

**MANCHESTER TOWN BOARD – REGULAR MEETING**  
**April 8, 2025 - 6 P.M.**

A regular monthly meeting of the Manchester Town Board was held April 8, 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>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; Heather Robson, Assessor

**ALSO PRESENT:** Town of Manchester residents: Tate Colburn, Jason Wagner

**ABSENT:** Matt Shannon, Council Member

➤ **RESOLUTION #40- APPROVAL OF MINUTES, REGULAR MEETING MARCH 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 March 11, 2025.

➤ **RESOLUTION #41 - APPROVAL OF SUPERVISOR’S MONTHLY FINANCIAL STATEMENT**

On motion of Council Member DeCook, 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 #42 - APPROVAL OF TOWN CLERK’S MONTHLY REPORT**

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

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

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

-- CNB Interest	\$	.09
-- Miscellaneous	\$	10.00
-- Transfer Coupons	\$	6,933.14
-- Zoning Fees	\$	1,265.20
-- Bingo Proceeds	\$	141.18
-- Death Certified Copies	\$	150.00
-- Birth Certified Copies	\$	44.00
-- Marriage Certified Copies	\$	90.00
-- Marriage License	\$	35.00
-- Conservation	\$	14.66
-- Dog Licensing	\$	2,054.00
-- Late Fees	\$	140.00
<b>TOTAL COLLECTED</b>	<b>\$</b>	<b>10,877.27</b>
 PAID TO NYS DEC	 \$	 997.34
PAID TO NY STATE DEPARTMENT OF HEALTH	\$	45.00
PAID TO NYS AG & MARKETS	\$	121.00
PAID TO SUPERVISOR (TOWN)	\$	10,877.27

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

April 8, 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. Ag & Markets Municipal Inspection Report
- d. Vendor Change Notice- this is a new report that the auditors have suggested to be used
- e. Charter Communications channel update
- f. Community Walk-A-Thon sponsor opportunity
- g. Sample meeting policy Victor Fire Department
- h. Sample Town Board rules, Town of Canandaigua
- i. Town of Manchester investment report

~ Discussion – Expanding Route 21 Sewer District – As new developments on Route 21 are being explored, Supervisor Phillips had discussions with the Joint Sewer staff and Mayor Buttaccio, and all are agreeable with the expansion of the sewer. This is still in the very early stages. More updates will be given.

~ Discussion – Meeting procedures – The Town Board discussed the creation of a more formal meeting policy. Currently a procedure is followed but no formality of a written procedure has been put into place. After discussion, the decision was made to continue with the current way of conducting meetings with consideration of possibly creating a written/formalized procedure in the future.

~ Update – Village of Manchester water – Attorneys continue to work on a long-term water contract between the Town of Manchester and the Village of Manchester. The first quarter of this year the price of water increased \$.50 per 1,000 gallons. The Village of Manchester increased their payment to the Town by \$.20. The increase was for all municipalities that receive water from Canandaigua. Mayor Buttacio was contacted by Supervisor Phillips regarding the situation and said he would look into it and respond back.

**RESOLUTION #43-2025 APPOINTING ASSESSOR PURSUANT TO REAL PROPERTY TAX LAW § 310**

WHEREAS, Real Property Tax Law § 310 establishes that the appointed assessor of a municipality shall serve a six-year term, beginning on October 1 and ending on September 30 of the sixth year thereafter; and

WHEREAS, the Town of Manchester is required to appoint an assessor to fulfill these duties in accordance with New York State law; and

WHEREAS, the Town Board of Manchester, Ontario County, has determined that Heather Robson is duly qualified to serve as Assessor for the Town of Manchester;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Manchester, County of Ontario, does hereby appoint Heather Robson as Assessor for the Town of Manchester for a six-year term commencing October 1, 2025, and expiring on September 30, 2031, in accordance with the provisions of Real Property Tax Law § 310; and

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be provided to the Ontario County Director of Real Property Tax Services and the New York State Department of Taxation and Finance – Office of Real Property Tax Services.

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 April 8, 2025, by the following vote:

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

Dated: March 8, 2025

Devon Hayes, Town Clerk

SEAL

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

**RESOLVED**, to approve the old garbage truck, woodchipper and clam bucket

- 12 Permits were issued in the three villages and Town of Manchester
- \$11,040.00 collected in fees
- Estimated construction costs are \$432,000.00
- 12 Inspections
- Next week there will be a Planning Board meeting. Two of the topics that will be discussed will be special use permits for a cell tower and an in-law apartment
- Mobil home park on Route 96 have brought in new homes which makes the park half full. The rest of the homes will be put in during the month of June

- **12 transfers since the last meeting**
- **Preliminary Tentative Roll has been sent to the County**
- **Change in assessment letters were sent. There were two informal meetings and one field visit done**

- The new glass purchased with ARPA funds is now in place at the town clerk's window
- Tax collection for the 2025 Town and County taxes has ended. The County was paid a final payment on April 7, 2025. \$25,381.60 was paid to the Town of Manchester. The majority was money earned by CD's purchased with funds that the Town was collecting for Ontario County. The payment also included interest and penalties.
- Devon will be on vacation from April 16, returning on 4/24

- **Bac-T results are negative for Town and Village of Shortsville**
- **Time spent in the Village of Shortsville is averaging 4-6 hours a week**
- **Two sessions of training have been completed on the Neptune water software**
- **On March 29<sup>th</sup> a fire hydrant on Fox Road was struck and stolen. Video has been given to the sheriff's**
- **Looking into pricing on pumps and inventory parts**
- **Chlorine Residual readings have been good at the pump house**

- The General, Zoning, Refuse and Garbage and Highway Funds did not receive any revenues other than the usual in the month of March. The Highway Fund did expend a bit more, but this was to purchase a new roll-off truck. The other major funds had no expenses incurred that were unexpected.

April 8, 2025

- The Central and County Road 13 Water Districts began collecting water payments for the second quarter in the month of March. By the end of the month almost 15% of water customers had paid in full. There were no expenses incurred that were unexpected.
- At the end of March, the finances of the town are stable and secure

**EMS – Jason Wagner** – Chief Wagner gave a presentation to the Town Board which included Fire Department and EMS updates. During the months of March and April they have been training on water rescue. He stated that between 15-20 people are rescued each year. Their goal is to have everyone safe and happy. On the EMS side, there were 41 calls in March with a 9% response rate. High quality patient care is their goal. Chief Wagner will continue to regularly supply the Town Board with reports.

**ADDENDUM ITEMS –**

- 1A Village of Clifton Springs Fire Department monthly report
- 2A Town of Manchester March Water Report
- 3A Town of Manchester CNB March Collateralization report
- 4A Dennine Leeson memo regarding reappointment of Assessors

**BOARD MEMBER ITEMS:**

- Council Member Folkins  
1.)
- Council Member DeCook  
1.)
- Council Member Shannon:  
1.)
- Council Member Blazey:  
1.)
- Supervisor Phillips:  
1.) Sidco Filter has closed. The work being done at the North Avenue location was moved to Lima, NY.  
2.) On Facebook, XXX Construction has stated interest in the Round House project. They are looking for community feedback as they create their plan.

➤ **RESOLUTION #46 – 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 March 2025 vouchers

➤ **RESOLUTION #47 – MOTION TO ENTER INTO EXECUTIVE SESSION (105(c)) AT 7:14 p.m.**

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

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

**RESOLVED**, to enter Executive Session

➤ **RESOLUTION #48 – MOTION TO EXIT EXECUTIVE SESSION AT 8:00 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

April 8, 2025

**ADJOURNMENT:** There was no other business before the Board at this time; Council Member Folkins moved to adjourn the meeting, 8:00 p.m., seconded by Council Member Blazey, unanimously APPROVED.

*Respectfully Submitted,*

*Devon R Hayes, Town Clerk*

**\*\*Next Meeting:**

- *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.*