

MANCHESTER TOWN BOARD – REGULAR MEETING

July 8, 2025 - 6 P.M.

A regular monthly meeting of the Manchester Town Board was held July 8, 2025, at 6:00 p.m. at the Manchester Town Hall with the following members present:

Kevin Blazey

Matt Shannon

Scott DeCook

Deputy Supervisor/Council Member

Council Member

Council Member

OTHERS PRESENT: Devon Hayes, Town Clerk; Jason Lannon, Highway Superintendent; Marty Barnett, Code Enforcement Officer; Rich Vienna, Water Superintendent; Heather Robson, Assessor

ALSO PRESENT: Town of Manchester residents: Tate Colburn, Martha Doody, Michael Verstraete

ABSENT: David Phillips, Supervisor; Jaylene Folkins, Council Member; Willie Murphy, Deputy Highway Superintendent

➤ **RESOLUTION #69- APPROVAL OF MINUTES, REGULAR MEETING June 10, 2025**

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

VOTE: AYES - 3 NAYS - 0

RESOLVED, to approve the minutes from the regular Town Board Meeting held on June 10, 2025.

➤ **RESOLUTION #70 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT**

On motion of Council Member Shannon, seconded by Council Member DeCook, 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 #71 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT**

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

VOTE: AYES - 3 NAYS - 0

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

-- CNB Interest	\$.09
-- Transfer Coupons	\$	5,986.40
-- Zoning Fees	\$	884.00
-- Bingo License	\$	180.00
-- Bingo Proceeds	\$	38.27
-- Marriage License	\$	70.00
-- Marriage Certified Copies	\$	30.00
-- One Day Officiant License	\$	25.00
-- Conservation	\$	33.78
-- Dog Licensing	\$	2,036.00
-- Late Fees	\$	150.00
TOTAL COLLECTED	\$	9,433.54

PAID TO NYS COMPTROLLER	\$	270.00
PAID TO NY ENVIRONMENTAL CONSERVATION	\$	882.22
PAID TO NYS AG & MARKETS	\$	138.00
PAID TO NYS DEPARTMENT OF HEALTH	\$	90.00
PAID TO SUPERVISOR (TOWN)	\$	9,433.54

RESOLVED, to approve the Town Clerk's monthly report for June 2025

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

- a. Town Clerk's monthly report
- b. Supervisor's monthly Report
- c. NYMIR .gov requirements
- d. NYSEG powering NY plan
- e. NYSEG Press Release Investing in suppliers
- f. DEC mining permit Willow Bend Farms
- g. NYS ORPTS ACH payment
- h. NYS Ag. and Markets Municipal Shelter Report
- i. TOM letters of support for Farmington grant applications
- j. TOM Quarterly Investment Report
- k. Transfer from A9040.8 to A1420.4 \$5,000 for legal expenses
- l. Draft contract for Verstraete water line encroachment agreement
- m. Vendor Change Notification

~ Discussion – Hackett Road Encroachment – Constituent's property is 325 feet from where the Town water line ends. He is requesting that a two-inch water line be added to the end of the existing water line. He will cover all costs including excavation and the Town Water Department tapping the water line. He would pay any costs associated with any needed maintenance or repair. A Public Hearing will be scheduled for August 12th.

➤ **RESOLUTION #72- PUBLIC HEARING TO BE HELD ON AUGUST 12, 2025, AT 6:00PM REGARDING ENCROACHMENT ON HACKETT ROAD**

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

VOTE: AYES – 3 NAYS - 0

RESOLVED, to approve August 12, 2025, at 6:00pm as the date and time for a public hearing regarding encroachment on Hackett Road

~ Discussion – Conversion to .gov website – There is a mandate for all municipalities to use a .gov website by December of 2025. The Town would like to start the process by working with Integrated Systems, the company contracted for IT needs for the Town of Manchester, for a plan and pricing. There were no questions, and all the Town Board members present agreed this was the place to start.

~ Discussion – Water administration rate for the Village of Shortsville – The Town Water Department created a proposal for a pricing for the training and assistance being provided by the Town Water Department. The proposal includes one month's notice for the Village of Shortsville, or a six-month notice for the Town to discontinue the contract. All members of the Town Board agreed with the proposal. The information will be forwarded to an attorney to have a contract drawn up.

~ Discussion – Succession plan for bookkeeper – The Town Bookkeeper will be retiring in November. The Town Board members unanimously agreed with the plan to create a committee to find and hire someone for that position. The committee members would include the Town Supervisor, one Town Board member, the current Bookkeeper and possibly a private citizen.

Department Reports:

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
 - One truck was sent to help Phelps with clean up
 - Shoulders on Hackett and Smith roads are complete
 - Wedging will be completed by mid-August
 - Roadside mowing is being done. The grass is growing like crazy
 - Working on ditching
 - All trucks will be gone through to make sure they are ready for winter
 - The new roll off is working well
 - Mowing continues to be done in the Port Gibson Cemetery
 - Chips money will be requested once the cancelled checks are received from the June vouchers for a mid-September check to be sent

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b. **CODE ENFORCEMENT OFFICER, Marty Barnett, reported the following:**

- 10 Fire inspections in the Town and Villages
- 13 Permits were issued in the Town of Manchester
- \$739.00 collected in fees
- Estimated construction costs are \$200,000.00
- Bob Johnston will be requesting a use variance from the Town Planning Board next week for the proposed brewery and restaurant

c. **ASSESSOR, Heather Robson, reported the following:**

- 8 transfers since the last meeting.
- Final Roll is complete and posted on the Town website (Manchesterny.org)
- The Assessor attended a solar model webinar to discuss the status of the solar model court case and recent changes to real property tax law and the use of the solar and wind model. The consensus is that the New York State Assessors Association does not want it to pass. They feel that the model is unconstitutional because it uses the cash flow method versus the three methods that the assessors currently use
- The Assessor will be attending an Institute of Assessing Officers training next week in Ithica.

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

- Recognition and thank you to Bill Catalano the Town's groundskeeper. He has done so much work/upkeep on the building and grounds. His work has been noticed and appreciated by many
- Thank you to Ontario County Humane Society. The Town has an animal control contract with them. They have been very busy in our Town helping to enforce Town code and State law.

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

- Bac T results have been negative for both the Town and Village of Shortsville
- A water leak was found on Standpipe Road. The situation was resolved, and the repair could save the homeowner about \$800 a quarter
- The water temperature is 64 degrees which requires more water flushing to keep the chlorine in balance
- The Manchester Central water usage is an average of 175k gallons per day. Bill Young's farm is averaging 40-50k a day, which helps to keep the TTHM's lower.
- Hydrant maintenance continues
- On June 28th, there was a service line repair on Gurnee Road. The leak resulted in a water loss of about 5k gallons a day for the Town.

➤ **RESOLUTION #73 – APPROVAL OF FUND TRANSFERS:**

Transfer \$5,000.00 from A9040.8 to A1420.4 to cover legal expenses

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

VOTE:

AYES - 3

NAYS - 0

RESOLVED, to approve the fund transfer of \$5,000.00 from A9040.8 to A1420.4 to cover legal expenses for the remainder of 2025.

ADDENDUM ITEMS –

BOARD MEMBER ITEMS:

- Council Member Folkins
1.)
- Council Member DeCook
1.)

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- Council Member Shannon:
1.)
- Council Member Blazey:
1.)
- Supervisor Phillips:
1.)
2.)

➤ RESOLUTION #74 – MOTION TO APPROVE VOUCHERS

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

VOTE: AYES - 3 NAYS - 0

RESOLVED, to approve June 2025 vouchers.

➤ RESOLUTION #75 – MOTION TO ENTER INTO EXECUTIVE SESSION AT 6:28 p.m.

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

VOTE: AYES - 3 NAYS - 0

RESOLVED, to enter Executive Session

➤ RESOLUTION #76 – MOTION TO EXIT EXECUTIVE SESSION AT 6:47 p.m.

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

VOTE: AYES - 3 NAYS - 0

RESOLVED, to exit Executive Session

ADJOURNMENT: There was no other business before the Board at this time; Council Member DeCook moved to adjourn the meeting, 6:47 p.m., seconded by Council Member Shannon, unanimously APPROVED.

Respectfully Submitted,

Devon R Hayes, Town Clerk

****Next Meeting:**

- 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.