

**REGULAR MEETING OF THE TOWN BOARD  
PALMYRA TOWN HALL  
February 25, 2021**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, February 25, 2021, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

Supervisor Miller asked if all had signed the Health Attestation and then 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  
Brad Cook, Councilman  
Doug DeRue, Councilman

Councilman Todd Pipitone was absent.

Motion was made by Jim Welch to approve the minutes of the Town Board meeting which took place on January 28, 2021.

Second: Brad Cook

Vote: 3 Ayes. Carried

**ATTENDANCE**

Also attending was: Don Wilkinson, Marc Carrier, Richard & Nancy Hagar, Frank Vascukynas, Casey Carpenter (WC Times), and one additional gentleman that did not sign in.

**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, but sent the following text message:

*"This was sent to 911 and Finger Lakes Ambulance and will begin Monday March 1: Pursuant to the contractual obligations with the Finger Lakes Ambulance and the Town of Palmyra, effective Monday March 1, 2021 at 08:00am. Wayne County 911 will commence the following procedure: Specific to Echo and Delta coded calls in the Village or Town of Palmyra. 911 will dispatch the next closest agency, should Finger Lakes Ambulance not have a unit staged in Palmyra or is responding out of the district (such as Clifton Springs, Manchester, Geneva, etc). Finger Lakes Ambulance may exercise the option of continuing to the call."*

**COMMUNICATIONS RECEIVED**

There were no communications received prior to the meeting.

**PUBLIC INPUT \***

The following statement will now 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 if ignored, the person could be charged with Disorderly Conduct. For public hearings, speaking will be limited to topics on the agenda.*

**Marc Carrier**, Garnsey Rd., stated that after receiving the latest "2021 Site Characterization" for the Old Palmyra Landfill, he felt that his concerns regarding pollutants were warranted. His list of points to review, along with the pages from the report in question, will be **ATTACHMENT A**.

**Mr. Carrier requested that these items be scanned and sent to the board. This was done on the morning of February 26, 2021.**

This also includes a copy of an article in the Wayne Times February 2021.

**REPORTS OF STANDING COMMITTEES****Supervision---Animal Control, Historian, Justices, and Finance: Kenneth Miller, Chairman**

**1. Release of Tax Lien:** Supervisor Miller signed a Partial Release of Tax Lien with Breen's Realty & Leasing. He explained that there was a sliver of land (approx. .02 acres) owned by Breen's that is necessary for Wayne County Water and Sewer to use for the upcoming project.

**2. Marquart Village Mobile Home Park Sanitary Sewer Review:** A letter and set of plans was received from MRB Group with regards to a meeting with the town supervisor, town attorney, and WCWSA. Discussion ensued, and Supervisor Miller explained that they were looking to make a sewer district with both sides of Macedon Center Rd., almost to Jeffrey Rd and across the railroad tracks. These proposed plans will be **ATTACHMENT B**.

**3. New Assignment of Accounts at Eastern Shore Associates:** Amanda Palmatier will be working along with Jackie Shaffer on our policies and answering any day-to-day questions we have. Also, after brief discussion, the board has decided to keep the amount of coverage we have for cyber security, and will ask for additional quotes for coverage in 2022.

**4. USDA Property Access Request:** As previously discussed, the USDA is requesting permission to access right of ways and properties owned by the Town of Palmyra for the purpose of identifying where there may or may not be populations of the European Cherry Fruit Fly. (Pest to Cherry and Honeysuckle Trees). Permission was given at last board meeting for Supervisor to sign authorization that was received today.

**Human Services: Town Clerk, Archives, and Town Hall Facility - Councilman Bradley Cook****1. Town Clerk Report for February:****TOWN CLERK'S OFFICE REPORT  
February 2021**

January and February have been steady with Town and County tax collection as well as tax inquiries. So far, since January 1, we have collected \$4,632,327.78 of the \$5,317,083.84 tax warrant, leaving just \$685,327.78 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 111 licenses totaling \$931.00, misc sales – FOIL requests, marriage licenses, hunting/fishing, vital record requests, zoning etc- added an additional \$5,198.95. Total check disbursements for the

month of January were \$6,129.95. 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.

I have been chosen to work on a small committee to help review and choose a more efficient tax program to be used by the Wayne County Treasurers Office and Real Property as well as the Wayne County website. We will begin in April once the Town and County tax collection is complete.

We have been working on organizing records according to the new LGS-1 Records Retention Schedule (thankfully not that much different from the old MU-1 schedule!) and getting the appropriate records ready for destruction, which we will be able to do even with the new COVID rules. Last year we were unable to have any records disposed of (shredded)! Tonight, I will be asking for a budgeted request to spend up to \$400.00 for that project. Unfortunately, the cost at Wayne ARC has gone up quite a bit, and “Shred it” seems to be more economical at \$10.00 per box.

**2. E-Scrap:** I applied last month, and we have been accepted once again to do a free E-Scrap for Camp (Good Days and Special Times) event here in Palmyra, I will find out the exact date and details after March 5, 2021. I spoke with Highway Superintendent Mike Boesel and he said that it was not a problem to have it at the highway barns as we did last time.

**3. Audit of CFO Records:** The CFO record audit was completed on February 23, 2021 by Councilmen Pipitone and Cook. (The Town clerk has copy if anyone would like to review)

**4. Audit of Courts:** The Palmyra Town Court audit was completed on February 18, 2021 by Supervisor Miller and Book Keeper Petra Anderson. (The Town clerk has copy if anyone would like to review)

**5. Audit of Town Clerk & Tax Collector:** The Town Clerk and Tax Collector’s audit was completed on February 9, 2021 by Councilmen Welch and DeRue. (The Town clerk has copy if anyone would like to review)

**6. Building Update:** The Supervisor will be getting bags of calcium to replace salt for sidewalks and ramp, and we will have the walks power washed in the spring to get rid of any residual salt. Insulation seems to be working as ice damming on building does not seem to be as big of a problem this year.

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

**1. Highway Department report for February:** Highway Superintendent Boesel was unable to attend, so Councilman Welch highlighted his following report.

**HIGHWAY SUPERINTENDENT REPORT  
FOR TOWN BOARD MEETING  
02/25/21**

Since the 1/28/21 meeting we have completed the following work:

- **Plowing/Sanding** –To date this winter season we have made a total of 66 trips out of the barn.  
A comparison to this point of the past 5 winter seasons is below:
  - February 2020 - 78 trips.
  - February 2019 - 99 trips.
  - February 2018 - 90 trips.
  - February 2017 - 68 trips.
  - February 2016 - 50 trips.

Other miscellaneous items include:

- **Salt Orders** – So far for the month of February we have ordered 600 tons of salt. For the winter season we have received 1640 tons of our 2600-ton allotment, or approximately 63% of our allotment.
- **Advocacy Day - CHIPs Funding** – Our annual Advocacy Day in Albany typically scheduled for early March is cancelled. However, last Thursday a small group of us met with Assemblyman Brian Manktelow at the WC Hwy Dept. We understand that NYS DOT will still be releasing up to 15% of the 20% that they previously withheld from munis across NYS. We also understand that the Gov's proposed budget holds CHIPs and PAVE-NY programs at the same allotments as last year. Additionally, depending on additional Federal Funding, we could see our first CHIPs increase in many years, but we will see what happens. We are still not sure about EWR money yet. Stay tuned.
- **Hauling** – We have been hauling snow from the Village and Schools and sand as time has permitted.
- **Personnel** – For approximately 10 days at the end of January/1<sup>st</sup> week of February, the highway department operated down 2 employees. One was due to medical leave as of 1/12/21 and one due to medical illness. We adjusted our plow routes accordingly but still remain short-staffed 1 person. Stay tuned.

- **Fleet Maintenance** – Over the past 30 days we have continued with general maintenance on the entire fleet after each plow run. We have also started to bring in various 'summer'-related pieces of equipment for their annual servicing and maintenance work.
- **New Single-Axle Truck** – We ordered a new 2021 Mack Truck in November 2019, but due to the Covid Pandemic, production was severely delayed. The new truck is in Henrietta and is intended to be delivered by the end of this week! We are planning to put our 1999 Mack in the May Palmyra Auction.
- **Palmyra Municipal Auction** – The date has been set for our 35<sup>th</sup> Annual event, Saturday May 8, 2021. I intend to have the Auction Contract on the March agenda for approval. I have also discussed hosting RTI Staff again for an annual review of the Auction. This will be scheduled before the March TB Mtg.
- **Village Budget** – It's budget season in the Village and the first budget meeting was this past Monday.

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

Supervisor Miller mentioned that a front light was out and that the bucket truck would be needed to change the bulbs.

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

**1. Fire Contracts:** Councilman DeRue reported that the previous fire contracts are under review, and he will begin meetings shortly.

**2. Spectrum Contract Update:** Supervisor Miller shared with the board a chart explaining our past contract with Spectrum as well as the proposed new contract. The Town's 3-year contract actually ended in November of 2020, and the new one will begin on March 1<sup>st</sup>, 2021. The new rate will be an additional \$30.00 per month, or \$379.00 per month.

Mr. Wilkins, of Newark-Marion Road asked Mr. Miller when the rest of the Spectrum lines would be finished. Mr. Miller explained that it is all based on population density, and that those poles were unfortunately put where there were no houses.

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

**1. Assessor's Office Report for February:**

**REPORT TO THE TOWN BOARD  
FROM THE ASSESSOR'S OFFICE  
February 24, 2021**

We have been busy this month. The deadline for filing all of our exemptions (Enhanced STAR – 1<sup>st</sup> years, Agricultural, etc.) is March 1<sup>st</sup>. All exemption applications must be in our office by 4pm Monday March 1<sup>st</sup>.

I went out this past weekend to check/take pictures for building permits. I have also checked with Pat to see what has been completed or how much has been completed on houses and other new construction that is not completed.

We sent out reminder post cards earlier this month to those that have not returned their exemption applications for agricultural renewal. Julie has been making phone calls to those on the non-profit list who have not been in and also to some on our Agricultural exemption list.

As you know those with low income disabled or low-income seniors do not need to renew this year per state law. Only those that are seeking these exemptions for the first time must apply. All others will get the same amount of exemption as last year (2020 roll).

If you have any questions or concerns, I am in the office most of the time.

**2. Code Enforcement/Zoning Office Report - 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 26, 2021 thru February 23, 2021.

-CEO Pat Sheridan will be asking later in the meeting to purchase envelopes not to exceed \$455.00

**3. Minutes from Zoning Board Meeting from February:** There was no Zoning Board meeting in February.

**4. Minutes from Planning Board Meeting from February 8, 2021:** Minutes from the Planning Board meeting from February 8, 2021 were shared with the board.

**INFORMATION**

**1. DOH Letter Regarding Inspection of Palmyra South Water System:** The Town received a letter from Kendall Larson, Engineer from DOH, that an inspection was made of the South Water System in Palmyra and that the water was of good quality and there were no violations cited.

**2. Ag & Markets Letter Regarding Kennel Inspection:** The Town received its Municipal Shelter Inspection Report that was completed on January 21, 2021. All services were rated 'Satisfactory'.

**AGENDA ITEMS**

**1. Approve: CEO to Purchase Envelopes:** Brad Cook made the motion to approve CEO budgeted purchase of envelopes not to exceed \$455.00.

Second: Doug DeRue

Vote: 3 Ayes. Carried

**2. Approve: Resolution #10-2021 Adopt a Plan To Protect Public Workers During Health Emergency:** Brad Cook made the motion to approve Resolution #10-2021 To Adopt a Plan To Protect Public Workers During Health Emergency, designed for the protection of essential workers and protocol to manage PPE, as written below:

Second: Jim Welch

Vote: 3 Ayes. Carried

Supervisor Miller explained that this was made a requirement by our governor. Each municipality also needed to have their own "COOP Plan" (Continuance of Operation Plan).

**RESOLUTION #10-2021  
TO ADOPT THE FOLLOWING PLAN TO PROTECT PUBLIC WORKERS  
DURING A HEALTH EMERGENCY**

(This plan is designed for the protection of essential workers and protocol for managing PPE during an emergency involving a communicable disease.)

The Town of Palmyra has an updated, current COOP (Continuity of Operation Plan) that covers many of the requirements mandated by New York State. This COOP will be our first tool to use if we have a future emergency that requires us to continue running outside of our normal operation.



List and description of essential positions:

Because of the small size of the municipality, all positions are considered essential. This list includes, but is not limited to.

Town Supervisor	Councilman
Bookkeeper	Town Clerk
Code Enforcement Officer	Assessor
Highway Superintendent	Secretary/Clerk
Heavy Equipment Operators	Town Justice
Special Board members	Court Clerk
Animal Control Officer	Historian

Non-Essential employees working remote:

Because of the small size of the town, all positions are considered essential. The town has no non-essential employees.

Stagger work shifts:

Because we have one or two employees in most departments, we would not be able to “stagger” shifts. The town would alternate day “open” to minimize exposure of employees. Public interaction will be done by “appointment” only.

Protocols for PPE:

The town does not have proper facilities or locations for storage of large amounts of PPE. A small supply will be maintained at the town hall for a maximum of 3 days for all employees. The town will arrange supplies from the county and state for any “long term” requirements for PPE. Most employees have personally owned PPE.

Protocols for an employee exposed to a virus/disease:

The town will follow any and all orders given by our Wayne County Department of Health. The town will follow their direction. This would include following the NYS guidelines for positive tested employees. We have one remote portal that an employee can access out business system if long term isolation is required. If appropriate, we will allow an employee that tests positive, report to work. We will quarantine that person in their workplace. Public contact will be done by appointment only, by phone or teleconference.

Protocols for documenting hours and work locations:

Because of the small size of the town, work hours are documented on a hand written attendance documents. Employees that are working on a “flex” schedule (justice) will try to standardize their work hours to the best of their ability. The Highway department may have a need to work “flex” hours (snow plowing) but these are recorded. Most of the department heads are on salary, but do keep track of extra hours.

Work “location” is primarily at the town hall, highway department, or courthouse. If an employee is required to go to some other location (ie: worksite inspection) the address will be recorded and maintained at the employee’s office. Other than animal control and highway department, we rarely have any reason for an “emergency response”. If required these locations will be recorded.

Protocols for identifying emergency housing locations

The town would never be required to identify or provide emergency housing for anyone that needs it because of exposure to a communicable disease. Any employee will be required to quarantine in place, at home. Any resident or person from the public that requires emergency housing for isolation will be directed to do so by the Wayne County Department of Health. They will provide a safe, appropriate, temporary location. Special locations have already been identified by the county DOH.

The Town of Palmyra is flexible and will conform to any orders that are required by our local department of health. The local DOH will advise on any requirements for testing or contact tracing. They will be managed by the Town Supervisor and Town Clerk.

PPE: will be maintained for all Essential Employees according to their job functions. These supplies will be maintained at 1180 Canandaigua Rd, Town Hall.

**By Order of the Town Board at a Meeting on February 25, 2021 MEMBERS OF THE TOWN BOARD OF THE TOWN OF PALMYRA**

**3. Approve: Purchase of PPE:** Jim Welch made the motion to approve PPE as found in the *Protocols* in Resolution #10-2021, including disposable gloves, disposable masks, and 3 gallons of hand sanitizer, not to exceed \$600.00.

Second: Doug DeRue

Vote: 3 Ayes. Carried

**4. Approve: Professional Records Destruction:** Brad Cook made the motion to approve the *budgeted* professional records destruction, not to exceed \$400.00. The town clerk explained that we were unable to dispose of records last year because of COVID rules so we have a bit more than usual ready to go.

Second: Jim Welch

Vote: 3 Ayes. Carried

**5. Approve: Accept the Audits of Court, Chief Financial Officer and Town Clerk & Tax Collector:** Doug DeRue made the motion to accept the 2020 Annual Audits of the Town Court, Chief Financial Officer, Town Clerk & Tax Collector.

Second: Jim Welch

Vote: 3 Ayes. Carried

**6. Approve: Contract with Spectrum:** Jim Welch made the motion to allow the Supervisor to sign 3-year contract with Spectrum for phone and internet connection, not to exceed \$379.00 per month. This contract begins on March 1, 2021.

Second: Brad Cook

Vote: 3 Ayes. Carried

**MOTION TO APPROVE CLAIMS AND EXPENDITURES**

Jim Welch made the motion to approve claims and expenditures for the month of February 2021, Vouchers #117 thru #229, totaling \$613,245.96.

Second: Brad Cook                      Vote: 3 Ayes. Carried

**MOTION TO ADJOURN**

At 7:31 PM, Doug DeRue made the motion to adjourn the meeting.

Second: Brad Cook                      Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn  
Town Clerk

**ATTACHMENT A**

**INFORMATION AND NEWS ARTICLE  
SUBMITTED BY MARC CARRIER  
RE: OLD PALMYRA LANDFILL SITE  
CHARACTERISTIC**

**ATTACHMENT B**

**PLANS FOR PROPOSED MARQUART  
MOBILE HOME PARK SANITARY  
SEWER PROJECT**

**Regular Town Board Meeting  
Thursday March 25, 2021  
7:00 PM - Palmyra Town Hall**