

**MANCHESTER TOWN BOARD - REGULAR MEETING
APRIL 14th, 2020 - 6 P.M.**

The 2020 Town Board Meeting was held at the virtually via Zoom due to the Coronavirus/COVID-19 Pandemic on Tuesday, April 14th, 2020 at 6:00 P.M., with the following members present:

Jeffery Gallahan	Supervisor
David Phillips	Deputy Supervisor/Councilman
Kevin Blazey	Councilman
Isaac VanBortel	Councilman
Jaylene Folkins	Councilwoman

OTHERS PRESENT: Jill A Havens, Town Clerk; Steve DeHond, Code Enforcement Officer; Jason Lannon, Highway Superintendent; William Murphy, Deputy Highway Superintendent/Water Superintendent; Kevin Lyke, Assistant Water Superintendent; Jennifer Fagner, Assessor (joined @ 6:18 P.M.)

CALL TO ORDER: Supervisor Gallahan called the April 14th, 2020 Regular Board meeting to order at this time, 6:00 p.m.

➤ **RESOLUTION #34 - APPROVAL OF MINUTES, REGULAR MEETING MARCH 10th, 2020, WITH AMENDMENT**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the minutes from the Regular Meeting held on March 10th, 2020, with amendment to reflect Deputy Supervisor Phillips calling the Regular Board Meeting to Order, not Supervisor Gallahan, who was absent.

➤ **RESOLUTION #35 - APPROVAL OF SUPERVISOR’S MONTHLY FINANCIAL STATEMENT**

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the Supervisor’s Monthly Report as submitted. See Minute Book Attachment for report.

➤ **RESOLUTION #36 - APPROVAL OF TOWN CLERK’S MONTHLY REPORT**

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

VOTE: AYES - 4 NAYS - 0

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

-- Dog Licenses (119 N & R; 0-PB; 1-Exempt; 0-Tag)	\$	1,855.00
-- State Surcharge Fees	\$	139.00
-- Late Fees (Dog Licenses)	\$	90.00
-- Transfer Station	\$	2,392.33
-- Zoning Fees	\$	1,387.00
-- DEC Licenses	\$	50.00
-- Certified Copy (3-M, 0-D)	\$	30.00
-- Bingo Fees	\$	56.71
-- Marriage License (0)	\$	0.00
-- Photocopies	\$	7.00
-- Bingo License (0)	\$	0.00
-- Game of Chance License (0)	\$	0.00
TOTAL COLLECTED	\$	6,007.04

PAID TO NYSDEC	\$	47.22
PAID TO STATE	\$	139.00
PAID TO SUPERVISOR (TOWN)	\$	5,820.82
PAID TO NYS DEPT. OF HEALTH	\$	0.00
PAID TO NYS RACING & WAGERING	\$	0.00
PAID TO NYS COMPTROLLER	\$	0.00

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Supervisor Gallahan 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. 2/12, 2020 Exemptions, no changes
- d. 3/31, Quarterly Investment Report
- e. 4/9, Willie Murphy, Association of Town Superintendents Report
- f. 3/25, Lori Reals, CSFD, Monthly Report
- g. 3/15, Ann Mancilla, Sulpher Springs Festival, CANCELLED
- h. 2/28, Court Justice Report

➤ **RESOLUTION #37 - APPROVAL OF NO CHANGES TO BE MADE TO THE 2020 EXEMPTION LEVELS FOR THE TOWN OF MANCHESTER**

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

VOTE: AYES - 5 NAYS-0

RESOLVED, to approve the Exemption levels to remain the same for the Town of Manchester: Senior Citizen's, Persons with Disabilities and Veterans' Alternative Exemption; and to authorize Supervisor Gallahan to sign the 20 Exemption Questionnaire and submit it to the Ontario County Real Property Tax Service Dept. on behalf of this Board.

Brief Discussion was held regarding the impact the Coronavirus COVID-19 and its effects on 2020 Budget Revenues Expectations, CHIPS, Court, Sales Tax and Current Work Schedules for all Town Offices.

➤ **RESOLUTION #38 – APPROVAL OF APPOINTMENT OF MR. LEN KATASKAS TO THE POSITION OF TOWN HISTORIAN**

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

VOTE: AYES - 5 NAYS - 0

WHEREAS, the Town Historian position is currently vacant, due to the termination of William Barr and

WHEREAS, formal interviews of applicants for the Town Historian position were conducted by Supervisor Gallahan and Councilman Blazey, it is hereby

RESOLVED, to approve the appointment of Mr. Len Kataskas to the position of Town Historian for the 2020 year at a salary of \$1,500.00

Department Reports:

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon** reported the following:
 - Drainage Projects are on hold for now
 - Salt – need to buy salt before August in order to avoid paying an increased cost
 - Mowing – Dave Moyer will not be mowing this year, in an effort to save the Town of Manchester some money.
 - Hoping to have the Highway Department back on a normal work schedule by May 1st to get started on road repairs
- b. **WATER SUPERINTENDENT, Willie Murphy:**
 - Assistant Water Superintendent Kevin Lyke reported:
 - Hydrant repair in Manchester was able to be repaired at a low cost.
 - Hydrant Maintenance is a priority this year.
- c. **CODE ENFORCEMENT OFFICER, Steve DeHond,** reported the following:
 - Currently, Steve & Marty are alternating days they are in the office, but their office remains open full time.
 - Still accepting building permits.
 - All fire inspections are cancelled at this time.
 - Still able to conduct exterior inspections on construction projects.
 - Have made sure that only essential businesses in the Town are open.

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d. ASSESSOR, Jennifer Fagner, reported the following:

- **Reval**
 - Due to the Coronavirus COVID-19 Pandemic, the Reval has been put off for this year.
- **BAR**
 - Unsure how the County wants to proceed with the upcoming Grievance process, will keep everyone updated as information is received.
 - Still currently two (2) vacancies on the BAR, the candidate from the letter of interest received last month was not a good fit for the position.

Supervisor Gallahan reports that the Village of Manchester has approached him about doing a shared service with the Town of Manchester to construct a walking path from the trail to the train caboose. Would like to utilize the use and operation of the front loader to do this project.

➤ **RESOLUTION #39 – APPROVAL OF SHARED SERVICE WITH THE VILLAGE OF MANCHESTER TO CONSTRUCT A WALKING PATH FROM THE TRAIL TO THE TRAIN CABOOSE**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to help the Village of Manchester with a shared service of no more than 10 hours of use of the front loader and/or manpower to construct the walking path from the trail to the train caboose in the Village of Manchester

➤ **RESOLUTION #40 - APPOINTMENT OF JEFFEREY R. FLOWER TO THE TOWN OF MANCHESTER PLANNING BOARD**

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

VOTE: AYES - 5 NAYS - 0

WHEREAS, the resignation of Planning Board Member, Ruby Morrison, effective 11/01/2019 left a vacancy to be filled on the Zoning Board of Appeals for the Town of Manchester, therefore,

RESOLVED, to approve the appointment of Jefferey R. Flower, 540 Stafford Road, Palmyra, NY 14522, to fill the vacancy on the Town of Manchester Planning Board for the remainder of the five (5) year term to expire on 12/31/2020.

NO TRANSFERS

NO ADDENDUM ITEMS

BOARD MEMBER ITEMS:

- **Councilman VanBortel:**
- **Councilwoman Folkins:**
 - 1.) Zoning Code Meeting scheduled for April 16th is postponed at this time, looking to reschedule in May; More information to follow as it becomes available.
- **Councilman Blazey:**
- **Councilman Phillips:**
 - 1.) Status of water meter project with the Village of Manchester is unknown at this time.
 - 2.) Village of Manchester elections were not held, Nancy Johnsen is still currently the mayor. Elections are scheduled to be held, June 23, 2020.
- **Supervisor Gallahan:**
 - 1.) Meetings at the County are being held daily pertaining to the COVID-19 issues, budget issues, personnel issues, etc.

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➤ RESOLUTION #33 - AUDIT OF CLAIMS APPROVAL

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve to pay the 2020 bills as follows:

- GENERAL FUND, in the amount of \$50,894.99 as set forth on the Abstract #004 dated 4/14/2020;
- ZONING FUND, in the amount of \$9,018.26 as set forth on the Abstract #004 dated 4/14/2020;
- REFUSE & GARBAGE FUND, in the amount of \$337.01 as set forth on the Abstract #004 dated 4/14/2020;
- HIGHWAY FUND, in the amount of \$49,371.17 as set forth on the Abstract #004 dated 4/14/2020;
- WATER FUND, in the amount of \$34,088.29 as set forth on the Abstract #004 dated 4/14/2020;
- TRUST & AGENCY FUND, in the amount of \$8,119.17 as set forth on the Abstract #004 dated 4/14/2020;

JUSTICE REPORT: Due to the Coronavirus/COVID-19 Pandemic, court offices are closed and there are no available justice reports.

ADJOURNMENT: There was no other business before the Board at this time. Supervisor Gallahan moved to adjourn the meeting, 7:08 p.m., seconded by Councilman Blazey, unanimously APPROVED.

Respectfully Submitted,

Jill A. Havens, Town Clerk

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

- Regular meeting: May 12, 2020 - 6:00 P.M.
- Regular meeting: June 9, 2020 - 6:00 P.M.
- Regular meeting: July 14, 2020 - 6:00 P.M.
- Regular meeting: August 11, 2020 - 6:00 P.M.
- Regular meeting: September 8, 2020 - 6:00 P.M.
- Regular meeting: October 13, 2020 - 6:00 P.M.
- Regular meeting: November 10, 2020 -6:00 P.M.
- Regular meeting: December 8, 2020 - 6:00 P.M.