

**PUBLIC HEARING AND  
REGULAR MEETING OF THE TOWN BOARD  
PALMYRA TOWN HALL  
FEBRUARY 27, 2014**

At 7:03 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, February 27, 2014, 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 OF ALLEGIANCE**

Upon roll call, the following Board members were present:

- Kenneth F. Miller, Supervisor
- James T. Welch, Deputy Supervisor
- Todd J. Pipitone, Councilman
- Michael C. Lambrix, Councilman

**ROLL CALL**

Councilman David M. Nussbaumer was absent

Also attending: Marc Carrier, Code Enforcement Officer Dan Wooden, Gianna Green, Shyanne Schutt, Cody Roberts, Lyndsay Marie.

**ATTENDANCE**

Motion was made by Todd Pipitone to approve the minutes of the Town Board Public Hearing and Meeting on January 23, 2014.

**MTN: APPROVE  
MINUTES OF  
1/23/2014 TOWN  
BOARD MEETING**

Second: Mike Lambrix

Vote: 4 Ayes. Carried.

**COMMUNICATIONS**

No items of Communication this month.

**NO COMMUNI-  
CATIONS THIS  
MONTH**

**REPORTS OF STANDING COMMITTEES**

**Supervision—Animal Control, Historian, Finance:  
Kenneth Miller, Chairman**

**Town Received Defibrillators:** The emergency defibrillators for Town Hall, which were previously ordered, arrived this week. They should be helpful since we host exercise classes on a regular basis. Instructors will schedule training in the use of the units shortly.

**TOWN RECEIVED  
DEFIBRILLATORS**

Town Attorney, Paul Rubery and Wayne County Clerk, Mike Jankowski received two defibrillators—one for the Town Hall and one for the Highway Department.

Ken is having the Finger Lakes Ambulance people help us determine where the best location is to place it in Town Hall. The models are the same as the Sheriff, Fire Department and Ambulance have, so the leads are interchangeable. Mike Lambrix asked if someone in the Town should be certified to use this equipment. Ken said one doesn't need to be certified since the unit "talks" to whoever turns it on and talks that person through each step. Finger Lakes Ambulance personnel are willing to train a group—which could possibly be open to the public—but it has to be restricted in number of those attending, and the book and certification would incur a \$3 charge. He added it would be good to have the course material available, as well as for answering questions. They can also provide a DVD, and set up programs each year. One final note Ken made is that these were purchased through the Cator Trust Fund.

**TOWN RECEIVED  
DEFIBRILLATORS**

**Human Services—Town Clerk, Archives, Justices:  
Michael Lambrix, Chairman**

**1. Town Clerk's Office Report for February:**

- *At end of January, the Town Clerk's office collected and deposited \$3,999,942.37 in town/county tax payments for 2,561 tax bills; \$4,216.71 in water customer receipts; \$987.00 for 112 dog licenses/ renewals; \$2,927.27 in misc. sales—(marriage licenses, hunting/fishing licenses, and misc. transactions), for a total of \$4,008,070.35 received and handled during January.*
- *Time sheets during January: With tax collection, all hands were needed during the month: Irene—full-time @ 35 hours/week. Celeste—part-time @ 17 hours/week. Joan—part-time as needed @ a total 42.75 hours during January. This is in addition to full-time services of the Town Clerk.*
- *All PCs in office up and running—some software still needs installing—awaiting results of server issue. Celeste prepared a memo stating the case for "in-house" backups, to save costs of "cloud" connection/backup.*
- *All 2013 financial transactions have been completed, balanced and filed, awaiting Town Board audit. In 2013, this office processed \$55,988.53 in Town receipts, plus \$70,675.40 in water payments. Grand Total: \$126,663.93. This doesn't include Town tax collection, where we processed \$4.2 million in tax payments, plus \$6,534 in interest penalties, and School tax collection of*

**TOWN CLERK'S  
OFFICE REPORT  
FOR FEBRUARY**

*\$13,763,701.15 amount during the 5 tax collection months of 2013. We earned a fee of \$19,217 for the School tax collection.*

- *Last month, the Town Board initiated/approved 2014 contract with Palmyra Community Center. Village Board approved it after that, and so did the PCC Board. We received our copy of the fully-signed contract. It is now filed.*
- *Town Clerk’s office also handles scheduling of Town Hall building. Weekly updates are distributed to a list of employees, Board members, custodial staff. Arrangements are made for PCC adult exercise classes to be held here. Town is paid by PCC for use of Town Hall gym for these classes. In addition, others who use the building after business hours pay for building usage.*
- *Process started for collecting applications so Irene can interview/hire a new full-time Deputy Town Clerk. Applications due March 7. Lynne’s last day before retiring is Friday, April 25.*
- *Celeste worked on Archives and Records Management projects as she was able during January, in spite of software problems and a heavy volume of taxpayers that paid in person at Town Hall.*
- *Celeste also submitted a report to Todd and Ken on the savings to the Town by NOT going with Integrated Systems’ proposal to have our PC’s operations and backup be sent via the “Cloud” to them. Her thoughts are that we are not large enough to pay the costs of remote PC service, and that individual departmental backups would be much more cost effective.*

**TOWN CLERK’S  
OFFICE REPORT  
FOR FEBRUARY**

2. **Request to attend 2 Archives Sessions:** Celeste learned of courses available concerning Archives.

**REQUEST:** Rochester Regional Library Council is pleased to announce our Archives Boot Camp series, targeted to any archivist, librarian, or information professional who handles archives as part of their duties. Celeste requests permission to attend the following two sessions, in Fairport:

**ABC5 – Archival Policy & Administration, Thursday April 3, 2014** from 1:00pm-4:00pm

**ABC6 – Preservation & Conservation of Archival Holdings, Tuesday April 29, 2014, 1:00-4:00pm**

**Fees for each session:**  
\$35 each session to non-members

**REQUEST TO  
ATTEND TWO  
ARCHIVES  
SESSIONS**

3. **Town Clerk’s Report on Contracting for Use of “Cloud”:** Celeste submitted a report to Todd Pipitone, who is the Board’s liaison for IT matters in 2014. She had a different perspective on using the “Cloud” to store our data and for back-up. She presented several options, including financially, backing-up, and Connectivity and Security of Data. Ken said Celeste has some good points in her report, although she was

**RECORDS  
MANAGEMENT  
COORDINATOR’S  
REPORT ON  
CONTRACTING  
FOR USE OF  
“CLOUD”**

RECORDS  
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FOR USE OF  
"CLOUD"

not aware of all the details. Integrated Systems has an actual server "in house." Also, the "backup cost" is included in the monthly fee. They guarantee daily backup to be under 40 minutes, then they back themselves up, with yet another off-site back-up location. The difference between their services and purchasing our own equipment is estimated at \$25 to \$30 per month. Todd Pipitone added that he appreciates that Celeste took time to look into the situation and suggest some alternatives. There are things the Board can be aware of in the future, and revisit this if we want, at the March meeting.

**Public Works—Highway Department, Equipment, Facilities:  
James Welch, Chairman**

1. **February Highway Report:** Although not able to attend this evening, Superintendent Mike Boesel submitted the following report from January 23, 2014 through February 27, 2014:

*Since the 01/23/14 meeting we have completed the following work:*

- *Plowing/Sanding –To date this winter season we have made a total of 109 trips out of the barn.*

*A comparison to this point of the past 4 winter seasons is below:*

*Feb 2013 - 60 trips.  
Feb 2012 - 39 trips.  
Feb 2011 - 110 trips.  
Feb 2010 - 90 trips.*

- *Fleet Maintenance – ongoing for all trucks and equipment*
- *Hauling – gravel, CR2 and 5/8's stone*

*Other miscellaneous items include:*

- **Salt Orders** – *To date this winter season we have received approximately 2370 tons of our 2400 ton allotment, which is 98% of our requested allotment. Our salt barn is currently full. Our sand barn is approx 1/3 full. We can purchase up to 120% before price increases become factored in. We have only needed to order additional salt in the month of March twice in the past 5 years and I am hoping we wont need to again this March.*
- **Training** – *On 2/20, the entire crew attended a joint training session hosted by the Village of Macedon and put on by PESH regarding Hazard Awareness, Hazard Communication and Confined Space.*
- **CHIPs Funding** – *Governor Cuomo's budget calls for no increases (or decreases) at this time to our CHIPs funding. Last week, myself and a small group of WC Supts met with Assemblyman Oaks. We are gearing up for our annual Advocacy Day in Albany next Wednesday March 5<sup>th</sup>.*

HIGHWAY  
DEPARTMENT  
REPORT  
FOR FEBRUARY

- **Equipment** – We continue to perform routine maintenance on all trucks and equipment. Most of our truck fleet was serviced over the past 30 days. Over the next month we intend to start annual service to our mowing tractor and other ‘summer’ equipment.
- **Palmyra Municipal Auction** – The date has been set for Saturday May 10, 2014. The Contract Agreement is on the agenda for approval. It is unchanged from prior years. I will have a surplus list likely for the April agenda.
- **Village Budget** – It’s budget season in the Village and I had my second/third budget meetings this past month. The next meeting is scheduled for 3/3/14.

**HIGHWAY  
DEPARTMENT  
REPORT  
FOR FEBRUARY**

**Economic Development/Planning—IT, Strategic Plans:  
Todd Pipitone, Chairman**

1. **IT Infrastructure Inventory/Survey:** Todd Pipitone received inventory lists he requested last month from Town departments. He is now sorting through the information and will be reporting back to the Board in the future.

**I.T. INFRA-  
STRUCTURE  
INVENTORY/  
SURVEY**

2. **Informational Meeting Concerning Updating of the Comprehensive (Master) Plan:** Town Supervisor Ken Miller, Village Mayor Chris Piccola, and Palmyra-Macedon School Superintendent, Robert Ike met with Councilman Todd Pipitone to consider updating Palmyra’s Comprehensive Plan that had last been updated in 2004. One of the first questions was if there would be a benefit to expending funds to update it. Ken had requested information from Dave Doyle of MRB Group concerning cost, value, frequency and other relevant questions, as well as ideas that could potentially be updated. Ken has not yet received a reply from Dave Doyle.

**INFORMATIONAL  
MEETING  
CONCERNING  
UPDATING OF  
TOWN’S MASTER  
PLAN**

Code Enforcement Officer, Dan Wooden, stated that the Comprehensive Plan of 2004, for all intents and purposes, was updated in April, 2007, when the Town’s new Zoning Regulations were adopted by the Town Board.

3. **Future Water and Sewer Considerations:** As part of future planning, Ken also contacted Marty Aman, head of the Wayne County Water and Sewer Authority, with a goal of having municipal water available to all areas of the Town of Palmyra. Also, Ken envisions sewer availability to most areas of the Town. He has learned that some municipalities have a comprehensive plan for water and sewer projects.

**FUTURE WATER  
AND SEWER  
CONSIDERA-  
TIONS**

4. **Town Hall Items:** Several items concerning upkeep of Town Hall were on the agenda:
- Painting Gym and some offices—a painter has been approached about painting the walls and ceiling of the gym. It had last been painted in 1986. Some offices have not been painted since we moved into the building in 2002.
  - Relamping the Large Meeting Room and Gym—Lights are out in the gym that need replacing. Lights in the Large Meeting Room need attention or replacing too.

TOWN HALL ITEMS CONCERNING UPKEEP—PAINTING, RELAMPING, ETC.

**Government Operations—Assessor, Youth and Aging, Code Enforcement, Fire Protection Contracts:  
David Nussbaumer, Chairman**

1. **Assessor’s Office Report for February:** Assessor Elaine Herman submitted the following report:

*FEBRUARY 25, 2014*

*Exemptions are coming in daily. We sent out postcards to the property owners who have not yet returned their forms as a reminder that March 1<sup>st</sup> is coming upon us. Because March 1<sup>st</sup> is on a Saturday this year, we will be accepting exemption forms until the end of business on Monday, March 3<sup>rd</sup>.*

*I received our tentative railroad and special franchise values this month. We gained \$368,656 on the railroad and lost \$94,447 on special franchise for an overall gain of \$274,209 (see attached sheets).*

*I won’t get the final numbers for at least another month, but typically the numbers do not change. I have already applied them to the data base for the 2014 assessment roll.*

*I have been working on values of improvements done to the properties, based on the building permits that I receive from the Code office. They are almost done; then I have some values to look at where the property owner has contacted me to look at their assessments, as they feel that they are not right.*

ASSESSOR’S OFFICE REPORT FOR FEBRUARY

ATTACHMENT A

Attachments include special franchises and railroad updates that are referred to in the above report. These are included with these minutes as Attachment A.

- 2. **Code Enforcement/Zoning Office Report for February:** Code Enforcement Officer Dan Wooden provided Board members the list of building permits and certificates of compliance activities for Jan. 1 through February 27, 2014. He also submitted a request to purchase four new tires for the Code Enforcement office’s truck. His office has budgeted \$500 for this purpose in 2014.

CODE  
ENFORCEMENT/  
ZONING OFFICE  
REPORT FOR  
FEBRUARY
- 3. **Upcoming Finger Lakes Building Officials Educational Conference:** Dan Wooden submitted paperwork concerning a four-day educational conference that he would like the Board to approve. This would be for him and for Deputy Code Enforcement Officer Bob Grier.

UPCOMING  
FINGER LAKES  
BUILDING  
OFFICIALS  
CONFERENCE
- 4. **Zoning Board of Appeals and Planning Board Meetings:** There were no meetings of either Board during February.

NO ZONING NOR  
PLANNING  
BOARD  
MEETINGS IN  
FEBRUARY
- 5. **Update of Abandoned Property on Tellier Road:** Dan’s update shows that a notice was sent to the owner, David Kern, including a copy of the Town’s “Property Nuisance Abatement Law.” Dan had spoken with the owner in December 2013, who said he has “no interest in the property and would not do any repairs.” On February 25, Dan wrote attorney John Morell, asking him to review the information and advise him of what to do to have the structure properly removed. Even though David Kern, the current owner of record—according to the Town Assessor and the records at Wayne County—wants to just abandon the property, he must pay to tear down the building, as it is a hazard. Councilman Mike Lambrix suggested the Assessor send him a copy of his proof of ownership. Ken Miller added Kern owns about a dozen properties in Wayne County.

UPDATE OF  
ABANDONED  
PROPERTY ON  
TELLIER ROAD

**INFORMATIONAL ITEMS**

- 1. **Pending Resignation of Service to Town:** It has come to the attention of the Town that due to health issues, the Town-appointed Bingo Inspector is considering resigning. Town Clerk Lynne Green will follow up on this to see that proper paperwork is completed.

PENDING  
RESIGNATION  
OF TOWN’S  
BINGO  
INSPECTOR

**FLCC DEAN'S  
LIST FOR FALL  
2013**

- 2. **FLCC Dean's List:** Ken Miller provided a copy of the Fall 2013 Finger Lakes Community College's students who are on the Dean's List. Since Wayne County taxpayers help fund Wayne County students at FLCC, he thought this list should be acknowledged at this meeting by stating, "Hard work DOES get recognized."

**"ONE SECOND,  
EVERYTHING  
CHANGES"  
DISPLAY BY  
SHERIFF'S  
OFFICE**

- 3. **"One Second, Everything Changes" Display:** Paperwork was provided from the office of the Wayne County Sheriff, about an exhibit concerning the "ultimate consequences of driving while intoxicated," on display at Newark High School. "The exhibit sends a very important message to our young adults who will see that making the wrong choice to drink and drive or be a passenger in a vehicle that is operated by a person who has been drinking, can have devastating results."

**WAYNE COUNTY  
SHERIFF'S  
OFFICE REPORT**

- 4. **Wayne County Sheriff's Office Report:** A summary of the items for Palmyra for December 2013 was included in Board members' packets, for their information. It lists: Jobs Assigned, Police Services Division, Records Division, Civil Division and Jail Division.

**SHERIFF'S  
OFFICE PRESS  
RELEASE**

- 5. **Sheriff's Office Press Release:** The New York State Sheriffs' Association Institute, Inc. recognizes Sgt. Richard Morrison of the Wayne County Sheriff's Office as "2014 Crime Victim Notification Coordinator of the Year."

**DESIGNATION  
OF RESTRICTED  
HIGHWAY  
INCLUDE ROUTE  
21 ERIE CANAL  
BRIDGE**

- 6. **Designation of Restricted Highway:** Received from the New York State Department of Transportation is a notice that highways in certain local areas will be temporarily restricted. They include the Route 21 Erie Canal Bridge in Palmyra. This restriction may include changes in speed limit, weight limit lowered, traffic control devices and "persons and equipment engaged in work on such highway."

**PUBLIC INPUT**

- 7. **Public Input:** Palmyra resident Marc Carrier was concerned about the abandoned house and property in East Palmyra. Is this an environmental issue? Ken Miller explained this is a process that takes over two years to go through. Ken stressed this is not "an unoccupied property with an environmental issue." The owner of record bought the property and therefore assumes "all liability" for its upkeep.





