

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
January 22, 2015**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, January 22, 2015, 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
- Todd Pipitone, Councilman
- Councilman David Nussbaumer, was absent.

Motion was made by Mike Lambrix to approve the minutes of the Town Board meeting on January 6, 2015.

**MTN:
APPROVE
PREVIOUS
TOWN BOARD
MINUTES**

Second: Todd Pipitone Vote: 3 Ayes. Carried

Also attending was: Valerie and Tyler Michaels, Marc Carrier, Gabby Demitry, and Highway Superintendent Mike Boesel.

ATTENDANCE

HEARING

There was no official hearing this evening.

HEARING

COMMUNICATIONS

There were no official communications received.

**COMMUNICA-
TIONS**

**SUPERVISOR
REPORTS**

REPORTS OF STANDING COMMITTEES

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

**SHILLING/DESMITH
NEWARK-MARION
RDS WATER
PROJECT**

1. Shilling/ Desmith/ Newark-Marion Road Possible Water Project:

Supervisor Miller shared with the board a copy of the letter and preliminary evaluation form sent to the owners of property on Shilling, Desmith, and Newark-Marion Roads where the board is considering a water project. He pointed out that at this time the town clerk had received back 7 “yes”, and 1 “no” interest (out of 23 sent) in the proposal that would have an annual cost to the property owner of \$850.00 - \$880.00. He also stated that the deadline date for response is February 13, 2015, and that a “no response returned” will be considered a “yes” interest vote.

INTERNAL AUDITS

2. Internal Audit Forms: Supervisor Miller asked the board to assist him in conducting the annual internal audits of the town. After some discussion it was decided that Councilman Lambrix will be assisting with town clerks audit as well as the tax collection audit, Councilman Welch will be assisting with the bookkeeper audit, and Councilman Pipitone will assist with the Town Justice audit. NYS Audit forms were distributed to the board for their use.

**Human Services—Town Clerk, Archives, and Justices: Michael Lambrix,
Chairman**

1. Town Clerk Office Report for January:

**TOWN CLERK
REPORT**

TOWN CLERK OFFICE REPORT TO THE BOARD
MAY 2014

All four Petty Cash drawers were balanced to the penny—per Board request—and the memo is included with this monthly report. Balanced clerk’s checkbook, and all year end bank statements. Comptroller recommended audit check list is available if board members would like to utilize them for not only the Town Clerk and Tax Collector audit, but for Justice and Bookkeeper as well.

Through dog licensing in December, we sold 53 licenses totaling \$472.00, misc sales - marriage licenses; hunting/fishing, vital record requests, etc- added an additional \$1523.41. Total check disbursements for the month of December were \$1995.41.

December was a very slow month, as per usual with the holiday season.....but that is a good thing as we are always finalizing year end reports and gearing up for town & county tax collection.....which is what we are focused on in January. So far, since January 1, we have collected \$1,094,500.92 of the \$4,820,502.11 tax warrant. We will expect an additional ½ of the warrant to be paid just next week, before month end! Heidi and Joan have done a great job getting receipts out to our taxpayers.

Celeste has continued her Archive and Record Management projects. Much of the organizing that was done later last year and earlier this month has made locating agreements, resolutions, etc. much easier. Celeste has also done an excellent job this month organizing/labeling the boxes in Archive room A.

2. Reconciliation of Town Clerk's Petty Cash: Councilman Lambrix shared with the board the reconciliation of Town Clerk Funds memo prepared by the clerk's office, as requested by the board at the January 6, 2015 meeting. On January 21, the Town Clerk Drawer, the Water Collection drawer, and the Tax Collection drawer all balanced. The Petty Cash fund was also reconciled, and also balanced.

**RECONCILIATION
OF PETTY CASH**

Public Works—Highway Department, Equipment, Facilities: James Welch, Chairman

1. Highway Department report for January: Highway Superintendent Mike Boesel submitted the following report from December 30, 2014 through January 22nd, 2015.

**HWY REPORT FOR
JANUARY**

**Highway Superintendent Report
For Town Board Meeting
01/22/2015**

Since the 12/30/14 Town Board meeting we have completed the following work:

- **Plowing/Sanding** –To date this winter season we have made a total of 47 trips out of the barn. A comparison to this point of the past 4 winter seasons is below:
 - January 2014 - 60 trips
 - January 2013 - 32 trips
 - January 2012 - 22 trips.
 - January 2011 - 74 trips.
- **Hauling Sand** – We've been re-stocking our sand mix barn and are currently full again.
- **Salt Orders** – To date this winter season we have ordered approximately 1200 tons of our 2800 ton allotment, which approximately 43% of our requested allotment.
- **Winter Fleet Maintenance** – Over the past 30 days we have continued with general maintenance on the entire fleet. Over the next couple months we will bring in various 'summer'-related pieces of equipment for their annual servicing and maintenance work.
- **Advocacy Day Approval - CHIPs Funding** – Our annual Advocacy Day in Albany is coming up on Wednesday March 4th. This funding is critical to keeping our roads in good condition. Last year over 600 highway superintendents and vendors attended and we were successful in getting a 40 million dollar increase for

'Pothole' money. A majority of Superintendents from Wayne County are planning to attend again this year.

- **Bobcat Purchase Approval** - I am asking permission to place the order for our new 2015 Bobcat S650 skid steer. This is a budgeted purchase for 2015. The new Bobcat machine will cost NTE, \$38,554.60, from DJM Equipment utilizing NYS OGS Contract.
- **Palmyra Municipal Auction** – The date has been set for Saturday May 9, 2015. I hope to have the Auction Contract on the February or March agenda for approval.
- **Village Budget** – Its budget season in the Village and I have my first budget meeting coming up soon.

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

Mr. Boesel also informed the board that the Highway Auction will take place on May 9th, and that he should have a contract for it by next meeting. He also said he will be discussing the purchase of the 2015 Bobcat later in the meeting.

Mr. Lambrix asked if there was any response from NYSEG regarding the dim lights on Main St. There has not been.

Economic Development/Planning—Grounds, IT, Strategic Plans: Todd Pipitone, Chairman

1. **Town Hall:** Councilman Pipitone did not have information regarding the Town Hall building itself, and asked Supervisor Miller to inform the board as to what has been happening at the Town Hall. Mr. Miller explained that Blue Rock Energy would be conducting an efficiency audit throughout the town hall building, parking lot, and highway barns. Though this was done about 5 yrs. ago, technology has progressed, and because of federal and state grants available for these projects, there is usually no out of pocket expenses for municipalities. Mr. Miller also said that there was a company coming to give competitive pricing on cleaning products, entry rugs, etc.

Mr. Boesel also wanted the board to know that he will be having the wheels fixed on the chair and table carts under the stage, as they are very hard to move and leave scuff marks on the gym floor.

**HWY REPORT
CONT.- HIGHWAY
AUCTION**

**NYSEG: STREET
LIGHTS**

**TOWN HALL
REPORT- BLUE
ROCK ENERGY**

**WHEELS WILL BE
FIXED ON CARTS
IN GYM**

Councilman Pipitone added that he will be providing a synopsis of the Governor’s State of the State address from the previous evening, so that we can see how it will impact our town moving forward. This synopsis will be **ATTACHMENT A**.

**ATTACHMENT A:
GOVERNOR’S
STATE OF STATE
SYNOPSIS**

Government Operations—Assessor, Youth & Aging, Code Enforcement, Fire Protection Contracts: David Nussbaumer, Chairman (ABSENT)

1. Assessor’s Office Report for January:

**REPORT TO THE TOWN BOARD
FROM THE ASSESSOR’S OFFICE
JANUARY 21, 2015**

**ASSESSOR’S
REPORT FOR
JANUARY**

All exemption forms have been mailed out to property owners at this time and are now in the process of being returned. Of the almost 300 senior STAR forms mailed out in September, there are still more than 80 that have not been returned as of today. I will need to start to contact these people to remind them to get their forms returned so they can retain their exemption. The rest of the exemptions are coming in very slowly this year. Hopefully, next week they will start to come in more quickly.

All the filing that had been accumulating over time has been put away. It is a good job done and now papers can be found where they belong in a timely manner.

As always, if anyone has any questions or concerns, you know where to find me. I will be happy to answer any questions anyone may have.

2. Code Enforcement/Zoning Office Report- January: Code Enforcement Officer Dan Wooden submitted a report to the Board Members including a list of building permits and certificates of compliance for December 22, 2014 through January 22, 2015. Supervisor Miller invited all to read it at their leisure.

**CEO REPORT FOR
JANUARY**

3. Minutes from Zoning Board Meeting for January: There was no meeting in January.

**NO ZONING BD.
/PLANNING BD.
MEETINGS IN
JANUARY**

4. Minutes from Planning Board Meeting for August: There was no meeting in January.

INFORMATIONAL ITEMS

1. Wayne County Sheriff’s Office: Supervisor Miller provided a copy of the press release from Sheriff Barry Virts regarding Certificates of Appreciation issued to Sergeants Tammy Ryndock and Richard Morrison.

**WAYNE CNTY.
SHERIFF’S-
CERTS OF
APPRECIATION &
RESOLUTION FOR
FUNDING FOR
EIGHT ADDITIONAL
OFFICERS**

2. Wayne County Sheriff’s Office : Mr. Miller also shared a press release announcing that the Wayne County Board of Supervisors

**SHERIFF CONT.-
FUNDING FOR
ADDITIONAL
EQUIPMENT AS
WELL TO COVER
LYONS**

approved a resolution for additional law enforcement funding for eight deputy sheriff's and equipment, to cover the shortage of coverage after the dissolution of the village, and dissolution of village police department, in the Village of Lyons. He stated that the good news was that the sheriff is going to "ramp up his efforts" to include covering Lyons, the bad news is we are all now paying for it!

Discussion ensued, and Councilman Welch asked if Mr. Miller foresaw that happening throughout Wayne County as that would appear to save the villages a great deal of money. Mr. Miller stated he was concerned about that, and that the first phone call he received regarding this matter was from our own village mayor. Mr. Boesel asked if there was any proposal he could take to Advocacy Day as he would hate to see this snow ball out of control.

**CURLING ON THE
CANAL**

- 3. **Curling on the Canal:** The friends of the Rochester Curling Club will once again be hosting "Curling on the Canal" on Sunday February 15th, from 1-3 PM. All are welcome to come to the Port of Palmyra and give it a try!

AGENDA ITEMS

**MTN: APPROVE
PURCHASE OF
BOBCAT SKID
STEER FOR HWY.**

- 1. **Approve: Purchase of 2015 Bobcat s650Skid Steer:** Jim Welch made the motion to purchase the 2015 Bobcat s650 Skid Steer not to exceed \$38,554.60. This motion was seconded by Todd Pipitone. Mr. Boesel added that though he budgeted only \$36,000.00 for this purchase, but that he had saved money on the truck previously purchased, and that the savings would more than cover the difference. Discussion ensued; Mr. Miller again asked for the vote.

Second: Todd Pipitone

Vote: 3 Ayes. Carried

**MTN: APPROVE
ANNUAL
STANDARD
WORKDAY
RESOLUTION**

- 2. **Resolution #5-2015: Standard Work Day Reporting Resolution:** Todd Pipitone made the motion to approve the Standard Work Day Resolution to be completed annually after Organizational Meeting Appointments are made.

Second: Jim Welch

Vote: 3 Ayes. Carried

**PUBLIC INPUT-
NONE**

PUBLIC INPUT

Supervisor Miller asked if anyone had contacted the Town Clerks office to ask to address the board. There was not.

Claims and Expenditures: Todd Pipitone made the motion to approve claims and expenditures in the January 2015 abstract, voucher #3575 thru #3704, totaling \$136,899.27.

**MTN: APPROVE
CLAIMS AND
EXPENDITURES**

Second: Mike Lambrix

Vote: 3 Ayes. Carried

Enter Executive Session: At 7:21 PM, Councilman Lambrix made the motion to enter into executive session to discuss personnel issues.

**MTN: ENTER
EXECUTIVE
SESSION**

Second: Todd Pipitone

Vote: 3 Ayes. Carried

Exit Executive Session: At 7:33 PM, Councilman Pipitone made the motion to return from executive session.

**MTN: EXIT
EXECUTIVE
SESSION**

Second: Mike Lambrix

Vote: 3 Ayes. Carried

Adjourn Meeting: At 7:34 PM, Todd Pipitone made the motion to adjourn the meeting.

**MTN: ADJOURN
MEETING**

Second: Jim Welch

Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

**ATTACHMENT A: SYNOPSIS OF GOVERNOR'S STATE OF THE STATE
ADDRESS**

**NEXT REGULAR MEETING
Thursday February 26th, 7:00 PM,
PALMYRA TOWN HALL**