

MANCHESTER TOWN BOARD - ORGANIZATIONAL MEETING

JANUARY 14th, 2025 – 5:00 P.M.

The 2025 Organizational Meeting was held at the Manchester Town Hall on Tuesday, January 14th, 2025, at 5:00 P.M., with the following members present:

David Phillips
Kevin Blazey
Matthew Shannon
Jaylene Folkins
Scott DeCook

Supervisor
Deputy Supervisor, Councilmember
Councilmember
Councilmember
Councilmember

OTHERS PRESENT: Devon Hayes, Town Clerk; Marty Barnett, Code Enforcement Officer; Jason Lannon, Highway Superintendent; William Murphy, Deputy Highway Superintendent; Heather Robson, Sole Assessor

CALL TO ORDER: Supervisor Phillips called the Organizational Meeting to order at 5:04 p.m.

Supervisor Phillips submitted the agenda for this meeting and reviewed it with the Board as follows:

- **RESOLUTION #1 – TOWN BOARD MEETINGS WILL BE HELD MONTHLY ON THE SECOND TUESDAY OF THE MONTH AT 6:00 PM AT THE MANCHESTER TOWN HALL, 1272 COUNTY ROAD 7, CLIFTON SPRINGS, NY**

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

VOTE: AYES – 5 NAYS – 0

RESOLVED, to approve the Town Board meetings be held monthly on the second Tuesday of the month at 6:00 PM at the Manchester Town Hall

- **RESOLUTION #2 – ACCEPTING THE AGREEMENT FOR EXPENDITURE OF HIGHWAY MONIES – 284 AGREEMENT**

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

VOTE: AYES – 5 NAYS – 0

RESOLVED, to approve the 284 Agreement for the expenditure of highway monies.

- **OFFICIAL BANKS:** Canandaigua National Bank, Manchester, NY
NY Class
- **SUPERVISOR:** \$26,800 annual
- **SUPERVISOR'S BOOKKEEPER:** \$25,000 annual
- **DEPUTY TOWN SUPERVISOR:** No cost
- **DEPUTY TOWN CLERK(S):** \$21.00 per hour
- **DEPUTY HWY.SUPERINTENDENT:** \$12,360 annual
- **TOWN HEALTH OFFICER:** No cost
- **TOWN SAFETY OFFICER:** Currently Vacant (\$500 annual)
- **OFFICIAL SIGNATURE:** Authorized Signature: Kevin Blazey & David W Phillips
- **MILEAGE RATE:** \$.70 per mile
- **BUILDING INSPECTOR (CEO):** \$65,600 annual

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- **BUILDING INSPECTOR (CEO):** \$50,000 annual
- **REGISTRAR OF VITAL STATISTICS:** Town Clerk's Office
- **DEPUTY REGISTRAR OF VITAL STATISTICS:** Town Clerk's Office
- **SUB-REGISTRAR:** Currently Vacant
- **ATTORNEY FOR THE TOWN:** Jeffrey Graff (\$150 per hour)
- **OFFICIAL NEWSPAPER:** Daily Messenger, Canandaigua, N.Y.
- **DOG ENUMERATOR:** N/A
- **SOLE ASSESSOR, Full-time:** \$60,000 annual
- **ASSESSOR AIDE:** \$21.00 per hour
- **TOWN HISTORIAN:** \$1,935 annual
- **ZONING/PLANNING TYPIST, (P/T):** \$21.00 per hour
- **CONSTABLES, (P/T):** vacant
- **TOWN COURT CLERK:** \$21.00 per hour
- **TOWN CLERK/TAX COLLECTOR:** \$60,000 annual
- **DEPUTY TAX COLLECTOR:** \$21.00 per hour
- **RECORDS MANAGEMENT DEPUTY CLERK:** TBD (\$17.00- \$22.00 per hour)
- **COUNCIL MEMBERS:** (\$4,200 each for four members – annual)
- **HIGHWAY SUPERINTENDENT:** \$41,400 annual
- **WATER SUPERINTENDENT:** \$5,000 annual
- **ASSISTANT WATER SUPERINTENDENT:** \$2,500 annual
- **TOWN JUSTICES:** \$22,228 each annual
- **BUDGET OFFICER:** \$3,900 annual
- **BOARD OF ASSESSMENT REVIEW:** William Strub, Chair; Judy Romeiser, Thomas Crowell Jill Blazey and Kathleen Allen. (Chair \$140 & Members \$120 per diem)
- **ZONING BOARD OF APPEALS:** Kenneth Blazey, Chairman; Len Bolton, Jessica Hemenway, Jacob Maslyn and Michael Blazey. (Chairman \$400 annual & \$45 per meeting all members)
- **PLANNING BOARD:** Scott VanAken, Chairman; Steve Buerman, Jefferey Flower, Lee Sanders, Tammy Worden, Pauline DeCook, and Christine Ciardi. (Chairman \$400 & \$45 per meeting all members)
- **AGRICULTURAL ADVISORY COMMITTEE:** Richard Maxwell, Chairman; Kurt Forman, Currently Vacant, Currently Vacant. (\$20 per meeting, per member)
- **TRANSFER STATION OPERATORS, (All Part Time):** \$18.25 per hour
- **RJ SCHOOL CROSSING GUARD(S) - (Part Time):** Vacant (\$18.25 per hour)
Fees are shared with the Villages of Manchester, Shortsville, and the Town of Manchester
- **HIGHWAY CLERK,** currently vacant (\$18.25 per hour)
- **HIGHWAY/WATER CLERK: (Part Time)** \$10,200 annual
- **HIGHWAY:**
 - Public Works Maintenance Assistant (\$20.00-\$33.00 per hour)
 - Laborer, (Part Time) (\$18.25 per hour)
 - Highway Employee MEO Light (\$22.00-\$28.00 per hour)
 - MEO (\$20.00-\$33.91 per hour)
 - Laborer (Part Time with CDL) (\$18.00 – \$21.00 per hour)
 - Heavy Equipment Mechanic, (\$32.00 per hour)
 - Laborer, (Full Time) (\$18.00 – \$21.00 per hour)

COMMITTEE ASSIGNMENTS:

- a. Fire Districts: Matt Shannon, Scott DeCook – Chairman.
- b. Public Works (building and grounds): Kevin Blazey, Matt Shannon – Chairman
- c. Zoning & Planning: Scott DeCook, Jaylene Folkins – Chairwoman
- d. Town Water Districts: Matt Shannon, David Phillips – Chairman
- e. Personnel, Employee Handbook, Safety, Medical: Jaylene Folkins, Kevin Blazey- Chairman

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**Supervisor Phillips asked if there were any additions or corrections to the Agenda Items, hearing none, the following action was taken.

- **RESOLUTION #3 – APPROVAL OF THE 2025 ORGANIZATIONAL AGENDA ITEMS**
On motion of Councilmember Blazey, seconded by Councilmember Shannon, the following resolution was unanimously ADOPTED:

VOTE: AYES – 5 NAYS – 0

RESOLVED, to approve the 2025 Agenda Items

Brief Discussion was held regarding the Manchester Town Board Members Goals for 2025:

Supervisor Phillips said that his goals over the last few years have been to get the Town of Manchester in a strong place financially. That has been done. Upgrades to the facilities have been made. Supervisor Phillips is setting a goal to work to have the Town of Manchester have a sustainable plan for Advanced Life Support (ALS) response for the Town of Manchester. All Councilmembers support this and committed to helping to achieve this goal

- **RESOLUTION # 4– RESOLUTION TO DETERMINE FEBRUARY 11TH, 2024, AT 6:00 P.M. AS THE DATE FOR A PUBLIC HEARING REGARDING THE ESTABLISHMENT OF A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT**
On motion of Council Member Blazey, seconded by Council Member DeCook, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to set a date for a public hearing on February 11, 2025, at 6:00 P.M regarding the Tax Cap Override.

- **RESOLUTION #5 – APPROVAL OF THE PETTY CASH FUNDS AS FOLLOWS: TOWN CLERK’S OFFICE \$300.00; WATER DEPARTMENT COLLECTOR \$100.00 AND EACH OF THE COURT CLERKS IN THE AMOUNT OF \$100.00.**
On motion of Councilmember Blazey, seconded by Councilmember DeCook, the following resolution was unanimously ADOPTED:

VOTE: AYES – 5 NAYS – 0

RESOLVED, to approve the petty cash fund for the Town Clerk’s Office in the amount of \$300.00; for the Water Department Collector (Town Clerk) in the amount of \$100.00; and for each of the Court Clerk(s) in the amount of \$100.00 each.

- **RESOLUTION #6 – APPROVAL OF BREACH NOTIFICATION POLICY, AS PRESENTED**
On motion of Councilmember Folkins, seconded by Councilmember Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2025 Breach Notification Policy, as presented

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- **RESOLUTION #7 – APPROVAL TO RENEW THE CREDIT CARD POLICY, AS PRESENTED**
On motion of Councilmember Folkins, seconded by Councilmember Blazey, the following resolution was unanimously ADOPTED:

VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2025 Credit Card Policy, updating the policy to include credit accounts that do not include the use of an actual card

- **RESOLUTION #8 – APPROVAL TO RENEW THE EMERGENCY RESPONSE PLAN, AS PRESENTED**

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

VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2025 Emergency Response Plan, as presented.

- **RESOLUTION #9 – APPROVAL TO RENEW THE EMERGENCY MANAGEMENT PLAN, AS PRESENTED**

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

VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2025 Emergency Management Plan, as presented.

- **RESOLUTION #10 – APPROVAL TO RENEW THE FUND BALANCE POLICY, AS PRESENTED**

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

VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2025 Fund Balance Policy, as presented.

- **RESOLUTION #11 – APPROVAL TO RENEW THE INVESTMENT POLICY, AS PRESENTED**

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

VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2025 Investment Policy, updating authorizing title to Budget Officer

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- **RESOLUTION #12 – APPROVAL TO RENEW THE ONLINE BANKING POLICY, AS PRESENTED**

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

VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2025 Online Banking Policy, as presented.

- **RESOLUTION #13 – APPROVAL TO RENEW THE PROCUREMENT POLICY, AS PRESENTED**

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

VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2025 Procurement Policy, as presented.

- **RESOLUTION #14 – ACCEPTING TOWN OF MANCHESTER EMPLOYEE BENEFITS 2025, AS PRESENTED**

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

VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2025 Town of Manchester Investment Policy, updated with 2025 holiday dates.

- **RESOLUTION #15 – ACCEPTING THE VULNERABILITY PLAN, AS PRESENTED**

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

VOTE: AYES – 5 NAYS – 0

RESOLVED to approve the 2025 Vulnerability Plan, updating plan with updated names

- **RESOLUTION #16 – TOWN OF MANCHESTER OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

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

VOTE: AYES – 5 NAYS – 0

WHEREAS, David W. Phillips, of the Town of Manchester, County of Ontario, New York, has been elected to the Office of Supervisor of the Town of Manchester, and

WHEREAS, Devon R Hayes, of the Town of Manchester, County of Ontario, New York, has been elected to the Office of Town Clerk of the Town of Manchester, and

WHEREAS, Devon R Hayes, of the Town of Manchester, County of Ontario, New York, has been elected to the Office of Town Tax Collector of the Town of Manchester, and

WHEREAS, Eric Schaertl, of the Town of Manchester, County of Ontario, New York, has been elected to the Office of Town Justice of the Town of Manchester, and

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WHEREAS, Michael Liberty, of the Town of Manchester, County of Ontario, New York, has been elected to the Office of Town Justice of the Town of Manchester, and
WHEREAS, Jason Lannon, of the Town of Manchester, County of Ontario, New York, has been elected to the Office of Superintendent of Highways of the Town of Manchester, and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Manchester that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

- This undertaking of the **Town Supervisor** is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town, and coming into his hands as such Supervisor; and
- This undertaking of the **Town Clerk** is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town council
- This undertaking of the **Tax Collector** is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector; and
- This undertaking of the **Deputy Tax Collector** is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Deputy Tax Collector; and
- This undertaking of the **Deputy Clerk(s)** is further conditioned that they will well and truly keep, pay over and account for all moneys and property coming into their hands as such Deputy Clerk(s); and
- This undertaking of the **Town Justice(s)** is further conditioned that they will well and truly keep, pay over and account for all moneys and property coming into their hands as such Town Justice(s); and
- This undertaking of the **Bookkeeper** is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Bookkeeper; and
- This undertaking of the **Deputy Highway Superintendent** is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Deputy Highway Superintendent; and
- This undertaking of the **Code Enforcement Officer** is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such CEO; and
- This undertaking of the **Court Clerk** is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Court Clerk; and

The Town does and shall maintain insurance coverage, presently with NYMIR Insurance Company, in the following sums: for the Town Clerk/Tax Collector - \$1,000,000. the Supervisor - \$1,000,000; the Bookkeeper - \$200,000; the 2 Court Clerks - \$30,000 each; the (2) Judges - \$30,000. each to indemnify against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder.

NOTE: The signed Official Municipal Undertaking is filed in the Town Clerk's Office.

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ADJOURNMENT: There was no other business before the Board at this time; Councilmember Blazey moved to adjourn the Organizational Meeting, 5:38 p.m., seconded by Councilmember Shannon, unanimously APPROVED.

Respectfully Submitted,

Devon R Hayes, Town Clerk

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

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|---------------------------|--------------------------------------|
| ➤ <i>Regular meeting:</i> | <i>February 11, 2025 - 6:00 P.M.</i> |
| ➤ <i>Regular meeting:</i> | <i>March 11, 2025 - 6:00 P.M.</i> |
| ➤ <i>Regular meeting:</i> | <i>April 8, 2025 - 6:00 P.M.</i> |
| ➤ <i>Regular meeting:</i> | <i>May 13, 2025 - 6:00 P.M.</i> |
| ➤ <i>Regular meeting:</i> | <i>June 10, 2025 - 6:00 P.M.</i> |
| ➤ <i>Regular meeting:</i> | <i>July 8, 2025 - 6:00 P.M.</i> |
| ➤ <i>Regular meeting:</i> | <i>August 12, 2025 - 6:00 P.M.</i> |
| ➤ <i>Regular meeting:</i> | <i>September 9, 2025 - 6:00 P.M.</i> |
| ➤ <i>Regular meeting:</i> | <i>October 14, 2025 - 6:00 P.M.</i> |
| ➤ <i>Regular meeting:</i> | <i>November 11, 2025 - 6:00 P.M.</i> |
| ➤ <i>Regular meeting:</i> | <i>December 9, 2025 - 6:00 P.M.</i> |