

# MANCHESTER TOWN BOARD – REGULAR MEETING

## January 9, 2024 - 6 P.M.

The Regular Monthly Meeting of the Manchester Town Board was held tonight, January 9, 2024, 5:59 p.m. at the Manchester Town Hall with the following members present:

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

**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:** Dave Collett

**ABSENT:** Steve DeHond, Code Enforcement Office

**CALL TO ORDER:** Supervisor Phillips called the January 9, 2024, regular Town Board meeting to order at 5:59 p.m.

➤ **RESOLUTION #17- APPROVAL OF MINUTES, REGULAR MEETING DECEMBER 2023**

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

**VOTE:                                  AYES - 5                                  NAYS - 0**

**RESOLVED**, to approve the minutes from the regular Town Board Meeting held on December 12, 2023.

➤ **RESOLUTION #18 - APPROVAL OF SUPERVISOR’S MONTHLY FINANCIAL STATEMENT**

On motion of Councilman Blazey, seconded by Councilwoman Folkins, 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 #19 - APPROVAL OF TOWN CLERK’S MONTHLY REPORT**

On motion of Councilwoman Folkins, 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:

-- Town Clerk Interest	\$	.09
-- Bingo Proceeds	\$	88.30
-- Bingo License	\$	187.50
-- Transfer Coupons	\$	6,323.43
-- Zoning Fees	\$	1,659.00
-- Marriage License	\$	17.50
-- Marriage Certified Copies	\$	10.00
-- Death Certified Copies	\$	30.00
-- Conservation	\$	.83
-- Dog Licensing	\$	1,434.00
-- Late Fees	\$	110.00
<b>TOTAL COLLECTED</b>	<b>\$</b>	<b>9,860.65</b>
PAID TO NYSDEC	\$	14.17
PAID TO NYS DEPT OF HEALTH	\$	22.50

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PAID TO NYS AG & MARKETS	\$	101.00
PAID TO STATE COMPTROLLER	\$	281.25
PAID TO SUPERVISOR (TOWN)	\$	9,860.65

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

- a. Supervisor Monthly Report
- b. Town Clerk Monthly Report
- c. Direct Energy, Environmental Disclosure
- d. Excellus, change in Reimbursement for out of network
- e. Charter Communication, change in rates
- f. Cornell Cooperative Extension, invite to review annual report
- g. Ontario County, resolution to add unpaid water bills to town tax rolls
- h. Charter Communications, change in channel lineup
- i. NYSEG RGE, smart meter rollout
- j. Graff Law, letter outlining steps for tax cap override
- k. Graff Law, Local Law to override tax cap for fiscal year 2025
- l. Interfund transfer from A688 to SW5-8340.4 ARPA funds
- m. NYSDOT, response letter regarding Rt 96/Kyte Road intersection
- n. Resignation letter, Emma Depew
- o. Charter Communications change in music channel lineup
- p. NYSEG RGE windstorm notice
- q. Village of Clifton Springs Fire Department report, Oct, Nov, Dec 2023

➤ **RESOLUTION #20 ACCEPTING THE RESIGNATION OF EMMA DEPEW EFFECTIVE DECEMBER 27, 2023**

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

VOTE:                                      AYES - 5                                      NAYS - 0

**RESOLVED**, to accept the resignation of Emma Depew effective December 27, 2023

~ **Brief Discussion – Route 96/Kyte Road intersection**

A traffic study was done by DOT. Historically there is one accident there annually. The plan is for the state to put up new signs and change the paint on the road. If after the changes it is determined that more is needed, it can be reevaluated.

~ **Brief Discussion – Phone service**

The new phone company is porting the old numbers to the new phone system. The company that the Town will be working with the phones doesn't carry a license for the 315 area code. A plan was made to utilize a patch to enable the 315 area code to be used at the cost of \$10 monthly for a short period of time and run a campaign to announce that the 315 number(s) will not be available after a pre-determined date. The cost savings of the new phone contract with the additional \$10 for the patch costs significantly less than the current costs for phones.

**Department Reports:**

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
  - Repairs are being done
  - An old truck was found to need lights and a fuel tank
  - Mowing with excavator the sections that were unable to get with regular roadside mowers.
  - Roadside mowers are being serviced.
  - The new truck is here. There was no harness for the plow and it has the wrong tires. The bill will not be paid until the truck is properly equipped.
  
- b. **CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:**
  - 5 Permits – in the Town of Manchester
  - Collected \$1,009.80 in fees.
  - Construction Costs are \$334,500.00.
  - Completed 11 existing building fire inspections between the three Villages

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and Town

- There is also one additional Planning Board member position currently open

**Totals for 2023**

- 164 permits in the Town, with the villages included there were 315 permits issued
- Construction and remodeling costs were estimated at \$4,428,085.00
- Total zoning fees were \$19,660.40
- 26 buildings in the Town and 95 in the villages were inspected for fire safety
- 24 property maintenance issues were addressed

**c. ASSESSOR, Jennifer Fagner, reported the following:**

- 19 transfers since December Town Board meeting
- The office is steady with walk-ins and phone calls.
- Continuing to work on the paperwork for the Reval

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

- New cleaners for the Town Campus have been hired
- Tax collection has begun and the first payment to the Town of Manchester has been made

**e. WATER SUPERINTENDENT, Kevin Lyke, reported the following:**

- Continuing to work on meters
- Fixed 7 hydrants. There are 3 more left. More parts have been ordered to continue fixing additional hydrants.
- Billing with the Town of Farmington was changed. The Town of Farmington will bill the Town of Manchester for State Street and the Town of Manchester will bill the Town of Farmington for Fox Road.
- Rich is scheduled for training on 3/14/24

**f. Supervisor Dave Phillips, reported the following:**

- In the month of December, the General Fund received the second payment in 2023 for Mortgage Tax. The amount received was \$36,095.33 and allowed the Town to exceed its budgeted figure by over \$1,300.00
- The Zoning Fund had no unusual revenues or expenditures in December. The only concern is that Zoning Fees for 2023 did not reach the budgeted amount. This may have to be reviewed in future budgets.
- The Refuse and Garbage Fund did not have any unusual revenues or expenditures in December.
- The Highway Fund received a payment from Ontario Count for 2023 Mowing in the amount of \$12,062.44. This was more than was received in 2022 by over \$800.00.
- The Central and County Road 13 Water districts have begun receiving first quarter water payments for 2024. These funds will need to be reviewed as they will need to have an increase in water rates in 2024.
- The Town’s finances ended 2023 strong and stable.

**> RESOLUTION #21 – APPROVAL OF FUND TRANSFER \$607.46 FROM GENERAL FUND A688 to CENTRAL WATER FUND-SW5-830.4 (ARPA funds)**

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

<b>VOTE:</b>	<b>AYES - 5</b>	<b>NAYS - 0</b>
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**RESOLVED**, to approve the fund transfer listed.

**ADDENDUM ITEMS – None**

**BOARD MEMBER ITEMS:**

- Councilwoman Folkins

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1.)

- Councilman DeCook

1.)

- Councilman Shannon:

1.) Requested an update on the water agreement between the Village and Town of Manchester.

Supervisor Phillips stated no new updates since the last meeting.

- Councilman Blazey:

1.)

- Supervisor Phillips: Ontario County News:

1.)

➤ RESOLUTION #22 – MOTION TO APPROVE VOUCHERS

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve December vouchers.

➤ RESOLUTION #23 – MOTION TO ENTER INTO EXECUTIVE SESSION AT 6:28 p.m.

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to enter Executive Session

➤ RESOLUTION #24 – MOTION TO EXIT EXECUTIVE SESSION AT 6:54 p.m.

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to exit Executive Session

➤ RESOLUTION #25 – MOTION TO INCREASE PAY RATE FOR DANA HALE TO \$24.00 HOURLY

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve new pay rate for Dana Hale.

**ADJOURNMENT:** There was no other business before the Board at this time; Councilman Shannon moved to adjourn the meeting, 6:56 p.m., seconded by Councilman DeCook, unanimously approved.

*Respectfully Submitted,*

*Devon R Hayes, Town Clerk*

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

January 9, 2024

- *Regular meeting:* February 13, 2024 - 6:00 P.M.
- *Regular meeting:* March 12, 2024 - 6:00 P.M.
- *Regular meeting:* April 9, 2024 -6:00 P.M.
- *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.