

**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:**

<b>David Phillips</b>	<b>Supervisor</b>
<b>Kevin Blazey</b>	<b>Deputy Supervisor/Council Member</b>
<b>Jaylene Folkins</b>	<b>Council Member</b>
<b>Matt Shannon</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

**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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-- Dog Licensing	\$	1,612.00
-- Late Fees	\$	120.00
<b>TOTAL COLLECTED</b>	<b>\$</b>	<b>10,632.02</b>
PAID TO NYS DEC	\$	207.85
PAID TO NY STATE DEPARTMENT OF HEALTH	\$	22.50
PAID TO NYS AG & MARKETS	\$	101.00
PAID TO SUPERVISOR (TOWN)	\$	10,632.02

**RESOLVED**, to approve the Town Clerk’s monthly report for April 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. Vendor Change Report
- d. Assessor’s monthly update, ad notice for Tentative Assessment Roll
- e. NYSEG RG&E reminder for Gas Meter Inspections
- f. Charter Communications channel update
- g. Ontario County 2025 Q1 Sales Tax
- h. NYSEG RG&E Smart Technology
- i. Accident Information Exchange Form Re: Fox Road
- j. NYSEG RG&E Call before you dig
- k. NYCLASS Collateral statement March 2025
- l. Manchester Shortsville Joint Sewer letter for additional flow
- m. Alternative Tech quote for cabling upgrades
- n. Judge Liberty request for training
- o. Transfer from A9040.8 to A1420.4 legal expenses
- p. Ag & Markets monthly report
- q. Shortsville Fire and Ambulance monthly report

➤ **RESOLUTION #53- APPROVAL TO ACCEPT THE AUP REPORT**

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 accepting the 2024 AUP report

~ Discussion – Supervisor Phillips stated there were a couple of things that he wanted to get some direction from the board members. The Town has been using the engineering services of MRB and have been for a long time. Most of it is a pass through, but we haven’t quoted engineering services in a long time and asked the Council Members if new quotes should be obtained for general engineering services. It was decided that MRB offers a broad spectrum of services, and their rates are reasonable, so no new quotes are needed at this time. Supervisor Phillips also stated that going forward, if there is an emergency purchase or service needed and there is not enough time to have it go out for a bid, the decision to move forward should be motioned on by the Town Board, adding the emergent situation and that be included the meeting minutes. Supervisor Phillips will also be reaching out to the Association of Towns to get sample policies for fraud, travel and meal reimbursement and a capitalization policy.

➤ **RESOLUTION #54- APPROVAL TO ACCEPT THE 2024 INDEPENDENT ACCOUNTANTS REPORT FOR THE TOWN CLERK AND TAX COLLECTOR**

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 acceptance of the 2024 independent accountants report for the Town Clerk and Tax Collector

~ Discussion – Will O Crest late fee for water – Normally the Town assesses a late fee of ten percent. The Town received Will-O-Crest’s water payment just past the last day to pay without penalty. Supervisor Phillips said that when the average water bill is paid late, the fee is around \$4 to \$8. The penalty for Will-O-Crest was \$1,314.00. The Town Board agreed that because this was the first time Will-O-Crest was late with their payment the penalty would be reduced to \$100.00. This would be a one-time courtesy.

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- **RESOLUTION #55- APPROVAL TO REDUCE THE PENTALTY PAID BY WILL-O-CREST FOR LATE WATER PAYMENT BE REDUCED TO \$100.00**

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 a \$100.00 water penalty charge for Will-O-Crest Farm

~ Discussion – Building upgrades and repairs – Supervisor Phillips stated that there were several upgrades that needed to be done. A quote for cleaning up the cable in the ceiling of the Town Hall was turned in by Alternative Technology. More quotes will need to be obtained before that work is done. The floor needs to be replaced and the entrance to the Town Hall needs to be updated with automatic operators to make the Town Hall more accessible. He asked the Town Board to prioritize the improvements. It was decided that the order would be the floor first followed by the entrance to the building being updated with automatic operators. The cable clean up would be third.

~ Discussion – Shortsville Water- The Town of Manchester Water Department continues to help the Village of Shortsville. The Village has staff that are currently training to be water certified. It is estimated that the certification could take two to five years. Council Member Folkins asked if fast tracking was possible. The answer given was that certification requires time and practical experience, so fast tracking is not possible. Council Member Blazey stated that a long-term option is needed. Supervisor Phillips said that a formal agreement between the village and town is needed. Council Member Blazey offered to work with Supervisor Phillips to create an agreement.

~ Discussion – Newark water rates – Supervisor Phillips said that he discovered that Newark water rates are \$2.58 per thousand gallons and rates in Clifton Springs are \$2.33 per thousand gallons. For Port Gibson and Route 96, the Town pays \$3.53 and \$3.55 per thousand gallons. Supervisor Phillips will be reviewing contracts and will dig deeper to understand why there is such a difference in water rates.

~ Discussion – Water on Hackett Road – Supervisor Phillips said a homeowner two properties down from where the town water line ends on Hackett Road has requested water. The cost for the Town to extend the water line would be \$40,000. There was an idea to run a water line in the right of way. A water meter could be put in at the current end of the town water line. The owner would be responsible for installation and repair for any water lines they put in. The thought is that this would be a less expensive option for the homeowner. The next step for this would be to speak with the Department of Health to make sure this option is viable. Water Superintendent, Rich Vienna will reach out to his contact at the Department of Health to discuss if this plan is a viable option.

~ Discussion – Court training request- Judge Liberty sent an email to the Town Board requesting funding to send the Court Clerk to a two-day annual conference in Albany at the end of September. Supervisor Phillips questioned how that request should be responded to. Council Members stated that trainings can be done without traveling, the court is short staffed and still trying to get a second clerk in the office and there are other things to focus on. A decision was made to deny funding this training request.

## **Department Reports:**

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
- The old garbage truck, woodchipper and clam bucket were sold at auction for a total of \$11,225.00. Superintendent Lannon requested that the Town purchase a new sander with a cost of \$11,350.00. He said that the price would increase eight to ten percent in June so ordering now would save money on the purchase
  - Chips sealing is about two thirds completed
  - Crack sealing is complete
  - Asphalt work is being done on Hackett and Smith Roads
  - Chips through the NYS budget should increase five to eight thousand dollars
  - Plows are all painted and put away for the season
  - Question as to whether the Highway Department should mow the grass in the Port Gibson Cemetery. The Town Board responded yes.

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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 30<sup>th</sup>, 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.

Supervisor Phillips responded that they have their own water department and have a licensed water operator. Mr. Hixson also asked if the water

**f. Supervisor, Dave Phillips reported the following:**

- 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.**

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

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

## ADDENDUM 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 21<sup>st</sup>. 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.

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➤ *Regular meeting:* **November 11, 2025 -6:00 P.M.**

➤ *Regular meeting:* **December 9, 2025 - 6:00 P.M.**