MANCHESTER TOWN BOARD – PUBLIC HEARING AND REGULAR MEETING April 9, 2024 - 6 P.M.

A Public Hearing and the Regular Monthly Meeting of the Manchester Town Board was held tonight, April 9, 2024, 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; Jennifer Fagner, Assessor

ALSO PRESENT: Town of Manchester residents: Jeremy Brown, Jenavieve Brown, William Young, Dave Collett, Elaine Liberio

ABSENT: Steve DeHond, Code Enforcement Office

CALL TO ORDER: Supervisor Phillips called the April 9, 2024, Public Hearing regarding the Willo-Crest Right of Way Encroachment at 6:00p.m. Supervisor Phillips read the published Public Hearing Notice. There was no one present that wished to be heard change in the original right of way encroachment agreement between Willo-Crest Farm and the Town of Manchester which requests four additional road crossings. There were no questions from the Town Board. Kevin Lyke, Water Superintendent, did ask if the U Dig information was figured out. Supervisor Phillips responded yes and said that the engineering firm addressed that during the original right of way encroachment agreement.

PUBLIC HEARING ENDED AT 6:03 PM

CALL TO ORDER: Supervisor Phillips called the April 9, 2024, regular Town Board meeting to order at 6:03 p.m.

> RESOLUTION #52- APPROVAL OF MINUTES, REGULAR MEETING MARCH 2024

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the minutes from the regular Town Board Meeting held on March 12, 2024.

RESOLUTION #53 - 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 #54 - 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:

April 9, 2024

Town Clerk Interest	\$.21
Bingo Proceeds	\$	366.89
Transfer Coupons	\$	4,756.20
Zoning Fees		1,523.60
Games of Chance License	\$	30.00
Bell Jar License	\$ \$ \$ \$ \$ \$ \$ \$	10.00
Death Certified Copies	\$	320.00
Marriage Certified Copies	\$	50.00
Marriage License	\$	52.50
Conservation	\$	1.94
Dog Licensing	\$	1,864.00
Late Fees	\$	190.00
TOTAL COLLECTED	\$	9,165.34
PAID TO NYSDEC	\$	33.06
PAID TO NYS DEPT OF HEALTH		67.50
PAID TO NYS AG & MARKETS	\$	111.00
PAID TO STATE COMPTROLLER	\$ \$ \$	60.00
PAID TO SUPERVISOR (TOWN)	\$	9,165.34

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

- a. Supervisor's monthly report
- b. Town Clerk Monthly Report
- c. Copy of water bills to Village of Manchester
- d. Letter of Support to Town of Farmington
- e. Letter of Support to City of Canandaigua
- f. High volume water rate proposal
- g. Os-Cubed router quote
- h. Daily Messenger rate increase
- i. Charter Communications channel update
- j. ROW encroachment agreement Willo-Crest
- k. Casella rate increase
- I. NYCLASS investments rates
- m. TOM quarterly investment report
- n. ARPA interfund transfer
- o. Town Courts comparison
- p. Manchester Town Court request for more clerk hours
- q. Manchester Fire Department monthly report
- r. NYSEG, reminder to call before digging
- s. TOM Code Enforcement monthly report
- RESOLUTION #55– RESOLUTION APPROVING THE RIGHT OF WAY ENCROACHMENT CONTRACT WITH WILL-O-CREST FARMS FOR UNDERGROUND MANURE PIPES On motion of Councilman DeCook, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the right of way contract with Will-O-Crest Farms

~ Brief Discussion – Village of Manchester water rates; The Town of Manchester has some water customers that are receiving water from the Village of Manchester. For approximately 2 years, the Town of Manchester bills the Village of Manchester at one rate and the Village of Manchester is paying that bill at a lower rate. Prior to that, the Village of Manchester was paying the correct amount. There have been meetings regarding this issue, but the Town has not been successful at negotiating with the Village. This is a loss of approximately \$2,000 a year. Supervisor Phillips spoke to the town attorney asking about possible remedies to the situation. The Town could set up the customers as out of district water users and bill the customers, but this could cause confusion if the Village continued to bill for water also. There is an option to take legal action against the Village but this would be at the tax payer expense and would take many years to make that action worthwhile. A unanimous decision was made to continue to attempt negotiations with the Village.

MANCHESTER TOWN BOARD - REGULAR MEETING (CONT.)

April 9, 2024

➤ RESOLUTION #56- RESOLUTION TO ADJUST THE WATER RATE FOR HIGH VOLUME CUSTOMERS. All WATER CUSTOMERS WOULD PAY \$2 LESS A GALLON AFTER REACHING 500,000 GALLONS

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to adjust the water rate for high volume customers

- ~ Brief Discussion New router for the office building; There have been problems with a weak signal from the router since the new heaters were put in. When the court has trials, they use the television to give instructions to the jurors and it does not always feed well. The IT company said that the router is old and should be replaced. The benefits would be an increase in the security level and a stronger signal throughout the building.
- > RESOLUTION #57- RESOLUTION TO PURCHASE TWO ROUTERS FOR THE TOWN HALL BUILDING

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to purchase new routers for the Town Hall

- ~ Brief Discussion Daily Messenger subscription; The subscription increased in price again. It is the Town's official newspaper, but we do not have the need to cut the public notices out of the paper as we receive confirmation of publishing from the newspaper which is notarized. Supervisor Phillips asked the board if they found any reason to renew the subscription. All board members agreed that the subscription should not be renewed.
- > RESOLUTION #58- RESOLUTION TO ADD NYCLASS AS ELIGIBLE BANK TO THE TOWN OF MANCHESTER

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to add NYCLASS as an eligible bank to the Town of Manchester

- ~ Brief Discussion Court Clerk hours; 52 hours a week are currently budgeted for the Court Office with 40 hours being utilized. The judges are asking to increase the 52 hours to 64 hours as they want to hire a second person at 24 hours per week. Along with the request a was a list of duties that are expected of the Court Clerk. The Town Board reviewed the workload and staffing comparisons in six nearby towns. The staffing for the two towns that most closely match in workload are the Town of Hopewell, doing almost double the workload with 52 hours and the Town of Phelps, which has 2 part-time people at 20 hours each. The Town Board unanimously decided that the court should use the 52 hours budgeted first and it can be reevaluated after that if necessary.
- ~ Brief Discussion Number of dogs; Supervisor Phillips reported that there is an individual that is over the limit of dogs. There was a meeting at the Town Hall with Code Enforcement and Dog Wardens to develop a plan on how this should be handled. It was decided that it would be proposed to the Town Board that the individual be allowed to license and keep her dogs. She will not take on any more dogs or replace any should they pass away until she is under the four dog per household limit. The Humane Society will make an annual visit to make sure it is still a safe environment. The Town Board unanimously decided this was a good plan with a possible update being more than one inspection a year.

Brief presentation: Dave Collett requested time to speak at the meeting. He wanted to thank the Town of Manchester for holding a significant place in his religion, the Church of Latter-day Saints. He also left information that he had created and given to the Town Historian previously noting the history of Joseph Smith.

April 9, 2024

Department Reports:

- a. HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:
 - There was an accident with a Town truck and a school bus a couple of weeks ago. The school bus was at fault. It is currently being repaired at Hot Frame and Axle. The truck was insured for \$74,000. If it had been a complete loss, the state bid replacement would have been \$107,000. This would have been costly if the truck had been totaled. The insurance company has been contacted and will give quotes to update the replacement costs for vehicles not meeting today's standards.
 - Approval is needed to list and sell the 2012 zoning truck that is being replaced.
 Auctions International will be coming on the 17th of April to take pictures and get it on the website.
 - The new Zoning truck came in but was missing the steps, so it was sent back to have them added. It should be back at the end of the week.
 - Ditching and doing plow damage repair is being done.
 Thursday Willie, Kevin, Richie and Hunter are going to Dig Safe required training.
 - Next month will be requesting approval to order the loader that will be purchased in 2025.
 - > RESOLUTION #59- RESOLUTION TO APPROVE THE LISTING AND SALE OF THE 2012 ZONING TRUCK THAT IS BEING REPLACED
 - On motion of Councilman Blazey, seconded by Councilman DeCook, the following resolution was unanimously ADOPTED:
 - VOTE: AYES 5 NAYS 0
 - RESOLVED, to approve the sale of the zoning truck at auction
- b. SUPERVISOR PHILLIPS ON BEHALF OF CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:
 - 10 Permits in the Town of Manchester
 - Collected \$1173.20 in fees.
 - Construction Costs are \$243,016.00.
 - Completed 25 fire inspections and property maintenance inspections between the three Villages and Town.
- c. ASSESSOR, Jennifer Fagner, reported the following:
 - Tentative Assessment letters were mailed last week. The Assessors' office has been very busy with informals, phone calls, walk-ins. Supervisor Phillips stated that he commends her office and their great job of communicating.
- d. TOWN CLERK, Devon Hayes, reported the following:
 - Water billing has a new credit card system that requires several fields of personal information to be entered. We will no longer be taking credit card payments for water over the phone. We will continue to process credit cards for water in person at the Town Hall.
 - Taxes Tax collection is done for the year. Certificate of Deposits were purchased using the money that was being collected for Ontario County.
 \$21,378 was earned through the Certificates of Deposits and given to the Town of Manchester.
- e. WATER SUPERINTENDENT, Kevin Lyke, reported the following:
 - Finished the work on hydrants.
 - Repaired 12 curb boxes. There are 16 more to replace.
 - 27 water meters have been replaced. There are approximately 40 more to do
 - Data logs were put on the hydrants, and they were tested with good results
 - Using up the last of the Clearitas and hopefully will not be buying any more.
 - A new customer on Martin Road will be hooked up to water tomorrow.

April 9, 2024

- f. Supervisor Dave Phillips, reported the following:
 - The General, Zoning and Highway funds did not receive any unusual revenues or expenditures in the month of March.
 - The Refuse and Garbage Fund continues to receive more in user fees than in the first few months of previous years and is doing much better financially.
 - The Central and County Road 13 water districts have begun collecting water payments for the second quarter of 2024. It is hoped that the water rate increase will help to increase the fund balance in the Central Water Fund.
 - Current pace of Fines and Forfeitures is pacing well below budgeted amount.

> RESOLUTION #60 - APPROVAL OF FUND TRANSFERS FROM A688 to SW5-8340.4 \$64.25 ARPA FUNDS

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the fund transfer \$64.25 from A688 to SW5-8340.4

ADDENDUM ITEMS - none

BOARD MEMBER ITEMS:

- Councilwoman Folkins
 - 1.)
- Councilman DeCook

1.)

- Councilman Shannon:
 - 1.) Copies of the fire contracts are needed to work with the Fire Departments on new contracts

Supervisor Phillips stated he would get the information together and email to the Town Board members

Councilman Blazey:

1.)

- Supervisor Phillips: Ontario County News:
 - 1.) The American Legion wanted to know about participation in the Memorial Day parade
 - 2.) We received a note from Darrell and Donna Brown. Regarding the Shortsville community walkathon. It is for the graduating class at school. The Town does not have a budget item anywhere for doing sponsorships for fundraisers, however personal money can be collected if anyone is interested in donating.

> RESOLUTION #61 - MOTION TO APPROVE VOUCHERS

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve March vouchers.

MANCHESTER TOWN BOARD - REGULAR MEETING (CONT.)

April 9, 2024

ADJOURNMENT: There was no other business before the Board at this time; Councilman Shannon moved to adjourn the meeting, 7:04 p.m., seconded by Councilman Blazey, unanimously APPROVED.

Respectfully Submitted,

Devon R Hayes, Town Clerk

**Next Meeting(s):

• Regular meeting: May 14, 2024 - 6:00 P.M.

• Regular meeting: June 11, 2024 - 6:00 P.M.

• Regular meeting: July 9, 2024 - 6:00 P.M.

• Regular meeting: August 13, 2024 -6:00 P.M.

• Regular meeting: September 10, 2024 - 6:00 P.M.

• Regular meeting: October 8, 2024 - 6:00 P.M.

• Regular meeting: November 12, 2024 -6:00 P.M.

• Regular meeting: December 10, 2024 - 6:00 P.M.