

**PALMYRA SPECIAL TOWN BOARD MEETING  
MONDAY, DECEMBER 27<sup>th</sup>, 2021  
7:00 PM – PALMYRA TOWN HALL**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Workshop, scheduled for Monday, December 27<sup>th</sup>, 2021 at the Palmyra Town Hall, located on 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:

Ken Miller, Supervisor  
James Welch, Deputy Supervisor  
Doug DeRue, Councilman  
Bradley Cook, Councilman  
Todd Pipitone, Councilman

The following notice was posted as required by law:

**LEGAL NOTICE  
CHANGE IN DATE FOR  
DECEMBER 2021 PALMYRA TOWN BOARD MEETING**

**NOTICE IS HEREBY GIVEN**, that the 2021 Palmyra Town Board Meeting originally scheduled for Tuesday evening December 28<sup>th</sup>, 2021 has been changed to Monday, December 27<sup>th</sup>, 2021. This meeting will be held at 7:00PM at the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York.

*Dated: December 16, 2021*

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*Irene E. Unterborn  
Palmyra Town Clerk*

A motion was made by Todd Pipitone to approve the minutes of the Town Board meeting which took place on November 23<sup>rd</sup>, 2021.

Second: Brad Cook      Vote: 4 Ayes. Carried

**ATTENDANCE**

Highway Superintendent Mike Boesel and Wayne County EMS Advisory Board Representative Mike Catalano were also present.

**HEARING**

There was no official hearing this evening.

**GUEST SPEAKER**

Mike Catalano, our representative from the Wayne County EMS Advisory board, reported that though Finger Lakes Ambulance is still shorthanded, they have been making a good effort to pull the ambulance located in Palmyra, last. He also reported that there is a new chief at Newark Ambulance that is working out very well, and that there is a conference in the spring that he believes would be a good idea to attend. He will forward the information to Supervisor Miller.

The Town Supervisor also added that he had just appointed a new committee (at the county level) to find a new fire coordinator.

**COMMUNICATIONS RECEIVED**

There were no communications received for the board members prior to the meeting.

**PUBLIC INPUT**

There was no public input this evening.

**NOTE:**

The following statement is now be included on all public agendas and in the minutes:

***\*If you are attending a Town Board Meeting have not signed up for Public Participation Section of the Town Board Meeting pursuant to the rules which have been established (24 hrs prior to start of meeting), then you will not be able to express your opinion. As a courtesy to those who attend the Board Meeting, you are requested not to interrupt the meeting, and refrain from conversation that would interfere with those attending being able to hear the Board transact its business. If in fact someone interferes with the meeting or the conversation with other spectators should require a warning and it is ignored, the person could be charged with Disorderly Conduct. For public hearings, speaking will be limited to topics on the agenda.***

**REPORTS OF STANDING COMMITTEES****Supervision: Animal Control, Historian, Justices, and Finance:****-Kenneth Miller, Chairman**

**1. Report from DEC Re: Water at Old Landfill:** Supervisor Miller said that the town did receive a report from the DEC and he has had two phone meetings with engineers. The good news is that it appears that there is only slight surface contamination, and that it has not been spreading. He stated that they had the test results and the engineers will send a plan to the DEC, and he is expecting that whatever is done, we will be facing about 5 years of monitoring.

**2. Change in payroll:** Because of changes in reporting to NYS, the town is moving the BOA, Planning & Zoning Boards, and Per-diem Employees to be paid by voucher.

**3. Insurance Benefits Resolution to be Amended:** Earlier this year the benefits Resolution #12-2021 made available to part-time elected officials hired before January 1, 2008, \$360.00 per month towards any health insurance available thru the town. The Resolution #14-2021 this evening will amend the amount to \$400.00 per month.

**Human Services: Town Clerk, Archives, and Town Hall Facility****-Councilman Bradley Cook****1. Town Clerk Report for December:****Report to the Board  
Town Clerk Office December 2021**

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 to Heidi J., Heidi S., and Sheelah (and Brad Cook as our liaison) for making 2021 a fantastic year in the Town Clerk's office!

The following notice was posted as required by law:

**LEGAL NOTICE**  
**TOWN OF PALMYRA**  
**NOTICE OF RECEIPT OF**  
**TAX ROLL AND WARRANT FOR 2022**

**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 2022, 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. Due to COVID-19, hours are subject to change, but there is a drop box located on the front of the building. No cash in box please!

**TAKE FURTHER NOTICE** that taxes may be paid on or before February 4, 2022 without charge or interest. On all taxes received after such date, there shall be added interest of 1% if paid on or before March 4, 2022, and an additional 2% on or after March 5, 2022. The last day of Town/County tax collection will be March 31, 2022.

**TAKE FURTHER NOTICE** that Town/County taxes may be paid in two installments, with the first half paid on or before February 4, 2022 without charge or interest. If the second installment is paid between February 5 and March 4, 2022, there shall be added interest of 1% on the remaining amount. If the second installment is paid between March 5 and March 31, 2022, 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, 2022.

**DATED:** December 15, 2022

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Irene E. Unterborn,  
 Palmyra Town Clerk

**2. Building Update:** Airquip HVAC came to the Town Hall and serviced all heating equipment and changed filters. We will see them again in 6 months when it is time to service AC units.

Mr. Miller added that the toilet in the lady's room needs a new control valve/plunger unit and that it was now time for snow shoveling again. Councilman Cook will call Village Mayor Husk to see if we could share this service, if not, Supervisor Miller will call our previous service.

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

**1. Highway Department report for December:**

**Highway Superintendent Report**  
**For Town Board Meeting**  
**12/27/21**

Since the 11/23/21 Town Board meeting we have completed the following work:

- **Plowing/Sanding** –To date this winter season we have made a total of 12 trips out of the barn.

A comparison to this point of the past 5 winter seasons is below:

- December 2020 – 17 trips.
- December 2019 - 32 trips.
- December 2018 - 31 trips.
- December 2017 - 33 trips.
- December 2016 - 30 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 received 593 tons of our 2600-ton allotment, or approximately 22% of our allotment.
- **Training** - Tomorrow, on 12/28, the entire Hwy Crew will take part in a free refresher course regarding the Dig Safe Certified Excavator Program. We hold this refresher course in our shop. This training class was signed into law a few years ago for all excavators and their hired contractors.
- **Snow Fence** – On 12/1, 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.
- **Tree/Brush Work** – High winds combined with the rising issue with Ash Trees, via the Emerald Ash Borer continues to be a problem for us with dead/dying trees along our highways. We experienced a few high wind events these past 30 days, particularly on 12/2 and 12/11. Walker Road was closed from 12/11 until 12/14. We performed treework and cleanup on the following roads: Hanagan, Walker, Galloway, Floodman, Port Gibson, Jagger, Harris, Schilling, Fagner, Hazen, Vault. We also started brush mowing our roadsides again and intend to continue as time and weather permit.
- **Proposed Equipment** –
  - Bobcat Plate Tamper for Mini-Excavator – DJM Equipment NTE – \$6,655.84
  - Waste Oil Boiler/Ceiling Fans – Over the past few months we have been discussing replacing the existing ceiling fans in the truck barn along with adding a new waste oil boiler. I have some new information to share about potential funding for these two projects.

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

Mr. Boesel asked to include the purchase of a Bobcat Plate Tamper and two 14' diameter fans for the truck barn on the agenda later this evening.

**Town Development: IT & Phones, Fire Protection Contracts, and Strategic Plans - Councilman Doug DeRue**

No additional information to share this evening.

**Government Operations: Assessor, Youth & Aging, and Code Enforcement / Planning Board - Councilman Todd Pipitone**

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

**REPORT TO THE TOWN BOARD  
FROM THE ASSESSOR'S OFFICE  
DECEMBER 21, 2021**

We have sent out the requested Senior STAR Renewals. With the law changing in 2018 seniors do not need to renew the Enhanced STAR exemption every year. They sign up for it one time only and then the State takes over verification. Only those that currently have the Basic STAR can sign up with our office for the Enhanced STAR. Those currently on basic Star who qualify for the Enhanced need to apply by March 1<sup>st</sup>!

Before the end of the year all the Agricultural, Clergy and non-profit exemption forms will be mailed out to be returned before March 1, 2022.

The State passed a new law for the Senior Citizens exemption. The income that is required for the 2022 Roll is the 2020 Income. Hopefully this will not be too much of an issue for our seniors. The forms will go out next week and the income that was previously require during this time frame was the 2021 income (the most current). The State changed this for 2022 and now the income is the same that is required for 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 and have enough credits to carry over for 2022 but will want/need to take the test for the class that I took last summer. At the time of the course, I did not have enough years as assessor to take the test and will take it sometime in July (this is when it is usually offered. 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.

**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 23, 2021 thru December 22, 2021.

**3. Minutes from Zoning Board Meeting for December 9, 2021:** Minutes from the Zoning Board meeting from December 9, 2021 were shared with the board.

**4. Minutes from Planning Board Meeting for December 13, 2021:** Minutes from the Planning Board meeting from December 13, 2021 were shared with the board.

## INFORMATION

No additional information for this meeting.

## AGENDA ITEMS

**1. Approve: RESOLUTION #14-2021- to Amend Health Insurance Benefits Resolution #12-2021:** Todd Pipitone made the motion to approve the resolution to allow amount to change (for those elected officials hired before 2008) from \$360.00 per month, to \$400.00 per month towards town health insurance, as written.

Second: Jim Welch      Vote: 4 Ayes. Carried

**RESOLUTION #14-2021  
AMMENDED HEALTH INSURANCE BENEFITS RESOLUTION  
(Effective January 1<sup>st</sup>, 2022)**

**Effective July 1, 2021, the Town of Palmyra will make available to its full-time salaried employees, full-time hourly employees, and full-time elected officials the following health insurance benefits.**

- a) The Town will furnish health insurance at no cost to the employee for a single participant in the "*SimplyBlue Plus-Platinum 3 Plan*" and/or for a single participant in the "*Dental Blue Options Plan*".

**OR**

- b) The Town will pay a sum equal to seventy percent (70%) of the cost of the "*SimplyBlue Plus-Platinum 3 Plans*" or the "*SimplyBlue Plus-Gold 5 Plans*" and the "*Dental Blue Options Plan*". The employee will pay the balance of thirty percent (30%) through payroll deductions. The deductions will start when the insurance is effective.

**OR**

- c) For those eligible employees who elect not to participate in either of the above plans and elect not to participate in any of the Town of Palmyra's health insurance plans during the calendar year, the Town will give the employee a credit of One Thousand Dollars (\$1,000.00) per calendar year for any employee

that has been employed the entire calendar year. The sum credited will be paid to the eligible employee with the last payroll of the calendar year.

**The Town of Palmyra will make available to part-time elected officials, hired before January 1, 2008, the following health insurance benefits.**

- a) The Town of Palmyra will pay four hundred dollars (\$400.00) per month of any health insurance plan available through the Town for each full month the employee works. Any amounts due over and above the four hundred dollars (\$400.00) will be taken through a payroll deduction. The deductions will start when the insurance is effective.

OR

- b) For those eligible employees who elect not to participate in the above health insurance plan; the Town will give the employee a credit of One Thousand Dollars (\$1,000.00) per calendar year for any employee that has been employed the entire calendar year. The sum credited will be paid to the eligible employee with the last payroll of the calendar year.

#### HEALTH INSURANCE BENEFITS RESOLUTION

Health Insurance Benefits for part-time employees hired after January 1, 2008:

After January 1, 2008, all new part-time employees: salary, hourly and elected will not be eligible to receive health insurance benefits from the Town of Palmyra. These employees will not be allowed to participate in the Town's health insurance program.

Health Insurance Benefits for employees who retire:

Employees hired after January 1, 1987, who retire with 15 years of service and attain the age of 55 will be entitled to participate in the medical and/or dental plan as a single member subject to the cap imposed by the Town at the time of retirement. The current cap is Two Hundred Fifty-Five Dollars (\$255.00) per month. The retiree's spouse is entitled to participate in the Town medical and/or dental plan by paying the full cost of coverage.

The Town will permit retired employees who chose not to continue to participate in the Town's health insurance plan to receive contributions from the Town toward their health insurance. The Town upon proof of payment of the coverage will reimburse the retiree for the cost of coverage up to the reimbursement cap, which the Town had adopted at the time of their retirement.

**By Order of the Town Board at a Meeting on December 27, 2021**

#### **2. Approve: Derrick Lich to continue on the Zoning Board of Appeals:**

Todd Pipitone made the motion to approve Derrick Lich to continue on the Zoning Board of Appeals with his new term beginning on January 1<sup>st</sup>, 2022, and ending December 31, 2026.

Second: Doug DeRue      Vote: 4 Ayes. Carried



**3. Approve: Approve Date for Organizational Meeting in 2022:** Brad Cook made the motion to approve Tuesday, January 4, 2022, 7 PM, at the Palmyra Town Hall, for the 2020 Organizational Meeting.

Second: Jim Welch      Vote: 4 Ayes. Carried

**4. Approve: Resolution #15-2021: Authorize Budgetary Journal Entries to close the 2021 Fiscal Year:** Todd Pipitone made the motion to approve the Town Bookkeeper to make any necessary adjusting and budgetary journal entries in closing the 2021 fiscal year, as written:

Second: Brad Cook      Vote: 4 Ayes. Carried

**RESOLUTION #15-2021 AUTHORIZE BUDGETARY ADJUSTMENTS  
TO CLOSE 2021 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 2021 fiscal year.

Adopted this 27<sup>th</sup> day of December, 2021, at the regular meeting of the Palmyra Town Board.

**By Order of the Town Board at a Meeting on December 27, 2021**

**5. Approve: Purchase of Bobcat Plate Tamper for Highway Department:** Jim Welch made the motion to approve a Bobcat Plate Tamper for the Highway Department, from DJM Equipment, not to exceed \$6,655.84.

Second: Doug DeRue      Vote: 4 Ayes. Carried

**6. Approve: Purchase of two fans for the Highway Truck Barn:** Jim Welch made the motion to purchase 2 (two), 14-foot diameter fans for the highway department from the Schiller Corporation, not to exceed \$17,900.00, including installation.

Second: Todd Pipitone      Vote: 4 Ayes. Carried

**MOTION TO APPROVE CLAIMS AND EXPENDITURES**

Todd Pipitone made the motion to approve claims and expenditures for the month of December 2021, Vouchers #2021-1129 thru #2021-1255, totaling \$151,344.81.

Second: Brad Cook      Vote: 4 Ayes. Carried

**MOTION TO ADJOURN**

At 7:43 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Brad Cook

Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn  
Town Clerk

**ORGANIZATIONAL MEETING**

**Tuesday January 4<sup>th</sup>, 2022  
7:00 PM – Palmyra Town Hall**

**REGULAR TOWN BOARD MEETING**

**Thursday January 27, 2022  
7:00 PM – Palmyra Town Hall**