

MANCHESTER TOWN BOARD - REGULAR MEETING MAY 12th, 2020 - 6 P.M.

The 2020 Town Board Meeting was held at the virtually via Zoom due to the Coronavirus/COVID-19 Pandemic on Tuesday, May 12th, 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 May 12th, 2020 Regular Board meeting to order at this time, 6:00 p.m.

➤ **RESOLUTION #42 - APPROVAL OF MINUTES, REGULAR MEETING APRIL 14th, 2020, WITH AMENDMENT**

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 April 14th, 2020, with amendment to reflect 5 AYES, not 4 on Resolution # 35 & 36.

➤ **RESOLUTION #43 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT**

On motion of Councilman Phillips, seconded by Councilman VanBortel, 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 #44 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT**

On motion of Councilman Phillips, seconded by Councilman VanBortel, 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)	\$ 1,510.00
-- State Surcharge Fees	\$ 116.00
-- Late Fees (Dog Licenses)	\$ 30.00
-- Transfer Station	\$ 3,286.00
-- Zoning Fees	\$ 1,473.00
-- DEC Licenses	\$ 75.00
-- Certified Copy (0-M, 0-D)	\$ 0.00
-- 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	\$ 6,490.00
PAID TO NYSDEC	\$ 70.86
PAID TO STATE	\$ 116.00
PAID TO SUPERVISOR (TOWN)	\$ 6,303.14
PAID TO NYS DEPT. OF HEALTH	\$ 0.00
PAID TO NYS RACING & WAGERING	\$ 0.00
PAID TO NYS COMPTROLLER	\$ 0.00

May 12, 2020

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. 4/22, Michael Wojcik, Ontario County IDA, PILOT Payments, Finger Lakes Railway
- d. 4/23, Ontario County BOE, voting information
- e. Mortgage Tax Apportionment
- f. 4/24, Judge Katherine Denosky, Thank You Letter & Info
- g. 5/4, Steve Murawski, Village of Newark, 20% water rate increase
- h. 4/24, Ontario County Sales Tax – 1st Quarter 2020
- i. 3/31, Bank Account Collateralization

Brief Discussion was held regarding the impact the Coronavirus COVID-19 and its effects on 2020 Budget Revenues Expectations, CHIPS, Court, Sales Tax and Current Work Schedules for all Town Offices. Currently our financials are in good shape. We do not anticipate any furloughs at this time but are monitoring the situation monthly.

Department Reports:

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
 - All snow equipment is put away
 - Salt – need to buy salt before August in order to avoid paying an increased cost
 - Salt Barn roof is done.
 - All the free mulch and material from Green Renewable will be delivered this week behind the Transfer Station for the upcoming Community Event.
 - May 22nd – 12:00P.M. – 5:00P.M.
 - May 23rd – 9:00P.M. – 3:00P.M.
 - Ontario County Mowing Contract – No Changes
 - Okay to mow the County Road sides
- b. **WATER SUPERINTENDENT, Willie Murphy:**
 - Assistant Water Superintendent Kevin Lyke reported:
 - All is going well.
 - Nothing new to report.
- c. **CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:**
 - Nineteen (19) building permits in April.
 - Collected \$1338.00 in fees.
 - Construction Costs \$212,000.00.
 - Hoping to have construction opened by the end of the week with Phase 1 of reopening.
 - Fielding NY Pause Complaints
 - New Code updates as of May 12th, available online. Will follow-up next month.
 - Requirements for Re-Opening
 - Empire State Development Website – has a good list for businesses and what is required for reopening.
 - Ontario County Website under the Planning section also has a good list for area businesses
- d. **ASSESSOR, Jennifer Fagner, reported the following:**
 - Lon to take civil service exam - cancelled
 - Ontario County to reschedule the exam.
 - Grievance Day
 - Attempting to determine how to do grievance day.
 - Payment for Sylvia
 - REVAL – to restart in July
 - Should be able to reuse information

NO TRANSFERS

NO ADDENDUM ITEMS

May 12, 2020

BOARD MEMBER ITEMS:

- **Councilman VanBortel:**

- **Councilwoman Folkins:**
 - 1.) Monday, May 18th @ 5:00P.M. via Zoom – Zoning Code Update Meeting

- **Councilman Blazey:**

- **Councilman Phillips:**
 - 1.) Electronic versions of information are working out great.
 - 2.) With the re-opening, do we have enough of the hand sanitizer and provisions?
 - a. Willie will help secure more hand sanitizer and supplies for the re-opening.

- **Supervisor Gallahan:**
 - 1.) Newark water increase of 20%, looking to have it pushed to November 2020, as is the Village of Clifton Springs.

➤ **RESOLUTION #45 - AUDIT OF CLAIMS APPROVAL**

On motion of Councilwoman Folkins, seconded by Councilman Phillips, 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 \$142,789.37 as set forth on the Abstract #005 dated 5/12/2020;
- **ZONING FUND**, in the amount of \$20,454.27 as set forth on the Abstract #005 dated 5/12/2020;
- **REFUSE & GARBAGE FUND**, in the amount of \$814.72 as set forth on the Abstract #005 dated 5/12/2020;
- **HIGHWAY FUND**, in the amount of \$9,826.63 as set forth on the Abstract #005 dated 5/12/2020;
- **WATER FUND**, in the amount of \$519.09 as set forth on the Abstract #005 dated 5/12/2020;
- **TRUST & AGENCY FUND**, in the amount of \$8,119.17 as set forth on the Abstract #005 dated 5/12/2020;

JUSTICE REPORT: Due to the Coronavirus/COVID-19 Pandemic, court offices are closed and there are no available justice reports.

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

Respectfully Submitted,

Jill A. Havens, Town Clerk

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

- ***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.***