

**REGULAR MEETING OF THE TOWN BOARD
JULY 28, 2005**

The regular meeting of the Town Board, Town of Palmyra, scheduled to be held on Thursday, July 28, 2005, at the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, NY, was called to order at 8:00 p.m. by Town Supervisor David C. Lyon.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Upon roll call, the following board members were present:

- David C. Lyon, Supervisor
- Kenneth Miller, Councilman
- Dave Nussbaumer, Councilman
- James Welch, Councilman
- Michael Lambrix, Councilman

ROLL CALL

Also attending the meeting:

- Michael Boesel Palmyra Highway Superintendent
- Robert Grier Palmyra Code Enforcement/Zoning

ATTENDANCE

Motion was made by David Nussbaumer to approve the minutes of the June 23, 2005 meeting of the Town Board.

**MTN: APPRV
6/23/2005 MTG
MINUTES**

Second: Ken Miller

Vote: 5 ayes. Carried.

COMMUNICATIONS

1. Letters from NY State Senator Mike Nozzolio: A letter to Supervisor Lyon was received supporting the town's request for speed reduction on Route 21, south of the village to the town line. Also received were copies of letters he wrote on the town's behalf to James Brady, Wayne County Highway Superintendent and to Charles Moynihan, Regional Director at the NY State Department of Transportation in Rochester.

LETTERS FROM SENATOR NOZZOLIO SUPPORTING ROUTE 21 SPEED REDUCTION

LETTER FROM ASSEMBLY-MAN OAKS SUPPORTING ROUTE 21 SPEED REDUCTION

- 2. Letter from NY State Assemblyman Bob Oaks: The town received a copy of a letter which Assemblyman Bob Oaks wrote on the town's behalf to Charles Moynihan, Regional Director at the NY State Department of Transportation in Rochester concerning the Route 21 speed reduction.

REPORTS OF STANDING COMMITTEES

Buildings and Grounds Committee – Kenneth Miller, Chairman

AUXILIARY VENTING IN TOWN HALL COMPUTER ROOM

In Ken Miller's report of open action items this month, he said the town might have to put in auxiliary venting in the Town Hall's computer room. Heat generated by the computer and telephone equipment in the room appears to have overcome the capacity of the room to cool it. He will follow up on this and report back to the board.

Highway Committee – Michael Lambrix, Chairman

HIGHWAY DEPT. JULY REPORT

- 1. Highway Department monthly report: Mike Boesel submitted his July report, listing projects the crew has worked on throughout the month. Slope work on Goldsmith and Shilling Roads were done in cooperation with the Wayne County Soil and Water Conservation District. East Palmyra-Port Gibson Road is closed through August 10th for work on the Canalway Trail. The NYS DOT is using some town guardrails to train their employees on correct brush-clearing procedures.

- 2. Excavation Permit—NYSEG: The following Excavation Permit was received from New York State Electric & Gas (NYSEG):

NYSEG REQUEST FOR PERMIT TO EXCAVATE AT 1815 DIVISION STREET

Town of Palmyra Highway Permit/Work Order #1000020386

EXCAVATION PERMIT

"TO THE BOARD OF TRUSTEES OF THE TOWN OF PALMYRA, The Undersigned hereby makes application for permission to excavate two 4' X 4' openings off of the pavement for the purpose of installing a new ½"

mp-poly gas service that will serve one new residential customer at 1815 Division Street in Palmyra.

"In consideration of the granting of such permission and other good and valuable consideration, the applicant agrees as follows:

1. "All work shall be done in a good and workmanlike manner and in such manner as to interfere as little as possible with the customer use of the street, and shall be completed within ninety days from the date of granting the permit, unless such completion shall be delayed because of conditions or circumstances arising beyond the control of the applicant which renders it impossible in the exercise of reasonable diligence for the completion of same.
2. "The applicant shall observe all laws of the State of New York and ordinances of the Town of Palmyra in connection with the performance of the said work, and shall keep and maintain sufficient barricades about the work at all times and shall place sufficient warning lights at night on all exposed places to warn and guard travelers against possible accident or injury.
3. "The applicant shall indemnify and save the Town of Palmyra harmless from and against any and all suits, claims and actions, and any and all loss or damage which the said NYSEG may suffer or incur by reason of injury to persons or property resulting from the performance of the said work, or because of any excavation or obstruction which may exist in connection with the progress of said work, or from any claim made because of insufficient guarding or lighting thereof.
4. "Upon the completion of the said work, the applicant agrees to restore the street or pavement to its original condition in a manner satisfactory to the Superintendent of Highways."

DATE: 7/26/05 NEW YORK STATE ELECTRIC & GAS
 Applicant: Kevin M. O'Shea, Supervising Technician
 Address: 152 Border City Road
 Geneva, NY 14456

Approved By: David C. Lyon (Palmyra Town Supervisor) Date 7/28/05

Motion was made by Mike Lambrix to approve the Excavation Permit with NYSEG.

Second: Ken Miller

Vote: 5 ayes. Carried.

**MTN: APPROVE
EXCAVATION
PERMIT FOR
1815 DIVISION
STREET WITH
NYSEG**

3. Fall Highway Conference: Mike Boesel requested the board's approval for his attendance at the Fall Highway Conference in Lake Placid. Given the costs of lodging and food, his request

MTN: HWY.
SUPT. ATTEND
FALL HIGHWAY
CONFERENCE
NOT TO EXCEED
\$650

"not to exceed \$650" was discussed. Mike Lambrix made the motion for Mike Boesel to attend the Fall Highway Conference at a cost not to exceed \$650.00.

Second: Jim Welch

Vote: 5 ayes. Carried.

Planning Committee – James Welch, Chairman

Councilman Jim Welch noted copies of the Comprehensive Plan provided this evening to each board member. Copies were made during July from the CDs provided by Stuart I. Brown Associates, Inc. Discussion by the board concerning the cost to the public for copies. They placed the cost for each Comprehensive Plan at \$25. This amount would cover the town's cost of printing them, including the large color maps, and binding.

MTN:
COMPREHEN-
SIVE PLAN
BOOKS
AVAILABLE TO
PUBLIC AT \$25
EACH

Dave Nussbaumer made the motion to provide copies of the Palmyra Comprehensive Plan at a cost of \$25 to the public.

Second: Mike Lambrix

Vote: 5 ayes. Carried.

Zoning Committee – David Nussbaumer, Chairman

CEO REPORT
FOR JULY

1. July's CEO Report: was submitted by Code Enforcement/ Zoning Officer, Bob Grier. Board members asked Bob what the next project is for his office. He said updating the Zoning Ordinance is the next step. He added he would like individual parcels marked as to how to be zoned.

PALMYRA INN
UPDATE

2. Palmyra Inn Update: Board members asked about the status of the Palmyra Inn construction. Grier said the target opening date is August 8. Their "grand opening" date is scheduled for mid-September.

CONIFER
PROJECT
STATUS ON
DIVISION ST.

3. Conifer project update: Grier said the Conifer project on Division Street is moving along, with six buildings planned—five apartment buildings and one community center. Ken Miller asked if there is a target date for starting construction. Grier said the start of the site work should be by August 15.

INFORMATIONAL ITEMS

1. Assessor's Report for July: Elaine Herman, Palmyra Assessor, submitted her report of activity in her office during July. The final assessment roll was filed on time, and assessor's reports have been mailed and received by the State as required. Minor small claims and Article 78 items are all that is left from this past year.

**ASSESSOR'S
REPORT FOR
JULY**

2. Town Clerk's Office Report for July: Information about the doings at the Town Clerk's office include web site, grants, genealogy, and an update of this year's tourist activity thus far, and how it is benefiting local businesses. A *"Palmyra Reference Guide: Answers to Questions and Emergency Information"* booklet was distributed to business owners. Status of grants from previous years and the announcement of funds received in this year's grant cycle are included.

**TOWN
CLERK'S
OFFICE
REPORT FOR
JULY**

The Information Center was especially busy during Pageant weeks providing brochures, maps and booklets to visitors. A community volunteer helped out by answering questions.

3. Wayne County Fair parade reminder: The town board was reminded about the parade on Friday, August 19, at 7 p.m. All who will be participating are to meet at the Fire Hall at 6:30 p.m.

**WAYNE
COUNTY FAIR
PARADE
REMINDER**

4. Bridge closing: Since the bridge on East Palmyra-Port Gibson Road is closed from July 27th through August 10th for installing a tunnel under the roadway to complete the Erie Canalway Trail from Palmyra to the Arcadia town line, detours around the construction site are in place.

**BRIDGE
CLOSING ON
PORT GIBSON
ROAD FOR
CANALWAY
TRAIL CONS-
TRUCTION**

AGENDA ITEMS

1. Economic Development proposal—Kiosk for Town Hall: The lack of a 24/7 information facility in Palmyra, which includes maps and brochure racks of local businesses, is an idea which can be implemented at the Town Hall, because of its location on Route 21. Town Clerk Lynne Green showed pictures to board members of kiosks which are commercially available. The

**INITIAL
PROPOSAL
FOR OUTSIDE
INFORMATION
KIOSK AT
TOWN HALL**

thought that this might be built for less money is something she is pursuing. Board members did not make a motion at this time, but asked her to bring detailed specifications to the board for further consideration. Checking out other funding sources was also suggested.

2. Stand-by, part-time help for Town Clerk's office: With the busiest time of the year coming up in September (hunting licenses, school tax collection, water payments, dog licenses, marriage licenses, etc.), Clerk Green asked board members to approve hiring someone to be available on a stand-by, part-time basis. The recommendation was made to hire Irene Unterborn at a rate of \$8 an hour to fill this position. Funds were allocated in this year's budget for those times which are especially busy, and to provide trained help during illnesses and vacations.

**MTN: HIRE
IRENE
UNTERBORN
FOR PART-TIME
HELP AT TOWN
CLERK'S OFFICE**

Dave Nussbaumer made the motion to hire Irene Unterborn on a stand-by, part-time basis, at a rate of \$8 per hour, for the Town Clerk's office.

Second: Mike Lambrix

Vote: 5 ayes. Carried.

3. Upgrade two PCs in Clerk's office to Windows 2000: There are two PCs in the Town Clerk's office which are still running on Windows 98 software. All the others have been upgraded to Windows 2000. It is proposed that the remaining two be upgraded in time for the upcoming school tax collection season.

**MTN: UPGRADE
2 PCs IN TOWN
CLERK'S OFFICE
TO WINDOWS
2000**

Ken Miller made the motion that two PCs in the Town Clerk's office be upgraded to Windows 2000, with software costs not to exceed \$500.

Second: Mike Lambrix

Vote: 5 ayes. Carried.

4. Donation of books to the Palmyra Historian's office: Raymond LeRoy, long-time Palmyra resident, now living at the DeMay Living Center, has donated three books of local interest to the Town of Palmyra: *The Erie Canal* by Samuel Hopkins Adams; *Palmyra and Vicinity* by Thomas L. Cook (1980 edition); and *History of Wayne County* (1976 edition).

Mike Lambrix made the motion to accept this donation to the town from Ray LeRoy with thanks.

MTN: ACCEPT GIFT OF 3 BOOKS FROM RAY LEROY

Second: Dave Nussbaumer Vote: 5 ayes. Carried.

- 5. Authorize to bid for roof replacement: Specifications were received this week from MRB Group for roof replacement at Town Hall. Since work on this project needs to be completed by winter, authorization was needed to advertise for bids.

Ken Miller made the motion to advertise for bids, with publication in the *Courier-Journal* to be in the August 10th edition, and bid opening to be held August 31st.

MTN: AUTHORIZE ADVERTISING FOR BIDS FOR TOWN HALL ROOF REPLACEMENT

Second: Dave Nussbaumer Vote: 5 ayes. Carried.

Discussion then turned to consider having a special town board meeting on Thursday, September 1st, specifically for awarding the bids, having the work start by mid-September, and completed by mid-November.

- 6. Approve Abstracts #84 (for vouchers already paid) and #85 (for vouchers to be paid): Dave Nussbaumer made the motion to approve the claims and expenditures shown on Abstract #84, which includes Voucher Numbers 6350 through 6359, for a total amount of \$410,053.18; and Abstract #85, which includes Voucher Numbers 6360 through 6425, for a total amount of \$47,549.09.

MTN: APPROVE ABSTRACTS #84 AND #85

Second: Mike Lambrix Vote: 5 ayes. Carried.

- 7. Motion to Adjourn: At 8:44 p.m., Dave Nussbaumer made the motion to adjourn the meeting.

MTN: ADJOURN MEETING

Second: Mike Lambrix Vote: 5 ayes. Carried.

Respectfully submitted,

Lyndall Ann P. Green
Palmyra Town Clerk

**NEXT MEETING: THURSDAY, AUGUST 25, 2005, AT 8:00 P.M.
PALMYRA TOWN HALL**