

**JOINT TOWN & VILLAGE WORKSHOP  
and TOWN BOARD MEETING  
at the PALMYRA TOWN HALL  
Monday April 10<sup>th</sup>, 2023 at 6:30 PM**

**The following legal notice was posted, and the reading was waved as it appeared on all agendas:**

**LEGAL NOTICE**

**TOWN OF PALMYRA**

**NOTICE OF JOINT TOWN AND  
VILLAGE WORKSHOP & TOWN MEETING**

***NOTICE IS HEREBY GIVEN***, that the Town Board of the Town of Palmyra will conduct joint workshop with the Village Board to discuss and meet with potential grant writers for a proposed comprehensive plan on Monday April 10, 2023, at 6:30 PM at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

***FURTHER NOTICE IS HEREBY GIVEN***, that this workshop and meeting is called to transact business related to the above topic, as well as any other business that may come before the Town Board.

*Dated: March 31, 2023*

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*Irene E. Unterborn  
Palmyra Town Clerk*

At 6:30 p.m., Deputy Supervisor Jim Welch called to order the Town Board meeting and Joint Town & Village Workshop, scheduled for Monday, April 10th, 2023 at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

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

Upon roll call, the following Board members were present:

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

Supervisor Kenneth Miller was absent.

**ATTENDANCE**

Also in attendance: Tracy Vanderwall and Gigit Graham.

**HEARING**

There was no official hearing this evening.

**NOTE:**

The following statement is now to 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**

Reports from the standing committees and department heads will wait until the Regular Board Meeting of April 7<sup>th</sup>, 2023

**AGENDA ITEM (for Town Board only)****1. Approve: Cost and Scope of LaBella Work Proposal (No. P2302387):**

Todd Pipitone made the motion to approve the cost and scope of LaBella Work Proposal (No. P2302387) for Wetland Delineation and Erosion and Sediment Control Plan for the Old Palmyra Landfill, Garnsey Road, Palmyra NY, with the lump sum cost not to exceed \$7,250.00 for Tasks 1 & 4. (NOTE: Task #2 – Wetland/Stream Delineation \$3,000.00 and Task #4 – Regulatory Permitting Services \$5,200.00, will only be completed if required, and only with additional authorization from the Town)

Second: Doug DeRue

Vote: 4 Ayes. Carried

**WORKSHOP: TOWN & VILLAGE BOARDS**

Deputy Supervisor welcomed first Michael Cocquyt (LaBella Senior Program Manager) and Barbara Johnston (Senior Planner) from LaBella Associates, and later Matt Horn (Director of Municipal Services) from the MRB Group, to discuss our options and their writing services in preparing a new Town & Village Comprehensive Plan.

Both companies agreed that it was time to dig into a new plan since ours had not been updated since 2004, had similar information for the boards as far as deadlines for Comp Plan Grant availability, initial community brainstorming, recommendations for a diverse community or “stakeholders’ group” to be part of the entire process, and how each company would support our community in this process as it moves along.

Much discussion ensued, with the major questions being cost to apply for a grant to write the comprehensive plan (both around \$5,000) and the actual cost of the Comprehensive Plan. This was the biggest difference. LaBella stated that it would be approximately \$65-\$70 k, and MRB was \$50 k. Both companies were very professional, very knowledgeable in this business, seemed very easy to work with, and the village and town have had working relationships with both companies. Both representatives congratulated the Town & Village for working with each other!

Because of the timing and uncertainty of the grant to write a comprehensive plan (not getting a grant to write it and then reapplying could add 3 yrs.!), the boards asked that the clerk follow up with LaBella and MRB to get references from communities like ours, and ask if the grant could be acquired to *pay back* the cost to the town and village if we moved forward with just preparing a plan first without a grant to write it.

The boards discussed meeting for another workshop on Tuesday May 9<sup>th</sup>, 2023.

#### **MOTION TO ADJOURN**

At 8:50 PM, Todd Pipitone made the motion adjourn the meeting.

Second: Brad Cook

Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn  
Town Clerk

**REGULAR TOWN BOARD MEETING**  
**THURSDAY APRIL 27<sup>th</sup>, 2023**  
**7:00 PM -EAST PALMYRA FIRE HALL**