

**MANCHESTER TOWN BOARD – REGULAR MEETING
NOVEMBER 13, 2025 - 6 P.M.**

A public hearing, public comment and regular monthly meeting of the Manchester Town Board was held November 13, 2025, at 6:00 p.m. at the Manchester Town Hall with the following members present:

Dave Phillips	Supervisor
Kevin Blazey	Deputy Supervisor/Council Member
Matt Shannon	Council Member
Scott DeCook	Council Member

OTHERS PRESENT: Devon Hayes, Town Clerk; Jason Lannon, Highway Superintendent; Willie Murphy, Deputy Highway Superintendent; Marty Barnett, Code Enforcement Officer; Heather Robson, Assessor; Kevin Lyke, Deputy Water Superintendent

ALSO PRESENT: Town of Manchester residents: Ellie Shannon, Brad Hixson, Nick VanderKamp, Martha Doody, Dan DeClerk

ABSENT: Jaylene Folkins, Council Member

CALL TO ORDER: PUBLIC HEARING REGARDING 2026 TOWN BUDGET

Supervisor Phillips called the November 13, 2025, Public Hearing regarding the Town of Manchester 2026 budget to order at 6:00 PM. Supervisor Phillips read the published Public Hearing Notice. Twice, he asked if anyone wished to be heard. No one requested to be heard. Supervisor Phillips stated that the budget was reviewed at the budget workshop and at various stages of the budget process. The plan is spending \$4,295,015.51 on the various funds and special districts within the Town. The Estimated revenue is \$2,847,086.00. The unexpended fund balance is \$142,541.11 and the amount to be raised by taxes is \$1,305,387.74. Supervisor Phillips asked again if there were any questions or comments. He asked if the Town Board had any questions or information regarding the matter. No one on the Town Board had any further to add.

PUBLIC HEARING ENDED AT 6:03 PM

CALL TO ORDER: PUBLIC COMMENT REGARDING EMERGENCY MEDICAL SERVICE DISTRICTS

Supervisor Phillips called the November 13, 2025, Public Comments session regarding Emergency Medical Service Districts to order. Supervisor Phillips read the published Public Comments Notice. Supervisor Phillips explained that the funding for EMS is not reliable. He asked those in attendance if the Town would want to incorporate an EMS service tax. It would start out small and be an itemized item on your tax bill. Maybe \$10,000 or \$20,000 per company to start with. It is too late in the year to have it on the 2026 taxes. Supervisor Phillips asked those in attendance if they would be willing to pay for an EMS tax of \$20 per household. Mr. Hixson asked if the funding would be tied to the individual operations profit or loss or would it be just a blanket gift? Supervisor Phillips responded it would be as the district, so in other words, Shortsville, would follow the same lines as the Shortsville fire protection, but it would be the ambulance. It would be directly contracted to them. Mr. Hixson said tying it to a profit and loss might make it a

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little easier for people to accept. Supervisor Phillips said there is a process. There would be a public hearing, so it won't just go on the tax roll without some more public input.

PUBLIC HEARING ENDED AT 6:09 PM

The regular Manchester Town Board monthly meeting began at 6:09 p.m. at the Manchester Town Hall.

➤ **RESOLUTION #122- APPROVAL OF MINUTES, REGULAR MEETING OCTOBER 14, 2025**

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the minutes from the regular Town Board Meeting held on October 14, 2025

➤ **RESOLUTION #123 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT**

On motion of Council Member Blazey, seconded by Council Member DeCook, 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 #124 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT**

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

VOTE: AYES - 4 NAYS - 0

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

-- CNB Interest	\$.15
-- Transfer Coupons	\$	5,664.00
-- Zoning Fees	\$	7,073.00
-- Bingo Proceeds	\$	54.99
-- Marriage License	\$	35.00
-- Marriage Certified Copies	\$	60.00
-- Death Certified Copies	\$	40.00
-- Conservation	\$	88.90
-- Dog Licensing	\$	1,623.00
-- Late Fees	\$	150.00

TOTAL LOCAL SHARES COLLECTED	\$	14,789.04
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PAID TO NY ENVIRONMENTAL CONSERVATION	\$	2,336.10
PAID TO NYS AG & MARKETS	\$	105.00
PAID TO NYS DEPARTMENT OF HEALTH	\$	45.00
PAID TO SUPERVISOR (TOWN)	\$	14,789.04

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RESOLVED, to approve the Town Clerk's monthly report for October 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. TOM Vendor Change form
- d. Judge Liberty notice of court records
- e. Quarterly Sales Tax deposit and comparison
- f. Mercy Flight notice of accreditation
- g. NYSLRS 2026 retirement bill
- h. Map of Gardner property
- i. NYSDOH Local Health Office notice

➤ **RESOLUTION #125- APPROVAL TO ADOPT THE 2026 TOWN OF MANCHESTER BUDGET**

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

VOTE: AYES –4 NAYS - 0

RESOLVED, to approve the adoption of the 2026 Town of Manchester Budget

~ Discussion – Kevin Lyke regarding Stipend Request – Mr. Lyke asked Supervisor Phillips and the Town Board if they remembered (about this time, a year ago) promising a stipend for helping with the water department for the Village of Shortsville. Supervisor Phillips said he didn't remember promising that. Council Member Blazey said that he remembered the subject being raised and the answer being that payment would be discussed with the Village of Shortsville. Supervisor Phillips stated that the payment would not have been at the expense of the Town of Manchester, any money would have been from the Village of Shortsville. The second situation that Mr. Lyke brought up was the annual payment that employees receive for holding a water license. Mr. Lyke handed out an excerpt from Town Board meeting minutes from 2019 where a resolution was motioned and approved to "to approve an annual stipend for the water personnel who get a license for the water department as follows: License C - \$500/year & License D - \$250/year." He stated that he has received \$500 each year but had not received the additional \$250. Supervisor Phillips said that the spirit of the resolution would be that one or the other would be given. Council Member Blazey asked why this was being brought forward now. Mr. Lyke stated that he had spoken with Supervisor Gallahan but no answers were given at that time. The Town Board agreed that a decision regarding this payment would be made by the December Town Board meeting.

~ Discussion – Dan DeClerck regarding RJ Junior Baseball – Mr. DeClerck said that they are working to update the baseball fields in Manchester Park and are having discussions about updating the field in Budd Park. There are 140 children in the program, and they are exploring the possibility of hosting a tournament. They are looking for help leveling out areas, redoing bases, redoing mounds, plates, putting in drainage to try to help the fields out. Supervisor Phillips stated that the Town gives each of the Villages (Clifton Springs, Manchester and Shortsville) \$4,000 annually for their parks. However, the Highway Department can help with some of their needs. Mr. DeClerck, Town Highway Superintendent Murphy and the Village of Manchester Public Works Supervisor will work together to help get the fields in shape.

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~ Discussion – Zoning change for Gardner property – The property, about 80 acres, is located on Route 21 and Hackett Road. It is zoned as agricultural. Greater Rochester Enterprise, IDA and the County Planning Board have looked at it. Of the different uses the owner thought that it was industrial that he might want to change the zoning to. The first step is to get the zoning in place. Supervisor Phillips asked the Town Board if that was something they would like to move forward with. The Town Board expressed interest in moving forward.

➤ **RESOLUTION #126- APPROVAL TO APPOINT KATE OTT AS LOCAL HEALTH OFFICER**

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

VOTE: **AYES – 4** **NAYS - 0**

RESOLVED, to approve the appointment of Kate Ott as Local Health Office

Department Reports:

a. HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:

- Getting ready for winter. Has one more truck to go through
- Minor problems after the first snow. Just a few bugs to get worked out. This is typical because they sat for six to eight months
- Roll off pump was replaced
- Due to weather, not a lot of leaves were cleaned up. They will be working on them next week
- Both the Colorado and 450 trucks need tires
- Finishing up roadside mowing
- Brookside Cemetery – there is drainage problem there. They found that previously they had connected an eight- or 10-inch pipe to an eighteen- or twenty-inch pipe. We think we figured out it was due to elevation changes because they didn't even know the connection was there when the contractor came down the street. Currently funding is being sought through Jeff Gallahan's office.

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

- 23 Fire and safety inspections in the Town and Villages
- 12 Permits were issued in the Town of Manchester
- \$4,014.00 collected in fees.
- Estimated construction costs are \$675,000.00.
- The Village of Manchester has given preliminary approval for the tasting room and cannabis dispensary on the corner of Route 96 and Route 21. It went in front of the County last night
- Town of Manchester Planning Board will be meeting next week. They will be reviewing a request for a solar project on County Road 13 next week. The town attorney will be at that meeting with some issues on whether it's a complete application because they're missing the ACE extra land that they need on a different parcel to use that land as solar. The question is if they

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are able to get a variance for that. There is a possibility of it needing to be heard by the Town Board instead of the Zoning Board

- c. **ASSESSOR, Heather Robson, reported the following:**
- 41 transfers since the last meeting. Most of them were tax sale deeds
 - Preparing for aged, low income and ag exemption renewals to be mailed out at the end of this month
- d. **TOWN CLERK, Devon Hayes, reported the following:**
- The Clerk's office is done collecting water payments. The office has assisted many people wanting Deer Management Permits
 - The dog contract with Ontario County Humane Society came in at budgeted amount of \$26,614.95.
 - We continue to prepare for taxes
- 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
 - Continued mapping and maintenance of hydrants and valves
 - Water break on Curran Road. Worked with the Village of Palmyra on October 16th. Approximate loss of water was 600,000 gallons
 - Water service completed on Hackett Road for Mike Verstaete
 - Water services on Curran Road and Armington Road
 - Discussion with Todd Rosini regarding a new SCADA System for the pump house regarding controlled Chlorine injection based on flow to better regulate our Chlorine
 - Congratulations to Jan Catalano on her many years of support to the Water Department since the beginning. Happy Retirement
- f. **TOWN SUPERVISOR, Dave Phillips, stated the following financial summary:**
- There were no unusual expenditures or revenues in the month of October in the General Fund.
 - The Refuse and Garbage Fund had no large expenses or revenues for this month
 - The Highway Fund and Zoning Funds both benefited in October. They received \$425,118.08 for the 3rd Quarter Sales Tax. The Highway fund received \$392,618 and the Zoning Fund received \$32,500 which is a 6.22% increase from last year's amount received and more than the amounts received in 2024 and 2023.
 - The Central and County Road 13 Water Districts received payments for the water billing up until November 1st and no more payments were accepted after that. Any payments received in the mail needed to have payment postmarked before November 1st to be accepted. The payment portal was closed and any customer who had not paid will have what is owed added to their tax bill
 - The Town's finances remain stable for the month of October

➤ **RESOLUTION #127 – APPROVAL OF FUND TRANSFERS:**

- \$7,500 from SW5-882 to SW5-8340.4 from reserve fund for repairs
- \$42,000 from DB5110.4 to DB5110.1 for general repairs balance of 2025
- \$75,000 from DB5110.4 to DB5130.2 to cover new excavator

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- \$2,500 from A9040.8 to A9010.8 to cover NYS retirement expense
- \$8,000 from A9040.8 to A1340.1 to cover Bookkeeper payroll
- \$2,500 from A9040.8 to A5010.1 to cover Highway Clerk payroll
- \$3,000 from SW5-2144 to SW5-8310.1 to cover water payroll
- \$8,000 from SW5-2144 to SW5-8320.4 to cover Newark water bill

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

VOTE:

AYES - 4

NAYS - 0

RESOLVED, to approve the fund transfer of \$7,500 from SW5-882 to SW5-8340.4 from reserve fund for repairs, \$42,000 from DB5110.4 to DB5110.1 for general repairs balance of 2025, \$75,000 from DB5110.4 to DB5130.2 to cover new excavator, \$2,500 from A9040.8 to A9010.8 to cover NYS retirement expense, \$8,000 from A9040.8 to A1340.1 to cover Bookkeeper payroll, \$2,500 from A9040.8 to A5010.1 to cover Highway Clerk payroll, \$3,000 from SW5-2144 to SW5-8310.1 to cover water payroll, \$8,000 from SW5-2144 to SW5-8320.4 to cover Newark water bill

ADDENDUM ITEMS – On desk

1A. Reserve Transfer

2A. Transfers

3A. Re-appointment of Kate Ott Town Health officer

4A. Village of Manchester Fire Department monthly report

5A. Assemblyman Gallahan request for donation drop off

6A. Village of Clifton Springs Fire Department monthly report

7A. Resolution of Appreciation Janis Catalano

BOARD MEMBER ITEMS:

- Council Member Folkins
1.)
- Council Member DeCook
1.)
- Council Member Shannon:
1.)
- Council Member Blazey:
1.)
- Supervisor Phillips:
1.)

➤ RESOLUTION #128 – RESOLUTION TO HONOR JANIS CATALANO

Resolution #128-2025

WHEREAS, Janis Catalano was hired in January 1991 for the position of Bookkeeper

WHEREAS, Janis took on the added roles of Water Clerk and Highway Clerk in

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2013

WHEREAS, Janis has always kept the town residents and town finances as her primary focus and implemented best practices in accounting throughout her career.

WHEREAS, after 34 years of dedicated service to the residents of the town of Manchester, Janis has decided to retire from public service.

NOW THEREFORE, BE IT RESOLVED, that the Town of Manchester wishes to declare Thursday, November 13, 2025, Janis Catalano day, to show the Town's appreciation for the many years of public service and dedication to the People of the Town in the roles Janis has filled.

BE IT FURTHER RESOLVED, on behalf of the residents of the town, employees and board of the Town of Manchester, we wish her a long and enjoyable retirement.

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 November 13, 2025, by the following vote:

	Aye	Nay
David Phillips	X	
Kevin Blazey	X	
Jaylene Folkins	Absent	
Scott DeCook	X	
Matthew Shannon	X	

Dated: November 13, 2025

Devon Hayes, Town Clerk

➤ RESOLUTION #129 – MOTION TO APPROVE OCTOBER 2025 VOUCHERS

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve October 2025 vouchers.

ADJOURNMENT: There was no other business before the Board at this time; Council Member DeCook moved to adjourn the meeting, 7:06 p.m., seconded by Council Member Shannon, unanimously APPROVED.

Respectfully Submitted,

November 13, 2025

Devon R Hayes, Town Clerk

****Next Meeting:**

➤ *Regular meeting:*

December 9, 2025 - 6:00 P.M.