

**MANCHESTER TOWN BOARD - REGULAR MEETING
MARCH 9th, 2021 - 6 P.M.**

The 2021 Town Board Meeting was held at the Manchester Town Hall on Tuesday, March 9th, 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; Eric Schaertl, Jason Lannon, Highway Superintendent; William Murphy, Deputy Highway Superintendent/Water Superintendent and Kevin Lyke, Assistant Water Superintendent; Russ Kenyon & Christopher Waite for Kirby's Compound, Elaine Liberio and Matt Shannon, Town of Manchester Residents

ABSENT: None

CALL TO ORDER: Supervisor Phillips called the March 9th, 2021 Regular Board meeting to order at this time, 6:00 p.m.

➤ **RESOLUTION #37 - APPROVAL OF MINUTES, REGULAR MEETING February 9th, 2021, AS SUBMITTED**

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the minutes from the Regular Meeting held on February 9th, 2021, as submitted.

➤ **RESOLUTION #38 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT**

On motion of Councilman Blazey, seconded by Councilman VanBortel, 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 #39 - 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:

-- Dog Licenses (59 N & R; 3 - PB; 1-Exempt; 0-Tag)	\$	913.00
-- State Surcharge Fees	\$	67.00
-- Late Fees (Dog Licenses)	\$	30.00
-- Transfer Station	\$	2,028.21
-- Zoning Fees	\$	1,180.20
-- Fax Fees	\$	3.00
-- DEC Licenses	\$	0.00
-- Certified Copy (2-M, 8-D, 1-B)	\$	110.00
-- Bingo Fees	\$	0.00
-- Marriage License (1)	\$	40.00
-- Bingo License (0)	\$	0.00
-- Game of Chance License (1)	\$	0.00
TOTAL COLLECTED	\$	4,371.41

PAID TO NYSDEC	\$	0.00
PAID TO STATE	\$	67.00
PAID TO SUPERVISOR (TOWN)	\$	4,281.91
PAID TO NYS DEPT. OF HEALTH	\$	22.50
PAID TO NYS RACING & WAGERING	\$	0.00

March 9, 2021

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
- b. Supervisors Monthly Report
- c. NYSEG LED Conversion Contract
- d. RG&E LED Conversion Contract
- e. Manchester Fire Department Report – January 2021
- f. Charter Communications, channel update
- g. Department of Health updated forms & links to website
- h. Ontario County Request for snow and ice removal expenses
- i. Charter Communications, franchise fee information
- j. Village of Clifton Springs, Fire Department Report – January 2021
- k. Charter Communications, channel update
- l. Kirby's Compound Mud Run Application Overview
- m. Update for Water Superintendent Position
- n. Charter Communications, channel update
- o. Village of Clifton Springs Fire Department Report – February 2021

- **RESOLUTION #40 - APPROVAL OF WAIVING THE BOND REQUIREMENT IN THE APPLICATION FOR KIRBY'S KOMPOUND ALLOWING TO HOLD MUD RUNS IN 2021**
 On motion of Councilwoman Folkins, seconded by Councilman VanBortel, the following resolution was unanimously ADOPTED:

VOTE: AYES - 4 NAYS - 0

WHEREAS the application for Kirby's Kompond to hold three mud runs in 2021 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 Christopher Waite (Kirby's Kompond), 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 Kompond) application to hold the three mud runs in 2021, (May 1st, June 26th, & August 28th) the events will run in compliance with all Covid-19 related Executive Orders, Legislation and Regulations in place at the time of each event and this approval is contingent upon Mr. Kenyon and Mr. Waite submitting the requested paperwork to Steve DeHond, CEO, prior to holding the runs.

~ **Brief Discussion/Presentation – Assessments** – Supervisor Phillips presented a 3-year comparison of Fiscal Scores for all towns in Ontario County, with the Town of Manchester's score for 2019 being 0.0 down from 6.7 in 2016. Also presented was information regarding market value and assessed value of properties. All information presented can be found in the Town Clerk's office in the Minute Attachment Book or on the Town of Manchester website at www.manchesterny.org under the Town Board tab.

- **RESOLUTION # 41 – APPROVAL FOR SUPERVISOR PHILLIPS TO SIGN THE CONTRACTS WITH BOTH NYSEG AND RG&E TO UPDATE THE STREET LIGHTING IN THE TOWN OF MANCHESTER TO USE OF LED LIGHTS**
 On motion of Councilman Blazey, seconded by Councilman VanBortel, the following resolution was unanimously ADOPTED:

VOTE: AYES-4 NAYS-0

WHEREAS a quote was received to buy out 30 unexpired lights at a cost of \$1,543.61 and convert them to all LED lights which will save the Town \$2,010.00 per year; therefore, it is

RESOLVED, to approve the signing of the contracts by Supervisor Phillips received from both NYSEG and RG&E to update the street lighting in the Town of Manchester.

- **RESOLUTION #42 – APPROVAL TO ACCEPT LETTER OF RESIGNATION, WILLIAM MURPHY, WATER SUPERINTENDENT**
 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 William Murphy, Water Superintendent to be effective as of March 31, 2021.

March 9, 2021

Brief Discussion – Water Superintendent – William Murphy and Kevin Lyke were both working as Water Superintendent with a yearly stipend of \$2500 each. With the resignation of Mr. Murphy, Kevin Lyke will be the only Water Superintendent for the Town of Manchester and will receive the full \$5000 yearly stipend going forward.

➤ **RESOLUTION #43 – RECOMMENDATION OF APPOINTMENT FOR TOWN OF MANCHESTER RESIDENT, SUSAN KELL TO REPRESENT THE TOWN OF MANCHESTER ON THE ONTARIO COUNTY PLANNING BOARD**

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

VOTE: AYES – 4 NAYS - 0

WHEREAS Ontario County advertised an opening for a Town of Manchester representative on the Ontario County Planning Board and received an application/resume/letter of interest for the position and has recommended, Susan Kell; therefore, be it

RESOLVED, to recommend that Ontario County Board of Supervisors appoint Susan Kell of 3064 Bunker Hill Road, Clifton Springs, NY 14432 to represent the Town of Manchester on the Ontario County Planning Board for a 5-year term ending on March 31, 2026.

➤ **RESOLUTION #44 - APPROVAL TO APPOINT MATTHEW SHANNON TO THE TOWN BOARD MEMBER POSITION FOR THE REMAINDER OF THE 2021 YEAR**

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

VOTE: AYES – 4 NAYS - 0

WHEREAS, the vacant position of Town Councilmember has been advertised for, and there were four (4) candidates that submitted a letter of interest / resume for that position, and interviews were held; therefore, be it

RESOLVED, that based upon the recommendation of the Interview Committee, the Town Board is hereby approving the appointment of Matthew Shannon, 3945 North Ave, Shortsville, to fill the vacant Councilperson position for the remainder of the 2021 year, this appointment is effective as of 3/9/2021.

Department Reports:

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
 - **Ash Tree Problem – there are 100's of dead trees near the roadside**
 - **What is the Town's liability regarding them & should they be removed?**
 - **Not enough money in the highway budget to remove them all**
 - **Supervisor Phillips to discuss this issue with the Town Attorney and Ontario County Soil & Water Department.**
 - **2003 Sterling is spring repairs are finished.**
 - **Broken spring repair underway on Deputy Highway Superintendent vehicle.**
 - **Snowplow Damages – fixes to start next week.**
- b. **WATER SUPERINTENDENT, Kevin Lyke reported:**
 - **Meter Reads went well.**
 - **Retro-Fit Meter installs are starting to be scheduled.**
 - **Still working on hydrants – wrench keeps breaking.**
 - **Wayne County Meter Pit is being serviced by Wayne County and will affect water pressure and such in Port Gibson.**
- c. **CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:**
 - **Ten (10) building permits in February.**
 - **Collected \$1035.00 in fees.**
 - **Estimated Construction Costs \$88,000.00.**
 - **Twenty-two (17) fire inspections were done last month in the three villages & the township.**
 - **No new updates on Code Meeting, tentatively scheduled for 3/18/2021 but no drafts have been received for review as of this meeting tonight.**
 - **Reviewing plans for Leonard's Express - new 112,500 square foot freezer warehouse**
 - **New York Statewide Burn Ban in effect from March 14th-May16th, 2021.**

- d. **ASSESSOR, Jennifer Fagner, reported the following:**
 - Informals have started.
 - Very busy office currently.

- e. **TOWN CLERK, Jill Havens, reported the following:**
 - DECALS – nothing new to report regarding the application.
 - EZ-Pass – nothing new to report regarding the application to sell them at the Town Clerk’s Office.

- f. **BUDGET, Supervisor Dave Phillips, reported the following:**
 - **At the end of February, finances continue to be in good condition.**
 - General Fund balance in comparison to previous years is in good shape.
 - Zoning Fund is on track with the fund balance this time last year.
 - Refuse & Garbage Fund typically shows a decline in winter months but typically increases in the warmer weather months.
 - Highway Fund collected 1st payment from Ontario County for snow removal in the amount of \$46,429.00.
 - Central Water & County Road 13 Water Funds are currently doing better than in previous winters.
 - Due to water rate increase last year

- g. **COURT, Judge Eric Schaertl, reported the following:**
 - Court has resumed as of last Wednesday.
 - Attic Clean-up of Court documents is finished.
 - Appreciate the help in cleaning up the Courtroom and removing all the old unused furniture and such.

➤ **RESOLUTION #45 – APPROVAL OF TRANSFERS**
On motion of Councilman VanBortel, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES – 4 NAYS – 0

RESOLVED, to approve the following Transfers:

From:	Amount:	To:	
General Fund – A1620.4	\$3,000.00	A9710.6	To cover March Bond Payment For Town Barns

NO ADDENDUM ITEMS

BOARD MEMBER ITEMS:

- **Councilman VanBortel:**
 - 1.) Have been playing phone tag with the Office of Homeland Security regarding any available grant money for a generator.

- **Councilwoman Folkins:**
 - 1.)

- **Councilman Blazey:**
 - 1.)

- **Supervisor Phillips: Ontario County News:**
 - 1.) Transfer Station – the County landfill is scheduled to close in the year 2028 – we need to press the importance of recycling to our residents.
 - 2.) Vaccines for COVID are being extended as much as possible.
 - 3.) The County has limited business like Grub Hub and Door Dash in how much they can charge restaurants for that service.

March 9, 2021

➤ **RESOLUTION #46 - AUDIT OF CLAIMS APPROVAL**

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

VOTE: AYES - 4 NAYS - 0

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

- **GENERAL FUND**, in the amount of \$39,370.43 as set forth on the Abstract #03 dated 3/9/2021;
- **ZONING FUND**, in the amount of \$11,132.09 as set forth on the Abstract #03 dated 3/9/2021;
- **REFUSE & GARBAGE FUND**, in the amount of \$816.15 as set forth on the Abstract #03 dated 3/9/2021;
- **HIGHWAY FUND**, in the amount of \$124,193.35 as set forth on the Abstract #03 dated 3/9/2021;
- **WATER FUND**, in the amount of \$13,222.68 as set forth on the Abstract #03 dated 3/9/2021;
- **TRUST & AGENCY FUND**, in the amount of \$11,569.09 as set forth on the Abstract 03 dated 3/9/2021.

ADJOURNMENT: There was no other business before the Board at this time. Supervisor Phillips moved to adjourn the meeting, 6:55 p.m., seconded by Councilwoman Folkins, unanimously **APPROVED**.

Respectfully Submitted,

Jill A. Havens, Town Clerk

****Next Meeting(s):**

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