a two-year contract with Tri-Delta Resources for our Firewall protection at a cost of $902 for that two-year period.

~ Brief Discussion: Quotes were obtained from Global LED for estimates for both the Town Hall and Highway buildings. In the Highway building there would be a yearly savings $6,500.00- and 1.3-year Return on Investment. In the Town Hall there would be a savings of $1,629.00- and 3.3 years Return on Investment. This includes a grant for approximately 20% of the cost.

* RESOLUTION #152 – APPROVING A CONTRACT TO UPDATED BUILDING LIGHTING TO LED.

 On motion of Councilman Blazey, seconded by Councilman Shannon.

VOTE: AYES - 5 NAYS - 0

 RESOLVED, to approve a contract with Global LED Solutions to update the lighting in both the Town Hall and the Highway buildings.

Department Reports:

a. HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:

* The new Highway truck is done and waiting for a driver.
* Repairs need to be made for Kevin’s truck. The box is rotting off it. It is being evaluated to decide if it should be repaired or replaced. He will continue to use the current truck for the next six months until a decision is made.
* 284 Agreement – will be addressed at the Organizational meeting.
* Tree trimming is being done with a concentration of the trees that are hitting the trucks and tractors that pass under them.
* The boiler has been serviced but will need to be replaced. A spec will need to be written for Spring/Summer for bids on that replacement.
* Pearl Street bridge guard rail is need of replacement. Now, there are barrels in place. A new guard rail is $16,000 and a jersey barrier would be $8,000. A guard rail is preferred. Jason will be looking at the Budget to determine how to pay for this.

# b. CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:

# 14 Permits – in the month of November

# Collected $1301.00 in fees.

# Estimated Construction Costs $276,004.00

* 13 Fire inspections were completed in the Town.
* Waiting to hear back from General Code regarding what level of review they are doing on the new zoning code. We believe that they organize and proof the writing but will not being doing a legal review. Both the Planning Board and the Zoning Board are in favor of the new zoning code.
* Jaylene will be reaching out to Molly letting her know that we are not getting a lot of feedback to make sure that we are all set with the draft and a public hearing will be held in January. (See Resolution #154)

c. ASSESSOR, Jennifer Fagner, reported the following:

* We had a total of 25 transfers since the last meeting in October.
* Attended the Ontario County Assessor’s Association Christmas Party. They collected a full box of gifts for the Toys for Tots program. Jen and Lon took them to the Sheriff’s department. It had to be done in 2 trips. There are donations in the Marines Toys for Tots box at the Manchester Town Hall that will be picked up soon.
* Sent out renewals for the Senior partial tax exemption and exemptions for persons with disabilities and low income.
* More residents coming in asking for help to apply for the credit check.
* Attended Deeds class through the NY State Assessors Association. It was very informative.
* Wishing everyone a Merry Christmas.

d. TOWN CLERK, Devon Hayes, reported the following:

* Recognition of Mary Ann Trickey, acknowledging all she has done with her help in training and guidance in the many duties of the Town Clerk position.
* A notice was sent out for all delinquent licenses for dogs. Any that are still delinquent will be sent to Ontario County at the end of the month.
* Mary Ann and Devon were trained on the new Systems East on 12/12/22.
* Reviewing all bills for ways we can cut back on expenses. This will be a continuing task.
* Should we establish a Sunshine Fund? Answer was yes and all Town Board members contributed to the fund.

e. WATER SUPERINTENDENT, Kevin Lyke reported:

* Water DP numbers averaged to 80.42. This makes us in compliance and out of violation. This next quarter should be good for water DP numbers. Algae/organics grow slower in cold water than in warm water. We have been able to back down on chemicals to treat to the water.
* Working on hydrants
* Just got done with Meter reading. The new system is working well. The old system is still having problems. It did not read about 40 meters so reaching out to people to get the information needed.
* Water truck needs to be replaced. There are both reserve funds and ARP funds. There is money to purchase a truck. Both new and used vehicles are being considered.

f. SUPERVISORS MONTHLY FINANCIAL REPORT, Dave Phillips, reported the following:

* All the major funds prepaid the NYS Retirement contribution for 2022in the amount of $89,123.00 at the end of November. Otherwise, the General, Zoning and Highway Funds had a fairly quiet month. There were no unexpected revenues or expenditures and all 3 funds again ended the month much better than in previous years.
* The Refuse and Garbage Fund received a quite a bit more in transfer station fees than in October but this could be related to more stability in the Clerk’s office in the previous month. This fund is showing improvement in its end of month balance and is a very good sign.
* The Water Funds are also showing growth in their fund balances at the end of the month. The unpaid water bills plus penalties were sent to the County for relevy on the 2023 taxes. This was a more substantial amount than in previous years, but the water funds still have a healthy fund balance. The town funds continue doing quite well in 2022.
* RESOLUTION #153 – APPROVING A PUBLIC HEARING TO BE HELD REGARDING NEW ZONING LAW.

 On motion of Councilwoman Folkins, seconded by Councilman Shannon.

VOTE: AYES - 5 NAYS - 0

 RESOLVED, to approve a public hearing to be held 1/10/23 at 6:00pm regarding new zoning code.

* RESOLUTION #154 – APPROVAL OF FUND TRANSFERS

From A1910.4 to A1620.4- $2,000 to cover Town Hall expenses

From A1410.2 to A4020.4- $400 to cover Registrar/Vital Statistics

From A1460.1 to A5132.4- $3,000 to cover garage expenses

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

VOTE: AYES - 5 NAYS - 0

 RESOLVED, to approve the three fund transfers

* RESOLUTION #155 – APPROVAL OF FUND TRANSFERS

Interfund transfer $1,667.76 from General Fund A to Central Water Fund SW5 FUND, ARPA funds

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

VOTE: AYES - 5 NAYS - 0

 RESOLVED, to approve the fund transfer

* RESOLUTION #156 – APPROVAL OF BUDGET AMENDMENT

Increase Revenues DB1120 $117,031.00

Increase Reserve fund DB845R $117,031.00

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

VOTE: AYES - 5 NAYS - 0

 RESOLVED, to approve the budget amendment.

ADDENDUM ITEMS

1. Tri-Delta Firewall quotes
2. Global LED Solutions quotes

BOARD MEMBER ITEMS:

* Councilwoman Folkins:
1. We haven’t received any strong feedback on the new zoning code. It has been posted on our Town website, a flyer in the Port Gibson Post Office and in two grocery stores.
* Councilman DeCook

 1.)

* Councilman Shannon:
1.
* Councilman Blazey:

1.)

* Supervisor Phillips: Ontario County News:
1. Matt Shannon and Dave Phillips met with the attorney regarding the water contract between the Village of Manchester and the Town of Manchester. It was decided that a new contract should be written. Dave and Kevin Lyke wrote an email to Mike Buttaccio, mayor for the Village of Manchester. He is agreeable to meet. They will determine a date in January for the meeting.
2. Update on security. Another security company came in to look at our needs and they will be forwarding a quote. Matt Shannon also supplied the names of two other companies to speak with for quotes.
3. The Round House – we just sent money to the County for the Round House. The County is putting together a package with information of this is the property, this is where it is deficient, this is the cost to move forward with it. There are currently two companies interested in it. The DEC has agreed with the County that if we have a buyer for the property, if they have a plan to do the clean-up, it would be passed to that company. Both companies are working on that plan.
* RESOLUTION #157 – MOTION TO APPROVE VOUCHERS

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

#  VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve November vouchers

ADJOURNMENT: There was no other business before the Board at this time; Councilman Blazey moved to adjourn the meeting, 7: 31 p.m., seconded by Councilman Shannon, unanimously APPROVED.

*Respectfully Submitted,*

*Devon R Hayes, Town Clerk*

\*\*Next Meeting(s):

* *Organizational meeting: January 3, 2023 at 5:00pm*