

**MANCHESTER TOWN BOARD – REGULAR MEETING**  
**July 9, 2024 - 6 P.M.**

**A regular monthly meeting of the Manchester Town Board was held tonight, July 9th, 2024, 6:00 p.m. at the Manchester Town Hall with the following members present:**

<b>David Phillips</b>	<b>Supervisor</b>
<b>Kevin Blazey</b>	<b>Deputy Supervisor/Councilmember</b>
<b>Scott DeCook</b>	<b>Councilmember</b>
<b>Matt Shannon</b>	<b>Councilmember</b>
<b>Jaylene Folkins</b>	<b>Councilmember</b>

**OTHERS PRESENT:** Devon Hayes, Town Clerk; Kevin Lyke, Water Superintendent; Jason Lannon, Highway Superintendent; Steve DeHond, Code Enforcement Officer, Jennifer Fagner, Assessor

**ALSO PRESENT:** Town of Manchester residents: none

**ABSENT:** Willie Murphy, Deputy Highway Superintendent

**CALL TO ORDER:** Supervisor Phillips called the July 9, 2024, regular Town Board meeting to order at 6:00 p.m.

➤ **RESOLUTION #85- APPROVAL OF MINUTES, REGULAR MEETING JUNE 2024**

**On motion of Councilmember Folkins, seconded by Councilmember 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 June 11, 2024.

➤ **RESOLUTION #86 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT**

**On motion of Councilmember DeCook, seconded by Councilmember 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 #87 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT**

**On motion of Councilmember Folkins, seconded by Councilmember Blazey, the following resolution was unanimously ADOPTED:**

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

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

-- Miscellaneous	\$	3.00
-- Bingo Proceeds	\$	61.98
-- Bingo License	\$	180.00
-- Transfer Coupons	\$	5,315.50
-- Zoning Fees	\$	1,217.00
-- Marriage Certified Copies	\$	10.00
-- Marriage License	\$	70.00
-- Death Certified Copies	\$	20.00
-- Conservation	\$	9.66
-- Dog Licensing	\$	2062.00
-- Late Fees	\$	230.00
<b>TOTAL COLLECTED</b>	<b>\$</b>	<b>9,179.14</b>

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PAID TO NYSDEC	\$	165.34
PAID TO NYS DEPT OF HEALTH	\$	90.00
PAID TO NYS AG & MARKETS	\$	132.00
PAID TO NY STATE COMPTROLLER	\$	270.00
PAID TO SUPERVISOR (TOWN)	\$	9,179.14

**RESOLVED**, to approve the Town Clerk’s monthly report for June 2024

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

- a. Town Clerks monthly report
  - b. Supervisor’s monthly Report
  - c. RG&E press release
  - d. Johnson Controls agreement
  - e. Ontario County Soil and Water WQIP agreement
  - f. Charter Communications planned rate increases
  - g. Transfer Central Water Fund
  - h. Transfer ARPA funds
  - i. TOM quarterly collateralization reports
  - j. OS-Cubed retirement and transition presentation
- **RESOLUTION #88– RESOLUTION TO ACCEPT THE AGREEMENT WITH JOHNSON CONTROLS TO PROVIDE FIRE MONITORING SERVICE FOR THE HIGHWAY BUILDING**  
On motion of Councilmember Blazey, seconded by Councilmember DeCook, the following resolution was unanimously ADOPTED:

VOTE:                      AYES - 5                      NAYS - 0

**RESOLVED**, to accept Johnson Controls agreement for fire monitoring service in the Highway Building

- **RESOLUTION #89– RESOLUTION TO ADOPT SMART SALTING AGREEMENT**  
On motion of Councilmember Blazey, seconded by Councilmember Shannon, the following resolution was unanimously ADOPTED:

VOTE:                      AYES - 5                      NAYS - 0

**RESOLVED**, to accept the Smart Salting Agreement with Ontario County which requests adoption of advanced salt reduction techniques to help maintain water quality.

~ **Brief Discussion – Supervisor Phillips updated the Town Board regarding a conversation with the company who the Town works with for IT needs (OS-Cubed, Inc). OS-Cubed will be closing on August 15, 2024, due to the owner retiring. OS-Cubed said that a company called Synergy IT Solutions is willing to honor OS-Cubed pricing until the end of this year. Synergy IT Solutions offers all the services we currently use. All five Town Board members agreed the Town would work with Synergy IT Solutions until the end of the year. This would be at the same pricing we get from our current vendor. New IT companies, including Synergy will be interviewed and information will be given to the Town Board to decide on a new IT company for 2025.**

**Department Reports:**

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
  - 80 feet of Freshour Road guardrail near the water treatment plant was damaged. Paperwork was filed to get the accident report to know what insurance to bill
  - Roadside mowing is going well
  - Repairs to the garbage truck were done
  - Wedging will start at the end of the month
  - Trimming for street signs is being done
  - Pioneer Road – there were concerns of a constituent regarding a culvert that goes under the railroad, under the road, through their property and then into the outlet. The situation wasn’t something that the Town of Manchester had jurisdiction over and not much help was able to be given. The sewer pipe was jetted but there was no apparent clog.



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remaining will be given to the villages for them to install and maintain.

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

- The General Fund received its first semiannual payment of Mortgage Tax in June in the amount of \$30,343.15. This was considerably lower than expected and will have to be reviewed at budget time regarding next year's budget amount.
- The Zoning Fund did not take in any revenues or expend any funds other than the usual monthly amounts.
- The Highway Fund received its second payment for snow removal from the County in the amount of \$54,434.00. This fund also expended all its CHIPs monies and is expecting this amount to be reimbursed from NYS in September.
- The Refuse and Garbage Fund is doing quite well and had only routine revenues and expenditures in June.
- The Central and County Road 13 Water Districts are beginning to see the revenues from the third quarter water billing which was sent out in June. Quite a few of the water customers paid before the end of June.
- At the end of June, the Town's finances are holding steady and appear to be strong halfway through the budget year.

**➤ RESOLUTION #92 – APPROVAL OF FUND TRANSFERS:**

- \$500 from SW5-8340.4 to SW5-9901.9 to correct transfers to other funds
- ARPA Funds
  - \$404.20 from A688 to SW5-8340.4
  - \$1,152.00 from A688 to SW5-8340.4

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

**VOTE:**

**AYES - 5**

**NAYS - 0**

RESOLVED, to approve the fund transfers of \$500 from SW5-8340.4 to SW5-9901.9, \$404.20 from A688 to SW5-8340.4, \$1,152.00 from A688 to SW5-8340.4

**ADDENDUM ITEMS –**

**BOARD MEMBER ITEMS:**

- Council Member Folkins
  - 1.)
- Council Member DeCook
  - 1.) Update on the Fire Contracts – He has received information from the fire houses and will email the information to Councilmember Shannon to discuss and create a proposal for the new fire contracts
  - 2.) He will not be at the August 13<sup>th</sup> meeting
- Council Member Shannon:
  - 1.)
- Council Member Blazey:
  - 1.)
- Supervisor Phillips: Ontario County News:
  - 1.) Lagana Plumbing and Heating will be installing a single-head Trane/Mitsubishi cooling only ductless split system to serve second floor. This will cost \$6,500.

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➤ RESOLUTION #93 – MOTION TO APPROVE VOUCHERS

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

VOTE:                      AYES - 5                      NAYS - 0

RESOLVED, to approve June vouchers.

**ADJOURNMENT:** There was no other business before the Board at this time; Councilmember DeCook moved to adjourn the meeting, 6:45 p.m., seconded by Councilmember Blazey, unanimously APPROVED.

*Respectfully Submitted,*

*Devon R Hayes, Town Clerk*

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

- *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.*