

**REGULAR MEETING OF THE TOWN BOARD
AND PUBLIC HEARINGS
EAST PALMYRA FIRE HALL
OCTOBER 27, 2016**

At 7:00 p.m., as Supervisor Miller was delayed, Deputy Supervisor James Welch called to order the Town Board meeting and public hearing, scheduled for Thursday, October 22, 2016, at the East Palmyra Fire Hall, 2145 Whitbeck Road, Palmyra, New York.

CALL TO ORDER

HEARING

PLEDGE OF ALLEGIANCE

The following legal notice is for three public hearings scheduled for this evening. The following is the legal notice that had been printed in the Town’s official newspaper, *The Times of Wayne County*, and posted on the Town Hall’s bulletin board previous to these hearings, in accordance with law. Councilman Welch asked the Town Clerk to read the legal notice as was posted.

ROLL CALL

Public Hearing for

**VILLAGE OF PALMYRA FIRE PROTECTION DISTRICT
EAST PALMYRA FIRE PROTECTION DISTRICT
PORT GIBSON FIRE PROTECTION DISTRICT**

WHEREAS, the 2016-2017 Fire Protection District Contracts are about to expire and another two-year contract is to be considered for each of these three (3) Fire Protection Districts, and

WHEREAS, a Public Hearing is required by law,

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Palmyra, Wayne County, will meet at the East Palmyra Fire Hall, 2145 Tellier Road, East Palmyra, New York, on the 27th day of October, 2016 for the purpose of considering contracts proposed by said Town Board to be entered into with the Village of Palmyra at 7:00 p.m., the Port Gibson Fire Department at 7:05 p.m., and the East Palmyra Fire Department at 7:10 p.m., for the furnishing of fire protection to said Town, at which time and place the Palmyra Town Board will consider such proposed contracts and all persons interested in same.

**MTN: APPROVE
PREVIOUS
TOWN BOARD
MINUTES**

AND BE IT FURTHER RESOLVED that the Town Board will, at said times and place, hear all persons in favor of, or against, items within said contracts. Interested persons may be heard in person, by attorney or agent, or in writing.

ATTENDANCE

DATED: October 12, 2016
BY ORDER OF THE PALMYRA TOWN BOARD

At 7:00 PM Deputy Supervisor Welch opened the hearing for the Port Gibson Fire District; and as no one asked to speak the hearing was closed at 7:05 PM.

At 7:05 PM Deputy Supervisor Welch opened the hearing for the East Palmyra Fire District; and as no one asked to speak the hearing was closed at 7:10 PM.

At 7:10 PM Deputy Supervisor Welch opened the hearing for the Village of Palmyra Fire District. Councilman Pipitone thanked the Town Clerk and Attorney Paul Rubery for finalizing the contract.

It was decided to proceed to meeting temporarily as no one asked to speak.

Councilman Welch led those present in the Pledge of Allegiance to the Flag.

Upon roll call, the following Board members were present:

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

Kenneth Miller, Supervisor was absent at this time, but will be in attendance later.

Motion was made by Mike Lambrix to approve the minutes of the Town Board meeting from September 22, 2016.

Second: Brad Cook

Vote: 4 Ayes. Carried

Motion was made by Mike Lambrix to approve the minutes of the Special Town Board Meeting on October 3, 2016

Second: Brad Cook

Vote: 4 Ayes. Carried

Also attending was: John Rush, Missy Greek-Rouse (Finger Lakes Ambulance), Highway Superintendent Mike Boesel, Marc Carrier, and Frank Vascukynas.

PUBLIC INPUT A representative from Finger Lakes Ambulance, Missy Greek-Rouse read and reviewed the following activity report that was prepared by William Comella, Executive Director of Finger Lakes Ambulance:

Report of Activity – Town/Village of Palmyra, New York

2016

Number of Calls to date – October 27, 2016 1500 hours

Town: 283

Village: 457

Total: **740**

Estimated number of calls for 2016 at present rate: **888** (7.5% increase over 2015)

Calls mutual aided due to no ambulance available: **34** (4.6%)

Response Times (Emergency calls, for which ambulance arrived on scene)

Reliability fractals:

% of calls ambulance arrives in under 8 minutes: **84.6%**

% of calls ambulance arrives in under 10 minutes: **90.5%**

% of calls ambulance arrives in under 15 minutes: **98.2%**

Mean response time: 4 minutes 59 seconds

Median response time: 4 minutes 11 seconds

2015

Number of Calls

Town: 337

Village: 489

Total: **826**

Calls mutual aided due to no ambulance available: **30** (3.6%)

Response Times (Emergency calls, for which ambulance arrived on scene)

Reliability fractals:

% of calls ambulance arrives in less than 8 minutes: **86.2%**

% of calls ambulance arrives in less than 10 minutes: **91.3%**

% of calls ambulance arrives in less than 15 minutes: **98.5%**

Mean response time: 5 minutes 0 seconds

Median response time: 4 minutes 19 seconds

2016 – Breakdown by Call Type

| | |
|---|-------------------------------|
| 1 Abdominal Pain 31 | 19 Heart Problems 9 |
| 2 Allergic Reaction 11 | 20 Heat/Cold Exposure 1 |
| 3 Animal Bites/Attacks 1 | 21 Hemorrhage/Bleeding 23 |
| 4 Assault 13 | 22 Entrapment/Inaccessible 0 |
| 5 Back Pain (Nontraumatic) 13 | 23 Overdose/Poisoning 17 |
| 6 Breathing Problems 55 | 24 Pregnancy/Maternity 5 |
| 7 Burns 0 | 25 Psychiatric 22 |
| 8 Carbon Monoxide 4 | 26 General Illness 124 |
| 9 Cardiac Arrest 18 | 27 Stabbing/Gunshot 2 |
| 10 Chest Pain 47 | 28 Stroke 15 |
| 11 Choking 4 | 29 Traffic Accident 34 |
| 12 Seizures 23 | 30 Traumatic Injury 12 |
| 13 Diabetic Problems 32 | 31 Unconscious 38 |
| 14 Drowning 0 | 32 Unknown at Time of Disp 30 |
| 15 Electric Shock 0 | |
| 16 Eye Injuries 1 | |
| 17 Falls 73 | |
| 18 Headache 5 | |
| Dedicated Nonemergency Standbys (i.e. Canaltown Days, County Fair, etc.): 26 | |
| Non-dedicated Nonemergency Standbys (i.e. PMHS athletic activities, etc.): 46 | |

RETURN TO HEARING

Supervisor Miller arrived and returned those in attendance to the final minutes of the hearing for the Village of Palmyra Fire Department. Deputy Supervisor Welch asked one more time if anyone would like to speak. As no one stepped forward, the final hearing for the fire contracts was closed at 7:15 PM.

Reports of Standing Committees

**Supervision---Animal Control, Historian, Finance: Kenneth Miller,
Chairman**

1. **Funding for Community Center Parking Lot:** Funding for Community Center Parking lot was discussed at the previous meeting but is now on agenda for approval later.

2. **2016 Association of Towns Personnel Management School:** Mr. Miller will ask for approval later in the meeting to attend the 2016 Association of Towns Personnel Management School, that will take place in Rochester NY later this November.

3. **Speed Zone in Front of East Palmyra Christian School:** Mr. Miller received an e-mail from East Palmyra resident that is concerned with speeding and safety in East Palmyra, particularly near the school. Mr. Miller spoke with both Kevin Rooney and Mike Boesel regarding the concerns that there are no speed reduction signs in front of the school. He explained that typically the request would go first to Town, then County, then finally the State (via the Town Clerk). Mr. Miller stated that he will reach out to representatives at school to get them to request a speed reduction, with a petition or letter, from members of the neighborhood.

4. **Discussion of possible new water/sewer district?** Supervisor Miller spoke with Marty Amann (WCWSA), Dave Doyle (MRB Group) and Supervisors from Arcadia and Marion, to look at some possible areas that may become out of district users in Palmyra. This was just an informational discussion between the borders. Mr. Miller asked the board if they would be willing to allow for a new survey to be sent if there was enough interest in water. Yes, they would allow it.

5. **Employee Voluntary Resignation and Unused Vacation Time:** After investigating town policy and handbook guidelines regarding unused vacation for an employee that voluntarily resigned, the Supervisor wrote a

letter that all benefits are forfeited if two weeks notice is not given. The Supervisors letter will become **ATTACHMENT A**.

6. **Service Agreement with Integrated Systems:** The 2017 Service Agreement with Integrated Systems will be up for approval this evening. Discussion ensued regarding which scenario would work best for our town needs. Mr. Miller stated that it seems that using a remote server has paid off, and recommended that we once again choose "Option C", which is what we used this past year. Option C would include 50 hours of service at \$85.00 per hour. It was clarified that if we went over the number of hours, we would simply be paying \$85.00 per additional hour.

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

1. Town Clerk Report for October:

Town Clerk's Office Report **October 27,2016**

Copies of preliminary budget were made for distribution to the public, and are available in the Town Clerk's office, legal notices for public hearings and preliminary budget were posted, and minutes were sent to the Board Members as well as department heads. Security glass in the town clerk office has been installed – thank you to CEO's Pat Sheridan and Bob Grier for installing it, and the Highway Department for their help with the delivery of the over 900 pound crate!

This month our office has been running as usual; hunting licenses and school taxes! So far we have collected \$13,688,556.00 (4449 properties paid so far) of the \$14,875,883.00 total warrant.....about \$8 million came in the last few days of September! We were constantly with people at the counter, and Heidi, Julie and Joan did a fantastic job sending out the tax receipts as I entered the payments in those last penalty free days. It was also the last days for DMP's ("Doe" permits) and water payments! I am anticipating having the office open an hour or so early on Tuesday November 1st, so our local hunters will have the opportunity to purchase the "first come first serve" second round of DMP's.

We have continued to pursue past due dog owners, which has not only alerted us to dogs that are no longer here, but has reminded owners that they need to pay their licensing fees! Gary Rose, Animal Control Officer, has been working closely with Heidi to follow up with these owners before tickets are issued. Through dog licensing in September we sold 100 licenses totaling \$850.00, misc sales, including marriages licenses, hunting/fishing, vital record requests, Bingo proceeds, Zoning etc – added an additional \$10,130.00. Total check disbursements for the month of September totaled \$10,980.00.

Irene Unterborn
Palmyra Town Clerk

2. **Building Security** – Security glass in the town clerk office is in, and the internal security doors will be installed within the next couple of weeks. Councilman Cook and the town clerk will meet to mark the location of the doors. The clerk will then meet with the installer.

3. New proposal for cleaning of Town Hall – This topic was being revisited from the last two meeting. Councilman Cook stated that he believed a change was needed from who was being used to clean the facilities currently. After discussion the board decided to have Mr. Cook meet with the employee that has proposed cleaning the facilities, as well as other companies to be sure that they were comparing services “apples to apples”. Mr. Miller and Mr. Cook will co-ordinate visits. A final decision will be made at the November meeting.

4. Painting of Cupola –At this time, painting of the cupolas trim had not been completed because of a malfunctioning lift and rainy weather.

5. Grounds/Maintenance –Councilman Cook spoke with Gary Hopkins (Buildings and Grounds), and was told that half the plantings at the Town Hall would be done this fall, and half next spring.

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

1. Highway Department report for October:

**Highway Superintendent Report
For Town Board Meeting
10/27/16**

Since the 09/22/16 meeting we have completed the following work:

- Inter-municipal Assistance
 - 9/29/16 Palmyra loader/operator w/widener/operator to Wal Hwy for shoulder work
 - 9/30/16 2 Palmyra trucks plus loader & widener to assist Wal Hwy for shoulder work
 - 10/04/16 Palmyra loader/operator w/widener/operator & rollerman to Wal - shoulders
 - 10/06/16 Palmyra loader/operator w/widener/operator, rollerman, truck to Wal - shoulders
 - 10/06/16 1 Palmyra bobcat/mill/operator to Macedon Hwy for milling work
 - 10/13/16-10/14/16 2 Palmyra trucks to Wayne Co Hwy - Marion N.Main St project hauling millings

Other miscellaneous items include:

- **Roadwork/Brush Mowing** – Summer roadwork is essentially complete. We intend to continue brush mowing roadsides as time and weather permit throughout the Fall/Winter months.
- **Roadside Mowing** - Our summer roadside mowing program will be coming to an end next week.
- **Striping** - WC Highway recently completed striping all our roads for the season.

- **Personnel** - On Friday 10/7/16 - Matt Lamora resigned from employment with Palmyra Highway department. Considering winter is nearly upon us, an advertisement was placed for the open position and tomorrow is the 2-week deadline for submittal. Over the next couple weeks application review and interviews will take place. I am hoping we can hire at the November 10th TB meeting. Scott Moulton remains out of work as his wrist heals.
- **Training** - Today the entire Highway Crew, most of the Town Hall Staff, and most of the Village Hall and various Village departments took our annual refresher on Workplace Violence/Sexual Harassment Training held at Town Hall, sponsored by Jackie Shaffer-Eastern Shore and presented by NYMIR. Several other area Towns participated as well. It was a very well attended training event with 48 in attendance.
- **PCC Paving Project** - On 10/5/16 the Town/Village crews assisted with trucking/hauling asphalt for the Palmyra Community Center re-paving project.
- **Rain/trees down** - From 10/20-21 we received nearly 4-inches of rain. We kept the stormwater flowing but since that time, the soggy ground has caused us some tree issues. Saturday morning, 10/22, a tree fell in the early morning hours taking wires and completely blocking Floodman Road. Today, 10/27, we had additional tree issues on Jagger Road.
- **Winter Preparations** – The barns have been full of sand and salt. We have already started to re-install plow frames on the entire truck fleet and 2 trucks are already setup. We will slowly be taking tarps off trucks and installing sanders over the next several weeks. We intend to haul sand soon as time permits.
- **Highway Facility BCS Update** - Our Hwy Facility Task Force of Bob Grier, Councilman Cook, Councilman Welch and I have continued to meet on a weekly basis beginning on 9/28/16 when we visited a large horse barn on Hazen Lane. Since then we have also been visiting the area hwy facilities of Phelps and Farmington Hwy (10/5/16), Marion Hwy (10/12/16), Walworth Hwy and Lincoln FD (10/18/16). We have also spoken with several area contractors and have several personal 'homework' assignments for additional upcoming meetings.

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

Highway Superintendent Boesel added that the group tasked with researching a possible new highway facility has been meeting weekly, visiting new and different facilities, and narrowing down what is actually needed as a footprint. Councilman Welch added that perhaps a workshop in December would be necessary to further plans. Boesel also added that Mr. Miller, Mr. Welch and he had narrowed down the candidates for a replacement heavy equipment operator for the town, but that he will also need to place an add for a new office assistant. After some discussion, it was also noted that there is also the need to place an ad for the same position in the Code Enforcement office. Both department heads will work with the town clerk to place an ad.

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

1. **The 3 Fire Protection Contracts** – Councilman Pipitone again pointed out that the approvals for this contract are on the agenda later in evening.

2. **Master Plan**: Councilman Pipitone asked that the topic of the Master Plan be removed from the agendas until further notice.

3. **Telephone System**: New telephones were budgeted for this year, and Mr. Pipitone asked that the topic of phones be added to the November agenda. A final decision as to what is being purchased will be made as they are budgeted for this year.

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

1. **Assessor's Office Report for October:**

**REPORT TO THE TOWN BOARD
FROM THE ASSESSOR'S OFFICE
OCTOBER 25, 2016**

Enhanced or Senior STAR exemption applications were mailed out the same time that the school bills were mailed and they are now being returned on a daily basis. New home owners are still coming in to sign up for STAR for the first time and we have to tell them to sign up with the State, as the rules have changed on how to obtain your STAR exemption. We are sending them that information after we get notification of a sale, but they are not reading this information. I feel that many new home owners will not get what they are entitled to due to their failure to contact the State and apply for this exemption. I will never know who they are as the State is not informing us of whom has applied, so I cannot notify them to encourage them to apply for the exemption. Some STAR rebate checks were mailed to new property owners who applied with the State before July 1, 2016 but if you were entitled to an enhanced check, you only got a basic check and the basic checks were for more than the property owner was entitled to. Supposedly the State sent out the difference to the enhanced STAR but I have no idea what they are doing about the over payment for the basic.

There are other checks going out for the property tax freeze, but I don't know any more than what I read in the papers about this. The State is not telling us who is getting a check or how much they are expected to receive. Everyone who has questions about any of these exemptions needs to call the State at (518)457-2036 for information.

Other than these issues, we are just doing business as usual. If you have any questions or concerns, I am in the office most of the time.

2. **Code Enforcement/Zoning Office Report- October:** Code Enforcement Officer Pat Sheridan submitted a report to the Board Members prior to the meeting including a list of building permits and certificates of compliance for September 20, 2016 through October 25, 2016.

3. **Minutes from Zoning Board Meeting for October:** There was no meeting minutes included at this time.

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

Mr. Lambrix finally added that he will contact book keeper Petra Anderson to find out what exactly was spent on Youth and Aging in 2016.

Informational Items

1. **EMS Report:** There was no EMS report from Mike Catalano available at this time.

2. **Results of Palmyra Community Library Trustee Election:** Final Vote, Palmyra Community Library, Palmyra, NY 14522, October 11, 2016, Election of Three Trustees: (4 year term – Nov. 1, 2016 – Oct. 31, 2020) showing that candidates Michael Braell received 28 votes, Robin Lindstrom received 26 votes, and Shawn Williams received 24 votes, zero write in votes, along with the signatures of the two Election Officials: Joan Lusk and Terrence Footer.

3. **Grocery Store Discount for Veterans:** Tops Friendly Market is officering an 11 % discount for Veterans and immediate family that are shopping on Friday November 11, 2016

4. **Wayne County Sherriff:** The Wayne County Sherriff's Office reported that the Pharmaceutical Collection (and destruction of), was a success

5. **Conference on Sustainable Development:** An invitation was shared with the board from Andrew Cuomo to attend the ***Conference on Sustainable Development & Collaborative Governance.*** on Weds. November 2, 2016, at the Rochester Riverside Convention Center, from 9 AM until 3:30 PM.

Supervisor Miller added that the Town Employees, as well as employees from other municipalities, attended an excellent seminar that day provided by NYMIR, regarding the topics of sexual harassment and workplace violence. It was felt by Mr. Miller, as well as the NYMIR representative, that the board members also receive this training in the near future. Mr. Miller will be facilitating this training to them, perhaps at an upcoming workshop.

Agenda Items

1. **Approve: Contract with Port Gibson Fire Protection District:** Todd Pipitone made the motion to approve the Contract with the Port Gibson Fire Protection District for the years 2017-2018. Seconded by Mike Lambrix and a roll call vote was requested.

| | |
|----------------------------|-----|
| Councilman Michael Lambrix | Aye |
| Councilman James Welch | Aye |
| Councilman Todd Pipitone | Aye |
| Councilman Brad Cook | Aye |

Vote: 4 Ayes. Carried.

2. Approve: Contract with East Palmyra Fire Protection District:

Todd Pipitone made the motion to approve the Contract with the East Palmyra Protection District for the years 2017-2018. Seconded by Mike Lambrix and a roll call vote was requested.

| | |
|----------------------------|-----|
| Councilman Michael Lambrix | Aye |
| Councilman James Welch | Aye |
| Councilman Todd Pipitone | Aye |
| Councilman Brad Cook | Aye |

Vote: 4 Ayes. Carried.

3. Approve: Contract with Village of Palmyra Fire Protection District: Todd Pipitone made the motion to approve the Contract with the Village of Palmyra Fire Protection District for the years 2017-2018. Seconded by Mike Lambrix and a roll call vote was requested.

| | |
|----------------------------|-----|
| Councilman Michael Lambrix | Aye |
| Councilman James Welch | Aye |
| Councilman Todd Pipitone | Aye |
| Councilman Brad Cook | Aye |

Vote: 4 Ayes. Carried.

4 Approve: Community Center Funding: Mike Lambrix made the motion to approve the check that was written for the Community Center for Parking Lot Repairs that was not to exceed \$3,000.00.

Second: Jim Welch

Vote: 4 Ayes. Carried.

5. Approve: Supervisor to attend Association of Towns Personnel Management School: Todd Pipitone made the motion to allow the Supervisor to attend Association of Towns Personnel Management School In Rochester NY, on November 14, 2016, not to exceed \$75.00 plus mileage.

Second: Mike Lambrix

Vote: 4 Ayes. Carried.

6. Approve: Supervisor to to sign annual agreement with Integrated Systems: Todd Pipitone made the motion to allow the Supervisor sign the annual service agreement with Integrated Systems to include 50 hours at \$85.00 per hour.

Second: Mike Lambrix

Vote: 4 Ayes. Carried.

Motion to approve claims and expenditures: Mike Lambrix made the motion to approve the claims and expenditures for October 2016 – Vouchers # 5957 thru #6074 totaling \$78,403.63, with some clarification from book keeper, Petra Anderson.

Second: Todd Pipitone

Vote: 4 Ayes. Carried.

Motion to Adjourn: At 8:10 PM, Mike Lambrix made the motion to adjourn the meeting.

Second: Brad Cook

Vote: 4 Ayes. Carried.

Respectfully submitted,

Irene Unterborn
Palmyra Town Clerk

ATTACHMENT A

**Supervisors Letter regarding Voluntary
Resignations and Unused Vacation Time**

**PUBLIC BUDGET HEARING AND MID-MONTH MEETING: Thursday
November 10, 2016 7:00 PM - Palmyra Town Hall**

**NEXT REGULAR MEETING: TUESDAY NOVEMBER 22, 2016
7:00 PM – PALMYRA TOWN HALL**