MANCHESTER TOWN BOARD - REGULAR MEETING January 12th, 2021 - 6 P.M.

The 2021 Town Board Meeting was held at the Manchester Town Hall on Tuesday, January 12^{th} , 2021 at 6:00 P.M., with the following members present:

David Phillips	Supervisor
Kevin Blazey	Councilman
Isaac VanBortel	Councilman
Jaylene Folkins	Councilwoman

OTHERS PRESENT: Jill A Havens, Town Clerk; Steve DeHond, Code Enforcement Officer; Jennifer Fagner, Assessor; Jason Lannon, Highway Superintendent; William Murphy, Deputy Highway Superintendent/Water Superintendent; Pat Nicoletta, MRB Group; Matt Schaertl and Julie Metzger, Town of Manchester Residents; Mike Mantell, Suri Sukduang and Greg Elko, STANTEC/SunEast Solar.

ABSENT: Kevin Lyke, Assistant Water Superintendent

CALL TO ORDER: Supervisor Phillips called the January 12th, 2021 Regular Board meeting to order at this time, 6:00 p.m.

RESOLUTION #12 - APPROVAL OF MINUTES, REGULAR MEETING December 8th, 2020, AS SUBMITTED

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

- 0

RESOLVED, to approve the minutes from the Regular Meeting held on December 8th, 2020, as submitted.

RESOLUTION #13 - APPROVAL OF MINUTES, ORGANIZATIONAL MEETING January 4th, 2021, AS SUBMITTED

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the minutes from the Organizational Meeting held on January 4^{th} , 2021, as submitted.

RESOLUTION #14 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT

On motion of Councilman VanBortel, 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 #15 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT On motion of Councilman VanBortel, seconded by Councilwoman Folkins, the following resolution was unanimously ADOPTED:

VOTE: AYES - 4 NAYS - 0

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

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Dog Licenses (99 N & R; 3 - PB; 0-Exempt; 0-Tag)	\$	1,787.00
State Surcharge Fees	\$	145.00
Late Fees (Dog Licenses)	\$	30.00
Transfer Station	\$	2,867.54
Zoning Fees	\$ \$	2,604.00
DEC Licenses	\$	0.00
Certified Copy (2-M, 4-D)	\$	60.00
Bingo Fees		0.00
Marriage License (3)	\$ \$	120.00
Bingo License (0)	\$	0.00
Game of Chance License (1)	\$	25.00
TOTAL COLLECTED	\$	7,638.54
	•	0.00
PAID TO NYSDEC	\$	0.00
PAID TO STATE	\$	145.00
PAID TO SUPERVISOR (TOWN)		7,411.04
PAID TO NYS DEPT. OF HEALTH	\$ \$	67.50
PAID TO NYS RACING & WAGERING	\$	15.00

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 for December 2020
- b. Supervisors Monthly Report for December 2020
- c. Charter Communications, November 30, 2020
- d. Charter Communications, December 4, 2020
- e. Charter Communications, December 18, 2020
- f. Justice Reports for October 2020
- g. Manchester Fire Department Report
- h. Message from Assessor re: Executive Order 202.83
- i. Letter from Assessor re: Star Renewals
- j. Unified Court System, December 23, 2020
- k. COVID Plan e-mail
- I. SunEast Decommissioning Plan, January 6, 2021
- m. Town of Manchester Quarterly Investment Reports
- n. Resignation Letter, Jeff Gallahan, Budget Officer
- o. Recycling Casella
- p. Letter re: Gurney Road speed reduction

~ Brief Discussion – SunEast Solar Decommissioning Plan – SunEast has submitted a new Decommissioning Plan to the Town of Manchester, the new plan has been reviewed by the Town Attorney, Jeff Graff and Town Engineers of MRB Group and looks to meet all the requirements that the Town of Manchester requested. Town Resident, Julie Metzger inquired about how the property for the proposed SunEast Solar Project was going to be taxed. Supervisor Dave Phillips responded that while that has not yet been determined, generally speaking it will be taxed based on size and the number of kilowatts it produces.

RESOLUTION #16 - RESOLUTION ACCEPTING THE SUNEAST DECOMMISSIONING PLAN, AS SUBMITTED

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

VOTE: AYES – 4 NAYS - 0

WHEREAS, SunEast/STANTEC has submitted a revised Decommissioning Plan that has been reviewed by the Town of Manchester Attorney and Town of Manchester Engineers and meets all the requirements, including a bond in the amount of \$1,427,000.00 as set by the Town of Manchester.

RESOLVED, to approve this Decommissioning Plan and forward this approval to the Town of Manchester Planning Board for the progression of the proposed SunEast/STANTEC Manchester Solar Project.

RESOLUTION #17 - APPROVAL OF AMENDMENT TO THE STAR EXEMPTIONS PER NYS GOVERNOR CUOMOS EXECUTIVE ORDER 202.83 TO ALLOW PROCESSING OF APPLICATIONS BY THE TOWN OF MANCHESTER ASSESSOR
On motion of Councilman VanBortel, seconded by Councilwoman Folkins, the

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

VOTE: AYES – 4 NAYS – 0

RESOLVED, to approve the amendment permitting the Town of Manchester Assessor to request a STAR application where he/she has reason to believe that the owner of a property may have changed their primary residence, added an additional owner to the

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deed, transferred the property to a new owner or died.

At this time, Supervisor Phillips acknowledged the Town of Manchester Residents Matt Schaertl, and asked for an update regarding the annexation of Town of Manchester property to the Village of Shortsville.

Matt Schaertl, Town Resident: I've been working with Mark's Engineering and Ontario County to get all the required paperwork into the County for transferring of this parcel to the Village. All required paperwork should be at the County within two (2) weeks. How long it will take to turn around after that, is anyone's guess. I am hoping that because this is for a municipality, that the County will expedite this transfer, so that we can get this all taken care of in time to order the trout within the DEC timeframe.

RESOLUTION #18 – SETTING A PUBLIC HEARING WITH THE VILLAGE OF SHORTSVILLE FOR THE ANNEXATION OF PARCEL FROM THE TOWN OF MANCHESTER TO THE VILLAGE OF SHORTSVILLE FOR PROPOSED TROUT POND On motion of Councilwoman Folkins, seconded by Councilman VanBortel, the following resolution was unanimously ADOPTED:

VOTE: AYES – 4 NAYS – 0

WHEREAS the Village of Shortsville needs to submit a petition of the territory to be annexed, notarized, and presented to the Manchester Town Board and a certified copy thereof is presented to the Shortsville Village Board before being presented to either board, upon receipt of said petition,

RESOLVED, to set the Joint Public Hearing for the annexation of parcel from the Town of Manchester to the Village of Shortsville for proposed Trout Pond use to be held Tuesday, February 9th, 2021 at 6:00 p.m. at the Manchester Town Hall, 1272 Co. Rd. 7, Clifton Springs, NY 14432.

RESOLUTION #19 - RESOLUTION OF APPRECIATION TO KATHERINE DENOSKY, TOWN JUSTICE FOR OUTSTANDING SERVICE AND DEDICATION TO THE TOWN OF MANCHESTER

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

WHEREAS Katherine Denosky has served as Town Justice for the past four (4) years in the Town of Manchester; during which time, she has served to the best of her ability in the capacity of being a Town Justice; now be it

RESOLVED, that this Town Board, on behalf of its members both past and present, and the Town Employees wish to express our appreciation to Mrs. Denosky for her dedicated service and commitment to the residents of the Town of Manchester and we wish her well in her retirement!!!

Supervisor David Phillips Councilwoman Jaylene Folkins Councilman Isaac VanBortel Councilman Kevin Blazey

THANK YOU & HAVE FUN IN THE SUNSHINE STATE, KATHY!!!!!!

- ~ Brief Discussion SEQR, Short Form for Annexation of Parcel to the Village of Shortsville- Code Enforcement Officer, Steve DeHond and Supervisor Phillips to work on completing that paperwork and it will be presented at the same time as the Public Hearing for the annexation.
- **Prief Discussion COVID Preparation Plan –** We need to have a COVID Preparation Plan for all Town of Manchester Employees. It would identify key positions and what would happen if someone was out due to the COVID pandemic. This is a new requirement from Albany. We have to approve it at our February 2021 Town Board Meeting. Supervisor Phillips to work on that and present it at the February Meeting.
- **Prief Discussion Permit Fee Schedule for Solar –** Currently our fee is \$150 and one of the things we do is pass all of our engineering and legal fees on to the applicant. Councilwoman Folkins is requesting more information regarding what they are charging in neighboring townships and why they charge what they charge before any action can be made. Supervisor Phillips and Councilwoman Folkins to present more information to the Town Board at the February Meeting.

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RESOLUTION #20 – APPROVAL TO ACCEPT LETTER OF RESIGNATION, JEFFERY GALLAHAN, BUDGET OFFICER

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

VOTE: AYES – 4 NAYS - 0

RESOLVED, to accept the letter of resignation, with regret, as submitted from Former Town Supervisor, Jeffery Gallahan to be effective as of the end of December 2020.

RESOLUTION # 21 – APPROVAL TO FORWARD THE SPEED REDUCTION REQUEST TO ONTARIO COUNTY DEPARTMENT OF PUBLIC WORKS AND/OR NYSDOT On motion of Councilman VanBortel, seconded by Councilwoman Folkins, the following resolution was unanimously ADOPTED:

VOTE: AYES-4 NAYS-0

WHEREAS a letter of concern has been received from Town Residents on GURNEE Road regarding the speed limit in that area; and this Town Board is in agreement with having the said area investigated; therefore, it is

RESOLVED, to approve of forwarding the paperwork required to Ontario County Public Works Department &/or NYSDOT to investigate the area along Gurnee Road for consideration of lowering the speed limit.

 Brief Discussion – Currently two (2) vacancies on the Board of Assessment Review and the one (1) vacancy on the Town Board and one (1) County Planning Board Member – Ads for these positions need to be published on the Town of Manchester Facebook Account, Town Website and in the Daily Messenger. Applications or resumes to be sent to Town Clerk for Town Board to review,

Department Reports:

- a. HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:
 - 2012 Pick-Up Truck Jeremy is installing a new flywheel & starter.
 - New excavator has arrived.
 - New mower is on the way.
 - Tree trimming is being done throughout the town.
 - Hunter & Kevin have been servicing hydrants.
 - Repairing roadside mowers for next year.
- b. WATER SUPERINTENDENT, Willie Murphy reported:
 - Town of Manchester got the grant money and will be proceeding with the new water meters.

c. CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:

- Thirteen (13) building permits in December.
- Collected \$2,110.60 in fees.
- Estimated Construction Costs \$792,952.00.
- Six (6) fire inspections were done last month.
- New Zoning Code Update expecting the draft for review any time now.
- Plans received from KFC to go in at the Malacho's Manchester Mart.
 - The new car wash has opened.
- d. ASSESSOR, Jennifer Fagner, reported the following:
 - REVAL

f.

- Commercial properties are done.
- Notices will go out soon.

e. TOWN CLERK, Jill Havens, reported the following:

- Tax Collection has started. Seems to be going well.
 - Residents are mailing in payments as requested, which takes a bit more time to process.
 - Some are still paying in person but not nearly as many as usual.
- BUDGET, Supervisor Dave Phillips, reported the following:
- At the end of December, the finances for the Town were in good condition, especially taking into account the Coronavirus Pandemic of 2020.
 - No one in the Town was laid off or furloughed as a result of the pandemic and

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- no wages were lowered.
- $\circ~$ All of the town funds ended the year in the black.
 - The Zoning Fund and the Refuse & Garbage Fund ended the year relatively the same as they began the year.
 - Central Water District Fund even posted a gain.
 - Highway Fund & General Fun ended the year lower but still in the black.
 - The Highway Fun lost the most financially because of an unexpected reduction of CHIPS money of 17% overall for the year and lower sales tax revenues.
 - The Town is still waiting for the 4th quarter sales tax amounts for 2020.

NO TRANSFERS

NO ADDENDUM ITEMS

BOARD MEMBER ITEMS:

- Councilman VanBortel:
 - 1.) Generator looking into Grants for a generator for the Town of Manchester.
 - a. We are considered a fallout shelter and should have a generator for that purpose.
- Councilwoman Folkins:
 - Security for the Roundhouse
 - a. Need to discuss with the Village and the County.
- Councilman Blazey 1.) What i

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.

• Supervisor Phillips:

- 1.) Recycling handout from Casella Recycling <u>needs</u> to be clean.
- 2.) Transfer Station Permit was just renewed for another five (5) years.

> RESOLUTION #22 - AUDIT OF CLAIMS APPROVAL

On motion of Councilman VanBortel, seconded by Councilwoman Folkins, 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 \$20,771.00 as set forth on the Abstract #013 dated 1/12/2021;
- **ZONING FUND**, in the amount of \$1,482.17 as set forth on the Abstract #013 dated 1/12/2021;
- **REFUSE & GARBAGE FUND,** in the amount of \$0.00 as set forth on the Abstract #013 dated 1/12/2021;
- **HIGHWAY FUND,** in the amount of \$27,038.76 as set forth on the Abstract #013 dated 1/12/2021;
- WATER FUND, in the amount of \$1,816.61 as set forth on the Abstract #013 dated 1/12/2021;

AND

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

- **GENERAL FUND,** in the amount of \$112,917.82 as set forth on the Abstract #01 dated 1/12/2021;
- **ZONING FUND**, in the amount of \$14,847.14 as set forth on the Abstract #01 dated 1/12/2021;
- **REFUSE & GARBAGE FUND,** in the amount of \$2,182.21 as set forth on the Abstract #01 dated 1/12/2021;
- **HIGHWAY FUND,** in the amount of \$103,702.64 as set forth on the Abstract #01 dated 1/12/2021;
- **WATER FUND**, in the amount of \$32,614.10 as set forth on the Abstract #01 dated 1/12/2021;
- **TRUST & AGENCY FUND**, in the amount of \$11,785.74 as set forth on the Abstract #01 dated 1/12/2021.

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ADJOURNMENT: There was no other business before the Board at this time. Supervisor Phillips moved to adjourn the meeting, 7:04 p.m., seconded by Councilwoman Folkins, unanimously APPROVED.

Respectfully Submitted,

Jill A. Havens, Town Clerk

**Next Meeting(s):

Regular meeting: February 9, 2021 - 6:00 P.M. Includes: Public Hearings: Tax Cap Override, 2021 Budget

	Regular meeting:	March 9, 2021 - 6:00 P.M.
	Regular meeting:	April 6, 2021 - 6:00 P.M.
	Regular meeting:	May 11, 2021 - 6:00 P.M.
	Regular meeting:	June 8, 2021 - 6:00 P.M.
۶	Regular meeting:	July 13, 2021 - 6:00 P.M.
	Regular meeting:	August 10, 2021 - 6:00 P.M.
۶	Regular meeting:	September 14, 2021 - 6:00 P.M.
۶	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.