

**HEARING AND REGULAR MEETING OF THE TOWN BOARD
Palmyra Town Hall
August 24, 2017**

Public Hearing: At 7:00 PM Supervisor Miller opened the Public Hearing to discuss the proposed demolishing of the existing Town Storage Building as well as its replacement with a new Town Storage Building, and asked the 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:

**RESOLUTION #17-2017 AUTHORIZING THE DEMOLISHING OF THE
EXISTING TOWN STORAGE BUILDING FOR VEHICLES
AND EQUIPMENT AND REPLACEMENT OF THE
BUILDING WITH A NEW TOWN STORAGE BUILDING**

WHEREAS, the Town of Palmyra has authorized the study of the existing Town Storage Building used for the storage of Town trucks and the recommendations received recommend that the existing Town Storage Building be demolished and a new larger Town Storage Building be constructed; and

WHEREAS, the Town Board has determined that the destruction of the existing Town Storage Building and the construction of a new Town Storage Building constitutes a Type II act under the State Environmental Quality Review Act and consequently such action will not result in an adverse environmental impact; and

WHEREAS, pursuant to §220 Subsection 3 of the Town Law this Resolution is subject to a permissive referendum; and

WHEREAS, the costs of the proposed new Town Storage Building are to be financed largely through the unexpended surplus of the Town; and

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Palmyra, Wayne County, New York as follows:

Section 1. The Town Board does hereby authorize the demolition of the existing Town Storage Building for vehicles and equipment;

Section 2. The Town Board does hereby authorize the construction of a new Town Storage Building for vehicles and equipment to replace the existing Town Storage Building;

Section 3. Pursuant to Section 64 and Section 90 of the Town Law, the aforesaid Resolutions are subject to a permissive referendum pursuant to Article 7 of the Town Law;

Section 4. The Town Clerk shall post and publish with notice that shall set forth the date of the adoption of the Resolutions and an abstract of such Resolution;

The Resolutions shall take affect 30 days after the adoption of the Resolution unless there is a filed Petition as required by §91 of the Town Law.

Dated: August 10, 2017
Irene E. Unterborn
Palmyra Town Clerk

Open Public Hearing:

Upon roll call, the following Board members were present:

Kenneth Miller, Supervisor
James Welch, Deputy Supervisor
Michael Lambrix, Councilman
Todd Pipitone, Councilman

Councilman Bradley Cook was absent.

Close Public Hearing: Supervisor Miller asked if there was any public input. He then again asked if there was anyone that would like to speak. 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, August 24, 2017, at the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York.

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

At this time, Supervisor Miller asked those in attendance to recognize the passing of retired Highway Superintendent Jim DeBrine, and a moment of silence was observed. A sympathy card will be sent to his wife.

Mike Lambrix made the motion to approve the minutes from Town Board Meeting on July 27, 2017.

Second: Jim Welch Vote: 3 Ayes. Carried

Councilman Pipitone abstained as he was absent from that meeting.

ATTENDANCE

Also attending was: EMS Advisory Board Member Mike Catalano, Martin Beckenbach, Highway Superintendent Mike Boesel, and Code Enforcement Officer Pat Sheridan.

COMMUNICATIONS

A letter from Martin Beckenbach requesting a zoning change for his property was emailed to the board the previous week. Supervisor Miller asked that the appropriate items from the agenda be moved up so that Mr. Beckenbach would not have to stay for the entire meeting.

Approve: Moving forward with Proposed Zoning Change: Mike Lambrich made the motion to recommend the process necessary to move forward with the proposed zoning change at 3000 Leroy Rd, and recommended that this proposal be sent to the Town Planning Board.

Second: Jim Welch

Vote: 3 Ayes. Carried

Approve: Public Hearing Date for Proposed Zoning Change: Mike Lambrich made the motion to approve a public hearing date of Thursday September 28th at 7 PM, preceding the regular Town Board meeting, to discuss the proposed zoning change at 3000 Leroy Rd.

Second: Todd Pipitone

Vote: 3 Ayes. Carried

Reports of Standing Committees

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

1. Davis – Ulmer Sprinkler Company, Inc: The Fire alarm inspection agreement is on the agenda for approval later. This is an agreement that is made once every 3 years. The cost is \$400.00 annually at this time, with the understanding that the price will not increase more than 5% annually while contracted. Previously there was no written contract.

2. Budget workshops: Budget workshops will be scheduled for Tuesday September 12th, Tuesday September 19th, and if necessary, Tuesday September 26th, beginning at 6:30 PM. Exact times for department heads will be scheduled by the book keeper.

3. Palmer Rd: Discussion ensued regarding Palmer Rd (which has been on the maps since the 1800's) and possibly "abandoning" (by resolution) the section from Hogback Rd to Whitbeck Rd., and allow Dolomite to act as owners and tear it out if they desire. There was further discussion about possibly having Dolomite compensate us for loss of CHIPs money, and the need to contact the sheriff, school and fire departments. The board would ask that Dolomite put in writing what exactly they would do with the road before any decisions could be made. Mr. Boesel will have actual dollar figures that would be lost by this action before the next meeting. Supervisor Miller and Highway Superintendent Mike Boesel will meet to discuss the issues.

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

1. Town Clerk Report for August

TOWN CLERK OFFICE REPORT TO THE BOARD
AUGUST 2017

Thank you to Heidi and Julie for keeping the Town Clerk's office running smoothly while I was on vacation.

School taxes will be picked up from the county in the next week, separated and processed, and will be mailed out to home owners and banks on Thursday, August 31st. We will begin collecting on September 1st. Also, hunting licenses, along with DMP's, are now being sold.

Through dog licensing in July, we sold 84 licenses totaling \$618, misc sales, EZ Passes, marriage licenses, hunting/fishing, vital record requests, zoning etc- added an additional \$4402.25. Total check disbursements for the month of July were \$5020.25.

Councilman Cook has the front door installers scheduled to begin in the next couple of weeks, and I have sent the town clerk office preliminary budget to him as well as the book keeper.

A purchase of a wand scanner was made for archival purposes. This way when a request is made for a copy of an older vital record, a scan/copy can be made without harming the books.

2. Building Update: Dampness in crawlspace has been addressed and a dehumidifier and fan were installed, with GFI and breakers upstairs. It was recommended, by the CEO, that an alarm of some type be installed in case of sup pump failure. The Supervisor and CEO will meet and pick out which sensor should be used so an alarm can be heard above the crawl space. The painting in historian office being completed now, and front accessible doors will be installed the week of September 11th, 2017.

3. Dell Computer: New computer (budgeted item) was installed for deputy town clerk.

4. Roof: There were many issues found to be adversely affecting the roof that was poorly installed approximately nine years ago. Discussion ensued and the board was informed that Councilman Cook offered to have a quote and plan of action before the next meeting. The question was asked if anyone actually inspected the roof after it was installed. It was recommended by the CEO that if specs are given by an engineering group, then they should be the ones to inspect and sign off on the job.

Two more quotes will be needed before a decision can be made.

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

1. **Highway Department report for August:** Highway Superintendent Mike Boesel submitted the following report that covers July 27th through August 24th, 2017:

**Highway Superintendent Report
For Town Board Meeting
8/24/17**

Since the 07/27/17 meeting we have completed the following work:

- Brushmowing/Treework –P.Gibson, Jagger Roads
- Inter-municipal Assistance
 - 7/28/17 4 Palmyra trucks to assist Wal Hwy with chipsealing
 - 8/3/17 - 8/4/17 2 Palmyra trucks to assist WC Hwy with paving
 - 8/4/17 3 Palmyra trucks to assist Wal Hwy with surface treating
 - 8/8/17 2 Arcadia & 1 Marion trucks to assist Pal Hwy with surface treating
 - 8/9/17 2 Palmyra trucks to assist WC Hwy with paving
 - 8/10/17 3 Marion trucks to assist Pal Hwy with surface treating
 - 8/10/17 2 Palmyra trucks to assist Macedon Hwy with surface treating
 - 8/17/17 1 Walworth, 1 Macedon, 1 Lyons, 2 Marion trucks assist Pal Hwy w/paving

Other miscellaneous items include:

- **Summer Road Work** - We have completed a lot of roadwork in the past month or so. In total 10.02 miles of either chipseal work, cold mix paving, or slurry seal work, over 20% of our total Town Road mileage:
 - On 7/20/17 we surface treated Fagner, South Creek, South Port Gibson & Hogback (4.67 mi.)
 - On 8/8/17 we surface treated South Palmer Road and North Port Gibson Road (3.14 mi)
 - On 8/10/17 we surface treated Jagger Road with the Town of Marion (1.74mi)
 - On 8/17/17 we cold mix paved South Creek Road from N.Creek to the RRing. (0.20 mi.)
 - On 8/23/17 we had Quaker Road from Maple to Division Street micropaved (0.27mi)

- **Town Hall Projects -**
 - On 8/22/17 we installed a dehumidifier and fan in the downstairs crawlspace.
 - As soon as the new front door is installed in the coming weeks we will re-mark the parking stalls at the front entrance for HC Parking with pavement markings and signage to complete the project.
 - We also intend to get back to the dog kennel project soon.

- **Highway Facility Issues/Update -** In the past couple weeks I have talked with both John LeFrois and Kara from Bluescope. Both are agreeable to our new project schedule. We need to finalize and agree to our total project cost and send a TB Resolution to WC BOE at least by our September meeting in order to have the project on the November ballot for voter approval. Regarding our existing shop improvements, I have air ventilation quotes on the agenda tonight for the Board to consider in hopes that this work would coincide with our September roof work. We have a Resolution tonight to approve expending monies from the Common Hwy Facility fund for both the ventilation and roof work.

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

Mr. Boesel commented that the quote from HMI for the ventilation system was much lower than the other quotes they received, and also mentioned that they have met with them twice so far.

2. Drainage Easements - Division Street : The board asked the town clerk to explain the steps necessary before actually signing any easements for both 1918 & 1926 Division St. The board would need to grant permission to the highway department to work off site, grant permission to purchase pipe for easement project, and approve the town supervisor to conduct negotiations for the easements. This would include not only getting approval from the property owners, but possibly the entities that hold the mortgages as well. Discussion ensued. Mr. Boesel explained further that CEO Bob Grier had been in touch with Conifer across the street regarding their retention pond, and was told that they are getting quotes for tree removal, which is a start but not the solution to the flooding problem. The pond needs to be cleaned up and put back to its original design so that it maintains the outflow. Supervisor Miller said that he would make the follow up phone calls with Conifer Realty with support from the Code Enforcement office.

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

1. Astra Telephones: Councilman Pipitone stated that he had been in touch with Just Solutions regarding the refund for telephones that were returned, but that they could not assist us as Mr. Cashman was actually sent the return. The correspondence to Mr. Cashman was returned with no forwarding address, and Mr. Pipitone left message on his answering machine that he will now contact legal counsel if there is no response. The town clerk reminded the board that the contract was signed with Astra.

2. Telephone Purchase: The approval for a new phone system was tabled at the last meeting and was to be brought up for vote later. However, it was decided that the roof project must take precedence at this time and the subject of the telephones would be dismissed for now, and revisited next budget year. Councilman Pipitone thanked the town clerk for forwarding the information needed to fix our current system, along with a contact name for additional assistance, but it was decided to look at a whole new system so we could call someone if something went wrong. Mr. Pipitone would contact Mr. OHare from Integrated Systems to tell him the boards decision to wait until next year to purchase phones.

3. Spectrum Contract: Councilman Pipitone will have information regarding our contract with Spectrum for the September meeting.

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

- Councilman Michael Lambrix

1. Assessor's Office Report for August:

**REPORT TO THE TOWN BOARD
FROM THE ASSESSOR'S OFFICE
AUGUST 22, 2017**

Joan will be going to Batavia on Thursday to take a class to learn how to create the manual model that is used for valuation of all residential properties. This class was approved earlier this year by the Board. It is not one of the required classes for her certification, but is necessary for her to do an update. She also attended assessor orientation with Karen Ambroz, Wayne County Real property director, in her Lyon office on Tuesday, as required for her assessor certification.

I met with a property owner on the status of his assessment of property he owns in Palmyra. I am working with others to help me determine if my values are in line with what it could sell for or not.

I am requesting a new all-in-one printer for my office (see attachment). When Joan takes over, she will need to be able to scan papers that need to be emailed to people. The printer I currently have is just a printer, it does nothing else. It was purchased in 2011, so it is six (6) years old and Integrated had to hook it up in a special way in order for it to work when we changed our server from one in the building to using their computer in Victor as our server. This purchase is not in this year's budget, but it is on sale with \$200 off right now. It would make sense to purchase it now and save that money rather than wait until next year when I can add it to the budget and have to spend at least \$200 more at that time.

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

The assessor, Elaine Herman, provided the board with a letter announcing that her last day at work would be October 13, 2017. With her upcoming retirement anticipated, the town clerk requested from NYS and received

the qualifications for Joan Gates, who will be taking over as assessor. The NYS Department of Taxation and Finance stated that Mrs. Gates does meet the minimum requirements at this time to act as Sole Assessor.

2. Code Enforcement/Zoning Office Report- August: 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 July 25, 2017 through August 22, 2017. Mr. Lambrix invited all to read it at their leisure. Mr. Lambrix also reminded the board of the correspondence received from Gerald and Leah Bamberger rejecting the demand for \$35.00 inspection charge for 941-943 Archie Parrott Lane that is located in the Town of Palmyra. He reminded the board that though the local law in the *village was changed*, the *town local law had not changed*, and the CEO is also backed by state law. Supervisor Miller will contact Wendy at Hancock Eastabrook regarding the subject, as she has most of the information already regarding the subject.

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

4. Minutes from Planning Board Meeting: Minutes from Planning Board Meeting on August 14th, 2017 were provided to the board for review.

Information

1. Mike Catalano - EMS Advisory Report: Mr. Catalano reported that Advisory Board had taken the summer off, but that he now had figures to report. In June Finger Lakes Ambulance had 62 requests for service, and answered 48 (12 calls went somewhere else). In July 68 calls and again 48 answered by them. Supervisor Miller said that Mike Beers from FLA came to visit him and said they were looking for a local building to house the ambulance so they would be here 24/7. Mr. Catalano again suggested that he and Mr. Miller come up with some sort of memorandum of agreement between the town and FLA with regards to response and response times.

2. Notice from WC Board of Elections: Our location will not be used in the primary election, but will be used on the November 7th, 2017 regular election day.

3. Senator Helming at the Palmyra Community Library: Patricia Baynes invited the town board, as well as the public, to visit with Senator Pam Helming at the Palmyra Community Library (E. Main St.) on Thursday, August 31st, at 10:00 AM

Agenda Items

1. Approve: Davis-Ulmer Inspection Agreement: Todd Pipitone made the motion to approve the Davis –Ulmer Sprinkler Company to perform the annual inspection services at the Palmyra Town hall as specified in the agreement, not to exceed \$400.00. This agreement will expire on August 11, 2020. Agreement is **ATTACHMENT A.**

Second: Jim Welch Vote: 3 Ayes. Carried

2. Approve: Purchase of Printer for Assessor Office: Mike Lambrix made the motion to approve the purchase of HP LaserJet Pro M477FDN Multifunction Color Laser Printer for the Assessors office, not to exceed \$379.00. This is not a budgeted purchase.

Second: Jim Welch Vote: 3 Ayes. Carried

3. Approve: Purchase of Envelopes and Paper: Mike Lambrix made the motion to approve the Code Enforcement Officer to purchase envelopes and letterhead paper from Sunrise Imaging, not to exceed \$753.00. This is a budgeted item.

Second: Todd Pipitone Vote: 3 Ayes. Carried

4. Approve: Upgrade of existing Highway Repair Garage Ventilation System: Jim Welch made the motion to approve the Highway Superintendent to sign agreement with HMI Mechanical Systems, Inc to upgrade the existing highway repair garage ventilation system, as proposed, not to exceed \$22,200.00. Proposal is **ATTACHEMENT B.** Todd Pipitone seconded, and a roll call vote was requested.

Councilman Welch Aye
Councilman Lambrix Aye
Councilman Pipitone Aye

Vote: 3 Ayes. Carried

5. Approve: Purchase of Town Phone System: Todd Pipitone made the motion to take the approval of a phone system off the agenda, and add it back in 2018.

Second: Jim Welch Vote: 3 Ayes. Carried

6. Approve: Resolution #18-2017 Authorizing the Transfer of Funds: Jim Welch made the motion to authorize the transfer of funds from the Common Highway Facilities Reserve to the General Fund for roof repairs and an upgrade of the ventilation system at 131 Kent St, not to exceed \$51,515.00. Mike Lambrix seconded, and a roll call vote was requested.

Councilman Welch Aye
Councilman Lambrix Aye
Councilman Pipitone Aye

Vote: 3 Ayes. Carried

**RESOLUTION #18-2017 AUTHORIZING THE
TRANSFER OF FUNDS FROM
THE COMMON HIGHWAY FACILITIES RESERVE TO
THE GENERAL FUND FOR ROOF REPAIR AND UPGRADE OF VENTILLATION SYSTEM**

WHEREAS, the Town Board of the Town of Palmyra approved a quote for the repair of the roof of the Palmyra Highway Department, at the Town Board meeting of June 22, 2017, as well as a quote to upgrade the ventilation system, at the Town Board Meeting on August 24, 2017, and

WHEREAS, a quote has been received by the Town of Palmyra for roof repair work by Elmer W. Davis Roofing, New York, and

WHEREAS, Elmer W. Davis proposes replace and repair the approximately 2,600 square foot EPDM section of the highway garage at 131 Kent Street, Palmyra NY 14522, as described, not to exceed \$29,315.00, and

WHEREAS, a quote has been received by the Town of Palmyra for an upgrade of the current ventilation system by HMI Mechanical Systems, Waterloo NY, and

WHEREAS, HMI Mechanical Systems proposed to upgrade the existing highway repair garage ventilation system located at 131 Kent Street, Palmyra NY 14522, as described, not to exceed \$22,200.00, and

WHEREAS, the Palmyra Superintendent of Highways, Michael Boesel, has signed the Acceptance of both Proposals,

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Palmyra authorizes the transfer of funds in the amount of \$51,515.00 from the Common Highway Facilities Reserve to the General Fund.

BE IT FURTHER RESOLVED, that the use of the funds is for repair of roof, and upgrade of ventilation system as described above located at the Highway Department.

BY ORDER OF THE TOWN BOARD

Dated: August 24, 2017

7. Approve: Resolution #17-2017 Authorizing the Demolishing and Replacement of the Town Storage Building: Jim Welch made the motion to approve Resolution#17-2017 Authorizing the Demolishing of the existing Town Storage Building for Vehicles and Equipment, and replacement of the building with a New Town Storage Building.

Second: Mike Lambrix Vote: 3 Ayes. Carried

RESOLUTION #17-2017 AUTHORIZING THE DEMOLISHING OF THE EXISTING TOWN STORAGE BUILDING FOR VEHICLES AND EQUIPMENT AND REPLACEMENT OF THE BUILDING WITH A NEW TOWN STORAGE BUILDING

WHEREAS, the Town of Palmyra has authorized the study of the existing Town Storage Building used for the storage of Town trucks and the recommendations received recommend that the existing Town Storage Building be demolished and a new larger Town Storage Building be constructed; and

WHEREAS, the Town Board has determined that the destruction of the existing Town Storage Building and the construction of a new Town Storage Building constitutes a Type II act under the State Environmental Quality Review Act and consequently such action will not result in an adverse environmental impact; and

WHEREAS, pursuant to §220 Subsection 3 of the Town Law this Resolution is subject to a permissive referendum; and

WHEREAS, the costs of the proposed new Town Storage Building are to be financed largely through the unexpended surplus of the Town; and

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Palmyra, Wayne County, New York as follows:

Section 1. The Town Board does hereby authorize the demolition of the existing Town Storage Building for vehicles and equipment;

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Section 4. The Town Clerk shall post and publish with notice that shall set forth the date of the adoption of the Resolutions and an abstract of such Resolution;

The Resolutions shall take affect 30 days after the adoption of the Resolution unless there is a filed Petition as required by §91 of the Town Law.

Dated: August 10, 2017
Irene E. Unterborn
Palmyra Town Clerk

8. Approve: Authorize Negotiations for Drainage Easements for 1926

Division St: Todd Pipitone made the motion to authorize the Town Supervisor to negotiate, with the approval of town legal counsel, the drainage easement between the Town of Palmyra and Paul, Janet and Kelly Manktelow, residing at 1926 Division Street.

Second: Jim Welch Vote: 3 Ayes. Carried

9. Approve: Authorize Negotiations for Drainage Easement for 1918

Division St: Todd Pipitone made the motion to authorize the Town Supervisor to negotiate, with the approval of town legal counsel, the drainage easement between the Town of Palmyra and Raymond F. Baginski, Jr., residing at 1918 Division St.

Second: Jim Welch Vote: 3 Ayes. Carried

10. Approve: Highway Department to Work Off-site: Jim Welch made the motion to approve the town of Palmyra Highway Department to work off-site on the Drainage Easement projects on Division Street.

Second: Todd Pipitone Vote: 3 Ayes. Carried

11. Approve: Purchase of Pipe for Drainage Easements: Jim Welch made the motion to approve the purchase of plastic pipe for the Drainage Easement projects on Division Street, not to exceed \$1,625.00, when negotiations with the owners is complete.

Second: Mike Lambrix Vote: 3 Ayes. Carried

12. Approve: Clerk position in Assessor Office: Todd Pipitone made the motion to table any decisions made regarding the clerk position until after Mr. Lambrix speaks to the department the next day.

Second: Mike Lambrix Vote: 3 Ayes. Carried

Motion to approve claims and expenditures: Todd Pipitone made the motion to approve claims and expenditures for the month of August 2017- Vouchers #7064 thru #7147, totaling \$124,754.11.

Second: Jim Welch Vote: 3 Ayes. Carried

Motion to Adjourn Meeting: At 8:30 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Jim Welch

Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

Budget Workshop
Tuesday September 12, 2017
6:30 PM – PALMYRA TOWN HALL

Budget Workshop
Tuesday September 19, 2017
6:30 PM – PALMYRA TOWN HALL

Budget Workshop
Tuesday September 26, 2017
6:30 PM – PALMYRA TOWN HALL

Regular Town Board Meeting
Thursday September 28, 2017
7:00 PM – PALMYRA TOWN HALL