

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

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

David Phillips	Supervisor
Kevin Blazey	Deputy Supervisor/Council Member
Jaylene Folkins	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; Rich Vienna, Water Superintendent

ALSO PRESENT: Town of Manchester residents: Tate Colburn, Bill Courtney, Ellie Shannon, Brad Hixson

ABSENT: Scott DeCook, Council Member

➤ **RESOLUTION #49- APPROVAL OF MINUTES, REGULAR MEETING APRIL 8, 2025**

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the minutes from the regular Town Board Meeting held on April 8, 2025.

➤ **RESOLUTION #50- APPROVAL OF MINUTES, SPECIAL MEETING APRIL 24, 2025**

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the minutes from the special Town Board Meeting held on April 24, 2025.

➤ **RESOLUTION #51 - 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 - 4 NAYS - 0

RESOLVED, to approve the Supervisor's Monthly Report as submitted. See Minute Book Attachment for report.

➤ **RESOLUTION #52 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT**

On motion of Council Member Blazey, 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	\$.07
-- Solicitor License	\$	50.00
-- Transfer Coupons	\$	6,515.94
-- Zoning Fees	\$	1,858.40
-- Bingo Proceeds	\$	243.96
-- Death Certified Copies	\$	110.00
-- Marriage Certified Copies	\$	80.00
-- Marriage License	\$	17.50
-- Conservation	\$	24.15

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➤ **RESOLUTION #56- APPROVAL TO PURCHASE A SANDER AT THE COST OF \$11,350.00**

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 purchase of a new sander costing \$11,350.00

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

- 14 Fire inspections
- 18 Permits were issued in the three villages and Town of Manchester
- \$1,403.00 collected in fees
- Estimated construction costs are \$628,874.00
- Next week construction will start for CabAve. They are a company that will be selling and assembling cabinets
- All Clean Power Wash is looking to put an addition on their business. This will be going before the Planning Board for approval
- There is a request for a special use permit for the barn and horses on Field Street where a new house is being built
- Roof mounted solar was approved. Currently the zoning code allows for up to a 10 kilowatts roof mounted solar system. Other nearby towns have a four thousand square foot or 25 kilowatts maximum. Marty will be speaking with the planning board members regarding possibly updating the town code to allow a higher maximum kilowatt.

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

- 12 transfers and one split since the last meeting
- The Tentative Roll is out. A copy of the Official Notice was supplied to the Town Board
- The Official Notice was run in the Daily Messenger on April 30th, and the roll can also be viewed in PDF form on the Town of Manchester website
- The Assessor had met with one resident regarding their assessment
- Grievance Day is Tuesday, May 27, 2005, from 4:00-8:00 PM

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

- \$154.80 of interest in the tax accounts was given to the Town. That is the last of the money earned through the tax funds that were due to the County for their portion of the taxes
- The Town Clerk and Deputy Town Clerk will be attending a meeting to demonstrate a new tax program on May 14, 2025, at the Town of Victor

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

- TTHM testing was conducted today. The results should be back in two weeks
- Bac T results were good for both the Town of Manchester and the Village of Shortsville
- The fire hydrant has been replaced on Fox Road. There has been no further news on finding out who hit or who took the old hydrant
- A few weeks ago, a call came in from a gentleman on Thompson Road. He calls in every year when he doesn't smell chlorine. A residual test was done at the end of Thompson Road which showed no chlorine. A flusher was put in and the water is holding about .1 parts per million, which is more than good
- Newark water CO2 reads have been good
- There was a copper service line leaking approximately eight gallons a minute under Route 21. It has been repaired
- The Town Water Department continues to help with water in the Village of Shortsville. Personnel from Shortsville continue to be trained
- Supervisor Phillips has spoken to a member of the board in the Village of Shortsville and said they are open to a conversation about an agreement and reimbursement for the time the Town Water Department is spending in the Village. Council Member Folkins stated this was a good first step to a bigger conversation of how water would be best overseen in the future. Mr. Hixson asked the question about what the Village of Manchester does.

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Supervisor Phillips responded that they have their own water department and have a licensed water operator. Mr. Hixson also asked if the water license is strictly hands on hours or is it a length of time? Water Superintendent Rich Vienna said he believes it requires one week classroom training for a class D license and two weeks for a C. You have to take D before you take C. Our Department of Health contact wants a person in the field at least one year prior to taking those classes and then it's another year of hands-on experience.

f. Supervisor, Dave Phillips reported the following:

- The General Fund received interest and penalties on taxes in the month of April in the amount of \$28,381.60. This has become an important source of revenue in the last few years. There were no unusual expenditures in April in this fund.
- The Zoning and Highway Funds received first quarter sales tax in the amount of \$352,463.38. This was higher than in previous years and the trend indicates an increase from year to year. It is hoped this continues. Expenditure in both funds remains consistent.
- The Refuse and Garbage Fund had no unusual revenues or expenses in April.
- The Central and County Road 13 Water Districts continued to receive water payments for the second quarter of April. Over 100 water customers have paid using Water QuickPay online. The number of customers using this option is growing each quarter.
- The Town's finances continue to be stable from month to month.

EMS – Supervisor Phillips pointed out that there was a report from Jason Wagner for the Citizens Hose Company and Shortsville Fire Department in the monthly packet. He also added that he met with the board for Finger Lakes Ambulance and they stated that there would be value in partnering with Shortsville Ambulance and it would be helpful to know schedules of the Citizen's Hose staffing to understand when ambulance back up is needed. There were many questions asked and answered and maybe there is an opportunity for an agreement between the two. The next step is to meet with the Citizen Hose board and bring them up to date.

➤ RESOLUTION #57 – APPROVAL OF FUND TRANSFERS:

Transfer \$5,000.00 from A9040.8 to A1420.4 to cover legal expenses

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

VOTE:	AYES - 4	NAYS - 0
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RESOLVED, to approve the fund transfer of \$5,000.00 from A9040.8 to A1420.4 to cover legal expenses

ADDENDUM ITEMS –

BOARD MEMBER ITEMS:

- Council Member Folkins
 - 1.)
- Council Member DeCook
 - 1.)
- Council Member Shannon:
 - 1.) Any updates on the water with the Village of Manchester? Supervisor Phillips said it would be discussed in the executive session.
- Council Member Blazey:
 - 1.) The monthly updates given by the Ontario County Humane Society continue to show the same violations over a long period of time. Supervisor Phillips said the Humane Society is working on their situation but making very slow headway on improving the building.

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- Supervisor Phillips:
 - 1.) The officer from the Village of Clifton Springs came in to meet with Supervisor Phillips in search of possible funding for new cameras. They currently have some cameras, but upgrades are needed. This request is currently on pause while the county sheriff's office is looking at adding more cameras and Clifton Springs is trying to see where they fit into that program before purchasing more.
 - 2.) Supervisor Phillips attended a meeting with the Mormon Church regarding the visitor center. They are completely remodeling and will be having an official dedication on September 21st. The Church wanted to know if any permits would be needed. The Sheriff's office was also in attendance.
 - 3.) The owner of almost eighty acres of property on Route 21 is meeting with the county regarding what potential projects might be a fit for development of that acreage
 - 4.) Meeting on North Ave Sidco building. They are looking to lease or sell the building

➤ RESOLUTION #58 – MOTION TO APPROVE VOUCHERS

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve April 2025 vouchers

➤ RESOLUTION #59 – MOTION TO ENTER INTO EXECUTIVE SESSION AT 7:15 p.m.

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to enter Executive Session

➤ RESOLUTION #60 – MOTION TO EXIT EXECUTIVE SESSION AT 7:52 p.m.

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to exit Executive Session

ADJOURNMENT: There was no other business before the Board at this time; Council Member Blazey moved to adjourn the meeting, 7:52 p.m., seconded by Council Member Folkins, unanimously APPROVED.

Respectfully Submitted,

Devon R Hayes, Town Clerk

****Next Meeting:**

- *Regular meeting:* *June 10, 2025 - 6:00 P.M.*
- *Regular meeting:* *July 8, 2025 - 6:00 P.M.*
- *Regular meeting:* *August 12, 2025 - 6:00 P.M.*
- *Regular meeting:* *September 9, 2025 - 6:00 P.M.*
- *Regular meeting:* *October 14, 2025 - 6:00 P.M.*

MANCHESTER TOWN BOARD - REGULAR MEETING (CONT.)

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➤ ***Regular meeting:***

November 11, 2025 -6:00 P.M.

➤ ***Regular meeting:***

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