# MANCHESTER TOWN BOARD - REGULAR MEETING August 11<sup>th</sup>, 2020 - 6 P.M.

The 2020 Town Board Meeting was held at the Manchester Town Hall on Tuesday, August 11<sup>th</sup>, 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; Jennifer Fagner, Assessor; **TOWN RESIDENTS:** Matthew Schaertl, Jim Lynch & Terri Valenti; **Town Engineer:** Pat Nicoletta, MRB Group

**ABSENT:** William Murphy, Deputy Highway Superintendent/ Assistant Water Superintendent and Kevin Lyke, Assistant Water Superintendent

**CALL TO ORDER:** Supervisor Gallahan called the August 11<sup>th</sup>, 2020 Regular Board meeting to order at this time, 6:00 p.m.

> RESOLUTION #63 - APPROVAL OF MINUTES, REGULAR MEETING July14<sup>th</sup>, 2020, AS SUBMITTED

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 July 14<sup>th</sup>, 2020, as submitted.

> RESOLUTION #64 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT

On motion of Councilman Blazey, seconded by Councilman VanBortel, 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 #65 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT On motion of Councilman Phillips, seconded by Councilman VanBortel, the following resolution was unanimously ADOPTED:

VOTE:	AYES - 5	N	AYS - 0
RESOLVED, to accept the Town Clerk's report as follows:			
Dog Licenses (113 N & R; 0-F	PB; 1-Exempt; 0-Tag)	\$	1,785.00
State Surcharge Fees	1 0,	\$	142.00
Late Fees (Dog Licenses)		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	50.00
Transfer Station		\$	3,623.49
Zoning Fees		\$	1,931.00
DEC Licenses		\$	0.00
Certified Copy (5-M, 8-D)		\$	130.00
Bingo Fees		\$	0.00
Marriage License (1)		\$	40.00
Photocopies		\$	0.00
Bingo License (0)		\$	468.75
Game of Chance License (0)		\$	0.00
TOTAL COLLECTED		\$	8,170.24
PAID TO NYSDEC		\$	0.00
PAID TO STATE		\$	142.00
PAID TO SUPERVISOR (TOWI		\$	7,724.49
PAID TO NYS DEPT. OF HEAL	.TH	\$ \$ \$ \$ \$ \$	22.50
PAID TO NYS RACING & WAG	SERING	\$	281.25
PAID TO NYS COMPTROLLER	₹	\$	0.00

#### August 11, 2020

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

- a. Town Clerk Monthly Report
- b. Supervisor's Financial Report
- c. Justice Court Fund report
- d. 7/31, Christopher Reeve, DOT, smart planning consultation process
- e. 7/31, Lauren Kelly, Charter Communications, programming changes
- f. 7/16 Constellation, environmental disclosure
- g. 7/13, Lauren Kelly, Charter Communications, programming additions
- h. 7/5, Lauren Kelly, Charter Communications, Price Increase
- i. 7/7, Lori Reals, CSFD, monthly report
- j. 7/27, NYSDEC, lead agency coordination request
- > RESOLUTION #66 APPROVAL OF TOWN OF MANCHESTER'S POLICY AGAINST DISCRIMINATION AND HARASSMENT

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

VOTE: AYES - 5 NAYS - 0

**RESOLVED,** to approve the 2020 Policy Against Discrimination and Harassment, as presented.

**Brief Discussion** was held regarding the issuance and need for a credit card for the Town of Manchester for the purchase of miscellaneous budget items for both the Town Hall Offices and the Highway Department. Supervisor Gallahan has a meeting with Community Bank next week to discuss our options and will report back next month.

**Brief Discussion** was held regarding the Town of Manchester's COVID-19 procedures. There has only been one complaint and that was at the transfer station and it has been resolved. Otherwise, employees and residents both have been compliant with the new protocol for Coronavirus safety. Sales tax revenue from New York State is down 24% for the second quarter. We adjusted our budget based on a 30% decrease, so we are doing ok at this point. We have received our CHIPS money.

**Discussion** was held regarding the potential SunEast/Stantec Solar Farm Project on County Road 13. MRB Group, Engineer Pat Nicoletta submitted additional considerations for the Town Board regarding this project including Transportation Costs for Disposal, Administrative Costs, Contingency Costs, Surety Bond, etc. **(See minute book attachment for MRB Group memorandum).** Pat Nicoletta to forward this information to Town Attorney, Jeff Graff for incorporation in the correspondence to SunEast/Stantec. The decision was made to hold off until the September 15<sup>th</sup>, 2020 Town Board Meeting to vote to opt in/opt out of the PILOT exemption for renewable energy sources.

➤ RESOLUTION #67 – APPROVAL FOR DESIGNATION OF LEAD AGENCY STATUS RE: MARCY EXCAVATION SERVICES, LLC – VANOPDORP PIT #2

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

VOTE: AYES - 5 NAYS - 0

**RESOLVED,** to approve the New York State Department of Environmental Conservation to serve as Lead Agency for the SEQR review of the Marcy Excavation Services, LLC – Van Opdorp Pit #2 and to authorize Supervisor Gallahan to sign the requested paperwork on behalf of the Town of Manchester.

**Brief Discussion** was held regarding the draft copy of the Site Design & Development Criteria submitted from MRB Group. All department heads agree that it looks good; have no objection to adoption of this.

### August 11, 2020

# **Department Reports:**

- a. HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:
  - Surplus 2020 Budget money to remain in the fund as a balance and carry-over to 2021 before spending due to the uncertainty of COVID-19 and budget concerns for the remainder of this year and next year.
  - Outlet Road From Curran Road to County Road 7 to be stone, oiled and micro sealed.
  - Garbage Truck Repairs Broken springs, Jeremy able to do all the work but the cost has still been \$5000+ in parts.
  - Line of Credit for the pre-purchase of salt on a yearly basis and paid back when sales tax money comes in – to be discussed with the bank next by Supervisor Gallahan.
- **b. WATER SUPERINTENDENT, Willie Murphy & Kevin Lyke:** Jason Lannon reported on behalf of Willie Murphy and Kevin Lyke who are out doing a water main repair
  - Kevin has been very busy with the gas line that is going in from Palmyra
    - Overtime pay for Kevin needs to be invoiced to the gas company
- c. CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:
  - Twenty-four (24) building permits in July.
    - o Clifton Springs 14
    - Manchester 12
    - Shortsville 8
  - Collected \$1,731.00 in fees.
  - Estimated Construction Costs \$162,808.00.
  - Marty and Steve have resumed fire inspections on existing business in the Town of Manchester and eight (8) were completed in July.
  - Now up to nine (9) new homes are being built in the Town of Manchester. That's a new record for one year!
- d. ASSESSOR, Jennifer Fagner, reported the following:
  - I have been currently working on the Reevaluation for the Town of Manchester
    - I would like to request a resolution for Sylvia Staples to assist in the support of this project, her request is for \$500-600 for her time. I will be receiving her contract soon.
  - RESOLUTION #68 APPROVAL OF THE CONTRACT WITH SYLVIA STAPLES On motion of Councilman Phillips, seconded by Councilwoman Folkins, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

**RESOLVED,** to approve the contract with Sylvia Staples for her support to the assessor with the Town of Manchester's Reevaluation Process in the amount not to exceed \$600.00.

- Lon has been working on transfers, permits and updating AG files when time permits.
- Will continue to get information regarding the assessment of the proposed Solar Farm on County Road 13.
- e. TOWN CLERK, Jill Havens, reported the following:
  - DECALS New York State Department of Conservation has implemented new printers for the system
    - O However, JoAnn Henry was listed as the Agent of Record with New York State so they are unable to install our printer for the Town until a new contract with the current Town Clerk is on record.
      - Contract was submitted in June and still waiting for them to start the system back up for the Town of Manchester.
      - Issues like this have been happening all over New York State; currently only a handful of places are able to sell hunting & fishing licenses.

## **NO TRANFERS**

#### August 11, 2020

### **BOARD MEMBER ITEMS:**

- Councilman VanBortel:
- Councilwoman Folkins:
  - 1.) Thursday, September 3<sup>rd</sup> @ 5:30P.M. Zoning Code Update Meeting
- Councilman Blazey:
  - 1.) Fire Hydrant Maintenance following up regarding this discussion from last month.
    - a. Supervisor Gallahan will contact Fire Chiefs to see if they are willing to help with this task.
- Councilman Phillips:
  - 1.) Zoning Code Meetings are going well and are very productive.
- Supervisor Gallahan:
  - Port Gibson fire hydrants will be serviced with the help of the Port Gibson Fire Department, they are very excited to get this done!
    - a. Have heard nothing from either the Manchester or Shortsville Fire Departments about their willingness to help get their area fire hydrants serviced.
    - b. Highway Department to provide Port Gibson with the food grade antiseize for application on the hydrants as requested.

### > RESOLUTION #69 - AUDIT OF CLAIMS APPROVAL

On motion of Councilwoman Folkins, seconded by Councilman VanBortel, 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 \$39,090.70 as set forth on the Abstract #008 dated 8/11/2020;
- **ZONING FUND**, in the amount of \$5,077.54 as set forth on the Abstract #008 dated 8/11/2020;
- **REFUSE & GARBAGE FUND,** in the amount of \$3,595.61 as set forth on the Abstract #008 dated 8/11/2020;
- **HIGHWAY FUND**, in the amount of \$45,787.73 as set forth on the Abstract #008 dated 8/11/2020;
- **WATER FUND**, in the amount of \$32,749.98 as set forth on the Abstract #008 dated 8/11/2020;
- TRUST & AGENCY FUND, in the amount of \$10,136.04 as set forth on the Abstract #008 dated 8/11/2020.

**JUSTICE REPORT:** The monthly reports from Justice Schaertl and Justice Denosky for the month of July 2020, was submitted and reviewed by the Board at this time.

**ADJOURNMENT:** There was no other business before the Board at this time. Supervisor Gallahan moved to adjourn the meeting, 7:25 p.m., seconded by Councilman Blazey, unanimously APPROVED.

Respectfully Submitted,

Jill A. Havens, Town Clerk

# \*\*Next Meeting(s):

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.