

**HEARING AND REGULAR MEETING OF THE TOWN BOARD
Palmyra Town Hall
May 25, 2017**

Public Hearing: At 7:00 PM Supervisor Miller opened the he Public Hearing to discuss the proposed Local Law 1-2017, increasing the salary of the Highway Superintendent effective June 1, 2017 and asked the Deputy Town Clerk to read the following legal notice:

The following legal notice was prepared, posted at the Town Hall and published in the Town’s official newspaper:

**LEGAL NOTICE OF PUBLIC HEARING
OF PROPOSED LOCAL LAW
NOTICE OF PUBLIC HEARING**

PLEASE TAKE NOTICE that there will be a public hearing of the Palmyra Town Board in the County of Wayne and State of New York on May 25, 2017, at 7 PM at the Palmyra Town Hall, 1180 Canandaigua Rd., to discuss the proposed Local Law 1-2017, increasing the salary of the Highway Superintendent effective June 1, 2017.

1. That the said Local Law is to read as follows:

**LEGAL NOTICE LOCAL LAW 1 - 2017
A LOCAL LAW INCREASING THE 2017 SALARY OF THE HIGHWAY SUPERINTENDENT OF THE TOWN
OF PALMYRA**

BE IT ENACTED BY THE TOWN BOARD OF THE TOWN OF PALMYRA AS FOLLOWS:

Section 1. This Local Law is enacted pursuant to the authority of paragraph 1 of section 27 of the Town Law of the State of New York regarding compensation of Town Officers and employees, which section authorizes a town board to increase the salary of certain elected officials of the Town including Highway Superintendent at an amount in excess of the amount specified in the notice of public hearing on the preliminary budget for not more than one year by local law pursuant to the Municipal Home Rule Law.

Section 2. The salary of the Highway Superintendent of the Town of Palmyra as specified in the sum of Sixty Eight Thousand Three Hundred Forty 00/100 Dollars (\$68,340.00) in the notice of hearing on the preliminary budget of the Town of Palmyra for the year 2017 duly published pursuant to section 108 of the Town Law of the State of New York be the annual salary for 2017 and hereby is increased to Sixty Nine Thousand Sixty One 00/100 Dollars (\$69,061.00) effective June 1, 2017. The increase will be spread over the remaining pay periods in 2017.

Section 3. In accordance with the provisions of subparagraph h of paragraph 2 of section 24 of the Municipal Home Rule Law, this Local Law shall not become operative or effective unless and until forty-five days have elapsed after its adoption and no petition protesting against this Local Law signed and authenticated as required by said section has been filed with the Town Clerk of the Town of Palmyra, or if such petition is so filed as proposition for the approval of this Local Law has been submitted at the next general election or a special election for that purpose pursuant to said section and received the affirmative vote of a majority of the voters voting thereon.

Dated: May 11, 2017
Irene E. Unterborn
Palmyra Town Clerk

Close Public Hearing: Councilman Welch explained that this raise was directly due to the new village budget, and how it affects the town budget. Without any questions or comments from those in attendance, Supervisor Miller closed the public hearing at 7:04 PM.

OPEN REGULAR MEETING

At 7:05 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, May 25, 2017, at the Palmyra Town Hall, 1180 Canandaigua Road, 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
- Bradley Cook, Councilman

Todd Pipitone made the motion to approve the minutes from Town Board Meeting on April 25, 2017.

**MTN:
APPROVE
PREVIOUS
TOWN BOARD
MINUTES**

Second: Brad Cook Vote: 4 Ayes. Carried

Todd Pipitone made the motion to approve the minutes from Town Workshop on May 16, 2017.

Second: Mike Lambrix Vote: 4 Ayes. Carried

ATTENDANCE

ATTENDANCE

Also attending was: Mike Catalano, Marc Carrier, Luke Kornbar, Dylan Bianchi, Ryan Blair, Dave Doyle (MRB), Chance Blackmon, and Holly (?).

COMMUNICATIONS

There were no communications this evening.

Reports of Standing Committees

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

1. Municipal Shelter Inspection Report: Supervisor Miller shared the annual report with the board, and also stated that the work that needs to be done on the back shed to turn it into the animal control shelter will continue moving forward as time permits.

2. Letters from BM & BW, LLC Re: Property Inspections: The town board received letters from BM & BW, LLC, regarding periodic Property Maintenance Inspections for properties in both the village and town. Councilman Pipitone wanted to note that he was pleased that CEO Pat Sheridan requested a FOIL form from BM & BW, LLC.

3. Wayne County Shared Services Panel: Supervisor Miller e-mailed an eighteen page document to the board for review before the meeting. A request was filled out and sent to the county. As was stated in earlier in his e-mail this is now law, and it is mandatory that the Supervisors and Mayors participate. He will forward more information as it is available.

4. Wayne County Business Council Lease: (renewal is June 1, 2017): A new lease is due for the Wayne County Business Council, a new one with no change is up for approval later this evening.

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

1. Town Clerk Report for May: The Town Clerk was on vacation this week and will turn in a combined report in June. She did attach a copy of article that she wrote for the Wayne Times regarding services provided in the Town Clerk office.

Councilman Cook added that the front entrance concrete was poured by Brad Jacobs and assisted by the highway department. Mr. Cook also stated that he did received 3 quotes for the front doors, but it is only the first quote in writing of the couple needed to choose a contractor for the accessible front door project. Mr. Cook and the Town Clerk met with each company and the quotes were as follows: Rochester Glass \$17,349.00, Rose City \$16,375.00, and Frontier Glass \$12,041.00. Mr. Cook will ask for approval later in evening to use Frontier Glass.

4. Document shred event (Free): The Town Clerk’s Office arranged to have a **FREE** document shred event on Friday June 23, 2017 3-6pm here at the Town Hall – Paid for by LNB Bank! This is open to the public, and will take place in the front parking lot.

5. Request for repairs and painting in Historian’s Office: The following request for repairs and painting was submitted by the Historian Beth Hoad:

- Ceiling – Repair two spots near light and fire alarm
- Ceiling – Paint entire ceiling
- Wall- Corner left side of large bulletin board on west and south walls.
- Paint Window
- Paint all walls
- Finish replacing floor moldings below window.

Supervisor Miller has already begun getting quotes for this project.

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

1. **Highway Department report for May:** Highway Superintendent Mike Boesel submitted the following report that covers April 27th through May 25th, 2017:

**Highway Superintendent Report
For Town Board Meeting
5/25/17**

Since the 4/27/17 Town Board meeting we have completed the following work:

- **Brushmowing** - Walker Road
- **Drainage work** – Parker Road, Leroy Road, Walker Road, Garnsey
- **Cut Shoulders** - Garnsey Road, S.Creek Road, Palmer Road
 - Inter-municipal Assistance 5/18/17 1 Palmyra Bobcat/Mill to Walworth Hwy to assist with milling project
- **Palmyra Municipal Auction** – May 13th we held our 32nd Palmyra Municipal Auction. The Auction was smaller than years past, but still a success. Total sales were over \$2.8 Million (down from \$4.2M), 504 Lots (down from 650), 747 registered bidders (down from 797). Below is a summary of the bigger ticket items we sold from our Auction surplus list and the price the items sold for.

2017 Auction Surplus List Results:

Highway Dept Items:	Selling Price:
(1) 2016 S650 Bobcat skidsteer loader	\$36,500.00
(1) 1996 Case 4230 Tractor	\$12,000.00
(1) 2009 Ford Ranger	\$9,250.00

- **Personnel –**
 - Chris Bratt started back mowing with us on 5/10/17
 - Gerald East will start as a summer laborer with us in June

- **Winter Summary –** We ended the winter season with 90 trips out of the barn and utilized approximately 1865 tons of our 2400 ton allotment, which approximately 77% of our requested allotment. My new salt allotment was due on 5/1/17 and I kept the same 2400 ton allotment for 2017-18. We still have approximately \$45K unexpended to use for the remainder of the Town fiscal year, which would get us ~900 tons to fill the barns.

- **Highway Facility Issues/Update -** On Friday 4/28/17, Petra, Paul Rubery, Irene and I met with the Comptrollers Office personnel at Town Hall. On Friday 5/12/17, the same group plus Supervisor Miller and Councilman Cook had a follow-up meeting with the Comptrollers Office at Town Hall. On 5/16/17 we held a workshop meeting and have since been awaiting a meeting with LeFrois/Bluescope on updated M/E/P quotes for our project. We don't have these for tonight's meeting but hope to within the next 2 weeks for a total turn-key project cost.

- **Town Hall Entrance -** On 5/18/17 we started demolition work on the former front entranceway and sidewalk. Our crew excavated and poured the footer on 5/19 while Andy Jacobs formed, prepared and poured the rest of the project. The new entranceway was poured on 5/24 and we will start some restoration work next week.

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

Councilman Welch reported on behalf of Highway Superintendent Boesel that was unable to attend. He highlighted items that were written in the attached report.

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

1. Telephones: Councilman Pipitone spoke with representative from Spectrum, and they are not able to help us with our telephone needs, but will make some recommendations to us. Supervisor Miller spoke with Integrated Systems, and they will be putting a proposal together. As far as our expired Time Warner Contract (now Spectrum), Mr. Pipitone was told that there were no notes to up our fees at this time. Mr. Miller stated that they will realize we are without a contract, and that Mr. Pipitone and Mr. Miller need to connect with government representative as soon as possible.

Councilman Lambrix asked Mr. Pipitone if he had yet inquired as to where our refund for the returned Astra phone equipment was. Mr. Pipitone did not know, and will call again the next day (May 26th) to find out. Mr. Lambrix also asked who is responsible for our account/refund now that Dan Cashman is living in the Carolinas. Mr. Pipitone was unsure at this time, but Mr. Miller said that he will also make inquiries. Mr. Miller also added that we are currently out our initial investment for equipment, which is substantial. Again, Mr. Pipitone commented that he will follow up.

Government Operations: Assessor, Youth & Aging, Code Enforcement/Planning Board, and Justices

- Councilman Michael Lambrix

1. Assessor's Office Report for May:

**REPORT TO THE TOWN BOARD
FROM THE ASSESSOR'S OFFICE
MAY 25, 2017**

By the time this report is read, grievance day will be over. As of now, Saturday May 20, 2017, we have three appointments for grievance. Bamberger's and Lor-Co have submitted their required grievance forms to continue their actions against the Town. There are also four (4) stipulations at this time, which are agreements on a different assessment between the property owners and me. I am not anticipating a lot more applications to be submitted before now and Tuesday at 8PM, which is the deadline for this year.

As you are aware, we only have a four person board again this year, so we need to start looking for a new member for next year as soon as possible, as the process takes some time to find someone who is willing to serve on the Board of Assessment Review. If anyone knows of anyone who may be interested, please let Irene or me know.

Also, please reconsider Joan's request to go to Cornell this summer for the required class to become a certified assessor. **(See attached below)**

As always, if anyone has any questions or concerns, please don't hesitate to contact me at any time.

Submitted by Joan Gates on May 16, 2017

*I really need to take the Course 1 Appraisal Principals & Procedures that is being offered at Cornell July 16th – 21st. This course is **only** offered once a year at Cornell. This is a requirement to be an assessor and a prerequisite to the last 2 courses that I need; Mass Appraisal & Introduction to Farm Appraisal. I plan on taking both of these courses as self study (in the office). That means they will only cost the Town Mileage and tolls for the days I take the tests.*

I have already taken Ethics, and Course 2 Application of the 3 Approaches to Value. I am currently doing the Data Collection class as a self study (in office) and I am signed up to take Assessment Administration as an online class. These are also both required to be an assessor. When all of these courses are complete I will be a certified assessor.

I would like to get these classes done as soon as possible. An update (reassessment) will need to be done very soon. I would like all of this out of the way before an update is done, as I will not have time for course work while doing the update. An update takes more than a year to complete.

This is the list of courses required to become a certified assessor:

- 1. Fundamentals of Assessment Administration – signed up for online course*
- 2. Ethics - taken*
- 3. Data Collection – taking*
- 4. Course 1 Appraisal Principals & Procedures - Need
Course 2 Application of the 3 Approaches to value - taken*

Course 1 & 2 are prerequisites to:

- 5. Fundamentals of Mass Appraisal - Need*
- 6. Introduction to Farm Appraisal – Need*

Submitted by Joan Gates on May 17, 2017

While Elaine is here she will be helping me prepare the files for a 2019 (Roll year) update. It takes a year to complete an assessment starting in March of 2018. For this update I will not need to take pictures of all parcels as Elaine has already done this, but I will need to do this for future updates. This will need to be repeated every four years...2023, 2027...etc.

These are New York State requirements.

Requirements for Cyclical Reassessment – RPTL §1573 (1)

∅ Compliance with standards for quality assessment administration

∅ Reassessments at 100% of value (except in Nassau County and New York City)

∅ Reassessments (**complete reappraisals**) implemented pursuant to a plan approved by ORPTS

∅ Four-year plan at the minimum

∅ Reassessments (complete reappraisals) at least once every 4 years

∅ Reassessments (complete reappraisals) conducted in the first and last years of the plan

∅ Inventory collection at least once every 6 years

∅ Provision of a set of supporting valuation documents and files to ORPTS

Monthly

Sales/transfers are done, parcel verification forms (questionnaire to verify parcel and sale information) go out to new owner

Sale ads are checked and inventory is checked and updated

Building permits are reviewed to keep inventory updated

Senior (Enhanced) STAR renewal forms are prepared for mailing in September.

Income Verification (automatic STAR renewals) information is sent to us by the State. Post card are prepared and sent out in December.

Senior Citizens exemption, Agricultural exemption and Non-Profit exemptions all forms are prepared and sent out by January 1st.

Collect and enter all exemption...DUE BY MARCH 1ST

Finish building permits and valuation for the coming roll

Maintain 100% assessments by doing a revaluation every four years

These processes are repeated every year with an update every 4 years.

Supervisor Miller would like to discuss information that he has regarding this matter but would like to enter into executive session at the end of the board meeting.

2. Code Enforcement/Zoning Office Report- May: 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 April 25, 2017 through May 22, 2017. Mr. Lambrix invited all to read it at their leisure.

NYSERDA supplied the town with a complimentary copy of *Code & Commentary to the Energy Conservation Construction Code of NYS*. Copy can be found in both the CEO office and Town Clerk offices.

The proposed private airstrip (*Hidden Hills Ranch*) at 3000 LeRoy Rd. is up for approval later in tonight's meeting. Mr. Miller asked if any board member had any questions or concerns regarding the airstrip. Mr. Cook wanted to be sure that there would not be any concerns with regards to set backs etc. Mr. Miller stated that the aviation bureau regulations would be followed in setting up airstrip, the board would simply be approving the idea of an airstrip.

3. Minutes from Zoning Board Meeting: None provided at this time.

4. Minutes from Planning Board Meeting: Minutes from Planning Board Meeting on May 8, 2017 were provided to the board for review.

Information

1. Mike Catalano - EMS Advisory Report: Mr. Catalano is concerned with Fingerlakes Ambulance response times. There were 33 requests for EMS, and of those 26 were covered by Fingerlakes and 7 times by others. Fourteen calls were not backfilled. He will get new reports when available, regarding response times so that the times can be compared with the county.

2. Lead Agency Dedication for Town of Arcadia: LaBella sent an informational letter naming the Town of Arcadia as Lead Agency for the Water District No. 16 project. If the Town agrees with Arcadia as lead agent, then no further action is required.

3. Dixie Prittie Award Reception: Dixie Prittie Award Reception Tuesday June 6th, 7pm, at the Palmyra Community Library. The 2017 recipients for extraordinary volunteer service to the library are Diane Alsup and Cynthia Kukulka.

4. Pal-Mac School Budget: Mr. Miller added as an informational item that the Pal-Mac School budget did pass, however the Macedon Library special budget vote did not.

Agenda Items

1. Approve: Intermunicipal Agreement for Administration, Maintenance, and Repair of Village Highway System: Councilman Welch made the motion to approve the Intermunicipal Agreement for Administration, Maintenance, and Repair of Village Highway System beginning June, 1 2017 and ending May 31, 2021.

Second: Mike Lambrix Vote: 4 Ayes. Carried

2. Approve: Resolution #14-2017 Local Law 1 2017: Councilman Welch made the motion to approve Resolution #14-2017 Local Law 1 2017, increasing the 2017 salary of the Palmyra Highway Superintendent effective June 1, 2017. Brad Cook seconded and a roll call vote was requested.

Councilman Welch	Aye
Councilman Lambrix	Naye
Councilman Pipitone	Aye
Councilman Cook	Aye
Supervisor Miller	Aye

Vote: 4 Ayes. Carried

3. Approve: Resolution #15-2017 Requesting NY Commissioner of Transportation to make Determination regarding proposed Grass Strip Airport: Councilman Pipitone made the motion to approve Resolution #15-2017 Requesting NY Commissioner of Transportation to make Determination regarding proposed Grass Strip Airport.

Second: Jim Welch Vote: 4 Ayes. Carried

4. Approve: Replacement of Front Entrance Doors: Councilman Cook made the motion to approve removal of old, and replacement of new front entrance doors, as proposed by Frontier Glass Inc., not to exceed \$12,041.00.

Second: Todd Pipitone Vote: 4 Ayes. Carried

5. Approve: Wayne County Business Council Lease: Councilman Pipitone made the motion to approve the Town Supervisor to sign renewal lease with Wayne County Business Council, without changes from previous agreement, to begin July, 1, 2017 and terminate June 30, 2020.

Second: Mike Lambrix Vote: 4 Ayes. Carried

Motion to approve claims and expenditures: Mike Lambrix made the motion to approve claims and expenditures for the month of May 2017- Vouchers #6792 thru #6881, totaling \$81,066.92.

Second: Brad Cook Vote: 4 Ayes. Carried

Enter Executive Session: At 8:10 PM, Supervisor Miller made the motion to enter into executive session to discuss a particular employee.

Second: Mike Lambrix Vote: 4 Ayes. Carried

Exit Executive Session: At 9:13 PM, Councilman Cook made the motion to exit executive session.

Second: Jim Welch Vote: 4 Ayes. Carried

Motion to Adjourn Meeting: At 9:15 PM, Brad Cook made the motion to adjourn the meeting.

Second: Todd Pipitone Vote: 4 Ayes. Carried

Respectfully submitted as recorded by Deputy Town Clerk Heidi Jarvis in the Town Clerk's absence,

Irene Unterborn
Town Clerk

Heidi Jarvis
Deputy Town Clerk

Regular Town Board Meeting
Thursday June 22, 2017
7:00 PM – PALMYRA TOWN HALL