

MANCHESTER TOWN BOARD – PUBLIC HEARINGS AND REGULAR MEETING

November 14, 2023 - 6 P.M.

The Regular Monthly Meeting of the Manchester Town Board was held tonight, November 14, 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 Office; Janis Catalano, Bookkeeper

ALSO PRESENT: Town of Manchester residents: Judy Robinson, Dave Collett and Elaine Liberio

ABSENT:

CALL TO ORDER: Supervisor Phillips called the November 14, 2023, Public Hearing regarding the 2024 Town Budget to order at 6:00 p.m. Supervisor Phillips read the Public Hearing Notice. There was no one present that wished to be heard regarding the 2024 Town Budget.

PUBLIC HEARING ENDED AT 6:02 PM

CALL TO ORDER: Supervisor Phillips called the November 14, 2023, Public Hearing regarding the zoning map change Property #32.00-1-24.100 to order at 6:02 p.m. Supervisor Phillips read the Public Hearing Notice. There was no one present that wished to be heard regarding the zoning map change. Supervisor Phillips described the situation noting that the property had previously been deemed General Commercial but for an unknown reason, the new zoning maps are showing the property as Agricultural.

PUBLIC HEARING ENDED AT 6:06 PM

CALL TO ORDER: Supervisor Phillips called the November 14, 2023, regular Town Board meeting to order at 6:06 p.m.

➤ **RESOLUTION #131- APPROVAL OF MINUTES, REGULAR MEETING OCTOBER 2023**

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 October 10, 2023.

➤ **RESOLUTION #132 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT**

On motion of Councilman Blazey, seconded by Councilman DeCook, 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 #133 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT**

On motion of Councilman DeCook, seconded by Councilman Blazey, the following

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resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

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

-- Town Clerk Interest	\$.13
-- Bingo Proceeds	\$	77.74
-- Transfer Coupons	\$	5,902.00
-- Zoning Fees	\$	4,988.20
-- Miscellaneous	\$	10.00
-- Marriage License	\$	52.50
-- One Day Officiant License	\$	25.00
-- Death Certified Copies	\$	82.00
-- Marriage Certified Copies	\$	40.00
-- Conservation	\$	50.80
-- Dog Licensing	\$	1,666.00
-- Replacement tags	\$	3.00
-- Late Fees	\$	150.00
TOTAL COLLECTED	\$	13,047.37
PAID TO NYSDEC	\$	870.20
PAID TO NYS DEPT OF HEALTH	\$	67.50
PAID TO NYS AG & MARKETS	\$	108.00
PAID TO SUPERVISOR (TOWN)	\$	13,047.37

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. CNB 3rd quarter Bank Collateralization report
- d. LNB 3rd quarter Bank Collateralization report
- e. Charter Communication, change in channel lineup
- f. NYSEG notice to customers announcing lower heating bills
- g. Charles DeTaeye, Port Gibson Cemetery thank you letter
- h. Resignation letter, Parker Moore
- i. Transfer from A9060.8 to A9010.8
- j. Transfer from A882 to A5132.4
- k. Transfer from General Fund to A1620.4

~ Brief Discussion – Budget Modifications. Supervisor Phillips thanked the departments that worked on the budget, supplying responsible numbers. He gave special thanks to the Town Bookkeeper, Janis Catalano, who takes the numbers and works with everyone to produce a responsible budget. Two updates were made to the Preliminary Budget. The Dog Control 2024 contract with Ontario County was received since the last meeting giving an accurate cost for 2024 dog control. It was approximately \$3000 more than anticipated. Workers Compensation information was also received and that was approximately \$3000 less than anticipated. This equated to very little change in the overall budget figure.

➤ RESOLUTION #134– RESOLUTION ACCEPT CHANGES TO THE PRELIMINARY BUDGET

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to accept changes of/to the preliminary budget

➤ RESOLUTION #135– RESOLUTION TO ADOPT PRELIMINARY BUDGET MOVING IT TO FINAL STATUS

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to adopt a 2024 budget for the Town of Manchester.

~ Brief Presentation – Judy Robinson presented on wetlands. She has had a long career and expertise on this subject.

➤ **RESOLUTION #136– RESOLUTION TO APPROVE THE ZONING MAP TEXT CHANGE ON PROPERTY #32.00-1-24.100 MOVING IT FROM AGRACULTURAL BACK TO COMMERCIAL.**

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

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

RESOLVED, to approve property 32.00-1-24.100 to be zoned as commercial.

➤ **RESOLUTION #137– ACCEPTING THE RESIGNATION OF PARKER MOORE**
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 Parker Moore.

Department Reports:

a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**

- Most equipment has been serviced and is ready for winter
- Utility truck needs new tires – about \$2300 off the state bid
- All surface treatment has been hauled in
- Currently working on road sign repair
- Mowing tractors are being serviced
- All guard rails have been mowed
- Disconnects are on all vehicles

b. **CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:**

- 12 Permits – in the Town of Manchester
- Collected \$1,318.00 in fees.
- Construction Costs are \$162,414.00
- Completed 16 existing building fire inspections between the three Villages and Town.
- Route 31 solar project is going along well. They should be requesting a permit in the next couple of weeks

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

- The Assessor’s office has had 25 transfers since the last meeting.
- Agricultural exemption letters went out on 11/7, Senior partial tax letters went out on 11/8 and Person with Disability letters went out on 11/9.
- Continuing to work on revals
- Office is steady with walk ins and phone calls

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

- Farmington Town Historian gave us Town and Highway minutes for meetings from 1796-1820. This was the period before the towns split.
- Starting to see escrow information for the January Town and County taxes
- Will attend a tax meeting is scheduled for November 15.

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

- Working on the meters
- There are about 60 hydrants with problems. Thirty have been worked on with parts ordered for 6 or 7 of them
- Water testing continues
- Looking into the possibility of changing water lines which would have the water traveling less distance to see if it would have a positive effect on water quality

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- f. Supervisor Dave Phillips, reported the following:
 - The General Fund did not receive or expend any unusual amounts for the month of October.
 - The Zoning Fund and Highway Funds received third quarter sales tax in late October. This was up 1.43% over 2022's third quarter and is a consistent and usually reliable revenue for both of the outside village funds as it has grown steadily over the years.
 - The Refuse and Garbage Fund had no unexpected revenues or expenditures in October.
 - The Central and County Road 13 water districts collected water payments in October and at month's end over 85% of water customers had paid their bills in full.
 - The Town's funds continued to do very well in the month of October.

➤ RESOLUTION #138 – APPROVAL OF FUND TRANSFERS

- From A9060.8 to A9010.8 \$1,200 to cover retirement expenses
- From A882 to A5132.4 \$5000 reserve funds for highway building improvements
- From A688 to A1620.4 \$3021.77 ARPA funds for phone system upgrades townhall/water administration
- From A878 to A1620.4 \$5000 for electric panel and LED lighting upgrades
- From A688 to SW5-8340.4 ARPA funds hydrant repairs

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the fund transfers listed.

ADDENDUM ITEMS –

- n. Transfer from General Fund to A1620.4
- l. Manchester Fire

BOARD MEMBER ITEMS:

- Councilwoman Folkins
1.)
- Councilman DeCook
1.)
- Councilman Shannon:
1.)
- Councilman Blazey:
1.)
- Supervisor Phillips: Ontario County News:
 - 1.) Rob Kornbau and Supervisor Phillips funded free Transfer Station use for Veterans, on Veterans Day. This was well received by the transfer station users.
 - 2.) The Village of Manchester is not in agreement yet with the Town of Manchester's last proposal for the water rate for five customers that are within the Village of Manchester. At their last Village meeting they created an agreement that they are sending to their Attorney.
 - 3.) A meeting is happening with a party that has interest in the Round House.

➤ RESOLUTION #139 – MOTION TO APPROVE VOUCHERS

On motion of Councilwoman Folkins seconded by Councilman Blazey, the

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following resolution was unanimously ADOPTED:

VOTE:

AYES - 5

NAYS - 0

RESOLVED, to approve October vouchers.

ADJOURNMENT: There was no other business before the Board at this time; Councilman DeCook moved to adjourn the meeting, 7:02 p.m., seconded by Councilman Blazey, unanimously APPROVED.

Respectfully Submitted,

Devon R Hayes, Town Clerk

Next Meeting:

Tuesday, December 12, 2023