## MANCHESTER TOWN BOARD - REGULAR MEETING APRIL 13<sup>th</sup>, 2021 - 6 P.M.

The 2021 Town Board Meeting was held at the Manchester Town Hall on Tuesday, April 13<sup>th</sup>, 2021 at 6:00 P.M., with the following members present:

David Phillips	Supervisor
Kevin Blazey	Councilman
Isaac VanBortel (ABSENT)	Councilman
Jaylene Folkins	Councilwoman
Matthew Shannon	Councilman

**OTHERS PRESENT:** Jill A Havens, Town Clerk; Steve DeHond, Code Enforcement Officer; Jason Lannon, Highway Superintendent; William Murphy, Deputy Highway Superintendent; **Town of Manchester Residents:** Elaine Liberio, Bill & Brycie Goodell, Lorna Wright and Richard Coffey

**ABSENT:** Isaac VanBortel, Councilman; Jennifer Fagner, Assessor; Kevin Lyke, Water Superintendent

**CALL TO ORDER:** Supervisor Phillips called the April 13<sup>th</sup>, 2021 Regular Board meeting to order at this time, 6:00 p.m.

RESOLUTION #47 - APPROVAL OF MINUTES, REGULAR MEETING March 9<sup>th</sup>, 2021, AS SUBMITTED

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

VOTE: AYES - 4 NAYS - 0

**RESOLVED,** to approve the minutes from the Regular Meeting held on February 9<sup>th</sup>, 2021, as submitted.

RESOLUTION #48 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT

On motion of Councilman Blazey, seconded by Councilwoman Folkins, 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 #49 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT On motion of Councilwoman Folkins, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES - 4 NAYS - 0

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

Dog Licenses (127 N & R; 0 - PB; 1-Exempt; 0-Tag)		2,003.00			
State Surcharge Fees	\$	155.00			
Late Fees (Dog Licenses)	\$	30.00			
Transfer Station	\$	3,380.38			
Zoning Fees	\$	2,915.80			
Fax Fees	\$	0.00			
DEC Licenses	\$	0.00			
Certified Copy (5-M, 8-D)	\$	130.00			
Bingo Fees	\$	\$ 0.00			
Marriage License (0)	\$ \$ \$ \$ \$	0.00			
Bingo License (0)	\$	0.00			
Game of Chance License (0)	\$	0.00			
TOTAL COLLECTED		8,614,18			
PAID TO NYSDEC	\$	0.00			
PAID TO STATE	\$	155.00			
PAID TO SUPERVISOR (TOWN)	\$	8,459.18			
PAID TO NYS DEPT. OF HEALTH	\$ \$	0.00			
PAID TO NYS RACING & WAGERING	\$	0.00			

April 13, 2021

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

- a. Supervisors Monthly Report Town Clerk Monthly Report
- b. Town Clerk Monthly Report
- c. Nixon Peabody, Notice of Public Hearing for SolarEast solar project
- d. Charter Communications, new channel lineup
- e. Letter for County Administrator RE: Tax Deferral
- f. TOM Public Health Emergency Pandemic Plan
- g. Charter Communications, new channel lineup
- h. Manchester Fire Department Report January-February 2021
- i. Quote from Tenco for snowplow wing
- j. Town of Manchester Quarterly Investment Report
- k. Sample Resolution for Genesee Land Trust
- I. E-Mail from Lorna Wright RE: Goodell Farm Rights
- m. Reference Map for Land Trust Project
- n. Resignation Letter from Jill Haven's from Recording Secretary for Code Enforcement
- o. Bank Account Collateralization March 31, 2021
- p. Clifton Springs Fire Department 2020 Annual Report & March 2021 Report

~ Brief Discussion/Presentation - Lorna Wright, Genesee Land Trust - Brycie & Bill Goodell are interested in placing a conservation easement on their farm to ensure that it always stays available for agriculture. The NYS Department of Agriculture and Markets Farmland Implementation Grants program provides funding to enable that. Genesee Land Trust proposes to be the applicant (landowners/farmers must apply through either a municipality or a land trust) and to hold the conservation easement. As the holder of the easement, Genesee Land Trust will be responsible for the annual monitoring and enforcement of the terms of the conservation easement. A conservation easement is permanent, transferring with the land to the next owner into perpetuity. The land can be used, up to 2 %, for solar purposes. The house will be considered part of the farm and will not be able to be sub-divided from the land in the future. The easement primarily limits structures on the land, where they can go and how many they can have. The proposed trust includes the farm on Hackett Road, zoned agricultural and the parcel owned by the Goodell's on the west corner of Route 96 & Hackett Road which is currently zoned light industrial. For purposes of this trust, that corner parcel would not be allowed to be used for industrial if it is included. Further discussion is need between the Town Board Members and Ontario County before a decision can be made.

RESOLUTION #50 - APPROVAL OF TOWN OF MANCHESTER PANDEMIC EMERGENCY PLAN On motion of Councilwoman Folkins, seconded by Councilman Shannon, the following resolution was unanimously ADOPTED:

VOTE.		NAVO O
VOTE:	AYES - 4	NAYS - 0

**RESOLVED**, to approve the Town of Manchester Pandemic Emergency Plan, as submitted

## RESOLUTION # 51 – APPROVAL TO APPOINT TABITHA TRUJILLO TO THE POSITION OF COURT CLERK, PART-TIME

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

VOTE: AYES - 4 NAYS - 0

**RESOLVED,** to approve the appointment of Tabitha Trujillo to the position of Court Clerk, part-time at a pay rate of \$14.50/hour to work up to 24 hours per week.

#### RESOLUTION #52 – APPROVAL TO ACCEPT LETTER OF RESIGNATION, JILL HAVENS, CODE ENFORCEMENT RECORDING SECRETARY On motion of Councilwoman Folkins, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES – 4 NAYS - 0

**RESOLVED**, to accept the letter of resignation, with regret, as submitted from Jill Havens, Recording Secretary to be effective as of May 1, 2021.

April 13, 2021

## RESOLUTION #53 – APPOINTMENT OF ELAINE LIBERIO & JILL BLAZEY TO THE BOARD OF ASSESSMENT REVIEW

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

VOTE:

# NAYS - 0

### (COUNCILMAN BLAZEY ABSTAINED)

AYES - 3

**RESOLVED,** to approve the appointment of Elaine Liberio, 48 State Route 21, Palmyra, NY 14522, to fill the vacancy on the Board of Assessment Review.

**RESOLVED,** to approve the appointment of Jill Blazey, 611 Smith Road, Palmyra, NY 14522, to fill the vacancy on the Board of Assessment Review.

~ Brief Discussion – TRANSFER STATION RATES – Costs have increased for disposal of refuse, electronics, and tires. Supervisor Phillips will be discussing with Bookkeeper, Janis Catalano the need for increased fees at our transfer station and will present to the Board next month.

## **Department Reports:**

- a. HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:
  - CHIPS money has increased by \$108,000 to \$258,869, which will help with road projects this summer.
  - Large Repairs include a turbo on a dump truck and a loader rim that won't hold air.
    - Plow Wing repair was not in Highway Budget, but due to the mild winter, there is money left in the snow removal budget for this repair.
  - Snowplow Damages all cleaned up.
  - Culvert Repairs one on Hackett Road & one on Curran Road.

RESOLUTION # 54 – APPROVAL TO PURCHASE THE SIDE WING FOR SNOWPLOW On motion of Councilman Blazey, seconded by Councilman Shannon, the following resolution was unanimously ADOPTED:

VOTE: AYES - 4 NAYS - 0

**RESOLVED,** to approve the quote by Tenco Industries, INC., 5700 S. Lima Road, Lakeville, NY 14480 and purchase the new 11' side wing and accessories at a cost of \$8,934.00.

- b. WATER SUPERINTENDENT, Willie Murphy reported:
  - Superintendent Kevin Lyke is on vacation.
  - Retro-Fit Meter installs have started.
- c. CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:
  - Sixteen (16) building permits in March.
  - Collected \$2,177.00 in fees.
  - Estimated Construction Costs \$536,150.00.
  - Five (5) fire inspections were done last month in the three villages & the township.
  - Reviewing the new code updates.
  - Reviewing property maintenance concerns.
- d. ASSESSOR, Jennifer Fagner, reported the following:
  - Informals have ended, there were 300 informals not including emails.
  - Reviewing all informals and getting ready for Tentative Roll.
  - Lon has been taking numerous phone calls, tending to files, transfers and assisting with gathering information.
- e. TOWN CLERK, Jill Havens, reported the following:
  - DECALS up and running, able to sell hunting & fishing licenses again.
  - Tax Collection Settlement has been completed for 2021.

## April 13, 2021

- f. BUDGET, Supervisor Dave Phillips, reported the following:
  - At the end of March, finances continue to be in much better condition than 2020.
    - NYS restored some state aid from 2020 to both the General Fund and the Highway Fund.
      - This resulted in the General Fund receiving \$10,694.25
      - The Highway Fund received additional \$28,566.80
    - Zoning Fund is on track with the fund balance this time last year.
    - $\circ$  Refuse & Garbage Fund doing ok but rates need to be reassessed.
    - Central Water & County Road 13 Water Funds are currently doing better than in previous winters.
      - Have not been affected by moratorium on collection of water fees, shut offs and penalties.

## NO TRANSFERS

### NO ADDENDUM ITEMS

## **BOARD MEMBER ITEMS:**

• Councilman VanBortel:

1.)

- Councilwoman Folkins:
  - 1.) Zoning Code Meeting on Thursday, April 15, 2021 at 5:30pm
  - 2.) Historian we need to readdress the need for our appointed historian to start working on things for the Town of Manchester, he was appointed just before the pandemic shutdown last year and has not been in since his appointment. No paperwork has been filled out and no payments/salary/stipend have been paid.
- Councilman Blazey:
  - 1.)
- Councilman Shannon:
  - 1.)
- Supervisor Phillips: Ontario County News:
  - 1.) State Budget passed.
  - 2.) Sales Tax part of the sales tax will continue to go to the distressed hospitals
  - 3.) Composting Project in Gorham will report back to Supervisor Phillips on how this project goes.

## > RESOLUTION #55 - AUDIT OF CLAIMS APPROVAL

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

#### VOTE:

## AYES - 4 NAYS - 0

**RESOLVED**, to approve to pay the 2021 bills as follows:

- **GENERAL FUND**, in the amount of \$23,223.52 as set forth on the Abstract #04 dated 4/13/2021;
- **ZONING FUND**, in the amount of \$8,037.00 as set forth on the Abstract #04 dated 4/13/2021;
- **REFUSE & GARBAGE FUND,** in the amount of \$560.22 as set forth on the Abstract #04 dated 4/13/2021;
- **HIGHWAY FUND,** in the amount of \$26,728.92 as set forth on the Abstract #04 dated 4/13/2021;
- **WATER FUND**, in the amount of \$29,919.67 as set forth on the Abstract #04 dated 4/13/2021;
- **TRUST & AGENCY FUND**, in the amount of \$22,813.58 as set forth on the Abstract #04 dated 4/13/2021.

**ADJOURNMENT:** There was no other business before the Board at this time; Supervisor Phillips moved to adjourn the meeting, 7:19 p.m., seconded by Councilwoman Folkins, unanimously APPROVED.

## Respectfully Submitted,

Jill A. Havens, Town Clerk

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

Regular meeting: May	11,	2021	- 6:0	0 P.M.
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- Regular meeting: June 8, 2021 6:00 P.M.
- Regular meeting: July 13, 2021 6:00 P.M.
- > Regular meeting: August 10, 2021 6:00 P.M.
- > Regular meeting: September 14, 2021 6:00 P.M.
- > Regular meeting: October 12, 2021 6:00 P.M.
- > Regular meeting: November 9, 2021 -6:00 P.M.
- > Regular meeting: December 14, 2021 6:00 P.M.