

**MANCHESTER TOWN BOARD – REGULAR MEETING
OCTOBER 14, 2025 - 6 P.M.**

A regular monthly meeting of the Manchester Town Board was held October 14, 2025, at 6:00 p.m. at the Manchester Town Hall with the following members present:

Dave Phillips	Supervisor
Kevin Blazey	Deputy Supervisor/Council Member
Jaylene Folkins	Council Member
Scott DeCook	Council Member

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, William Catalano, Martha Doody

ABSENT: Matt Shannon, Council Member

➤ **RESOLUTION #105- APPROVAL OF MINUTES, REGULAR MEETING SEPTEMBER 9, 2025**

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the minutes from the regular Town Board Meeting held on September 9, 2025

➤ **RESOLUTION #106- APPROVAL OF EMERGENCY SPECIAL MEETING MINUTES, OCTOBER 7, 2025**

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 the minutes from the emergency special Town Board Meeting held on October 7, 2025

➤ **RESOLUTION #107 - APPROVAL OF SUPERVISOR’S MONTHLY FINANCIAL STATEMENT**

On motion of Council Member Blazey, 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 #108 - APPROVAL OF TOWN CLERK’S MONTHLY REPORT**

On motion of Council Member Folkins, 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:

-- CNB Interest	\$.13
-- Transfer Coupons	\$	7,182.10
-- Zoning Fees	\$	1,297.00
-- Bingo Proceeds	\$	21.69
-- Marriage License	\$	52.50
-- Marriage Certified Copies	\$	50.00
-- Conservation	\$	190.34
-- Dog Licensing	\$	1,980.00
-- Late Fees	\$	170.00

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TOTAL LOCAL SHARES COLLECTED	\$	10,943.76
PAID TO NY ENVIRONMENTAL CONSERVATION	\$	2,904.66
PAID TO NYS AG & MARKETS	\$	149.00
PAID TO NYS DEPARTMENT OF HEALTH	\$	67.50
PAID TO SUPERVISOR (TOWN)	\$	10,943.76

RESOLVED, to approve the Town Clerk's monthly report for September 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. Charter Communications change in channel line up
- d. Resolution in support of Congressman Lanworthy's energy choice
- e. Proposed health insurance cap
- f. ACH for AIM payment
- g. Letter of support for grant application
- h. Clifton Springs Fire Department monthly report
- i. Lawn Mower quotes; Martins, John Deere, Erie Power
- j. Mercy Flight request for funds
- k. TOM quarterly investment report
- l. TOM CNB account collateralization
- m. Cost comparison of water connections
- n. Proposed water rates for 2026
- o. Transfer \$500 from SW5-8310.4n to SW5-1420.4
- p. Budget Amendment; Increase SW5-2140 \$15,200, Increase SW5-8320.4 \$15,200

➤ **RESOLUTION #109- APPROVAL TO ADOPT PRELIMINARY BUDGET**

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

VOTE: AYES –4 NAYS - 0

RESOLVED, to approve the adoption of the Preliminary Budget

~ Discussion – Support of Congressman Langworthy's Energy Choice- Council Member Folkins stated that she agreed with the essence of the resolution, but she did not like the way parts of it was written. She would like to have a limited timeframe and expedite getting away from fossil fuels, focusing on getting the market to change to cleaner energy.

➤ **RESOLUTION #110- APPROVAL TO SUPPORT CONGRESSMAN LANGWORTHY'S ENERGY CHOICE**

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

VOTE: AYES – 3 (Phillips, DeCook, Blazey) NAYS - 1 (Folkins)

RESOLVED, to approve the support of Congressman Langworthy's energy choice

➤ **RESOLUTION #111- APPROVAL TO RAISE THE TOWN EMPLOYEE INSURANCE CAP FOR 2026 AS FOLLOWS: FAMILY CAP \$2,035.00, SUBSCRIBER AND SPOUSE CAP \$1,430.00, SUBSCRIBER AND CHILDREN \$1,210.00, SINGLE CAP \$715.00**

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 raising the employee insurance cap for 2026 as follows: Family cap \$2,035.00, Subscriber and spouse cap \$1,430.00, Subscriber and children cap \$1,210.00, Single Cap \$715.00

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➤ **RESOLUTION #112- APPROVAL TO PURCHASE A LAWN MOWER FROM ERIE POWER EQUIPMENT**

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

VOTE: AYES – 4 NAYS - 0

RESOLVED, to approve the purchase of a lawn mower on low bid from Erie Power Equipment

~ Discussion – Water rates- The Water Superintendent proposed a price increase for tapping and hook up fees. There has been no increase in 15 to 20 years. The cost of the materials needed is much more than what is currently being charged and the new cost proposal would cover the cost that is incurred for the job.

Proposed Price for tapping and hook up rates

1” Service \$2400

2” Service \$3000

Proposed price for water rates for 2026:

Central and Port Gibson customers will be

\$25.00/ quarter for water operations and management and first 100 gallons

\$5.40/1000 gallons for usage of 101-500,000 gallons

\$3.80/1000 gallons for usage of 500,001 and up

County Road 13 customers will be

\$25.00/ quarter for water operations and management and first 100 gallons

\$7.54/1000 gallons for usage of 101 gallons and above

➤ **RESOLUTION #113- APPROVAL TO INCREASE THE WATER RATES PER SCHEDULE IN ITEM N**

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

VOTE: AYES – 4 NAYS - 0

RESOLVED, to approve an increase in water rates per schedule in Item N

➤ **RESOLUTION #114- APPROVAL TO INCREASE THE WATER METER RENTAL CHARGE TO**

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 an increase in water meter rental rates per schedule in Item N

➤ **RESOLUTION #115- APPROVAL TO APPOINT KEVIN BLAIR AS A TRANSFER STATION OPERATOR \$18.25 HOURLY BEGINNING OCTOBER 10, 2025**

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

VOTE: AYES – 4 NAYS - 0

RESOLVED, to approve appointing Kevin Blair as a Transfer Station Operator, earning \$18.25 hourly beginning on October 10, 2025

~ Discussion – Emergency Medical Service Funding Contracts- Supervisor Phillips has had conversations with the Town attorney and Real Property regarding EMS funding. Boundaries for the Fire Districts could be used for the EMS Districts. If between four and eight cents per thousand were to be collected, which is a mild start, the funds would be split between the ambulance services in Shortsville, Port Gibson and Finger Lakes Ambulance. Possibly having a one-year contract. Five cents per thousand across the Town would equate to approximately \$30,000. This does not have to be the number and how the funding is distributed can be determined once a public hearing is held.

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- d. **TOWN CLERK, Devon Hayes, reported the following:**
- On October 7th, the Town Clerk attended a Round Table hosted by Pam Helming. Senator Helming and her staff created a grants guide which details the available grants, both public and private.
 - 2026 Town and County tax bills will be printed on 8 1/2 x 14 paper.
- e. **WATER SUPERINTENDENT, Rich Vienna, detailed a report stating the following:**
- The Town and Village of Shortsville Bac-T samples have been negative
 - TTHM was resampled. The first sample was lost for three days and returned with a result of 119. The resample was done by ALS Lab with a result of 95. Going forward, the Town will be sending samples to ALS.
 - Continued hydrant work
 - There were two water breaks in Shortsville on September 15th.
 - Large water break at Cab Ave service saddle. Approximately 800 thousand gallons in water loss
 - Gard valve break on Stafford Road on September 19th
 - Water meters were read on September 4th
 - There are 352 total hydrants in the Town and 290 Valves
 - Will begin replacing bolts on hydrants on Route 96 and Route 21
- f. **TOWN SUPERVISOR, Dave Phillips, stated the following financial summary:**
- The General Fund received \$71,295.00 from NYS AIM payment. This is the annual state aid payment for this fund. There were no unusual expenditures in the month of September.
 - The Zoning Fund revenues and expenditure were typical for this month of the year.
 - The Refuse and Garbage Fund brought in a larger amount of revenue for the transfer station than it has ever recorded – over \$7,000.00. There has been no large expense for this fund.
 - The Highway Fund received all its State CHIPS money in the month of September. This amount totaled \$332,006.84. This is the largest amount of CHIPS money received in the last three years. The expenditure was consistent with prior years for this month.
 - The Central and County Road 13 Water Districts began receiving water payments for the fourth quarter of the year. Over 24% of all water customers paid their bills in full by the end of September.
 - The Town's finances remain stable for the month of September

➤ **RESOLUTION #119 – APPROVAL OF FUND TRANSFER:**

- \$500.00 from SW8310.4 to SW5-1420.4 to cover legal expenses for remainder of 2025

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the fund transfer of \$500.00 from SW5-8310.4 to SW5-1420.4 to cover legal expenses for the remainder of 2025

RESOLUTION #120 – BUDGET AMENDMENTS

- Increase Revenues – SW5-2140 Metered Sales, \$15,200.00
- Increase Appropriations - SW5-8320.4 Source of supply, \$15,200.00

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the budget amendments of increasing Revenue SW5-2140 Metered Sales, \$15,200.00 and increase Appropriations source of supply, \$15,200.00.

ADDENDUM ITEMS –

- 1A. Village of Manchester water payment
- 2A. September Water Report

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- 3A. Updated 2026 budget summary
- 4A. Steps for EMS districts

BOARD MEMBER ITEMS:

- Council Member Folkins
 - 1.) Council Member Folkins represented the Town of Manchester on a three-person panel for the American Planning Association conference in Rochester on October 9, 2025. She was able to bring the experience and viewpoint of an area that is mostly zoned as agricultural. She was again congratulated for being selected.
- Council Member DeCook
 - 1.)
- Council Member Shannon:
 - 1.)
- Council Member Blazey:
 - 1.)
- Supervisor Phillips:
 - 1.) A PESH inspection was done at Supervisor Phillips request. Ontario County Safety Coordinator inspected both the Town Hall and the Highway Barns. Mandated publications from the Department of Labor, MSDS sheets and annual trainings, were just a part of inspection. A couple of small suggestions were made and will be addressed. All in all, the inspection went well.
 - 2.) Update on the Roundhouse – Although the DEC had previously inspected the grounds, they are now doing another investigation regarding contamination. There will be a twelve to eighteen month pause before it can be sold.

➤ RESOLUTION #121 – MOTION TO APPROVE SEPTEMBER 2025 VOUCHERS

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve September 2025 vouchers.

ADJOURNMENT: There was no other business before the Board at this time; Council Member Blazey moved to adjourn the meeting, 7:20 p.m., seconded by Council Member Folkins, unanimously APPROVED.

Respectfully Submitted,

Devon R Hayes, Town Clerk

****Next Meeting:**

- Regular meeting: November 13, 2025 -6:00 P.M.
- Regular meeting: December 9, 2025 - 6:00 P.M.