

MANCHESTER TOWN BOARD – PUBLIC HEARING AND REGULAR MEETING
AUGUST 12, 2025 - 6 P.M.

A public hearing and regular monthly meeting of the Manchester Town Board was held August 12, 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
Matt Shannon	Council Member
Jaylene Folkins	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: Martha Doody, Brad Hixson, Ellie Shannon

ABSENT: Willie Murphy, Deputy Highway Superintendent; Scott DeCook, Council Member

CALL TO ORDER: PUBLIC HEARING REGARDING THE TOWN OF MANCHESTER ENTERING INTO AN ENCROACHMENT AGREEMENT FOR A WATER CUSTOMER ON 4298 HACKETT ROAD

Supervisor Phillips called the August 12, 2025, Public Hearing regarding the Town of Manchester entering into an encroachment agreement for a water customer on Hackett Road to order at 6:00 PM. Supervisor Phillips read the published Public Hearing Notice. Michael and Julie Verstraete are requesting permission to excavate within and install a potable water line connected to the town Central Water district underneath the highway right of way of Hackett Road to Town highway where the pipeline would encroach on the north side of Hackett Road from 4250 to 4298 Hackett Road. Twice, he asked if anyone wished to be heard. No one requested to be heard. He asked if the Town Board had any questions or information regarding the matter. No one on the Town Board had any further to add.

PUBLIC HEARING ENDED AT 6:03 PM

The regular Manchester Town Board monthly meeting began at 6:03 p.m. at the Manchester Town Hall.

➤ **RESOLUTION #77- APPROVAL OF MINUTES, REGULAR MEETING July 8, 2025**

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

VOTE:	AYES - 3	NAYS - 0	Abstain – 1 (Council Member Folkins)
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RESOLVED, to approve the minutes from the regular Town Board Meeting held on July 8, 2025. Council member Folkins abstained from voting.

➤ **RESOLUTION #78 - APPROVAL OF SUPERVISOR’S MONTHLY FINANCIAL STATEMENT**

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

VOTE:	AYES -4	NAYS - 0
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RESOLVED, to approve the Supervisor’s Monthly Report as submitted. See Minute Book Attachment for report.

➤ **RESOLUTION #79 - APPROVAL OF TOWN CLERK’S MONTHLY REPORT**

On motion of Council Member Folkins, seconded by Council Member Blazey, the

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following resolution was unanimously ADOPTED:

VOTE:	AYES - 4	NAYS - 0
RESOLVED , to accept the Town Clerk's report as follows:		
-- CNB Interest	\$.08
-- Transfer Coupons	\$	5,961.56
-- Zoning Fees	\$	2,539.00
-- Miscellaneous	\$	3.00
-- Bingo Proceeds	\$	38.61
-- Marriage License	\$	52.50
-- Marriage Certified Copies	\$	40.00
-- One Day Officiant License	\$	50.00
-- Death Certified Copies	\$	80.00
-- Conservation	\$	21.15
-- Dog Licensing	\$	2,300.00
-- Late Fees	\$	120.00
TOTAL COLLECTED	\$	11,205.90
PAID TO NY ENVIRONMENTAL CONSERVATION	\$	224.85
PAID TO NYS AG & MARKETS	\$	139.00
PAID TO NYS DEPARTMENT OF HEALTH	\$	67.50
PAID TO SUPERVISOR (TOWN)	\$	11,205.90

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

Supervisor Phillips 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. Vendor Change Form
- d. Charter Communications change in channel lineup
- e. County Planning Department request for local share
- f. Letter of support for Port Gibson market analysis and park development
- g. Ag. and Markets Municipal Shelter Inspection Report
- h. Integrated Systems quote to implement Multi Factor Authentication
- i. Second quarter sales tax comparison
- j. Cornell Cooperative quarterly highlights
- k. Manchester Fire Department monthly report
- l. Clifton Springs Fire Department monthly report
- m. Town of Manchester CNB account collateralization
- n. Ring Central notice of rate increase
- o. NYS Retirement estimated 2026 payment
- p. Bobcat quote for new mini excavator

~ Discussion – Hackett Road Encroachment – Public Hearing was held. The contract has been reviewed and signed off on. Rich Vienna, Water Superintendent, asked if the main should be tapped for any potential future service. Supervisor Phillips said he was not sure that he saw any value in that.

➤ **RESOLUTION #80- APPROVAL TO ENTER INTO AN ENCROACHMENT AGREEMENT WITH 4298 HACKETT ROAD (MICHAEL J AND JULIE C VERSTRAETE)**

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

VOTE:	AYES – 4	NAYS - 0
RESOLVED , to approve entering into an encroachment agreement for a water customer on Hackett Road		

➤ **RESOLUTION #81- APPROVAL TO HAVE \$2,500.00 ADDED TO THE 2026 BUDGET FOR LOCAL SHARE TOWARDS THE MANCHESTER ACTIVE TRANSPORTATION PLAN**

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

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VOTE:

AYES – 4

NAYS - 0

RESOLVED, to approve adding \$2,500.00 to the 2026 budget for local shar towards the Manchester Active Transportation Plan

~ Discussion – Implementing Multi-Factor Authentication – Supervisor Phillips asked the Town Board members their opinions on the Town of Manchester moving towards multi-factor authentication logins on all the computers. There would be an initial cost and then monthly maintenance fees. Opinions were that there is a need for it and an additional benefit is that it would help with the cyber security scoring for the Town’s insurance and save on the insurance premium.

~ Discussion – Purchase of a mini excavator – Jason Lannon requested approval to purchase a mini excavator. He stated the Highway received a larger amount of CHIPS funding and proposed that the money be moved from roads to equipment to purchase a mini excavator. The current excavator is ten years old and needs to be replaced. The Town Board agreed to that plan contingent on the pricing being held to the quote and that it is not purchased until the CHIPS funding is received by the Town.

➤ **RESOLUTION #82- APPROVAL PURCHASE A MINI EXCAVATOR**

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 a mini excavator contingent on the pricing being held to the quote and that it be purchased after the CHIPS money has been received.

~ Discussion – Shortsville Water Agreement – A draft agreement between the Village of Shortsville and Town of Manchester was given to the Town Board members. The Village of Shortsville also has a draft. The Town Board determined that if an agreement is implemented it would be subject to review after one year. The Board will wait for feedback from the Village.

Department Reports:

a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**

- Mowing roadside and behind guard rails is being done.
- A transfer station operator has been helping in the Highway Department. They are interested in a Co-op during their senior year.
- Add trucks were rust proofed.
- Wedging is being done on Bird Road and Garnsey Hill Road
- Hauling A1’s for next year
- CHIPS – a check is expected in September.
- Jason had a meeting with Supervisor Phillips and Janis Catalano to discuss 2026 Budget.

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

- 10 Fire inspections in the Town and Villages
- 14 Permits were issued in the Town of Manchester
- \$2,529.00 collected in fees.
- Estimated construction costs are \$1,460,000.00.
- Pioneer Road – the Town Planning Board is meeting next week for final site plan on the new brewery on Pioneer Road.
- Village of Clifton, Foster Block- proposed renovations costing \$15-\$20 million dollars if approved.
- Village of Manchester, Library- Property owner will be taking down the old buildings on the property.

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

- 17 transfers and 2 splits since the last meeting.
- The Assessor is requesting approval to re-appoint Bill Strub as a member of the BAR. His appointment ends September 30, 2025. The Town Board approved the re-appointment.

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- Two Article 7 petitions have been received. Also, one small claims petition. A second small claims petition that was not properly filed was received. The Hearing Officer will decide if the filing is acceptable or not.
- Information to request an increase in the income limit for the Senior Exemption was distributed and discussed. The Town Board members agreed that the income limit be raised. In 2022, it rose from \$17,000 to \$22,800. The request at today's meeting was from \$22,800 to \$29,400.
- The Assessor was approved to attend the NY State Assessors Association Fall Conference October 6th- 9th.

➤ **RESOLUTION #83 – MOTION TO RE-APPROVE BILL STRUB AS A MEMBER OF THE BOARD OF ASSESSMENT REVIEW**

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 Bill Strub as a member of the Board of Assessment Review

➤ **RESOLUTION #84- APPROVAL TO RAISE THE EXEMPTION INCOME LIMITS IN THE TOWN OF MANCHESTER FOR THE SENIOR CITIZENS EXEMPTION**

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

VOTE: AYES – 4 NAYS - 0

RESOLVED, to approve the increase in exemption income limits in the Town of Manchester for the Senior Citizens Exemption

➤ **RESOLUTION #85- APPROVAL FOR THE ASSESSOR TO ATTEND THE NY STATE ASSESSORS' ASSOCIATION FALL CONFERENCE, OCTOBER 6TH THROUGH 9TH, 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 Assessor attending the fall conference October 6-9, 2025

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

- The Town Clerk's office is working to organize and clean the file room upstairs.
- There has been an increase in DECAL sales with the deer management permits available as of August 1st.

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

- This morning Bill Young's farm was using about eighty gallons of water a minute.
- TTHM sample was taken this morning. Flushing is up to 100k per week on the dead-ends to keep the water moving.
- Hydrant repair was done on State Route 96 and County Road 25. The hydrant was damaged because of a car accident.
- Hydrant maintenance on east side of the water system.
- The Water Superintendent is proposing new pricing for water installations. This will include a base rate and meter fee. The last increase was 2019 and everything has tripled in price since then. More information will be given in a future Town Board meeting.

f. **TOWN SUPERVISOR, Dave Phillips, stated the following financial summary:**

- The General Fund did not receive or expend any amounts that were not unusual for the month of July.
- The Zoning and Highway Funds received second quarter sales tax in the amount of \$380,488.54. This amount continues to increase over the same quarter in the prior years, but the growth has slowed to less than 2%. There

were only the usual expenses for the Zoning Fund in July, but the Highway Fund has spent all its CHIPS monies this month and is awaiting reimbursement from NYS in September.

- **RESOLUTION #86 – APPROVAL OF FUND TRANSFERS:**

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

AYES - 4

RESOLVED, to approve the fund transfer of \$2,500.00 from A1990.4 to A5182.4 for street lighting costs.

- **July Water Report**
- **Clifton Springs Fire Department Monthly Report**
- **Transfer \$2,500.00 from A1990.4 to A5182.4 for street lighting**
- **Draft of water agreement with Village of Shortsville**

- **Council Member Folkins**
1.)
- **Council Member DeCook**
1.)
- **Council Member Shannon:**
1.)
- **Council Member Blazey:**
1.)
- **Supervisor Phillips:**
 - 1.) There have been eight applications for the open bookkeeper position. There are four interviews set up for next week. The salary for the position will be \$50,000.00. Council member Folkins added that she has no update for the Court Clerk position that was opened.
 - 2.) Hill Cumorah will be having a dedication ceremony.
 - 3.) Pam Helming will be recognizing veterans for their service and their service to the community. Any names for veterans to be honored can be given to Supervisor Phillips.

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

AYES - 4

RESOLVED, to approve July 2025 vouchers.

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➤ **RESOLUTION #88 – MOTION TO ENTER INTO EXECUTIVE SESSION (105d) AT 7:06 p.m.**

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

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

RESOLVED, to enter Executive Session (105d)

➤ **RESOLUTION #89 – MOTION TO EXIT EXECUTIVE SESSION AT 7:18 p.m.**

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

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

RESOLVED, to exit Executive Session

ADJOURNMENT: There was no other business before the Board at this time; Council Member Shannon moved to adjourn the meeting, 7:18 p.m., seconded by Council Member Blazey, unanimously **APPROVED**.

Respectfully Submitted,

Devon R Hayes, Town Clerk

****Next Meeting:**

- *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.**