



MANCHESTER TOWN BOARD - REGULAR MEETING (CONT.)

January 13, 2026

following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

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

-- CNB Interest	\$	.08
-- Transfer Coupons	\$	4,727.48
-- Zoning Fees	\$	3,431.00
-- Bell Jar License	\$	10.00
-- Bingo Proceeds	\$	8.13
-- Death Certified Copies	\$	150.00
-- Conservation	\$	3.38
-- Dog Licensing	\$	1,583.00
-- Late Fees	\$	190.00
<b>TOTAL LOCAL SHARES COLLECTED</b>		<b>\$ 10,103.07</b>
PAID TO NY ENVIRONMENTAL CONSERVATION	\$	23.62
PAID TO NYS AG & MARKETS	\$	117.00
PAID TO STATE COMPTROLLER	\$	45.00
PAID TO SUPERVISOR (TOWN)	\$	10,103.07

RESOLVED, to approve the Town Clerk’s monthly report for December 2025

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. Bank collateralization CNB
- d. ACH payment from county for 2025 mowing
- e. NYSEG RG&E letter
- f. Toshiba notice for replacement of copiers
- g. Letter from Governor’s office regarding Real Property Tax Exemptions for Seniors
- h. NYSEG and RGE notice regarding closure of rebate programs
- i. Village of Manchester water letter
- j. American Red Cross flyer
- k. TOM quarterly investment report
- l. Clifton Springs FD December 2025 report
- m. Port Gibson Volunteer FD 2025 report
- n. Mercy Flight CEO introduction letter
- o. Charter Communications upcoming change letter

➤ RESOLUTION #9 – TOWN OF MANCHESTER OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

On motion of Councilmember Blazey, seconded by Councilmember DeCook, the following resolution was unanimously ADOPTED:

VOTE: AYES – 5 NAYS – 0

WHEREAS, Tate Colburn, of the Town of Manchester, County of Ontario, New York, has been elected to the Office of Supervisor of the Town of Manchester, and

WHEREAS, Devon R Hayes, of the Town of Manchester, County of Ontario, New York,

January 13, 2026

has been elected to the Office of Town Clerk of the Town of Manchester, and

WHEREAS, Devon R Hayes, of the Town of Manchester, County of Ontario, New York, has been elected to the Office of Town Tax Collector of the Town of Manchester, and

WHEREAS, Eric Schaertl, of the Town of Manchester, County of Ontario, New York, has been elected to the Office of Town Justice of the Town of Manchester, and

WHEREAS, Michael Liberty, of the Town of Manchester, County of Ontario, New York, has been elected to the Office of Town Justice of the Town of Manchester, and

WHEREAS, Jason Lannon, of the Town of Manchester, County of Ontario, New York, has been elected to the Office of Superintendent of Highways of the Town of Manchester, and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Manchester that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all monies or property received as a Town Officer, in accordance with the law; and

- This undertaking of the Town Supervisor is further conditioned upon that he will well and truly keep, pay over, and account for all monies and property, including any special district funds, belonging to the Town, and coming into his hands as such Supervisor; and
- This undertaking of the Town Clerk is further conditioned that she will well and truly keep, pay over and account for all monies and property coming into her hands as such Town council.
- This undertaking of the Tax Collector is further conditioned that she will well and truly keep, pay over and account for all monies and property coming into her hands as such Tax Collector; and
- This undertaking of the Deputy Tax Collector is further conditioned that she will well and truly keep, pay over and account for all monies and property coming into her hands as such Deputy Tax Collector; and
- This undertaking of the Deputy Clerk(s) is further conditioned that they will well and truly keep, pay over and account for all monies and property coming into their hands as such Deputy Clerk(s); and
- This undertaking of the Town Justice(s) is further conditioned that they will well and truly keep, pay over and account for all monies and property coming into their hands as such Town Justice(s); and
- This undertaking of the Bookkeeper is further conditioned that she will well and truly keep, pay over and account for all monies and property coming into her hands as such Bookkeeper; and
- This undertaking of the Deputy Highway Superintendent is further conditioned that he will well and truly keep, pay over and account for all monies and property coming into his hands as such Deputy Highway Superintendent; and
- This undertaking of the Code Enforcement Officer is further conditioned that he will well and truly keep, pay over and account for all monies and property coming into his hands as such CEO; and
- This undertaking of the Court Clerk is further conditioned that she will well and truly keep, pay over and account for all monies and property coming into her hands as such Court Clerk; and

The Town does and shall maintain insurance coverage, presently with NYMIR Insurance Company, in the following sums: for the Town Clerk/Tax Collector - \$1,000,000. the Supervisor -\$1,000,000; the Bookkeeper - \$200,000; the 2 Court Clerks - \$30,000 each; the (2) Judges - \$30,000. each to indemnify against losses through the failure of the officers,



January 13, 2026

many complaints.

- 149 fire inspections were completed for the Town and three Villages.
- Estimated construction costs for the Town and three Villages were \$8,932,000.

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

- 17 transfers/sales and 6 splits
- The Assessor's Aid has been very busy with the exemptions.
- The Assessor has been entering the permits and the new bills, getting ready for the March 1<sup>st</sup> deadline.
- Assessor Robson appreciates everything Lon Rogers, the Assessor's Aid, has done. He is amazing.
- There have been many phone calls and in person visits regarding the STAR exemption have been addressed.

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

- \$830,000.00 in taxes have been collected. The total tax warrant is \$5.4 million.
- \$300,000.00 has been paid to the Town.
- There will be a change in the way the USPS is managing mail. If you want to be sure to have your mail post marked the day you are mailing it, you should go to the local Post Office and ask for the mail to be hand stamped.
- This month, a "thank you" is being given to the Assessor's Aid, Lon Rogers. He is busy with exemptions but still finds time to help the Town Clerk's office with addresses and other questions surrounding tax bills.

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

- December was busy. There were a few water breaks and a few frozen heaters.
- There were many phone calls to the Water Department and the Town during a water main break. Discussion happened to figure out a better way to communicate updates to the water users.
- A couple of days before Christmas, the water department worked with the Village of Manchester on one of their water breaks.
- They have been in the plows, so there has not been time to do winter maintenance.
- Continued working with the Village of Shortsville for everyday maintenance. Their water person is doing a great job.
- Superintendent Vienna has not heard anything too negative regarding the new pricing for water.
- Water Superintendent Vienna asked if there had been any more discussion in regards to the Town taking over the water for the McDonald's corner. Supervisor Colburn said that he would be meeting with the attorney on Tuesday morning.

f. **BOOKKEEPER, Amy Birch, stated the following financial summary:**

- Bookkeeper Birch is in process of getting Year-End done for 2025 and





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

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**January 13, 2026**

- ***Regular meeting: July 14, 2026 - 6:00 P.M.***
- ***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.***