MANCHESTER TOWN BOARD - REGULAR MEETING MARCH 10th, 2020 - 6 P.M.

The 2020 Town Board Meeting was held at the Manchester Town Hall on Tuesday, March 10th, 2020 at 6:00 P.M., with the following members present:

Jeffery Gallahan	(ABSENT)
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; **RESIDENTS -** Matt Schaertl, Kirby Waite, Rob LaRose and Russ Kenyon.

CALL TO ORDER: Deputy Supervisor Phillips called the March 10th, 2020 Regular Board meeting to order at this time, 6:00 p.m.

RESOLUTION #24 - APPROVAL OF MINUTES, REGULAR MEETING FEBRUARY 11th, 2020, WITH AMENDMENT

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the minutes from the Regular Meeting held on February 11th, 2020, with amendment to reflect Councilman Phillips seconding Resolution #20, not Councilman Blazey, who was absent.

RESOLUTION #25 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT

On motion of Councilwoman Folkins, seconded by Councilman Blazey, 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.

NAYS - 0

RESOLUTION #26 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT On motion of Councilwoman Folkins, seconded by Councilman VanBortel, the following resolution was unanimously ADOPTED:

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

AYES - 4

VOTE:

 Dog Licenses (74 N & R; 1 - PB; 0-Exempt; 0-Tag) State Surcharge Fees Late Fees (Dog Licenses) Transfer Station Zoning Fees DEC Licenses Certified Copy (8-M, 1-D) Bingo Fees Marriage License (2) Bingo License (0) Game of Chance License (0) 	\$\$\$\$\$\$\$\$	$\begin{array}{r} 1,269.00\\ 115.00\\ 170.00\\ 2,360.61\\ 2,119.40\\ 0.00\\ 90.00\\ 22.84\\ 80.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ \end{array}$
TOTAL COLLECTED	\$	6,066.85
PAID TO NYSDEC PAID TO STATE PAID TO SUPERVISOR (TOWN) PAID TO NYS DEPT. OF HEALTH PAID TO NYS RACING & WAGERING PAID TO NYS COMPTROLLER	\$\$ \$\$ \$\$ \$\$ \$\$	0.00 115.00 6,226.85 45.00 0.00 0.00

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

- 3/5, Town Clerk Monthly Report
- 3/4, Supervisors Monthly Report b.
- 1/2020, Justice Court Fund c.
- 2/27, Kenyon & Kenyon, Kirby's Kompound Mud Run Application d.
- 2/26, NYS Ag & Markets, Municipal Shelter Report e.
- f. 2/18, Cornell Cooperative Extension, Ag Appreciation invite. (I will be attending)
- g.
- 2/2020, Mercy Flight Central, thank you letter 2/21, Department of Health, Water Supply Inspection Report h.
- i. 2/7, CSFD, Monthly Report
- j. k. 2/2020, Erie Canalway Annual Report. Available for review in Supervisors Office.
- 2/4, Village of Manchester, request for parking resolution

RESOLUTION #27 - APPROVAL OF WAIVING THE BOND REQUIREMENT IN THE APPLICATION FOR KIRBY'S KOMPOUND ALLOWING TO HOLD MUD RUNS IN 2020 On motion of Councilman VanBortel, seconded by Councilwoman Blazey, the following resolution was unanimously ADOPTED:

> VOTE: AYES - 4 NAYS - 0

WHEREAS, the application for Kirby's Kompound to hold three mud runs in 2019 has been submitted, reviewed and found to be acceptable with a few contingencies; therefore, be it

RESOLVED, to approve of waiving the bond requirement for Kirby Waite (Kirby's Kompound), due to the expense of obtaining this; and due to the compliance Mr. Waite has demonstrated in the past and will commit to continuing with

FURTHER RESOLVED, to approve of Kirby Waite (Kirby's Kompound) application to hold the three mud runs in 2020, (May 2nd, June 27nd, & August 29th) and this approval is contingent upon Mr. Kenyon submitting the requested paperwork to Steve DeHond, CEO, prior to holding the runs.

> RESOLUTION #28 - APPROVAL OF INSTALLATION OF A NO PARKING RESTRICTION On motion of Councilwoman Blazey, seconded by Councilman VanBortel, the following resolution was unanimously ADOPTED:

> VOTE: AYES - 4 NAYS - 0

WHEREAS, the New York State Department of Transportation views the elimination of parking as beneficial and reasonable; therefore, be it

RESOLVED, to approve the No Parking Restriction on State Route 96, north and south side of the highway from the west edge of pavement on Route 21 westerly 1000'.

Brief Discussion was held regarding the estimate for the new water meters and shared service with the Village of Manchester.

RESOLUTION #29 - APPROVAL TO CHANGE THE COLOR OF THE ROOF FROM SADDLE TAN TO BROWN AT A COST OF \$3,000.00 On motion of Councilwoman VanBortel, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

> VOTE: AYES - 4 NAYS - 0

WHEREAS, the incorrect metal color was ordered and installed on part of the new roof

RESOLVED, to approve the incorrect material be removed from the roof and replaced with the correct color at a cost, not to exceed \$3,000.00

Department Reports:

a. HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:

- Loader repairs are costing over \$4,000.00
- Jason submitted a quote for a generator using the switches that are currently in place at the highway building from Hartman Electric, Plumbing & Heating, Inc.
 - Councilman VanBortel also has another option for the Town to consider with Paul Cole of Champion Generators for \$8,200.00 for a refurbished generator that is large enough to do both the highway and Town Hall Building. Will supply more information to Jason.
- Power Washer
 - Estimates were received from Kepner Equipment (\$6,995.00), Chaffee-Ward Corporation (\$7,865.00) and Industrial Pressure Washers (\$9,822.00).
 - See minute attachment book for estimates.

RESOLUTION #30 - APPROVAL TO ACCEPT THE ESTIMATE RECEIVED FROM KEPNER EQUIPMENT FOR A NEW PRESSURE WASHER AND ACCESSORIES

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to accept the estimate from Kepner Equipment, 2365 Firehall Road, Canandaigua, NY 14424, for a cost of \$6,995.00.

b. WATER SUPERINTENDENT, Willie Murphy:

- Assistant Water Superintendent Kevin Lyke reported:
 - Water Clerk, Janis Catalano is reporting that we buy 25% more water from the Town of Farmington than we sell.
 - Kevin & Willie are looking into this issue and potential causes.
 - An audit with the Town of Farmington may be necessary.

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

- There were six (6) building permits issued in the Town of Manchester in February.
- Fees Collected \$1,157.20.
- Estimated Construction costs \$530,420.00
- Steve and Marty performed 24 fire inspections in the Town and the 3 Villages in December.
- The March 17th, 2020 Planning Board Meeting will involve the new Solar Farm application for County Road 13.
- Steve and Marty are out of the office this week (March 9-11th) for their required annual training.

d. ASSESSOR, Jennifer Fagner, reported the following:

- Reval
 - I have been working on the Reval and should be finishing soon. I will be sending out notice to all residents in the Town of Manchester as to what their new assessed values will be.
- BAR
 - BAR Member, Kathy Allen called last week and verbally resigned from her position as she has moved out of the Town of Manchester.
 - I have received a letter of interest from Pamela Masterson, 702 Curran Road, Shortsville, NY 14548
 - Jen & Councilman Blazey to interview
 - This would leave one (1) vacancy. Can this be republished?
- Assessor's Aide
 - Lon has been working on filing, entering deeds into RPS and working on the transfers we received from the county last week.

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

- Office Hours
 - With the busy season and tax season coming to an end for the Town Clerk's/Tax Collector's Office, we will be returning to Summer Hours beginning April 1st, 2020 - September 30th, 2020:
 - Monday Thursday 8:30am 4:30pm

8:30am - 1:00pm

Friday

RESOLUTION #31 – APPROVAL OF TRANSFERS On motion of Councilman VanBortel, seconded by Councilwoman Folkins, the following resolution was unanimously ADOPTED:

VOTE:	AYES - 4	NAYS - 0

RESOLVED, to approve the following Transfers:

From:	Amount:	То:	Reason:
HIGHWAY FUND DB5110.4	\$50,000.00	DB5142.4	To cover salt purchases.

NO ADDENDUM ITEMS

BOARD MEMBER ITEMS:

- Councilman VanBortel:
- Councilwoman Folkins:
 - 1.) Solar Laws & Regulations Meeting scheduled for February 27, 2020 was rescheduled due to the weather for March 5, 2020 with the committee for the Zoning Board.
 - a. Potential is there to consider a moratorium on Commercial Solar projects.
 - b. Next meeting is scheduled for Thursday, April 16, 2020 @ 5:30pm.
- Councilman Blazey:
 - 1.) Audit of Town Clerk books has been completed with Councilman VanBortel
 - a. Would like to switch to a quarterly audit of these books.

RESOLUTION #32 - AUDIT OF TOWN CLERK FINANCIAL RECORDS FOR 2019 On motion of Councilman Blazey, seconded by Councilman VanBortel, the following resolution was unanimously ADOPTED:

VOTE:

AYES - 4 NAYS - 0

RESOLVED, to note that Town Clerk, Jill Havens has submitted her books and records to the established Town Board Audit Committee consisting of Board Members Kevin Blazey and Isaac VanBortel for their review & audit prior to the March 10th, 2020 Board Meeting

- Councilman Phillips:
- Supervisor Gallahan: (ABSENT)

> RESOLUTION #33 - AUDIT OF CLAIMS APPROVAL

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

VOTE: AYES - 4 NAYS - 0

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

- **GENERAL FUND**, in the amount of \$63,886.07 as set forth on the Abstract #003 dated 3/10/2020;
- **ZONING FUND**, in the amount of \$5,153.74 as set forth on the Abstract #003 dated 3/10/2020;
- **REFUSE & GARBAGE FUND,** in the amount of \$339.27 as set forth on the Abstract #003 dated 3/10/2020;
- **HIGHWAY FUND,** in the amount of \$154,898.89 as set forth on the Abstract #003 dated 3/10/2020;
- **WATER FUND**, in the amount of \$6,865.44 as set forth on the Abstract #003 dated 3/10/2020;
- **TRUST & AGENCY FUND**, in the amount of \$8,119.17 as set forth on the Abstract #003 dated 3/10/2020;

JUSTICE REPORT: The monthly report from Justice Denosky for the month of January 2020 and both Justice Denosky and Justice Schaertl's reports for February 2020 were submitted and reviewed by the Board at this time.

ADJOURNMENT: There was no other business before the Board at this time. Deputy Supervisor Phillips moved to adjourn the meeting, 7:18 p.m., seconded by Councilman Blazey, unanimously APPROVED.

Respectfully Submitted,

Jill A. Havens, Town Clerk

**Next Meeting(s):

- 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.