

**REGULAR MEETING OF THE TOWN BOARD  
EAST PALMYRA FIRE DEPARTMENT  
October 26<sup>th</sup>, 2023**

At 7:00 p.m., Supervisor Gary Rose called to order the Town Board meeting, scheduled for Thursday, October 26, 2023, at the East Palmyra Fire Department, 2145 Tellier Rd, Palmyra, New York.

Supervisor Gary 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  
Brad Cook, Councilman

Motion was made by Todd Pipitone to approve the minutes of the Regular Town Board meeting which took place on September 28th, 2023.

Second: Jim Welch      Vote: 4 Ayes. Carried

**ATTENDANCE**

Also in attendance: Joan Knapp, Chuck & Julie Hartman, Jeanne Garlock, Gigit Graham, Don Wilkins, John Rush, Brennan Pipitone, Linda Valley, M. Williams, Derwent Jackson, Mary Jackson, Jayden Shula, Katy Hermann, Kathleen Catcman, McKinly Hoad, Colin Trueblood, James Shuler, and Highway Superintendent Mike Boesel.

**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.

**COMMUNICATIONS RECEIVED**

There were no additional communications received from the public.

**PUBLIC INPUT**

Gigit Graham, of Liberty Street, requested to speak to the Town Board regarding employment and the budget. Mrs. Graham questioned the town's time & attendance policy (whether or not we had punch clocks), who keeps track of hours, and how duties and hours are determined. She stated that she would have had additional questions, but she would wait until she received the answers from her email to the supervisor as well as the FOIL requests from the previous week.

Councilman DeRue stated that the Town Supervisor does not have set hours at the town hall, and that if the public needs to speak with him, they will need to make an appointment. (You can make an appointment by calling 315-597-2324 or emailing [palmyrasupv@palmyrany.com](mailto:palmyrasupv@palmyrany.com))

**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****Supervision---Animal Control, Historian, Justices, and Finance:  
- Supervisor Gary Rose**

**1. Garnsey Rd Update:** Mr. Rose reported that the work is progressing spectacularly on property clearing and that the DEC has been out to inspect and has found no issues. Also, chipping should start at the end of the week.

**2. Class Action Lawsuit:** The Supervisor spoke with Marty Amann regarding the testing request letter that we received from Napoli / Scholnik PLLC, who are represented the many entities in this class action suit. Mr. Amann assured us that there is nothing to be done by anyone other than water producers, and he would let us know if there is ever

anything needed. This is information for the board to keep all up to date so that someday if an offer is ever made in our favor, the board could counter if they desired. Again, Mr. Rose explained that the town is against large corporations in this case, along with many other entities.

**3. School Bus:** Ralph Brongo explained that they are looking to hire bus drivers for Pal-Mac CSD, and wondered if the board would allow a bus to be parked at the town hall with a help wanted sign. After some discussion, the board stated that they had no problem with this as long as we received a letter stating the town would not be responsible for damage, that they do not park on the lawn, and that there is a timeline as to when it should be removed.

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

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

**HIGHWAY SUPERINTENDENT REPORT  
FORTOWN BOARD MEETING  
10/26/23**

Since the 9/28/23 TB meeting we have completed the following work:

- Inter-municipal Assistance
  - 9/28/23 2 Palmyra trucks to Arcadia to assist with Novachip paving
  - 10/4/23 1 Arcadia Roller/operator to assist Palmyra Hwy with shoulders - P.Gibson Rd
  - 10/5/23 1 Arcadia Roller/operator to assist Palmyra Hwy with shoulders - P.Gibson Rd
  - 10/11/23 1 Palmyra skidsteer/mill to Macedon to assist with milling rebates
  - 10/12/23 2 Palmyra trucks to Macedon to assist with paving
- **Winter Prep** – Over the past couple weeks, we have started installation of plows/wings and salters on various trucks. We currently have 1 Town and 1 Village trucks completely outfitted while others are in various states of setup. We will continue to prep more trucks in the coming weeks. Our sand and salt barns are fully stocked.
- **Roadside mowing** – Our roadside mowing program will be coming to an end soon. Chris Bratt continues to do an excellent job and we intend to have him back for another season next Spring. Once our trucks are completely setup for winter, we intend to continue brush mowing thru this Fall.

- **Red Barn Repairs** – Marion Garage Door installed the new OH Door opener earlier this month and the highway crew installed the mandoor. The entire front of the barn has been repainted and part of the north side. Essentially all repairs are complete. We are still hoping to resume our north-side lean-to project for salter storage.
  
- **Training**
  - 9/27-29/23 - I attended our 94<sup>th</sup> Annual Fall Highway Conference and Education Symposium
  - 10/12/23 – NYMIR webinar refresher on Sexual Harassment & Discrimination for entire crew
  - 10/17/23 – NYMIR Safety During Snow & Ice Removal Operation training for entire crew. This event was held at the Town Hall for about 80 attendees from surrounding municipal hwy departments.
  
- **Garnsey Road Landfill Project** – On 10/10, we started clearing operations on the former landfill site along the north side of Garnsey Road. Mike Greene from Greene Land Surveying delineated the property boundaries. Along with our own mini excavator and brush mowing attachments, we rented a forestry cutting unit from Admar along with a Marshall Tree slicer unit from DJM Equipment for this clearing project. On 10/18, our representative from LaBella Associates met with us to check on progress. On 10/19, the NYS DEC walked the site with us, reviewed our efforts and erosion control measures. We should be nearing completion this week. After that, LaBella will continue with site investigation and survey work. No Trespassing signs have been installed around the perimeter of the site.
  
- **E-Waste Event** – On 10/18 and 10/19, we (along with SunKing) held our first drive-thru electronic waste collection event at the Palmyra Highway Department. We dedicated two employees to the event and over the 2-day event we had over 112 residents and filled 23 boxes/pallets with old electronics. SunKing is bringing a tractor trailer to pick up the boxes today.
  
- **Sanitary Sewer Project Update** – Villager Construction has finished installation of the 24” PE Forcemain on our Quaker Road from near Division Street, under Maple, all the way to Walworth Road. They are stopping at Walworth Rd for now and coming back to Division St next week to go under the intersection and into Garlocks. They will continue thru Garlocks all the way to Kent Street and meet up with the 8” Forcemain coming from Marion. In Nov/Dec, they intend to drill under the Canal, starting from the south side, drilling north towards Kent Street. They do not intend to disturb any more of Kent Street until after the winter plowing season. Next Spring they will install the 8”/24” in parallel under the northbound lane of Kent Street, under the Canal, to the project site

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



Electronics  
Recycling Event at  
Palmyra Highway



Garnsey Road  
Landfill Clearing

Supervisor Rose told Mr. Boesel that he was interested in how the new cutting edges will work on the plow. Now that they have gone to the blade with 1-foot increments on springs, this should work better on uneven surfaces. Superintendent Boesel also stated that the highway department is looking to fill a position for the winter season that with the hopes that with the retirements that will be coming up in that department early next year, they will maybe be able to eventually fill a permanent position. We have collected numerous applications.

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

**1. Town Clerk Report for September and October:**

**Town Clerk's Office Report  
For October 2023**

September was as usual, very busy with hunting & fishing licenses, and school taxes! By the end of September, we had collected \$16,923,277.94 of the \$18,627,727.80 total warrant. Approximately \$9,500,000.00 of payments from the larger mortgage brokers, mail, and public were received in the last week of September! Once again, Heidi J. & Heidi S. did a fantastic job helping the *hundreds* of people that came in at that time, and keeping up with opening mail, and then sending out the tax receipts after I had entered the payments in those last penalty free days. In between all of that were budget workshops, and the end of September was also the last days for DMP's ("Doe" permits) and water payments! I am anticipating having the office open at 6:30 AM on Thursday November 1<sup>st</sup>, so our local hunters will have the opportunity to purchase the "first come first serve" second round of DMP's.

We have continued to pursue past due dog owners, which has not only alerted us to dogs that are no longer here but has reminded owners that they need to pay their licensing fees. In August we sold 85 licenses totaling \$700.00, misc sales, including marriages licenses, hunting/fishing, EZ Passes, vital record requests, Bingo proceeds, Zoning etc – added an additional \$7,814.93. Total check disbursements for the month of August totaled \$8,514.93. In September we sold 93 licenses totaling \$768.00, misc sales, including marriages licenses, hunting/fishing, EZ Passes vital record requests, Bingo proceeds, Zoning etc – added an additional \$9,921.17. Total check disbursements for the month of September totaled \$10,689.17.

So far, October has kept this office busy playing catch up with the many other things we take care of on a regular basis, licensing, numerous legal notices, resolutions, FOIL requests, local laws, etc. and further collection of taxes.

The village clerk, representatives from MRB, and I had a pre-meeting before the first Comprehensive Plan Steering Committee meeting on October 23, 2023, here at the Palmyra Town Hall. It was a thorough roundtable of what, where, and how the plan will come about. Councilman Pipitone, Trustee Luke, Village Clerk Wetherby and I excused ourselves just before the committee began the "Cascading Exercise" so that they could

speak freely. Government employees and elected officials will not be regular attendees at those meetings for that reason.... we are available to help facilitate meetings and information, and the village clerk and I will continue to meet monthly with MRB prior to the committee meetings.

Irene Unterborn  
Palmyra Town Clerk

**2. Building update:** Furnace Cleaning is scheduled for December 18 & 19, 2023, and the Town Clerk will research a new agreement with Air Quip.

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

**1. Comprehensive Plan:** Councilman Pipitone and the Town Clerk attended the kickoff meeting for the Comprehensive Plan that was on October 23, 2023. The 2004 Comprehensive Plan and maps were sent to the members for reference before the next meeting in November. When they are made available from MRB, meeting notes will be available on the Town website. Mr. Pipitone thanked the Town Clerk for the work she has put into facilitating this.

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

**1. Assessor's Report for October:**

**REPORT TO THE TOWN BOARD  
FROM THE ASSESSOR'S OFFICE  
October 24, 2023**

I [Paula] am traveling to Syracuse on 10/25/2023 to test out for a Mass Appraisal class.

On 11/1, I expect to participate in an online seminar through the NY State Assessors Association to review the new income guidelines for the Partial Senior Exemption.

On 10/10 I attended the Wayne County Assessors Association meeting in Lyons. Continued discussion regarding changes to the Senior Exemption. There are some local decisions that we will need to make regarding changes in acceptable income. I will provide more information on that in the next month. I apologize as I mentioned this last month but information regarding this continues to evolve.

Julie has planned vacation for 10/31-11/3.

We have processed September sales. 5 Village and 10 Town sales. There was a Parcel split and a Parcel merger request.

I have been working on gearing up to transfer our file to the County in November for County/Town Tax bills.

The following are the sales/transfers for the month of September.

September 2023 Sales/Transfers						
MAP #	HS #	STREET		SALE \$	SALE DATE	TAV 2024
647367-1116262	149	Fayette St	**	150,000	09/06/2023	142,300
64111-10-361559	130	Hyde Parkway		177,500	09/06/2023	117,700
65111-09-056554	414	Vienna St	**	70,000	9/7/2023	145,400
64111-07-681752	134	Canal St	**	51,800	9/22/2023	84,900
64111-12-756642	138	Fayette St	**	96,900	9/5/2023	104,900
66112-00-647475	4655	S Creek Rd	**	1	9/25/2023	113,300
64112-00-321651	0	Macedon Center Rd	**	1	9/26/2023	34,700
65112-00-283556	0	Route 21	**	20,000	9/20/2023	28,600
67112-00-107748	2352	Hazen Ln		240,000	9/14/2023	161,700
64111-19-654163	1094	Route 21 S		187,000	9/7/2023	180,200
64112-15-523307	2001	2001 Meadow Dr		225,000	9/1/2023	206,500
66112-15-715465	4710	Tellier Rd		130,000	9/6/2023	163,500
65111-00-00931	1711	Walker Rd	**	1	9/7/2023	288,100
64111-00-983940	00	Walker Rd	**	1	9/7/2023	34,300
65111-09-220572	3511	Vienna St		120,000	9/1/2023	150,000
TAV - Total Assessed Value			**	Indicates a Non Arms Length sale/Transfer		

Please let me know if you have any questions.

Thank you,

Paula Ruthven

**2. CEO Report for October:** Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates of compliance for September 26th, 2023, through October 25th, 2023.



**3. Minutes from Zoning Board Meeting from October 2023:** None for this month.

**4. Minutes from Planning Board Meeting from October 10<sup>th</sup>, 2023:** The minutes for the Planning board meeting were shared with the town board.

#### **INFORMATION**

1. **Palmyra Community Library Trustee Election:** An election for trustees was held at the Palmyra Community Library, Palmyra, NY 14522, on October 10, 2023. The result of the Election of Three Trustees: (4-year term – Nov. 1, 2023 – Oct. 31, 2027) showing that candidates Edward Doyle received 44 votes, Kathryn Pray received 43 votes, Sharon Sweeney received 45 votes, and Craig Skinkle received one write in vote, along with the signatures of the two Election Officials: Cheryl Deys and Jeanette Eckert, was received on October 13, 2023.
2. **Polling Location:** Districts 1,2, & 3 that normally vote at the Village Fire Department are being moved to the Community Center on Stafford Rd.

#### **TOWN AGENDA ITEMS**

1. **Approve: 2024 Budget Hearing Date:** Todd Pipitone made the motion to approve the 2024 Budget Hearing and Town Board meeting to be held on November 9<sup>th</sup>, 2023, at 7:00 PM at the Palmyra Town Hall.

Second: Doug DeRue      Vote: 4 Ayes. Carried

2. **Approve: Integrated System Professional Agreement:** Todd Pipitone made the motion to approve the supervisor to sign the Professional Service Agreement with Integrated Systems, with a block of 50 hours, not to exceed \$4,750.00.

Second: Brad Cook      Vote: 4 Ayes. Carried

**MOTION TO APPROVE CLAIMS AND EXPENDITURES**

Todd Pipitone made the motion to approve the October 2023 claims and expenditures – Vouchers #2023-1044 through #2023-1137 totaling \$332,538.60.

Second: Jim Welch

Vote: 4 Ayes. Carried

**MOTION TO ENTER INTO EXECUTIVE SESSION**

At 7:20 PM, Todd Pipitone made the motion to enter executive session to discuss matters of particular personnel, and asked Mike Boesel to join them.

Second: Brad Cook

Vote: 4 Ayes. Carried

The Supervisor stated there would be no decisions made after the executive session.

**MOTION TO EXIT OUT OF EXECUTIVE SESSION**

At 7:32 PM, Todd Pipitone made the motion to exit executive session.

Second: Jim Welch

Vote: 4 Ayes. Carried

**MOTION TO ADJOURN**

At 7:33 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Jim Welch

Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn  
Town Clerk

**NEXT Meeting:**

**PRELIMINARY BUDGET HEARING & TOWN BOARD MEETING**

**Thursday, November 9<sup>th</sup>, 2023 7:00 PM – Palmyra Town Hall**

**REGULAR TOWN BOARD MEETING**

**Tuesday, November 21st, 2023 7:00 PM – Palmyra Town Hall**