

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
December 27, 2018**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, December 27, 2018, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

Supervisor Miller led those present in the Pledge of Allegiance to the Flag.

Upon roll call, the following Board members were present:

Supervisor Kenneth Miller
James Welch, Deputy Supervisor
Michael Lambrix , Councilman
Bradley Cook, Councilman
Todd Pipitone, Councilman

Motion was made by Mike Lambrix to approve the minutes of the regular Town Board meeting which took place on November 20th, 2018.

Second: Jim Welch

Vote: 3 Ayes. Carried

Councilman Pipitone abstained as he was not in attendance for that meeting.

ATTENDANCE

Also attending was: Marc Carrier, Highway Superintendent Mike Boesel, and Bob Kelsch (Sun & Record Newspaper).

HEARING

There was no official hearing this evening.

COMMUNICATIONS / PUBLIC INPUT

None

REPORTS OF STANDING COMMITTEES**Supervision: Animal Control, Human Resources, Historian, and Finance -
Supervisor Ken Miller**

1. Budgetary adjustments: The book keeper is asking to make any budgetary adjustments necessary for end of 2018. This is an agenda item for later.

2. Standard Mileage Reimbursement: The IRS is raising the standard reimbursement to \$.58 per mile which we will adopt as our 2019 policy at the Organizational Meeting.

3. Land purchase behind Town Hall: The topic of the land purchase (behind town hall) will remain **tabled** as there is no additional information available at this time.

4. Closing of Palmer Rd: Supervisor Miller has left a message with attorney John Morell and feels that an agreement can be made with Dolomite. Discussion ensued, and included that deliveries of sand as compensation for the road since we already currently buy from Dolomite. This topic will remain **tabled** once again until further information is obtained.

5. Service agreement with Integrated Systems: It is time once again to sign an agreement for service with Integrated Systems. The approval for the supervisor to sign an agreement for a 50 hour block is on the agenda later.

6. "Goodbye" letter from retiring Assemblyman Robert Oaks: A copy of the "goodbye" letter from the retiring Assemblyman was shared with the board, and will be **ATTACHMENT A**.

7. New County Rehab Vehicle: The County acquired a new rehab vehicle valued at approximately \$100,000.00. After obtaining grants, the vehicle only cost the county approximately \$10,000.00.

**Human Services: Town Clerk, Archives, and Town Hall Facility -
Councilman Bradley Cook**

Before addressing the Town Clerk report, Mr. Cook wanted to return to the topic of Palmer Rd. Highway Superintendent Boesel sent out calculations regarding actual value of the road, but there is still question of the actual quality of the millings on Palmer Rd. After further discussion again, the

consensus was to have the attorneys speak, and come up with a fair amount – and whether it should be paid in dollars or trade for sand/materials.

1. Town Clerk Report for December:

Report to the Board **Town Clerk Office** **December 2018**

December was the perfect month to begin preparing all of our year end financials, and also get ready for Town and County tax collection. Legal notices (below) were sent to the newspaper as I already received the warrant and taxes from the county; any contracts that were previously approved have been sent out awaiting additional signatures where appropriate.

The taxes have been separated and processed, and will be mailed out to home owners and banks on December 31st. Collection begins when we return after the New Year.

Through dog licensing in November we sold 87 licenses totaling \$772.00, misc sales, including marriages licenses, hunting/fishing, vital record requests, Bingo proceeds, Zoning, etc – added an additional \$2,225.00. Total check disbursements for the month of November totaled \$2,997.40.

Thank you Heidi, Julie, and Joan (and Brad Cook as our liaison) for making 2018 a fantastic and productive year in the Town Clerk's office!

2. Pre-Tax Legal Notice: The Pre-Tax Legal Notice was published and posted, and tax bills will be mailed on December 31st:

LEGAL NOTICE **TOWN OF PALMYRA** **NOTICE OF RECEIPT OF** **TAX ROLL AND WARRANT FOR 2019**

TAKE NOTICE that I, Irene Unterborn, the undersigned Tax Collector for the Town of Palmyra, County of Wayne and State of New York, have duly received the tax roll and warrant for the collection of Town and County taxes within the Town of Palmyra of the year 2019, and that same can be paid by mail or at the Town Clerk's Office, Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York, 14522, during business hours of 9:00 a.m. through 5:00 p.m. Monday through Friday.

TAKE FURTHER NOTICE that taxes may be paid on or before February 5, 2019 without charge or interest. On all taxes received after such date, there shall be added interest of 1% if paid on or before March 5, 2019, and an additional 2% on or after March 6, 2019. The last day of Town/County tax collection will be March 31, 2019.

TAKE FURTHER NOTICE that Town/County taxes may be paid in two installments, with the first half paid on or before February 5, 2019 without charge or interest. If the second installment is paid between February 6 and March 5, 2019, there shall be added interest of 1% on the remaining amount. If the second installment is paid between March 6 and March 31, 2019, there shall be added interest of 2% on the remaining amount.

FURTHER NOTICE IS GIVEN that there will be a \$20.00 fee for all returned checks.

TAKE FURTHER NOTICE that pursuant to the provisions of law, the tax rolls of the Town of Palmyra will be returned to the County Treasurer of the County of Wayne on the first day of April, 2019.

DATED: December 17, 2018

3. Legal Notice for Organizational Meeting: The Legal Notice for Organizational Meeting that will be on Jan. 8th, 2019 at 7 PM was published and posted.

4. Cleaning of Furnaces: The Town Clerk arranged for Betlem Heating and Cooling to come out and clean and service the eight town hall furnace units.

Public Works: Highway Department, Equipment and Facilities - Councilman James Welch

1. Highway Department report for December:

**Highway Superintendent Report
For Town Board Meeting
12/27/18**

Since the 11/20/18 meeting we have completed the following work:

- **Plowing/Sanding** –To date this winter season we have made a total of 30 trips out of the barn.
A comparison to this point of the past 5 winter seasons is below:
 - December 2017 - 33 trips.
 - December 2016 - 30 trips.
 - December 2015 - 5 trips.
 - December 2014 - 22 trips.
 - December 2013 - 37 trips.

Other miscellaneous items include:

- **Salt Orders** – So far for the month of December we have ordered 200 tons of salt. For the winter season we have ordered 200 tons of our 2600-ton allotment, or approximately 8% of our allotment.
- **Training** - On 11/27, the Hwy Crew attended Certified Excavator training event held at Webster Village Hall by Dig Safe New York. This training class was recently signed into law last month for all excavators that work for a local government and their hired contractors.
- **Snow Fence** – On 12/11 and 12/12, we were finally able to install most of our snow fence. We may try to finish a couple more sections as time and weather permits.
- **Fleet Maintenance** – Over the past 30 days of snow plowing we have worked the bugs out of much of the truck fleet and we continue with general maintenance on the entire fleet after each plow run. We will soon start to bring in various 'summer'-related pieces of equipment for their annual servicing and maintenance work.

- *Personnel – On the evening of 12/12, Village Employee Ron Terwilliger unexpectedly passed away at home. The whole crew continues to reflect on the memories working with Ron. He will be missed.*

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

Town Development: IT & Phones, Fire Protection Contracts, and Strategic Plans - Councilman Todd Pipitone

Mr. Pipitone reminded the board that they will be voting on the block of 50 service hours with Integrated Systems.

Government Operations: Assessor, Youth & Aging, Code Enforcement/Planning Board, and Justices- Councilman Michael Lambrix

1. Assessor's Office Report for December:

**REPORT TO THE TOWN BOARD
FROM THE ASSESSOR'S OFFICE
DECEMBER 18, 2018**

Senior STAR exemptions are still being brought into the office each week. We sent post cards to the IVP (income verification program) participants for the Enhanced STAR exemption informing them of the changes that the state has made. We have been getting questions about those today and probably will for a while.

Before the end of the year all the agricultural, senior citizen, low income disability and non-profit exemption forms will be mailed out to be returned before March 1, 2019. This year the Senior citizens will have an addition form for the IVP. The state has decided that they should be checking the income for the Enhanced STAR. In the past if you qualified for the Senior citizens you automatically received the Enhanced STAR.

Attached to this report is my current Continuing Education Status Report I received for the State. I am up to date at this time, but will need 12 more credits in the coming year. I am also allowed to get 12 credits that will satisfy the next year's education requirements. I will keep an eye out for classes I think would be of the most benefit for me and the Town.

If you have any questions or concerns, I am in the office most of the time.

Current Continuing Education Year is October 1, 2018 - September 30, 2019

<u>Continuing Education Year</u>	<u>Credits Awarded</u>	<u>Requirement Status</u>
2018 / 2019	12	Met

You are eligible to accumulate and be reimbursed for a maximum of 12 credits this C. E. year.

2. CEO Report for December: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that included a list of building permits and certificates of compliance for November 16, 2018 thru December 21, 2018. Mr. Lambrix invited all to read it at their leisure.

3. Minutes from Zoning Board Meeting from December: None for this month.

4. Minutes from Planning Board Meeting from December: None for this month.

Information

1. Swearing in Ceremony: After a brief discussion, it was decided that we do not need to pick a date for a swearing in ceremony. The town clerk will bring the oath book to the Organizational Meeting to have employees sign.

2. Mercy Flight Fact Sheet: A Mercy Flight fact sheet was shared with the Town Board. The members were surprised that the average cost per flight is \$28,000.00!

3. Court Audits: Correspondence was received from the Town/ Village Courts reminding the Town Board of the records and dockets to be presented and audited annually, for both Justice William Abbott and Justice Terry Rodman. These will then be presented to the Internal Audit Services Unit.

Agenda Items

1. Approve: Resolution #20-2018: Authorize Budgetary Journal Entries to close the 2018 Fiscal Year: Todd Pipitone made the motion to approve the Town Bookkeeper to make any necessary adjusting and budgetary journal entries in closing the 2018 fiscal year.

Second: Jim Welch

Vote: 4 Ayes. Carried

**RESOLUTION #21-2018 AUTHORIZE BUDGETARY ADJUSTMENTS
TO CLOSE 2018 FISCAL YEAR- TOWN OF PALMYRA
WAYNE COUNTY, NEW YORK STATE**

BE IT RESOLVED, that the Town Board of the Town of Palmyra authorizes the Town Bookkeeper to make any necessary budgetary journal entries in closing the 2018 fiscal year.

Adopted this 27th day of December, 2018, at the regular meeting of the Palmyra Town Board.

2. Approve: Supervisor to sign agreement with Integrated Systems:

Mike Lambrix made the motion to approve the Supervisor to sign the agreement with Integrated Systems for a block of 50 hours of service at \$85.00 per hour, with no change from last years agreement.

Second: Todd Pipitone Vote: 4 Ayes. Carried

Motion to approve claims and expenditures: Todd Pipitone made the motion to approve claims and expenditures for December 2018, vouchers #1253 thru #1382, totaling \$96,285.74.

Second: Brad Cook Vote: 4 Ayes. Carried

Motion to enter into Executive session: At 7:22 PM, Mike Lambrix made the motion to enter into executive session to Discuss Current Litigation.

Second: Todd Pipitone Vote: 4 Ayes. Carried

Motion to enter into Exit Executive session: At 7:40 PM, Mike Lambrix made the motion to exit executive session.

Second: Todd Pipitone Vote: 4 Ayes. Carried

Adjourn Meeting: At 7:41 PM, Brad Cook made the motion to adjourn the meeting.

Second: Mike Lambrix Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

2019 Organizational MEETING
TUESDAY January 8, 2019
7:00 PM – PALMYRA TOWN HALL

Regular Town Board Meeting
Thursday January 24, 2019
7:00 PM - Palmyra Town Hall