

# **MANCHESTER TOWN BOARD – REGULAR MEETING DECEMBER 9, 2025 - 6 P.M.**

**A regular monthly meeting of the Manchester Town Board was held December 9, 2025, at 6:00 p.m. at the Manchester Town Hall with the following members present:**

<b>Dave Phillips</b>	<b>Supervisor</b>
<b>Kevin Blazey</b>	<b>Deputy Supervisor/Council Member</b>
<b>Matt Shannon</b>	<b>Council Member</b>
<b>Jaylene Folkins</b>	<b>Council Member</b>
<b>Scott DeCook</b>	<b>Council Member</b>

**OTHERS PRESENT:** Devon Hayes, Town Clerk; Jason Lannon, Highway Superintendent; Willie Murphy, Deputy Highway Superintendent; Marty Barnett, Code Enforcement Officer; Rich Vienna, Water Superintendent; Amy Birch, Bookkeeper

**ALSO PRESENT: Town of Manchester residents:** Ellie Shannon, Brad Hixson, Martha Doody, Tate Colburn, Ken Blazey, Kathy Blazey, Mike Blazey, Len Bolton, Jeff Gallahan, Samuel Close, Tim Record

**ABSENT:** Heather Robson, Assessor

**The regular Manchester Town Board monthly meeting began at 6:00 p.m. at the Manchester Town Hall.**

➤ **RESOLUTION #130- APPROVAL OF MINUTES, REGULAR MEETING NOVEMBER 13, 2025**

**On motion of Council Member DeCook, seconded by Council Member Blazey, the following resolution was unanimously ADOPTED:**

**VOTE:                      AYES - 4                      NAYS - 0                      ABSTAIN – 1 (Folkins)**

**RESOLVED,** to approve the minutes from the regular Town Board Meeting held on November 13, 2025

➤ **RESOLUTION #131 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT**

**On motion of Council Member Shannon, seconded by Council Member 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 #132 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT**

**On motion of Council Member Folkins, seconded by Council Member DeCook, the**

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

**December 9, 2025**

**following resolution was unanimously ADOPTED:**

**VOTE:                      AYES -                      NAYS - 0**

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

-- CNB Interest	\$	.11
-- Transfer Coupons	\$	5,051.50
-- Zoning Fees	\$	1,060.00
-- Bingo Proceeds	\$	29.01
-- Marriage License	\$	35.00
-- Marriage Certified Copies	\$	30.00
-- Death Certified Copies	\$	30.00
-- Conservation	\$	70.69
-- Dog Licensing	\$	1,103.00
-- Late Fees	\$	70.00

<b>TOTAL LOCAL SHARES COLLECTED</b>	<b>\$</b>	<b>7,479.31</b>
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PAID TO NY ENVIRONMENTAL CONSERVATION	\$	938.31
PAID TO NYS AG & MARKETS	\$	76.00
PAID TO NYS DEPARTMENT OF HEALTH	\$	45.00
PAID TO SUPERVISOR (TOWN)	\$	7,479.31

**RESOLVED**, to approve the Town Clerk's monthly report for November 2025

**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. ACH semi-annual Mortgage Deposit
- d. NYCLASS Monthly Activity Report, general fund
- e. Manchester Fire Department Monthly Report
- f. Assessor's Monthly Report
- g. Charter Communications Upcoming Changes
- h. Barry Grant funding announcement
- i. Resolution of appreciation Len Bolton
- j. Resolution of appreciation Ken Blazey
- k. Resolution of appreciation Matt Shannon
- l. Village of Manchester water building expenses
- m. Review of water building expenses
- n. Transfer A1420.2 to A1420.2R \$2,000.
- o. Resolution of appreciation for Mike Blazey
- 1a. CMS Delaney estimate for water plant valuation.
- 1b. November Water Report
- 1c. Clifton Springs Fire Department Monthly Report
- 1d. Water stipend resolution

➤ **RESOLUTION #133- APPROVAL TO SET THE DATE FOR THE 2026 ORGANIZATIONAL MEETING FOR JANUARY 5, 2026, AT 4:30PM**

**On motion of Council Member Blazey, seconded by Council Member DeCook, the following resolution was unanimously ADOPTED:**

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

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**RESOLVED**, to approve to set the date for the 2026 Organizational meeting for January 5, 2026, at 4:30 pm.

➤ **RESOLUTION #134- RESOLUTION OF APPRECIATION FOR LEN BOLTON**

**WHEREAS**, Leonard began his tenure on the Town Board in 1986.

**WHEREAS**, Deputy Supervisor for the Town Board position was vacant and given his long history of community service and extensive experience Len accepted the position of Deputy Supervisor from 2002 through 2005.

**WHEREAS**, in 2006 Len continued his service to our community used his knowledge and experience, offered his assistance, and help to guide the Zoning appeals process for many projects within the Town.

**WHEREAS** Len decided it was time to retire from his duties on the Zoning Board of Appeals in December 2025. While we will miss his dedication to public service, we wish him all the best in retirement.

**NOW THEREFORE, BE IT RESOLVED**, that the Town of Manchester wishes to thank Leonard Bolton for his decades of dedication to public service in the Town of Manchester.

**I, Devon Hayes, Town Clerk of the Town of Manchester, do hereby certify that the aforementioned resolution was adopted by the Manchester Town Board on December 9, 2025, by the following vote:**

	<b>Aye</b>	<b>Nay</b>
<b>David Phillips</b>	<b>_X_</b>	<b>___</b>
<b>Kevin Blazey</b>	<b>_X_</b>	<b>___</b>
<b>Jaylene Folkins</b>	<b>_X_</b>	<b>___</b>
<b>Scott DeCook</b>	<b>_X_</b>	<b>___</b>
<b>Matthew Shannon</b>	<b>_X_</b>	<b>___</b>

➤ **RESOLUTION #135- RESOLUTION OF APPRECIATION FOR MIKE BLAZEY**

**WHEREAS**, Mike began his work with the Town of Manchester in 2013 as a Constable, maintaining security for the Town Court until the Constable position ended in 2024.

**WHEREAS** Mike became an active member of the Zoning Board of Appeals in 2016.

**WHEREAS** Mike decided it was time to step back from his duties on the Zoning Board of Appeals in December 2025.

**NOW THEREFORE, BE IT RESOLVED**, that the Town of Manchester wishes to thank Michael Blazey and wishes him all the best in and with any future endeavors.

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I, Devon Hayes, Town Clerk of the Town of Manchester, do hereby certify that the aforementioned resolution was adopted by the Manchester Town Board on December 9, 2025, by the following vote:

	<b>Aye</b>	<b>Nay</b>
David Phillips	<u>  X  </u>	<u>      </u>
Kevin Blazey	<u>  X  </u>	<u>      </u>
Jaylene Folkins	<u>  X  </u>	<u>      </u>
Scott DeCook	<u>  X  </u>	<u>      </u>
Matthew Shannon	<u>  X  </u>	<u>      </u>

➤ **RESOLUTION #136- RESOLUTION OF APPRECIATION FOR MATT SHANNON**

**WHEREAS**, Matt began his tenure on the Town Board in January 2022.

**WHEREAS**, Matt served on various Town Board committees.

**WHEREAS**, Matt used his knowledge and experience to help guide the Town of Manchester through various improvement projects.

**WHEREAS**, Matt will be retiring from his post as a Town Board member in December 2025. While we will miss his dedication to public service, we wish him all the best in retirement.

**NOW THEREFORE, BE IT RESOLVED**, that the Town of Manchester wishes to thank Matthew Shannon for his public service in the Town of Manchester.

I, Devon Hayes, Town Clerk of the Town of Manchester, do hereby certify that the aforementioned resolution was adopted by the Manchester Town Board on December 9, 2025, by the following vote:

	<b>Aye</b>	<b>Nay</b>
David Phillips	<u>  X  </u>	<u>      </u>
Kevin Blazey	<u>  X  </u>	<u>      </u>
Jaylene Folkins	<u>  X  </u>	<u>      </u>
Scott DeCook	<u>  X  </u>	<u>      </u>
Matthew Shannon	<u>  X  </u>	<u>      </u>

➤ **RESOLUTION #137- RESOLUTION OF APPRECIATION FOR KEN BLAZEY**

**WHEREAS**, Ken Blazey began his tenure on the Town Planning Board in 1987.

**WHEREAS**, after 24 years on the Planning Board, Ken was welcomed to the Town Zoning Board of Appeals in 1988.

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**WHEREAS**, the Town needed a chair for the Zoning Board and given his long history of community service and extensive experience Ken accepted the position of Zoning Board Chair in 2006.

**WHEREAS**, Ken used his experience and knowledge to preside over the meetings, offer his assistance and help to guide the zoning process for many projects within the Town of Manchester.

**WHEREAS**, Ken decided it was time to retire, we regretfully accepted his resignation from his duties as the Zoning Board Chair in December 2025. While we will miss his dedication to public service, we wish him all the best in retirement.

**NOW THEREFORE, BE IT RESOLVED**, that the Town of Manchester wishes to thank Kenneth Blazey for his decades of dedication to public service in the Town of Manchester.

**I, Devon Hayes, Town Clerk of the Town of Manchester, do hereby certify that the aforementioned resolution was adopted by the Manchester Town Board on December 9, 2025, by the following vote:**

	<b>Aye</b>	<b>Nay</b>
<b>David Phillips</b>	<u>  X  </u>	___
<b>Kevin Blazey</b>	<u>  X  </u>	___
<b>Jaylene Folkins</b>	<u>  X  </u>	___
<b>Scott DeCook</b>	<u>  X  </u>	___
<b>Matthew Shannon</b>	<u>  X  </u>	___

➤ **RESOLUTION #138- RESOLUTION OF APPRECIATION FOR DAVE PHILLIPS**

**WHEREAS**, Dave has dedicated 5 years of service in the position of Town Supervisor in the Town of Manchester.

**WHEREAS**, Dave's service to the Town also included 19 years on the Town Board, 5 years on the Planning Board, and 2 years as the Chair of the Planning Board.

**WHEREAS**, he also represented the Town of Manchester as an active member of the Board of Supervisors.

**WHEREAS**, during this time Dave also was devoted to his family including but not limited to Betsy, his wife, two children; Cait and Andrew, and three grandchildren; Luke, Ella and Chris.

**WHEREAS**, Dave also had community involvement as a member of the Lyons Club, Chairman of the Republican Committee, a member of the Red Jacket School Board, a member of the Community Christmas Tree Committee, and a mentor for the Red Jacket Robotics Team

**WHEREAS**, someone once said "You can't retire from being great."

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**NOW THEREFORE, BE IT RESOLVED**, that the Town of Manchester wishes to thank David Phillips for his dedication and devotion with decades of service to the Town of Manchester and he is wished nothing but the best.

I, Devon Hayes, Town Clerk of the Town of Manchester, do hereby certify that the aforementioned resolution was adopted by the Manchester Town Board on December 9, 2025, by the following vote:

	<b>Aye</b>	<b>Nay</b>
<b>David Phillips</b>	<b>_X_</b>	<b>___</b>
<b>Kevin Blazey</b>	<b>_X_</b>	<b>___</b>
<b>Jaylene Folkins</b>	<b>_X_</b>	<b>___</b>
<b>Scott DeCook</b>	<b>_X_</b>	<b>___</b>
<b>Matthew Shannon</b>	<b>_X_</b>	<b>___</b>

~ Discussion – Village of Manchester water – Supervisor Phillips stated, we are trying to work out our contractor agreement with the customers of Village of Manchester within the Village of Manchester. We are trying to adopt the water line within the village of Manchester, and we would take over that line fully and the customers. Part of that agreement would be sharing the expenses of the water building. The Village of Manchester supplied a few years of costs. Supervisor Phillips has asked for clarification of some of the information. The cost to the Town would be around \$2,400. He asked the Town Board members if they agreed with moving forward with this plan. The Town Board members were all in agreement with the plan.

~ Discussion – Supervisor Phillips said that the transfer station is continuing to have problems due to the Porta Power for the for the dump system not working again. He asked for a resolution to be able to make an emergency purchase of a new Porta Power pack not to exceed \$3,500.00.

➤ **RESOLUTION #139- APPROVAL TO PURCHASE TRANSFER STATION PORTA POWER NOT TO EXCEED \$3,500.00**

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

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

**RESOLVED**, to approve the emergency purchase of a new Porta Power pack, not exceeding the cost of \$3,500.

~ Discussion – local Manchester Active Transportation Grant – Tim Record, who is working as a community advocate for this plan said it is ready to be funded. If the transportation plan is awarded to the Town and the County, it would start in April of 2026. It will take a year to gather the information. It would be for sidewalks, trails and anything that relates to transportation. The Town of Manchester share of that grant would be

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**\$12,500. Ontario County and will pay \$10,000, leaving \$2,500 to be paid by the Town. Supervisor Phillips asked the Town Board if they would support a resolution to fund the grant and stated that it will be next year before the payment is due. The Town Board agreed to the funding.**

➤ **RESOLUTION #140- APPROVAL TO BUDGET \$2,500.00, LOCAL SHARE FOR THE MANCHESTER ACTIVE TRANSPORTATION GRANT**

**On motion of Council Member Folkins, seconded by Council Member Blazey, the following resolution was unanimously ADOPTED:**

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

**RESOLVED**, to approve budgeting \$2,500.00 for the local share of the Manchester Active Transportation Grant

### Department Reports:

**a. HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**

- Shared an estimate from Mark Porretta Excavating Inc. of \$77,000 to repair Brookside Cemetery. This was informational. The estimate was given to New York State Assemblyman Jeff Gallahan, hoping that he is able to find assistance with the funding.
- Rock salt is being purchased as it is being used to keep it in stock.
- Roll off blew a turbo. There was a \$660 towing bill and \$2,200 for a new turbo. It is now up and running.
- The spare truck is being prepared for winter because there are problems with a sander. They believe they know what the problem is, but the truck will most likely have to go to Watertown for repairs.
- Cleaning the mowers and tractors to put them up for winter
- Working on signs. There are a few that have been run over and others that need repair. The flashing sign on Johnson Road needs to be replaced.
- All the 1A's are hauled in for next year.

**b. CODE ENFORCEMENT OFFICER, Marty Barnett, reported the following:**

- 8 Fire and safety inspections in the Town and Villages
- 10 Permits were issued in the Town of Manchester
- \$735.00 collected in fees.
- Estimated construction costs are \$173,832.00.
- The Village of Manchester approved the new tasting room/cannabis shop at the old Roy's restaurant.
- The Town of Manchester Planning Board will meet in January to look at the new solar farm on County Road 13. The CEO called this week and wanted to back out for this month because they received communication from MRB with about 34 comments and they wanted to address those prior to meeting with the Planning Board.

**c. ASSESSOR, Heather Robson, reported the following:**

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- 19 transfers/sales
- All Aged and disability exemption renewals were mailed November 24<sup>th</sup>.
- Ag Exemption renewals were mailed November 25<sup>th</sup>.

d. TOWN CLERK, Devon Hayes, reported the following:

- The office is working with a gentleman from NYC on information from the 1800's in correlation to the Church of Latter-Day Saints.
- The Clerks office needs a new computer but is not in position to have a new one installed until after January. It is requested that money be transferred into reserves to purchase it at the beginning of 2026.
- A "thank you" is being given to the Highway department for their responsiveness to issues that are brought into the Clerks office. The latest example is putting reflectors on the Transfer Station entrance and exit as requested by a constituent.

e. WATER SUPERINTENDENT, Rich Vienna, detailed a report stating the following:

- Bac-T results were negative for both the Town of Manchester and the Village of Shortsville
- Water break in Canandaigua caused a boil water advisory for 3 days starting on November 4<sup>th</sup>. All is good now.
- TTHM's were conducted on November 4<sup>th</sup>. Results came back at 70, which pulls us below the max.
- Continued marking valves on the west side of the town.
- Couple of emergency UFPO's
- Village of Manchester Route 96 water discussion

f. BOOKKEEPER, Amy Birch, stated the following financial summary:

- There has not been much change in any of the funds.
- Planning to get the water bills out by 12/19.
- Supervisor Phillips said the Town received an ACH for the mortgage tax. He stated last year, mortgage tax was off and this year it's back up.

➤ **RESOLUTION #141 – APPROVAL OF FUND TRANSFERS:**

- \$2,000 from A1420.2 to A1420.2R to fund computer purchase in 2026

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

**VOTE:**

**AYES - 5**

**NAYS - 0**

**RESOLVED**, to approve the fund transfer of \$2,000 from A1420.2 to A1420.2R to fund a computer in 2026.

**ADDENDUM ITEMS – Resolution to clarify water license stipends, Discussion Newark**



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Water Treatment Plant valuation.

➤ **RESOLUTION #142 – RESOLUTION TO APPROVE WATER LICENSE STIPENDS AS FOLLOWS: EMPLOYEES WHO HOLD A CLASS C LICENSE WILL RECEIVE A \$250.00 ANNUAL STIPEND AND EMPLOYEES WHO HOLD A CLASS D LICENSE WILL RECEIVE A \$250.00 ANNUAL STIPEND.**

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

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

**RESOLVED**, to approve a resolution to clarify water license stipends. Employees who hold a C water license will receive a \$250.00 annual stipend and employees who hold a class D license will receive a \$250.00 annual stipend.

~ **Discussion – The Town Board members were given a price estimate for the valuation of the Newark Water Treatment Plant from Delaney CMS LLC. The facility was updated at significant cost. The State did an assessment that quadrupled the value. The assessment has been challenged. Although the State produced the assessed value, the Town of Manchester is put in the position of defending that assessment. A possible next step would be to hire this Delaney CMS LLC to walk the property, review all the construction plans. They are experts in construction valuation. The cost is \$6,000 if we go with the review, the valuation, and a full report. If the Town ends up going to court, a court-ready appraisal, which this would be, will be needed. The County and School will pay 25% each so the cost to the Town would be \$3,000.**

➤ **RESOLUTION #143 – RESOLUTION TO APPROVE HIRING DELANEY CMS LLC TO PERFORM A VALUATION OF NEWARK WATER TREATMENT PLANT. THE COST TO THE TOWN OF MANCHESTER WOULD BE \$3,000.**

On motion of Councilmember Folkins, seconded by Councilmember Blazey, the following resolution was unanimously **ADOPTED**:

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

**RESOLVED**, to approve the valuation of the Newark Water Treatment Plant at the cost of \$3,000 by Delaney CMS LLC.

**BOARD MEMBER ITEMS:**

- **Council Member Folkins**
  - 1.) **Congratulations to all our honorees tonight and thank you.**
- **Council Member DeCook**
  - 1.)
- **Council Member Shannon:**
  - 1.) **Thanks for all your hard work, Dave (Supervisor Phillips). You have made the four years I have spent here very easy. I appreciate all the help you have given us.**

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- Council Member Blazey:
  - 1.)
- Supervisor Phillips:
  - 1.) The Town's IT company will be installing an anti-virus program on our computers starting tomorrow.
  - 2.) The Department of Soil and Water has a program for septic system inspections. It is not pass or fail and they will not take action. They will let people know if their system is undersized or not working correctly.

➤ **RESOLUTION #144 – MOTION TO APPROVE NOVEMBER 2025 VOUCHERS**

On motion of Council Member Folkins seconded by Council Member Shannon, the following resolution was unanimously **ADOPTED**:

**VOTE:**

**AYES - 5**

**NAYS - 0**

**RESOLVED**, to approve November 2025 vouchers.

**ADJOURNMENT:** There was no other business before the Board at this time; Council Member Shannon moved to adjourn the meeting, 6:53 pm, seconded by Supervisor Phillips, unanimously **APPROVED**.

*Respectfully Submitted,*

*Devon R Hayes, Town Clerk*

**\*\*Next Meeting:**

- **Organizational meeting:** *January 5, 2026 – 4:30 PM*

**\*\*update on 12/12/25 – due to a conflict for the meeting room, the Organizational meeting was changed to January 6<sup>th</sup>, 2026 @ 4:30 pm.**