

MANCHESTER TOWN BOARD – REGULAR MEETING
June 11, 2024 - 6 P.M.

A Regular monthly meeting of the Manchester Town Board was held tonight, June 11, 2024, 6:00 p.m. at the Manchester Town Hall with the following members present:

David Phillips	Supervisor
Kevin Blazey	Deputy Supervisor/Councilman
Scott DeCook	Councilman
Matt Shannon	Councilman
Jaylene Folkins	Councilwoman

OTHERS PRESENT: Devon Hayes, Town Clerk; Kevin Lyke, Water Superintendent; Jason Lannon, Highway Superintendent; Steve DeHond, Code Enforcement Officer

ALSO PRESENT: Town of Manchester residents: Dave Collett

ABSENT: Willie Murphy, Deputy Highway Superintendent; Jennifer Fagner, Assessor

CALL TO ORDER: Supervisor Phillips called the June 11, 2024, regular Town Board meeting to order at 6:00 p.m.

- **RESOLUTION #75- APPROVAL OF MINUTES, REGULAR MEETING MAY 2024**
On motion of Councilman Blazey, seconded by Councilman DeCook, the following resolution was unanimously **ADOPTED**:

VOTE: **AYES - 5** **NAYS - 0**

RESOLVED, to approve the minutes from the regular Town Board Meeting held on May 14, 2024.

- **RESOLUTION #76 - APPROVAL OF SUPERVISOR’S MONTHLY FINANCIAL STATEMENT**
On motion of Councilman Shannon, seconded by Councilman DeCook, 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 #77 - APPROVAL OF TOWN CLERK’S MONTHLY REPORT**
On motion of Councilman Blazey, seconded by Councilwoman Folkins, the following resolution was unanimously **ADOPTED**:

VOTE: **AYES - 5** **NAYS - 0**

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

-- Town Clerk Interest	\$.08
-- Miscellaneous	\$	8.00
-- Bingo Proceeds	\$	76.79
-- Transfer Coupons	\$	5,826.00
-- Zoning Fees	\$	2,253.00
-- Marriage Officiant License	\$	50.00
-- Marriage Certified Copies	\$	10.00
-- Marriage License	\$	35.00
-- Death Certified Copies	\$	150.00
-- Conservation	\$	15.51
-- Dog Licensing	\$	1,806.00
-- Late Fees	\$	180.00
TOTAL COLLECTED	\$	10,410.38

June 11, 2024

PAID TO NYSDEC	\$	569.49
PAID TO NYS DEPT OF HEALTH	\$	45.00
PAID TO NYS AG & MARKETS	\$	113.00
PAID TO SUPERVISOR (TOWN)	\$	10,410.38

RESOLVED, to approve the Town Clerk’s monthly report for May 2024

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 monthly Report
- c. Ontario County B.O.S. SEQR documentation for Interpretive Signs
- d. Clifton Springs Fire Department Monthly Report
- e. Cornell Cooperative Extension Ag. in the classroom
- f. Ontario County Department of Sustainability update
- g. RG&E schedule of webinars
- h. Manchester Town Court offer of employment
- i. Charter Communications channel update
- j. Happy Tails monthly report
- k. Brett Johnson Rural CAC information
- l. RG&E public information news release
- m. Jason Lannon updated Equipment Replacement Plan
- n. Excellus proposed rate increases
- o. Charles Will request to connect to Wayne County Water Authority for service
- p. Rich Vienna estimates for water line extensions
- q. Reserve Funds Transfer
- r. ARPA Funds Transfer

➤ **RESOLUTION #78– RESOLUTION TO APPOINT LORI WEYKMAN AS A COURT CLERK, PART TIME, WORKING 20 HOURS A WEEK EARNING \$17.50 AN HOUR**
On motion of Councilwoman Folkins, seconded by Councilman DeCook, the following resolution was unanimously **ADOPTED**:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to appoint Lori Weykman as a part time court clerk.

➤ **RESOLUTION #79– RESOLUTION TO ACCEPT THE RESIGNATIONS OF KOLE BACHMAN AND JOE CONSTATINO FROM THEIR POSITIONS AS TRANSFER STATION ATTENDANTS**
On motion of Councilman Blazey, seconded by Councilman Shannon, the following resolution was unanimously **ADOPTED**:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to accept the resignations of Kole Bachman and Joe Constantino from their positions working at the transfer station attendants.

➤ **RESOLUTION #80– RESOLUTION TO APPOINT AUSTIN ROSIGNOL PART TIME, EARNING \$16.50 AN HOUR IN THE POSITION OF TRANSFER STATION ATTENDANT**
On motion of Councilman Blazey, seconded by Councilman Shannon, the following resolution was unanimously **ADOPTED**:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to appoint Austin Rosignol as a part time Transfer Station employee.

➤ **RESOLUTION #81-- ACCEPTING THE INDEPENDENT AUDIT FOR THE TOWN BUDGET**
On motion of Councilwoman Folkins, seconded by Councilman Blazey, the following resolution was unanimously **ADOPTED**:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to accept the Town Budget audit findings performed by Allied Financial Partners

June 11, 2024

- **RESOLUTION #82 TO APPROVE 533 TURNER ROAD (OWNED BY CHARLES WITT) TO CONNECT TO WAYNE COUNTY WATER AUTHORITY FOR WATER SERVICE**
On motion of Councilwoman Folkins, seconded by Councilman Shannon, the following resolution was unanimously ADOPTED:

VOTE:

AYES - 5

NAYS - 0

RESOLVED, to approve Charles Witt, 533 Turner Road to connect to Wayne County Water Authority for water service. If the Town of Manchester has water on that road in the future, the service would then be moved to the Town of Manchester.

Department Reports:

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon** reported the following:
- Equipment replacement plan was updated to one change include a used dump truck for 2025 (next year)
 - Painting, chip seal and micro paving are all complete
 - The first round of road striping is done on most roads.
 - Wedging was done on the roads that are not being striped.
 - Ditching done on Howland and Stafford roads.
 - CHIPS payment should be arriving around 9/17/24.
 - Roadside mowing is going well. The mowers needed repair. One of the mowers needed repair due to age. It is about ten years old.
- ~ Brief Update – From Supervisor Phillips
- ✓ Pioneer Cemetery contacted the Town requesting help with their driveway. They need stone put in to fill potholes. The Highway Superintendent will reach out to the requestor to plan help.
 - ✓ The County has a new hydro seeding machine and there is an opportunity for the Towns to be added to the list to use it.
 - ✓ Smart salt spreaders are also in a grant program. Ontario County would like to know what Towns are interested in them. The Highway Superintendent will reach out to follow up on this.
- b. **CODE ENFORCEMENT OFFICER, Steve DeHond**, reported the following:
- 22 Permits – in the three Villages and Town of Manchester
 - Collected \$2,203 in fees.
 - Construction Costs are \$662,852.00.
 - Completed 12 fire inspections between the three Villages and Town
 - The Newark Solar project is moving along well. No panels are up yet but the infrastructure is being worked on.
 - County Road 13 Solar will be meeting with the Planning Board in July to request another extension. If approved, this would be the third extension.
 - There are currently two open positions on the Planning Board. If anyone is interested, they should send their resume to the Town Clerks office.
- c. **SUPERVISOR DAVID PHILLIPS ON BEHALF OF ASSESSOR, Jennifer Fagner**, reported the following:
- There were four evenings where grievance sessions were held. The Board of Assessment review members (BAR) are now working through the final assessment changes.
- d. **TOWN CLERK, Devon Hayes**, reported the following:
- The Town Clerk and Deputy Clerk will attend an Ontario and Wayne County join Clerks meeting on 6/12/24.
 - We will have out-of-state visitors in the office on 6/13/24 to look at Town information from the middle to late 1800's. Our Historian, Len Kataskas will also be here to assist.
 - The Deputy Clerk has been working on indexing old information held in the vault.
 - Record of Activities are due to the NYS retirement system by the end of June.

June 11, 2024

- e. **WATER SUPERINTENDENT, Kevin Lyke, reported the following:**
- Water meters were read a couple of weeks ago.
 - Replaced 5 curb boxes. There are about 20 more that need to be replaced
 - Continuing to flush hydrants
 - The Water Department is continuing to work with the Department of Health. The Department of Health was provided with another water sample. Hopefully, the results of the test will give the Town clearance to discontinue using Clearitas in the water.
- f. **Supervisor Dave Phillips, reported the following:**
- The General Fund did not receive or expend any funds other than routine amounts.
 - The Zoning Fund received a boost with higher-than-expected Zoning Fees, but expenses remained fairly consistent with the exception of the purchase price of the new Zoning truck in May.
 - The Highway Fund received no unusual revenues in May. The fund made its annual lease payment this month.
 - The Refuse and Garbage Fund received its highest monthly Transfer Station fees this year and continues to increase its fund balance.
 - The Central and County Road 13 Water Districts have been continuing to collect water payments for the second quarter with a 10% penalty. Approximately 4.5% of the water customers have not paid their water bill by the end of May and, if they remain unpaid, will continue to receive a 10% penalty every quarter until November and the relevy.
 - All the Town's funds are continuing to be reliably strong.

➤ **RESOLUTION #83 – APPROVAL OF FUND TRANSFERS LISTED BELOW:**

- \$10,380 FROM A878 to A1620.4 reserve funds for folder stuffer and paving
- ARPA Funds
 - \$8,308.66 from A688 to SW-8340.4 water supply materials
 - \$5,607 from A688 to A1620.4 security camera installation

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the fund transfers of \$10,380 from A878 to A1620.4 reserve funds, \$8,308.66 from A688 to SW-8340.4, \$5,607 from A688 to A1620.4

ADDENDUM ITEMS –

Manchester Fire Department Monthly Report
 Clifton Springs Fire Department Monthly Report
 Constellation Brands Annual Emissions Report
 Charter Communications change in channel lineup

BOARD MEMBER ITEMS:

- **Council Member Folkins**
 - 1.) Thank you to Bill Catalano for his work on the landscaping. He is doing an excellent job, and the grounds look very nice.
- **Council Member DeCook**
 - 1.) Scott gave a list of fire hydrants the fire companies suggested would be best for the “Quick Connect” to the Water Superintendent.
 - 2.) In preparation of the new fire contracts, Scott met with the Village Clerks to get budget information. Port Gibson Volunteer Fire Department is working on their budget and will have information by the End of Month.
- **Council Member Shannon:**
 - 1.)
- **Council Member Blazey:**
 - 1.)

June 11, 2024

- **Supervisor Phillips: Ontario County News:**
 - 1.) Ontario County has a County Park Comprehensive Plan. The east side of the county is underrepresented. The County does own land in Port Gibson on County Road 7 (near Route 31), and it is now a location under consideration to be developed into a county park.
 - 2.) Roundhouse update- Phase 3 will start soon. That involves seeking requests of interest this year.

There was a question from Councilman Blazey on what the clean-up cost would be. Supervisor Phillips said it is estimated that it would cost \$180,000.00 to clean up the ground and remove the asbestos. That does not include a new roof or repairs.

➤ **RESOLUTION #84 – MOTION TO APPROVE VOUCHERS**

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

VOTE: **AYES - 5** **NAYS - 0**

RESOLVED, to approve May vouchers.

ADJOURNMENT: There was no other business before the Board at this time; Councilman DeCook moved to adjourn the meeting, 6:43 p.m., seconded by Councilman Shannon, unanimously **APPROVED**.

Respectfully Submitted,

Devon R Hayes, Town Clerk

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

- *Regular meeting:* *July 9, 2024 - 6:00 P.M.*
- *Regular meeting:* *August 13, 2024 -6:00 P.M.*
- *Regular meeting:* *September 10, 2024 - 6:00 P.M.*
- *Regular meeting:* *October 8, 2024 - 6:00 P.M.*
- *Regular meeting:* *November 12, 2024 -6:00 P.M.*
- *Regular meeting:* *December 10, 2024 - 6:00 P.M.*