

**REGULAR MEETING OF THE TOWN BOARD  
PALMYRA TOWN HALL  
July 28, 2016**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday June 23, 2016, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

Upon roll call, the following Board members were present:

**ROLL CALL**

- Kenneth Miller, Supervisor
- James Welch, Deputy Supervisor
- Michael Lambrix, Councilman
- Todd Pipitone, Councilman
- Bradley Cook, Councilman

Motion was made by Mike Lambrix to approve the minutes of the Town Board meeting on June 23, 2016.

**MTN: APPROVE PREVIOUS TOWN BOARD MINUTES**

Second: Brad Cook                      Vote: 3 Ayes. Carried

Councilman Pipitone abstained as he was absent from the previous meeting.

Also attending was: Town Book Keeper Petra Anderson, Marc Carrier, EMS Advisory Member Mike Catalano and Highway Superintendant Mike Boesel.

**ATTENDANCE**

**HEARING**

**HEARING**

There was no official hearing this evening.

**COMMUNICATIONS**

**COMMUNICATIONS**

There was no official communications received for this evening.

**REPORTS OF STANDING COMMITTEES****Supervision: Animal Control, Human Resources, Historian, and Finance -  
Supervisor Ken Miller****AMERICAN RED  
CROSS SHELTER  
AGREEMENT**

**1. American Red Cross Shelter Agreement:** Mr. Miller explained that approximately 4 or 5 years ago this facility was named an American Red Cross Shelter, and it is now time to renew this agreement. Mr. Rubery (legal council) has reviewed the contract and said it was "all good". The board will be voting on the agreement later.

**PLANNING BOARD  
COMPENSATION**

**2. Planning Board Compensation:** During the budgeting process last year, a change was made in how the planning board members would be compensated. It had been decided to raise the paid amount, and only pay for meetings actually attended by the members, as well as for months that there was no meeting scheduled. A current member of the planning board did not get compensation for a meeting that was missed because they were on vacation, and Mr. Miller was looking for a general consensus from the board. His was of the opinion that if a person does not attend then they should not get paid. Mr. Lambrix pointed out that unlike the Town Board members, they are neither elected nor salaried, and therefore if they do not attend, they should not get paid. Many questions ensued. Was proper notice given that they would not be in attendance? Should they be given one excused absence per year? Do we treat the members of board of assessment review the same? Etc. Supervisor Miller asked the board to consider some of the options so that they can be discussed and voted on at the next regular board meeting.

**Human Services: Town Clerk, Archives, and Town Hall Facility -  
Councilman Bradley Cook**

**1. Town Clerk Report June:** Councilman Cook shared the following town clerk's office report and building calendar with the board:

**TOWN CLERK  
REPORT****TOWN CLERK OFFICE REPORT TO THE BOARD**  
**JULY 2016**

The Hill Cumorah Pageant cast visited the Town Hall on July 12<sup>th</sup>, and did an amazing job once again thoroughly cleaning indoors and weeding around the property. A thank you note on behalf of the board was already sent to them. We hope to see them again next year.

Through dog licensing in June, we sold 124 licenses totaling \$1,024.00, misc sales, EZ Passes, marriage licenses, hunting/fishing, code enforcement, vital record requests, etc- added an additional \$7,852.52. Total check disbursements for the month of June were \$8,876.52.

Julie Hartman, Records coordinator, and I took over 22 boxes to be shredded to Wayne ARC. At 11 cents per pound, along with the fact that we borrowed the Code Enforcement truck for transport, the entire cost was only \$59.00!!!

We are beginning to gear up for a busy next few months! It was nice playing catch up, but August 1<sup>st</sup> we begin selling our hunting licenses, and by September 1<sup>st</sup> we begin collecting school taxes. Heidi and Julie are also continuing to call and locate late dog license owners. We will be preparing the next set of "appearance tickets" this week.

**2. Building Security:** Councilman Cook stated that it had been a complete month with no word from the MRB Group, or their plans for security in the Town Clerk's office. In the meantime, the Town Clerk, with guidance from the Code Enforcement officers, solicited pricing for security glass etc, not to exceed \$6500.00, installed. Mr. Cook received a second quote of \$15,000.00. We will be asking approval this evening not to exceed \$6,500.00 for the security glass/installation in the clerk's office. Next step will be to look at internal doors.

**BUILDING  
SECURITY**

**3. Pageant Cast Visit:** On July 12th, members of the Hill Cumorah Pageant cast came to the Palmyra Town Hall and cleaned as part of their community service projects. A thank you letter, with photo of the crew, was sent by the Town Clerk thanking them once again for the fantastic job that they did.

**PAGEANT CAST  
VISIT**

**4. Standard Workday Resolution:** Later this evening the clerk will be asking the board to approve the annual Standard Workday Resolution that will later be posted for one month and then submitted to the state. She reminded the board that there were only a couple of new employees that needed to provide a 3 month work calendar as the calendars are valid for 8 yrs as long as a job has not changed.

**STANDARD  
WORKDAY  
RESOLUTION**

**5. Painting of Cupola and Hanging of Gutters:** The Town clerk met with one of painting companies that Mr. Cook arranged, to give an estimate to paint the cupola as well as front pillars on the building. That estimate came in at \$4,800.00, which was more than was budgeted for. It was suggested that there be two more quotes obtained, and Councilman Welch suggested a couple more local painters to call.

**PAINTING OF  
CUPOLA AND  
HANGING OF  
GUTTERS**

**6. Grounds Maintenance:** Mr. Cook also arranged for the clerk to meet with the contractor regarding fixing the gutters. They had not shown up at that point in time. It was the general consensus of the board that more research needed to be done about the gutter situation, as simply hanging the existing gutters might not be the answer to the ice damming problem in the winter. The gutter on the south side of the building will also need to be extended, and the downspout redirected to the stones. Supervisor Miller has been in contact with Gary Hopkins (building and grounds) to discuss removal of some of the dead bushes around the town hall.

**GROUND  
MAINTENANCE**

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

**HIGHWAY REPORT**

1. **Highway Department report for June: Councilman Welch presented the report that Highway Superintendent Mike Boesel submitted from May 26, 2016 through June 23, 2016:**

**Highway Superintendent Report  
For Town Board Meeting  
6/23/16**

Since the 05/26/16 meeting we have completed the following work:

- Ditching/Drainage work – Schilling, Harris, Hogback Hill Roads
- Brushmowing/Treework – Schilling, Dey, Hogback Hill, Omeal, Hazen Lane
- Hot asphalt wedging - Cambier, Dey, Sheridan, Fagner, Schilling, Vault, Walker Roads
- Inter-municipal Assistance
  - 6/01/16 3 Palmyra trucks to assist WC Hwy with surface treating
  - 6/17/16 2 Palmyra trucks to assist WC Hwy with surface treating
  - 6/21/16 1 Palmyra trucks to assist WC Hwy with surface treating

Other miscellaneous items include:

**TRAINING**

- **Training** – From 6/6/16 – 6/8/16, I attended our 71st Annual Highway School in Ithaca, NY with 730 other highway officials from around NYS. I have been on the Highway School Planning Committee for the past several years. Some of the sessions I attended were as follows: Regulatory Requirements for Applying Pesticides, Realistic Standards for Highways, Roadside Safety, Piggybacking & Purchasing, 811 Call Before you Dig, Composting Road Kill, What is Pavement Preservation, PESH Consultancy Service, ADA Self-Evaluation & Transition Plans, Tree Work-Standards-BMPs, Pavement Markings.

**BROOM  
ATTACHMENT**

- **New Broom Attachment** – We received our new front broom attachment in May and the crew fabricated and assembled the broom onto our 2002 Ford/New Holland tractor in early June. The broom works great. Thank you for this purchase!
- **Summer Road Work** - We have been busy prepping several roads around the Town for service treating, mostly on the north side of Town. Coming up in July we will continue with work on the following roadways: Schilling Road (north of Goldsmith), Cambier Road, Dey Road, Omeal, Hogback Hill Road, Hazen Lane, Eckert Road, Vault Road.

**PLUMBING BREAK  
AT HIGHWAY DEPT.**

- **Highway Department Plumbing Break** - On Friday June 3rd at 415pm, some internal plumbing to a formerly used bathroom turned closet, broke and flooded our office and breakroom space. The leak was stopped fairly quickly and ServPro was called to assist with the cleanup/dryout efforts. Final damage figures are near our deductible but the adjuster is coming back to review my concerns with our carpet.

**HIGHWAY  
FACILITIES ISSUES**

- **Highway Facility Issues/Update** - Dan Pieters, from Labella Associates, started his Building Condition Survey (BCS) on June 9th when I met him at the Highway Department. We met again this morning and he brought his 'mechanical' guy with him. He may be brining his electrician next week. They will continue to analyze all aspects of our existing facilities and hope to have a draft BCS in the next few weeks. He mentioned it will take a little time to prepare cost estimates in order to finalize the report.

- **Garbage Dumping update** - The trash that was deposited along Vault Road and Hogback Hill Road is still there. I continue to work with the WC Sheriffs Probation Department for assistance in this removal effort. I expect them to get back to me tomorrow and will advise.

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

Mr. Boesel stated that this year is quite different than last year weather-wise as last years concern was heavy rains and flooding and this year the heat and lack of rain. They are sometimes doing more damage to the roads with the trucks (tires sticking to the roads, etc), and have needed to get them off the road quickly.

He also added that he is looking into posting weight limits on roads because of concerns with road bleeding, especially near the Dolomite Plant. In the November 2010 minutes the original application stated that Mr. Cleason said the trucks would be exiting on Rt 31, which is where the scales are. They should not be coming out on Hogback Hill. The board suggested a meeting with Dolomite, or perhaps changing the weight limit on Hogback Hill Rd. Mr. Boesel is concerned with the damage to the roads as well as the Port Gibson Bridge.

**POSTING OF  
WEIGHT LIMITS ON  
ROADS**

The highway superintendent further commented that he spoke with Dan from LaBella, and thought the documents were not available for this evening, the 49 page Building Condition Survey would be ready for review before the August 9<sup>th</sup> Town Board Workshop, which will take place at the highway barns. One question for LaBella is whether or not there is grant money available for this project, realizing that the lift and ventilation will be key issues. The Town Clerk reminded the board that the town pays for workshop notices when they take place in other locations other than town hall.

**BUILDING  
CONDITIONS  
SURVEY- LABELLA**

Mr. Boesel finally commented that we had hoped to present Karen Yantz with the upcoming proclamation a couple months ago, and after all these years he wished to formally recognize and thank Karen for all her hard work. He wished that this was not being done posthumously.

Councilman Welch asked Mr. Boesel how some residents of Walker Rd will return home when they are doing road work there. Boesel assured that all barriers are removed by end of day and residents can return to their homes!

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

Councilman Pipitone had nothing to report this evening.

**Government Operations: Assessor, Youth & Aging, Code Enforcement/Planning Board, and Justices**

**-Councilman Michael Lambrix**

**ASSESSORS REPORT**

1. **Assessor's Office Report for July:** Councilman Lambrix asked the board to read the Assessor's report at their leisure.

**REPORT TO THE TOWN BOARD  
FROM THE ASSESSOR'S OFFICE  
JULY 25, 2016**

The Final Roll was filed with the Town Clerk on July 1, 2016 as prescribed by law. Property owners who filed a grievance with the Board of Assessment Review and qualify, have until July 31 to file for a small claims hearing with the County Clerk or if the property is commercial, to file an Article 7 with the judicial court. So far, no small claims have been filed against Palmyra, but we do have one Article 7 which is a continuation of one started in 2013. They have to file every year until it is settled. I have forwarded a copy of the paper work onto the attorney involved for the Town.

**CHANGES IN STAR PROGRAM**

We are still playing with all the changes that the State has and is making to the STAR program. Now instead of putting the exemption into the computer when the owners apply, we have to put it in when the State tells us to, then remove it after the school bills are printed, a couple of weeks later and repeat the process all over again next year. I really don't see where this is taking the STAR out of the assessors' work load, which was the biggest part of changing the way the STAR was implemented.

**CHANGE IN PICTOMETRY**

We have the pictometry change finder now and are in the process of comparing flyovers from 2015 and 2009 to see what changes have been made. Joan is doing this part and she is creating new sketches in Apex to reflect the changes. She then gives me the new sketch with a note as to what is different and I evaluate the parcel to see if a change of assessment is necessary. Most of the changes are not increasing the value of the properties, but we at least have it on our inventory now for the next update.

**CODE ENFORCEMENT REPORT**

2. **Code Enforcement/Zoning Office Report- July:** Code Enforcement Officer Pat Sheridan submitted a report to the Board Members including a list of building permits and certificates of compliance for June 21, 2016 through July 26, 2016. CEO Pat Sheridan was unable to attend this evening, so Councilman Lambrix invited all to read it at their leisure.

3. **Minutes from Zoning Board Meeting:** Meeting minutes were distributed from last months June 9<sup>th</sup>, 2016 meeting.

4. **Minutes from Planning Board Meeting for July:** There was no meeting minutes included at this time.

**INFORMATIONAL ITEMS**

**1. EMS Advisory Board Report:** Mike Catalano reported an influx of calls to other areas, but that he could not validate any actual numbers of calls until he received final report. He also told the board that a new “fly car” was added to the county and is based in Lyons and Clyde. He also explained that unfortunately the burden of cost for these vehicles is passed to the tax payers thru out the county paying for something they will never use!

**EMS ADVISORY-  
NEW FLY CAR**

**2. Town of Walworth, Local Law No. 3 for 2016:** The Town Clerk of Walworth forwarded an amended official zoning map of Town of Walworth – Public hearing was June 21, 2016.

**WALWORTH, LL #3 –  
OFFICIAL ZONING  
MAP**

**3. NYS “Going Solar”:** An informational pamphlet regarding solar power in NYS was distributed to the board.

**GOING SOLAR**

**4. Lyons National Bank:** Lyons National Bank would like to have a “Lunch and Learn” at the Town Hall – They would serve lunch to people and talk/ teach about Money Market accounts, etc. The Town Board said that would be acceptable here.

**LNB- LUNCH AND  
LEARN**

**5. Wayne County Fair Information:** The Wayne County Fair Schedule of events was distributed, and also, Town elected officials, were asked to let Ken Miller know who is marching on Friday night.

**WC FAIR INFO**

**6. Planning and Zoning Summer School Registration:** Information regarding different summer school dates and location were given to the board. The closest class appears to be Batavia.

**PLANNING AND  
ZONING SUMMER  
SCHOOL**

**Agenda Items**

**1. Approve: Proclamation Remembering the many years of Service to the Town of Palmyra from Highway Clerk Karen Yantz:** Supervisor Ken Miller made the motion to approve, with roll call vote, the proclamation thanking Karen Yantz and asked the Town Clerk to read the following Proclamation. Seconded by Jim Welch:

**MTN: APPROVE  
PROCLAMATION FOR  
KAREN YANTZ**

**PROCLAMATION OF APPRECIATION**

**With the Passing of**

*Karen Yantz*

**WHEREAS**, the Town Board of the Town of Palmyra, County of Wayne, State of New York, mourns the passing of Karen Yantz, along with her family, friends and Palmyrans; and

**WHEREAS**, the Town Board recognizes how lucky they were to enjoy the many years of service to the Town of Palmyra by Karen Yantz, for the Town of Palmyra Highway Department, which began in 1995!

**WHEREAS**, the Town recognized *some* of her official duties as employee time card management, personnel file updates, payroll tracking, creating vouchers & invoices, and managing the fuel facilities.

**WHEREAS**, the Town employees appreciated her unofficial duties, which were what she enjoyed even more! Baking birthday cakes, chatting with the salesman, sharing her original poetry, and collecting and managing our lucky numbers for our NYS Lottery Subscription, were just a few of those unofficial tasks.

**WHEREAS**, these many years of service to the Town of Palmyra have benefited the Town and its highway employees in so many ways; and

**WHEREAS**, the Town Board of the Town of Palmyra appreciates the dedication Karen Yantz had brought to the Town as a whole;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Palmyra wishes to express its deep gratitude to Karen Yantz for the time and effort in serving the Town of Palmyra these many years; and

**BE IT FURTHER RESOLVED**, that the Town Board of the Town of Palmyra wishes to thank the family of Karen Yantz for sharing her talents, beautiful smile, and service to the people of Palmyra, and for supporting Karen as she carried out her various Town duties.

Dated: July 28, 2016

Roll Call Vote:	Kenneth Miller, Supervisor	Aye.
	James Welch, Deputy Supervisor	Aye.
	Michael Lambrix, Councilman	Aye.
	Todd Pipitone, Councilman	Aye.
	Bradley Cook, Councilman	Aye.

Vote: 5 Ayes. Carried.

A photo was taken of the Town Board, Highway Superintendent, and Town Clerk that will be presented along with the proclamation to Karen’s family.

**2. Approve: Supervisor Miller to sign Red Cross Shelter Agreement on behalf of the Town of Palmyra:** Councilman Lambrix made the motion to allow the Supervisor to sign the Red Cross Shelter agreement on behalf of the Town of Palmyra. Mr. Miller asked for a roll call vote. Seconded by Jim Welch.

MTN: APPROVE  
SIGNING OF RED  
CROSS SHELTER  
AGREEMENT

Roll Call Vote:	James Welch, Deputy Supervisor	Aye.
	Michael Lambrix, Councilman	Aye.
	Todd Pipitone, Councilman	Aye.
	Bradley Cook, Councilman	Aye.

Vote: 4 Ayes. Carried

Kenneth Miller, Supervisor - Abstained as he serves on the County Board



**Motion to Enter Executive Session Regarding Building Security and pending Litigation:** At 8:00 PM Councilman Welch made the motion to enter executive session to discuss building security, and pending litigation and to include Book Keeper and Town Clerk.

MTN: ENTER INTO EXECUTIVE SESSION

Second: Brad Cook      Vote: 4 Ayes. Carried

**Motion to Exit Executive Session:** At 8:50 PM Councilman Welch made the motion to exit executive session.

MTN: EXIT EXECUTIVE SESSION

Second: Brad Cook      Vote: 4 Ayes. Carried

**3. Approve: Security Measures for Town Clerk Office:** Councilman Pipitone made the motion to approve Security Measures for Town Clerk Office, not to exceed \$6,500.00.

MTN: APPROVE SECURITY MEASURES FOR TOWN CLERK OFFICE

Second: Brad Cook      Vote: 4 Ayes. Carried

**4. Approve: Painting of Cupola and Column Bases:** Todd Pipitone made the motion to table the discussion regarding the painting of the Cupola and column bases until the upcoming workshop as the amount budgeted was \$3,000.00 and the estimate given was \$4,800.00.

MTN: PAINTING OF CUPOLA AND COLUMNS- TABLED

Second: Brad Cook      Vote: 4 Ayes. TABLED

**5. Approve: Gutter Hanging and Repair:** Brad Cook made the motion to repair and hang gutters on the Town Hall Building not to exceed \$500.00.

MTN: APPROVE GUTTER HANGING AND REPAIR

Second: Todd Pipitone      Vote: 4 Ayes. Carried

**6. Approve: Resolution #12-2016: Standard Work Day and Reporting Resolution for Elected and Appointed Officials:** Todd Pipitone made the motion to accept Resolution #12-2016: *Standard Work Day and Reporting Resolution for Elected and Appointed Officials.*

MTN: APPROVE RES.#12-2016 WORKDAY RESOLUTION

**(ATTACHMENT A)**

Second: Mike Lambrich      Vote: 4 Ayes. Carried

**Motion to approve claims and expenditures:** Todd Pipitone made the motion to approve claims and expenditures for the July 2016 Abstract including vouchers #5632 thru #5752 totaling \$101,840.60.

MTN: APPROVE CLAIMS AND EXPENDITURES

Second: Mike Lambrich      Vote: 4 Ayes. Carried

MTN TO ADJOURN

**Motion to Adjourn:** At 8:56 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Brad Cook

Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn  
Palmyra Town Clerk

**TOWN BOARD WORKSHOP: TUESDAY August 9, 2016**  
**7:00 PM – PALMYRA**

**TOPICS INCLUDE: HIGHWAY BARNS AND/OR TOWN HALL MAINTENANCE**

**(This workshop was later cancelled on August 8<sup>th</sup>, 2016)**

**NEXT REGULAR MEETING: THURSDAY AUGUST 25th , 2016**  
**7:00 PM – PALMYRA TOWN HALL**