

**REGULAR MEETING OF THE TOWN BOARD  
PALMYRA TOWN HALL  
SEPTEMBER 23, 2021**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, September 23, 2021, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

Supervisor Miller announced that we no longer needed to sign the health attestation, and then led those present in the Pledge of Allegiance to the Flag.

Upon roll call, the following Board members were present:

Kenneth Miller, Supervisor  
James Welch, Deputy Supervisor  
Todd Pipitone, Councilman  
Brad Cook, Councilman  
Doug DeRue, Councilman

A motion was made by Todd Pipitone to approve the minutes of the Town Board meeting which took place on August 26, 2021.

Second: Doug DeRue                      Vote: 3 Ayes. Carried

Councilman Cook abstained as he was absent.

A motion was made by Todd Pipitone to approve the Workshop Minutes from September 7<sup>th</sup>, September 14<sup>th</sup>, and September 21<sup>st</sup>, 2021, all together.

Second: Doug DeRue                      Vote: 4 Ayes. Carried

A motion to approve said minutes was made by Todd Pipitone.

Second: Brad Cook                      Vote: 4 Ayes. Carried

**ATTENDANCE**

Resident Marc Carrier, Times of Wayne County Reporter Casey Carpenter, and Highway Superintendent Mike Boesel were also present.

**HEARING**

There was no official hearing this evening.

**GUEST SPEAKER**

Mike Catalano, our representative from the Wayne County EMS Advisory board, was unable to attend the meeting, but reported to Supervisor Miller that there was no news to share from an EMS meeting.

**COMMUNICATIONS RECEIVED**

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

**PUBLIC INPUT**

The was no public input this evening.

**NOTE:**

The following statement is now be included on all public agendas:

***\*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 he expecting an update soon, and is also expecting the results from the last testing to be included.

**2. Discussion Regarding Replacement of Town Historian:** Supervisor Miller approached Bonnie Hays (current Director of the Historic Palmyra Museums, and her husband Steve Hays to see if they were interested in becoming co-historians for the Town of Palmyra. He is excited that they are, and he will ask to appoint them later in the agenda. When speaking to them, they did mention needing a laptop, and the cost will be added to the upcoming proposed budget.

**3. Specialist on ARPA (American Rescue Plan Act of 2021):** Matt Horn from the MRB Group, a specialist on ARPA and utilizing its funding, will be meeting with Supervisor Miller soon to discuss options for the Town of Palmyra.

**Human Services: Town Clerk, Archives, and Town Hall Facility****-Councilman Bradley Cook****1. Town Clerk Report for September:****TOWN CLERK OFFICE REPORT TO THE BOARD**  
**SEPTEMBER 2021**

September is as usual; very busy with hunting & fishing licenses and school taxes! So far we have collected \$5,562,628.80 (1586 properties paid, and entered so far) of the \$17,549,058.35 total warrant. We anticipate almost twice that before the beginning of next week as we receive piles of mail daily, and we will also receive the larger number of payments from the large mortgage brokers. Heidi J. and Heidi S. have done a fantastic job keeping up with sending out the tax receipts after I have entered the payments.

Through dog licensing in August, we sold 56 licenses totaling \$486.00, misc sales, EZ Passes, marriage licenses, hunting/fishing, code enforcement (including escrow deposits), vital record requests, FOIL requests etc- added an additional \$10,086.87. Total check disbursements for the month of June were \$10,572.87.

We have been issuing many, many more hunting and fishing licenses as the DEC opened up an early one-week season for hunters from September 11 thru September 19, 2021, and both Walmart and Dick's Sporting goods are unable to issue licenses at this time. We will see extra income from this spike!

Irene Unterborn  
Palmyra Town Clerk

**2. Building Update:** There have been no issues currently with the Town Hall Building, but Councilman Cook has been working on a list of upcoming projects for the next year. The Fire Alarm Inspection was done by Davis-Ulmer Fire Protection, and we were found to have "no reported deficiencies" at this time.

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

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

**HIGHWAY SUPERINTENDENT REPORT  
FOR TOWN BOARD MEETING  
09/23/21**

Since the 8/26/21 Town Board meeting we have completed the following work:

- Brush Mowing – Hogback Hill Road, Cambier Road
- Chip Sealing – Trolley Road, Division Street
- Ditching – Cambier Road, Walker Road
- Inter-municipal Assistance
  - 9/21/21 1 Palmyra Bobcat skidsteer/mill assist WCWSA with pavement rebate work
- **Summer Road Work** – Major summer roadwork is coming to a close. In total we have sealed 6.66 miles of Town Roads thus far. We intend to continue brush mowing roadsides and performing tree work as time and weather permit throughout the Fall/Winter months.
- **Striping** - WC Highway will soon finish up striping on our roads.
- **Winter Prep** – We will start to re-stock with sand and salt soon. Thru the next month, we will begin to review our snowplows/wings, sanders and tire situations and get trucks serviced and prepared for the winter season.

- **New Equipment** – Thank you for these new items!!!!
  - T16 – 2021 Ford F550 - On 9/15/21, we finally received this new truck from Van Bortel Ford which was due back in May but awaiting a microchip. On 9/17/21, we took this truck to MDI-Auburn for dump body outfitting and plow setup. It is supposed to be complete and ready for pickup next week!!!
  - T22 – 2022 Mack Granite 10-wheel dump – On 9/15/21, we went to see our new/complete truck which was in the WNY Village Equipment Show held at the Town of Ogden Highway Dept in Monroe County.
  
- **Proposed Equipment** –
  - E90 – 2013 PJ Trailer - I would like to discuss replacement of our existing 2013 14,000 lb tilt deck PJ Trailer. This was budgeted for replacement this year, but like so many equipment issues, inventory wasn't available. I have a quote for a new PJ Trailer, 18,000 lb tilt deck now that trailers stock is up.
  - Ceiling Fans – Over the past few months we have been discussing replacing the existing 5' dia ceiling fans in the Truck Barn with 2 new 14-foot dia fans. I have quotes for tonight's meeting.
  
- **Salt Contract** – The new NYS OGS Salt Contract was issued recently and there was only a slight increase in price from \$54.90/ton to \$55.98/ton. We will soon start to fill the barns for winter season.

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

Discussion ensued, and it was noted that the cost of the fans would be \$17,900.00, and would include installation. Councilman Cook would like to further discuss the long term goal of purchasing the proper boiler for the highway barn.

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

**1. Fire Contracts:** Negotiations with all three of our local fire departments seems to have gone favorably, and we will most likely be able to set the date for a public hearing later this evening.

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

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

**REPORT TO THE TOWN BOARD  
FROM THE ASSESSOR'S OFFICE  
SEPTEMBER 17, 2021**

We sent out a few first year Enhanced (senior) STAR and IVP applications earlier this month. We sent them to those that requested them before the state updated the forms with the newest information in August. Anyone that is 65 by the end of 2022 and currently has basic STAR and whose income is under \$92,000 will need to sign up for the enhance STAR by March 1<sup>st</sup> 2022. Anyone that needs these forms can contact the office and we will be happy to mail them out or they can go out to the Town's web site and there is a link for STAR information for all home owners including applications for those that qualify for the exemption and those that need to sign up for the STAR check. As always **ALL** exemption applications are due by March 1<sup>st</sup>.

As we do every year, we have signs outside the Town Clerk's office and in the entryway with information about who to contact about the Enhanced STAR. Pal-Mac School covers several towns so we provide the contact information for the other towns.

We have had an influx of walk-ins and phone calls over the last few weeks. Quite a few have been for the tax collector (to pay school taxes) and have been directed to the Town clerk's office. Some do want an Assessor's office but unfortunately they need a different town – Pal-Mac covers about 5 towns. If it is something as simple as a form we do provide that for them, however we still let them know to contact their town's assessor for what is required or for any other specific questions about their exemptions and/or assessments.

I would like to purchase a new computer (see the attached addendum) to replace a computer in my office. This was not budgeted for. However I won a scholarship for Cornell and the money budgeted for that plus other money still in my budget will cover the cost.

As always, if you have any questions or concerns, please don't hesitate to contact me.

**ADDENDUM FOR THE ASSESSOR'S OFFICE REPORT  
SEPTEMBER 17, 2021**

I am requesting for permission to purchase computer for my office. This is not in my budget, however having won the scholarship to Cornell for my education. I have the full approximately \$1,400 left from my education budget and I have enough left in my budget to cover the difference.

I would like to get onto a schedule of every four (4) years for computer replacement. One computer this year and one next year will get us on the right schedule. The last time they were replaced was 2017 and 2018. If I replace one now and one next year (2022 budget) they would then be replaced again in 2025 and 2026.

Please see attached quote. I do not require any monitors so that was subtracted from the total. I kept the charge for workstation delivery preparation (\$45) and the extended (on site) service agreement (\$51.15)

The cost would not exceed \$1,650 (I added a bit to this just in case there is an increase due to market/availability).

**2. Code Enforcement/Zoning Office Report - September:** Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that included a list of building permits and certificates of compliance for August 24, 2021 thru September 22, 2021

**3. Minutes from Planning Board Meeting from September 13, 2021:** Minutes from the Planning Board meeting from September 13, 2021 were shared with the board.

**4. Minutes from Zoning Board Meeting for September:** There was no Zoning Board meeting in the month of September.

## INFORMATION

**1. Information Regarding the 2020 Census from Department of State:** We received notification from the Department of State that the current 2020 Census shows the population in Palmyra in April of 2020 was 7403, down from 7975 in April of 2010.

**2. NYSEG Construction Notification:** NYSEG will be relocating overhead electric transmission lines in coordination with the WCWSA and its construction of the new regional wastewater treatment plant. This was to begin around September 20, 2021 and conclude during October 2021.

**3. Ginna and Carbon Pricing:** Supervisor Miller shared information received from the county regarding Carbon Pricing and information resulting from their meeting with Ginna.

**AGENDA ITEMS**

**1. Approve: Hearing Dates for Fire Contracts: Doug DeRue made the** motion to approve October 28<sup>th</sup>, 2021 as Public Hearing date to discuss the fire contracts with regards to the Palmyra Village FD, East Palmyra FD, and the Port Gibson FD., beginning at 7 PM at the East Palmyra Fire Hall, 2145 Tellier Rd.

Second: Todd Pipitone      Vote: 4 Ayes. Carried

**2. Approve: Appointment of Town Historians:** Todd Pipitone made the motion to approve Bonnie Hays (with husband Steve Hays) to take over the position of Town Historian beginning immediately.

Second: Doug DeRue      Vote: 4 Ayes. Carried

**3. Approve: Purchase of a Lenovo ThinkStation P340 30DK Computer for the Assessor's Office:** Todd Pipitone made the motion to approve the purchase of a Lenovo ThinkStation P340 30DK Computer, **not** including the 23" monitor, for the Assessor's Office, not to exceed \$1600.00, from Integrated Systems. Installation is additional, and will be billed to the PSA.

Second: Brad Cook      Vote: 4 Ayes. Carried

**4. Approve: Purchase of Air Conditioner for the Assessor's Office:** Todd Pipitone made the motion to approve window air conditioner unit for the Assessor's office, not to exceed \$210.00, including shipping.

Second: Brad Cook      Vote: 4 Ayes. Carried

**MOTION TO APPROVE CLAIMS AND EXPENDITURES**

Todd Pipitone made the motion to approve claims and expenditures for the month of September 2021, Vouchers #2021-824 thru #2021-912, totaling \$118,923.71.

Second: Doug DeRue      Vote: 4 Ayes. Carried



**MOTION TO ADJOURN**

At 7:17 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Jim Welch

Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn  
Town Clerk

**SPECIAL BOARD MEETING**

**SPECIAL BOARD MEETING TO APPROVE THE TENTATIVE BUDGET ON  
SEPTEMBER 28<sup>TH</sup>, 2021, ALL AT 7 PM, AT THE PALMYRA TOWN HALL.**

**HEARINGS AND REGULAR TOWN BOARD MEETING**

**THURSDAY OCTOBER 28, 2021  
7:00 PM – EAST PALMYRA FIRE DEPARTMENT**