

**REGULAR MEETING OF THE TOWN BOARD  
PALMYRA TOWN HALL  
February 24, 2022**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, February 24, 2022, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

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

Upon roll call, the following Board members were present:

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

Motion was made by Todd Pipitone to approve the minutes of the Town Board meeting which took place on January 27, 2022.

Second: Brad Cook                      Vote: 3 Ayes. Carried

Councilman Pipitone abstained as he was absent.

**ATTENDANCE**

Also in attendance: Resident Marc Carrier 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 for the board members prior to the meeting.

**PUBLIC INPUT**

There was no public input at the meeting.

**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:**

**-Kenneth Miller, Chairman**

**1. Out of District Water User:** There will be a vote this evening for an out of district water user at 2905 LeRoy Rd. This new house on LeRoy Rd. is on the corner, and will be fed from the Maple Avenue water line.

**Human Services: Town Clerk, Archives, and Town Hall Facility**

**-Councilman Bradley Cook**

**1. Town Clerk Report for February:**

**TOWN CLERK OFFICE REPORT TO THE BOARD**

**FEBRUARY 2022**

January and February have been steady with Town and County tax collection as well as tax inquiries. The Wayne County Treasurers website has been down, so

many more are requesting last year's receipts before completing their income taxes. So far, since January 1, we have collected \$4,315,734.48 of the \$5,368,587.97 tax warrant, leaving just \$1,053,825.71 to be collected until the final deadline of March 31<sup>st</sup>. One half of the total warrant was received in the last week of January alone!!

Through dog licensing in January, we sold 86 licenses totaling \$675.00, misc sales – FOIL requests, marriage licenses, hunting/fishing, vital record requests, zoning etc- added an additional \$3,214.90. Total check disbursements for the month of January were \$3,889.90. With the town tax receipts, we have included a small mailer to remind the public that all dogs need to be licensed annually, which has already resulted in numerous “new dogs” being registered with us. We have been working on many FOIL requests over the past few weeks.

Looks like I will finally be able to use the \$500.00 scholarship I received a couple years ago (pre-COVID) for the Town Clerk's Conference! This year's conference is taking place in Albany, April 24-27<sup>th</sup>, 2022. The board has already approved this budgeted expense (thank you!), but I will be able to offset some of the cost with the scholarship. As always, these meetings are very important as it is where I learn new rules, regulations, and laws that are essential to serving as Palmyra Town Clerk.

**2. Audit Forms:** All Audit forms have been received and filed in the clerk's office.

**3. Building Update:** There will be approval for a new postage meter this evening. We have had the same one for over ten years and can no longer be fixed!

**4. E-Scrap Event:** Though the Town Board and Highway Superintendent were in favor of a community wide E-Scrap Event for Camp Good Days and Special Times, we were told by the company that this could NOT be opened up to the public and could only be for town and village offices.

**Public Works: Highway Department, Equipment and Facilities**

**- Councilman James Welch**

**1. Highway Superintendent Report for February:**

**HIGHWAY SUPERINTENDENT REPORT  
FOR TOWN BOARD MEETING  
02/24/22**

Since the 1/27/22 meeting we have completed the following work:

- **Plowing/Sanding** –To date this winter season we have made a total of 71 trips out of the barn.  
A comparison to this point of the past 5 winter seasons is below:
  - February 2021 - 66 trips
  - February 2020 – 78 trips.
  - February 2019 - 99 trips.
  - February 2018 - 90 trips.
  - February 2017 - 68 trips.

Other miscellaneous items include:

- **Salt Orders** – So far for the month of February we have ordered 654 tons of salt. For the winter season we have received 1806 tons of our 2600-ton allotment, or approximately 69% of our allotment.
- **Advocacy Day - CHIPs Funding** – Our annual Advocacy Day in Albany typically scheduled for early March will be virtual again this year. However, last Friday, 2/18/22, a small group of us met with Assemblyman Brian Manktelow at the WC Hwy Dept. The week prior, 2/10/22, a large group of Wayne/Ontario/Livingston County Supts met with several legislators including Senator Pam Helming, at Canandaigua Hwy. Local media was also present. We remain very optimistic about all our ongoing programs including a new pot of money for potholes.
- **Hauling** – We have been hauling snow from the Village and Schools and sand as time has permitted.
- **Fleet Maintenance** – Over the past 30 days we have continued with general maintenance on the entire fleet after each plow run. We also need to bring in various 'summer'-related pieces of equipment for their annual servicing and maintenance work.
- **Tree Work/Brush Mowing** – Between snow events this month we have been performing some roadside brush mowing and tree work on Port Gibson Road, S.Creek Road, Palmer, Floodman and Hogback. We hope to continue with tree work as time and weather permit.
- **Truck Barn Projects** – Installation of the new 14-foot diameter fans started on 2/8/22 and is 50% complete at this time. I spoke with Pete Schiller this afternoon about the Boiler Project and he has the new boiler. I understand we are still waiting for additional pumps and associated parts before the project can be started. I hope to have more information tomorrow or early next week about a start date.
- **Palmyra Municipal Auction** – The date has been set for our 36<sup>th</sup> Annual event, Saturday May 14, 2022. I hope to have the Auction Contract for an upcoming agenda for approval.

- **Village Budget** – It's budget season in the Village.... meetings are ongoing.

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

Councilman Welch asked if we had budgeted \$2.50 for gas as he had just signed a voucher for \$2.60. He pointed out this was nobodies' fault ...at the town level...that fuel prices were so high, and there may need to be a budget adjustment for the second half of the year.

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

**1. Vienna Street Apartments:** Councilman DeRue gave an update on the Vienna Street Apartment Agreement. He met with the potential new owners, Heritage Affordable Communities, and reviewed the two main points necessary for the contract; 1) 10% of rent minus utilities paid to town, and 2) residents need to be 55 years old, or older. The did not have any issue with this, but did ask that it be re-assessed as it had not been done in years. Their attorney is currently working on updating an agreement. They also inquired whether or not there were additional properties for sale.

**2. Marquart Trailer Park:** Supervisor Miller spoke with the MRB Group to ask for an update of figures for the Marquart Trailer Park proposed sewer project. He was still waiting for an answer.

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

**1. Assessor's Office Report for February:** The assessors February report will be combined with the March report as she is busy finalizing the new assessment figures and letters to all home owners.

The assessor did ask to remind the board that there was still a need for two members of the Board of Assessment Review.

**2. CEO Report for February:** Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that included a list of building permits and certificates of compliance for January 25, 2022 thru February 22, 2022.

**3. Minutes from Zoning Board Meeting for February:** Minutes from the Zoning Board meeting from February 10, 2022 were shared with the board.

**4. Minutes from Planning Board Meeting for February:** Minutes from the Planning Board meeting from February 14, 2022 were shared with the board.

## INFORMATION

**1. The Palmyra Town and Village Court Office:** The Palmyra Town and Village Court will be closed from March 7, 2022, thru March 27, 2022. Payments made in person will not be accepted during those dates. Court will still be held on March 8, 9, 15, and 16<sup>th</sup>, 2022. **If you are schedules to appear, you are still required to do so.**

If there is an urgent situation, Judge Rodman can be reached at 315-597-3838, Monday thru Thursday, 9AM-Noon and 1PM -4PM.

## AGENDA ITEMS

**1. Approve: Out of District Water User Contract for 2905 LeRoy Rd:** Todd Pipitone made the motion to approve the Supervisor to sign the “Out of District Water User” Contract for 2905 LeRoy Rd. This will tie into Maple Avenue water line.

Second: Doug DeRue

Vote: 4 Ayes. Carried

**2. Approve: Resolution #5-2022: Policy for Sick Leave: This Policy was originally approved at the July 26, 2012 meeting as Resolution #15-2012:** At the January 27<sup>th</sup>, 2022 meeting, after much discussion, Doug DeRue made the motion to table this resolution until it can be further researched and discussed as to what may need to be amended.

Todd Pipitone made the motion to re-introduce Resolution #5-2022.

Second: Doug DeRue

Vote: 4 Ayes. Carried

Todd Pipitone then made the motion to approve Resolution #5-2022, with an amendment to include a change from “to be used in a minimum of one (1) hour increments” to now read “to be used in a minimum of one half (1/2) hour increments”

Second: Doug DeRue

Vote: 4 Ayes. Carried

The board requested the Book keeper be notified for budget purposes.

**RESOLUTION #5-2022**  
**POLICY CHANGE FOR SICK LEAVE**

**(Originally approved July 26, 2012 as Resolution #15-2012)**

WHEREAS full-time employees of the Town of Palmyra are eligible, upon hire, for twelve sick days per year, one per month as earned; and

WHEREAS exempt employees have received sick pay in compliance with state and federal wage and hour laws; and

WHEREAS an employee may use accrued sick time to care for a sick family member; and

WHEREAS Town employees have heretofore not been paid for any unused sick days; however, if sick days are unused during the year, they have been carried into the following year, up to a maximum of 120 sick days for full-time employees;

NOW, THEREFORE, BE IT RESOLVED that the Town of Palmyra will henceforth issue sick leave benefits to full-time employees, whether hourly or salaried; and

BE IT ALSO RESOLVED that sick leave will be calculated based on a standard workday every month of work completed, accruing to a maximum of 12 days per calendar year to be used in a minimum of one half (1/2) hour increments; and

BE IT FURTHER RESOLVED that the Town Bookkeeper will calculate at the end of each calendar year any unused sick leave hours at the employee's hourly rate for that calendar year. The result of unused sick leave hours will be available for future use or possible pay-out at time of retirement; and

BE IT FURTHER RESOLVED that a maximum of 960 hours can be accumulated by an employee, and a maximum of 640 accumulated hours can be requested at employee's time of retirement (must be 55 or older) for payout; and

BE IT FURTHER RESOLVED that if accumulated sick leave hours must be used, the most recent number of sick leave hours will be removed first, in the reverse order that they were saved; and

BE IT FURTHER RESOLVED that this does not imply that the Town of Palmyra is holding a monetary reserve in any one employee's name/number for future payout.; and that the total value of accumulated hours will be calculated on an annual basis; and

BE IT FURTHER RESOLVED that the terms of this resolution had taken effect as of August 1, 2012, and on December 31, 2012 any accumulated sick leave will be recorded at the employee's 2012 hourly rate of employment.

**Duly moved and carried by the Town Board of the Town of Palmyra**

**3. Approve: Drug and Alcohol Clearing House:** At the January 27<sup>th</sup>, 2022 meeting Brad Cook made the motion to table the approval to use a Drug and Alcohol Clearing House for all CDL drivers employed by the Town of Palmyra, not to exceed \$99.00 per year. Review of drivers' licenses thru the clearing house was proposed to be the responsibility of the highway superintendent, and would be conducted bi-annually.

Todd Pipitone made the motion to re-introduce approving the use of a Drug and Alcohol Clearing House.

Second: Jim Welch                      Vote: 4 Ayes. Carried

Todd Pipitone the made the motion to approve the use of a Drug and Alcohol Clearing House for all CDL drivers employed by the Town of Palmyra, not to exceed \$99.00 per year.

Second: Brad Cook                      Vote: 4 Ayes. Carried

**4. Approve: Accept the Audits of Court, Chief Financial Officer and Town Clerk & Tax Collector:** Todd Pipitone made the motion to accept the 2021 Annual Audits of the Town Court, Chief Financial Officer, Town Clerk & Tax Collector.

Second: Brad Cook                      Vote: 4 Ayes. Carried

**5. Approve: New Contract with Pitney Bowes:** Brad Cook made the motion to approve the Supervisor to sign new contract, and new meter, with Pitney Bowes for 60 months, at \$136.33 per month, or \$408.99 quarterly. (Our previous meter that no longer works is from 2005, and our last contract with Pitney Bowes was signed in January 2014 for \$340.14 quarterly.)

Second: Todd Pipitone                      Vote: 4 Ayes. Carried

**6. Approve: Professional Services Agreement with Integrated Systems:** Todd Pipitone made the motion to approve the Supervisor to sign the Professional Services Agreement with Integrated Systems, which includes fifty (50) hours at \$95.00 per hour, not to exceed \$4, 750.00.

Second: Doug DeRue                      Vote: 4 Ayes. Carried

**7. Approve: Purchase of Kubota Zero Turn Mower:** Jim Welch made the motion to approve a Kubota Z400 Series, Zero Turn Mower from James Blazey, Inc., not to exceed \$7,518.22.

Second: Todd Pipitone                      Vote: 4 Ayes. Carried



**8. Approve: Town Clerk Conference:** Todd Pipitone made the motion to approve Town Clerk to attend the Town Clerk Conference April 24 -27, 2022, not to exceed \$500.00. (\$1100.00 was budgeted, but the town clerk is able to apply the scholarship for \$500 awarded two years ago before COVID)

Second: Brad Cook                      Vote: 4 Ayes. Carried

**MOTION TO APPROVE CLAIMS AND EXPENDITURES**

Todd Pipione made the motion to approve claims and expenditures February 2022 – Vouchers #2022-126 thru #2022-253 totaling \$578,377.08.

Second: Doug DeRue                      Vote: 4 Ayes. Carried

**MOTION TO ADJOURN**

At 7:27 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Doug DeRue                      Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn  
Town Clerk

**Regular Town Board Meeting**  
**Thursday March 24, 2022**  
**7:00 PM - Palmyra Town Hall**