

MANCHESTER TOWN BOARD – REGULAR MEETING

July 14, 2026 - 6 P.M.

A public hearing and regular monthly meeting of the Manchester Town Board was held July 14, 2026, at 6:00 p.m. at the Manchester Town Hall with the following members present:

Tate Colburn

Supervisor

Jaylene Folkins

Council Member

Scott DeCook

Council Member

Martha Doody

Council Member

OTHERS PRESENT: Devon Hayes, Town Clerk; Jason Lannon, Highway Superintendent; Thomas Gabriel, Sole Assessor

ALSO PRESENT: Town of Manchester residents:

ABSENT: Willie Murphy, Deputy Highway Superintendent; Marty Barnett, Code Enforcement Officer; Kevin Blazey, Deputy Supervisor/Council Member; Rich Vienna, Water Superintendent

The Pledge of Allegiance was said.

**CALL TO ORDER: FOR THE PUBLIC HEARING REGARDING THE APPROVAL OF A
CABLE TELEVISION AGREEMENT BETWEEN SPECTRUM NORTHEAST, LLC, AND THE
TOWN OF MANCHESTER**

Supervisor Colburn called to order the July 14, 2026, Public Hearing regarding the approval of a cable television agreement between Spectrum Northeast, LLC, and the Town of Manchester at 6:00 PM. Supervisor Colburn read the published Public Hearing Notice. After asking three times whether anyone wished to speak, no members of the public came forward. Supervisor Colburn then invited Lauren Kelly, Director of Government Affairs for Charter Communications, to speak. She explained that the agreement renews the existing cable franchise agreement and allows Spectrum to maintain and upgrade equipment in the right-of-way within the Town. Supervisor Colburn noted that the agreement is for 15 years and includes a fee paid to the Town based on the number of subscribers.

PUBLIC HEARING ENDED AT 6:05 PM

CALL TO ORDER: Supervisor Colburn called the Town Board meeting to order at 6:05 PM

➤ **RESOLUTION #70- APPROVAL OF TOWN BOARD MINUTES, REGULAR MEETING
June 9, 2026**

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

VOTE:

AYES - 4

NAYS - 0

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RESOLVED, to approve the minutes from the regular Town Board Meeting held on June 9, 2026

➤ **RESOLUTION #71 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT**

On motion of Council Member Folkins, seconded by Council Member Doody, 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 #72 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT**

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

VOTE: **AYES - 4** **NAYS - 0**

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

-- CNB Interest	\$	.11
-- Transfer Coupons	\$	5,900.84
-- Zoning Fees	\$	1,607.30
-- Bingo Proceeds	\$	31.11
-- Miscellaneous	\$	62.00
-- Marriage Certified Copies	\$	40.00
-- Marriage License	\$	70.00
-- One Day Officiant License	\$	25.00
-- Solicitor License	\$	50.00
-- Conservation	\$	16.50
-- Dog Licensing	\$	1,540.00
-- Late Fees	\$	170.00

TOTAL LOCAL SHARES COLLECTED	\$	9,512.86
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PAID TO NYS AG & MARKETS	\$	99.00
PAID TO ENVIRONMENTAL CONSERVATION	\$	179.50
PAID TO NYS DEPARTMENT OF HEALTH	\$	67.50
PAID TO SUPERVISOR (TOWN)	\$	9,512.86

RESOLVED, to approve the Town Clerk's monthly report for June 2026.

Supervisor Colburn 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. Personnel compliment – for Rich Vienna, Water Superintendent
- d. Charter Communications
- e. Clifton Springs YMCA Thank You letter.
- f. Mercy Flight Central Thank You letter.
- g. Doyle Security customer activity report
- h. Clifton Springs Fire Department donation request letter
- i. Red Jacket Robotics sponsor request letter

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- j. NYS Ag & Markets Municipal Shelter report
- k. Clifton Springs FD May 2026 Activity Report
- l. Clifton Springs FD June 2026 Activity Report
- m. Vendor Change Notification
- n. Ontario County Resolution re: Apportionment of 2027 Workers Comp Ins assessments

➤ **RESOLUTION #73- APPROVAL OF A CABLE TELEVISION AGREEMENT BETWEEN SPECTRUM NORTHEAST, LLC, AND THE TOWN OF MANCHESTER**

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

VOTE: AYES –4 NAYS - 0

RESOLVED, approval to accept the agreement between Spectrum Northeast, LLC, and the Town of Manchester giving access to the right of way for maintenance and upgrades.

➤ **RESOLUTION #74- APPROVAL FOR THE PURCHASE OF INTERNATIONAL 2027 HX620 SBA TRUCK FOR THE HIGHWAY DEPARTMENT FOR \$181,561.90**

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

VOTE: AYES – 4 NAYS - 0

RESOLVED, approval for the highway purchase of 2027 International HX620 SBA truck for \$181,561.90.

➤ **RESOLUTION #75- APPROVAL TO AUTHORIZE THE TOWN OF MANCHESTER COURT TO APPLY FOR A JCAP GRANT IN THE 2026-27 CYCLE (UP TO \$30,000)**

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

VOTE: AYES – 4 NAYS - 0

RESOLVED, approval to authorize the Town of Manchester Court to apply for JCAP grant in the 2026-27.

➤ **RESOLUTION #76- ESTABLISHING A POLICY FOR THE TOWN OF MANCHESTER WATER DISTRICT BILLING FOR SYSTEM REPAIRS**

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

VOTE: AYES –4 NAYS - 0

RESOLVED, to approve a policy for the Town of Manchester Water District billing for system repairs.

➤ **RESOLUTION #77- APPROVAL OF A POLICY ESTABLISHING A TOWN OF MANCHESTER TRAVEL AND CONFERENCE POLICY**

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

VOTE: AYES – 4 NAYS - 0

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RESOLVED, approval of a travel and conference policy for the Town of Manchester.

➤ **RESOLUTION #78- APPROVAL OF A POLICY ESTABLISHING A TOWN OF MANCHESTER WHISTLEBLOWER PROTECTIONS AND NON-INTIMIDATION/NON-RETALIATION POLICY**

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

VOTE: AYES – 4 NAYS - 0

RESOLVED, approval of a Whistleblower Protections and Non-Intimidation/ Non-Retaliation policy.

➤ **RESOLUTION #79- ACCEPTING THE RESIGNATION OF IAN BACHMAN, TRANSFER STATION ATTENDANT, EFFECTIVE JUNE 24, 2026**

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

VOTE: AYES – 4 NAYS - 0

RESOLVED, accepting the resignation of Ian Bachman from his position as a transfer station attendant effective June 24, 2026

Department Reports:

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

- **CHIPS is ready to go for September payment. (\$184,000. Claim). This excludes the December payment which is for the new tractor and Pioneer Road gutter. That check will be \$168,000.**
- **All the smaller trucks have been inspected, and the larger trucks will be Inspected in September.**
- **Pioneer Road gutter will be done in August (County contract)**
- **Wedging in August**
- **Trimming around road signs is being done.**

b. **CODE ENFORCEMENT OFFICER, Marty Barnett, detailed a report stating the following:**

- **10 Fire safety inspections in the town and villages**
- **18 Permits were issued in the Town of Manchester.**
- **\$1,372.00 collected in fees.**
- **Estimated construction costs are \$658,107.00.**
- **At its June meeting, the Planning Board approved an auto sales business at 2896 State Route 96. The business will use the existing building and add a 60-car parking lot expansion behind the building.**
- **The Zoning Board approved an area variance for a house addition at 2651 Sanitarium Road in their June meeting. The side setback did not meet the current setback of twenty-five feet in a rural residential district.**

c. **ASSESSOR, Thomas Gabriel, stated the following:**

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- There have been thirteen transfers and one parcel split since the last meeting.
- The Final Roll was published July first. There is also a copy of it on the Town website and in the Assessor's office.
- Assessor Gabriel is continuing to do fieldwork for the re-evaluation.

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

- A new computer was purchased and installed in the Clerk's office.
- Envelopes for the rest of 2026 and the 2027 taxes were purchased prior to the postage increase on July 12th.
- A request was received from Claudia Tenney's office requesting contact information for Board Members. The consensus of board was to decline sending personal email and phone numbers and direct all communications through the Town email.

e. WATER SUPERINTENDENT, Rich Vienna, reported the following:

- Monthly Bac-T samples are negative.
- TTHMs measured 68, which is well below the threshold of 80.
- Hydrant maintenance is continuing.
- New service was set up on Johnson Road
- Plenty of UFPO's with the good weather
- Hydrant flushing on dead ends. Approximately 115,000 gallons were spilled.
- The Village of Shortsville hire will take over water.
- Arcadia water project to connect water with the Town of Manchester is going well.

ADDENDUM ITEMS –

- Ian Bachman resignation
- Manchester Fire Department January – June activity report
- Ontario County Humane Society Dog proposed contract cost.

BOARD MEMBER ITEMS:

- Council Member Folkins
- Council Member DeCook: Will not be able to attend the next meeting.
- Council Member Doody:
- Council Member Blazey:
- Supervisor Colburn:
 - The transfer station accepting users from outside the town continues to be

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tabled until it is closer to the landfill closing and more information is available on how garbage and recycling will be managed. The Town Clerk's office will update the Town Board with numbers of new outside town users.

- A new battery was purchased and installed for the alarm system.
- Two new LED emergency lights with battery backup were installed in the Town Hall.
- Construction on the bridge on Water Street should begin soon. The Village of Shortsville will notify the Town when a date is decided, and the Town will post the information on our website.

➤ **RESOLUTION #80 – MOTION TO APPROVE JUNE 2026 VOUCHERS**

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

VOTE: **AYES - 4** **NAYS - 0**

RESOLVED, to approve June 2026 vouchers.

ADJOURNMENT: There was no other business before the Board at this time; Council Member Folkins moved to adjourn the meeting, 6:58 PM, seconded by Council Member Doody, unanimously APPROVED.

Respectfully Submitted,

Devon R Hayes, Town Clerk

****Next Meetings:**

- *Regular meeting:* *August 11, 2026 - 6:00 P.M.*
- *Regular meeting:* *September 8, 2026 - 6:00 P.M.*
- *Regular meeting:* *October 13, 2026 - 6:00 P.M.*
- *Regular meeting:* *November 10, 2026 -6:00 P.M.*
- *Regular meeting:* *December 8, 2026 - 6:00 P.M.*