

**REGULAR MEETING OF THE TOWN BOARD  
PALMYRA TOWN HALL  
July 27<sup>th</sup>, 2023**

At 7:00 p.m., Supervisor Gary Rose called to order the regular Town Board meeting, scheduled for Thursday, July 27<sup>th</sup>, 2023, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

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

Upon roll call, the following Board members were present:

Gary Rose, Supervisor  
James Welch, Councilman  
Doug DeRue, Councilman  
Todd Pipitone, Councilman

Councilman Brad Cook was absent.

The newly appointed Town Supervisor, Gary Rose, took a moment to introduce himself, and explained that he will try to establish somewhat of a regular schedule. He invited the public to call his clerk, Petra, to set up a time to meet with him to speak further on any topics that might arise. (The contact number is 315-597-2324)

Motion was made by Todd Pipitone to approve the minutes of the Town Board meeting and workshop which took place on July 11<sup>th</sup>, 2023.

Second: Doug DeRue          Vote: 4 Ayes. Carried

**ATTENDANCE**

Also in attendance: Don Wilkins, Jeremy Bedette, Chuck & Julie Hartman, Marc Carrier, Gigit Graham, Mike Catalano (EMS Advisory Board), Donna McPike, Tysheen Roundtree, and Tracy Vanderwall.

**HEARING**

There was no official hearing this evening.

**GUEST SPEAKER**

Mike Catalano, our representative from the Wayne County EMS Advisory board, reported that as of July 1<sup>st</sup>, the county was now officially in the “ambulance business”. This does not affect Palmyra as we still use Fingerlakes Ambulance. Discussion ensued, and Mr. Catalano suggested that Supervisor Rose set a meeting up between “Al” who is the head of Fingerlakes Ambulance, Mr. Catalano and Mr. Rose to review the contract. Lastly, Mr. Catalano mentioned that they had not heard anything from the Canal Town Days, Wayne County Fair, or Country Music Festival committees regarding extra coverage. The town clerk offered to contact each of them.

**COMMUNICATIONS RECEIVED**

The following letter was received from Don Wilkins from the East Palmyra Cemetery Association on July 14<sup>th</sup>, 2023, and all cemetery financial and detail information was emailed to the town board members:

To the Palmyra Town Board

The East Palmyra Cemetery Association is asking for some financial help to keep the cemetery operating. Each year our operating expenses are rising along with every else as you well know. We already have a shortfall of money with two more months to go before our budget ends. If it is possible, 5,000 to 6,000 dollars would go a long way to help keep the cemetery from going into the red again. It would be cheaper for the town to help out a little now rather than take over complete control and do every aspect of the cemetery operation. There is a NYS Law 165-A which allows voluntary assistance to cemeteries. I am asked every year by the NYS Cemetery Investigators if the town has considered helping us out. Every year 2-3 Cemetery Associations have to turn their operations over to their local towns because of financial difficulties. The Town of Marion Cemetery is in this exact situation and have had meetings with the state and town. I have provided information to the Town Clerk to help you make an informed decision. If you want, I would be willing to meet to discuss this topic.

Thank You,

Don Wilkins  
East Palmyra Cemetery Superintendent

**PUBLIC INPUT**

Mr. Roundtree from Community Solar, had contacted the town and asked for the opportunity to share information with us regarding the CDG credit on utility bills. This was new information to us as well, and we are looking forward to learning more, and the Supervisor said he will research any potential benefits this credit may offer for the Town buildings. He briefly explained that our community was able to take advantage of the fact that

other areas (on Rt 96 and on Yellow Mills Rd) had solar farms. Mr. Roundtree will be in the area for the next couple of months, and invited the Palmyra residents to contact him at 716-866-5208 to ask questions or set a meeting with him. The town clerk told the public that he did indeed have a peddlers permit in both the village and town so that he could go door to door.

**Board notes - the following will now appear on all 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:**

- Supervisor Gary Rose

**1. Vienna Place Apartments:** The company interested in purchasing the Vienna Place Apartments defaulted on the ability to raise funds necessary to purchase, so the property will be put back on the market. The existing (old) pilot plan is still in effect.

**2. Old Garnsey Road Landfill:** Mr. Rose had met with LaBella who has now applied to the DEC for the extension of permits so that they can move forward with next phase.

**3. Potential Partial Exemption for Volunteer Firefighters and Ambulance Workers:** Supervisor Rose stated that because we would be appointing a new assessor later in the evening, he would like to give her the opportunity to review the numbers and we will re visit this topic at our next regular board meeting in August.

**4. Cemetery Funds:** Referring back to the letter that was read by the town clerk earlier, Mr. Rose explained that he had read thru previous minutes and understands that this subject had been discussed *after* the previous budgets were completed. The town clerk did forward to the board members all the information that Mr. Wilkins supplied, and Supervisor Rose thanked Mr. Wilkins for getting it to them at the beginning of the budget process. Mr. Rose stated that he would like to share this with the town attorney so we can make a more informed decision.

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

Highway Superintendent Boesel was absent, so Councilman Welch presented the following report:

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

**HIGHWAY SUPERINTENDENT REPORT  
FOR TOWN BOARD MEETING  
07/27/23**

Since the 6/22/23 TB meeting we have completed the following work:

Hauling – sand and various stone for projects and spoil material from shop

- Treework – roadside cleanup from miscellaneous storms
- Inter-municipal Assistance
  - 7/14/23           1 Williamson truck assist Palmyra Hwy with asphalt shimming Rolfe Dr
  - 7/20/23           2 Arcadia trucks and 3 Williamson trucks assist with paving Town Hall
  - 7/21/23           3 Williamson trucks assist with paving Rolfe Drive
- **Town Hall/Rolfe Drive/Bear Hill Projects** – Last Friday we completed paving work on both Rolfe Drive and the Town Hall. This essentially completes our work on Rolfe Drive. Later this Fall we may start some drainage work on Bear Hill.
- **Upcoming Road Projects** – In the coming weeks we have surface-treating work scheduled for several Town Roads. This include Cambier, Fagner, Dey, Sheridan, Port Gibson, Vault and a several of our subdivision roads like Meadow, Clover, Wheel-in-Circle, Betty, Bonnie, Arthurton, East and West Streets in E.Palmyra,
- **Red Barn Incident** – On 7/21/23, Andy Jacobs finished working on the Red Barn repairs. Attached is a picture. The new OH garage door is ordered and should be installed within the next couple weeks. I am also working with NYSEG to get our service drop re-installed. We hope to repaint the front of the barn by the end of the summer.
- **Sanitary Sewer Project Update** – On 7/25/23, I had a meeting with the Project Engineers regarding the latest/newly proposed alignment of the forcemain thru the Kent Street area. The new proposed route is thru Garlocks, from Division Street to Kent Street as the Canal Corp won't allow access via the canal trail. Disturbed areas of Kent Street will ultimately be repaved as part of restoration work. Villager Construction has completed most of the mainline installation of the 8" HDPE forcemain

from Marion to Palmyra, except for several air relief structures, and are currently installing 16" forcemain from Macedon to Walworth. Attached is an aerial pictometry image of the proposed piping routes as I understand they are proposed.

- **Personnel** – Earlier this year, Hwy Department employee Jake Hilton, completed his Road Master Level 1 certification through Cornell Local Roads Program. A copy of his acknowledgement letter is included herein and CLRP submits an article to the local paper for anyone who completes the various levels. There are 4 levels of training in total.

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



Concilman Welch also took a moment and congratulated Jake Hilton on completing his Master Level One certification as mentioned above! Highway Superintendent Mike Boesel is has Level 4 certification.

**2. Community Electronic Recycle:** Discussion ensued regarding the possibility of a public electronic recycling day in Palmyra thru Sunnking Electronics Recycling. A representative stopped by the town clerk's office and explained that they are willing to help organize and collect electronic recycling at no cost to the town, except for the cost of man hours involved. We can pick however long we want it to be, open it to just residents or everyone, but the collection site needs to be secure and is easiest if you can drive thru....AKA the highway barns. A discussion with the Highway Superintendent would be prudent before making a final decision. Upon board discussion, the fall seemed to be the best timing.

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

Councilman Cook was absent, so Supervisor Rose presented the following report:

**1. Town Clerk Report for July:**

**TOWN CLERK OFFICE REPORT TO THE BOARD  
JULY 2023**

Well, this has been a busy couple of months, when it is usually a quieter time!

Facilitating the meetings between town, village, public and MRB (and finding members of the steering committee) as we work towards a new comprehensive plan, making sure the plaster work was completed and cracks repaired, overseeing the new locks throughout the town hall, helping to find a new Assessor, and welcoming our new Town Supervisor Gary Rose...and taking turns enjoying vacations.... were all positive things for us!

At the same time, we are beginning to gear up for a few upcoming busy months. It was nice playing catch up, but I have already been coordinating tax figures, banking lists, and forms between the county, assessors, and the school district. August 1<sup>st</sup> we begin selling our hunting licenses with first round doe permits, and September 1<sup>st</sup> we begin collecting school taxes. This is going to be the first school collection in which the school will have to pick up the tax bills from Buffalo, bring them to us here so we can sort them, and then I will have to bring them back to the school to run postage on all approximately 5000 bills! This is all because of changes in procedure that the county thinks are a good idea...I disagree.

Through dog licensing in June, we sold 93 licenses totaling \$810.00, misc sales, EZ Passes, marriage licenses, hunting/fishing, code enforcement (including escrow deposits), vital record requests, FOIL requests (and there have been many requests this month!) etc- added an additional \$4,977.50. Total check disbursements for the month of June were \$5,787.50.

I will be asking permission to replace my computer, (not to exceed \$1,200.00), and purchase envelopes needed for tax collection, dog licensing, and all other TC business. These are all budgeted items.

Lastly, I want to say thank you to the highway guys for installing the window air conditioners, it is much appreciated!

**2. Building Update:** Parking lot has been paved and looking good; we are still waiting for painters to finish up in the town hall, all plaster work has been completed.

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

**1. Comprehensive Plan for Town and Village:** The town clerk had advertised in the newspaper as well as on the town website and social media for volunteers to be on the comprehensive plan steering committee. The deadline was July 21<sup>st</sup>, 2024, and there are numerous candidates to be reviewed by both the town and village boards. All candidates will be notified by the clerks once decisions are made by the prospective town and village boards and their liaisons.

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

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

**ASSESSOR'S OFFICE REPORT FOR JULY 2023**

Sales for the month consisted of 6 Village and 11 Town.

There was a colossal number of permits, Cof C's, Cof O's, general resident change requests, and bank code changes that had been set aside, all have been updated, entered, and changed. All outstanding paperwork has been completed.

Hancock Estabrook, LLP (contact James O'Shea, Esq.) changes have been completed for Willow Landing and Towpath. Thank you to Karen Ambroz again, she came in and helped with this.

I am very excited to be welcoming Paula Ruthven to the Town of Palmyra this coming Monday! I feel Paula is going to accomplish amazing things and I look forward to supporting her along her journey.

We will have the opportunity to review procedural requirements previously established by this office, update and/or make changes before the influx of volume starts when the school taxes go out. Once the school tax bills are received by residents, exemption inquiries begin. This will be an exciting time to make changes that will result in more efficient and positive utilization of time and resources within the department.

If you have any questions or concerns, please feel free to reach out to me.

Thank you,  
Julie Hartman

**2. Appointment of new assessor later in the evening:** Paula Ruthven is coming to us from working in the assessor's office in the town of Farmington and we look forward to working with her! Councilman DeRue complimented on the job she has done in the assessor's office during this transition time.

**3. CEO Report for July:** Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates of compliance for June 20<sup>th</sup>, 2023 thru July 25<sup>th</sup>, 2023.

**4. Minutes from Zoning Board Meeting from July 13, 2023:** Minutes from the Zoning Board meeting from July 13, 2023 were shared with the board.

**5. Minutes from Planning Board Meeting for July:** None from this month.

**INFORMATION**

A new permit was issued from the DEC to Garlock Sealing Technologies to basically continue what and how they are producing their sealing and gasket technologies. The full application is available for review in the Town Clerk’s Office.

**AGENDA ITEMS**

**1. Approve: Appointment of Assessor to fill Vacancy:** Doug DeRue made the motion to appoint Paula Ruthven as “Appointed Assessor”, beginning July 31<sup>st</sup>, 2023, and ending September 30, 2025, to fill a current vacancy. She will be working part-time, three days per week, with a salary of \$39,780.00. She will be fully certified within three years of this starting date, and performance will be evaluated after a one - year probationary period. Councilman Welch seconded, and a roll call vote was requested.

Councilman Welch	Aye
Councilman DeRue	Aye
Councilman Cook	Absent
Councilman Pipitone	Aye
Supervisor Rose	Aye

Vote: 4 Ayes. Carried

Once appointed the Town Clerk will send the info to the Department of Taxation and Finance.



**2. Approve: Willow Landing Associates Assessment Agreement with Pal-Mac CSD and the Town of Palmyra:** Todd Pipitone made the motion to approve the Supervisor (and/or Town Attorney) to sign the Willow Landing Associates Assessment Agreement with Pal-Mac CSD and the Town of Palmyra, only after the Pal-Mac CSD has signed the agreement.

Second: Jim Welch                      Vote: 4 Ayes. Carried

**3. Approve: Computer for TC Office:** Todd Pipitone made the motion to approve the purchase of a Dell computer and separate webcam, not to exceed \$1,200.00. This is a budgeted purchase.

Second: Doug DeRue                      Vote: 4 Ayes. Carried

**4. Approve: Purchase of Envelopes:** Todd Pipitone made the motion to approve the purchase of envelopes for school tax collection, dog licensing, and general Town Clerk business, not to exceed \$315.00 per line item. These are all budgeted purchases.

Second: Jim Welch                      Vote: 4 Ayes. Carried

**MOTION TO APPROVE CLAIMS AND EXPENDITURES**

Todd Pipitone made the motion to approve claims and expenditures for July 2023: Vouchers #2023- 697 thru #2023-799 totaling \$214,922.06.

Second: Doug DeRue                      Vote: 4 Ayes. Carried

**MOTION TO ENTER INTO EXECUTIVE**

At 7:38 PM, Jim Welch made the motion to enter executive session to discuss particular personal. The Town Supervisor announced that there would be no decisions made when returning from executive session this evening.

Second: Doug DeRue                      Vote: 4 Ayes. Carried

**MOTION TO EXIT EXECUTIVE SESSION**

At 7:50 PM, Todd Pipitone made the motion to exit executive session.

Second: Jim Welch                      Vote: 4 Ayes. Carried

**MOTION TO ADJOURN**

At 7:51 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Jim Welch

Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn  
Town Clerk

**Regular Town Board Meeting**  
**Thursday, August 24<sup>th</sup>, 2023**  
**7:00 PM – Palmyra Town Hall**