# MANCHESTER TOWN BOARD - REGULAR MEETING January 11<sup>th</sup>, 2022 - 6 P.M.

The 2022 Town Board Meeting was held at the Manchester Town Hall on Tuesday, January 11<sup>th</sup>, 2022 at 6:00 P.M., with the following members present:

David Phillips

Kevin Blazey

Councilman

Matthew Shannon

Councilman

Jaylene Folkins

Councilwoman

Scott DeCook

Councilman

**OTHERS PRESENT:** Steve DeHond, Code Enforcement Officer; Jennifer Fagner, Assessor; Jason Lannon, Highway Superintendent; William Murphy, Deputy Highway Superintendent; Kevin Lyke, Water Superintendent;

**ABSENT:** Jill A Havens, Town Clerk

**CALL TO ORDER:** Supervisor Phillips called the January 11<sup>th</sup>, 2022 Regular Board meeting to order at this time, 6:00 p.m.

> RESOLUTION #10 - APPROVAL OF MINUTES, REGULAR MEETING December 14th, 2021, AS SUBMITTED

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

VOTE: AYES - 5 NAYS - 0

**RESOLVED,** to approve the minutes from the Regular Meeting held on December 8<sup>th</sup>, 2020, as submitted.

➤ RESOLUTION #11 - APPROVAL OF MINUTES, ORGANIZATIONAL MEETING January 3<sup>rd</sup>, 2022, AS WITH CORRECTIONS

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

VOTE: AYES - 5 NAYS - 0

**RESOLVED,** to approve the minutes from the Organizational Meeting held on January  $4^{th}$ , 2021, with corrections.

RESOLUTION #12 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT

On motion of Councilwoman Folkins, seconded by Councilman DeCook, 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 #13 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT On motion of Councilman Shannon, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES – 5 NAYS - 0

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

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| \$<br>1,242.00  |
|-----------------|
| \$<br>105.00    |
| \$<br>150.00    |
| \$<br>3,577.76  |
| \$<br>24,226.00 |
| \$<br>55.00     |
| \$<br>80.00     |
| \$<br>9.01      |
| \$<br>0.00      |
| \$<br>450.00    |
| \$<br>50.00     |
| \$<br>24,944.77 |
| \$<br>51.96     |
| 105.00          |
| 29,487.81       |
| 0.00            |
| \$<br>300.00    |
| **********      |

# RESOLUTION #14 - APPROVAL OF TOWN CLERK'S ANNUAL REPORT On motion of Councilwoman Folkins, seconded by Councilman DeCook, the following resolution was unanimously ADOPTED:

VOTE: AYES – 5 NAYS - 0

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

| Dog Licenses (1113 N & R; 6 - PB; 6-Exempt; 6-Tag) | \$             | 18,109.00              |
|--|----------------|------------------------|
| State Surcharge Fees                               | \$             | 1,457.00               |
| Late Fees (Dog Licenses)                           | \$             | 1,170.00               |
| Transfer Station                                   | \$             | 40,816.28              |
| Zoning Fees  | \$             | 43,287.90              |
| DEC Licenses                                       | \$             | 8,403.00               |
| Certified Copy                                     | \$             | 1,070.00               |
| Bingo Fees   | \$             | 332.73                 |
| Marriage License (22)                              | \$             | 880.00                 |
| Miscellaneous (Fax Fees, Photocopies)              | \$             | 56.75                  |
| Bingo License (1)                                  | \$<br>\$       | 975.00                 |
| Game of Chance License (3)                         | \$             | 200.00                 |
| TOTAL COLLECTED                                    | \$             | 116,757.66             |
|  |                |                        |
| PAID TO NYSDEC                                     | \$             | 7,966.41               |
| PAID TO NYSDEC<br>PAID TO STATE                    | \$<br>\$       | 7,966.41<br>1,457.00   |
|  | \$<br>\$<br>\$ | •                      |
| PAID TO STATE                                      | \$             | 1,457.00               |
| PAID TO STATE PAID TO SUPERVISOR (TOWN)            | \$\$\$\$\$     | 1,457.00<br>106,134.25 |

Supervisor Phillips 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 2021
- b. Town Clerk Annual Report for 2021
- c. Supervisors Monthly Report for December 2021
- d. Letter to Residents RE: Star Exemptions
- e. Sample Resolution to adopt Star Exemptions
- f. Letter from Todd Schram RE: Solar Code
- g. Manchester Fire Department Annual Reporth. Resolution of Appreciation for Carol Kern
- i. 284 Agreement for Highway Expenditures
- j. Clifton Springs Fire Department Report October/November 2021
- k. Zoning Officer Annual Report
- I. Interfund Transfer General Fund to SW5
- m. Fund Transfer A9060.8 to A3510.4

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RESOLUTION #15 - RESOLUTION EXTENDING THE MORATORIUM ON CONSERVATION EASEMENTS AND SOLAR ENERGY SYSTEMS On motion of Councilwoman Folkins, seconded by Councilman DeCook, t

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

VOTE: AYES – 5 NAYS - 0

**WHEREAS**, the Town of Manchester Planning Board has not yet updated and finalized the Town of Manchester's Solar Code and needs more time to do so

**RESOLVED,** to approve extend the existing moratorium for a period of 6 months, to end at 11:59pm July 10<sup>th</sup>, 2022.

➤ RESOLUTION #16 - APPROVAL OF AMENDMENT TO THE STAR EXEMPTIONS PER NYS GOVERNOR HOCHULS EXECUTIVE ORDER 11.1 TO ALLOW PROCESSING OF APPLICATIONS BY THE TOWN OF MANCHESTER ASSESSOR

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

VOTE: AYES – 5 NAYS – 0

**WHEREAS**, on December 26, 2021, Governor Kathy Hochul issued Executive Order No. 11, declaring a State Disaster Emergency for the entire State of New York due to the COVID-19 pandemic; and

**WHEREAS**, the State disaster emergency has resulted in limited hours in municipal offices in the Town of Manchester and rendered senior citizens and individuals residing in Manchester homebound. These factors combines have made it difficult, if not impossible, for many in these populations to file their real property tax exemption applications in person and many, further, lack the ability to file such applications online; and

WHEREAS, in recognition of the above problems caused by the pandemic, Governor Hochul issued Executive Order No. 11 on December 26, 2021, thereby extending Executive Order No. 11. This extension of the Governor's Executive order modifies subdivisions 7, 7-a and 8 of section 459-c of the Real Property Tax Law and subdivisions 5, 5-a, 5-b, 5-c and 6 of section 467 of the Real Property Tax Law, the effect of which permits the governing body of an assessing unit (i.e., the Town Board of the Town of Manchester) to adopt a Resolution directing the Assessor to grant exemptions on the 2022 assessment roll to all property owners who received such exemptions on the 2021 assessment roll (i.e., senior citizens and individuals with disabilities with limited income), thereby dispensing with the need for such persons to file renewal applications to request such exemptions, and further dispensing with the requirement that assessors mail renewal applications to such persons; and

**WHEREAS**, Executive Order 11.1 further allows the governing body of said assessing unit, in any such Resolution, at its option, to include procedures by which its Town Assessor may require a renewal application to be files if he/she has reason to believe that an owner who qualified for the exemption on the 2021 assessment roll may have since changes his/her primary residence, added another owner to the deed, transferred property to a new owner or died; and

WHEREAS, pursuant to said Executive Order, the Town Board of the Town of Manchester wishes to adopt such Resolution directing the Town Assessor of the Town of Manchester to grant exemptions on the 2022 Assessment Roll to all eligible senior citizens and individuals with disabilities with limited income, and granting Town Assessor of the Town of Manchester the authority to require renewal applications for due cause, as discussed above, utilizing procedures outlined below

**NOW THEREFORE, BE IT RESOLVED,** pursuant to the authority granted by Executive Order No. 11.1, issued by the Governor of the State of New York, that the Town Board of the Town of Manchester hereby directs the Town Assessor of the Town of Manchester to:

Grant exemptions on the 2022 assessment roll to all individuals who
received the senior exemption on the 2021 assessment roll and all
individuals who received the exemption on the 2021 assessment roll
because they were recognized as a person with disabilities and limited
income, thereby dispensing with the need for any such individuals to
file renewal applications for such exemptions, except that;

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- 2. The Town Assessor may, in his sole discretion, require a renewal application to be timely filed with his office if he has reason to believe that any such individual, who qualified for the aforementioned exemption on the 2021 assessment roll, may have since changed their primary residence, added another owner to the deed for the relevant property, transferred such property to a new owner or died. If the Town Assessor requires such renewal application be filed, he shall notify the owner of the subject property of such requirement by regular mail, with such notice shall containing instructions on how to file the renewal application. Said renewal application may be returned by mail or by making an appointment to drop same off at the Town Assessor's office, 1272 County Road 7, Clifton Springs, NY 14432.
- > RESOLUTION #17 RESOLUTION OF APPRECIATION TO CAROL KERN, TOWN HEALTH OFFICER FOR OUTSTANDING SERVICE AND DEDICATION TO THE TOWN OF MANCHESTER

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

VOTE: AYES – 5 NAYS – 0

**WHEREAS**, Carol Kern has served as Town Health Officer for the past fifteen (15) 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 Health Officer; 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. Kern for her dedicated service and commitment to the residents of the Town of Manchester and we wish her well!

> RESOLUTION #18 – APPROVAL OF THE 2022 VULNERABILITY ASSESSMENT AND THE EMERGENCY RESPONSE PLAN, AS SUBMITTED

On motion of Councilman DeCook, seconded by Councilman Shannon, the following resolution was unanimously ADOPTED:

VOTE: AYES – 5 NAYS – 0

**RESOLVED** to approve the 2022 Vulnerability Assessment & Emergency Response Plan, as presented.

> RESOLUTION #19 – APPROVAL TO ACCEPT THE 2022 HIGHWAY 284 AGREEMENT, AS SUBMITTED

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

VOTE: AYES – 5 NAYS – 0

**RESOLVED** to approve the 2022 Highway 284 Agreement, as presented.

# **Department Reports:**

- a. HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:
  - Learned from CHiPS Rep that CHiPS money can be used to purchase equipment.
  - Emma continues to do well; she is salting on her own & is plowing with someone.
  - Dana is also doing very well
    - o Water Superintendent, Kevin Lyke agrees.
  - Some ditching to do on Faas Road.
  - Shop oiler is 22 years old, potentially should get looked at for replacement.
  - · Repairing roadside mowers for next year.
- b. WATER SUPERINTENDENT, Kevin Lyke reported:
  - Installing meters have done 40-50 this month.
    - o Most of Port Gibson is done.
    - o Currently working on Field Street & Wilbur Road.
  - ARPA Funds are being used to purchase 1-inch meters by the case.
    - o Only 4 meters per case

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- c. CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:
  - Seventeev (17) building permits in December.
  - Collected \$22,820.00 in fees.
  - Estimated Construction Costs \$17,058,000.00.
    - o Applications for Leonard's Express freezer building received.
  - Nine (9) fire inspections were done last month.
  - 2021 Annual Zoning Report Submitted
    - o 145 permits for the Town of Manchester, 320 including villages.
    - o 40 fire inspections in the Town of Manchester; 178 including villages.
    - \$20,768,087 in construction costs for the Town of Manchester
      - \$28,623,080.00 including the villages.
  - Two (2) applications received for the vacancy on the Zoning Board of Appeals
    - o Councilman Scott DeCook, former ZBA Member will help conduct interviews.
- d. ASSESSOR, Jennifer Fagner, reported the following:
  - REVAL
    - 29 Transfers in December.
- e. TOWN CLERK, Jill Havens absent, due to COVID-19, Supervisor Phillips reported the following on her behalf:
  - Tax Collection has started off rough.
    - Ontario County made an error with the tax bills
      - Office has been <u>very</u> busy with phone calls and visitors.
      - Trying to work through the confusion and upset residents as best they can.
    - No announcement from the County regarding an extension at this time.
- f. BUDGET, Supervisor Dave Phillips, reported the following:

The finances of the Town of Manchester overall are doing very well and show no signs of any major concerns. The beginning of 2022 looks very good financially.

- General Fund
  - Received the 2<sup>nd</sup> payment for mortgage tax
    - Exceeded budget estimates by \$24,446.13, which was an increase of 23.06% over 2020 and an increase of 34.36% over 2019.
- Zoning Fund & Highway Fund
  - Ended 2021 with an increase in its savings account that has steadily grown over the last few years.
- Refuse & Garbage Fund
  - o Savings Account has shown as slight decline since its inception in 2018.
    - Decrease is not as significant in 2021 as it was in 2020 and it is hoped the increase in transfer fees last year will reverse this trend.
- Central Water District & County Road 13 Water District
  - First quarter water bills went out
    - Both funds remained relatively the same at the end of 2021 as they were at the end of 2020.
- Highway Fund
  - Received its last 2021 CHiPS payment in December of \$19,832.74
    - Total CHiPS received for 2021 was \$296,958.09, which is significantly more than the Town has ever received.
- > RESOLUTION #20 APPROVAL TO CHANGE THE TOWN OF MANCHESTER'S REQUIRED WAITING PERIOD FOR HEALTH INSURANCE ELIGIBILITY

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

VOTE: AYES – 5 NAYS – 0

**RESOLVED** to change the required waiting period for new employees from 90 days to immediate, however, the Town's contributions to the employees' health plan remain the same as outlined in the employee handbook.

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## RESOLUTION #21 – APPROVAL OF TRANSFERS

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

VOTE: AYES - 5 NAYS - 0

**RESOLVED**, to approve the following Transfers:

From: Amount: To: Reason:

# **INTERFUND TRANSFER**

General Fund A \$2,665.50 Central Water(SW5) To cover the transfer of ARPA

Funds for the purchase of valve box parts (Invoice#74043347) on Abstract #013, Voucher #916

**GENERAL FUND** 

A9060.8 \$1,608.00 A3510.4 To cover 2022 Dog Control Contract.

**ADDENDUM ITEMS:** Interfund Transfer of ARPA funds for purchase of valve box parts (see above)

#### **BOARD MEMBER ITEMS:**

- Councilwoman Folkins:
- Councilman DeCook:
- Councilman Blazey:
- Councilman Shannon:
- Supervisor Phillips:
  - 1.) Next month we will need to look into potentially setting a new cap for exemptions, we have had the same numbers since 2017.
- > RESOLUTION #22 APPROVAL TO ENTER INTO EXECUTIVE SESSION PER SECTION NYS 105

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

VOTE: AYES - 5 NAYS - 0

**RESOLVED,** to enter into executive session per section NYS 105, 6:41p.m., in attendance were: Town Board Members

> RESOLUTION #23 - APPROVAL TO GO OUT OF EXECUTIVE SESSION AND CONTINUE WITH THE REGULAR MEETING

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

VOTE: AYES - 5 NAYS - 0

**RESOLVED,** to go out of executive session at this time, 7:06p.m. and resume the regular meeting.

# > RESOLUTION #24 - AUDIT OF CLAIMS APPROVAL

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

VOTE: AYES - 5 NAYS - 0

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

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- **GENERAL FUND,** in the amount of \$14,239.13 as set forth on the Abstract #013 dated 1/11/2022;
- **ZONING FUND**, in the amount of \$576.56 as set forth on the Abstract #013dated 1/11/2022;
- **REFUSE & GARBAGE FUND,** in the amount of \$526.96 as set forth on the Abstract #013 dated 1/11/2022;
- **HIGHWAY FUND,** in the amount of \$18,077.91 as set forth on the Abstract #013 dated 1/11/2022.
- **WATER FUND**, in the amount of \$6,843.12 as set forth on the Abstract #013 dated 1/11/2022;

#### **AND**

## ALSO RESOLVED, to approve to pay the 2022 bills as follows:

- **GENERAL FUND,** in the amount of \$104,276.81 as set forth on the Abstract #01 dated 1/11/2022:
- **ZONING FUND**, in the amount of \$1,877.00 as set forth on the Abstract #01 dated 1/11/2022:
- **REFUSE & GARBAGE FUND,** in the amount of \$0.00 as set forth on the Abstract #01 dated 1/11/2022;
- **HIGHWAY FUND,** in the amount of \$33,076.95 as set forth on the Abstract #01 dated 1/11/2022;
- **WATER FUND**, in the amount of \$32,102.10 as set forth on the Abstract #01 dated 1/11/2022;
- TRUST & AGENCY FUND, in the amount of \$14,061.93 as set forth on the Abstract#01 dated 1/11/2022.

**ADJOURNMENT:** There was no other business before the Board at this time. Councilman DeCook moved to adjourn the meeting, 7:07 p.m., seconded by Councilwoman Folkins, unanimously APPROVED.

Respectfully Submitted,

Jill A. Havens, Town Clerk

# \*\*Next Meeting(s):

Regular meeting: February 8, 2022 - 6:00 P.M.
Includes: Public Hearings: Tax Cap Override, 2021 Budget

> Regular meeting: March 8, 2022 - 6:00 P.M.

> Regular meeting: April 12, 2022 - 6:00 P.M.

Regular meeting: May 10, 2022 - 6:00 P.M.

Regular meeting: June 14, 2022 - 6:00 P.M.

Regular meeting: July 12, 2022 - 6:00 P.M.

Regular meeting: August 9, 2022 - 6:00 P.M.

> Regular meeting: September 13, 2022 - 6:00 P.M.

Regular meeting: October 11, 2022 - 6:00 P.M.

> Regular meeting: November 8, 2022 -6:00 P.M.

> Regular meeting: December 13, 2022 - 6:00 P.M.