MANCHESTER TOWN BOARD - REGULAR MEETING JUNE 9th, 2020 - 6 P.M.

The 2020 Town Board Meeting was held at the Manchester Town Hall on Tuesday, June 9th, 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; William Murphy, Deputy Highway Superintendent/Water Superintendent; Kevin Lyke, Assistant Water Superintendent; Jennifer Fagner, Assessor

CALL TO ORDER: Supervisor Gallahan called the June 9th, 2020 Regular Board meeting to order at this time, 6:00 p.m.

RESOLUTION #46 - APPROVAL OF MINUTES, REGULAR MEETING MAY 12th, 2020. WITH AMENDMENT

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the minutes from the Regular Meeting held on May 12th, 2020, as submitted.

RESOLUTION #47 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL **STATEMENT**

On motion of Councilman Phillips, seconded by Councilman Blazey, 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 #48 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT On motion of Councilman Phillips, 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:

Dog Licenses (119 N & R; 0-PB; 1-Exempt; 0-Tag)	\$	1,300.00
State Surcharge Fees	\$	102.00
Late Fees (Dog Licenses)	\$	40.00
Transfer Station	\$	3,179.25
Zoning Fees	\$	1,676.40
DEC Licenses	\$	25.00
Certified Copy (0-M, 13-D)	\$ \$ \$	130.00
Bingo Fees	\$	0.00
Marriage License (0)	\$	0.00
Photocopies	\$	0.00
Bingo License (0)	\$	0.00
Game of Chance License (0)	\$	0.00
TOTAL COLLECTED	\$	6,452.65
PAID TO NYSDEC	\$	23.72
PAID TO STATE	\$	102.00
PAID TO SUPERVISOR (TOWN)	\$	6,326.93
PAID TO NYS DEPT. OF HEALTH	\$	0.00
PAID TO NYS RACING & WAGERING	\$	0.00
PAID TO NYS COMPTROLLER	\$	0.00

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
- b. Supervisor's Monthly Report
- c. 5/8, Lori Reals, CSFD monthly
- d. 5/18, Steve Murawski, Clerk Treasurer, Village of Newark, rate increase
- e. Mortgage Tax Statement
- f. 5/27, NYMIR Risk Control Team, returning to work guidelines

Brief Discussion was held regarding the Newark Water rate increase being imposed on Town of Manchester water customers. Supervisor Gallahan submitted a proposed water rate increase for all Central Water District water customers as follows:

Current Water Rates as of 7/1/2019 -

- Central & Port Gibson Water District will be: \$40.75 + the meter charge \$1.25 (includes the first 5,000 gallons, then \$4.52 per 1,000 gal. beyond minimum)
- County Rd. 13 District \$47.50 (includes the first 5,000 gallons, then \$7.54 per 1,000 gal. beyond minimum)
- Connection Fees: \$1,500.00 & \$1,600.00 For Out of District.

Proposed Water Rate Changes as of 09/01/2020

- Central & Port Gibson Water District will be <u>increased</u> to: \$42.75 + the meter charge \$1.25 (includes the first 5,000 gallons, then \$4.75 per 1,000 gal. beyond minimum)
- County Rd. 13 District \$47.50 (includes the first 5,000 gallons, then \$7.54 per 1,000 gal. beyond minimum)
- Connection Fees <u>increased</u> to: \$1,600.00 & \$1,750.00 for OOD.
- > RESOLUTION #49 APPROVAL OF WATER RATE INCREASES, TO BE EFFECTIVE AS OF SEPTMEBER 1, 2020

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the following rates for public water supply to be effective as of September 1st, 2020:

- Central Manchester District: \$42.75 + the meter charge \$1.25 (includes the first 5,000 gallons, then \$4.75 per 1,000 gal. beyond minimum);
- Connection Charge: \$1,600 one-time fee payable at time of application \$1,750 for Out of District User

Brief Discussion was held regarding the impact the Coronavirus COVID-19 and its effects on 2020 Budget Revenues Expectations, CHIPS, Court, Sales Tax projected to be down 23% in the 2nd quarter and Mortgage Tax Revenue is on target, \$40,000 short from the expectation. Currently our financials are in good shape. We do not anticipate any furloughs currently but are monitoring the situation monthly. Phase Two opening is going well at the Town Hall. Thank you to Steve DeHond for keeping the Town of Manchester on track with following the guidelines required to re-open. Eventually, the Town Hall will be equipped with a swipe card at the double doors to get to the offices. There is already money in the budget that has been set aside for some time now to have this done. The COVID-19 has deemed it more of a priority now. Supervisor Gallahan will be getting estimates to get this done.

^{**}All other fees on the water rate schedule will remain as previously set. **

Brief Discussion was held regarding the County Daily Health Assessment Forms and their use at the Town Hall Buildings. At this time, consensus is that they are not a necessity due to the low number of people entering the Town Hall this time of year and the Daily Sales software used by the Town Clerk's office and the Code Enforcement's record keeping for permit issuance. When the Town Court re-opens, this may need to be discussed again for relevance.

➢ RESOLUTION #50 – RESOLUTION OF SYMPATHY TO THE FAMILY OF MARYELLEN CROWELL

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

VOTE: AYES - 5 NAYS - 0

WHEREAS this Town Board and the Town Employees were saddened to learn of the recent passing of Mrs. Maryellen Crowell, wife of Thomas Crowell, Current Board of Assessment Review Member for the Town of Manchester, and Former Town Board Member; and

RESOLVED, that this Town Board, on behalf of its members, both past and present, and the Town Employees mourn the passing of Mrs. Maryellen Crowell, and extends their sincere sympathy to her family; and it is

FURTHER RESOLVED, that this Resolution of Sympathy will be forwarded to the family of Mrs. Maryellen Crowell and will remain as a permanent record of the Town of Manchester.

Department Reports:

- a. HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:
 - CHIPS money looks like we will be getting at least 80% of what we anticipated.
 - Lover's Lane Crack Seal and Micro-Pave are completed.
 - Shortsville Road Wedging and Micro-Pave completed.
 - Water Services Several coming up that will take a week or more to complete.
 - Road Striping has been started.
 - Ontario County and Rochester Scale Works just came and calibrated our Transfer Station scales this month.
- b. WATER SUPERINTENDENT, Willie Murphy:
 - Assistant Water Superintendent Kevin Lyke reported:
 - o All is going well; Water readings are done.
 - Equipment is working well only missed three (3) it is too bad the equipment software is being phased out and will not work eventually.
 - o Shared Service Project New meters and equipment will start in July/August.
 - Hydrants maintenance is required yearly unable to complete due to time and budget constraints. We need to add this into the 2021 Budget.
- c. CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:
 - Eighteen (18) building permits in May.
 - Collected \$2,127.00 in fees.
 - Construction Costs \$243,900.00.
 - Thank you to the Highway Department for their help mowing an overgrown lawn in the Town next to VanCamp's – will be billed to the property owner on their 2021 Town and County Tax bill.
 - Three new homes are being built in the Town of Manchester.
 - Complaints:
 - Port Gibson Cemetery and lack of it being mowed it has since been mowed.
 - o Signage posted by Town Resident at 3815 State Route 96.
 - Nothing can be done, it's on private residential property and the size and location are within the zoning code standards; as well as the length of time the sign is posted.
 - o Green Renewable has gotten complaints about the outdoor grinder.
 - Thank you to Ontario County, especially Tom Harvey for all the information provided regarding the Coronavirus and re-opening guidelines for municipalities.

- d. ASSESSOR, Jennifer Fagner, reported the following:
 - Utility Report and Cyclical Reassessment form has been submitted to the State, as I will be starting (again) to work on the Reassessment for the Town of Manchester 2021.
 - Lon has been working on updating our Agriculture Spreadsheet.
 - We have had many changes over the past two (2) years since the last time it was updated. He is doing a great job.
 - Town of Manchester's Grievance is being held on Thursday, June 11th, 2020 from 4pm-8pm. Covid-19 protocol is planned to be followed for everyone's safety.

NO TRANFERS

NO ADDENDUM ITEMS

> RESOLUTION #51 - APPROVAL ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING EMPLOYMENT ISSUES

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to enter into executive session for the purpose of discussing employment issues, 7:00 p.m., in attendance were: Town Board Members, Highway Superintendent, Deputy Highway Superintendent and Town Clerk.

> RESOLUTION #52 - APPROVAL TO GO OUT OF EXECUTIVE SESSION AND CONTINUE WITH THE REGULAR MEETING

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to go out of executive session at this time, 7:34p.m., and resume the regular meeting.

BOARD MEMBER ITEMS:

- Councilman VanBortel:
- Councilwoman Folkins:
 - 1.) Thursday, June 18th @ 5:00P.M. Zoning Code Update Meeting
 - 2.) Solar Law/Moratorium consideration to be done in July.
 - a. Would like to have Planning Board Members come into the July Town Board Meeting.
 - 3.) Merchandiser Closing: need to find a new way to relay information to the public.
 - a. Utilization of Facebook page and Website will need to increase.
 - b. Newsletter for residents included in quarterly water bills.
 - c. Jeff Gallahan suggest a scrolling sign for Transfer Station information.
- Councilman Blazey:
- Councilman Phillips:
- Supervisor Gallahan:
 - 1.) Green Renewable/Town of Manchester free mulch event went well.

> RESOLUTION #53 - AUDIT OF CLAIMS APPROVAL

On motion of Councilman Phillips, seconded by Councilman Blazey, 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 \$8,300.84 as set forth on the Abstract #006 dated 6/9/2020:
- **ZONING FUND**, in the amount of \$4,737.86 as set forth on the Abstract #006 dated 6/9/2020;
- **REFUSE & GARBAGE FUND**, in the amount of \$707.03 as set forth on the Abstract #006 dated 6/9/2020;
- **HIGHWAY FUND,** in the amount of \$133,750.72 as set forth on the Abstract #006 dated 6/9/2020;
- **WATER FUND**, in the amount of \$11,483.09 as set forth on the Abstract #006 dated 6/9/2020:
- TRUST & AGENCY FUND, in the amount of \$11,716.35 as set forth on the Abstract #006 dated 6/9/2020

JUSTICE REPORT: The monthly reports from Justice Denosky for the months of April and May 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, 8:11 p.m., seconded by Councilman Blazey, unanimously APPROVED.

Respectfully Submitted,

Jill A. Havens, Town Clerk

**Next Meeting(s):

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.