

REGULAR MEETING OF THE TOWN BOARD

**PALMYRA TOWN HALL
DECEMBER 27, 2012**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, December 27, 2012, at Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York.

CALL TO ORDER

As prescribed by law, a copy of tonight’s agenda was posted on the Town Hall bulletin board before the meeting, available for all to read.

**AGENDA
AVAILABLE TO
PUBLIC**

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

**PLEDGE TO THE
FLAG**

Upon roll call, the following board members were present:
Kenneth F. Miller, Supervisor
James Welch, Deputy Supervisor
Michael Lambrix, Councilman
Todd J. Pipitone, Councilman
Councilman David Nussbaumer was excused.

ROLL CALL

Also attending: Sott Carella, Nate Carella

**MEETING
ATTENDANCE**

Motion was made by Todd Pipitone to approve the minutes of the November 20, 2012 meeting of the Town Board.

**MTN: APPROVE
MINUTES OF
11/20/2012 TOWN
BOARD MEETING**

Second: Mike Lambrix

Vote: 5 Ayes. Carried.

COMMUNICATION

1. **Letter from NYS Department of Transportation—Maple Avenue:** The Town received a reply to the request for reduced speed on Maple Avenue between “the tracks at Gooney’s Crossing and Marion Walworth Road,” saying they will investigate and get back to us with their determination.

**REPLY FROM
NYS DOT ABOUT
SPEED REDUCE
ON MAPLE AVE.**

2. **Letter from NYS Department of Transportation—DeSmith Road:** The Town received a reply to the request for reduced speed on DeSmith Road between “Shilling Road and Newark Marion Road,” saying they will look into the matter and get back to us with their determination.

**REPLY FROM
NYS DOT ABOUT
SPEED REDUCE
DESMITH ROAD**

**LAW
ENFORCEMENT
LIABILITY
INSURANCE FOR
CONSTABLE/
ANIMAL
CONTROL
OFFICER**

3. **Law Enforcement Liability Insurance:** Ken received a letter from Eastern Shore Insurance concerning the Town's liability having the part-time Animal Control Officer carrying a concealed pistol as part of his role as Town Constable. Board members wished to know if we had to provide this insurance. Ken said he'd "do more homework" and get back to them, as well as to Van Parys Insurance.

REPORTS OF STANDING COMMITTEES

**Economic Development, Appeals and
Town Clerk's Office Committee – Todd Pipitone, Chairman**

1. **Town Clerk's Office Report for December:** Bullet points show special items worked on during these two months, in addition to "routine" work helping customers at the counter answering phones and ongoing projects throughout the year:
- *December is a quieter month in our office—other than a flurry of water and sewer payments—allowing us all to do end-of-year work, preparing things for the new year, and getting caught up on projects.*
 - *On December 3rd, Lynne attended a NY State Town Clerks Association Regional Meeting in Greece, dealing with "Disaster Planning and Preparedness" and "Town Clerks' Legal Responsibilities". The Town of Macedon was used as an example of the devastation that can occur in a fire, and the recent Super Storm Sandy devastation was used as an example of flood damage. Attached is NYS Archives booklet titled "Disaster Planning & Preparedness Forms". Currently, Petra has the Disaster Preparedness Notebook. Our office does not know when it was last updated, if at all. In addition, "Legal Responsibilities" included a list of items from Town Clerk's Office Hours to salary, Town Board meetings, new agenda rules, local legislation, local laws, ordinances, rules & regulations, resolutions, motions, procedures for minutes, deputies, appointments, vacancies, oaths of office, public notices, hearings, resolutions, etc. The Legal Counsel hired by the NYSTCA answered many individual questions from the attending town clerks. It was very informative.*
 - *On November 27th, Celeste attended the "Digitization and Scanning Basics" workshop in Fairport, given by the Rochester Regional Library Council. She is starting a large scanning project, and this workshop was extremely beneficial. The future of records management is migrating from a "hard copy" to a digital environment. This workshop helped to ease the stigma associated with digital recordkeeping and provided an*

**TOWN CLERK'S
OFFICE REPORT
FOR DECEMBER**

excellent process to follow. This workshop addressed planning, process of scanning, image resolution, file formats, backup, project management, maintenance, equipment, storage, quality control, software, digitization jargon, and limitations.

- **Town and County Taxes are here!** *Tax bills are in hand, as well as the downloaded information from the county (very easy process with Williamson Law Book...thank you again for letting us use that program instead of Munis!) After sorting thru the thousands of bills to be sent to mortgage lenders, etc, Irene will be able to send out December 31st. We have received many more tax calls in the office, and we've been answering many more questions because of numerous refinanced mortgages in our area.*
- *The Town received the payment check for \$17,620.00 for payment of school tax collection. The payment was up from \$15,883.00 last year....and we actually received the payment in 2012 instead of 2013!*
- *There were 62 dog renewals since the last board meeting (\$484); plus numerous reminder postcards Irene sent for late renewals.*
- *Prepare end-of-year checkbook balancing for Town Clerk office, as well as year-end Financial Report. There have been numerous marriages this month again.*
- *Todd received the following message, along with the quote including shipping, regarding the purchase of a new computer for Irene (budgeted for 2013):*

"As you know (from budget time) I am in the market for a faster computer. Mine has not completely crashed, but it is very, very slow, and gets "caught up" numerous times a day. Not only is extremely frustrating when I am trying to do my work, or help the public....but I am actually scared that it will actually crash soon!

"The computer we budgeted for in 2013 is up-to-\$1000, but the one that I want (inclusive with monitor) is \$846.13. It is actually the newer model of what Petra and Dan recently ordered.....and for just \$3.00 more! There will be no additional cost from Williamson Law Book to re-load my tax programs."

Lynne has the specs and quote for the computer to share with you at the meeting.

Councilman Mike Lambrix wanted to know if the Town's Disaster Forms have been updated. Lynne said Bookkeeper Petra Anderson has them.

**TOWN CLERK'S
OFFICE REPORT
FOR DECEMBER**

**DISASTER
PLANNING &
PREPARED-
NESS FORMS**

2. **Disaster Planning & Preparedness Forms:** At the Regional Conference, Lynne obtained the check-list forms put together by NY State to help municipalities cover a variety of items that should be included in executing a Disaster Preparedness Plan.

ATTACHMENT A

A copy of the Sample Disaster Management Plan Outline is included with these minutes as Attachment A.

Highway Committee – James Welch, Chairman

1. **December Highway Report:** Although Highway Superintendent Mike Boesel wasn't in attendance, he submitted the following report From November 20 to December 27, 2012:

Since the 11/20/12 meeting we have completed the following work:

- *Plowing/Sanding – To date this winter season we have made a total of 11 trips out of the barn. A comparison to this point of the past 3 winter seasons is below:*
 - *December 2011 - 5 trips.*
 - *December 2010 - 38 trips.*
 - *December 2009 - 20 trips.*

Other miscellaneous items include:

- *Winter Fleet Preparations – Over the past 30 days we have continued with general maintenance on the entire fleet.*
- *Salt Orders – On 12/13/12 I ordered 300 tons of salt in order to meet our minimum 70% requirement for the 2011/12 winter season. We needed to order before 12/31/12 to beat any storage fees. All future salt orders will be applied to the 2012/13 winter season.*
- *Snow Fence – We completed our snow fence installations, but there were some fields that are too wet for any installations.*
- *Personnel – Karen Yantz has been out of work since 11/20/12, but I spoke with her today and her doctors are releasing her to come back to work on 1/15/13. I am looking forward to her return.*
- *Training – On Tuesday December 4, 2012, the entire Town and Village highway crews watched a training video on Sexual Harrassment, which was obtained by the Village Hall. Additional joint training opportunities are being explored.*

**PALMYRA
HIGHWAY
REPORT FOR
DECEMBER**

Concerning personnel, Councilman Jim Welch said that Mike Boesel feels he’s okay for now, considering Karen’s absence from the office. Ken Miller added there may be a need for backup and cross-training for this position.

**PERSONNEL
UPDATE IN
HIGHWAY
DEPARTMENT**

With the amount of recent heavy snowfall, Jim Welch said the roads “look good,” commending the Highway Department for their middle-of-the-night efforts.

**GOOD WORK
HANDLING
RECENT SNOW**

- 2. **Snow & Ice Contract with Wayne County:** Last month, Mike Boesel asked to table approval of the Snow and Ice Contract with Wayne County so he could check out the payment schedule. He reported to the Town Clerk that he is now in agreement with the terms of the contract, and wishes to have it approved this evening. It is on the agenda tonight as an Agenda Item.

**SNOW & ICE
CONTRACT
DISCUSSION**

Operations and Planning Committee

– Mike Lambrix, Chairman

- 1. **December Planning Board Meeting:** Minutes of the Town Planning Board meeting on December 10 were available for Town Board members to read.

**CODE/ZONING
OFFICE REPORT
FOR DECEMBER**

- 2. **Terms Expire on Various Boards:** Terms expire for the following: Town Planning Board—Nelson Claeyson on 12/31/12; Town Zoning Board of Appeals—Donald J. Seier on 12/31/2012; and Palmyra Board of Assessment Review—Nelson Claeyson on 9/30/2012.

**REPLACING
BOARD
MEMBERS ON
VARIOUS TOWN
BOARDS WHOSE
TERMS HAVE
EXPIRED**

After sending each one a letter asking if they intend to continue for another five-year term, both gentlemen contacted the Town Clerk and said they’d be willing to continue.

- 3. **Town Planning Board Replacement:** To follow up on the Town Board’s request to attend a Planning Board meeting before committing to a five-year term, a prospective Town Planning Board member was contacted by Dan Wooden and invited to attend, but did not show up at that meeting. No new information is available from the prospective candidate. This position on the Planning Board is to replace Steve Landgrebe, who resigned earlier this year, and to fill out Steve’s term.

**TOWN
PLANNING
BOARD SEAT
STILL VACANT**

NOTHING NEW
OF VACANT
COUNTY
PLANNING
BOARD
REPLACEMENT

- 4. **Update on Wayne County Planning Board Replacement:** Nothing new on finding a person to fill this slot. Ken Miller commented, "we still have an opening on the Planning Board at the County level."

Zoning and Assessor's Office Committee
- David Nussbaumer, Chairman

NO ASSESSOR'S
DECEMBER
REPORT

- 1. **Assessor's Office Report for December:** The Assessor's office did not issue a report for December.

CODE
ENFORCEMENT/
ZONING OFFICE
DECEMBER
REPORT

- 2. **December Code Enforcement/Zoning Office Report:** The December CEO Report was included in Board packets. There were no comments from the Board.

NEW CODE
ENFORCEMENT
CONTRACT WITH
VILLAGE
DISCUSSION

- 3. **Code Enforcement Contract Renewal with Village:** The agreement the Town has with the Village for consolidation of the Code Enforcement offices and services expires December 31, 2012. A new agreement was presented to Board members at the November meeting. Several questions were asked about details in the contract. Ken Miller answered their questions prior to this meeting, so there was no new discussion on this matter.

INFORMATIONAL ITEMS

SHERIFF'S
NOVEMBER
COLUMN +
TICKETS BY
TOWN

- 1. **Sheriff's Office Items for November:** Wayne County Sheriff Barry Virts' November column, along with the Tickets by Town for Palmyra, were included in Board members' packets for their information.

STATEMENT
CONCERNING
SHERIFF'S
DEPUTIES
SUPPORTING
FIRST
RESPONDERS

- 2. **Prepared Statement from Sheriff Virts:** Sheriff Virts also issued a statement concerning Fire Department and Ambulance Call Response:

"With the unfolding of the West Webster Fire Department incident and dreadful loss of life and injury to firemen at 191 Lake Road, Webster; whenever possible respond to all fire department and ambulance calls for whatever assistance you can render.

"Your law enforcement presence will help ease the tensions and concerns of all first responders when called to duty."

- 3. **John Rush Nominated to EMS Advisory Board:** Bill Liddle, the Wayne County Emergency Management Coordinator, wrote a letter saying the town Supervisor should nominate a representative to serve on the EMS Advisory Board to represent Palmyra township, for a two-year term starting January 2013 through December 2014.

He also commended the current representative for Palmyra to the EMS Advisory Committee, John Rush, saying, "his attendance and participation in meetings for the last year has been excellent."

Board members felt John Rush should be Palmyra's representative and that his name would be included in the appointments at the annual Town Organizational Meeting in January.

**JOHN RUSH
NOMINATED TO
REPRESENT
PALMYRA ON
WAYNE COUNTY
EMS ADVISORY
BOARD**

- 4. **Ronald Hickman Recommended for Wayne County Fire Advisory Board:** A memo from George Bastido, Wayne County's Head of Emergency Management, sent the Town of Palmyra a resolution requesting that Ronald Hickman be the Town of Palmyra's representative to the Wayne County Fire Advisory Board, for a 2-year term starting January 2013 through December 2014.

Once again, Board members were in agreement with the nomination, and asked that Ron's name be included in the appointments at the annual Town Organizational Meeting in January.

**RON HICKMAN
NOMINATED TO
REPRESENT
PALMYRA ON
WAYNE COUNTY
FIRE ADVISORY
BOARD**

- 5. **Shoveling Sidewalks at Town Hall:** Supervisor Miller said he had spoken with the new Palmyra Village Mayor, Chris Piccola, about shoveling sidewalks, stairs, ramp, etc. where people walk when visiting the Town Hall. Ken suggested Gary Hopkins, Village Coordinator of Parks and Cemeteries, be contacted about clearing the walkways, since no landscaping can be done in the wintertime. The Town contracts with the Village for grounds services through Gary's department.

Gary had been contacted about that and agreed to be at Town Hall by 9 a.m., and earlier if possible, on days where shoveling/salting is needed.. Gary's crew shoveled walkways around Town Hall this morning, after our heavy snowfall last night.

**ARRANGEMENT
WITH VILLAGE
TO SHOVEL
TOWN HALL
ENTRANCE,
SIDEWALKS,
ETC. THROUGH
VILLAGE DEPT.
OF PARKS &
CEMETERIES**

EXPLORING
PURCHASE OF
AED FOR TOWN
HALL

- 6. **Automated External Defibrillator at Town Hall:** Ken Miller has been checking the possibility of purchasing an Automated External Defibrillator (AED) at Town Hall, in case of an emergency. He feels this would be wise, considering the number of exercise classes we hold here through the Palmyra Community Center, as well as other events from various area groups. He hopes to have a proposal in place for approval next year. Ken added they run around \$1,000 to \$2,000.

He has also been exploring help from Finger Lakes Ambulance to possibly provide training to employees. Mike Lambrix asked if there are grants available for this type of purchase. Jim Welch asked if the Town Highway Barns should have one too. Todd wondered what upkeep would cost, or if there is a service fee. Ken said each unit is "good for one use." Todd also wondered if the classes could be held at the Town Hall. Ken said he'd check into these and report back.

ALSO
EXPLORING
TRAINING IN USE
OF AED

WAYNE CO. EMS
COORDINATOR
OFFERING
RIDES TO
FIREMEN OR
POLICE
OFFICERS TO
FUNERAL IN
WEBSTER

- 7. **Rides to Funeral in Webster:** As a matter of information, Ken informed the Board that Bill Liddle, the Wayne County EMS Coordinator has he is planning to take a bus to the funeral of the two fallen fire fighters that were gunned down responding to a fire call in West Webster on Saturday. Wayne County fire fighters or police officers who wish to attend should contact him about riding the bus.

PUBLIC INPUT

- 8. **Public Input:** There were no comments from the two residents who were in attendance this evening.

AGENDA ITEMS

MTN: APPROVE
SNOW & ICE
CONTRACT WITH
WAYNE CO. FOR
2012-2013
WINTER

- 1. **Snow and Ice Contract with Wayne County for 2012-2013 Winter:** Mike Boesel has looked over the contract that was sent from the Wayne County Attorney's Office, and is in agreement with its terms and conditions. Jim Welch made the motion to approve the 2013-2013 Snow and Ice Contract with Wayne County, and to authorize Supervisor Ken Miller to sign it on behalf of the Town.

Second: Mike Lambrix

Vote: 4 Ayes. Carried.

ATTACHMENT C

A copy of this contract is included with these minutes as Attachment C.

- 2. **Approve 2013 Organizational Meeting Date, Time and Location:** Mike Lambrix made the motion to hold the 2013 Town of Palmyra Organizational Meeting on Tuesday, January 8, 2013, at 7:30 p.m. in the Large Meeting Room at the Palmyra Town Hall.

MTN: APPROVE
2013
ORGANIZATION
MTG. DATE, TIME
& LOCATION

Second: Jim Welch Vote: 4 Ayes. Carried.

- 3. **Approve: Code Enforcement Office’s Contract Renewal with Village of Palmyra:** The agreement between the Town and Village of Palmyra for a combined Town/Village office of the Code Enforcement/Zoning Department, listing the terms and conditions for another three (3) years was presented to the Town Board for approval. Wording is the same as the previous contract, with updating of dates as the only change. Mike Lambrix made the motion to approve the new Code Enforcement Office’s agreement with the Palmyra Village for another three years.

MTN: APPROVE
CODE
ENFORCEMENT
OFFICE
CONTRACT
RENEWAL WITH
VILLAGE FOR 3
MORE YEARS

Second: Todd Pipitone Vote: 4 Ayes. Carried.

The Code Enforcement Office’s contract Renewal between the Town and the Village of Palmyra for Code Enforcement/Zoning Office space is included with these minutes as Attachment C.

ATTACHMENT C

- 4. **Resolution #26-2012: Authorize Bookkeeper Year-End Adjustments to Close 2012 Fiscal Year:** The following resolution is needed to authorize the Town Bookkeeper to make year-end budgetary adjustments to close out the 2012 fiscal year. Todd Pipitone made the motion to approve Resolution #26-2012 to authorize these adjustments:

AUTHORIZE BUDGETARY ADJUSTMENTS TO CLOSE 2012 FISCAL YEAR

BE IT RESOLVED, that the Town Board of the Town of Palmyra authorizes the Town Bookkeeper to make any necessary adjusting and budgetary journal entries in closing the 2012 fiscal year.

Adopted this 27th day of December, 2012, at the meeting of the Palmyra Town Board.

BY ORDER OF THE PALMYRA TOWN BOARD

MTN:
AUTHORIZE
BOOKKEEPER
TO MAKE
YEAR-END
ADJUSTMENTS
TO CLOSE
FISCAL YEAR
2012

Second: Mike Lambrix Vote: 4 Ayes. Carried.

ATTACHMENT A: **Sample Disaster Management Plan Outline**

ATTACHMENT B: **Snow and Ice Contract with Wayne County
for 2012-2013 Winter**

ATTACHMENT C: **Code Enforcement Office's Contract Renewal
between the Town and Village of Palmyra for
Code Enforcement/Zoning Office space at
Town Hall**

NEXT TOWN BOARD MEETING:

**ANNUAL PALMYRA TOWN ORGANIZATIONAL MEETING
TUESDAY, JANUARY 8, 2013, 7:30 P.M.
PALMYRA TOWN HALL**