

MANCHESTER TOWN BOARD - REGULAR MEETING JUNE 8, 2021 - 6 P.M.

The 2021 Town Board Meeting was held at the Manchester Town Hall on Tuesday, June 8th, 2021 at 6:00 P.M., with the following members present:

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

OTHERS PRESENT: Jill A Havens, Town Clerk; Steve DeHond, Code Enforcement Officer; Jason Lannon, Highway Superintendent; William Murphy, Deputy Highway Superintendent; Jennifer Fagner, Assessor; Kevin Lyke, Water Superintendent **Town of Manchester Residents:** Elaine Liberio, Julie Metzger and Richard Coffey; and Charles Fine, Village of Manchester Trustee.

ABSENT: (none)

CALL TO ORDER: Supervisor Phillips called the June 8th, 2021 Regular Board meeting to order at this time, 6:00 p.m.

➤ **RESOLUTION #70 - APPROVAL OF MINUTES, REGULAR MEETING MAY 11th, 2021, AS SUBMITTED**

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 Regular Meeting held on May 11th, 2021, as submitted.

➤ **RESOLUTION #71 - APPROVAL OF SUPERVISOR’S MONTHLY FINANCIAL STATEMENT**
On motion of Councilman Blazey, seconded by Councilman Shannon, 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 #72 - APPROVAL OF TOWN CLERK’S MONTHLY REPORT**
On motion of Councilman VanBortel, 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 (86 N & R; 0 - PB; 0-Exempt; 3-Tag)	\$	1,397.00
-- State Surcharge Fees	\$	114.00
-- Late Fees (Dog Licenses)	\$	20.00
-- Transfer Station	\$	3,072.36
-- Zoning Fees	\$	1,646.60
-- Fax Fees	\$	0.00
-- DEC Licenses	\$	127.00
-- Certified Copy (4-M, 6-D)	\$	100.00
-- Bingo Fees	\$	0.00
-- Marriage License (2)	\$	80.00
-- Bingo License (1)	\$	525.00
-- Game of Chance License (1)	\$	25.00
TOTAL COLLECTED	\$	7,106.96

PAID TO NYSDEC	\$	119.98
PAID TO STATE	\$	114.00
PAID TO SUPERVISOR (TOWN)	\$	6,497.98
PAID TO NYS DEPT. OF HEALTH	\$	45.00
PAID TO NYS RACING & WAGERING	\$	330.00

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

- a. Supervisors Monthly Report Town Clerk Monthly Report
- b. Town Clerk Monthly Report
- c. Charter Communications, channel update
- d. Charter Communications, channel update
- e. Jeffrey Baxter, Usource Energy, Solar Offer
- f. County Mowing Contract

➤ **RESOLUTION # 73 – REAPPOINTMENT OF WILL CIARDI TO THE POSITION OF TRANSFER STATION ATTENDENT, PART-TIME**

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

VOTE: AYES – 5 NAYS-0

RESOLVED, to approve of the re-appointment of William Ciardi to the position of Transfer Station Attendant, Part-Time effective June 5, 2021 at a pay rate of \$13.00/hour.

➤ **RESOLUTION #74 – APPROVAL OF MOWING CONTRACT BETWEEN ONTARIO COUNTY AND THE TOWN OF MANCHESTER, AS SUBMITTED**

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

VOTE: AYES - 5 NAYS - 0

WHEREAS, the Mowing Contract Agreement between Ontario County and the Town of Manchester has been received and reviewed by the Highway Superintendent and this Board, and found to be acceptable; therefore, be it

RESOLVED, to approve the Mowing Agreement, as submitted, and to authorize Jill Havens, Town Clerk to sign the "Contract Agreement" on behalf of the Town of Manchester.

~ **Brief Discussion/Presentation – Apartment Inspections** – Recently there was a fire in the Village of Shortsville in a 2-apartment home that the Fire Chief found to have no working smoke detectors. Currently, NYS law only requires code enforcement officers to inspect 3-apartment dwellings, which is what the Town of Manchester has adopted as their law regarding this as well. The Shortsville Fire Chief has requested that the Town of Manchester consider the addition of 2-apartment dwellings to their routine inspections regardless of the New York State Law. Code Enforcement Officer, Steve DeHond and Assessor, Jennifer Fagner has compiled a list of 2-apartment dwellings which would add an additional 109 inspections to the routine every 18-month inspection schedule that the Code Enforcement Office currently does. They don't feel they have the manpower for the additional inspection load. Steve DeHond will discuss with other municipalities to see how they handle this situation.

At this time, Supervisor Phillips invited Mason Vienna, Red Jacket High School Student, to address the board.

Mason introduced himself and informed the Town Board of the Red Jacket High School Graduation requirement to complete a 20-hour Community Service Project and is requesting permission to fulfill that requirement by re-painting the fire hydrants in the Town of Manchester starting at the end of the school year 2021 and continuing through the summer.

➤ **RESOLUTION # 75 – APPROVAL TO ALLOW MASON VIENNA, RED JACKET HIGH SCHOOL STUDENT TO RE-PAINT THE FIRE HYDRANTS IN THE TOWN OF MANCHESTER**

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

VOTE: AYES – 5 NAYS-0

RESOLVED, to approve of the re-painting of the Town of Manchester fire hydrants by Red Jacket High School student, Mason Vienna in order to fulfill his community service requirement for graduation beginning after the end of the 2021 school year and continuing through the summer of 2021.

➤ **RESOLUTION # 76 – APPROVAL TO FUND THE VILLAGE OF MANCHESTER AND THE VILLAGE OF SHORTSVILLE PARKS FOR THE YEAR 2021**

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

VOTE: AYES – 5 NAYS-0

RESOLVED, to approve of the funding of the parks in the Villages of Manchester and Shortsville for the year 2021 in the amount of \$1600.00 each.

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➤ **RESOLUTION #77 – APPROVAL TO SCHEDULE A PUBLIC HEARING FOR A PROPOSED LOCAL LAW ENTITLED “A LOCAL LAW ESTABLISHING A MORATORIUM ON SOLAR COLLECTION SYSTEMS AND SOLAR FARMS”**

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

VOTE: **AYES - 5** **NAYS - 0**

WHEREAS, the Town Board of the Town of Manchester, after due deliberation, finds it in the best interests of the Town to schedule a public hearing to solicit public comment upon a proposed Local Law entitled "A Local Law Establishing a Moratorium on Conservation Easements and Solar Energy Systems"; and

WHEREAS, the Town Board of the Town of Manchester has reviewed the draft of the aforementioned proposed Local Law attached hereto as Exhibit "1" and deems it in the best interests of the Town of Manchester to proceed in accordance with the Code of the Town of Manchester and the Laws of the State of New York in adopting said Local Law; and

WHEREAS, this action by the Town Board is a "Type II" action under the regulations promulgated by authority contained in the State Environmental Quality Review Act (SEQRA), which appear in 6 NYCRR Part 617.5 (36) ("adoption of a moratorium on land development or construction"), thereby requiring no further action by the Town Board.

NOW, THEREFORE, RESOLVED, that the Town Clerk be, and she hereby is, directed to schedule a public hearing to be held on July 13th, 2021, at 6:00 p.m. at the Manchester Town Hall, 1272 County Road 7, Town of Manchester, New York; and be it further

RESOLVED, that the Town Clerk be and hereby is, authorized to forward to the official newspaper of the Town a Notice of Public Hearing in the form substantially the same as that attached hereto as Exhibit "2"; and be it further

RESOLVED, that the Town Clerk be, and she hereby is, directed to post a copy of the aforesaid Notice of Public Hearing and a copy of the proposed Local Law on the Town of Manchester sign board and to take any and all other necessary actions to properly bring the aforementioned Local Law before the Town Board of the Town of Manchester for its consideration.

I, Jill A. Havens, Town Clerk of the Town of Manchester do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Manchester on June 8th, 2021, by the following vote:

	<u>Aye</u>	<u>Nay</u>
David Phillips	<u>X</u>	---
Kevin Blazey	<u>X</u>	---
Jaylene Folkins	<u>X</u>	---
Isaac VanBortel	<u>X</u>	---
Matthew Shannon	<u>X</u>	---

Dated: June 8th, 2021

Jill A. Havens, Town Clerk

SEAL

Department Reports:

a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**

- **Road Work**
 - Chips Sealing has been completed.
 - Crack sealing is about half done.
 - Micro paving has been started on Armington Road - An issue with equipment currently only has it half done, will finish as soon as equipment is back up and running.
 - Wedging will be done in August with CHIPS money.
- **Fire Alarm – currently the highway building has no fire suppression system**
 - System needs to be replaced or repaired.
 - Quotes have been obtained – Councilman Shannon to review and give recommendation to the Town Board.
- **Roadside mowing started**
- **Safety Training was done at the County for all Highway Employees in May 2021**

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➤ **RESOLUTION # 78 – APPROVAL TO AUTHORIZE SUPERINTENDENT LANNON TO PLACE AN ORDER FOR A NEW MINI DUMP TRUCK WITH PLOW TO REPLACE THE 2011 Ford F450 MINI-DUMP**

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

VOTE:

AYES - 5

NAYS - 0

RESOLVED, to approve of Superintendent Lannon to place the order for a new truck off of the Onondaga County Contract, in the amount of \$117,031.00 for a 2023 International CV515 SFA (CV515) from Regional International Corp., 1007 Lehigh Station Road, Henrietta, NY 14467, be it

FURTHER RESOLVED, that this purchase will be budgeted for in the 2022 budget, and will replace the 2011 Ford F450 Mini Dump.

b. **WATER SUPERINTENDENT, Kevin Lyke reported:**

- **New meters have been installed.**
- **Tap completed on Stafford Road.**
- **Continuing to work on Port Gibson Fire Hydrants with Port Gibson Fire Department.**

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

- **Twenty-one (21) building permits in May.**
- **Collected \$1,357.20 in fees.**
- **Estimated Construction Costs \$186,850.00.**
- **Twenty-four (24) fire inspections were done last month in the villages & the town.**
- **William Young with Will-O-Crest Farms is getting a lot of push-back from residents regarding their proposed manure storage**

d. **ASSESSOR, Jennifer Fagner, reported the following:**

- **Grievance Day ended up actually being 5 days.**
- **BAR Member Judy Romeiser term is up September 30, 2021, she would like to be re-appointed for another 5-year term.**
- **Final Roll will be submitted to Ontario County this coming Thursday, June 10th.**

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

- **Re-instatement of late fees for dog renewal licenses are to be re-instated ASAP per Manchester Town Board.**
- **Court Clerk Office has no working heat/air conditioning unit.**
 - **Unit is too old to be repaired, replacement is the only option.**
 - Three (3) estimates were submitted for the replacement of the unit. (Finger Lakes Comfort, Inc., Isaac HVACR, and Herendeen's HVAC) – see minute attachment book
 - Councilman Shannon to review and submit his recommendation to the board for replacement.

f. **BUDGET, Supervisor Dave Phillips, reported the following:**

- **At the end of April, finances continue to remain steady.**
 - General Fund received an additional \$3,564.75 from New York State.
 - This brings the total 2020 AIM amount received to the 2020 budgeted amount to \$71,295.00.
 - Unexpected but appreciated after the difficulties experienced last year at the state and local level.
 - The 2021 payment is expected in September of this year but the amount is unknown.
 - The Zoning Fund is doing better financially than in previous years at the end of May.
 - SunEast and Leonard's Express continue to reimburse the Town of Manchester on a monthly basis for the amounts incurred for engineering and legal expenses.
 - Refuse & Garbage Fund did not bring in the revenues expected based on previous years expectations
 - It is hoped that with the increase in fees that this will not be a concern in the next few months.
 - The Highway Fund benefitted from the sale of the excavator, which certainly exceeded expectations.
 - The funds approved at the May 2021 Town Board Meeting were transferred to the reserve accounts.

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- Central Water is still collecting water payments for the 2nd quarter.
 - Revenues for May are comparable to prior years.
 - As of the end of May 2021, only 14 water customers have not paid for the last 2 quarters, with almost 700 water bills mailed this does not seem to be the major concern that was expected due to the moratorium on water collections.
- Overall, the month of May once again showed that the finances continue to be stable and, in some cases, even better than in previous years.

➤ **RESOLUTION #79 – APPROVAL OF BUDGET AMENDMENT**

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

VOTE: AYES – 5 NAYS – 0

RESOLVED, to approve the following Budget Amendment to record the increase in CHiPs for 2021:

Increase Revenues:	Amount:
HIGHWAY FUND – DB3501 - Consolidated Highway Aid	\$118,391.29

AND

Increase Appropriations:	Amount:
HIGHWAY FUND – DB5112.2 – Permanent Improvements Capital Outlay	\$118,391.29

NO ADDENDUM ITEMS

BOARD MEMBER ITEMS:

- **Councilman VanBortel:**
 - 1.)
- **Councilwoman Folkins:**
 - 1.) Do we need to reach out to the Ontario County Planning Board Representative for anything?
 - 2.) We should consider a 10-year plan to upgrade infrastructure issues such as HVAC, electrical, etc. for the Town Hall Building
- **Councilman Blazey:**
 - 1.) Any new information on the Town Historian?
 - a. Supervisor Phillips has not yet followed up on this.
- **Councilman Shannon:**
 - 1.)
- **Supervisor Phillips:**
 - 1.) New York State Retirement Fund – Contributions may be less next year.
 - 2.) Ontario County has concerns about Local Tourism
 - 3.) Round House Update – Village of Manchester Mayor has attended a meeting at the County regarding this project, so things are still moving along.

➤ **RESOLUTION # 80 – APPROVAL TO SPEND UP TO \$6,000.00 FOR NEW A/C & HEATING UNIT IN THE COURT CLERK OFFICE**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve spending up to \$6,000.00 for a new A/C & heating unit in the Court Clerk Office after Councilman Shannon reviews the quotes obtained from Finger Lakes Cooling, Herendeen’s HVAC & Isaac’s HVACR

