

**REGULAR MEETING OF THE TOWN BOARD**

**PALMYRA TOWN HALL  
DECEMBER 22, 2011**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, December 22, 2011, at the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York.

**CALL TO ORDER**

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

**PLEDGE TO THE FLAG**

Upon roll call, the following board members were present:

- Kenneth F. Miller, Supervisor
- James T. Welch, Deputy Supervisor
- David M. Nussbaumer, Councilman
- Todd J. Pipitone, Councilman

**ROLL CALL**

Councilman Michael C. Lambrix was excused.

Also attending the meeting: John Rush, East Palmyra Resident

**ATTENDANCE**

One motion was made by Todd Pipitone to approve the minutes of the October 27, the November 10, and the November 22, 2011 meetings of the Town Board.

**MTN: APPROVE MINUTES OF 10/27/2011, 11/10/2011 AND 11/22/2011 MEETINGS**

Second: Jim Welch

Vote: 4 Ayes. Carried.

**COMMUNICATIONS**

1. **Wayne County Sheriff's Office Report:** The November report of the Wayne County Sheriff's office listed "Tickets by Town" and his November Sheriff's Monthly Column.
2. **NY Department of State letter:** The Town received a letter stating that Local Law #1 for 2011 had been filed in the Department of State office in Albany on November 7, 2011. Shortly after we received it, we had a surprise visit from a representative of the NY State Comptroller's office. She goes from town to town to make sure all the steps had been done properly in approving the local law about the 2% tax cap to local budgets, including public hearing and procedures. Ken stated, "Everything was correct." There were no problems.

**WAYNE COUNTY SHERIFF'S OFFICE REPORT**

**LOCAL LAW #1 FOR 2011 FILED IN ALBANY. ALL STEPS AND PROCEDURES FILED CORRECTLY**

## REPORTS OF STANDING COMMITTEES

### Economic Development, Appeals and Town Clerk's Office Committee – Todd Pipitone, Chairman

#### TOWN CLERK'S OFFICE REPORT FOR DECEMBER

1. **Town Clerk's Office Report for December:** Councilman Todd Pipitone suggested Board members read the report, with topics that include upcoming town/county tax collection—and new software, dog licensing update, records management projects, and upgrades to our department PCs. By year end, we expect to have about 1200 dogs' information updated.

#### NEW TAX COLLECTION SOFTWARE REQUEST

2. **New Tax Collection Software:** Software has changed at the County level, and more user-friendly software was needed to handle the thousands of tax bills we process for town/county and school. Ken stated that Irene and Lynne put together a comparison of cost per transaction. They found it was 3 to 4 times longer for current county software. Todd Pipitone asked if there could be a cost savings report in the future. Williamson Law Book's tax collection software is our choice for processing tax payments. We ask approval by the Town Board to purchase this software.

### Highway Committee – James Welch, Chairman

1. **December Highway Report:** Although Highway Superintendent Mike Boesel was not in attendance this evening, he submitted the following report from November 22 to December 22:

#### DECEMBER HIGHWAY REPORT

Highway Superintendent Report  
For Town Board Meeting on 12/22/2011

Since the 11/22/11 meeting we have completed the following work:

- Fleet Maintenance – all trucks
- Tree work – Garnsey, Palmer, Eckert, Hogback, Quaker

Other miscellaneous items include:

- **Hauling** – We intend to start hauling surface treating stone as the weather permits.

- **Winter Fleet Preparations** – Over the past 30 days we have continued with general maintenance on the entire fleet. We recently completed the installation of plow refurbish kits to T 10, 12, 14, 22 and 28.
- **Salt Orders** – To date this year we have ordered 250 tons of our 3300 ton allotment. I intend to place a salt order soon to fill the barn, now that we have entered the 2012 budget.
- **Snow Fence** – We have most of our snow fence installed now, but there are still some fields that are too wet and we may not complete our installations.
- **Treework** – As time and weather permits throughout the winter we will be performing some treework on our roads and some continued brushmowing. We recently trimmed trees that have been grazing the plow trucks on Garnsey, Palmer, Eckert, Hogback and Quaker Roads.
- **Street Lights** – Tomorrow morning we intend to survey the entire Town/Village for street lights and submit a list of lights to NYSEG.
- **Roof repairs** – I am hoping to have some temporary repairs completed over the next couple weeks and will continue to review our options for permanent repairs over the winter.
- **Fuel Island Upgrades** – We are working with the contractor, Northeast Petroleum Technologies Inc., to have the improvements made sometime in January. I will keep you posted.
- **T16 – 2012 New Ford F550** – Our new truck arrived much earlier than anticipated, on 12/6/11. I am in the process of scheduling the dump body transfer and snow plow transfer.

**DECEMBER  
HIGHWAY  
REPORT**

2. **Purchase of New Ford F-550 Truck:** The new truck arrived on December 6—well ahead of schedule. Mike Boesel got four quotes to change the dump body. By doing so, over \$3,000 were saved than had been anticipated. The plow will be taken from the old truck and put on the new one, to be ready for the winter season.

**NEW TRUCK  
UPDATE**

**Facilities, Operations and Planning Committee  
– Mike Lambrix, Chairman**

1. **No Planning Board Meeting:** In Mike Lambrix’s absence, Ken Miller informed Board members that there was no Planning Board meeting in December.

**NO PLANNING  
BOARD  
MEETING**

**REPLACEMENT  
OF EMERGENCY  
LIGHTS AND  
EXIT SIGNS AT  
TOWN HALL**

2. **Town Hall issues:** Ken Miller has scheduled replacement of the emergency lights and Exit signs around the building. Many Exit signs' light bulbs are out, which is out of code compliance. A representative of PATI Fire and Safety, the company that services Town Hall's fire extinguishers, said they are able to bring the lighted signs up to code, so Bob Grier took her around the building to show her what needed to be done. Ken received a quote from them with two options for the upgrade and lighting inspection for the Board to consider.

**REPAINTING  
AND RELAMPING  
OF PARKING  
LOT LIGHT  
POLES**

3. **Parking Lot Light Poles:** Ken told the Board the Highway Department has been taking down parking lot light poles, two at a time, then taking them to the Highway Department to repaint them. Many poles have shown peeling paint over the years, so this project is to sand, prime, paint and re-install them. Ken also asked them to relamp the lights, as long as they are being worked on.

**SAVINGS IN  
ENERGY FOR  
TOWN HALL**

4. **Savings in Energy for Town Hall:** A year ago, the Town contracted with BlueRock Energy, Inc., with the hope there could be savings in gas and electric usage at Town Hall. BlueRock's representative, Jason Starzyk, provided a summary of Energy Savings for the Town from 1/1/11 - 12/1/2011, and estimates \$1963 in electricity and \$285 in gas savings. Ken says if the Town wishes even further savings, "blocks of energy" can be purchased. This can be done at the January Board meeting. BlueRock also provides residential energy service.

**Zoning and Assessor's Office Committee  
– David Nussbaumer, Chairman (excused)**

**ASSESSOR'S  
OFFICE REPORT**

1. **Assessor's Office Report:** There was no Assessor's Office report for December.

**CODE  
ENFORCEMENT/  
ZONING OFFICE  
REPORT**

2. **Code Enforcement/Zoning Office Report:** CEO Dan Wooden was unable to attend the meeting, but submitted a list of permits issued for December.

**ZONING BOARD  
MEETING**

3. **Zoning Board Meeting:** There was no Zoning Board meeting in December.

- 4. **Zoning Board Vacancy Update:** Ken stated the Zoning Board vacancy has not yet been filled, although he is interviewing. He hopes to have information in January.

**ZONING BOARD  
VACANCY  
UPDATE**

**INFORMATIONAL ITEMS**

- 1. **Resignation of Nelson Cook from County Boards:** Former Palmyra Highway Superintendent Nelson Cook has been serving on the Wayne County Planning and Review Boards since his retirement with the Town. On December 12, he submitted his resignation from those boards. Our offices received a copy of his resignation letter. The Town Board was impressed with his continued service to the County, and asked that the Town Clerk create a resolution to thank him for representing Palmyra on these boards:

**NELSON COOK  
RESIGNATION  
FROM COUNTY  
PLANNING AND  
REVIEW  
BOARDS**

**RESOLUTION**

*WHEREAS, retired Palmyra Superintendent of Highways, Nelson F. Cook, has maintained his interest in volunteer work in Wayne County; and*

*WHEREAS, Nelson F. Cook was appointed to represent Palmyra on the Wayne County Planning Board; and*

*WHEREAS, Nelson F. Cook was appointed to represent Palmyra on the Wayne County Review Board; and*

*WHEREAS, Nelson F. Cook has submitted his resignation from both Boards, effective January 1, 2012;*

*NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Palmyra hereby thanks Nelson F. Cook for the time and energy during his service on these two Wayne County boards; and*

*BE IT FURTHER RESOLVED, that the Town Board of the Town of Palmyra commends Nelson F. Cook for representing Palmyra at the Wayne County level, and wishes him continued success in his retirement.*

**TOWN  
RESOLUTION OF  
THANKS TO  
NELSON COOK  
FOR  
REPRESENTING  
PALMYRA ON  
THESE BOARDS**

*December 22, 2011*  
**BY ORDER OF THE TOWN BOARD**

The Town Board directed the Town Clerk to send the resolution to Nelson. Ken said the County had also made a resolution thanking Nelson. Board members next discussed who would represent Palmyra on these boards. While the Town may make recommendations for a replacement, it is up to these boards to make the final appointment.

**PALMYRA  
COMMUNITY  
LIBRARY BOARD  
MINUTES FROM  
11/17/2011**

2. **Palmyra Community Library:** Minutes from the November 17, 2011 meeting of the Palmyra Community Library Board of Trustees were included in Board members' packets this evening. It was also noted that today marked the opening of the new location for the Palmyra Community Library at 402 East Main Street.

**OATHS OF  
OFFICE NEED TO  
BE SIGNED BY  
ELECTED  
OFFICIALS**

3. **Oaths of Office from Board of Elections:** Town officials who were elected in November were sent two copies of an Oath of Office, which are to be signed and notarized. They should then be forwarded: one to the local Town Clerk's office, and the other to the Wayne County Board of Elections. As of the Board meeting, only two officials had done so.

**RECENTLY-  
ELECTED OR  
APPOINTED TO  
FILL OUT  
3-MONTH  
CALENDARS**

4. **3-Month Calendars for Salaried Employees:** Town Clerk Lynne Green has three months of 2012 calendars for Town employees who participate in the New York State Retirement System, who have recently been elected or appointed, and who have not yet filled out the calendars within the last 8 years. These must be filed with the State after the three months are completed.

**FOLLOW-UP TO  
MERCY FLIGHT  
LETTER TO  
BOARD**

5. **Response to Mercy Flight Letter:** At the October 27<sup>th</sup> meeting of the Town Board, Board members asked that a letter be sent to Mercy Flight requesting them "to notify us of their need before next year's budget is prepared, and ask them why there are so many write-offs for their service." The requested letter has been sent, and a copy was included in tonight's packets to Board members.

**CONGRESS-  
WOMAN ANN  
MARIE BUERKLE  
DATES AT TOWN  
HALL**

6. **Congresswoman Buerkle at Palmyra Town Hall in 2012:** The office of Congresswoman AnnMarie Buerkle set up dates that her staff members would visit constituents in the Palmyra area. She may or may not be available to attend: on January 19, March 15, May 10, July 5, August 30, and October 25, from 1 to 3 p.m., in the Large Meeting Room.

**WAYNE COUNTY  
EMS ADVISORY  
BOARD REPORT  
FOR NOV. 16**

7. **Wayne County EMS Advisory Board Report for November:** John Rush, Palmyra's representative to the Emergency Management System Advisory Board, discussed the report he submitted to the Town Board. He said the East Palmyra Fire Department is currently filling out State forms to recertify as primary responder to answer emergency calls.

- 8. **Town Officials Schools:** Board members received a notice that *Town Officials Schools* will be available in Rochester on January 4-6 and in Albany on January 11-13. They are sponsored by the Association of Towns.

**TOWN OFFICIALS SCHOOLS AVAILABLE**

- 9. **Public Input:** John Rush was the only person in attendance at this Board meeting, and he had already left. No newspaper reporters were here either.

**NO PUBLIC INPUT**

**EXECUTIVE SESSION**

At 7:38 p.m., Councilman Todd Pipitone made the motion to enter Executive Session, in the Supervisor’s office, to discuss matters of personnel.

**MTN: ENTER EXECUTIVE SESSION**

Second: Dave Nussbaumer                      Vote: 4 Ayes. Carried.

At 8:02 p.m., Board members returned to the Large Meeting Room and Todd Pipitone made the motion to exit Executive Session.

**MTN: EXIT EXECUTIVE SESSION**

Second: Dave Nussbaumer                      Vote: 4 Ayes. Carried.

**AGENDA ITEMS**

- 1. **Addendum to Amended/Restated Agreement with WCWSA:** This item had been tabled since February. Ken had contacted Wayne County Water and Sewer Authority Director, Marty Aman, for a new copy of this agreement. No motion was offered.

**FOLLOW-UP ON TABLED AGREEMENT WITH WCWSA**

- 2. **Approve: Humane Society Agreement for 2012-2013:** The agreement with the Wayne County Humane Society expires at the end of 2011. Animal Control Officer Gary Rose looked over the agreement for 2012-2013, found it to be the same terms as the current one, and said it is ready for approval. Dave Nussbaumer made the motion to approve the agreement with the Wayne County Humane Society for their services in 2012-2013.

**MTN: APPROVE HUMANE SOCIETY AGREEMENT 2012-2013**

Second: Todd Pipitone                      Vote: 4 Ayes. Carried.

## ATTACHMENT A

The Humane Society Agreement for 2012-2013 is included with these minutes as Attachment A.

3. **Emergency Plumbing Repairs:** Plumbing issues at Town Hall needed to be addressed. Ken contacted Macedon Plumbing to assess what needs to be done. A verbal "ballpark" quote of \$2400 was given if the piping system currently works. If not, he estimated \$3600. There is no hot water currently, and he said he could install a hot water heater set on a timer from 6 a.m. to 9 p.m., which could save the town a bit on the water bill. Dave Nussbaumer made the motion to approve the emergency plumbing repairs.

MTN: APPROVE  
EMERGENCY  
PLUMBING  
REPAIRS TO  
TOWN HALL

Second: Jim Welch

Vote: 3 Ayes. Carried.  
Todd Pipitone voted Nay.

4. **Upgrade Exit/Emergency Sign Lighting Fixtures:** Per previous discussion, Dave Nussbaumer made the motion to approve the upgrading of the current Exit/Emergency signs at Town Hall, to bring them into code compliance, using Ken's recommendation to go with Option #1, for \$1,112.

MTN: UPGRADE  
EXIT/  
EMERGENCY  
SIGNS AT TOWN  
HALL

Second: Jim Welch

Vote: 4 Ayes. Carried.

5. **Tax Collection Software Purchase:** Per previous discussion, Todd Pipitone made the motion to approve the purchase of software for Tax Collection from Williamson Law Book Company. The initial cost of the software and installation is \$2,000, with an annual maintenance fee of \$350. This expense had not been foreseen when the 2011 budget was prepared.

MTN: APPROVE  
TAX  
COLLECTION  
SOFTWARE  
PURCHASE

Second: Dave Nussbaumer

Vote: 4 Ayes. Carried.

6. **Commendation to Nelson Cook:** Per previous discussion, Dave Nussbaumer made the motion to approve the resolution commending Nelson Cook "for the work he's done" representing Palmyra on the Wayne County Planning and Review Boards.

MTN: APPROVE  
RESOLUTION OF  
COMMENDATION  
TO NELSON  
COOK

Second: Todd Pipitone

Vote: 4 Ayes. Carried.

