

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
November 21st, 2023**

At 7:00 p.m., Supervisor Gary Rose called to order the regular Town Board meeting, scheduled for Tuesday, November 21st, 2023, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

Supervisor 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
Brad Cook, Councilman
Todd Pipitone, Councilman

Motion was made by Todd Pipitone to approve the minutes of the Town Board meetings that took place on October 26th, 2023, and November 9th, 2023.

Second: Doug DeRue

Vote: 4 Ayes. Carried

ATTENDANCE

Also in attendance: Don Wilkins, Chuck & Julie Hartman, Marc Carrier, Mike Catalano (EMS Advisory Board), Highway Superintendent Mike Boesel, William Unterborn, and Tracy Vanderwall.

HEARING

There was no official hearing this evening.

GUEST SPEAKER

Mike Catalano, our representative from the Wayne County EMS Advisory board, reported that FLA seems to be operating "Status Quo", and that they covered all but 8 calls. He explained that Governor Hochul passed a bill so that beginning in 2025, insurance companies will directly pay ambulance companies rather than first sending checks to the person who rode. Mr. Catalano also reported that they broke ground in Lyons for the first Wayne County ambulance base, and that 3 are up and running. Two of the ambulances being 24/7 and the 3rd running 12 hrs. per day.

COMMUNICATIONS RECEIVED

None for this evening.

PUBLIC INPUT

None for this evening.

Board notes - the following will now appear on all 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**

Supervisor Rose told the board that he will be attending a Newly Elected official train school on January 10-12th, 2024 in Rochester, and is looking forward to the opportunity to meet and work with the numerous new town supervisors in Wayne County.... 8 new supervisors in total!

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

Councilman Bradley Cook

1. Town Clerk Report for July:**TOWN CLERK OFFICE REPORT TO THE BOARD
JULY 2023**

In October, the Town Clerk's office was focused on the end of school tax collection, "settling up" with Pal- Mac CSD, Wayne County and Ontario County, and issuing hunting licenses.

The second round DMP's (first come first served doe permits) became available on Wednesday, November 1st, so I came into the town hall at 6:30 AM to accommodate our local hunters. As for school tax collection, we ended up collecting \$17,881,579.03 of the \$18,627,727.80 total warrant. The amount billed to the Pal-Mac CSD for tax collection was \$21,754.37. I am currently gearing up (with county paperwork etc) for Town & County tax collection!

Through dog licensing in October, we sold 58 licenses totaling \$529.00, misc sales, including marriages licenses, hunting/fishing, vital record requests, E-Passes, FOIL requests, Bingo proceeds, Zoning etc – added an additional \$3,611.60. Total check disbursements for the month of October totaled \$4,140.60. Heidi J. and Heidi S. have been working this month to find the “late” dog licenses.

November 2024 was an election year for many of us! Congratulations to the incumbents and to our newly elected Town Supervisor, Gary Rose.

Irene Unterborn
Palmyra Town Clerk
November 21, 2023

2. Building Update: Leaves were cleaned out of gutters and seed pods and leaves cleaned up. The highway guys came to clean the back down spout to keep it flowing best they could.

3. Town Clerk Office Meeting: The Town Clerk office will be closed for a few hours for a meeting on December 13th beginning approximately 11:15 AM.

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

1. Highway Department report for November:

**HIGHWAY SUPERINTENDENT REPORT
FOR TOWN BOARD MEETING
11/21/23**

Since the 10/26/23 Town Board meeting we have completed the following work:

- **Plowing/Sanding** –To date this winter season we have made no trips out of the barn.
A comparison to this point of the past 5 winter seasons is below:
 - November 2022 – 1.25 trips
 - November 2021 – 1 trip
 - November 2020 – 3 trips
 - November 2019 - 3 trips.
 - November 2018 - 5 trips.

- **Winter Preparations** – In the past month, our remaining trucks were completely outfitted for the winter season. Also, next week we intend to start installing snow fence as weather permits.

- **Tree & Brush Work** – We have and will continue to brush mow roadsides and perform tree work as time and weather permit throughout the Fall/Winter months. We recently mowed on Stafford Rd, Omeal Road & Hazen Lane
- **Training** – On 11/1, I attended a seminar on the Future of Asphalt hosted by NY Materials and Dolomite. On 11/8, Jason Bliss and I attended a CLRP Workshop on Snow/Ice Control.
- **Garnsey Road Landfill Project** – On 10/26 and 10/27, we completed our clearing operation efforts on the former landfill site along the north side of Garnsey Road and returned all rented equipment from Admar and DJM Equipment. On 11/2, we completed silt fence installation around the perimeter of the site per the approved Erosion Control Plan. LaBella Associates will continue with site investigation and survey work in the coming weeks.
- **Sanitary Sewer Project Update** – Villager Construction has been working west to east installing 24" pipe thru the Garlock's property. They are currently coming out of the Garlock's/Kent Street entrance and headed eastward on Kent Street. Tomorrow they should meet the current terminus of the 8" pipe here on Kent Street in the lawn area opposite our Red Block Barn. Next week they will finish up asphalt restoration work for this area. They do not intend to disturb any more of Kent Street until after the winter plowing season. I understand that 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.

Town Development: IT & Phones, Fire Protection Contracts, and Strategic Plans

- Councilman Todd Pipitone

1. Comprehensive Plan: The town clerk drove Emma from MRB around Palmyra to give her a better feel of the wants and needs that have been brought up at steering committee meetings, and an audit form of items listed in the 2004 plan was completed by the Town Clerk, Highway Superintendent and Code Enforcement Officer. There was another meeting of the steering committee on November 13th, and as soon as it is available from MRB, there will be a link from the Palmyra website to the Comprehensive Plan updates & information.

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

1. Assessor’s Office Report for November:

REPORT TO THE TOWN BOARD FROM THE ASSESSOR’S OFFICE
November 21, 2023

I [Paula] traveled to Syracuse on 10/25/2023 to test out for a Mass Appraisal class, I am happy to report that I Passed. I need one more class [Agricultural Assessment] for certification and expect to complete that in Spring of 2024.

On 11/17 I participated in a Zoom seminar with the NYSAA about Valuation of 2-4 Family Residence.

I was planning to participate in an online seminar through the NY State Assessors Association to review the new income guidelines for the Partial Senior Exemption. The response to this class was so overwhelming registration closed early and another session scheduled for January that I have registered for.

On 10/14, I attended the Wayne County Assessors Association meeting in Lyons and submitted our file for Town and County Tax bills.

Senior Exemption Renewals and Agricultural Exemption Renewals are printed, and I expect we will be mailing on Wednesday or early next week.

We have processed the October sales. 3 Village and 9 Town sales. There is 1 Parcel split and 2 Parcel merge. request.

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

October 2023 Sales/Transfers						
MAP #	HS #	STREET		SALE \$	SALE DATE	TAV 2024
64111-00-585281	1185	Rt 21 S		293500	10/30/2023	181500
66111-00-156865	4262	Hogback Hill	**	0	10/09/2023	124500
66112-15-746464	2129	East		145000	10/27/2023	144700
64113-00-320728	3161	Maple	**	0	10/05/2023	319000
65111-05-084893	1666	Walker		180000	10/19/2023	139800
66112-00-647475	4655	S Creek		181400	10/12/2023	113300
65111-09-257516	3527	Vienna	**	750000	9/28/2023	352300
64112-19-567060	1805	Maple	**	0	10/04/2023	145000
64111-15-723256	00	Rolfe	**	0	9/11/2023	1800
64111-11-572508	144	West Charlotte		140000	10/18/2023	118700
64111-10-477619	325	W Jackson		170000	10/05/2023	128200
64111-12-756642	138	Fayette	**	98151	10/10/2023	104900
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 November: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates of compliance for October 24th, 2023, through November 16th, 2023.

3. Minutes from Zoning Board Meeting from November: None from this month.

4. Minutes from Planning Board Meeting from November 13, 2023: Minutes from the Planning Board meeting from November 13, 2023, were shared with the board, and filed in the clerk's office.

INFORMATION

1. **Proposed Water Rates for 2024:** Supervisor Rose received notification that there will be changes to the water rates in 2024. The cost within the service area will increase from \$5 to \$5.25 per thousand gallons, and the basic charge will remain at \$30 per quarter.

AGENDA ITEMS

1. **Approve: Member of Zoning Board of Appeals:** Doug DeRue made the motion to approve Bryant Seus to continue serving on the Town of Palmyra Zoning Board of Appeals for a term beginning January 1, 2024, and ending December 31, 2028.

Second: Todd Pipitone Vote: 4 Ayes. Carried

2. **Approve: Cleaning contract with Julie Hartman:** Todd Pipitone made the motion to approve the Supervisor to sign the contract with Julie Hartman for cleaning the Town Hall, not to exceed \$190.00 per week, beginning January 1, 2024, and ending December 31, 2024.

Second: Brad Cook Vote: 4 Ayes. Carried

Mr. Pipitone asked if there was a set schedule for cleaning? It was answered that there is not as we have different groups that use the building.

3. Approve: Agreement with Village, Town, and Community Center for 2024: Todd Pipitone made the motion to approve the Supervisor to sign the agreement between the Village of Palmyra, Palmyra Community Center, and Town of Palmyra for 2024, with payment to Village for this agreement not to exceed \$50,923.00.

Second: Jim Welch Vote: 4 Ayes. Carried

4. Approve: AirQuip Heating and Air Conditioning for service of Heating and Cooling System: Brad Cook made the motion to approve the supervisor to sign agreement with AirQuip Heating and Air Conditioning, for service of Heating and Cooling System for two trips per year. Trip #1 will include heating tune up, cleaning and inspections, Trip#2 – Air Conditioning tune-up, cleaning, and inspection service, with all filters included, not to exceed \$2,050.00. This will be a 3-yr. contract with a 3% increase per year.

Second: Doug DeRue Vote: 4 Ayes. Carried

5. Approve: Health Officer: Todd Pipitone made the motion for Daniel Harris, MD to continue as Health Officer, not to exceed \$1,000.00 per year, commencing January 1st, 2024, and ending December 31st, 2027. (No change in cost or service from past contract.)

Second: Doug DeRue Vote: 4 Ayes. Carried

6. Approve: Contract with Humane Society of Wayne County: Todd Pipitone made the motion to approve the Supervisor to sign agreement with the Humane Society of Wayne County, commencing January 1st, 2024, and ending December 31, 2025. (No change in cost or service from past contract.)

Second: Brad Cook Vote: 4 Ayes. Carried

7. Approve: Renewal of Website Manager Contract with William Unterborn for 2024: Todd Pipitone made the motion to approve the renewal of the Website Manager position for William Unterborn in accordance with specifications on the contract, for the same as previous years, sum of \$525.00 per 3-month quarter, commencing January 1st, 2024, and ending December 31st, 2024. (No change in cost or service from past contract.)

Second: Brad Cook Vote: 4 Ayes. Carried

Mr. Pipitone commented that the board appreciates the work that Mr. Unterborn does.

8. Approve: Standard Workday Resolution #12-2023: Standard Workday and Reporting Resolution for Elected and Appointed Officials: Todd Pipitone made the motion to approve Resolution #12-2023: Standard Workday and Reporting Resolution for Elected and Appointed Officials.

Second: Brad Cook Vote: 4 Ayes. Carried

This resolution will be posted on the website, bulletin board, and at the Village Hall for 30 days.

9. Approve: Designation of the Town Clerk to Represent the Town of Palmyra at the 2024 Association of Towns Meeting: Todd Pipitone made the motion to designate the town clerk, Irene Unterborn as representative at the 2024 NYS Association of Towns Meeting Feb. 18, 2024, thru Feb. 21, 2024.

Second: Brad Cook Vote: 4 Ayes. Carried

10. Approve: Cost of Attending 2024 Association of Towns Meeting: Todd Pipitone made the motion to approve the cost of the Town Clerk to attend the 2024 Association of Towns meeting Feb. 18, 2024, thru Feb. 21, 2024, including travel, accommodation, registration, and meals, not to exceed \$1,800.00. This is a budgeted 2024 item.

Second: Doug DeRue Vote: 4 Ayes. Carried

MOTION TO APPROVE CLAIMS AND EXPENDITURES

Todd Pipitone made the motion to approve claims and expenditures for November 2023: Vouchers #2023- 1138 through #2023-1237 totaling \$165,293.97.

Second: Doug DeRue Vote: 4 Ayes. Carried

MOTION TO ADJOURN

At 7:16 PM, Todd Pipitone made the motion to adjourn the meeting, and Mr. Rose wished all a Happy Thanksgiving!

Second: Jim Welch Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

**NEXT REGULAR MEETING:
THURSDAY December 28, 2023 7:00 PM – PALMYRA TOWN HALL**