

**REGULAR MEETING OF THE TOWN BOARD  
June 26, 2008**

At 7:30 p.m., Supervisor Lyon called to order the regular town board meeting, scheduled to be held on Thursday, June 26, 2008, at the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, NY.

**CALL TO ORDER**

Deputy Town Clerk Irene Unterborn led those present in the Pledge of Allegiance to the Flag.

**PLEDGE OF ALLEGIANCE**

Upon roll call, the following board members were present:

- David C. Lyon, Supervisor
- James Welch, Councilman
- Kenneth Miller, Councilman
- Mike Lambrix, Councilman

**ROLL CALL**

Also attending the meeting:  
Michael Boesel

**MEETING ATTENDANCE**

Motion was made by Mike Lambrix to approve the minutes of the May 22, 2008 meeting of the Town Board.

**MTN: APPRV  
5/22/2008 TOWN  
BOARD MTG  
MINUTES**

Second: Ken Miller                      Vote: 4 Ayes. Carried.

Motion was made by Mike Lambrix to approve the minutes of the June 12, 2008 meeting of the Town Board.

**MTN: APPRV  
06/12/2008  
TOWN BOARD  
MTG MINUTES**

Second: Ken Miller                      Vote: 4 Ayes. Carried

**COMMUNICATIONS**

1. Village Announces 4th of July Celebration: For the first time since WWI, Palmyra will be hosting a 4th of July Celebration, on July 4th, 2008. The parade on East Main Street will begin at 4 pm, with patriotic music, children's games, DAR flag display, food, interpretive reading of the Declaration of Independence, a Civil War encampment at the Village Park, light show at dusk and more. All are welcome to march in the parade and participate in the festivities.

**4th of JULY  
PARADE AND  
CELEBRATION  
IN PALMYRA**

## REPORTS OF STANDING COMMITTEES

**Buildings and Grounds Committee – Kenneth Miller,  
Chairman**

Ken Miller pointed out that there was a tree replaced in front of the Town Hall by Gary Hopkins and commented how nice the property has been looking. Ken would like it noted that we appreciate all that has been done on the grounds, that all that was promised in the contract appears to be met thus far, and that it all looks very nice. He also said steeple project is still ongoing, and that bids are still coming in.

**BUILDINGS AND  
GROUNDS  
REPORT--  
GROUNDS &  
CUPOLA ISSUES**

**Highway Committee – James Welch, Chairman**

Highway Department Monthly Report: In his report for May, Highway Superintendent Mike Boesel outlined projects his crew has worked on during the month:

Highway Superintendent Report  
For Town Board Meeting--06/26/2008

Since the 5/22/08 meeting we have completed the following work:

- Ditching –Port Gibson Road, Crestwood, Cole Road, Schilling Road, Harris Road
- Wedging – Eckert Road, Hogback Road, Palmer Road
- Surface Treating – Jeffery Road, Haak Road, Hazen Lane
- Cracksealing – Bear Hill Drive, Rolfe Drive, Clover Street, Vienna Street
- Treework – Division Street, Schilling Road
- Culvert Replacement – Parker Road
- Inter-municipal Assistance
  - 5/28/08 and 5/29/08 – 2 Palmyra trucks surface treated for Macedon Highway
  - 5/30/08 – 2 Walworth trucks surface treated with us
  - 6/3/08 to 6/5/08 – 2 Palmyra trucks surface treated for Arcadia and Lyons
  - 6/17/08 and 6/19/08 – Loader/Widner to Walworth Hwy for shoulder work
  - 6/20/08 – 4 Palmyra trucks to WC Highway road project

**HIGHWAY  
DEPARTMENT  
MONTHLY  
REPORT**

Other miscellaneous items include:

- SMSI Grant – On May 1<sup>st</sup> we were awarded a grant in the amount of \$449,792.78. Since then I have received a Final Work Plan from the NYS DOS and we are first required to complete SEQR and prepare our Inter-municipal agreements (IMA's). SEQR is on the agenda tonight. The IMA is in draft and I expect to present it next month. We demo'd a Volvo excavator from 6/12 to 6/17. We have a Caterpillar excavator on 6/26-27.
- Equipment Update – T28 fuel tank was patch welded, E66 and E56 drotts have had repairs, E64 mowing tractor pump maintenance and front tires replaced, T14 to Tracey Road Equipment for bad sensor. T24 passenger side rear spring shackle replaced.
- Roadwork – We have been very busy since the last TB meeting. We replaced 5 storm culverts on Parker Road this past month. We have several more around the Town that need replacement. We have gotten several roads chipsealed and/or slurry sealed in the past 30 days (Jeffery, Haak, Hazen, Bear Hill/Rolfe, Meadow Drive subd, Vienna St). Much needed wedging is on going around the Town.
- Mowing – Chris Bratt is mowing for us again this summer. We started roadside mowing on May 13<sup>th</sup>. Despite some minor setbacks recently with the front pump and the front tires, we completed Round #1 this week and have already starting Round 2.
- Fuel – The PMCSD had their bid opening for the fuel bid on 6/20/08. Our most recent invoice for fuel had diesel at \$3.82/gallon and unleaded at \$3.18/gallon. In August 2006 diesel was \$2.26 and August 2007 when we started budget workshops it was \$2.27. As of 6/25/08, the NY SOGS website showed diesel and unleaded prices up over \$4.16 and \$3.45 respectively. We are conserving wherever we can. I will try to provide more info regarding our current budget status and projections.

#### FUEL ISSUES

Any questions, comments or concerns I will be glad to answer.

Mike also stated at the meeting that:

- As diesel is extremely expensive (\$5.00 at pumps), and may now average over \$4.00 per gallon for us, there may be an overage in the budget. This is because there was no guessing that this

- would have happened to prices this year when budget was made.
- Ken Miller also asked about roadwork being done on Meadow Dr., and when people would be able to drive on new surface. Mike assured Ken that half a road was done at a time, and it was ok to drive on after 2 hrs.

**Planning and Economic Development Committee – Michael Lambrix, Chairman**

**PLANNING BOARD**

There were no Town Planning Board Meeting minutes submitted.

**Zoning Committee – David Nussbaumer, Chairman**

1. CEO Report: Code Enforcement Officer Bob Grier submitted his monthly report to Irene Unterborn summarizing activity through June 26, 2008. After review, the board had no further questions.
2. Minutes of the Zoning Board of Appeals committee meeting of June 9, 2008 were read by Town Board members. There were no further comments or questions.

**CEO REPORTS**

**INFORMATIONAL ITEMS**

**Town Clerk's Office Report for June:**

Things have quieted down somewhat during June (except for the numerous FOIL requests in the past couple of weeks!), giving the staff a chance to catch up, clean up, and work on projects that need doing or updating.

**TOWN CLERK REPORT**

1. Sale of new dog licenses continues at an accelerated rate, as the enumerator continues around the town and village. Irene is still working closely with Gary Rose on this project. Since the beginning of the year we have licensed more than 400 new dogs.

**ENUMERATION**

2. Lynne is currently on vacation until July 7<sup>th</sup>, 2008. Therefore, Irene has been working with Paul Rubery, Dave Lyon, and Mike Boesel on the FOIL requests that we have received. All but one request is complete at this time, and I am confident the last will be complete (phew!) by next week

**FOIL REQUESTS**

Archives and Records Management

Updating Indexes:

1. Celeste has finished the new index for all Town Agreements, Annexations, Contracts, Deeds, Resolutions and miscellaneous documents for expiration and renewal dates. All documents requiring further attention are being reviewed for action required. The index will become the date source for renewals. These will be reviewed on a monthly basis to ensure processing is done on time.

**INDEXES &  
RECORDS  
MANAGEMENT**

2. Irene has finished updating and correcting all marriage records in the database so that they can be easily found. She is also updating them as soon as they are received so they are always complete.

**Archives and Records Management**

- We were not recommended for the LGRMIF grant funding for the 2008-2009-grant cycle. Based on information from Gail Fischer, our regional NYS contact, our region was granted 50 of 74 grants submitted. Only 14 received full funding. There were nearly \$19 million in requests with only \$8.5 million making it a very competitive year. We will try again next year. Gail Fischer will assist us in the application.
- On-going: Updating Archive File indexes - Celeste continues to update Archived File indexes. We have recently found more files that are not accessible. We will keep a list of these files and may require Integrated Systems to assist, as they have to be fixed at the server.
- On going: Celeste is also in the process of organizing and updating our Central Files. Many of these files are inactive and need to be consolidated. This will improve filing space and efficiency in accessing files.

**LGRMIF GRANT  
DENIED**

Submitted by Irene Unterborn, Palmyra Deputy Town Clerk - June 26, 2008



EDUCATION:

On June 18, both Joan and I attended a class in Batavia on “ Deeds and Sales Verification for Assessors and Appraisers”. This was a very interesting and informative class for both of us. The only problem we say was that they should have scheduled more time for the two speakers that were there. It could have easily lasted a couple of hours longer than the scheduled time.

**Rotary Drop box in Town Hall** It was asked by the Palmyra-Macedon Rotary if the Town Hall could house a drop box used for recycling empty toner and printer cartridges. Irene Unterborn explained to the board that the box would be about 2’ x 3’ and could be removed at any time. Board saw no problem with this and does not mind trying it.

**ROTARY DROP  
BOX FOR  
RECYCLING**

**AGENDA ITEMS**

- 1. Approve SMSI GRANT- SEQR Declaration of Lead Agency: Supervisor Dave Lyon called for a vote to fulfill the shared service grant as reviewed in the handbook. The lead agency must name all four-grant receivers as listed in the resolution. Mike Lambrix made the motion to approve the SEQR Declaration of Lead Agency.

**MTN: APPROVE  
SMSI GRANT-  
DECLARATION  
OF LEAD  
AGENCY**

Second: Ken Miller      Vote: 4 Ayes. Carried.

No further discussion.

- 2. Resolution: SMSI GRANT- SEQR Resolution Type II Action: Equipment purchases are a Type II Action for SEQR. This action is not subject to further environmental review.

**MTN: APPROVE  
SMSI GRANT-  
RESOLUTION**

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF  
PALMYRA  
SEQR DETERMINATION**

**WHEREAS**, The Town of Palmyra, as the Lead Applicant, made application for a 2007-2008 Shared Municipal Services Incentive (SMSI) Grant to the NYS Department of State for the joint purchase and sharing (“Action”) of specialized highway equipment (vacuum catch basin cleaner with street sweeper attachment, aerial lift truck, and wheeled excavator); and

**WHEREAS**, the Town of Macedon, Town of Walworth and Village of Palmyra are Co-Applicants to the SMSI Grant application; and

**WHEREAS**, the SMSI Grant was awarded to the Town of Palmyra, in cooperation with the Town of Macedon, Town of Walworth, and Village of Palmyra; and

**WHEREAS**, the Town Board for the Town of Palmyra, as the Lead Applicant for the SMSI Grant application, has also declared itself the Lead Agency for purposes of SEQRA review.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Board of the Town of Palmyra, Wayne County, New York, as follows:

1. The Town Board hereby declares that it is acting as Lead Agency on behalf of the SMSI Grant Co-Applicants (Town of Macedon, Town of Walworth, and Village of Palmyra) for the purposes of SEQRA review.
2. Based upon review of this Action under 6NYCRR Part 617.5 in the State Environmental Quality Review it is determined that this Action is a Type II Action. This Action is identified in Part 617.5 (c)(25) – “purchase of sale of furnishings, equipment or supplies....” and is therefore not subject to further environmental review under SEQRA Law.
3. The Town Board hereby authorizes and directs the Town Clerk to forward copies of this Resolution and Town Board meeting minutes to the NYS Department of State, Town of Macedon, Town of Walworth and Village of Palmyra for their files.
4. This Resolution shall take effect immediately.

Mike Lambrix made the motion to approve the Resolution of the Town Board of the Town of Palmyra SEQRA Determination

Second: Ken Miller      Vote: 4 Ayes. Carried.

No further discussion.

3. Approve NYSEG Excavation Permit: This gives permission to excavate at 928 Stafford Rd installing a new ½” hd-poly gas service



line for one new residential customer. It was asked that the Deputy Town Clerk mail out the agreement on next business day. Mike Lambrix made the motion to approve issuing the excavation permit to NYSEG.

Second: Ken Miller

Vote: 4 Ayes. Carried.

**MTN: APPROVE  
NYSEG  
EXCAVATION  
PERMIT**

No further discussion.

Supervisor David Lyon signed the agreement.

- 4. Approve Abstracts #150 and #151: Mike Lambrix made the motion to approve the claims and expenditures shown on Abstract #150 (for vouchers already paid), which includes Voucher Numbers 9306 through 9314, for \$73,224.13; and Abstract #151, (for vouchers to be paid) which includes Voucher Numbers 9315 through 9407, for \$100,162.45.

Second: Ken Miller

Vote: 4 ayes. Carried.

- 5. Motion to Adjourn: At 7:55 p.m., Mike Lambrix made the motion to adjourn the meeting.

Second: Ken Miller

Vote: 4 Ayes. Carried.

Respectfully submitted,

Irene E. Unterborn  
Palmyra Deputy Town Clerk

**NEXT MEETING:  
THURSDAY, JULY 24, 2008, AT 7:30 P.M.  
PALMYRA TOWN HALL**