

**MANCHESTER TOWN BOARD – REGULAR MEETING  
November 12, 2024 - 6 P.M.**

A regular monthly meeting of the Manchester Town Board was held tonight, November 12, 2024, 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**

**OTHERS PRESENT:** Devon Hayes, Town Clerk; Jason Lannon, Highway Superintendent; Kevin Lyke, Water Superintendent; Steve DeHond, Code Enforcement Officer; Jennifer Fagner, Assessor; Willie Murphy, Deputy Highway Superintendent; Eric Schaertl, Town Justice; Janis Catalano, Bookkeeper

**ALSO PRESENT: Town of Manchester residents:** William Catalano, Marc Carrier

**ABSENT:** Scott DeCook, Council Member; Matt Shannon, Council Member

**CALL TO ORDER:** Supervisor Phillips called the November 12, 2024, regular Town Board meeting to order at 6:00 p.m.

**CALL TO ORDER: PUBLIC HEARING REGARDING CLIFTON SPRINGS FIRE DISTRICT FUNDING**

Supervisor Phillips called the November 12, 2024, Public Hearing regarding the Clifton Springs Fire Protection District at 6:00 PM Supervisor Phillips read the published Public Hearing Notice. There were no questions from constituents or the Town Board.

**PUBLIC HEARING ENDED AT 6:02 PM**

**CALL TO ORDER: PUBLIC HEARING REGARDING MANCHESTER FIRE DISTRICT FUNDING**

Supervisor Phillips called the November 12, 2024, Public Hearing regarding the Manchester Fire Protection District at 6:02 PM Supervisor Phillips read the published Public Hearing Notice. There were no questions from constituents or the Town Board.

**PUBLIC HEARING ENDED AT 6:04 PM**

**CALL TO ORDER: PUBLIC HEARING REGARDING PALMYRA FIRE DISTRICT FUNDING**

Supervisor Phillips called the November 12, 2024, Public Hearing regarding the Palmyra Fire Protection District at 6:04 PM Supervisor Phillips read the published Public Hearing Notice. There were no questions from constituents or the Town Board.

**PUBLIC HEARING ENDED AT 6:06 PM**

**CALL TO ORDER: PUBLIC HEARING REGARDING PORT GIBSON FIRE DISTRICT FUNDING**

Supervisor Phillips called the November 12, 2024, Public Hearing regarding the Port Gibson Fire Protection District at 6:06 PM Supervisor Phillips read the published Public Hearing Notice. There were no questions from constituents or the Town Board.

**PUBLIC HEARING ENDED AT 6:08 PM**

**CALL TO ORDER: PUBLIC HEARING REGARDING SHORTSVILLE FIRE DISTRICT FUNDING**

Supervisor Phillips called the November 12, 2024, Public Hearing regarding the Shortsville Fire Protection District at 6:08 PM. Supervisor Phillips read the published Public Hearing Notice. There were no questions from constituents or the Town Board.

**PUBLIC HEARING ENDED AT 6:09 PM**

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CALL TO ORDER: PUBLIC HEARING REGARDING 2025 BUDGET

Supervisor Phillips called the November 12, 2024, Public Hearing regarding the 2025 Budget at 6:09 PM Supervisor Phillips read the published Public Hearing Notice. Judge Schaertl gave the Town Board handouts. He said that there are no timing studies available for court clerk’s tasks. It was suggested to him that town comparisons be made using revenue. After his presentation, Supervisor Phillips asked if anyone wanted to speak regarding the 2025 budget and Marc Carrier requested to speak. He said it is sad that the budget for the court office is based on Revenue. Supervisor Phillips explained the difficulty in comparing towns and workload to understand what staffing should look like.

PUBLIC HEARING ENDED AT 6:44 PM

➤ RESOLUTION #120- APPROVAL OF MINUTES, REGULAR MEETING OCTOBER 2024

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

VOTE: AYES - 3 NAYS - 0

RESOLVED, to approve the minutes from the regular Town Board Meeting held on October 8, 2024.

➤ RESOLUTION #121 - 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 - 3 NAYS - 0

RESOLVED, to approve the Supervisor’s Monthly Report as submitted. See Minute Book Attachment for report.

➤ RESOLUTION #122 - APPROVAL OF TOWN CLERK’S MONTHLY REPORT

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

VOTE: AYES - 3 NAYS - 0

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

-- CNB Interest	\$	.07
-- Transfer Coupons	\$	5,744.61
-- Zoning Fees	\$	3,055.20
-- Bingo Proceeds	\$	52.29
-- Marriage License	\$	35.00
-- Death Certified Copies	\$	60.00
-- Marriage Certified Copies	\$	10.00
-- Conservation	\$	60.04
-- Dog Licensing	\$	1,967.00
-- Late Fees	\$	150.00
<b>TOTAL COLLECTED</b>	<b>\$</b>	<b>11,134.21</b>

PAID TO NYS DEC	\$	1,305.96
PAID TO NYS DEPT OF HEALTH	\$	45.00
PAID TO NYS AG & MARKETS	\$	132.00
PAID TO SUPERVISOR (TOWN)	\$	15,985.62

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

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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. Integrated Systems overview of services
- d. Charter Communications change in lineup
- e. Charter Communications change in lineup
- f. RG&E notice of HEAP Enrollment
- g. Alternative Technology Fire and Security Monitoring system upgrade and annual contract
- h. Doyle Security Fire and Security system upgrade and annual contract
- i. Allied Financial final report
- j. NYSEG Energy Efficiency Programs
- k. Matt Shannon Budgetary estimates for Town Hall generator
- l. TOM Quarterly Investment Report
- m. T.O.M. CNB Account Collateralization
- n. Budget Transfers
- o. Resolution of Appreciation for Steve LeRoy
- p. Insulgard Barrier window quote
- q. TSS Barrier window quote
- r. Armortex Barrier window quote

~ Brief Discussion –2025 Budget – Council Member Blazey recommended that there be an increase in the court clerk hours. With the consensus of the Town Board members the decision was made to have two 28-hour-a-week court clerk positions.

➤ **RESOLUTION #123– RESOLUTION TO ADOPT 2025 BUDGET WITH THE BELOW CHANGES:**

- Municipal Court – A1110.1 to \$105,608.00
- Real Property Taxes – A1001 to \$631,291.55
- SF1 – 3410.4 to \$61,915.00
- SF1-1001 to \$61,915.00

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

**VOTE:                      AYES - 3                      NAYS - 0**

**RESOLVED**, to adopt 2025 Budget which is the Preliminary Budget with the changes listed above.

~ Brief Discussion –IT Services – Supervisor Phillips had a meeting with Integrated Systems as a possible source for IT services for the Town of Manchester. Their rates are better than what is currently being paid, and the blocks of service time purchased do not expire. They can support all the Town's current systems. With the consent of the Town Board, Supervisor Phillips will contact Integrated Systems regarding purchasing a block of 25 hours and will update the Town Board at the December Town Board meeting.

➤ **RESOLUTION #124 – MOTION TO AWARD BID FOR BUILDING SECURITY UPDATE AND MONITORING TO ALTERNATIVE TECHNOLOGY**

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

**VOTE:                      AYES - 3                      NAYS - 0**

**RESOLVED**, to award the bid to update the Town's fire monitoring equipment and offsite monitoring to Alternative Technology

~ Brief Discussion –ARPA FUNDS – The Town has approximately \$160,000 in ARPA funds that must be designated by the end of December. Building a sidewalk on Water Street will cost \$42,000. Adding a generator to the Town Hall building will cost \$75,000. Kevin Lyke let the Board know that the Town has a galvanized pipe on County Road 13 that will need to be updated. The Town Board agreed that the remaining funds would be used for this.

➤ **RESOLUTION #125 – MOTION TO APPROVE THE PURCHASE OF UL3 SECURITY GLASS FOR THE TOWN CLERK OFFICE WINDOW TO TOTAL SECURITY SOLUTIONS**

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

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VOTE: AYES - 3 NAYS - 0

**RESOLVED**, to approve the purchase of UL3 security glass for the Town Clerk office window from Total Security Solutions

➤ **RESOLUTION #126 – MOTION TO APPOINT DON BRUDER TO THE POSITION OF CODE ENFORCEMENT OFFICER BEGINNING NOVEMBER 18, 2024, WITH AN ANNUAL SALARY OF \$50,000**

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

VOTE: AYES - 3 NAYS - 0

**RESOLVED**, to appoint Don Bruder to the code enforcement officer position.

➤ **RESOLUTION #127 – RESOLUTION OF APPRECIATION RECOGNIZING STEVE LEROY**

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

VOTE: AYES - 3 NAYS - 0

**RESOLVED**, to recognize Steve LeRoy for his years of dedication to the Town of Manchester and Village of Clifton Springs

~ **Brief Discussion –Direct billing sewer LDS –** The water bills for the Latter-Day Saints church were always a pass through from the Town to the church. They are now requesting to pay through the portal. It was also noticed that there was never a reserve fund put into place. Supervisor Phillips asked the Town Board members if they are okay with him setting up a meeting with the Village of Manchester and the LDS church to discuss a new contract and payment options. All Board members were agreeable to this plan.

~ **Brief Discussion –Congratulations Steve DeHond on your upcoming retirement.** Please miss us as much as we will miss you!

~ **Brief Discussion –CEO salaries –** With Steve leaving December 13th and Don starting in November, Marty Barnett will move to his new position with an increase in salary

➤ **RESOLUTION #128 – MOTION TO APPROVE MARTY BARNETT IN THE POSITION OF CODE ENFORCEMENT/ZONING OFFICER WITH A SALARY OF \$63,683.00 STARTING NOVEMBER 11, 2024**

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

VOTE: AYES - 3 NAYS - 0

**RESOLVED**, to approve the Marty Barnett starting the position of code enforcement/zoning officer with a salary of \$63,683.00

**Department Reports:**

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
- Jeremy is getting the trucks ready for winter. There are 3 more to be done.
  - Roadside mowing is almost complete
  - Millings are being crushed to be used on other projects
  - Hauling 1A's in
  - Leaf clean-up was done in the Port Gibson Cemetery

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

- 28 Permits – in the three Villages and Town of Manchester.
- Collected \$2,325.00 in fees.
- Estimated construction Costs are \$676,795.00.
- Completed 2 fire inspections in the Village of Clifton Springs
- The solar farm on Route 31 and Field Street – Continues to move forward and is on schedule with the deadline of the end of the year
- There is an application for a cell phone tower (Verizon) on Shortsville Road
- The Red Jacket Library is possibly going to a building on Route 21. This will require a site plan and use variance

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

- There have been 15 transfers since the last meeting.
- Agricultural Exemption renewal information was sent out
- People have been filtering into the office and calling with questions
- Senior and Partial Tax and Persons with Disability forms will go out soon
- Jenn is requesting a resolution for Thomas Crowell for another term on the BAR

**➤ RESOLUTION #129 – MOTION TO APPROVE THOMAS CROWELL AS A MEMBER OF THE BOARD OF ASSESSMENT REVIEW.**

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

**VOTE:                      AYES - 3                      NAYS - 0**

**RESOLVED**, to approve Thomas Crowell as a member of the BAR

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

- \$189.32 check was received from the Comptroller's Office for "unclaimed funds"
- The DEC had a regulation pass that allows a one-dollar charge for the printing of hunting/fishing licenses. Is that something the Town would like to put into place? The answer from the Board is yes.
- New dog licensing tags with the 585-phone number were purchased

**➤ RESOLUTION #130 – MOTION TO ALLOW A DEC PRINT FEE FOR ANY DEC LICENSES WHERE PRINTING IS REQUESTED.**

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

**VOTE:                      AYES - 3                      NAYS - 0**

**RESOLVED**, to allow a one-dollar charge for printing hunting/fishing licenses and tags.

**e. WATER SUPERINTENDENT, Kevin Lyke, reported the following:**

- Water services were done on Hacket Road and Faas Road
- Engineer calling for a site plan for new construction on the corner of Johnson and Armington Roads. Kevin let them know that if they want water service it will need to be done very soon.
- TTHM samples were done today
- The hydrant in Port Gibson is all taken care of
- The lead and copper inventory has been done and mailed into the EPA.
- There is galvanized pipe on County Road 13 that will need to be updated

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

- The General Fund did not receive any unusual revenues or expenditures in the month of October.
- The Zoning and Highway Funds received the third quarter sales tax from Ontario County in the amount of \$400,231.45. This amount is down 1.47% from 2023 but is almost the same as 2022. Expenditures also remained very similar to the expenses in September.
- The Refuse and Garbage Fund again received revenues in excess of prior years and is slowly increasing its fund balance, which is good news after a few years of flat revenues.

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- The Central and County Road 13 Water Districts continues collecting water payments in the month of October and fund balance in both water district funds are showing no hardship due to the shut offs earlier in the year. They are both holding steady financially.
- The Town’s finances overall are in much better condition than in years past at the end of October.

➤ RESOLUTION #131 – APPROVAL OF FUND TRANSFERS:

- \$1,000 from A1990.4 to A1320.4 to cover Auditor expenses
- \$4,500 from A9040.8 to A1110.1 to cover Municipal Court Personal services
- \$7,500 from A9040.8 to A1620.4 to cover building expenses through December

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

VOTE:                      AYES - 3                      NAYS - 0

RESOLVED, to approve the fund transfer of \$1,000 from A1990.4 to A1320.4 to cover Auditor expenses, \$4,500 from A9040.8 to A1110.1 to cover Municipal Court Personal services, and \$7,500 from A 9040.8 to A1620.4 to cover building expenses through December.

ADDENDUM ITEMS –

- A1 Updated Transfers
- A2 Manchester Fire Department October 2024

BOARD MEMBER ITEMS:

- Council Member Folkins  
1.)
- Council Member DeCook  
1.)
- Council Member Shannon:  
1.)
- Council Member Blazey:  
1.)
- Supervisor Phillips:  
1.) Town Assessor Jenn Fagner will be taking a new position outside of the Town of Manchester. We will miss her! 11/26 is her last day. An interview team will need to be formed to interview potential candidates for her open position.

➤ RESOLUTION #132 – MOTION TO APPROVE VOUCHERS

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

VOTE:                      AYES - 3                      NAYS - 0

RESOLVED, to approve October vouchers.

ADJOURNMENT: There was no other business before the Board at this time; Council Member Blazey moved to adjourn the meeting, 7:57 p.m., seconded by Council Member Folkins, unanimously APPROVED.

*Respectfully Submitted,*

*Devon R Hayes, Town Clerk*

**\*\*Next Meeting:**

- Regular meeting:                      December 10, 2024 - 6:00 P.M.