# MANCHESTER TOWN BOARD - REGULAR MEETING SEPTEMBER 14, 2021 - 6 P.M.

The 2021 Town Board Meeting was held at the Manchester Town Hall on Tuesday, September 14<sup>th</sup>, 2021 at 6:00 P.M., with the following members present:

David Phillips Supervisor

Kevin Blazey Councilman

Jaylene Folkins Councilwoman

Matthew Shannon Councilman

**OTHERS PRESENT:** Jill Havens, Town Clerk; Steve DeHond, Code Enforcement Officer; Jason Lannon, Highway Superintendent; William Murphy, Deputy Highway Superintendent; **Town of Manchester Residents:** Elaine Liberio & Kirby Waite.

ABSENT: Kevin Lyke, Water Superintendent & Jennifer Fagner, Assessor

**CALL TO ORDER:** Supervisor Phillips called the September 14<sup>th</sup>, 2021 Regular Board meeting to order at this time, 6:00 p.m.

➤ RESOLUTION #108 - APPROVAL OF MINUTES, REGULAR MEETING AUGUST 10<sup>th</sup>, 2021, WITH A REVISION TO RESOLUTION #102

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

VOTE: AYES - 4 NAYS - 0

**RESOLVED**, to approve the minutes from the Regular Meeting held on August 10<sup>th</sup>, 2021, with a revision to Resolution #102 to reflect Councilman Blazey's absence at the August 10<sup>th</sup> Board Meeting.

RESOLUTION #109 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT On motion of Councilman Blazey, seconded by Councilwoman Folkins, 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 #110 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT On motion of Councilwoman Folkins, seconded by Councilman Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES - 4 NAYS - 0

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

Dog Licenses (104 N & R; 0-PB; 0-Exempt; 1-Tag)	\$	1,675.00
State Surcharge Fees	\$	136.00
Late Fees (Dog Licenses)	\$	200.00
Transfer Station	\$	4,141.58
Zoning Fees	\$ \$	1,591.90
Fax Fees	\$	0.00
DEC Licenses	\$	1,982.00
Certified Copy (1-M, D-7)	\$	80.00
Bingo Fees	\$	35.61
Marriage License (3)	\$ \$ \$ \$ \$	120.00
Bingo License (0)	\$	0.00
Game of Chance License (2)	\$	100.00
TOTAL COLLECTED	\$	10,062.09
PAID TO NYSDEC	\$	1,872.56
PAID TO STATE		136.00
PAID TO SUPERVISOR (TOWN)	\$	7,774.31
PAID TO NYS DEPT. OF HEALTH	\$	67.50
PAID TO NYS RACING & WAGERING	\$ \$ \$	15.00
PAID TO NYS COMPTROLLER	\$	45.00

## **September 14, 2021**

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

- a. Supervisor's Monthly Report
- b. Town Clerk's Monthly Report
- c. Charter Communications RE: Upcoming Charges
- d. Village of Clifton Springs Fire Department July 2021
- e. NYS Department of State population Update
- f. NYS Department of the Budget updated ARPA payment
- g. Citizens Campaign for the Environment Notice to canvass within the Town of Manchester
- h. Charter Communications copy of franchise payment
- i. Ontario County Public Works snow contract rates
- j. E-mail from our website RE: Marijuana use in apartment buildings
  - RESOLUTION #111 APPROVAL TO APPOINT JORDAN LUNSER TO THE POSITION OF COURT CLERK, PART-TIME

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

VOTE: AYES - 4 NAYS - 0

**RESOLVED**, to approve the appointment of Jordan Lunser of 509 Peirson Avenue, Newark, NY to the position of Court Clerk, part-time at a pay rate of \$15.50/hour to work up to 24 hours per week effective August 30, 2021.

> RESOLUTION #112 - APPROVAL TO APPOINT EMMA DEPEW TO THE POSITION OF LABORER, FULL-TIME

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

VOTE: AYES - 4 NAYS - 0

**RESOLVED,** to approve the appointment of Emma Depew of 534 County Road 7, Clifton Springs, NY to the position of Laborer, full-time at a pay rate of \$15.00/hour effective September 13, 2021.

RESOLUTION #113 – APPROVAL TO ALLOW KIRBY'S COMPOUND TO ADD AN ADDITIONAL MUD RUN TO THEIR PREVIOUS APPROVED SCHEDULE On motion of Councilman Blazey, seconded by Councilman Shannon, the following resolution was unanimously ADOPTED:

VOTE: AYES - 4 NAYS - 0

**WHEREAS**, the Town of Manchester previously approved Kirby's Compound to hold three (3) mud runs for the 2021 Season; due to the COVID-19 Pandemic, the first scheduled mud run was cancelled

**RESOLVED**, to approve Kirby's Compound to have an additional mud run scheduled for October 23<sup>rd</sup>, 2021 with additional insurance paperwork submitted to the Town of Manchester reflecting the additional date.

RESOLUTION #114 – APPROVAL TO FORWARD MARIJUANA OPT-OUT PAPERWORK TO TOWN ATTORNEY

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

VOTE: AYES - 4 NAYS - 0

**RESOLVED,** sending marijuana opt-out paperwork to the Town of Manchester Attorney, Jeffrey Graff.

RESOLUTION #115 – APPROVAL TO SET THE TOWN OF MANCHESTER 2022 BUDGET WORKSHOP

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

VOTE: AYES – 4 NAYS - 0

**RESOLVED,** to hold the Town of Manchester 2022 Budget Workshop on Monday, September 20, 2021 at 4:30 p.m. at the Manchester Town Hall, 1272 County Road 7, Clifton Springs, NY 14432.

## **September 14, 2021**

RESOLUTION #116 - APPROVAL TO ACCEPT LETTER OF RESIGNATION, HUNTER NORTH, LABORER

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

VOTE: AYES – 4 NAYS - 0

**RESOLVED,** to accept the letter of resignation, as submitted, to be effective September 9<sup>th</sup>, 2021.

~ Brief Discussion/Presentation – Vacant Town Councilmember Seat – With the resignation of Town Councilman, Isaac VanBortel at the August 2021 meeting, there is a vacancy that needs to be filled. The Town Board will be accepting resumes for the open position until October 12<sup>th</sup>, 2021, at which time a committee will be formed to hold interviews for the open position.

# **Department Reports:**

- a. HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:
  - Village of Shortsville Trout Pond Project
    - o Town guys are helping to excavate the land.
    - Ended up being deeper than they anticipated. (~10 feet)
    - o Tarp was ripped off the excavator
      - Interim Supervisor, David Phillips to approach Village of Shortsville Mayor to discuss help in paying for the cost of repair.
      - In the meantime, the Town Board gave permission to order the parts.
  - Alarm System
    - The panel cellular communicator is backordered until possibly November, going to switch to an external mounted one in order to get the project completed sooner.
  - Road Work
    - Planning to pave 1-mile of Stafford Road on September 30, 2021, weather permitting.
    - Will be starting shoulder work soon.
- b. WATER SUPERINTENDENT, Kevin Lyke reported:
  - •
  - •
- c. CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:
  - Eighteen (18) building permits in August.
  - Collected \$1,614.00 in fees.
  - Estimated Construction Costs \$1,460,00.00.
    - o Most of that is the new roadway at Leonard's Express
  - Thirteen (13) fire inspections were done last month in the villages & the town.
  - KFC is about 6 weeks out
  - Planning Board should now have enough information to make a decision regarding the proposed Will-O-Crest Manure Pond.
- d. ASSESSOR, Jennifer Fagner, reported the following:
  - •
  - •
  - •
- e. TOWN CLERK, Jill Havens, reported the following:
  - DECAL Sales have been steadily increasing.
  - Credit Card Payments
    - Currently working with SmartPay to get our website set up so we can accept online payments for water, transfer station, dog license, tax bills, etc.
  - Town of Farmington E-mails
    - Missing meeting minutes from 1797 to 1822 have been found in the vault in the Town of Farmington. Farmington Town Historian, Donna Herendeen will be transcribing them since they are currently written in cursive and will give us a copy.
      - During the years of 1797-1822, Manchester was part of Farmington and many of the old surnames in both towns can be found in this book.
    - Information on a Grant to fund a road side marker through the Pomeroy Foundation for a Historic Transportation Canal Marker Grant.

## **September 14, 2021**

## f. BUDGET, Supervisor Dave Phillips, reported the following:

#### General Fund

- Received an additional ARPA payment from the federal government in the amount of \$947.73.
  - Money is a result of a distribution of "remaining funds" from "non-responsive" municipalities.
  - It is to be treated in the same way as the first tranche as regards payments to vendors.
- General Fund also received its second payment for franchises in August in the amount of \$21,722.33.
  - This amount has not fluctuated very much in the last few years.

## Zoning Fund & Highway Fund

- Zoning Fund is currently doing better financially at the end of August than in recent years.
  - This may be the result of the increase in sales tax revenue as well as the Regulatory Update winding down and therefore, fewer bills to pay.
- Highway Fund is also doing well at the end of the month even though no revenues were recorded in this fund in August.
  - This too is most likely the result of the sales tax received in July.

# • Refuse & Garbage Fund

- Refuse & Garbage Fund is holding steady at the end of August but the revenues received from the transfer station customers shows a slight improvement over the previous month.
  - It is hoped that this is an indication of the rate increase but is still too early to tell.

# Central Water District & County Road 13 Water District

- Central Water and County Road 13 Water District continue to collect water payments in August.
  - However, 7 water customers who did not fill out a self-certification form requesting relief due to COVID hardships were shut off on August 31, 2021.
    - These customers were not charged any penalty or shut off fee.
- The water funds are holding steady and all Town funds do not show any significant decline or increase in the month of August.

# ➤ RESOLUTION #117 – APPROVAL OF TRANSFERS

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

VOTE: AYES - 4 NAYS - 0

**RESOLVED,** to approve the following Transfers:

From: Amount: To: Reason:

**GENERAL FUND** 

A1990.4 \$250.00 A4020.4 To cover vital records.

# **BOARD MEMBER ITEMS:**

#### • Councilwoman Folkins:

- 1.) Town Historian, Len Kataskas wants to work with other surrounding town historians.
- 2.) Solar Moratorium Councilwoman Folkins and Interim Supervisor Phillips will attend the Planning Board Meeting on September 21, 2021 to discuss the process.
- 3.) Zoning Code Update is at the Ontario County Planning Board for their review, it will be on their October Agenda.

## Councilman Blazey: NONE

## Councilman Shannon:

 Need to start looking at and get working on the security issues for the Town of Manchester

# • Supervisor Phillips:

- 1.) Mayor Buttaccio says they are still waiting for the Asbestos Report from Ontario County for the Roundhouse
- 2.) The 2020 Census Report shows an overall increase of 4.2% in Ontario County, all the surrounding counties show a decrease in their population.

#### **MANCHESTER TOWN BOARD - REGULAR MEETING (CONT.)**

## **September 14, 2021**

> RESOLUTION #118 - AUDIT OF CLAIMS APPROVAL

On motion of Councilwoman Folkins, seconded by Councilman Shannon, 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 \$29,440.06 as set forth on the Abstract #009 dated 9/14/2021;
- **ZONING FUND**, in the amount of \$1,946.57 as set forth on the Abstract #009 dated 9/14/2021;
- **REFUSE & GARBAGE FUND,** in the amount of \$357.46 as set forth on the Abstract #009 dated 9/14/2021;
- **HIGHWAY FUND,** in the amount of \$91,458.64 as set forth on the Abstract #009 dated 9/14/2021;
- **WATER FUND**, in the amount of \$11,392.93 as set forth on the Abstract #009 dated 9/14/2021;
- TRUST & AGENCY FUND, in the amount of \$11,606.41 as set forth on the Abstract #009 dated 9/14/2021.

**ADJOURNMENT:** There was no other business before the Board at this time; Councilman Blazey moved to adjourn the meeting, 7:24 p.m., seconded by Councilman Shannon, unanimously APPROVED.

Respectfully Submitted,

Jill A. Havens, Town Clerk

## \*\*Next Meeting(s):

Budget Workshop: September 20, 2021 – 4:30 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.