MANCHESTER TOWN BOARD - REGULAR MEETING October 13th, 2020 - 6 P.M.

The 2020 Town Board Meeting was held at the Manchester Town Hall on Tuesday, October 13th, 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; Jennifer Fagner, Assessor; William Murphy, Deputy Highway Superintendent/ Assistant Water Superintendent and Janis Catalano, Bookkeeper **TOWN RESIDENTS:** Julie Metzger and Bill O'Hanlon from Leonard's Express

ABSENT: Kevin Lyke, Assistant Water Superintendent

CALL TO ORDER: Supervisor Gallahan called the October 13th, 2020 Regular Board meeting to order at this time, 6:02 p.m.

RESOLUTION #83 - APPROVAL OF MINUTES, REGULAR MEETING, September 8th, 2020 & BUDGET WORKSHOP/PUBLIC HEARING MEETING, SEPTEMBER 21st, 2020, AS SUBMITTED

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

VOTE:	AYES - 5	NAYS - 0
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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 #84 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT

On motion of Councilman Phillips, seconded by Councilwoman Folkins, 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 #85 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT On motion of Councilwoman Folkins, 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 (116 N & R; 3-PB; 1-Exempt; 0-Tag) State Surcharge Fees Late Fees (Dog Licenses) Transfer Station Zoning Fees DEC Licenses Certified Copy (5-M, 8-D) Bingo Fees Marriage License (4) Photocopies Bingo License (0) Game of Chance License (0) 	\$\$\$\$\$\$\$\$\$\$\$\$	2,091.00 187.00 4,029.85 3,096.20 0.00 130.00 130.00 0.00 160.00 0.00 0.00 0.00 9,803.85
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	• * * * * *	0.00 187.00 9,526.85 90.00 0.00 0.00

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

- **Town Clerk Monthly Report**
- a. Town Clerk Monthly Reportb. Supervisor's Financial Report
- c. Quarterly Investment Report
- d. 9/21, US Bankruptcy Court, Windstream Holdings, programming changes
- e. 9/22, Office of the State Comptroller, AIM payment
- f. 9/15, MFD monthly report
- g. 9/1, Justice Court System, Court Receipts

RESOLUTION #86 – RESOLUTION AUTHORIZING ADOPTION BY THE TOWN BOARD OF THE TOWN OF MANCHESTER OF LOCAL LAW 2 OF 2020

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

VOTE: AYES - 5 NAYS - 0

WHEREAS, a resolution was duly adopted by the Town Board of the Town of Manchester for a public hearing to be held by said Town Board on October 13th, 2020, at 7:00 p.m. at Manchester Town Hall, 1272 County Road 7, Town of Manchester, New York, to hear all interested parties on a proposed Local Law entitled "A Local Law To Provide That Exemptions Pursuant To Real Property Tax Law Section 487 Shall Not Be Applicable Within The Town of Manchester"; and

WHEREAS, notice of said public hearing was duly advertised in the official newspaper of the Town of Manchester, on October 13th, 2020 and all other notices required by law to be given were properly served, posted or given; and

WHEREAS, said public hearing was duly held on September 21st, 2020, at 4:30 p.m. at the Manchester Town Hall, 1272 County Road 7, Town of Manchester, New York, and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to said Proposed Local Law, or any part thereof; and

WHEREAS, the Town Board of the Town of Manchester, after due deliberation, finds it in the best interest of the Town of Manchester to adopt said Local Law.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Manchester hereby adopts said Local Law No. 2 of 2020, entitled, "A Local Law To Provide That Exemptions Pursuant To Real Property Tax Law Section 487 Shall Not Be Applicable Within The Town of Manchester", a copy of which is attached hereto and made a part of this resolution, and be it further

RESOLVED, that the Town Clerk be and she hereby is directed to enter said Local Law in the minutes of this meeting and in the Local Law Book of the Town of Manchester, and to give due notice of the adoption of said local law to the Secretary of State of New York.

I, Jill 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 October 13th, 2020, by the following vote:

Ауе	Nay
X	
	X _X_ _X_

Dated: October 13th, 2020

Jill Havens, Town Clerk

SEAL

TENTATIVE 2021 BUDGET REVIEW:

Deputy Supervisor Phillips reviewed portions of the prior Tentative budget from the workshop held on September 21th, 2020 with the Board at this time. The following amendments/changes were made to the proposed 2021 Tentative Budget:

 \rightarrow Increase Line Item DB-1001 from \$172,000 to \$177,000.

RESOLUTION #87 – RESOLUTION APPROVAL OF TENTATIVE BUDGET AS AMENDED TO BE THE PRELIMINARY 2021 BUDGET FOR THE TOWN OF MANCHESTER On motion of Councilman Phillips, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES-5 NAYS-0

RESOLVED, to approve the 2021 Tentative Budget with changes, as amended, to be the 2021 Preliminary Budget for the Town of Manchester.

RESOLUTION #88 – SETTING THE PUBLIC HEARING FOR THE PRELIMINARY 2021 BUDGET FOR THE TOWN OF MANCHESTER

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

VOTE: AYES-5 NAYS-0

RESOLVED, to set the Public Hearing for the 2021 Preliminary Budget to be held Tuesday, November 10th, 2020 at 6:00 p.m. at the Manchester Town Hall, 1272 Co. Rd. 7, Clifton Springs, NY 14432.

At this time, Supervisor Gallahan invited Bill O'Hanlon from Leonard's Express to address the board.

Mr. O'Hanlon presented the Manchester Town Board with information regarding the need for a street light at County Road 13 & Walters Lane due to the issue Leonard's Express is having with their driver's being unable to navigate into the driveway at Walter's Lane properly. Additional signage has been installed; however, it has not alleviated the problem. Mr. O'Hanlon has contacted RG&E about installing a streetlight at this location and RG&E advised Mr. O'Hanlon to inquire with the local municipality about absorbing to cost for this light. At this time, Mr. O'Hanlon is requesting that the Town of Manchester look into installing a streetlight at this location at a potentially temporary cost to the Town of Manchester until they are able to incorporate it into their site plan for the new warehouse construction.

Supervisor Gallahan and the Town Board thanked Mr. O'Hanlon for his inquiry and have agreed to look into the costs associated with this proposal and get back to Mr. O'Hanlon with an educated response.

At this time, Supervisor Gallahan invited Town Resident, Judy Metzger of 3289 County Road 13 to address the board.

Ms. Metzger has submitted and email to Supervisor Gallahan (See Minute Attachment Book) and wants to put on the record her disapproval of the proposed solar farm 3169 County Road 13, as a neighbor to this project, she is adamantly **<u>against</u>** this project and is requesting that the Town Board and Planning Board take this into consideration when reviewing the Site Plan #4592-19.

Supervisor Gallahan thanked Ms. Metzger for her email and for being here tonight to voice her concerns about this project and advised her that the Town Board will take her information into consideration when discussing the proposed solar project on County Road 13.

Department Reports:

- a. HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:
 - Preparing equipment for winter.
 - Small amount of wedging complete.
 - Driveways on Shortsville Road have been repaired.
 - There are still 3-4 taps for water that need to be done before winter.
 - Final CHIPS reimbursement will be received 12/18/2020

 Expected to be 20% less
 - Would like to sit down with Supervisor Gallahan and Bookkeeper, Janis Catalano to discuss remaining Highway Department purchase needs for fiscal year 2020.

b. WATER SUPERINTENDENT, Willie Murphy reported:

- Executive Order by Governor Cuomo has declared that no water services can be shut off to Town residents
 - Shut-off fees cannot be charged.
 - Payment plans have to be offered for water bills
 - No proof required that financial hardship is COVID-19 related.

Councilwoman Folkins and Councilman Phillips to make up the committee to determine possible water payment plan options for the Town of Manchester and report back to the Town Board next month.

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

- Twenty (20) building permits in September.
- Collected \$3,096.00 in fees.
- Estimated Construction Costs \$389,803.00.
- Fifty-five (55) fire inspections were done last month, still catching up from the COVID-19 shutdown last spring.
- Another new house going in on Bird Road.
 - This is number 11 for the year and another record for the Town in one year!

d. ASSESSOR, Jennifer Fagner, reported the following:

- I have been currently working on the Reevaluation for the Town of Manchester

 Supervisor Gallahan commended the Manchester Town Board for making the
 decision to delay the institution of the Revaluation this year, as not to add any
 further hardships to the Town of Manchester Residents.
- Lon has been handling walk-ins, phone calls, filing and some computer entry.
- We have been boxing and indexing old Assessor's files
 - Moving the Mobile Home Park files to another cabinet to make room in the large cabinets. I have purchased 2 new filing cabinets, as there were a couple that the drawers were almost completely broken, we just completed transferring the files to the new cabinets,
- The call volume has increased
 - We also have been consistent in transfers sent from the County, noting not much change in the sales market.

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

- DECALS still unable to process any hunting or fishing licenses
 - Finally heard back from the DEC regarding our DECALS computer, they informed me that there are over 400 vendors who had a vendor in charge change this year and they are making the updates as quickly as possible.
- NYS Thruway Cashless Toll Booths
 - Supervisor Gallahan has requested that my office inquire about the ability to sell NYS EZPass – more information to come.

RESOLUTION #89 – APPROVAL OF TRANSFERS

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

VOTE: AYES -	5 NAYS - 0
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RESOLVED, to approve the following Transfers:

From:	Amount:	To:		
General Fund – A Fund	\$35,000.00	Highway Fund	d- DB Fund	
Reason: This amount to be reimbursed back to the General Fund from				
the Highway Fund before the end of the 2020 Fiscal Year.				

RESOLUTION #90 - APPROVAL ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING LEGAL MATTERS

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, 6:58 p.m., in attendance were: Town Board Members and Town Clerk.

RESOLUTION #91 - APPROVAL TO GO OUT OF EXECUTIVE SESSION AND CONTINUE WITH THE REGULAR MEETING

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to go out of executive session at this time, 7:47p.m. and resume the regular meeting.

NO ADDENDUM ITEMS

BOARD MEMBER ITEMS:

- Councilman Phillips:
 - 1.) Increased development is a real good sign for the Town of Manchester
- Councilman Blazey:
- Councilwoman Folkins:
 - 1.) Next Zoning Code Update Committee Meeting is scheduled for Thursday, October 22 @ 5:30 P.M.
- Councilman VanBortel:
 - 1.) Any word from Local Fire Departments regarding their willingness to help service hydrants?
 - a. Manchester and Port Gibson are happy to help
 - b. Shortsville will not be helping due to concerns of breaking hydrants
- Supervisor Gallahan:
 - 1.) Resident, Jim Shannon, informed Supervisor Gallahan that there have been several occasions where he has found piles of nails in the roads after he and his neighbors acquired flat tires.
 - a. Piles of nails found in the same locations along Pratt Road, Kyte Road, County Road 28 and Herendeen Road
 - b. Ontario County Sheriffs have been notified
- RESOLUTION #92 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 \$55,553.21 as set forth on the Abstract #010 dated 10/14/2020;
- **ZONING FUND**, in the amount of \$4,489.62 as set forth on Abstract #010 dated 10/14/2020;
- **REFUSE & GARBAGE FUND,** in the amount of \$656.63 as set forth on Abstract #010 dated 10/14/2020;
- **HIGHWAY FUND,** in the amount of \$23,952.34 as set forth on the Abstract #010 dated 10/14/2020;
- **WATER FUND**, in the amount of \$30,784.78 as set forth on the Abstract #010 dated 10/14/2020;
- **TRUST & AGENCY FUND**, in the amount of \$9,327.53 as set forth on the Abstract #010 dated 10/14/2020.

JUSTICE REPORT: The monthly reports from Justice Schaertl and Justice Denosky for the month of September 2020, was submitted and reviewed by the Board at this time.

ADJOURNMENT: There was no other business before the Board at this time. Supervisor Gallahan moved to adjourn the meeting, 8:07 p.m., seconded by Councilman VanBortel, unanimously APPROVED.

Respectfully Submitted,

**Next Meeting(s):

- Regular meeting: November 10, 2020 -6:00 P.M. Includes: Public Hearings: 2021 Preliminary Budget
- > Regular meeting: December 8, 2020 6:00 P.M.