

**MANCHESTER TOWN BOARD – REGULAR MEETING**  
**September 10, 2024 - 6 P.M.**

A regular monthly meeting of the Manchester Town Board was held tonight, September 10, 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
Scott DeCook	Councilmember

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

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

**ABSENT:** Jaylene Folkins, Councilmember;

**CALL TO ORDER:** Supervisor Phillips called the September 10, 2024, regular Town Board meeting to order at 6:00 p.m.

- **RESOLUTION #101- APPROVAL OF MINUTES, REGULAR MEETING AUGUST 2024**  
On motion of Councilmember Blazey, seconded by Councilmember 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 August 13, 2024.

- **RESOLUTION #102 - APPROVAL OF SUPERVISOR’S MONTHLY FINANCIAL STATEMENT**  
On motion of Councilmember DeCook, seconded by Councilmember Blazey, 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 #103 - APPROVAL OF TOWN CLERK’S MONTHLY REPORT**  
On motion of Councilmember Shannon, seconded by Councilmember Blazey, the following resolution was unanimously **ADOPTED**:

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

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

-- Miscellaneous	\$	5.00
-- CNB Interest	\$	.10
-- Transfer Coupons	\$	5,900.30
-- Zoning Fees	\$	567.00
-- Bingo Proceeds	\$	57.69
-- Marriage License	\$	70.00
-- Death Certified Copies	\$	170.00
-- Conservation	\$	133.77
-- Dog Licensing	\$	2,030.00
-- Late Fees	\$	220.00
<b>TOTAL COLLECTED</b>	<b>\$</b>	<b>9,153.86</b>

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PAID TO NYSDEC	\$	2,394.23
PAID TO NYS DEPT OF HEALTH	\$	90.00
PAID TO NYS AG & MARKETS	\$	131.00
PAID TO SUPERVISOR (TOWN)	\$	9,153.86

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

**Supervisor Phillips received and reviewed the following correspondence with the Board at this time (See minute book attachment for all correspondence):**

- a. Supervisor monthly report
  - b. Town Clerk monthly Report
  - c. O.S.C. TMA payment
  - d. Town of Farmington notice of water rate increase
  - e. Village of Manchester requesting county to transfer land
  - f. Avangrid smart meter update
  - g. RG&E public notice
  - h. NYCLASS monthly report
  - i. Budget amendment
- On desk tonight  
Fund Transfer  
Clifton Springs Fire Department reports for July and August  
Budget worksheets  
Notice for Clifton Springs Paint the Village

~ Brief Discussion – water rates – Supervisor Phillips discussed changes to the billing structure of the water bill. The thought is to have one price that would be an operations and maintenance fee for the fixed costs of the water department that all water customers would pay and then have a separate charge for the actual water usage. This will not change the billing for the Town of Manchester constituents that are receiving water from the Village of Manchester. Their process will remain the same.

The cost of water will not change at this time. In January 2025, Farmington will have an increase in the water cost. This will be a pass-through charge to the Town of Manchester residents.

There was a consensus with all present members of the Town Board to adopt this new billing structure. This will begin either this quarter or the next quarter water billing period.

~ Brief Discussion – budget worksheet/ set date for budget workshop – The Board was emailed budget worksheets.

In the budget there are appropriations, estimated revenues and unexpended fund balance. These numbers give the difference between how much we are bringing in and how much we are spending.

The General Fund town wide has a \$50,000 almost \$51,000 unexpended and then second \$39,000 highway funds. The Highway Fund is in very good shape and that is not as much a concern as the General Fund because the General Fund is only raised by property taxes where the Highway Fund has other revenue streams.

If we stay with the worksheet budget numbers presented, we are going to be borrowing from ourselves or taking \$50,000 out of the fund balance and that budget would also represent a nine percent increase in the tax rate for the General Fund. It would be close to five and a half or six percent increase, but that fund would see a nine percent increase.

Disparity comes in under Municipal Court looking at the expenditures.

In 2024 \$99,000 was budgeted and that is their entire budget. That is payroll, payroll for the constables, for the judges, for the clerks, it is their equipment budget and everything else. The judges submitted a budget of \$120,374. Not included in the \$120,374 is an additional \$8,000 for a county contract to supply Law enforcement during the court proceedings.

In 2023, \$87,000 was budgeted for revenue and \$74,615 was how the year ended. \$90,000 revenue was budgeted for 2024 and right now, they have brought in \$40,000 and we are two thirds of the way through the year. For this reason, the number was bumped down to \$75,000 for 2025. It represents most of this unexpended fund balance. There are two

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ways to correct that. We can look at reducing the appropriations or reducing the expenses.

Historical statistics showing the last four years of comparisons between Farmington, Manchester, Phelps, and Victor were handed out. The Town of Manchester’s most close comparison is Phelps. For trials, the DA’s office stated that we compare with Phelps. The Judges mentioned Farmington, but all the numbers suggest Phelps is our closest comparison.

In the distant past, court was held two nights a week. Over time, it has shifted down to one time a week. The current average is about two and a half court nights a month between the two Town Justices’ for June, July, and August.

Do we raise the tax amount to cover the expense, or do we want to reduce our appropriations and where do you want us to look?

Reducing staffing hours was brought up as an option. The Town of Phelps has two part-time staff positions with twenty hours a week for each person. The Town of Manchester has one full-time staff position for forty hours a week and one part-time staff position for twenty hours a week.

Councilmember Blazey suggested the Clerk hours in the Municipal Court be changed to one part-time clerk at twenty-eight hours a week and one part-time clerk at twenty hours a week.

With the consensus of all Town Board members on how to move forward, Supervisor Phillips thanked the Town Board for their input and said that the numbers would be reworked.

~ Brief Discussion –Set date for budget workshop -  
Budget workshop will be held September 16<sup>th</sup> at 4:30pm.

- **RESOLUTION #104– RESOLUTION TO APPOINT TYLER WAGNER AS PART TIME TRANSFER STATION OPERATOR STARTING SEPTEMBER 7<sup>TH</sup>, 2024 EARNING \$16.50 PER HOUR**  
On motion of Councilmember Folkins, seconded by Councilmember Blazey, the following resolution was unanimously ADOPTED:

VOTE:                      AYES - 4                      NAYS - 0

RESOLVED, to appoint Tyler Wagner as a part time transfer station operator.

- **RESOLUTION #105– RESOLUTION TO SETTING A DATE FOR A PUBLIC HEARING REGARDING FIRE CONTRACTS TO BE HELD OCTOBER 8, 2024, AT 6:00PM.**  
On motion of Councilmember Blazey, seconded by Councilmember Shannon, the following resolution was unanimously ADOPTED:

VOTE:                      AYES - 4                      NAYS - 0

RESOLVED, to set a date for a public hearing regarding Fire Contracts.

**Department Reports:**

- a.     **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
- Chips money came in and has been deposited.
  - New doors for the Highway building will be installed later this month.
  - Wedging has been completed and shoulders will be done by the end of this week.
  - All roads have been striped.
  - All large trucks will be rust proofed.
  - Small trucks will go to Bloomfield for rust proofing.
  - Large trucks were inspected.
  - Annual safety training for the highway employees will be held in October.
  - Jason and Willie will be attending a Seneca train-the-trainer event.

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- b. **CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:**
- 9 Permits – in the three Villages and Town of Manchester.
  - Collected \$372.00 in fees.
  - Estimated construction Costs are \$117,198.00.
  - Completed 19 fire inspections between the three Villages and Town.
  - The solar farm on Route 31 and Field Street – A neighbor had a drainage issue that is/will be corrected. They will start installing panels and plan to be producing electric by the end of the year.
  - Clifton Springs gas station update – Steve and Marty have spent a lot of time in the past two and a half weeks in Clifton Springs regarding the gas leak. They are checking in with the DEC, Village, DPW and Mayor. All the contaminated dirt has been removed.
  - The Code Officer open position is currently being advertised. To date, two resumes have been submitted for consideration.
- c. **ASSESSOR, Jennifer Fagner, reported the following:**
- There have been 14 transfers since the last meeting.
  - Questions regarding Star exemptions have resulted in many phone calls and visits to the office.
  - Jenn and Lon will be attending the County Assessors meeting this Thursday.
  - Jenn will be attending a virtual training all day next Monday.
- d. **TOWN CLERK, Devon Hayes, reported the following:**
- There have been a lot of people coming in to pay their school taxes.
  - Starting to prepare for Town and County Tax season and year end.
  - Folder stuffer is here and has one more adjustment that needs to be made to have the envelopes properly sealed.
  - Devon and Laurel will be at a clerk's meeting tomorrow for both Ontario and Wayne County clerks.
- e. **WATER SUPERINTENDENT, Kevin Lyke, reported the following:**
- Water testing was done and TTHM's were high but in compliance. 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 October with updates.
  - Kevin and Rich have been working on a Port Gibson hydrant. The port had to be shut down and the pipe drained to work on it. It will need to be back filled and if that works a lot of money will have been saved for now.
  - Lead and copper survey - Last month started with 140 that had to be done. There are only 14-15 remaining now.
  - Starting to mark valves and hydrants for the winter season
- f. **Supervisor Dave Phillips, reported the following:**
- The General Fund received a TMA (Temporary Municipal Assistance) payment of \$4,988.00. This is a one-time payment of State Aid to municipalities that was included in this year's State budget. The fund did not expend any unusual amounts in August and ended the month better than in previous years.
  - The Zoning and Highway Funds did not have any unexpected revenues or expenditures in August.
  - The Refuse and Garbage Fund received higher than usual revenues in August and did not have any unexpected expenditures.
  - The Central and County Road 13 Water Districts continued to receive water payments and ended the month stronger than in past years.
  - The Town's finances are doing much better at the end of August than in previous years.
  - Retirement contribution payments to the State – last year \$127,000 was the estimated cost, actual cost was around \$129,000. The estimate this for next year is \$147,734.



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**ADJOURNMENT:** There was no other business before the Board at this time; Councilmember Blazey moved to adjourn the meeting, 7:11 p.m., seconded by Councilmember Shannon, unanimously APPROVED.

*Respectfully Submitted,*

*Devon R Hayes, Town Clerk*

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

- *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.*