MANCHESTER TOWN BOARD – REGULAR MEETING
OCTOBER 13, 2026 - 6 P.M.

A regular monthly meeting of the Manchester Town Board was held October 13, 2026, at 6:00 p.m. at the Manchester Town Hall with the following members present:

Tate Colburn	**Supervisor**
Kevin Blazey	**Deputy Supervisor/Council Member**
Jaylene Folkins	**Council Member**
Scott DeCook	**Council Member**
Martha Doody	**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; Amy Birch, Bookkeeper

ALSO PRESENT: Town of Manchester residents: Mike Buttaccio, John Capron, Ellie Shannon, Brad Hixson,

NECESSARILY ABSENT: Heather Robson, Assessor

CALL TO ORDER: Supervisor Colburn called the Town Board meeting to order at 6:01 PM

The Pledge of Allegiance was said.

- **RESOLUTION #99- APPROVAL OF TOWN BOARD MINUTES, REGULAR MEETING SEPTEMBER 8, 2026**

  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 minutes from the regular Town Board Meeting held on September 8, 2026

- **RESOLUTION #100 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT**

  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 the Supervisor's Monthly Report as submitted. See Minute Book Attachment for report.

- **RESOLUTION #101 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT**

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

VOTE: AYES - 5 NAYS - 0

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

-- CNB Interest	$	.13
-- Miscellaneous	$	20.00
-- Transfer Coupons	$	7,595.30
-- Zoning Fees	$	4,506.60
-- Bingo Proceeds	$	26.49
-- Marriage License	$	52.50
-- Death Certified Copies	$	50.00
-- Marriage Certified Copies	$	10.00
-- Conservation	$	160.32
-- Dog Licensing	$	2,163.00
-- Late Fees	$	210.00
TOTAL LOCAL SHARES COLLECTED	**$**	**14,794.34**
PAID TO NYS AG & MARKETS	$	159.00
PAID TO ENVIRONMENTAL CONSERVATION	$	2,179.68
PAID TO NYS DEPARTMENT OF HEALTH	$	67.50
PAID TO SUPERVISOR (TOWN)	$	14,794.34

RESOLVED, to approve the Town Clerk's monthly report for September 2026.

Supervisor Colburn received and reviewed the following correspondence with the Board at this time (See minute book attachment for all correspondence):

a. Supervisor Monthly Report
b. Town Clerk Monthly Report
c. M&T Bank Month-end collateral statement
d. CNB Accounts balance statement
e. NYCLASS monthly statement
f. Clifton Springs FD September 2026 Activity Report
g. Shortsville FD July, August 2026 Activity Report
h. US EPA Man. Central Water District Follow-up letter
i. ALPCO pricing update
j. NYS DEC Dolomite Products water withdrawal permit renewal and modification
k. Happy Tails monthly report
l. Citizen request letter re: traffic review/reduction CR#27
m. Ontario County Special Collections event (tire recycling) summary

- **PRIVILEGE OF THE FLOOR – Manchester Village Board regarding Fire Contracts and Parks. Mayor Buttaccio said that the Manchester Fire Department has been taking a lot more calls for Shortsville. He understands that there is one more year left on the current fire contract between the Town and the Villages but wants to talk about more support. Council Member Folkins stated that the Town is not in position to reevaluate the budget this year. She stated this needs to be a much bigger discussion with information from all parties looking at a comprehensive approach. All members of the Town Board agreed with this plan. Mayor Buttaccio went on to say that the Village of Manchester still sponsors a park program as well as a swim program and would like more monetary help with them. Mayor Buttaccio also gave an update on the**

roundhouse at Supervisor Colburn's request.

- **RESOLUTION #102- APPROVAL TO APPOINT JOHN CAPRON TO THE PLANNING BOARD**

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 the appointment of John Capron to the Planning Board

- **RESOLUTION #103- APPROVAL AUTHOURIZING 14-HOUR EDUCATIONAL TRAINING FOR CODE ENFORCEMENT OFFICERS (2) ON OCTOBER 27 & 28, 2026 AT THE COST OF $100.00 PER PERSON**

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

VOTE: AYES – 5 NAYS - 0

RESOLVED, approval to authorize 14-hour educational training for Code Enforcement Officers (2) on October 27 & 28, 2026 at the cost of $100 per person.

- **RESOLUTION #104- APPROVAL TO ACCEPT THE ONTARIO COUNTY CONTRACT FOR TOWN COURT SECURITY**

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

VOTE: AYES – 5 NAYS - 0

RESOLVED, approval to accept the Ontario County Contract for Town Court security.

- **RESOLUTION #105- APPROVAL OF THE ONTARIO COUNTY CONTRACT FOR TOWN HIGHWAY SNOW AND ICE CONTROL SERVICES**

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

VOTE: AYES – 5 NAYS - 0

RESOLVED, to accept the Ontario County Contract for town highway snow and ice control services.

- **RESOLUTION #106- APPROVE THE PURCHASE OF TWO OVERHEAD GARAGE DOORS FOR THE TOWN HIGHWAY BUILDING FROM MARTIN'S DOOR SERVICE LLC COSTING $16,862.00**

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

VOTE: AYES – 5 NAYS - 0

RESOLVED, to approve the purchase of two overhead garage doors for the town highway building from Martin's Door Service LLC costing $16,862.00.

- **RESOLUTION #107- TO REVIEW AND ADOPT PRELIMINARY BUDGET**

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

VOTE: AYES – 5 NAYS - 0

RESOLVED, to adopt preliminary budget

- **RESOLUTION #108 – RESOLUTION TO DETERMINE NOVEMBER 10, 2026, AT 6:00 P.M. AS THE DATE FOR A PUBLIC HEARING REGARDING THE 2027 BUDGET**

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

  VOTE: AYES - 5 NAYS - 0

  RESOLVED, to set a date for a public hearing on November 10, 2026, at 6:00 P.M regarding the 2027 budget.

- **RESOLUTION #109- APPROVAL OF THE 2027 ONTARIO COUNTY CONTRACT FOR DOG CONTROL SERVICES COSTING $30,282.51.**

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

  VOTE: AYES – 5 NAYS - 0

  RESOLVED, to accept the 2027 Ontario County Contract for dog control services.

- **RESOLUTION #110- APPROVAL OF BUDGE TRANSFERS**

  SW5-9901.9 - $90,000 to A201 ($12,600) and DB201 ($77,400)

  DB201 ($77,400) to DB5142.1 ($77,400)

  CR9901.9 ($12,600) to DB201 ($12,600)

  DB201 ($12,600) to DB5142.1 ($12,600)

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

  VOTE: AYES – 5 NAYS - 0

RESOLVED, to approve the budget transfers SW5-9901.9 - $90,000 to A201 ($12,600) and DB201 ($77,400), DB201 ($77,400) to DB5142.1 ($77,400), CR9901.9 ($12,600) to DB201 ($12,600). DB201 ($12,600) to DB5142.1 ($12,600)

Department Reports:

a. HIGHWAY SUPERINTENDENT, Jason Lannon, reported the following:

- **Large trucks have been rust proofed.**
- **Rust proofing for the small trucks have been scheduled for rust proofing.**
- **Wedging has been completed on Armington and Townline Roads**
- **Shoulders are done on Town Line, Armington, and Wilbur Roads.**

- **Jeremy has had a couple of large expenses for replacing kingpins and springs on a large truck.**
- **Working on the third round of line striping.**
- **The new blower will be used for the leaves in the Port Gibson Cemetery.**

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

- **There is a clerk's meeting on October 28th which will include Narcan training.**
- **In September there were nine new transfer station members. One was out of district.**
- **There was a bad accident in front of the Town Hall last week. The Town's Code Enforcement Officers were some of the first people on scene. The new "Go Bag" containing first aid supplies needed while waiting for the ambulance was used.**
- **The Town received a foil request for information from the Assessor's office. It is estimated that it will take 24 hours of work to pull the information requested. This same request was also sent to all the Towns in Ontario County.**

c. ASSESSOR AIDE, Lon Rogers, stated the following:

- **There were thirty-six transfers.**
- **The agricultural and aged/disabled exemption renewal forms went out September 30th.**
- **Lon has completed the Administration in Assessment course and took the test last week.**

d. CODE ENFORCEMENT OFFICER, Don Bruder, detailed a report stating the following:

- **18 Fire safety inspections in the town and villages.**
- **12 Permits were issued in the Town of Manchester.**
- **$1,039.00 collected in fees.**
- **Estimated construction costs are $190,912.00.**
- **The Planning Board will look at Idlewood Manor expansion on State Route 21 at their October 20th meeting. That project and the Department of Health septic system approvals were sent to Ontario County Planning Board for their October 14th meeting. We should have comments back by the 20th and hope to have final approval this month on that project.**
- **There is a two-family special use permit in front of the board for a new house on Smith Road. Two family houses need a special use permit in certain districts.**
- **The Village of Manchester has given site plan approval for the new library project. It has already been to the County Planning Board. Next step is waiting for drawings to issue a permit for demolition and construction of the new facility. They are demolishing all the old buildings and building a new library there.**

e. WATER SUPERINTENDENT, Rich Vienna, reported the following:

- **Bac-T samples have been negative.**
- **Read meters on September 9th.**
- **Hydrant Maintenance is complete.**
- **Valve maintenance is always ongoing.**
- **Plenty of UFPO's**
- **Inventory buildup for future.**
- **TTHM samples are coming up in November.**
- **Hydrant water leak on CR 27. Labor Day weekend able to shut off by Gard Valve**
- **The Town's last two contacts at the Department of Health are gone. Currently, we have to reach out to the Geneva Office for a point of contact.**
- **An expansion at a local farm expects to need 15 to 20 million gallons a year. An engineer will be needed for that water upgrade.**

ADDENDUM ITEMS – Village of Shortsville Termination of Intermunicipal Cooperation Agreement, NYSEG/RG&E Veterans assistance flyer, Manchester Fire Department September activity report

BOARD MEMBER ITEMS:

- **Council Member Folkins**

- **Council Member DeCook:**

- **Council Member Doody:**
  - **The tractor parade will be held on November 21st. Would it be possible to make it one-way traffic? The parade will end at Wheel Works Brewery. Manchester Fire Department is involved with traffic control. Supervisor Colburn said Town Highway approval and approval from the Finger Lakes Railroad would be needed. Once that is obtained it can be discussed further.**

- **Council Member Blazey:**

- **Supervisor Colburn:**

➢ **RESOLUTION #111 – MOTION TO APPROVE SEPTEMBER 2026 VOUCHERS**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve September 2026 vouchers.

➢ RESOLUTION #112 – MOTION TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSIONS RELATING TO PROPOSED, PENDING, OR CURRENT

LITIGATION AT 6:52 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

➢ **RESOLUTION #113 – MOTION TO EXIT EXECUTIVE SESSION AT 7:12 p.m.**

On motion of Council Member Blazey seconded by Councilman Folkins, 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 Blazey moved to adjourn the meeting, 7:13 PM, seconded by Council Member DeCook, unanimously APPROVED.

Respectfully Submitted,

Devon R Hayes, Town Clerk

****Next Meetings:**

- ***Regular meeting:*** ***November 10, 2026 -6:00 P.M.***
- ***Regular meeting:*** ***December 8, 2026 - 6:00 P.M.***