

MANCHESTER TOWN BOARD – REGULAR MEETING
March 11, 2025 - 6 P.M.

A regular monthly meeting of the Manchester Town Board was held March 11, 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: Kirby Waite, Rob LaRose, Tate Colburn

ABSENT: Heather Robson, Assessor

➤ **RESOLUTION #31- APPROVAL OF MINUTES, REGULAR MEETING FEBRUARY 2025**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the minutes from the regular Town Board Meeting held on February 11, 2025.

➤ **RESOLUTION #32 - APPROVAL OF SUPERVISOR’S MONTHLY FINANCIAL STATEMENT**

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

➤ **RESOLUTION #33 - APPROVAL OF TOWN CLERK’S MONTHLY REPORT**

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

VOTE: AYES - 5 NAYS - 0

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

-- CNB Interest	\$.07
-- Miscellaneous	\$	1.00
-- Transfer Coupons	\$	4,540.02
-- Zoning Fees	\$	3,292.80
-- Bingo Proceeds	\$	34.73
-- Death Certified Copies	\$	140.00
-- Marriage Certified Copies	\$	20.00
-- Marriage License	\$	52.50
-- Conservation	\$	2.38
-- Dog Licensing	\$	1,417.00
-- Late Fees	\$	200.00
TOTAL COLLECTED	\$	9,700.50
PAID TO NYS DEC	\$	23.62
PAID TO NY STATE DEPARTMENT OF HEALTH	\$	67.50
PAID TO NYS AG & MARKETS	\$	86.00
PAID TO SUPERVISOR (TOWN)	\$	9,700.50

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

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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. Disability Insurance rate sheet
- d. Ag & Markets Municipal Inspection Report
- e. Charter Communications change in channel lineup
- f. NYSEG and RG&E power outage data
- g. Ontario County Special Collection Events
- h. Turner Schrader Post 34 parade invite
- i. OSC budget cap adjustment
- j. Manchester Fire Department Monthly Report: January
- k. Manchester Fire Department Monthly Report: February
- l. Rich Vienna Farmington water break report

~ Discussion –Disability Insurance coverage for Town of Manchester full-time employees. Supervisor Phillips stated the Town of Manchester currently pays a premium of \$800.00 annually, which provides \$170.00 a week for full-time employees should they qualify for disability. The question to the Town Board is should that be increased? Several levels of premium payments and coverage were provided as options. The Town Board was in consensus to increase the premium to \$1,600 and coverage to \$340 weekly for disability coverage for full-time employees.

➤ **RESOLUTION #34- APPROVAL TO INCREASE DISABILITY INSURANCE COVERAGE TO AN ANNUAL PREMIUM OF \$1,600.00 AND BENEFIT OF \$340.00 WEEKLY FOR DISABILITY COVERAGE FOR FULL TIME EMPLOYEES**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve increasing the disability benefit to \$340.00 for full-time employees

➤ **RESOLUTION #35– RESOLUTION FOR OVERRIDE TAX CAP FOR F.Y. 2026 - SPECIAL DISTRICTS**

WHEREAS, the Town Board of the Town of Manchester is the governing body of the special districts and/or fire districts/fire protection districts set forth in the Schedule attached hereto and made a part hereof; and

WHEREAS, it is the intent of this resolution to override the limit on the amount of real property taxes that may be levied by the Town of Manchester, on behalf of the aforesaid special districts and/or fire districts/fire protection districts, pursuant to General Municipal Law §3-c, and to allow the Town of Manchester, on behalf of the aforesaid special districts and/or fire districts/fire protection districts, to adopt a budget for the fiscal year 2026 that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law §3-c; and

WHEREAS, this resolution is adopted pursuant to subdivision 5 of General Municipal Law §3-c, which expressly authorizes a local government’s governing body, on behalf of special districts and/or fire districts, to override the tax levy limit for the coming fiscal year by the adoption of a resolution approved by a vote of sixty percent (60%) of said governing body.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Manchester, County of Ontario, is hereby authorized to adopt a budget for the fiscal year 2026 on behalf of the special districts and/or fire districts/fire protection districts set forth in the Schedule attached hereto and made a part hereof that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law §3-c.

I, Devon Hayes, Town Clerk of the Town of Manchester do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Manchester on March 11, 2025, by the following vote:

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	<u>Aye</u>	<u>Nay</u>
David Phillips	X	
Kevin Blazey	X	
Jaylene Folkins	X	
Matthew Shannon	X	
Scott DeCook	X	

Dated: March 11, 2025

Devon Hayes, Town Clerk

SEAL

➤ **RESOLUTION #36– RESOLUTION TO APPROVE THE APPLICATION FOR KIRBY’S KOMPOUND TO HOLD MUD RUNS IN 2025. (May 3rd and September 27th)**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve of Kirby Waite (Kirby’s Kompound) application to hold the two mud runs (May 3rd and September 27th)

➤ **RESOLUTION #37– RESOLUTION TO APPROVE OF WAIVING THE 2025 BOND REQUIREMENT FOR KIRBY’S KOMPOUND**

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

VOTE: AYES – 5 NAYS - 0

RESOLVED, to approve the waiving of the bond requirement for Kirby Waite (Kirby’s Kompound), due to the expense of obtaining this; and due to the compliance Mr. Waite has demonstrated in the past and will commit to continuing with.

~ Discussion – expansion of Route 21 sewer district – There has been some interest in building on property South of Fore Recycling. The Town of Manchester does have a sewer line that was put in and funded by the Church of Latter-day Saints as they are the sole users. Supervisor Phillips questioned if the sewer should be expanded if development on Route 21 occurs? The Town Board unanimously agreed there would be a benefit and the sewer district should be expanded if development occurs in that area. Council Member Folkins stated this was always part of the Comprehensive Plan for the Town. Supervisor Phillips will continue conversations with Joint Sewer and provide updates.

➤ **RESOLUTION #38- APPROVAL OF ANNUAL INSURANCE POLICY AND PREMIUM FROM EASTERN SHORE INSURANCE AGENCY DUE APRIL 2025**

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 annual insurance policy and premium from Eastern Shore Insurance Agency.

Department Reports:

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
 - Jason is seeking approval to sell the old roll-off truck and old woodchipper with a blown motor. The Town Board agreed with this action.
 - They have started painting the plows and doing plow clean up
 - Repair of Town vehicles has included replacing a turbo hydraulic and two sets of tires

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- b. **CODE ENFORCEMENT OFFICER, Marty Barnett, reported the following:**
- 4 inspections totaling 15 units were completed
 - 20 Permits were issued in the three villages and Town of Manchester
 - \$3,167.00 collected in fees
 - Estimated construction costs are \$788,000.00
 - Lehigh Valley MHP has 32 homes coming in totaling 39 homes in the park
 - The Village of Manchester has four businesses (truck/RV wash, liquidated pallets, landscaper and a gutter business) going into the old Upstate Milk building on Center Street. There is still room for a few more businesses to rent
 - Luke Abbott is looking to expand his business. He is adding an addition onto his current location on Kyte Road and State Route 96
- c. **TOWN SUPERVISOR ON BEHALF OF ASSESSOR, Heather Robson, reported the following:**
- Lon and Heather attended a Solar Webinar, regarding a court case where the New York State Supreme Court struck down the state's solar and wind valuation law, specifically the solar and tax model, citing constitutional values
 - Exemptions: working on new application and renewals for the Senior Exemptions. All applications were received. Also received all but one application for Ag Exemptions. If necessary, multiple attempts were made to have the paperwork completed for exemptions.
 - Continuing to get the Tentative roll ready & updated
 - Heather is attending a mass appraisal course in Batavia this week
- d. **TOWN CLERK, Devon Hayes, reported the following:**
- A survey has been added to our website to gain knowledge on client experience
 - Lagana will be removing the water pumps in the heating/cooling systems and installing drains to the outside
 - The annual audit will be from March 17 through March 19 for the Town Clerks office
 - \$4.4 million dollars in taxes have been collected. There is \$314,000 outstanding.
 - Ontario County Historical Society has been called to come to the Town and give advice on information stored here. Is it of historical significance? Where and how should the information be preserved?
- e. **WATER SUPERINTENDENT, Rich Vienna, detailed a report stating the following:**
- TTHM level testing came back. The Town of Manchester water is not in violation
 - Assisted with a water break in Shortsville
 - Meeting with Neptune 360 staff next Friday
 - Water use is monitored daily and if there is a spike in use the water department works to find where the use is. There have been several leaks that were able to be detected prior to the owners even knowing there was a situation
 - Meters were read last week
 - Water costs will increase. Once the cost from Farmington is known, there will be a pass-through increase to water users
 - Helping the Village of Shortsville with water services pricing
 - There was a water break on Farmington/ Route 96
- f. **Supervisor, Dave Phillips reported the following:**
- The General Fund received its first semiannual payment of franchises in February from CharterPay Communications in the amount of \$17,559.67. This amount was lower than the previous year's payment in February by of \$1,400.00 Otherwise, no unexpected revenues or expenditures were recorded in the General Fund.
 - The Zoning and Refuse and Garbage Funds had no revenues or expenditures that were of note in the month of February

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- The Highway Fund had no unexpected revenues, but the overtime and purchases of salt have certainly increased expenses due to the severity of the winter we have had so far. It is hoped this trend does not continue into March
- The Central County Road 13 Water Districts continued collecting water payments including penalties in February. No expenses were incurred that were not the usual for the month
- At the end of February, the finances of the Town continue to be better than in previous years

➤ **RESOLUTION #38 – APPROVAL OF FUND TRANSFERS:**

Transfer \$5,467.37 from DB5130.2 to DB5130.4 to cover deductible for Silverado

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

VOTE:

AYES - 5

NAYS - 0

RESOLVED, to approve the fund transfer of \$5,467.37 from DB5130.2 to DB5130.4 to cover deductible for Silverado

ADDENDUM ITEMS –

1A Transfer \$5,467.37 from DB5130.2 to DB5130.4 to cover deductible for Silverado

2A Mercy Flight thank you letter

3A Water Department monthly report

4A Insurance highlights of premium changes and invoice

5A Clifton Springs Fire Department monthly report

6A Round House request for interest

BOARD MEMBER ITEMS:

- Council Member Folkins
 - 1.) Attended the summary meeting of historical inventory for the Village of Manchester done by the Landmark Society.
- Council Member DeCook
 - 1.)
- Council Member Shannon:
 - 1.)
- Council Member Blazey:
 - 1.)
- Supervisor Phillips:
 - 1.) A constituent reached out regarding permission to repaint a historical sign on McBurney Road. The Town Board granted the request.
 - 2.) Round House – on Friday, March 14, information will go out to the development world for proposals of interest in the Round House. Ideally, it would include preserving the structure as best as possible.
 - 3.) Council Member Folkins and Council Member Shannon will try to attend the Memorial Day Parade with Supervisor Phillips
 - 4.) The Village of Shortsville emergency services and Finger Lakes Ambulance will be meeting to discuss what future emergency services look like in the Town.

➤ **RESOLUTION #39 – 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 February 2025 vouchers

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ADJOURNMENT: There was no other business before the Board at this time; Council Member DeCook moved to adjourn the meeting, 7:18 p.m., seconded by Council Member Shannon, unanimously APPROVED.

Respectfully Submitted,

Devon R Hayes, Town Clerk

****Next Meeting:**

- *Regular meeting:* *April 8, 2025 - 6:00 P.M.*
- *Regular meeting:* *May 13, 2025 - 6:00 P.M.*
- *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.*
- *Regular meeting:* *November 11, 2025 -6:00 P.M.*
- *Regular meeting:* *December 9, 2025 - 6:00 P.M.*