

**MANCHESTER TOWN BOARD – REGULAR MEETING**  
**August 13, 2024 - 6 P.M.**

A regular monthly meeting of the Manchester Town Board was held tonight, August 13, 2024, 6:00 p.m. at the Manchester Town Hall with the following members present:

David Phillips	Supervisor
Kevin Blazey	Deputy Supervisor/Councilmember
Matt Shannon	Councilmember
Jaylene Folkins	Councilmember

**OTHERS PRESENT:** Devon Hayes, Town Clerk; Kevin Lyke, Water Superintendent; Jason Lannon, Highway Superintendent; Steve DeHond, Code Enforcement Officer, Jennifer Fagner, Assessor

**ALSO PRESENT:** Town of Manchester residents: none

**ABSENT:** Scott DeCook, Councilmember; Willie Murphy, Deputy Highway Superintendent

**CALL TO ORDER:** Supervisor Phillips called the August 13, 2024, regular Town Board meeting to order at 6:00 p.m.

➤ **RESOLUTION #94- APPROVAL OF MINUTES, REGULAR MEETING JULY 2024**

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

<b>VOTE:</b>	<b>AYES - 4</b>	<b>NAYS - 0</b>
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**RESOLVED**, to approve the minutes from the regular Town Board Meeting held on July 9, 2024.

➤ **RESOLUTION #95 - APPROVAL OF SUPERVISOR’S MONTHLY FINANCIAL STATEMENT**

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

<b>VOTE:</b>	<b>AYES - 4</b>	<b>NAYS - 0</b>
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**RESOLVED**, to approve the Supervisor’s Monthly Report as submitted. See Minute Book Attachment for report.

➤ **RESOLUTION #96 - APPROVAL OF TOWN CLERK’S MONTHLY REPORT**

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

<b>VOTE:</b>	<b>AYES - 4</b>	<b>NAYS - 0</b>
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**RESOLVED**, to accept the Town Clerk’s report as follows:

-- Miscellaneous	\$	44.00
-- CNB Interest	\$	.17
-- Transfer Coupons	\$	6,801.95
-- Zoning Fees	\$	1,203.80
-- Birth Certified Copies	\$	22.00
-- Marriage Certified Copies	\$	30.00
-- Marriage License	\$	52.50
-- One Day Marriage Officiant License	\$	50.00
-- Death Certified Copies	\$	30.00
-- Conservation	\$	3.60
-- Dog Licensing	\$	2251.00
-- Late Fees	\$	160.00
<b>TOTAL COLLECTED</b>	<b>\$</b>	<b>10,649.02</b>

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PAID TO NYSDEC	\$	61.40
PAID TO NYS DEPT OF HEALTH	\$	67.50
PAID TO NYS AG & MARKETS	\$	133.00
PAID TO SUPERVISOR (TOWN)	\$	10,649.02

**RESOLVED**, to approve the Town Clerk’s monthly report for July 2024

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. RG&E community information releases
- d. Clifton Springs Fire Department monthly activity report
- e. Invitation Pomeroy Dedication LVRR train derailment
- f. Manchester Fire Department monthly report
- g. Hodgson Russ notice of IDA public hearing
- h. Overhead door proposals from Finger Lakes Garage Door, Tracey Door, Martin Door
- i. Cordello Power notice of NYSERDA solicitation
- On table before the meeting
- j. Reliant Credit Union educational workshop topics
- k. Happy Tails Report June 2024
- l. Manchester Fire Department monthly report July 2024

Question from Councilmember Folkins regarding the solar Solicitation (County Road 13). Where is that going?

Response from Supervisor Phillips – NYSERDA opens funding opportunities routinely. This is Cordello Power’s notification that they are planning on going to NYSERDA to request funding. They are hopeful to get that and have a building permit turned in by the end of the year.

- **RESOLUTION #97– RESOLUTION TO APPROVE BID FROM FINGER LAKES GARAGE DOOR FOR DOOR REPLACEMENT IN THE HIGHWAY BUILDING**  
On motion of Councilmember Folkins, seconded by Councilmember Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES - 4 NAYS - 0

**RESOLVED**, to approve the bid from Finger Lakes Garage Door to replace the door in the Highway Building

- **RESOLUTION #98– RESOLUTION TO APPOINT CHRISTINE CIARDI AND PAULINE DECOOK AS MEMBERS OF THE PLANNING BOARD**  
On motion of Councilmember Folkins, seconded by Councilmember Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES - 4 NAYS - 0

**RESOLVED**, to approve Christine Ciardi and Pauline DeCook as new Planning Board members

- **RESOLUTION #99– RESOLUTION TO ACCEPT THE RESIGNATION OF CROSSING GUARD CINDY WORBOYS**  
On motion of Councilmember Shannon, seconded by Councilmember Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES - 4 NAYS - 0

**RESOLVED**, to accept the resignation of crossing guard Cindy Worboys

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~ Brief Discussion – zoning office succession plan – Steve DeHond will be retiring at the end of the year (2024). Supervisor Phillips held meeting with both the zoning department and Village Mayors. Those discussions created the following proposed succession plan. Marty Barnett will be appointed to Steve's position. The open position that this creates will be posted on the Ontario County website and well as the Town of Manchester website. Councilmember Shannon will also provide other hiring sites that may be used. Ideally the candidate would possess construction knowledge and some of the required training, if not any necessary training will be provided. The starting salary for the open position will be \$50,000. Because this department is shared by the Town of Manchester and the villages, the salaries would be as split shown below:

Town of Manchester – 45%  
 Village of Clifton Springs – 25%  
 Village of Shortsville – 15%  
 Village of Manchester – 15%

The Village Mayors would like to be involved in the interview process so a hiring team with be created.

Councilmember Blazey requested that Marty Barnett start attending the monthly Town Board meetings.

All members of the Town Board agreed with this plan.

### **Department Reports:**

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

- New culvert pipe on Fox and Stafford Road. That's a wide intersection that was failing
- Wedging was done on Outlet, Bunker Hill, Coleman, parts of LaRue and spots on South Stafford Road.
- The Ford 550 truck that was hit by a bus in April has an oil leak. Jason is currently working with the insurance company as the repair should be covered as part of the accident.
- All the large trucks will be undercoated on the 29th
- Ordered more culvert pipe
- First round of striping was done on the roads that were wedged
- Second round of striping has been signed up for

Question from Supervisor Phillips: How are we doing with the ash trees?

Highway Superintendent Lannon answered: they have been working on them. It's endless because you need go back 100 feet. Where they lean on fiber optic line, the fiber optic company is called.

**b. CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:**

- 11 Permits – in the three Villages and Town of Manchester
- Collected \$601.40 in fees.
- Construction Costs are \$252,979.00.
- Completed 21 fire inspections between the three Villages and Town.
- Solar farm on Route 31 and Field Street has started construction and the area is starting to look like a solar field. They have been hammering posts for about month. They said they would be done in about a month. There has been one complaint due to the noise
- There is a trucking company in Port Gibson that will be closing. They are planning an auction in September to sell equipment.
- Solar on County Road 13 is seeking NYSEERDA funding
- A cell tower application (Verizon) was submitted for Bird Road. The Town hasn't had a new cell tower in 10 years.

**c. ASSESSOR, Jennifer Fagner, reported the following:**

- Held two SCAR hearings (assessment disputes). No results of the hearing have been received.
- There are two more SCAR hearings to be held
- The Assessor was served with an Article 7 law suit (assessment dispute). Jennifer has been in communication with the attorney that will be handling the case.

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- NY State Department of Tax and Finance sent updated STAR exemption numbers. In 2023 basic STAR was \$27,900 and will now be increasing to \$33,360. Enhanced STAR was \$75,700 in 2023 and increases to \$93,410.
- d. TOWN CLERK, Devon Hayes, reported the following:
- Looking into having a vending machine in the Highway building
  - The deputy clerk continues to work on indexing marriage licenses
  - The DEC transitioned to printing hunting and fishing licenses on plain paper as of August 1, 2024. So far that has had minimal impact on the Town Clerks office
  - Old excess toner was sold and the money given to the town.
- e. WATER SUPERINTENDENT, Kevin Lyke, reported the following:
- Water service has been installed to a new house on Bunker Hill Road
  - Replaced three guard valve boxes
  - Replaced three curb boxes.
  - Working on lead and copper inventory to determine if there are any lead water pipes within the town. So far forty have been done and all lines have been copper.
  - Cadmus took samples for TTHM testing for the study that the Town is participating in with the City of Canandaigua. This was done for all the communities that draw water from Canandaigua Lake. There will be a meeting in September or October with updates.
  - Water samples were also collected and sent for routine analysis for TTHM's. Results are pending. Next testing will be in November.
- f. Supervisor Dave Phillips, reported the following:
- The General Fund did not expend or receive any unusual revenues or expenditures in the month of July.
  - The Zoning and Highway Funds received the second quarter sales tax in July. Sales Tax increased only 3.66% over the second quarter of 2023. This was lower than the previous few years percentage increase, but it was still an increase and sets up both funds to end July on a positive footing
  - The Refuse and Garbage Fund continues to do better than in prior years even though revenues in July were lower than in June.
  - The Central and County Road 13 Water Districts continued to receive water payments and had no unexpected expenses in the month of July.
  - The Town's finances are doing quite well and do not indicate any signs of concern at the end of July.

TRANSFERS - None

ADDENDUM ITEMS – None

BOARD MEMBER ITEMS:

- Council Member Folkins  
1.)
- Council Member DeCook  
1.)
- Council Member Shannon:  
1.) Councilmember Shannon and Councilmember DeCook have collected summaries from three fire departments. Ideally, they should have a proposal for the new contract at next month's meeting. Once the draft is completed, they will send it out to council members.

Councilmember Blazey – requested more information regarding mutual aid.

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- Council Member Blazey:
  - 1.)
- Supervisor Phillips: Ontario County News:
  - 1.) The 2024 contract with Ontario County for Dog Control will be calculated by population in the Town instead of by number of licensed dogs. For the Town of Manchester, this reduced the annual amount for 2025 by \$3,000.
  - 2.) Two people from Reliant Credit Union visited the Town Hall today and had information regarding some lunch and learn topics for the Town of Manchester staff. Supervisor Phillips is requesting department heads determine interest and then the lunch and learns can be scheduled.

➤ RESOLUTION #100 – MOTION TO APPROVE VOUCHERS

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

VOTE:                      AYES - 4                      NAYS - 0

RESOLVED, to approve July vouchers.

**ADJOURNMENT:** There was no other business before the Board at this time; Councilmember Blazey moved to adjourn the meeting, 6:56 p.m., seconded by Councilmember Shannon, unanimously APPROVED.

*Respectfully Submitted,*

*Devon R Hayes, Town Clerk*

**\*\*Next Meeting(s):**

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|--------------------|--------------------------------|
| • Regular meeting: | September 10, 2024 - 6:00 P.M. |
| • Regular meeting: | October 8, 2024 - 6:00 P.M.    |
| • Regular meeting: | November 12, 2024 -6:00 P.M.   |
| • Regular meeting: | December 10, 2024 - 6:00 P.M.  |