

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

A regular monthly meeting of the Manchester Town Board and a Public Hearing were held tonight, February 11, 2025, at 6:00 p.m. at the Manchester Town Hall with the following members present:

<b>David Phillips</b>	<b>Supervisor</b>
<b>Jaylene Folkins</b>	<b>Council Member</b>
<b>Matt Shannon</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; Heather Robson, Assessor

**ALSO PRESENT:** Town of Manchester residents: Tate Colburn, Jim Alexander

**ABSENT:** Kevin Blazey, Deputy Supervisor/Council Member; Marty Barnett, Code Enforcement Officer, Rich Vienna, Water Superintendent

**CALL TO ORDER: PUBLIC HEARING REGARDING THE 2026TAX CAP OVERRIDE**

Supervisor Phillips called the February 11, 2025, Public Hearing regarding the 2026 Tax Cap at 6:00 PM. Supervisor Phillips read the published Public Hearing Notice. Twice, Supervisor Phillips asked if anyone wanted to speak regarding the 2026 Tax Cap. No one expressed wanting to speak. Supervisor Phillips asked if anyone on the Town Board wished to speak on the proposed law. None of the Council Members wished to speak. Supervisor Phillips also explained that the Town of Manchester always tries to stay under the two percent tax limit required by the State. On Attorney advice, this law would be put in place should there be a need to go above that number.

**PUBLIC HEARING ENDED AT 6:03 PM**

**CALL TO ORDER:** Supervisor Phillips called the February 11, 2025, regular Town Board meeting to order at 6:03 p.m.

➤ **RESOLUTION #25- APPROVAL OF MINUTES, REGULAR MEETING JANUARY 2025**

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

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

**RESOLVED**, to approve the minutes from the regular Town Board Meeting held on January 14, 2025.

➤ **RESOLUTION #26 - 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 #27 - APPROVAL OF TOWN CLERK’S MONTHLY REPORT**

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

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

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

February 11, 2025

-- CNB Interest	\$	.09
-- Transfer Coupons	\$	4,309.84
-- Zoning Fees	\$	258.00
-- Bingo Proceeds	\$	268.93
-- Birth Certified Copies	\$	10.00
-- Death Certified Copies	\$	30.00
-- Marriage Certified Copies	\$	20.00
-- Marriage License	\$	17.50
-- Conservation	\$	3.66
-- Dog Licensing	\$	1,953.00
-- Late Fees	\$	100.00
<b>TOTAL COLLECTED</b>	<b>\$</b>	<b>6,971.02</b>

PAID TO NYS DEC	\$	28.34
PAID TO NY STATE DEPARTMENT OF HEALTH	\$	22.50
PAID TO NYS AG & MARKETS	\$	137.00
PAID TO SUPERVISOR (TOWN)	\$	6,971.02

**RESOLVED**, to approve the Town Clerk’s monthly report for January 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. NYSEG leveraging AI to create more resilient grid
- d. Roll Off Truck bid packet
- e. Charter Communications change in channel lineup
- f. Charter Communications change in channel lineup
- g. Charter Communications change in channel lineup
- h. Charter Communications change in channel lineup
- i. Happy Tails monthly report
- j. E-Waste annual report
- k. NYSDEC Arbor Day Grant
- l. NYSDEC Urban Forestry Grant

➤ **RESOLUTION #28– RESOLUTION TO OVERRIDE TAX CAP FOR F.Y. 2026**

**RESOLUTION AUTHORIZING ADOPTION BY THE TOWN BOARD OF THE TOWN OF MANCHESTER OF LOCAL LAW NO. 1 OF 2025**

WHEREAS, a resolution was duly adopted by the Town Board of the Town of Manchester for a public hearing to be held by said Town Board on February 11, 2025, at 6:00 p.m. at the Manchester Town Hall, 1272 County Road 7, Town of Manchester, New York, to hear all interested parties on a proposed Local Law to override the tax levy limit established in General Municipal Law §3-c; and

WHEREAS, notice of said public hearing was duly advertised in the official newspaper of the Town of Manchester, on February 2, 2025, and all other notices required by law to be given were properly served, posted or given; and

WHEREAS, said public hearing was duly held on February 11, 2025, at 6:00 p.m. at the Manchester Town Hall, 1272 County Road 7, Town of Manchester, New York, and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to said Proposed Local Law, or any part thereof; and

WHEREAS, the Town Board of the Town of Manchester, after due deliberation, finds it in the best interest of the Town of Manchester to adopt said Local Law.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Manchester hereby adopts said Local Law No. 1 of 2025, entitled, “A local law to override the tax levy limit established in General Municipal Law §3-c”, a copy of which is attached hereto and made a part of this resolution, and be it further

RESOLVED, that the Town Clerk be and she hereby is directed to enter said Local Law in the minutes of this meeting and in the Local Law Book of the Town of Manchester, and to give due notice of the adoption of said local law to the Secretary of State of New York.

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

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February 11, 2025, by the following vote:

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

Dated: February 11, 2025

\_\_\_\_\_  
Devon Hayes, Town Clerk

SEAL

➤ **RESOLUTION #29– RESOLUTION TO PURCHASE ROLL OFF TRUCK**

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

VOTE:                      AYES - 4                      NAYS - 0

**RESOLVED**, to purchase a used roll off truck

~ Discussion –EMS in the Town of Manchester- Al Kalfass from Finger Lakes Ambulance discussed a contract for mutual aid to allow Finger Lakes Ambulance to continue to supply advanced life support ambulance care in the Town. Supervisor Phillips said that there are a couple of other options available and all of them need to be fully explored by all parties. Additionally, all contracts are reviewed by the Town Attorney. No decisions will be made at this meeting. Supervisor Phillips requested that Finger Lakes Ambulance continue their presence and assistance for one month while all options are explored. Mr. Kalfass agreed. There will be a meeting in two weeks to discuss updates.

**Department Reports:**

- a.      **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
- Salt supply is holding up well
  - Patching potholes caused by the up and down weather when they aren’t plowing
  - Repairs needed on vehicles continue to be done as needed
  - Roll off truck –will be used immediately to make use of the 60-day warranty if necessary
  - Requesting the Town Boards permission to have 20 more hours that can be banked for comp time to be used only for additional hours spent on holiday pay. The Town pays 8 hours for holiday pay. The highway department workers have 10-hour days and currently supplement the 8 holiday hours given with paid leave time. The Town Board will consider this, and it will be discussed again in the March 2025 Town Board meeting

- b.      **TOWN CLERK ON BEHALF OF CODE ENFORCEMENT OFFICER, Marty Barnett, reported the following:**

- 8 Permits – in the three Villages and Town of Manchester

**SUPERVISOR ON BEHALF OF THE CODE ENFORCEMENT OFFICER, Marty Barnett, reported the following:**

- Don took his second training class and passed with flying colors

- c.      **ASSESSOR, Heather Robson, reported the following:**
- There were 8 property transfers since the last meeting

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- Have been reaching out to people who haven't returned their Ag. and Senior renewals which are due March 1<sup>st</sup>
- Heather will be putting together and sharing information on the Town Senior and Disability Exemptions on the possibility of raising income limits
- Heather and Lon will attend the Ontario County Assessors meeting on Wednesday, February 12
- Heather will attend a mass appraisal course in Batavia next month

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

- \$4,256,285.19 in taxes have been collected. The Town of Manchester was paid their collection amount in January. Two CDs were taken out through Canandaigua National Bank totaling \$2,150,000. This is money that will be paid to the County at the beginning of April. Until then, the Town will collect interest on the money.
- A new water fountain/bottle refill station was installed
- The new glass for the Town Clerk office window is in and will be installed soon

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

- BAC-T results for both the Town of Manchester and Village of Shortsville came back negative
- Hydrant #21 on County Road 27 was struck by a vehicle and will be repaired when the weather breaks
- Hydrant #26 on Route 21 separated from the guard valve on January 23 resulting in the loss of approximately 17K gallons. This will be dug up and repaired in Spring. The bolts rotted off
- Chloride Residuals have been good all-around Town. Averaging approximately 216K gallons of use through the Farmington line
- Rich and Kevin helped with a service line break in Shortsville on January 23
- Building an all-electronic water database going forward for better records and ease of operation for the future
- TTHM's will be conducted on February 11
- Total gallons flushed 2250

~ Brief Update: Supervisor Phillips stated in the meeting that the Water Department ordered a couple of water meters, they are updating some of the tools, and purchasing a tablet to manage meter readings better. They would also like some summer help to paint fire hydrants. Rich will work with the highway department for that help. Jason Lannon raised a question about succession planning in the Town Water department a need for a plan. The Town Board agreed that it needs to be looked at.

**f. Supervisor, Dave Phillips reported the following:**

- The General, Zoning, Highway and Water Funds all received taxes in the month of January. This enabled the General, Highway and Central Water Fund to invest more monies into CD's at both Canandaigua National Bank and NYCLASS. The CD's now total in excess of \$1,500,000.00 This is the most ever invested in CDs by the Town.
- Also, the Zoning and Highway Funds received the 4<sup>th</sup> Quarter Sales Tax. This amount showed an increase of 3.37% over the previous years same quarter.
- The Refuse and Garbage Fund did not have any unusual revenues or expenditures for January and continues to exceed previous years in fund balance.
- The Central and County Road 13 Water Districts continued collecting water payments in January and at the end of the month over 80% of customers had paid in full.
- At the end of January, the finances of the town remain strong and stable.

**ADDENDUM ITEMS –**

- 1A Village of Manchester Historic Resource Survey
- 2A Ontario County Historical Society membership renewal
- 3A Nurse Navigator
- 4A Village of Clifton Springs Fire Department December report
- 5A Village of Clifton Springs Fire Department January report

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BOARD MEMBER ITEMS:

- Council Member Folkins  
1.) Asked if anyone was aware of what other municipalities do for succession planning for the water department. Is this something that the County helps with or has a list of names for?  
Answer: No one was aware of any specific help in this area.
- Council Member DeCook  
1.)
- Council Member Shannon:  
1.)
- Council Member Blazey:  
1.)
- Supervisor Phillips:  
1.) Ontario County is looking for a host for a special free recycling event for appliances that have freon. The County will pay for the cost of freon removal, and the Town of Manchester will collect the money that is earned by scrapping the appliances. The Town Board was in favor of the Town hosting the event.

➤ RESOLUTION #30 – MOTION TO APPROVE VOUCHERS

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

VOTE:                      AYES - 4                      NAYS - 0

RESOLVED, to approve January 2025 vouchers.

**ADJOURNMENT:** There was no other business before the Board at this time; Council Member Shannon moved to adjourn the meeting, 7:04 p.m., seconded by Council Member DeCook, unanimously APPROVED.

*Respectfully Submitted,*

*Devon R Hayes, Town Clerk*

**\*\*Next Meeting:**

- Regular meeting:                      *March 11, 2025 - 6:00 P.M.*
- 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.*