

**MANCHESTER TOWN BOARD – REGULAR MEETING**  
**October 8, 2024 - 6 P.M.**

A regular monthly meeting of the Manchester Town Board was held tonight, October 8, 2024, 6:03 p.m. at the Manchester Town Hall with the following members present:

David Phillips	Supervisor
Kevin Blazey	Deputy Supervisor/Council Member
Matt Shannon	Council Member
Scott DeCook	Council Member
Jaylene Folkins	Council Member

**OTHERS PRESENT:** Devon Hayes, Town Clerk; Kevin Lyke, Water Superintendent; Steve DeHond, Code Enforcement Officer; Jennifer Fagner, Assessor; Willie Murphy, Deputy Highway Superintendent; Eric Schaertl, Town Justice; Mike Liberty, Town Justice

**ALSO PRESENT:** Town of Manchester residents: none

**ABSENT:** Jason Lannon, Highway Superintendent

**CALL TO ORDER:** Supervisor Phillips called the October 8, 2024, regular Town Board meeting to order at 6:03 p.m.

➤ **RESOLUTION #109- APPROVAL OF MINUTES, REGULAR MEETING SEPTEMBER 2024**

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

<b>VOTE:</b>	<b>AYES - 4</b>	<b>NAYS - 0</b>	<b>Abstain – 1 (Council Member Folkins)</b>
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**RESOLVED**, to approve the minutes from the regular Town Board Meeting held on September 10, 2024.

➤ **RESOLUTION #110 - APPROVAL OF SUPERVISOR’S MONTHLY FINANCIAL STATEMENT**

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

<b>VOTE:</b>	<b>AYES - 5</b>	<b>NAYS - 0</b>
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**RESOLVED**, to approve the Supervisor’s Monthly Report as submitted. See Minute Book Attachment for report.

➤ **RESOLUTION #111 - APPROVAL OF TOWN CLERK’S MONTHLY REPORT**

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

<b>VOTE:</b>	<b>AYES - 5</b>	<b>NAYS - 0</b>
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**RESOLVED**, to accept the Town Clerk’s report as follows:

-- Miscellaneous	\$	3.00
-- CNB Interest	\$	.15
-- Transfer Coupons	\$	5,384.00
-- Zoning Fees	\$	7,508.00
-- Bingo Proceeds	\$	52.77
-- Marriage License	\$	87.50
-- Death Certified Copies	\$	80.00
-- Marriage Certified Copies	\$	10.00
-- Conservation	\$	188.20
-- Dog Licensing	\$	2,402.00
-- Late Fees	\$	270.00
<b>TOTAL COLLECTED</b>	<b>\$</b>	<b>15,985.62</b>

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PAID TO NYS DEC	\$	3,210.80
PAID TO NYS DEPT OF HEALTH	\$	112.50
PAID TO NYS AG & MARKETS	\$	168.00
PAID TO SUPERVISOR (TOWN)	\$	15,985.62

**RESOLVED**, to approve the Town Clerk’s monthly report for September 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. Sample resolution adopting Ontario County Hazard Mitigation Plan
- d. Port Gibson FD ambulance funding appeal
- e. NYSEG natural gas meter inspections
- f. Cost estimate for sidewalk on Water Street
- g. NYCLASS monthly report
- h. Charter Communications updated pricing
- i. Manchester FD monthly report
- j. Ontario County landfill discussion
- k. PESH/OSHA required training online
- l. Ontario County DE office communication re: number of trials in Manchester
- m. T.O.M. Court dates June – September 2024
- n. 6-year comparison town court fines Canandaigua, Manchester, Phelps
- o. Open misdemeanor cases
- p. Proposed 2025 budget changes
- q. Clifton Springs FD report

On desk tonight  
Charter Communications notice of change in affiliations  
Transfer \$1,500 from A1990.4 to A1340.2, new computer  
USDA Pest Alert

- **RESOLUTION #112– RESOLUTION TO ADOPT ONTARIO COUNTY HAZARD MITIGATION PLAN**  
On motion of Council Member Blazey, seconded by Council Member DeCook, the following resolution was unanimously **ADOPTED**:

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

**RESOLVED**, to adopt Ontario County Hazard Mitigation Plan. Adopting this resolution will increase our chances to get FEMA funding should there be a natural disaster.

~ **Brief Discussion –Water Street sidewalk – The village is putting in a new bridge on Water Street. The utility company has looked at the poles and guidewires on the corner. They will be moving the poles and or guidewires with no funding. It will cost \$42,000 for sidewalk, curbing and sluice for drainage. The new bridge is scheduled for the first quarter 2026. There was a consensus with all board members that this was a project that the Town of Manchester’s ARPA funds could be utilized for.**

- **RESOLUTION #113 – MOTION TO ENTER INTO EXECUTIVE SESSION AT 6:13 p.m.**  
On motion of Council Member Shannon seconded by Councilman DeCook, the following resolution was unanimously **ADOPTED**:

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

**RESOLVED**, to enter Executive Session

- **RESOLUTION #114 – MOTION TO EXIT EXECUTIVE SESSION AT 7:15 p.m.**  
On motion of Council Member Shannon seconded by Councilman Blazey, the following resolution was unanimously **ADOPTED**:

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

**RESOLVED**, to exit Executive Session

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~ Discussion – budget – After much discussion between the Town Justices and the Town Board regarding the budgeted number of court clerk hours, it was decided that The Honorable Judge Liberty will contact Albany regarding timing studies for court clerk tasks to ascertain if they have information to help determine the number of needed hours. Supervisor Phillips said that there is time to make any adjustments to the budget prior to the November 12<sup>th</sup>, 2024, Public Hearing.

~ Brief Discussion – PESH/OSHA training requirements – Supervisor Phillips supplied mandatory annual training information to all department heads. He requested all personnel be up to date on training and that any certificates of training completion be sent to the bookkeeper to be put in employee files.

~ Brief Discussion – Landfill future – The landfill contract will expire in 2028. The County had some outreach within the communities and has a website for this topic. The last phase brought the waste amount brought in from 600,000 tons a year to 900,000 tons a year. We only use 100,000 tons a year. Supervisor Phillips is leaning towards voting to discontinue the use of the landfill. The people who live near the landfill have endured enough for long enough.

➤ **RESOLUTION #115 – RESOLUTION TO ADOPT 2025 PRELIMINARY BUDGET WHICH IS THE TENTATIVE BUDGET INFORMATION WITH THE BELOW CHANGES:**

- General Fund Changes
- Reduce budget – Personal Services A1340.1 – by \$20,000 to \$35,000
- Increase budget -- Law A1420.4 by \$10,000 to \$14,000
- Reduce budget -- Real Property Taxes A1001 by \$10,000 to \$624,183.55
- Highway Fund Changes
- Reduce budget – Interest & Earnings DB2401 by \$10,000 to \$13,500 and this will reduce the Unexpended Fund Balance to \$39,655.15

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

VOTE:                      AYES - 5                      NAYS - 0

**RESOLVED**, to adopt the Preliminary budget which is the Tentative budget with the changes listed above.

➤ **RESOLUTION #116 – RESOLUTION TO DETERMINE NOVEMBER 12, 2024, AT 6:00 P.M. AS THE DATE FOR A PUBLIC HEARING REGARDING THE 2025 BUDGET**

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

VOTE:                      AYES - 5                      NAYS - 0

**RESOLVED**, to set a date for a public hearing on November 12, 2024, at 6:00 P.M. regarding the 2025 budget.

➤ **RESOLUTION #117 – RESOLUTION TO DETERMINE NOVEMBER 12, 2024, AT 6:00 P.M. AS THE DATE FOR A PUBLIC HEARING REGARDING THE FIRE CONTRACT**

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

VOTE:                      AYES - 5                      NAYS - 0

**RESOLVED**, to set a date for a public hearing on November 12, 2024, at 6:00 P.M. regarding Fire Contracts.

## **Department Reports:**

a. **DEPUTY HIGHWAY SUPERINTENDENT, Willie Murphy on behalf of Jason Lannon reported the following:**

- New garage doors will be installed next week. The company we are working with, were able to accommodate the installation of a third door
- Jeremy is getting the trucks ready for winter
- Hauling 1A's (stone) in

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b. TOWN CLERK, Devon Hayes on behalf of CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:

- 38 Permits – in the three Villages and Town of Manchester.
- Collected \$7,477.60 in fees.
- Estimated construction Costs are \$7,813,367.00.
- Completed 2 fire inspections between the three Villages and Town.

c. ASSESSOR, Jennifer Fagner, reported the following:

- There have been 14 transfers since the last meeting.
- She is adding 25 new mobile home permits to the 2025 tax roll
- Ag renewal information will be sent out at the end of the month
- At the end of November, the senior partial and disability renewals will be sent
- Jenn and Lon will be attending the County Assessors meeting this Thursday

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

- The Clerk's office has been busy with quarterly water payments and decal sales
- There is a Clerks meeting on 10/17 that Devon will be attending. The office will remain open
- Billing for the Mobile Home Parks annual licenses was processed and mailed

e. WATER SUPERINTENDENT, Kevin Lyke, reported the following:

- Port Gibson fire hydrant didn't do well. The Department of Health was contacted they said we can get rid of it because there is one across the road. There would be no public risk and no change in square footage between hydrants if it was removed.
- Every year the dairy farms must have RPCs inspected. They are required to send a copy of the records to the Town. Kevin would like those reports timely. The current situation results in him having to track down/make calls for missing reports. After a discussion, it was decided that this year, reminders would be sent to the dairy farms to try to reduce the follow-up needed to get the reports.

f. Supervisor Dave Phillips, reported the following:

- The General Fund received the annual AIM (Aid and Incentive for Municipalities) payment of \$71,295 from New York State. Expenditures remained unexceptional for the month.
- The Zoning and Refuse and Garbage Funds had no unusual revenues or expenses for September.
- The Highway Fund received the annual Chip payment from New York State in the amount of \$313,056.96 and did not have any unexpected expenditures in September.
- The fourth quarter water billing was mailed on September 18<sup>th</sup> and by the end of the month approximately 10% of customers had already paid even though penalties are not assessed until the end of October.
- The Town's finances are much better than at the end of September in previous years.

➤ RESOLUTION #118 – APPROVAL OF FUND TRANSFERS:

- \$1,500 from A1990.4 to A1340.2 for new computer for Bookkeeper

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 the fund transfer of \$1,500 from A1990.4 to A1340.2 for new computer for Bookkeeper

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ADDENDUM ITEMS – None

BOARD MEMBER ITEMS:

- Council Member Folkins  
1.)
- Council Member DeCook  
1.)
- Council Member Shannon:  
1.) Council Member Shannon will be sending information on a generator later this week
- Council Member Blazey:  
1.)
- Supervisor Phillips:  
1.)

➤ RESOLUTION #119 – MOTION TO APPROVE VOUCHERS

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 September vouchers.

**ADJOURNMENT:** There was no other business before the Board at this time; Council Member Blazey moved to adjourn the meeting, 8:36 p.m., seconded by Council Member DeCook, unanimously APPROVED.

*Respectfully Submitted,*

*Devon R Hayes, Town Clerk*

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

- Regular meeting:                      November 12, 2024 -6:00 P.M.
- Regular meeting:                      December 10, 2024 - 6:00 P.M.