

MANCHESTER TOWN BOARD – REGULAR MEETING
June 10, 2025 - 6 P.M.

A regular monthly meeting of the Manchester Town Board was held June 10, 2025, at 6:00 p.m. at the Manchester Town Hall with the following members present:

David Phillips	Supervisor
Jaylene Folkins	Council Member
Matt Shannon	Council Member
Scott DeCook	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, Ally DeGon, Brad Hixson

ABSENT: Kevin Blazey, Deputy Supervisor/Council Member, Willie Murphy, Deputy Highway Superintendent

➤ **RESOLUTION #61- APPROVAL OF MINUTES, REGULAR MEETING May 13, 2025**

On motion of Council Member Folkins, seconded by Council Member 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 May 13, 2025.

➤ **RESOLUTION #62 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT**

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 the Supervisor's Monthly Report as submitted. See Minute Book Attachment for report.

➤ **RESOLUTION #63 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT**

On motion of Council Member Shannon, 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	\$.12
-- Transfer Coupons	\$	3,879.34
-- Zoning Fees	\$	4,563.00
-- Bingo Proceeds	\$	641.93
-- Birth Certified Copies	\$	22.00
-- Marriage Certified Copies	\$	100.00
-- Bell Jar License	\$	10.00
-- Games of Chance License	\$	30.00
-- Conservation	\$	36.99
-- Dog Licensing	\$	1,805.00
-- Late Fees	\$	210.00
TOTAL COLLECTED	\$	11,298.38

PAID TO NYS COMPTROLLER	\$	60.00
PAID TO NY ENVIRONMENTAL CONSERVATION	\$	1,841.01
PAID TO NYS AG & MARKETS	\$	111.00
PAID TO SUPERVISOR (TOWN)	\$	11,298.38

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

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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. Vendor Change Notification
- d. Manchester Fire Department Monthly Report, April
- e. Manchester Fire Department Monthly Report, May
- f. RG&E notification of Infrastructure Modernization
- g. NYSEG Press Release on Customer Bills
- h. NYSEG Press Release on Investments in Capital Projects
- i. NYSEG New Tool to help customers manage usage
- j. NYSEG Press Release Settlement with Developer
- k. Harriet Tubman Scenic Byway information and sample resolution
- l. Budget Transfers

➤ **RESOLUTION #64- OF SUPPORT FOR HARRIET TUBMAN SCENIC BYWAY**

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

VOTE: AYES – 4 NAYS - 0

RESOLVED, to approve support for the Harriet Tubman Scenic Byway

➤ **RESOLUTION #65- APPROVAL TO ACCEPT THE 2024 INDEPENDENT ACCOUNTANTS REPORT FOR THE JUSTICE ACCOUNTS**

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 acceptance of the 2024 independent accountants report for the Justice accounts.

➤ **RESOLUTION #66- APPROVAL TO RENEW MICROSOFT 365 LICENSES FOR \$3,168.00**

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 renew Microsoft 365 licenses at the cost of \$3,168.00. There is no increase in the cost from the year before

Department Reports:

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
 - Chip sealing and paving completed on Smith and Hackett. Need to do the shoulders on those two roads. That will happen in the next couple of weeks
 - Roadside mowing is being done. The grass is growing like crazy
 - Working on ditching
 - Trying to locate a cross culvert in Port Gibson
 - Mowing has and will continue to be done in the Port Gibson Cemetery
 - Springs and break work on the ten wheelers
- b. **CODE ENFORCEMENT OFFICER, Marty Barnett, reported the following:**
 - 22 Fire inspections
 - 16 Permits were issued in the three villages and Town of Manchester
 - \$4,163.00 collected in fees
 - Estimated construction costs are \$1,300,000.00
 - Sunny Solar is going in front of the Planning Board next week seeking a fourth extension for their solar farm on County Road 13
 - A new proposal was brought in today by Bob Johnston, who met with the zoning office to discuss the possibility of having a brewery in his Pioneer Street location. He has a meeting with the Village of Shortsville on June 11.

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- c. **ASSESSOR, Heather Robson, reported the following:**
- Grievance Day was held May 27. There were four grievances. Two that were to be reviewed by the Board of Assessment Review with no representation and two constituents that represented themselves.
 - 26 transfers since the last meeting. A lot of administrative deeds, private sales to relatives and a name change to LLC.
 - The Town of Manchester is now at a 93% equalization rate, down from 100%. The rate is set by the state and based on the difference between the sales price and the assessed value pertaining to the 2024 rule.
 - The Assessor will be attending the Ontario County Assessor Association meeting on June 11.
- d. **TOWN CLERK, Devon Hayes, reported the following:**
- Barring no significant increase in cost, the clerk's office will be using the same tax software that has been used in the previous three years.
 - The Town Clerk and Deputy Town Clerk will be attending a clerk meeting on June 25th.
 - Over the last few months, there has been an increase in dog licenses. A few of the Mobile Home Parks have been working to make sure that all dogs within their park are licensed.
- e. **WATER SUPERINTENDENT, Rich Vienna, detailed a report stating the following:**
- Bac T results were good for both the Town of Manchester and the Village of Shortsville
 - The Town Water Department is spending five hours a week average with the Village of Shortsville Water Department
 - Repaired a hydrant on Brown Road
 - The water was tested for THM's and HAA5's and we are not in violation.
 - Two or three small leaks were located on the Manchester Central Waterline
 - All hydrants west of Route 21 were serviced which is about one third of the hydrants.
 - Will be needing a new roof and paint on the watershed.
 - The water loss ratio is down to about eight. On average they want you between six and twelve.
 - A leak was found and repaired in an old copper service on Shortsville Road. This repair will save the Village of Shortsville about 10,000 gallons of water a day.
- f. **Supervisor, Dave Phillips reported the following:**
- The General Fund received its first semiannual mortgage tax payment in May in the amount of \$39,712.26. This amount was 23% higher than the first payment in 2024, but 20% lower than the first payment in 2023. This discrepancy makes mortgage tax a difficult revenue to budget for in future years. Expenditures in May were consistent with previous months.
 - The Zoning Fund did not receive or expend anything out of the ordinary in May.
 - The Refuse and Garbage Fund received significantly more in May than it did in April in refuse and garbage charges and should have no problem meeting its budgeted revenue amount for this year. Expenditures in this fund remain consistent.
 - The Highway Funds did not receive or expend other than the usual amounts for the month.
 - The Central and County Road 13 Water Districts continued to receive water payments with the late penalty of 10% for the second quarter in the month of May. About seventy-five late notices were sent on the 22nd of May. This is about the same number of late notices for every quarter.
 - Finances continue strong for the Town for the month of May.

➤ **RESOLUTION #67 – APPROVAL OF BUDGET AMMENDMENTS:**

Increase Revenues: Highway Fund DB2665 by \$11,185.00 from sale of equipment
 Increase Appropriations: Highway Fund by DB5130.2 \$11,185.00 Machinery-Equipment
 Increase Revenues: Highway Fund DB3501 by \$135,833.86 Consolidated Highway Aid
 Increase Appropriations: Highway Fund DB5112.2 by \$135,833.86 Permanent

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Improvements – Capital Outlay

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve four budget amendments: Increase Revenues: Highway Fund DB2665 by \$11,185.00 from sale of equipment; Increase Appropriations: Highway Fund by DB5130.2 \$11,185.00 Machinery-Equipment; Increase Revenues: Highway Fund DB3501 by \$135,833.86 Consolidated Highway Aid; Increase Appropriations: Highway Fund DB5112.2 by \$135,833.86 Permanent Improvements – Capital Outlay

ADDENDUM ITEMS –

- A1 Integrated Systems Microsoft 365 renewal
- A2 May Water Report
- A3 Finger Lakes Ambulance May report

BOARD MEMBER ITEMS:

- Council Member Folkins
 - 1.) 5-7 applications were received for the part time court clerk position. The position posting is now closed, and she anticipates the town Justices reaching out to her soon to begin interviews.
- Council Member DeCook
 - 1.)
- Council Member Shannon:
 - 1.)
- Council Member Blazey:
 - 1.) Absent
- Supervisor Phillips:
 - 1.) Testing was done and there is no asbestos in the mastic/caulk used in the floor in the Town Hall
 - 2.) Two expressions of interest were received regarding the Round House. The next step is to put them through the scoring process.

➤ RESOLUTION #68 – MOTION TO APPROVE VOUCHERS

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve May 2025 vouchers.

ADJOURNMENT: There was no other business before the Board at this time; Council Member DeCook moved to adjourn the meeting, 6:30 p.m., seconded by Council Member Shannon, unanimously APPROVED.

Respectfully Submitted,

Devon R Hayes, Town Clerk

****Next Meeting:**

- Regular meeting: July 8, 2025 - 6:00 P.M.
- Regular meeting: August 12, 2025 - 6:00 P.M.
- Regular meeting: September 9, 2025 - 6:00 P.M.

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- *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.*