

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

**A regular monthly meeting of the Manchester Town Board was held September 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; Heather Robson, Assessor

**ALSO PRESENT: Town of Manchester residents:** Ikhlas Rahama, James Alexander

**ABSENT:**

➤ **RESOLUTION #91- APPROVAL OF MINUTES, REGULAR MEETING AUGUST 12, 2025**

**On motion of Council Member Folkins, seconded by Council Member 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 August 12, 2025

➤ **RESOLUTION #92- APPROVAL OF EMERGENCY SPECIAL MEETING MINUTES, SEPTEMBER 4, 2025**

**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 minutes from the emergency special Town Board Meeting held on September 4, 2025

➤ **RESOLUTION #93 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT**

**On motion of Council Member DeCook, 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 #94 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT**

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

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

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

-- CNB Interest	\$	.10
-- Transfer Coupons	\$	6,163.88
-- Zoning Fees	\$	1,139.60
-- Bingo Proceeds	\$	39.50
-- Marriage License	\$	52.50
-- Marriage Certified Copies	\$	40.00
-- One Day Officiant License	\$	50.00
-- Conservation	\$	156.21
-- Dog Licensing	\$	2,026.00

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

**September 9, 2025**

-- Late Fees	\$	220.00
<b>TOTAL COLLECTED</b>	<b>\$</b>	<b>9,887.79</b>
PAID TO NY ENVIRONMENTAL CONSERVATION	\$	3,248.79
PAID TO NYS AG & MARKETS	\$	140.00
PAID TO NYS DEPARTMENT OF HEALTH	\$	67.50
PAID TO SUPERVISOR (TOWN)	\$	9,887.79

**RESOLVED**, to approve the Town Clerk's monthly report for August 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. Village of Shortsville resolution for the use of easement
- d. Overhead door quotes from Tracey, FLGD, Martins
- e. Ag. and Markets Municipal Shelter Inspection Report
- f. Charter Communications change in channel line up
- g. Vendor Change Form
- h. DOH notice re: Public Water System notifications
- i. Merle Woddard's request to connect to Village of Manchester water
- j. Charter Communications change in channel line up
- k. Charter Communications Franchise Payment
- l. Manchester Fire Department monthly report

○ **RESOLUTION NO. 95-2025**

RESOLUTION TO AUTHORIZE ENTRY UPON EASEMENT LOCATED AT 115 SOUTH MAIN STREET,  
MANCHESTER BY THE VILLAGE OF SHORTSVILLE FOR PURPOSES OF INSTALLING A PORTION OF  
THE WATER STREET CULVERT

**WHEREAS**, the Town of Manchester was granted a permanent easement by H. & J. Bliss Realty, Inc. a/k/a J. Bliss Realty Corp., on October 16, 2015, 20 ft in width, at the location of 115 South Main Street, Manchester, New York, for the purposes of highway construction and maintenance; and

**WHEREAS**, said Easement provided that the Town of Manchester could assign said easement use and access to "it's successors, assigns, or lessee's"; and

**WHEREAS**, the Village of Shortsville has requested access to, and use of, the subject easement for purposes of excavating and installing a culvert known as the "Water Street Culvert," as may be more specifically described on the plans for such culvert project that are available at the Village of Shortsville, 6 East Main Street, Shortsville, New York, 14548;

**NOW IT IS HEREBY RESOLVED**, that the Village of Shortsville shall be allowed to access and use the Town of Manchester's easement for property at 115 South Main Street, Manchester, New York, for the aforementioned purposes; and it further;

**RESOLVED**, that such use and access shall be limited to this specific project, and shall terminate without further Resolution or Authorization upon the installation of said culvert; it is

**RESOLVED**, that any area disturbed by the installation of such culvert shall be restored to its pre-disturbed state, or as close to such state as possible, by the Village of Shortsville at the conclusion of their use.

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

September 9, 2025

David Phillips, Supervisor	Aye
Kevin Blazey, Board member	Aye
Scott DeCook, Board member	Aye
Jaylene Folkins, Board member	Aye
Matt Shannon, Board member	Aye

This resolution was adopted.

Dated: September 9, 2025

Devon Hayes, Town Clerk  
Town of Manchester

➤ **RESOLUTION #96- APPROVAL TO PURCHASE TWO OVERHEAD DOORS FOR THE HIGHWAY GARAGE FROM MARTIN’S DOOR SERVICE LLC**

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 purchase of two overhead garage doors from Martin’s Door Service LLC

➤ **RESOLUTION #97- APPROVAL TO ALLOW MERLE WOODARD, 4368 KYTE ROAD, SHORTSVILLE, NY, 14548 TO GET WATER SERVICE THROUGH THE VILLAGE OF MANCHESTER**

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

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

**RESOLVED**, to approve 4368 Kyte Road, Shortsville, NY to receive water service through the Village of Manchester

~ Discussion – Setting a date for the 2026 budget workshop – The Town Board was in consensus to have the 2026 budget workshop on October 7, 2025, at 4:30p.m.

~ Discussion – Water Rates for 2026. Canandaigua will be raising their water rates by \$.20 per thousand gallons. The original prediction was that water would be increasing \$.50 per thousand gallons. The increase will most likely need to be passed on to current water users.

~ Discussion – Setting a date for the November 2025 Town Board meeting – The second Tuesday of November is Veterans Day. The Town Board was at a consensus to have the November Town Board meeting moved to November 13, 2025, at 6:00p.m.

➤ **RESOLUTION #98- APPROVAL TO ENTER INTO AN INTERMUNICIPAL COOPERATION WATER AGREEMENT WITH THE VILLAGE OF SHORTSVILLE**

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 entering an intermunicipal cooperation water agreement with the Village of Shortsville

➤ **RESOLUTION #99- APPROVAL TO APPOINT AMY BIRCH AS AN ACCOUNT CLERK TYPIST (BOOKKEEPER) EARNING \$47,000 ANNUALLY BEGINNING ON SEPTEMBER 15, 2025**

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 appointing Amy Birch as an Account Clerk Typist earning \$47,000 annually beginning on September 15, 2025

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## **Department Reports:**

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
- Wedging was done on Bird Road and a couple other roads to the north
  - CHIPS check arrived earlier than anticipated. The mini excavator was ordered.
  - Trucks are being put through regular maintenance. There is a possibility that money from the roads budget will need to be moved to pay for parts.
  - Three to four hundred tons of A1's for next year have been purchased and will be hauled in.
  - As people are purchasing pipes, the Town Highway is installing them. Currently that is being done on Smith Road and Wilber Road.
  - All large equipment was rust proofed. The pickup trucks will be going to Bloomfield to be done.
- b. **CODE ENFORCEMENT OFFICER, Marty Barnett, reported the following:**
- 10 Fire and safety inspections in the Town and Villages
  - 13 Permits were issued in the Town of Manchester
  - \$907.00 collected in fees.
  - Estimated construction costs are \$133,219.00.
  - Town of Manchester Planning Board has a subdivision on Dewey Road to look at
  - The Village of Manchester approved a couple of variances last week for a large pole barn and a ground mounted solar project
  - Village of Clifton – there is a preliminary site plan approval for the Foster Block renovations. They are seeking four minor variances next week
- c. **ASSESSOR, Heather Robson, reported the following:**
- 5 transfers since the last meeting.
  - Assessor attended a Webinar training on SCAR hearings and Article 7
  - Data collection project will begin towards the end of the month. The Assessor will be out in the field collecting data and correcting the ARPAS file.
  - New York State will be moving the Assessor's office to an online program for the data base
- d. **TOWN CLERK, Devon Hayes, reported the following:**
- Billing was done for mobile home park annual licensing. Three out of seventeen have already been paid.
  - Town Clerk will be visiting the Village of Phelps to view the newest version of the transfer station software
  - Tax bills are being printed by an outside vendor for January taxes. They will still be printed on yellow paper and have all the information the previous bill had, the appearance will be slightly different
- e. **WATER SUPERINTENDENT, Rich Vienna, detailed a report stating the following:**
- The Town and Village of Shortsville Bac-T samples were negative
  - TTHM's sample came back at 119, putting the Town just over maximum. Water samples were resubmitted on 8/26
  - Service leak on Armington Road
  - Curb box repairs are being done
  - All hydrants west of County Road 27 were serviced. They are on track to service all hydrants before winter
  - Restocking of critical water parts
  - Water service needed on Kyte Road for Merle Woodard
  - Cab Ave water service installation was done
  - Phelps called to ask if the Town of Manchester would be amenable to shared services should the need ever arise. Highway Superintendent Lannon stated the possibility of the Intermunicipal Agreement that is in place through the County might be used and to follow that model. There was consensus with all the Town Board Members approving the Water Superintendent to move forward provided it is covered within the

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agreement.

- The water department gained information stating that almost all water service in Port Gibson was copper service. The lead inventory reports were updated and resubmitted.

f. TOWN SUPERVISOR, Dave Phillips, stated the following financial summary:

- The General Fund received \$16,822.71 from Charter Communications for the second franchise payment of 2025. The franchise revenues did not meet the budgeted amount for 2025, and the line item will need to be adjusted in the 2026 budget. Expenditures in August were typical for this time of year for this fund.
- The Zoning, Refuse and Garbage and Highway Funds did not receive any revenues or expenditures that were out of the ordinary for this time of the year.
- The Central and County Road 13 Water Districts continued to receive water payments in August with a 10% penalty and as of the end of August almost 700 water customers had paid in full. Expenses remained consistent for both water funds,
- The month of August was unremarkable financially except for what is noted above.

**ADDENDUM ITEMS –**

- Intermunicipal Cooperation Agreement Shortsville Water Superintendent
- Judge Liberty budget submittal requests
- Charter Communications change in channel lineup
- Sheen Houseing, housing grant opportunity
- Clifton Springs Fire Department monthly report

**BOARD MEMBER ITEMS:**

- Council Member Folkins
  - 1.) Council Member Folkins was invited to represent the Town of Manchester as a panel member for the American Planning Association conference in Rochester on October 9, 2025, from 12p.m. to 2p.m. The Town Supervisor and Council Members congratulated her for being selected.
- Council Member DeCook
  - 1.)
- Council Member Shannon:
  - 1.)
- Council Member Blazey:
  - 1.)
- Supervisor Phillips:
  - 1.) NYS Retirement for 2026 will be approximately \$178,000.00. This cost has nearly doubled over the last four years and will need to be considered as the budget is created.
  - 2.) There will be a freon event held at the Town of Manchester transfer station on October 4, 2025. The following week, the freon will be professionally removed. The Town will receive all funds paid by the scrap yard for metal.

➤ **RESOLUTION #100 – MOTION TO APPROVE AUGUST 2025 VOUCHERS**

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

**VOTE:**

**AYES - 5**

**NAYS - 0**

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

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➤ **RESOLUTION #101 – MOTION TO ENTER INTO EXECUTIVE SESSION (105d) AT 6:45 p.m.**

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

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

**RESOLVED**, to enter Executive Session (105d)

➤ **RESOLUTION #102 – MOTION TO EXIT EXECUTIVE SESSION AT 7:04 p.m.**

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

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

**RESOLVED**, to exit Executive Session

**ADJOURNMENT:** There was no other business before the Board at this time; Council Member Shannon moved to adjourn the meeting, 7:04 p.m., seconded by Council Member Folkins, unanimously **APPROVED**.

***Respectfully Submitted,***

***Devon R Hayes, Town Clerk***

**\*\*Next Meeting:**

- ***Budget Workshop:***                      ***October 7, 2025 – 4:30 P.M.***
- ***Regular meeting:***                      ***October 14, 2025 - 6:00 P.M.***
- ***Regular meeting:***                      ***November 13, 2025 -6:00 P.M.***
- ***Regular meeting:***                      ***December 9, 2025 - 6:00 P.M.***