

**MANCHESTER TOWN BOARD – REGULAR MEETING**  
**May 14, 2024 - 6 P.M.**

A Regular Monthly Meeting of the Manchester Town Board was held tonight, May 14, 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
Matt Shannon	Councilman

**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:** Elaine Liberio

**ABSENT:** Jaylene Folkins, Councilwoman; Willie Murphy, Deputy Highway Superintendent

**CALL TO ORDER:** Supervisor Phillips called the May 14, 2024, regular Town Board meeting to order at 6:00 p.m.

➤ **RESOLUTION #62- APPROVAL OF MINUTES, REGULAR MEETING APRIL 2024**

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

<b>VOTE:</b>	<b>AYES - 4</b>	<b>NAYS - 0</b>
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**RESOLVED**, to approve the minutes from the regular Town Board Meeting held on April 9, 2024.

➤ **RESOLUTION #63 - APPROVAL OF SUPERVISOR’S MONTHLY FINANCIAL STATEMENT**

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

<b>VOTE:</b>	<b>AYES - 4</b>	<b>NAYS - 0</b>
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**RESOLVED**, to approve the Supervisor’s Monthly Report as submitted. See Minute Book Attachment for report.

➤ **RESOLUTION #64 - APPROVAL OF TOWN CLERK’S MONTHLY REPORT**

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

<b>VOTE:</b>	<b>AYES - 4</b>	<b>NAYS - 0</b>
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**RESOLVED**, to accept the Town Clerk’s report as follows:

-- Town Clerk Interest	\$	.11
-- Miscellaneous	\$	5.00
-- Bingo Proceeds	\$	165.72
-- Transfer Coupons	\$	6,030.68
-- Zoning Fees	\$	4,618.40
-- Birth Certified Copies	\$	10.00
-- Marriage Certified Copies	\$	20.00
-- Marriage License	\$	17.50
-- Conservation	\$	8.28
-- Dog Licensing	\$	2,261.00
-- Late Fees	\$	260.00
<b>TOTAL COLLECTED</b>	<b>\$</b>	<b>13,396.69</b>

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PAID TO NYSDEC	\$	141.72
PAID TO NYS DEPT OF HEALTH	\$	22.50
PAID TO NYS AG & MARKETS	\$	150.00
PAID TO SUPERVISOR (TOWN)	\$	13,396.69

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

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. Empire Recycling, quote to haul trash to landfill
- d. Charter Communications change to channel lineup
- e. NYSEG and RG&E notice of ongoing scams
- f. Ontario BOS EQR notice for Virtual Museum
- g. Sales Tax comparison 1<sup>st</sup> quarter
- h. First Light Fiber credit for returned phones
- i. Charter Communications change to channel lineup
- j. NYSEG and RG&E notice for assistance with unpaid bills and bill credit
- k. Clifton Springs Fire Department reports, 2023 annual, Jan, Feb, Mar-2024
- l. Monroe Tractor quote for wheel loader
- m. TOM Collateralization CNB
- n. TOM Collateralization LNB
- o. Covid Relief report
- p. Resignation letter John Boeckmann
- q. Budget Amendment Highway fund
- r. Interfund transfer ARPA Funds
- s. Resignation letter Kyle Murphy
- t. Transfer from reserve fund

Additional correspondence on desk

- 2a – Water shut off information
- 2b – Public utility FAQ’s
- 2c – Budget adjustments
- 2d – Village of Manchester letter of intent to continue code enforcement agreement
- 2e – Manchester Fire Department monthly report
- 2f – Town Court letter request to hire

- **RESOLUTION #65– RESOLUTION ESTABLISHING ONTARIO COUNTY AS LEAD AGENCY FOR VIRTUAL MUSEUM SIGNS**  
On motion of Councilman DeCook, seconded by Councilman Shannon, the following resolution was unanimously **ADOPTED**:

**VOTE:**                      **AYES - 4**                      **NAYS - 0**

**RESOLVED**, to approve establishing Ontario County as lead agency for Virtual Museum signs

~ Brief Discussion – Roll off truck – The front of the truck is 1997 and the back is 1969. Due to the age of the truck, getting replacement parts is very difficult. It will need to be replaced. This would be a purchase in the 2025 budget. Jason Lannon (highway superintendent) stated that he wouldn’t recommend that we keep the truck as a back up due to its age, condition, and the cost of repair parts. He was seeking permission to find a used vehicle to replace the current one. Most likely this would cost approximately \$100,000 for a 10-year-old vehicle. Jason will add this to the Town equipment replacement plan and will speak with his contact at Auctions International to find out if they would be a resource for truck options.

- **RESOLUTION #66– RESOLUTION TO ACCEPT THE RESIGNATION OF JOHN BOECKMANN AS A MEMBER OF THE PLANNING BOARD**  
On motion of Councilman Blazey, seconded by Councilman Shannon, the following resolution was unanimously **ADOPTED**:

**VOTE:**                      **AYES - 4**                      **NAYS - 0**

**RESOLVED**, to accept the resignation of John Boeckmann as a member of the Planning Board



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- **RESOLUTION #70– RESOLUTION TO APPOINT TINA GIARRANTANO AS A COURT CLERK, PART TIME. WORKING 20 HOURS A WEEK EARNING \$17.50 AN HOUR**  
On motion of Councilman Blazey, seconded by Councilman DeCook, the following resolution was unanimously ADOPTED:

**VOTE:                      AYES - 4                      NAYS - 0**

**RESOLVED**, to appoint Tina Giarrantano as a part time court clerk.

- **RESOLUTION #71– RESOLUTION TO APPOINT ANDREW STARKEY AS A FULL TIME LABORER EARNING \$22.00 AN HOUR**  
On motion of Councilman Blazey, seconded by Councilman Shannon, the following resolution was unanimously ADOPTED:

**VOTE:                      AYES - 4                      NAYS - 0**

**RESOLVED**, to appoint Andrew Starkey as a full time laborer

~ Brief Discussion – Park Funds - \$4,000 was put into the 2024 budget for park funding for each of the villages. There was some consternation over the payment for the Village of Manchester as the Village is in arrears for water payments to the Town of Manchester. Dave will ask for a meeting with Mayor Buttaccio to discuss the Town Board's concerns.

### **Department Reports:**

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
- Roadside mowing is being done
  - Paved Lovers Lane
  - Clean up and mowing being done in cemeteries
- b. **CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:**
- 22 Permits – in the three Villages and Town of Manchester
  - Collected \$4,242 in fees.
  - Construction Costs are \$346,347.00.
  - Completed 22 fire inspections between the three Villages and Town
  - Route 31 Solar project is currently being worked on
  - The new Zoning truck came in. The old truck was sold for \$4,250 which was twice what was budgeted for.
  - Requesting the Town Board participate in an interview with someone who is interested in becoming a member of the Planning Board.
    - Once a date is set, Steve will reach out to Board members to find out which board member(s) would be available to participate
- c. **ASSESSOR, Jennifer Fagner, reported the following:**
- Legal notices for the completion of the 2024 tentative roll were submitted for publication
  - Final role is in her office to viewed by the public
  - Jennifer and Dave Phillips will be in the office on Saturday May 18<sup>th</sup> from 9am – 1pm
  - Final Roll is now posted on the Town and County Websites
  - Grievance will be 5/28/24 from 4pm – 8pm
  - There were a lot of informals done and there are about 25 – 30 grievances that will need to be completed
- d. **TOWN CLERK, Devon Hayes, reported the following:**
- Requesting approval to purchase a folder/stuffer machine that was budgeted for this year. Lowest of the 3 bids was \$10,380.00. Testing to make sure the paper and envelopes the Town uses will work properly in the machine still needs to be done prior to purchase.

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

- **RESOLVED**, to approve the purchase of a Folder/Stuffer machine not to exceed the cost of \$10,380.

- Continuing to replace water meters. There are only 10 more meters that need to be replaced
- Repaired 4 curb boxes.
- Marking the location of valves on the road
- Water samples for TTHM's were done today
- Email from Company working with EPA (doing studies) requesting samples in July and September from all the towns
- The Water Department is continuing to work with the Department of Health. The Department of Health will be provided with 2 more water samples in the next two weeks. Hopefully, the Town will then get clearance to discontinue using Clearitas in the water.
- Five hydrants per water district will be fitted with Quick Connect devices. This will cost \$7,750 and ARPA funds will be used. The Town Board was in consensus with the purchase.

- The General Fund received interest and penalties on taxes from the Town Clerk which exceeded expectations and gave the fund a nice boost in revenue. Interest and penalties this year have come in much higher than in previous years due to wise investing by the Town Clerk.
- The Zoning and Highway Funds received their first quarter payout of sales tax from the county. This amount was down almost 2 percent compared to last year but still aids the revenues in each fund.
- The Refuse and Garbage Fund is about the same as in recent months but is doing well also.
- The Central and County Road 13 Water Districts have been continuing to collect water payments for the second quarter. The water customers have been using the new Water Quick Pay feature and that is going very well. The payments are processed daily and go into the Town's checking account the next day.
- All the Town's funds are continuing to grow and are doing much better than in previous years.

- Increase revenue Zoning B2110 \$22,248.85
- Increase appropriations B8010.2 \$22,248.85 to cover part of cost of new truck
- Increase revenue Highway DB3501 \$116,056.96
- Increase appropriations Highway DB5112.2 \$116,056.96
- Transfer \$13,021.36 from General Fund A688 to SW5-8340.4 ARPA funds
- Transfer \$7,500 from CR898 to CR8160.2 for Rolloff container

**RESOLVED**, to approve the above Budget Amendments and Fund Transfers

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BOARD MEMBER ITEMS:

- Councilwoman Folkins  
1.) Absent
- Councilman DeCook  
1.)
- Councilman Shannon:  
1.)
- Councilman Blazey:  
1.)
- Supervisor Phillips: Ontario County News:
  - 1.) Reviewing court security costs - The County charges (burden rate) \$42.00 per hour. A Constable is paid \$30.00 per hour with a 3-hour minimum. Would it be cost effective to contract security with the County? This will continue to be closely watched
  - 2.) By the end of 2024, the federal ARPA Funds allotted to the Town have to be budgeted. The Town has unencumbered funds of \$128,000. Be thinking of how that funding could best be used.  
\* Kevin Blazey suggested a generator which was well received
  - 3.) Future of the Landfill – Impact might be different than originally thought. Private trash companies only spend 5-10% of what they charge their customers to pay tipping fees. This likely would mean less monetary impact to residents if the landfill closes.

➤ RESOLUTION #74 – MOTION TO APPROVE VOUCHERS

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

VOTE:                      AYES - 4                      NAYS - 0

RESOLVED, to approve April vouchers.

**ADJOURNMENT:** There was no other business before the Board at this time; Councilman Blazey moved to adjourn the meeting, 7:36 p.m., seconded by Councilman DeCook, unanimously APPROVED.

*Respectfully Submitted,*

*Devon R Hayes, Town Clerk*

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

- 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.