MANCHESTER TOWN BOARD - REGULAR MEETING & PUBLIC HEARING RE: 2021 Preliminary Budget - 6:00 P.M
November 10th, 2020 - 6 P.M.

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

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; Jennifer Fagner, Assessor; William Murphy, Deputy Highway Superintendent/ Assistant Water Superintendent, Kevin Lyke, Assistant Water Superintendent and Janis Catalano, Bookkeeper **TOWN RESIDENT(S):** Matt Schaertl

ABSENT: Jeffery Gallahan, Supervisor

PUBLIC HEARING OPENED: Deputy Supervisor Phillips opened the public hearing for tonight at this time, 6:00 p.m., with the reading of the Legal Notice, no objection. The Legal Notice was published in the Daily Messenger and posted in the Town Hall as follows:

LEGAL NOTICE TOWN OF MANCHESTER RESIDENTS
NOTICE OF PUBLIC HEARING UPON 2021 PRELIMINARY BUDGET, SPECIAL ASSESSMENT ROLL, EXEMPTION REPORT AND REGULAR MONTHLY MEETING, NOVEMBER 10th, 2020, 6:00 P.M.

NOTICE is hereby given that the preliminary budget, special assessment roll and exemption report of the Town of Manchester for the fiscal year beginning January 1st, 2021, has been completed and filed in the office of the Town Clerk at 1272 Co. Rd. 7, Clifton Springs, N.Y., where it is available for inspection by any person at all reasonable hours.

FURTHER NOTICE is hereby given that the Town Board of the Town of Manchester will meet and review said preliminary budget and hold a public hearing thereon, at the Manchester Town Hall at 6:00 p.m. on the 10th day of November, 2020, and that at such hearing, any person may be heard in favor of or against the preliminary budget as compiled or for or against any item or items therein contained.

FURTHER NOTICE is hereby given, pursuant to Section 108 of the Town Law, that the following are the proposed yearly salaries of Town Officials of this Town:

Supervisor (Includes Budget Officer)	$24,500.00
Councilman:	$ 3,691.00
Councilman:	$ 3,691.00
Councilman:	$ 3,691.00
Councilman:	$ 3,691.00
Town Clerk/Tax Collector:	$53,599.00
Town Highway Superintendent:	$37,131.00

BY ORDER OF THE TOWN BOARD
DATED: October 28, 2020
Jill A. Havens, Town Clerk

PUBLIC HEARING 2021 PRELIMINARY BUDGET: Deputy Supervisor Phillips asked if anyone wished to speak regarding the 2021 Preliminary Budget, repeated three times, hearing none, CLOSED the Public Hearing at this time, 6:03 p.m. and continued with the Regular Meeting.

CALL TO ORDER: Deputy Supervisor Phillips called the November 10th, 2020 Regular Board meeting to order at this time, 6:03 p.m**.**

- **RESOLUTION #94 - APPROVAL OF MINUTES, REGULAR MEETING, October 13th, 2020, AS SUBMITTED**

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

  VOTE: AYES - 4 NAYS - 0

  RESOLVED, to approve the minutes from the Regular Meeting, September 8th, 2020 and Budget Workshop/Public Hearing Meeting held on September 21st, 2020, as submitted.

- **RESOLUTION #95 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT**

  On motion of Councilwoman Folkins, 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 #96 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT**

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

  VOTE: AYES - 4 NAYS - 0

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

-- Dog Licenses (101 N & R; 0-PB; 0-Exempt; 1-Tag)	$	1,616.00
-- State Surcharge Fees	$	129.00
-- Late Fees (Dog Licenses)	$	90.00
-- Transfer Station	$	2,921.52
-- Zoning Fees	$	3,018.80
-- DEC Licenses	$	0.00
-- Certified Copy (4-M, 7-D)	$	110.00
-- Bingo Fees	$	310.00
-- Marriage License (2)	$	80.00
-- Photocopies	$	0.00
-- Bingo License (0)	$	0.00
-- Game of Chance License (0)	$	0.00
TOTAL COLLECTED	**$**	**7,965.32**
PAID TO NYSDEC	$	0.00
PAID TO STATE	$	129.00
PAID TO SUPERVISOR (TOWN)	$	7,791.32
PAID TO NYS DEPT. OF HEALTH	$	45.00
PAID TO NYS RACING & WAGERING	$	0.00
PAID TO NYS COMPTROLLER	$	0.00

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

a. **11/1, Town Clerk Monthly Report**
b. **11/1, Supervisor's Financial Report**
c. **10/16, Lori Reals, CSFD monthly report**
d. **10/21, Justice Court System, Court Receipts**
e. **10/30, Lauren Kelly, Spectrum, rate increases**
f. **Bank Account Collateralization Report**
g. **Quote from NYSEG re: streetlight**

- **RESOLUTION #97 – TO APPROVE THE 2021 PRELIMINARY BUDGET, TO BECOME THE 2021 BUDGET FOR THE TOWN OF MANCHESTER**

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

  VOTE: AYES - 4 NAYS - 0

  RESOLVED, to approve the Preliminary Budget to become the 2021 Budget for the Town of Manchester.

****See pages following this meeting for the 2021 Budget****

- **RESOLUTION #98 – APPROVAL TO APPOINT PART TIME TRANSFER STATION OPERATOR, DANA LYKE**

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

  VOTE: AYES – 4 NAYS - 0

  RESOLVED, to approve the appointment of Dana Lyke, 442 Curran Road, Shortsville, NY 14548, to the position of Part-time Transfer Station Operator, to work on an as needed basis, effective upon adoption this Resolution, at a pay rate of $13.00/hour, with the potential of a $0.50 increase after 6-month probationary period.

- **RESOLUTION #89 – ACCEPT THE RESIGNATION OF TRANSFER STATION OPERATOR, WILL CIARDI**

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

  VOTE: AYES – 4 NAYS – 0

  RESOLVED, to accept the resignation of Transfer Station Operator, Will Ciardi due to personal reason, effective November 9th, 2020.

BRIEF DISCUSSION was held regarding the Town of Manchester Fees for Solar Farms in comparison with surrounding townships and the potential need to increase or decrease our $150 fee as the Town Board deems necessary.

BRIEF DISCUSSION was held regarding E-ZPass services for Town of Manchester Residents being available at the Town Clerk's Office. There is an application process to go through with New York State to become a vendor. When approval is granted there is a specific Resolution, we would have to adopt that allows the Town of Manchester to sell the Tags at a cost of $25.00 per tag, allowing the Town of Manchester to keep $4.00 of that sale with the remaining $21.00 going to the NYS Thruway Authority.

- **RESOLUTION #90 – APPROVAL TO COMPLETE THE APPLICATION FOR THE E-ZPASS ON-THE-GO RETAIL SALES PROGRAM APPLICATION**

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

  VOTE: AYES – 4 NAYS – 0

  RESOLVED, to begin the application process to sell NYS E-ZPass Tags through the Town of Manchester Town Clerk's Office.

BRIEF DISCUSSION regarding the installation of a streetlight at the County Road 13 & Cabbage Patch Lane intersection to reduce the incorrect turns being made by trucks attempting to enter the Cabbage Patch Lane entrance for Leonard's Express. The RGE estimated cost for this streetlight, all-inclusive would be approximately $13.54723 per month.

- **RESOLUTION #91 – APPROVAL OF THE APPLICATION FOR STREETLIGHT INSTALLATION AT COUNTY ROAD 13 AND CABBAGE PATCH LANE**

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

  VOTE: AYES – 4 NAYS – 0

  RESOLVED, to accept the estimated cost quote from RGE and complete the application for the installation of the new streetlight to improve truck traffic going to Leonard's Express with the expectation that Leonard's Express will absorb this cost with their other lighting included when their new warehouse is constructed.

- **RESOLUTION #92 – CREATION OF WATER RESERVE FUND FOR SW5-845**

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

  VOTE: AYES – 4 NAYS – 0

  RESOLVED, to create this $30,000 reserve fund with money allocated in the budget for necessary repairs and improvements. (See minute book attachment for correspondence from bookkeeper)

Department Reports:

a. HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:

- **Last round of roadside mowing for the year underway.**
- **Salt Trucks are ready for winter.**
- **Gas project in Newark is completed and we have submitted a bill for reimbursement for Kevin's time.**
- **Salt Barn Roof needed bars added for ice/snow guard.**
- **Major Salt Purchase**
- **Excavator Purchase that is included in 2021 Budget for $46,000.00**

➢ **RESOLUTION #93 – APPROVAL FOR PURCHASE OF A VOLVO EW180E EXACVATOR FOR THE HIGHWAY DEPARTMENT**

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

VOTE: AYES – 4 NAYS – 0

RESOLVED, Highway Superintendent, Jason Lannon to purchase the excavator at the cost of $285,226.00 to be paid in full over seven (7) years with annual payments of no more than $46,000.00. This purchase is included in the 2021 Approved Town Budget, **ALSO, RESOVLED,** to sell the old excavator at auction when Jason determines the best time to sell it is.

b. WATER SUPERINTENDENT, Kevin Lyke reported:

- **Automatic Flushes have been removed for winter**
- **Most new taps are completed, one (1) more to do on Faas Road**
- **Ten (10) meters have been ordered to have on hand for repair purposes.**

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

- **Fifteen (15) building permits in October.**
- **Collected $2,162.00 in fees.**
- **Estimated Construction Costs $384,610.00.**
- **Twenty-two (22) fire inspections were done last month.**
- **Latter Day Saints plan to tear down most of the buildings next year after the final pageant.**
  - Only the historical stuff will stay.
- **ZBA & Planning Board are moving forward with the new code updates**
  - John Steinmetz will be contacting the Stakeholders and Agricultural Stakeholders before sending out the draft for review.

d. ASSESSOR, Jennifer Fagner, reported the following:

- **I have been currently working on the Reevaluation for the Town of Manchester**
- **Lon has been handling walk-ins, phone calls, filing and some computer entry.**

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

- **DECALS – still unable to process any hunting or fishing licenses**

f. BOOKKEEPER/WATER CLERK, Janis Catalano, reported the following:

- **Water Hardship Letter & Self Certification Form was presented to the Town Board for their review.**
  - Town Board recommends adding "Partial Payment: verbiage on the letter before using for residents.

➢ **RESOLUTION #94 – APPROVAL OF TRANSFERS**

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

VOTE: AYES – 4 NAYS – 0

RESOLVED, to approve the following Transfers:

From:	Amount:	To:	
General Fund – A1990.4	$2,500.00	A5132.4	To cover cost of salt barn gutters
General Fund – A9060.8	$5,000.00	A5132.4	To cover garage expenses for remainder of 2020
Highway Fund – DB5110.4	$55,000.00	DB5142.4	To cover road salt purchases

- **RESOLUTION #95 - APPROVAL ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING EMPLOYMENT ISSUES**

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

  VOTE: AYES - 5 NAYS - 0

  RESOLVED, to enter into executive session for the purpose of discussing employment issues, 7:02 p.m., in attendance were: Town Board Members, Highway Superintendent, Jason Lannon, Deputy Highway Superintendent Willie Murphy, Bookkeeper, Janis Catalano and Town Clerk, Jill Havens.

- **RESOLUTION #96 - APPROVAL TO GO OUT OF EXECUTIVE SESSION AND CONTINUE WITH THE REGULAR MEETING**

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

  VOTE: AYES – 4 NAYS – 0

  RESOLVED, to go out of executive session at this time, 7:37p.m. and resume the regular meeting.

ADDENDUM ITEMS:

- **RESOLUTION #97 – APPROVAL TO MODIFY THE PAY SCHEDULE FOR PUBLIC WORKS MAINTENANCE ASSISTANT, CAMERON SEYMOUR, AS AMENDED**

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

  VOTE: AYES – 4 NAYS – 0

  RESOLVED, to allow Highway Employee, Cameron Seymour a revised pay scale in order to reach top rate within approximately 4 years.

  (See minute book attachment for correspondence from highway superintendent)

- **RESOLUTION #98 – APPROVAL TO MODIFY THE PAY SCHEDULE FOR MEO LIGHT, HUNTER NORTH, AS SUBMITTED**

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

  VOTE: AYES – 4 NAYS – 0

  RESOLVED, to allow Highway Employee, Hunter North a revised pay scale in order to reach top rate within approximately 2 years.

  (See minute book attachment for correspondence from highway superintendent)

BOARD MEMBER ITEMS:

- **Councilman Phillips:**
  1.) There is an uptick in COVID cases in Ontario County. Schools are not causing the increase in cases.
     a. Monroe County has gone to a yellow zone

- **Councilman Blazey:**

- **Councilwoman Folkins:**

- **Councilman VanBortel:**

- **RESOLUTION #99 - AUDIT OF CLAIMS APPROVAL**
  On motion of Councilman Blazey, seconded by Councilman VanBortel, 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 $29,448.22 as set forth on the Abstract #011 dated 11/10/2020;
- **ZONING FUND**, in the amount of $1,817.13 as set forth on Abstract #011 dated 11/10/2020;
- **REFUSE & GARBAGE FUND,** in the amount of $1,174.92 as set forth on Abstract #011 dated 11/10/2020;
- **HIGHWAY FUND,** in the amount of $86,995.80 as set forth on the Abstract #011 dated 11/10/2020;
- **WATER FUND**, in the amount of $50,743.80 as set forth on the Abstract #011 dated 11/10/2020;
- **TRUST & AGENCY FUND**, in the amount of $9,820.74 as set forth on the Abstract #011 dated 11/10/2020.

JUSTICE REPORT: The monthly reports from Justice Schaertl and Justice Denosky for the month of October 2020, was 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, 8:02 p.m., seconded by Councilman Blazey, unanimously APPROVED.

Respectfully Submitted,

Jill A. Havens, Town Clerk

<u>Next Meeting(s):</u>**

- ***Regular meeting: December 8, 2020 - 6:00 P.M.***