

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
August 25, 2016**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday August 25, 2016, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Upon roll call, the following Board members were present:

ROLL CALL

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

Councilman Todd Pipitone was absent.

Motion was made by Jim Welch to approve the minutes of the Town Board meeting on July 28, 2016.

MTN: APPROVE PREVIOUS TOWN BOARD MINUTES

Second: Mike Lambrix Vote: 3 Ayes. Carried

Also attending was: Marc Carrier, CEO Pat Sheridan, Peter Wimer, Jon Wimer, Dan Adamson, Matt Adamson, Riley Israel, Eric Israel and Frank Vascukynas.

ATTENDANCE

HEARING

There was no official hearing this evening.

HEARING

PUBLIC INPUT

Marc Carrier requested to speak to the board on behalf of the residents of Garnsey Road. Supervisor Miller first read aloud the *Public Input Guide*

PUBLIC INPUT- GARNSEY RD LANDFILL

**MARC CARRIER –
GARNSEY RD
CUSTODIANSHIP**

(ATTACHMENT B), and then invited Mr. Carrier to address the board. Mr. Carrier supplied the board with a document of events **(ATTACHMENT A)** that have occurred while trying to determine who is actually the custodian of the former municipal dumps that are located on the property owned by the town.

Mr. Carrier reminded the board that this month marks 3 years since they began discussing the landfill on Garnsey Rd, and that he is still looking for information regarding this topic. He also stated that he has begun “getting traction” with the NYS DEC, and he will discuss that in the future with the board.

REPORTS OF STANDING COMMITTEES

**Supervision: Animal Control, Human Resources, Historian, and Finance -
Supervisor Ken Miller**

**PLANNING BOARD
COMPENSATION**

1. Planning Board Compensation: The Town board was asked at the previous meeting to consider whether or not to pay Planning Board members if they are absent from meetings. Councilman Welch asked if this was the only board that would be affected by a decision that would be made later in the evening. It was determined that the Zoning Board of appeals would also be affected. Supervisor Miller suggested that the board members should be compensated for one absence per year. The board will make a final decision later in the evening.

**BUDGET WORKSHOP
DATES**

2. Budget Workshops: Budget workshops were set for Tuesday September 6th, Monday September 12th, and if needed, Monday September 19th, all beginning at 7 PM.

3. Change in Depository and Collateral Agreement: There is a change in Depository, as well as Collateral Agreement, from First Niagara to Keybank National as First Niagara was purchased by Keybank. These changes will be voted upon later in the meeting.

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

1. Town Clerk Report for August: Councilman Cook shared the following town clerk’s office report and building calendar with the board:

**TOWN CLERK
REPORT**

TOWN CLERK OFFICE REPORT TO THE BOARD
AUGUST 2016

Thank you to Heidi, Julie, and Joan for keeping the Town Clerk’s office running smoothly while I was on vacation.

School taxes will be picked up from the county in the next day, separated and processed, and will be mailed out to home owners and banks on Monday, August 31st. We will begin collecting on September 1st. Also, hunting licenses, along with DMP’s, are now being sold.

Through dog licensing in July, we sold 77 licenses totaling \$615.00, misc sales, EZ Passes marriage licenses, hunting/fishing, vital record requests, zoning etc- added an additional \$7,696.00. Total check disbursements for the month of July were \$8,311.00.

Security projects for the town clerk’s office are moving along. The code officers have been working with us on the project, allowing it to become reality...Thank you. I have been gathering further proposals for accessible doors for the front entry, as well as interior security doors. Councilman Cook has also had various painters meet with us so we can move forward with the cupola painting project.

2. Building Security: A check for ½ the project amount was written and sent to Total Security Solutions, per request and approval of the board, on August 15, 2016 for security glass in clerk’s office. Production can now begin! Actual drawings/directions were received and given to Bob Grier to sign off on. Also, a proposal from Frontier Glass was received for front and interior doors. The next step will be to secure the building with three back hallway doors. The reason there are three is to secure the back hall while allowing access to the handicapped bathroom. Discussion ensued, and because the “strobe alarm” would add approximately \$1,000.00 to the project, it was decided to put the panic buttons on hold until the doors were installed. Supervisor Miller will be contacting the alarm company to alert them of this decision.

**BUILDING
SECURITY**

3. New Proposal for Cleaning of Town Hall: Palmyra Town Employee, Julie Hartman, provided the board with a detailed proposal with regards to the cleaning of the town hall. She proposed performing these tasks three times per week, including two week nights and Saturday. Because Julie is a current part-time employee, Julie is covered under our insurance, and would also be aware of any oddities that may arise.

**CLEANING
PROPOSAL- JULIE
HARTMAN**

Supervisor Miller commented that we have spoken to the management of the current cleaners numerous times regarding their mistakes, and we are still under contract with our current cleaning company. Mr. Miller said that he would like to meet with Councilman Cook regarding the proposal, and

that he will also look into whether or not we could cancel our current contract. This topic will be revisited at September's meeting.

**ESTIMATES FOR
CUPOLA
PAINTING**

4. Painting of Cupola: A final estimate was received for painting of the town hall pillars and cupola from Sandmans RCD for \$2,500.00, which includes a ten year warranty on the job. It was pointed out that they did the last job, and it lasted for 5 years, with a 5 year warranty. The two other quotes were Helfer for \$4,800.00 and Clingerman for \$4,475.00. Councilman Cook will ask for approval to use Sandmans RCD later in the meeting.

PLANTINGS

5. Grounds/Maintenance: Councilman Cook pointed out that Gary Hopkins and crew pulled all the dead bushes and plants around the Town Hall. New plantings will begin once the weather has cooled down.

6. School Tax Legal Notice: A school tax legal notice will run August 26, 2016 and the town clerk's office will begin collection on September 1st.

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

**HIGHWAY
REPORT**

1. Highway Department report for August: Councilman Welch presented the report that Highway Superintendent Mike Boesel submitted from July 28, 2016 through June 23, 2016. Mr. Boesel had previous obligations this evening, but met with Councilman Welch on the various topics.

**Highway Superintendent Report
For Town Board Meeting
08/25/2016**

Since the 07/28/16 meeting we have completed the following work:

- Hot asphalt wedging - Hogback Hill Road
- Inter-municipal Assistance
 - 8/05/16 2 Williamson trucks/1 Walworth truck/1 WC Hwy roller in Palmyra-chipsealing
 - 8/09/16 2 Palmyra trucks to assist Marion Hwy
 - 8/09/16-8/10/16 1 Palmyra truck to assist Walworth Hwy with paving
 - 8/10/16 1 Palmyra operator w/Bobcat/mill assist Macedon Hwy with milling
 - 8/11/16 2 Arcadia trucks assist Pal Hwy with wedging on Hogback Hill Road
 - 8/17/16 - 8/18/16 1 Arcadia water truck, 1 Lyons chink truck, 1 Walworth roller assist Palmyra Hwy with cold mix paving on Hogback Hill Road

Other miscellaneous items include:

- **Galloway & Walworth Road Canal Bridges**– On 7/29/16, the Galloway Road canal bridge closed and DOT crews started immediate repairs. The bridge re-opened this past Sunday, 8/22/16. I called DOT this morning and understand that a new structural load analysis will be performed and hopefully the current 8 Ton load posting will be increased. In the meantime, on 8/5/16, the nearby Walworth Road canal bridge closed fairly suddenly. Crews are working 12-hour days, seven days a week. The schedule calls for the work to be completed around the first or second week of September if all goes as expected.
- **Haul Trucks** - On 8/5/16, Supervisor Miller, Councilman Welch and I met onsite at the rear access to the Dolomite Plant on Hogback Hill Road to discuss haul trucks using this access point as well as the Port Gibson Road and canal bridge. I would still like to pursue posting our Town Roads to protect our roads.
- **Summer Road Work** - We have completed a lot of roadwork in the past month or so. In total 11.26 miles of either chipseal work, cold mix paving, or slurry seal work, nearly 23% of our total Town Road mileage:
 - On 7/22/16 we surface treated Cambier Road, the north end of Schilling Road and Temple Road (4.41 mi)
 - On 8/2-8/3 we cold mix paved 1 mile (of 2) on the north end of Walker Road. (1.00 mi.)
 - On 8/5/16 we surface treated Hogback Hill, Vault, Eckert Road, Hazen Lane and Omeal Road (3.67 mi.)
 - On 8/17-8/18 we cold mix paved Hogback Hill Road from P.Gibson Road to Whitbeck Road (1.18 mi.)
 - On 8/26/16 (tomorrow) we are surface treating on Walker Road (1.00 mi.)
- **Highway Facility BCS Update** - On Friday 8/12/16, I delivered hard copy/binder copies of the completed BCS to your Town Hall mailboxes. I am not aware of any questions, comments, concerns in the past 2 weeks. However, since that time, also on 8/12/16, we had an incident here involving our Red Block Barn. Currently the OH Door is dismantled and we are awaiting emergency masonry repairs to the front wall and OH Door opening. No equipment was damaged except for a hose clamp on the rubber tire excavator.
- **Petroleum Bulk Storage Tanks - Underground Storage Tanks** – On 8/9/16, Jason Bliss, Jake Hilton and I attended a free seminar regarding PBS Tanks, specifically UST's. Our Joint Fuel facility has above-ground tanks, but we also have UST's for Fuel Oil here at the shop. I requested an onsite meeting with the seminar sponsor, Sun Environmental Corp. to discuss our overall facility. We need to 'register' our 'facility' with the NYS DEC before October 11, 2016. We also need to have certified A/B operators, which involves a test before certification.

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

Councilman Welch stated that the main focus for this month has been spent working on “lots and lots of road work”. He continued to tell the board that Mr. Boesel, Mr. Miller and Mr. Welch met with representatives from Dolomite as there is still an issue with them driving in and out of the Hogback Hill Rd entrance that has recently been paved. There is also a concern with the bridge, and the over use of, which also might need to be posted. Mr. Welch mentioned perhaps paving with a high density binder like is used on the thruway. Mr. Cook asked what can be done to get that road/ bridge posted. Mr. Welch answered that Superintendent Boesel is working on finding out that information.

**ROAD WORK
NEAR DOLOMITE
AND CONCERNS
WITH BRIDGE**

**DISCUSSION OF
HIGHWAY FACILITY
CONTINUES**

The final topic was the highway facility, and the plan provided by LaBella to the board the week before the meeting. Discussion ensued and the consensus was that a workshop on September 13th at the highway barns would be necessary as the budget meetings are also during this month. Mr. Welch is hoping that LaBella will also send a representative that works with locating grant money. The question arose again “do we want to be chasing good money after bad?” or should we look at a new facility. Either way the concern for this year is a new lift. Mr. Lambrix suggested perhaps looking at a mobile, six stage lift, which would cost approximately \$38,900.00. All battery operated, all “in sync”, and as the lift rises up and down, it recharges the battery. Mr. Lambrix offered to contact the lift representative to obtain more information before the workshop on September 13th.

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

Councilman Pipitone was absent this evening, but Supervisor Miller stated that there was nothing new with regards to the Master Plan at this point, and that the 3 local fire contracts (Palmyra, East Palmyra and Port Gibson) were expiring in December 2016. He also added that the village board liaison, Rick Perry, has already been talking to the East Palmyra Fire Department, and that he (Mr. Miller) asked to be included in those meetings. Mr. Miller added that he will remind Councilman Pipitone that he is the liaison to the fire departments, and will need to work on these contracts along with Mr. Perry. Also, that if there is any “volatility” from any of the fire departments, they perhaps they should become annual contracts instead.

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

1. Assessor’s Office Report for August: Councilman Lambrix asked the board to read the Assessor’s report at their leisure, and to note that there was a change “in protocol” for the STAR program.

**ASSESSOR’S REPORT –
NEW STAR PROGRAM**

**REPORT TO THE TOWN BOARD
FROM THE ASSESSOR’S OFFICE
AUGUST 22, 2016**

Again this month we have been dealing with the State to implement the new way of handling the STAR exemption. This has been a process of us adding codes to the computer, removing them and putting them back on per the State’s instructions. New owners will now get a check directly from the State instead of the savings on their tax bill. There is a notation on the 2016 Final Roll and that

notation will be written on the school tax bill so the owner will realize that they are getting a check instead of the credit on that bill.

We are updating the file on the State's website for the automatic income verification program (IVP). Property owners who had the STAR exemption in 2015 or before still have to file their paper work with the assessor's office. Those who signed up for the IVP since last year have to be entered into the program so the State can check their State income tax forms and verify that their income qualifies for the Senior STAR exemption.

By the end of next week, Joan will have the renewal applications for the senior STAR ready to go out along with the school bills, to those property owners who chose not to participate in the IVP. They will need to prove their income to us by way of their 2015 income tax returns.

The backup was sent into the County so they can produce the school bills. I have also prepared my budget for 2017 and submitted it to Petra in a timely manner.

This morning the only small claims hearing that was filed for Palmyra was heard by the assigned hearing officer. The hearing was conducted in our break room, so I did not have to travel anywhere to attend this hearing. We will know in a couple of weeks what the hearing officer's determination of assessment is to be for this property. We will comply with whatever decision she makes.

2. Code Enforcement/Zoning Office Report- August: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members including a list of building permits and certificates of compliance for July 26, 2016 through August 23, 2016. Mr. Sheridan was asked for an estimate of new home construction in 2016; he replied that there were three at this point.

3. Minutes from Zoning Board Meeting: Meeting minutes were distributed from the August 11th, 2016 meeting.

4. Minutes from Planning Board Meeting for August: There was no meeting minutes included at this time.

INFORMATIONAL ITEMS

1. EMS Advisory Board Report: Mike Catalano was unable to attend but spoke to Supervisor Miller before the meeting. There was nothing to report.

2. Palmyra Community Library: The Palmyra Community Library invited the board (and public), to the Palmyra Community Library Third Floor Art Gallery Grand Opening on Sunday September 25, from 1-3 PM.

**MTN: APPROVE
CLAIMS AND
EXPENDITURES**

Motion to approve claims and expenditures: Mike Lambrix made the motion to approve claims and expenditures for August 2016 – Vouchers #5753 thru #5853, totaling \$283,753.29.

Second: Jim Welch

Vote: 3 Ayes. Carried.

Motion to Adjourn: At 7:50 PM, Mike Lambrix made the motion to adjourn the meeting.

Second: Brad Cook

Vote: 3 Ayes. Carried.

Respectfully submitted,

Irene Unterborn
Palmyra Town Clerk

ATTACHEMENT A Letter from Mr. Carrier - Identify custodian of Landfill

ATTACHEMENT B Public input guide

BUDGET WORKSHOP: TUESDAY SEPT. 6, 2016

7:00 PM – Palmyra Town Hall

BUDGET WORKSHOP: MONDAY SEPT. 12, 2016

7:00 PM – Palmyra Town Hall

WORKSHOP: TUESDAY SEPT. 13, 2016

7:00 PM – Palmyra Highway Department

NEXT REGULAR MEETING: THURSDAY Sept. 22, 2016

7:00 PM – Palmyra Town Hall