

January 14, 2020

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

- a. 2/1, Town Clerk Monthly Report
- b. 2/1, Supervisors Monthly Report
- c. Quarterly Investment Report
- d. 2/7, Gary Baxter, County Treasurer, Manchester Tax Foreclosure list
- e. 12/23, Wright Ins. Co., Highway Garage Fires
- f. 12/23, Dr. David M. Chico, DVM, NYS Ag & Markets, Municipal Shelter report, OCHS
- g. 12/27, NYS Unified Court System, annual auditing request
- h. 12/19, Supervisor Gallahan Resolution for Workers Comp Expense
- i. 12/12, Cornell Cooperative Extension, 2019 annual report, available in Supervisors office
- j. 12/9, CSFD Monthly report
- k. 12/9, Mike Manikowski, OCIDA, Leonard's Express financial assistance application

Town Clerk Audit of Books for 2018 - Committee was established consisting of Board Members Kevin Blazey and Ike VanBortel to audit the Town Clerk and Zoning cash book. Councilman Blazey and Councilman VanBortel will audit the books before the next Town Board Meeting on February 11, 2019.

Town Justice Audit of Books for 2018 - Committee was established consisting of Board Members Councilman Dave Phillips and Councilwoman Jaylene Folkins to audit the books before the next Town Board Meeting on February 11, 2019.

➤ **RESOLUTION #12 - RESOLUTION OF APPRECIATION FOR COUNCILMAN DONALD MILLER, JR.**

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

VOTE:	AYES-5	NAYS-0
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WHEREAS, Donald Miller, Jr. has served the Town of Manchester Residents for the past 4 years, as Councilman on the Town Board;

WHEREAS, Supervisor Gallahan stated that Don has served his community well; His knowledge & input brought to this Board over the last four (4) years has been very much appreciated and is hereby acknowledged; therefore it is

RESOLVED, to approve this Resolution of Appreciation for Donald Miller, Jr., with gratitude for his service to the Residents of this Town; we wish him all the best in his retirement. Enjoy!

➤ **RESOLUTION #13 - APPROVAL OF 2020 ACCEPTABLE COMPUTER USE POLICY, DISCRIMINATION & HARASSMENT POLICY, FUND BALANCE POLICY & COMPUTER NETWORK, INTERNET USAGE & SOCIAL MEDIA POLICY**

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

VOTE:	AYES-5	NAYS-0
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RESOLVED, to approve the 2020 Acceptable Computer Use Policy, Discrimination & Harassment Policy, Fund Balance Policy & Computer Network, Internet Usage & Social Media Policy as submitted.

At this time, Supervisor Gallahan acknowledged the Town of Manchester Residents Ann & David Ketola of 153 Canandaigua Road, and asked the Town Board's permission to deviate from the agenda to allow the residents to address the Board.

Ann Ketola: I have tried several times to get a copy of the Town Budget and nobody I have spoken to seems to know how I would get a copy. So, I am here to ask for a copy of the Town Budget.

Supervisor Gallahan: How have you gone about requesting a copy?

Ms. Ketola: Let's see, I talked with the Clerk. I talked with the Assessor or the assistant to the Assessor. I'm not really sure. I didn't write down names.

Supervisor Gallahan: Ok, so you phoned?

Ms. Ketola: Yes and last I heard someone was going to check into it and let me know. I still haven't heard back.

Town Clerk, Jill Havens: I can get you a copy of the Budget; you must not have spoken to me. I have copies available in my office. I will have a copy ready and waiting for you first thing tomorrow morning.

Ms. Ketola: I want a copy because I want to see why our taxes went up almost 10%.

Supervisor Gallahan: We have lost some of our AIM funding and additional funding that we have been told not to count on from the State in 2020. That's the change in the budget is to account for those losses.

Ms. Ketola: According to my research, you are still getting all the same funding for 2020.

Supervisor Gallahan: Proposed we might be; However, the New York State Budget doesn't get approved until April, so we don't know for sure we can count on that money. Stop down tomorrow and get that copy for your records. If you still have questions, call me up and we can schedule a time to meet and discuss your specific questions regarding the budget and/or the audit.

Department Reports:

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
 - **Submitted a 284 Agreement for the Expenditure of Highway Monies. (on file in the Town Clerk's Office)**
 - **Field Street Sign Replacement**
 - Several signs were taken out by motorist during inclement weather and we submitting a claim to their insurance companies to have them replaced.
 - **Curran Road Culvert**
 - We received a few calls that the culverts collapsed and the highway guys have been out there the last couple of days replacing them and getting the water to flow back through them again.
 - **Equipment is All Ready for the Next Round of Snow**
 - **Salt Barn Roof**
 - Of the three (3) quotes we received, I would like to go with the cheapest ones which we received from Lakeside Roofing & Contracting (KangaRoof) for \$49,639.00.

Brief Discussion was held regarding three (3) estimates for the new roof on the Salt Barn building and comparisons.

➤ **RESOLUTION #14 - APPROVAL TO ACCEPT THE ESTIMATE RECEIVED FROM LAKESIDE ROOFING & CONTRACTING FOR THE NEW ROOF ON THE SALT BARN**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to accept the estimate from Lakeside Roofing & Contracting, 7440 State Route 31, Lyons, NY 14489 for the new roof at the Salt Barn of \$49,639.00.

- b. **WATER SUPERINTENDENT, Willie Murphy:**
 - **Willie Murphy reported:**
 - Kevin had training in Warsaw with the potentially new water meter reading system.
 - Kevin states that it went well and they were able to read 500 meters in approximately 2.5 hours; only missed one read.
 - Newark had a water main break last week that affected some of our residents.
 - Everything else going good.

- c. **CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:**
 - **There were two (2) building permits issued in the Town of Manchester in December.**
 - **Fees Collected - \$2,908.00.**
 - **Estimated Construction costs - \$11,969.00**
 - **Steve and Marty performed 27 fire inspections in the Town and the 3 Villages in December.**
 - **Planning Board Member, Scott VanAken is interested in filling the spot left vacant by Ruby Morrison on the Ontario County Planning Board.**

- d. **ASSESSOR, Jennifer Fagner, reported the following:**
 - **Assessor's Aide**
 - Lon has started and is doing fantastic! I have no complaints and feel he is a great fit to our team.

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- **Enhanced Star**
 - The office has been very busy as the State has sent out notices (questionnaires) regarding the Enhanced Star requesting sensitive information. The people in the community are very concerned as they feel it is a scam.
- **Solar**
 - I had sent Jeff Gallahan an email in regards to Solar as it has been a topic we have been discussing for a month or two now. I have attached more information for you to view regarding Solar as it was also brought up at my last Assessor's Association Meeting.
- **Revaluation**
 - I am coming across issues as quite a few parcel's inventory's are not correct.
 - Many new buildings/pools/decks and when I am researching, I'm not finding permits.
 - I have made Steve and Marty aware in Zoning.
 - Will be giving them the list and they will send letters requesting compliance.

NO TRANSFERS

NO ADDENDUM ITEMS

BOARD MEMBER ITEMS:

- **Councilman VanBortel:**
- **Councilwoman Folkins:**
 - 1.) Solar Laws & Regulations.
 - a. There is no clear answer.
 - b. We should reach out to the County for their guidance on this also.
 - c. Also, check in with our Ag Board also to get their feedback on preserving farmland in the area.
- **Councilman Blazey**
 - 1.) What is the status of the Town Historian position?
 - a. Supervisor Gallahan informed the Town Board that interviews will be the week of the 20th.
- **Councilman Phillips:**
- **Supervisor Gallahan:**

➤ **RESOLUTION #159 - AUDIT OF CLAIMS APPROVAL**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve to pay the 2019 bills as follows:

- **GENERAL FUND**, in the amount of \$9,371.07 as set forth on the Abstract #013 dated 1/14/2020;
- **ZONING FUND**, in the amount of \$4,016.72 as set forth on the Abstract #013 dated 1/14/2020;
- **REFUSE & GARBAGE FUND**, in the amount of \$1,461.24 as set forth on the Abstract #013 dated 1/14/2020;
- **HIGHWAY FUND**, in the amount of \$3,261.09 as set forth on the Abstract #013 dated 1/14/2020;
- **WATER FUND**, in the amount of \$574.22 as set forth on the Abstract #013 dated 1/14/2020;

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

- **GENERAL FUND**, in the amount of \$116,459.88 as set forth on the Abstract #01 dated 1/14/2020;
- **ZONING FUND**, in the amount of \$14,539.08 as set forth on the Abstract #01 dated 1/14/2020;
- **REFUSE & GARBAGE FUND**, in the amount of \$1,487.51 as set forth on the Abstract #01 dated 1/14/2020;
- **HIGHWAY FUND**, in the amount of \$193,879.88 as set forth on the Abstract #01 dated 1/14/2020;
- **WATER FUND**, in the amount of \$28,571.90 as set forth on the Abstract #01 dated 1/14/2020;
- **TRUST & AGENCY FUND**, in the amount of \$8,051.11 as set forth on the Abstract #01 dated 1/14/2020.

JUSTICE REPORT: The monthly reports from Justice Denosky and Justice Schaertl for the month of December 2020, were 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, 7:02 p.m., seconded by Councilman Blazey, unanimously APPROVED.

Respectfully Submitted,

Jill A. Havens, Town Clerk

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

- **Regular meeting:** **February 11, 2020 - 6:00 P.M.**
Includes: Public Hearings: Tax Cap Override, 2020 Budget - 6:00 p.m.
- **Regular meeting:** **March 10, 2020 - 6:00 P.M.**
- **Regular meeting:** **April 14, 2020 - 6:00 P.M.**
- **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.**