

MANCHESTER TOWN BOARD – REGULAR MEETING
December 10, 2024 - 6 P.M.

A regular monthly meeting of the Manchester Town Board was held tonight, December 10, 2024, 6:00 p.m. at the Manchester Town Hall with the following members present:

David Phillips	Supervisor
Kevin Blazey	Deputy Supervisor/Council Member
Jaylene Folkins	Council Member
Matt Shannon	Council Member
Scott DeCook	Council Member

OTHERS PRESENT: Devon Hayes, Town Clerk; Jason Lannon, Highway Superintendent; Kevin Lyke, Water Superintendent; Marty Barnett, Code Enforcement Officer; Willie Murphy, Deputy Highway Superintendent; Eric Schaertl, Town Justice

ALSO PRESENT: Town of Manchester residents: Marc Carrier, Tate Colburn

ABSENT:

CALL TO ORDER: Supervisor Phillips called the December 10, 2024, regular Town Board meeting to order at 6:00 p.m.

➤ **RESOLUTION #133- APPROVAL OF MINUTES, REGULAR MEETING NOVEMBER 2024**

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

[illegible]

RESOLVED, to approve the minutes from the regular Town Board Meeting held on November 12, 2024. A revision was requested. Mike Liberty's name was removed from "others present" as he was not in attendance.

➤ **RESOLUTION #134 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the Supervisor's Monthly Report as submitted. See Minute Book Attachment for report.

➤ **RESOLUTION #135 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT**

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

VOTE: AYES - 5 NAYS - 0

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

-- CNB Interest	\$.09
-- Miscellaneous	\$	40.00
-- Transfer Coupons	\$	5,012.60
-- Zoning Fees	\$	4,110.00
-- Bingo Proceeds	\$	38.10
-- Marriage License	\$	17.50
-- Death Certified Copies	\$	130.00
-- Marriage Certified Copies	\$	30.00
-- Conservation	\$	66.27
-- Dog Licensing	\$	1,232.00
-- Late Fees	\$	120.00

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TOTAL COLLECTED	\$	10,796.56
PAID TO NYS DEC	\$	1,442.73
PAID TO NYS DEPT OF HEALTH	\$	22.50
PAID TO NYS AG & MARKETS	\$	100.00
PAID TO SUPERVISOR (TOWN)	\$	10,796.56

RESOLVED, to approve the Town Clerk’s monthly report for November 2024

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. RG&E Free Preparedness Training
- d. Village of Manchester letter of support
- e. RG&E drone Technology for inspections
- f. Clifton Springs Fire Department monthly report
- g. Interfund Transfers
- h. Transfers
- i. CGR presentation on EMS services

➤ **RESOLUTION #136– RESOLUTION TO APPROVE DATE FOR THE ORGANIZATIONAL MEETING TO BE HELD JANUARY 14, 2025, AT 5:00 P.M.**

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

VOTE: **AYES - 5** **NAYS - 0**

RESOLVED, to hold the Town of Manchester Organizational meeting on January 14, 2025, at 5:00 p.m.

~ **Brief Discussion –Town Justices asked Supervisor Phillips to update the Town Board with information on the court office’s request regarding Court Clerks hours. The Justices are requesting that rather than have two part time positions that there be one full time and one part time position. After discussion it was decided that the open position would be posted with Ontario County with “up to 28 hours” in the position description. When the court office interviews, the number of weekly hours will be discussed and agreed upon with the candidate. The total number of hours for court clerks will be no more than 56 hours which is the number budgeted for 2025.**

~ **Brief Discussion –EMS in the Town; Finger Lakes Ambulance reached out to discuss EMS service. There are two types of support ALS (Advanced Life Support) and BLS (Basic Life Support). The Village of Shortsville and the Port Gibson ambulance both have people with BLS but neither has ALS. Canandaigua EMS can provide ALS trained staff in other Towns. Supervisor Phillips reached out to Shortsville Fire Department and needs to speak with Port Gibson Fire Department. The plan would be to have a meeting with the Town’s ambulance services to determine gaps and then reach out to get help filling those gaps. Good conversations are being had. Supervisor Phillips will give updates on this subject. Supervisor Phillips also pointed out; the Town of Manchester currently does not budget funds for EMS.**

➤ **RESOLUTION #137 – MOTION TO DEDICATE THE REMAINING ARPA FUNDS AS FOLLOWS:**

WHEREAS, the Town of Manchester has remaining ARPA funds that need to be dedicated to projects before the end of 2024.

WHEREAS, the Town desires to dedicate these funds to qualifying projects that will leave a lasting positive impact within the town.

WHEREAS, these projects have a planned completion date before the end of 2026.

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NOW THERFOR BE IT RESOLVED, \$42,000 will be dedicated to the construction of a sidewalk from Rt. 21 to the bridge over Paddleford Brook. This sidewalk will provide safe pedestrian passage from the sidewalk on Route 21 to the sidewalk on the south side of the bridge.

AND BE IT FURTHER RESOLVED, \$120,731 will be dedicated to replacing the water main on County Road 13. This will provide safe drinking water to the residents of that water district.

	Aye	Nay
David Phillips	<u> X </u>	<u> </u>
Kevin Blazey	<u> X </u>	<u> </u>
Jaylene Folkins	<u> X </u>	<u> </u>
Scott DeCook	<u> X </u>	<u> </u>
Matthew Shannon	<u> X </u>	<u> </u>

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Devon Hayes, Town Clerk

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to dedicate the remaining ARPA funds as listed above

Department Reports:

- a. HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:
 - Requesting approval to purchase a sander/spreader that was budgeted to be purchased.
 - Finishing difficult to get to areas with the excavator.
 - Large repairs being done on vehicles including two front springs on two trucks and power steering for one truck
 - New computer was purchased for the Highway office
 - The Town is looking to buy a used roll off truck as one of the planned purchases in 2025.

➤ **RESOLUTION #138– RESOLUTION TO APPROVE THE PURCHASE OF A SANDER/SPREADER NOT TO EXCEED \$13,000.00.**

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the purchase of a sander/spreader not exceeding \$13,000.00.

- b. CODE ENFORCEMENT OFFICER, Marty Barnett, reported the following:
 - 10 Permits – in the three Villages and Town of Manchester.
 - Collected \$393.00 in fees.
 - Estimated construction Costs are \$100,603.00.
 - Completed four fire inspections in the Village of Manchester
 - Don Bruder started his position as Code Enforcement/Zoning Officer. His six months of state training begins in January.
 - There is an application for a cell phone tower (Verizon) on Shortsville Road. This will be in front of the Planning Board meeting next week
 - Zoning Board of Appeals approved use variance for a building on Route 21, Shortsville, for possible use as a library.

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➤ **RESOLUTION #139 – MOTION TO RE-APPROVE TAMMY WORDEN AND SCOTT VANACKEN AS MEMBERS OF THE PLANNING BOARD**

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

VOTE: **AYES - 5** **NAYS - 0**

RESOLVED, to approve Tammy Worden and Scott VanAken as a members of the Planning Board

- c. **SUPERVISOR PHILLIPS** on behalf of **ASSESSOR**, reported the following:
- There were a couple of SCAR hearings regarding assessments. The Assessor's Aid has been doing a fantastic job with the activities in the assessor's office and helping it run smoothly as a new assessor is being hired.
 - Interviews for the Assessor position will begin this week.
- d. **TOWN CLERK, Devon Hayes**, reported the following:
- Glass for the town clerk's office window has been ordered.
 - Preparation for tax season continues.
 - Will be testing quantity in the folder/stuffer machine with 500 water bills going out in the week or two.

~ Note: Council Member Shannon left the meeting for another commitment at 7:04 p.m.

- e. **WATER SUPERINTENDENT, Kevin Lyke**, reported the following:
- TTHM samples were done. Results were a little high but with the averaging required, the water passed testing.
 - Currently collaborating with a company to have the chlorine for the water on automatic instead of manual.
 - Continuing working on hydrants and valves. Still needing to be done is the Johnson section and Route 21 and west.
 - The water department helped with three curb boxes and three gas mains that were broken in the Village of Shortsville and needed to be repaired.
 - Question as to whether the Village of Shortsville will be paying a stipend or the overtime wages needed for the above repairs.
- f. **Supervisor Dave Phillips**, reported the following:
- The General, Zoning, Refuse and Garbage, and Highway Funds did not receive any revenues that were out of the ordinary in the month of November. These funds did pay the annual NYS Retirement amount of \$123,190.00 and this was the only large expense from any of these funds.
 - The Central and County Road 3 Water Districts sent the unpaid water to relevy in the month of November. The total amount unpaid was \$27,325.72 for 2024. The amount sent to relevy in 2023 was \$23,813.31 so the amount unpaid was more than the previous year.
 - However, the Town's finances are strong and ended the month of November much better than in previous years.

➤ **RESOLUTION #140 – APPROVAL OF INTERFUND TRANSFERS:**

- Transfer \$5,872 from the Zoning Fund – B8810.4 Cemeteries to Highway Fund – DB5110.4 - \$2,325.92 and DB5110.1 - \$3,546.28 for the Highway Department maintaining Port Gibson Cemetery

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 interfund transfer from Zoning Fund to Cemeteries for Port Gibson Cemetery maintenance.

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➤ **RESOLUTION #141 – APPROVAL OF FUND TRANSFERS:**

General Fund

- \$3,000.00 from A9060.8 to A1410.4 to cover envelopes for Taxes
- \$20,000.00 from A9040.4 to A1420.4 to cover legal expenses through 2024
- \$7,000.00 from A9060.8 to A1620.4 to cover building expenses through 2024
- \$1,700.00 from A1910.4 to A5182.4 to cover street lighting expenses through 2024

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 General Fund transfers

RESOLUTION #142 – APPROVAL OF FUND TRANSFERS:

Zoning Fund

- \$2,000.00 from B9060.8 to B8010.1 to cover payroll through 12/31/2024

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 Zoning Fund transfer

RESOLUTION #143 – APPROVAL OF FUND TRANSFERS:

Highway Fund

- \$15,000.00 from DB9060.8 to DB5142.1 to cover payroll through 12/31/2024
- \$2,000.00 from DB9060.8 to DB9030.8 to cover Social Security through 12/31/2024

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the Highway Fund transfers

RESOLUTION #144 – APPROVAL OF FUND TRANSFERS:

Central Water Fund

- \$2,200.00 from SW5-8320.4 to SW5-8310.1 to cover payroll through 12/31/2024

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to approve the Central Water Fund transfer

➤ **RESOLUTION #145 – APPROVAL OF TRANSFERS TO CENTRAL WATER RESERVES:**

- \$30,000.00 from SW5-8320.4 to SW5-882 to transfer funds to Reserve for Repairs
- \$15,000.00 from SW5-8340.4 to SW5-845 to transfer funds to Reserve for Inventory

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 transfer to Central Water Reserves

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ADDENDUM ITEMS –

ItemH – addendum updated transfers for water fund
ItemH - addendum updated transfers for general fund
A1 Clifton Springs Fire Department monthly report
A2 Manchester Fire Department October 2024
A3 Constellation Energy emissions report
A4 MRB group Town of Palmyra Comprehensive Plan, lead agency
A5 Dedication of ARPA funds

BOARD MEMBER ITEMS:

- Council Member Folkins
1.)
- Council Member DeCook
1.)
- Council Member Shannon:
1.)
- Council Member Blazey:
1.)
- Supervisor Phillips:
 - 1.) Notice of the Palmyra Comp plan was received. No one on the Town Board had any concerns.
 - 2.) The electric bills for the Town have gone up significantly. Previously, the lighting had all been updated and savings were realized. However, recent bills are higher than expected. Supervisor Phillips is having this investigated.

➤ **RESOLUTION #146 – MOTION TO APPROVE VOUCHERS**

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 November vouchers.

➤ **RESOLUTION #147 – RESOLUTION OF APPRECIATION RECOGNIZING STEVE DEHOND**

WHEREAS, Steve DeHond was hired as Code Enforcement Officer for the town of Manchester on May14, 2002 and plans to retire on the last day of 2024.

WHEREAS, Steve has served as Code Enforcement Officer and Zoning Officer for the Town of Manchester, Village of Clifton Springs, Village of Manchester, and the Village of Shortsville.

WHEREAS, Steve has helped guide the town and villages in developing comprehensive plans for their communities.

WHEREAS, Steve has been dedicated to his community, and provided guidance, advice and upheld the town and village codes under his jurisdiction.

NOW THEREFORE, BE IT **RESOLVED** that the Town of Manchester wishes to declare Tuesday, December 31st, Steve DeHond day to show the town's appreciation for the many years of public service and dedication to the people of the Town.

AND, BE IT **FURTHER RESOLVED**, that the Town would like to wish Steve a happy and enjoyable retirement.

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	Aye	Nay
David Phillips	<u>X</u>	___
Kevin Blazey	<u>X</u>	___
Jaylene Folkins	<u>X</u>	___
Scott DeCook	<u>X</u>	___
Matthew Shannon	<u>X</u>	___

Dated: December 10, 2024

Devon Hayes, Town Clerk

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

VOTE: AYES - 5 NAYS - 0

RESOLVED, to recognize Steve DeHond for his years of dedication to the Town of Manchester and Villages of Clifton Springs, Manchester, and Shortsville

➤ RESOLUTION #148 – MOTION TO ENTER INTO EXECUTIVE SESSION AT 7:20 p.m.

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

VOTE: AYES - 4 NAYS - 0

RESOLVED, to enter Executive Session

➤ RESOLUTION #149 – MOTION TO EXIT EXECUTIVE SESSION AT 7:38 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 Folkins moved to adjourn the meeting, 7:38 p.m., seconded by Council Member Blazey, unanimously APPROVED.

Respectfully Submitted,

Devon R Hayes, Town Clerk

****Next Meeting:**

- Organizational meeting: January 14, 2025 - 5:00 P.M.
- Regular meeting: January 14, 2025 – 6:00 P.M.
- Regular meeting: February 11, 2025 - 6:00 P.M.
- Regular meeting: March 11, 2025 - 6:00 P.M.
- Regular meeting: April 8, 2025 - 6:00 P.M.
- Regular meeting: May 13, 2025 - 6:00 P.M.
- Regular meeting: June 10, 2025 - 6:00 P.M.
- 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.
- Regular meeting: October 14, 2025 - 6:00 P.M.

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➤ *Regular meeting:* *November 11, 2025 -6:00 P.M.*

➤ *Regular meeting:* *December 9, 2025 - 6:00 P.M.*