

**MANCHESTER TOWN BOARD - REGULAR MEETING
AUGUST 8, 2023 - 6 P.M.**

The Regular Monthly Meeting of the Manchester Town Board was held tonight, August 8, 2023, 6:00 p.m. at the Manchester Town Hall with the following members present:

David Phillips	Supervisor
Kevin Blazey	Deputy Supervisor/Councilman
Scott DeCook	Councilman
Jaylene Folkins	Councilwoman
Matt Shannon	Councilman

OTHERS PRESENT: Devon Hayes, Town Clerk; Kevin Lyke, Water Superintendent; Jason Lannon, Highway Superintendent; Willie Murphy, Deputy Highway Superintendent; Steve DeHond, Code Enforcement Officer Jenn Fagner, Assessor
ALSO PRESENT: Alicia Stoklosa, Brandee Nelson

ABSENT:

CALL TO ORDER: Supervisor Phillips called the August 8, 2023 Regular Board meeting to order at 6:00 p.m.

➤ **RESOLUTION #92- APPROVAL OF MINUTES, REGULAR MEETING JULY 2023**

On motion of Councilman Shannon, 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 July 11, 2023.

➤ **RESOLUTION #93 - APPROVAL OF SUPERVISOR’S MONTHLY FINANCIAL STATEMENT**

On motion of Councilman DeCook, seconded by Councilman Blazey, 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 #94 - APPROVAL OF TOWN CLERK’S MONTHLY REPORT**

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

VOTE: AYES - 5 NAYS - 0

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

-- Town Clerk Interest	\$.10
-- Bingo Proceeds	\$	21.24
-- Miscellaneous	\$	25.00
-- Solicitor License	\$	50.00
-- Transfer Coupons	\$	5,528.28
-- Zoning Fees	\$	827.00
-- Marriage License	\$	122.50
-- Marriage Certified Copies	\$	30.00
-- Conservation	\$	4.86
-- Dog Licensing	\$	2,333.00
-- Late Fees	\$	169.00
TOTAL COLLECTED		\$ 9,110.98
PAID TO NYSDEC	\$	83.14
PAID TO NYS DEPT OF HEALTH	\$	157.50

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PAID TO NYS AG & MARKETS	\$	152.00
PAID TO SUPERVISOR (TOWN)	\$	9,110.98

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

- a. Monthly Report of Supervisor
- b. Town Clerk Monthly Report
- c. Charter Communications change in channel lineup
- d. NYSEG reminder to dig safely
- e. Ontario County 2nd quarter sales tax
- f. Ring Central quote
- g. OTTC internet Business pricing
- h. Town of Canandaigua resolution requesting equitable tax rate
- i. T.O.M. Lyons National Bank account collateralization
- j. Manchester Fire Department Monthly report
- k. T.O.M. Canandaigua National Bank account collateralization
- l. NYMIR training announcement
- m. Matt Cramer request to improve unsafe intersection
- n. Ontario County request to join corridor study for Black Brook
- o. Lagana estimate for Town Hall heating system
- p. Ostella estimate for Town Hall heating system
- q. Ostella estimate to replace town hall PTac heating units
- r. Transfer General Fund
- s. Budget Amendment

~ Brief Discussion – Brandee Nelson (Tighe & Bond for Catalyze) and Alicia Stoklosa (Hodgson Russ for Catalyze) were both present for any questions regarding the Newark Solar project ACE, decommissioning plan and surety bond. In follow up to the question Councilman Blazey asked last meeting regarding the cost of recycling one panel, Brandee stated that they estimated it would be \$35.00. Disposal costs would be less expensive. It is difficult to say what the costs would be in 25 years. She also pointed out that there is a significant opportunity for an economic area to explore recycling the panels before the panels need to be disposed of. There is also a possibility that the parts might be able to be reused. Councilman DeCook asked about the fire truck lanes. Wondering what would be the scenario for fire trucks to be needed. Grass fire was mentioned. Brandee said that ideally the fire trucks would never need to be called. If a panel was on fire, it should circuit break itself and/or the proper calls would be made to shut off power remotely. What might be burning? Grass fire was mentioned as being a possibility. Brandee said in her 10 years in the industry she hasn't experienced any electrical fires. All the electric is on the access road so in the chance that any fire should happen in the panels, they would be easily reached.

➤ RESOLUTION #95– RESOLUTION TO ACCEPT NEWARK SOLAR ACE, DECOMMISSIONING PLAN AND SURETY BOND CONTINGENT THAT ALL FINANCIAL OBLIGATIONS TO THE TOWN ARE MET

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the ACE, decommissioning plan and surety bond for the Newark Solar project, contingent that all obligations to the Town are met.

~ Brief Discussion – Comparison of price and product offering of bids on internet providers. The middle option is \$129.00 monthly. No added cost for installation.

➤ RESOLUTION #96– APPROVE OTTC AS INTERNET PROVIDER

On motion of Councilwoman Folkins, seconded by Councilman Blazey

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve OTTC as internet provider

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- **RESOLUTION #97– APPROVE RING CENTRAL AS PHONE SERVICE PROVIDER**
On motion of Councilwoman Folkins, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve Ring Central as phone service

- **RESOLUTION #98– APPROVAL TO JOIN BLACK BROOK CORRIDOR STUDY**
On motion of Councilman DeCook, seconded by Councilwoman Folkins, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve joining the Black Brook Corridor study

~ Brief Discussion – Unsafe intersection at Kyte Road and Rt. 96. The way the roads coming into the intersection are angled make it difficult to see crossing traffic. There was a corridor study done about 15 years ago. That information might need to be updated to reflect current data which might include increased traffic and business. The question was raised wondering if a roundabout would be an option.

- **RESOLUTION #99– APPROVAL TO FORWARD A REQUEST TO THE COUNTY REQUESTING A TRAFFIC STUDY TO IMPROVE THE SAFETY OF THE INTERSECTION OF KYTE ROAD AND ROUTE 96**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve sending a request that the intersection of Kyte Road and Route 96 be studied to improve the safety.

~ Brief Discussion – Town Hall Heating/AC – Currently there is no heating or cooling in three offices in the Town Hall. Lagana has given a price that is significantly lower than the other bid we currently have. A legal publication was put in the newspaper. Also notice of bid was put on the Town website. All bids will be considered.

- **RESOLUTION #100– APPROVE UP TO \$45,000 TO REPLACE THE TOWN HALL HEATING AND COOLING**
On motion of Councilman Blazey, seconded by Councilman DeCook, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve replacing the Town Hall heating and cooling (not to exceed \$45,000)

Department Reports:

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
- **Wedging is close to being completed.**
 - **The new heating system is mostly installed**
 - **The new propane tank is ahead of schedule**
 - **Road shoulders will be wedged in September**
 - **Exploring the purchase of a new mower. There are now 6 cemeteries and 2 pump stations to mow.**
 - **The old water truck sold for \$12,100.00**
 - **The fuel oil and tank – getting a price to sell back to Main Energy**

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- b. **CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:**
- 14 Permits – in the Town of Manchester
 - Collected \$752.00
 - Construction Costs \$281,171.00
 - Completed 3 fire inspections in the Village of Clifton Springs
 - There is a meeting next week at the County with FEMA regarding flood zone mapping. They will represent the Town of Manchester and the three villages.
 - Requesting a new truck. Would like approval to purchase. This purchase was budgeted for this year
 - Newark Solar project will break ground next Spring

➤ **RESOLUTION #101- APPROVAL TO PURCHASE A NEW TRUCK FOR CODE ENFORCEMENT NOT TO EXCEED \$55,000.00.**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the purchase of a truck not exceeding the cost of \$55,000.00

- c. **Assessor, Jennifer Fagner, reported the following:**
- The Assessor's office had a total of 9 transfers since the last meeting
 - Two meetings were held with Sylvia in July. She is helping with the Revaluation
 - Printing information to start the 2024 Revaluation process. There will be a significant increase of 30%+
 - This Thursday there is an Ontario County Assessors meeting. Workload will determine if the Assessor's office will attend
- d. **TOWN CLERK, Devon Hayes, reported the following:**
- New security was installed in both the Town Hall and Town Barnes
 - Town Historian, Len Kataskas, will be at the Town Hall on Thursday. He will be looking at the historical items and assist in a plan to organize them
 - Both the Town Clerk and Deputy Town Clerk are in process for preparing for the Notary exam
- e. **Water Superintendent, Kevin Lyke, reported the following:**
- Water samples were taken and sent for testing. Results will be back in about 3 weeks. There has been a great increase on flushing water due to high weather temperatures
 - Replaced 3 valve boxes
 - Repaired 2 hydrants
 - Continue to work to install new meters
 - New hook up was done near Stafford and Hosey
- f. **Supervisor Dave Phillips, reported the following:**
- The General Fund did not have any unusual revenues or expenditures in the month of July.
 - The Zoning and Highway Funds received the second quarter sales tax at the end of July. The sales tax figure saw an increase of 2.7% over 2022. Sales tax continues to increase but the increase is not as marked as it was in the previous two years.
 - The Refuse and Garbage Fund is continuing to increase its revenues from user fees and the expenditures have remained consistent. It is hoped this is good news and should be unless an unforeseen expenditure occurs.
 - The water funds continued collecting quarterly water payments in July. It is noted that payment by credit cards is becoming a popular and convenient way for water customers to pay the quarterly water charge as the month of July was the highest month for credit card payments to date.
 - The Town is again doing very well financially.

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➤ **RESOLUTION #102 – APPROVAL OF FUND TRANSFERS**

From A1110.2 \$2,000 to A1110.4 to cover coverage in Municipal Court contractual
From A9060.8 \$4,000 to A1620.1 to cover Groundskeeper personal services

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the fund transfers

➤ **RESOLUTION #103 – APPROVAL OF BUDGET AMENDMENTS:**

Increase Revenues General Fund A3089 State Aid \$2,019.22
Increase Appropriations General Fund A1110.2 Municipal Court \$1,419.23
Increase Appropriations General Fund A1110.4 Municipal Court \$599.99

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 amendments

ADDENDUM ITEMS –

BOARD MEMBER ITEMS:

- Councilwoman Folkins
 - 1.) She was able to get pricing for additional copies of the new Zoning Code but put the question to the board and zoning office wondering if additional copies were necessary due to so many people accessing the information electronically. A decision was made to not purchase additional copies at this time.
 - 2.) She contacted the Ontario County Historical Society records and archives regarding our historical artifacts. They don't have any storage. They asked that we consolidate and inventory our collection and contact them once done. They will then come and advise on where historical information should be housed. This project would be led by the Town Historian. Jaylene and Devon will also be helping.
- Councilman DeCook
 - 1.)
- Councilman Shannon:
 - 1.)
- Councilman Blazey:
 - 1.)
- Supervisor Phillips: Ontario County News:
 - 1.) Letter from the Town of Canandaigua to Ontario County. They are concerned as they just jumped approximately 40% in assessments. They are seeking an equalization rate with taxes.
 - 2.) NYMIR requires 5 mandatory trainings be done by personnel.
 - 3.) A housing study has been done for Ontario County. A meeting will be held at the Town Hall in September to give information regarding the needs within the county. This includes flood plane maps and flood insurance maps.
 - 4.) Village of Clifton Springs signed off on them being lead agency on the annexation of land that we have been working on
 - 5.) Also sign off was done for the Town of Farmington to be lead agency for water tower on Brickyard Road in Canandaigua. This has no impact on the Town of Manchester

➤ **RESOLUTION #104 – MOTION TO APPROVE VOUCHERS**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve July vouchers

➤ RESOLUTION #105 – MOTION TO ENTER INTO EXECUTIVE SESSION AT 7:32pm.

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to enter Executive Session

➤ RESOLUTION #106 – MOTION TO EXIT EXECUTIVE SESSION AT 8:35pm.

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to exit Executive Session

➤ RESOLUTION #107 - APPROVAL TO NEGOTIATE WATER CONTRACT PER TERMS DISCUSSED IN EXECUTIVE SESSION

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the negotiation of the water contract per terms discussed in executive session.

ADJOURNMENT: There was no other business before the Board at this time; Councilman Blazey moved to adjourn the meeting, 8:38 p.m., seconded by Councilman Shannon, unanimously APPROVED.

Respectfully Submitted,

Devon R Hayes, Town Clerk

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

- *Regular meeting: September 12, 2023 - 6:00 P.M.*
- *Regular meeting: October 10, 2023 - 6:00 P.M.*
- *Regular meeting: November 14, 2023 -6:00 P.M.*
- *Regular meeting: December 12, 2023 - 6:00 P.M.*