

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
November 22, 2016**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Tuesday November 22, 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 October 27th, 2016.

MTN: APPROVE PREVIOUS TOWN BOARD MINUTES

Second: Brad Cook Vote: 4 Ayes. Carried

Motion was made by Jim Welch to approve the minutes of the Town Board meeting on November 10th, 2016.

Second: Todd Pipitone Vote: 4 Ayes. Carried

ATTENDANCE

Also attending was: Julie and Charles Hartman, EMS Advisory Member Mike Catalano and Highway Superintendant Mike Boesel.

HEARING

HEARING

There was no official hearing this evening.

COMMUNICATIONS

COMMUNICATIONS

There was no official communications received for this evening.

REPORTS OF STANDING COMMITTEES**Reports of Standing Committees**

Supervision---Animal Control, Historian, Finance: Kenneth Miller, Chairman

1. Genesee Land Trust: Supervisor Miller received a letter, then follow up call, announcing that the Genesee Land Trust Project (which is on the border of Palmyra / Manchester) was awarded \$540,558 from AG & Markets for the conservation easement project. Only a portion of Koeberle Farm was approved, as the Garnsey Rd. area of farm was not approved. The land behind LABCO on Rt 21 was removed from the original plan per request of the town. The Town of Palmyra will have nothing further to do until we are contacted by Land Trust staff, and we should not incur any costs at this time.

2. Thank you received from PCC Board of Directors: A thank you letter was received from PCC Board of Directors for the generous funding of \$3,000.00 towards their parking lot project.

3. Essential Personnel Policy Training: Supervisor Miller attended a personnel policy training, which is required as we are a government employer. He furnished the board with a copy of the PowerPoint presentation to use as a reference document. This information is contained in our existing employee handbook.

4. School Zone Request/ Speed Reduction East Palmyra Christian School: A request was made by the East Palmyra Christian School to have the Town Board initiate a school zone and speed reduction area in front of the East Palmyra Christian School on E Palmyra Port Gibson Rd. The Town Clerk will send the TE9 form to the county for approval, which they will then send to the state DOT.

5. Basic Certification Status Reports for Joan Gates: The current assessor, Elaine Herman, provided the Supervisor a letter stating that Joan Gates meets the minimum qualification standards as a candidate for assessor, and that she is now enrolled in the candidate assessor program through the Department of Taxation and Finance. Her *Basic Cert. Status Report from ORPTS* (basic outline of what is needed to become our next assessor) shows no components have been completed as of yet.

**Human Services: Town Clerk, Archives, and Town Hall Facility -
Councilman Bradley Cook****1. Town Clerk Report for November:****TOWN CLERK OFFICE REPORT TO THE BOARD
NOVEMBER 2016**

In October, the Town Clerk's office was focused once again on the end of school tax collection and hunting licenses!

Second round DMP's (doe permits) became available on Tuesday, November 1st, so I was here at the town hall at 8 AM to accommodate our local hunters. As for school tax collection, we ended up collecting \$14,339,962.32 of the \$14,875,883.24 total warrant, plus \$448,637.29 in in-lieu of payments, earning the Town of Palmyra \$19,247.92 in payment (which we have already received) from the Pal-Mac CSD for our role in tax collection. This amount earned for collection is up more than \$1400.00 from last year.

We have continued to pursue past due dog owners, and we will be issuing court appearance tickets on behalf of animal control, with a court appearance date of December 13, 2016. Through dog licensing in October we sold 56 licenses totaling \$538.00, misc sales, including marriages licenses, hunting/fishing, vital record requests, Bingo proceeds, Zoning etc – added an additional \$7069.48. Total check disbursements for the month of October totaled \$7607.48.

Betlem Heating and Cooling performed maintenance on all of our furnace units; all was found to be in good condition, I met with the Commercial Manager, and am now waiting on information/price on a regular maintenance (they are here twice a year- once for heating, once for cooling) as we may be able to save money that way. The interior security doors are installed, and we are waiting for information about keying the locks.

Irene Unterborn
Palmyra Town Clerk

2. Building Security: – The three internal doors have been installed and we are waiting for the rekeying of them so that there will be one key that will work for all three doors. They will also be returning to install door stops to protect the doors and walls. Councilman Cook will be following up with the company that installed the doors.

3. Recommendation for cleaning of Town Hall: One quote in writing for cleaning was received from employee Julie Hartman. Mr. Cook stated that having one cleaner, with one set of keys for both places, would be ideal, and that Julie already keeps track of, and orders cleaning supplies as needed. That being said, he also stated that he thought it would be in our best interest to get two more quotes in writing, along with proof of their insurance, to present by the next workshop meeting on December 13th, to then be finally voted on at the December 22nd meeting. It was found that insurance would also need to be provided by Ms. Hartman though she is currently a town employee, and the board requested proof of insurance be forwarded to them as soon as it was available. It was clarified that Ms. Hartman would clean the Town Hall 3 times per week, and that every other week, one of those times would be spent cleaning the highway facility.

4. Painting of Cupola: The painting of the cupola is finally completed, and payment was included in today's abstract. It was found that the cupola is not in great condition, and will last perhaps for ten years but then will have to be removed or replaced.

5. Grounds/Maintenance: The town clerk met with Darryl Fishbaugh, a representative from Betlem heating and cooling. He will be sending a maintenance agreement for heating and cooling by Tuesday next week. The clerk will forward that information to the board.

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

1. Highway Department report for November:

**Highway Superintendent Report
For Town Board Meeting
11/22/16**

Since the 10/27/16 meeting we have completed the following work:

- **Plowing/Sanding** – This November was shaping up to be another one of the warmest on record until the past 3 days. To date this winter season we have made a total of 7 trips out of the barn (all 7 in the past 3 days) A comparison to this point of the past 3 winter seasons is below:
 - November 2015 - 2 trips
 - November 2014 - 5 trips.
 - November 2013 - 6 trips.
 - November 2012 - 1 trips.

Other miscellaneous items include:

- **Roadwork/Brush Mowing** – Summer roadwork is complete. We intend to continue brush mowing roadsides as time and weather permit throughout the Fall/Winter months.
- **Winter Preparations** – The barns had been full of sand and salt before the storm these past few days, but we need to order some more salt soon. All trucks were completely outfitted for the winter season. We hope to install some snow fence in the coming weeks as this recent snow melts and weather permits. We also intend to haul sand soon as time permits.
- **Personnel** - On Sunday 11/20/16 - Derick Baker started working full-time for the Palmyra Highway Department. Thank you for this new hire! Scott Moulton remains out of work as his wrist heals.
- **Training** - On Wednesday 11/16/16, we hosted a winter de-icing training seminar and demonstration here at Palmyra Highway from 9am-1pm. Over 45 various highway employees, superintendents and deputy's attended.
- **Red Barn Maintenance** - Over the past couple weeks given the nice weather, we have been priming and painting our lower block building, red barn.
- **Highway Facility BCS Update** - Our Hwy Facility Task Force of Bob Grier, Councilman Cook, Councilman Welch and I have continued to meet on a weekly basis since September and we continue to make progress each week exploring various issues/needs. We are most recently met with reps from Finger Lakes Construction as well as LeFrois Construction and Blue Point Construction.

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

Mr. Boesel explained to the board that Blue Scope is a company that we can use not only for purchases of equipment, but also contracting and bidding out. This would save not only money, but a great deal of time when planning for projects like the highway facility. It was decided to add the topic of the highway facility to the December 13th workshop meeting.

Mr. Boesel also added that the DOT is re-evaluating every town's mileage by having someone connect the dots from an office. We are proposed to lose 1.13 miles from our total, and the highway superintendents are very skeptical about what exactly the state is doing, and feel that they are trying to lower our CHIPS funding by lowering total mileage in the towns. Mr. Boesel is proposing to actually measure each road using a digital wheel to verify our miles. This has been done in other towns, and has in some cases proven the state wrong in their calculations.

Finally two points he would also like to add: one is for the town to look at acquiring a town credit card as many places are no longer accepting vouchers for payment for training trips etc., and lastly, he would like to look at using a value added way of purchasing rather than just the least expensive, as does the county. Both these points will be added to topics of the December 13th workshop.

Mr. Miller informed the board that the bookkeeper has already arranged for the bank representative to visit with him regarding credit cards.

2. Snow Removal Contract w/ County: Though Mr. Boesel did receive a copy of the contract, he did not have time to review the amounts that were included in the new contract. This will be voted on later in the evening with approval given to the Supervisor to sign.

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

1. Telephone purchase: Councilman Pipitone informed the board that Dan Cashman retired from *ASTRA*, and Dean Dewitt from *Just Solutions* is now handling our telephone purchase. Approval will be for \$4,200.00, including 16 phones, 5 wall mount brackets, a one time set up fee of \$105.00, and a monthly fee of \$220.00. He explained we had been waiting for our Time Warner Contract to near expiration, and that he would now contact them all to arrange the purchase and installation for this year.

Government Operations: Assessor, Youth & Aging, Code Enforcement/Planning Board, and Justices**Councilman Michael Lambrix****1. Assessor's Office Report for November:****REPORT TO THE BOARD
FROM THE ASSESSOR'S OFFICE
NOVEMBER 21, 2016**

It is our quiet time for another couple of weeks in the office. We still take in exemptions on a daily basis or are giving new owners information on how they now need to sign up for STAR with the State.

Joan has attended a class in Webster last Thursday on "How to Critique an Appraisal". It was an all day class. It showed her how to break down the information in an appraisal to determine if the appraisal was done properly or to favor the property owner.

Attached is a list of all the arm's lengths sales (good sales) that have occurred this year in Palmyra. The yellow highlighted ones sold for more than the assessed values.

As you know, Bambergers have filed another Article 7 on eight (8) properties that they own in Palmyra. We now need to request cost sharing from the school and village to help us with the litigation costs. The county will not participate in this suit as the total amount of assessed value involved with these eight properties does not meet their minimum requirements of \$1,000,000, but sharing three ways is better than having the towns pick up the entire cost.

If you have any questions or concerns, please do not hesitate to contact me at any time.

Mr. Lambrix asked the Town Clerk to read paragraph four, and asked who will contact the school regarding the shared litigation. Mr. Miller explained the county is reviewing the dollar amount to participate in litigation, and he will follow up and find out from the county if they would be willing to participate retroactively. The question was asked whether or not the owners of these properties need to pay taxes during this time. Mr. Lambrix suggested that Mr. Pipitone email the assessor to ask if they needed to pay their taxes.

2. Code Enforcement/Zoning Office Report- November: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members prior to the meeting including a list of building permits and certificates of compliance for October 25, 2016 through November 18, 2016.

3. Minutes from Zoning Board Meeting for November 10th, 2016: A copy of the meeting minutes was included in the board packets for review.

4. Minutes from Planning Board Meeting for November 14th, 2016: A copy of the meeting minutes was included in the board packets for review.

5. Re- Appointment of Planning Board and Zoning Board Members:

Re-Appointment of Martin Beckenbach for planning board, and re-appointment of Derrick Lich for the Zoning Board of Appeals are on the agenda for approval later this evening.

Mr. Lambrix finally added that he will contact book keeper Petra Anderson to find out what exactly was spent on Youth and Aging in 2016.

Informational Items

1. **WCWSA Water & Sewer Charges for 2017:** Proposed cost of water in the WCWSA Western Wayne Service area will remain \$4.25 per thousand gallons purchased, but the basic service charge will increase from \$20.00 to \$22.50 per quarter.

2. **EMS Advisory Board:** Mike Catalano, EMS Advisory Board representative reported that there will be elections next month and he will be running as Chair, they are in the midst of redoing a mass casualty plan, and he was going to ask Fingerlakes Ambulance to be a little more transparent in their reporting for next year. The next advisory meeting is not until January 2017. Mr. Lambrix asked if there is a routing map in case of emergency. Mr. Catalano was not aware of one. Mr. Boesel was also curious, and is going to look into clarifying the routes.

Agenda Items

1. **Approve: Member of Planning Board:** Mike Lambrix made the motion to approve Martin Beckenbach to continue serving on the Town of Palmyra Planning Board for a term beginning January 1, 2017 and ending December 31, 2021.

Second: Brad Cook 4 Ayes. Carried

2. **Approve: Member of Zoning Board of Appeals:** Mike Lambrix made the motion to approve Derrick Lich to continue serving on the Town of Palmyra Zoning Board of Appeals for a term beginning January 1, 2017 and ending December 31, 2021.

Second: Todd Pipitone 4 Ayes. Carried

3. Approve: Resolution #18-2016: Payment of Litigation Costs Involving Challenges to Real Property Assessments (Bamberger): Mike Lambrix made the motion to approve the shared Payment of Litigation Costs Involving Challenges to Real Property Assessments *Concerning Notice of Petition to Review Tax Assessment Made for the Year 2016*, equally between the Village of Palmyra, the Town of Palmyra and the Palmyra Macedon School District.

Second: Jim Welch 4 Ayes. Carried

Mr. Pipitone asked how many properties were involved in litigation; Mr. Miller suggested that he contact the assessor. Mr. Miller also stated once again that he will follow up with the county about any possible involvement in this litigation.

4. Approve: Purchase of Phones for Town Hall: Todd Pipitone made the motion to approve the purchase of a new phone system for the Town, not to exceed \$4,200.00, to be installed before the end of 2016.

Second: Brad Cook 4 Ayes. Carried

5. Approve: Contract: Highway Snow & Ice – 2017 with Wayne County: Jim Welch made the motion to approve the Supervisor to sign the Snow and Ice removal Contract with Wayne County for 2017, after receiving the Highway Superintendents approval.

Second: Todd Pipitone 4 Ayes. Carried

6. Approve: Cleaning contract with Julie Hartman: Brad Cook made the motion to table a decision regarding cleaning of the Town Hall and Highway facility until after the December 13th workshop.

Seconded by Mike Lambrix. A roll call vote was requested.

Councilman Michael Lambrix	Aye
Councilman James Welch	Aye
Councilman Todd Pipitone	Aye
Councilman Brad Cook	Aye

Vote: 4 Ayes. Carried.

7. **Approve: Agreement with Village, Town and Community Center for 2017:** Todd Pipitone made the motion to approve the agreement between the Village of Palmyra, Palmyra Community Center, and Town of Palmyra for 2017, with payment to Village for this agreement not to exceed \$38,760.00.

Second: Mike Lambrix 4 Ayes. Carried

8. **Approve: Resolution #19-2016: Speed Reduction Request from East Palmyra Christian School:** Mike Lambrix made the motion to approve Resolution #19-2016, and to implement the process and forms necessary to change the speed limit in front of the East Palmyra Christian School.

Second: Jim Welch 4 Ayes. Carried

**RESOLUTION #19-2016: SPEED REDUCTION REQUEST
IN RESPONSE TO LETTER
FROM THE BOARD PRESIDENT OF THE
EAST PALMYRA CHRISTIAN SCHOOL**

WHEREAS, a letter has been received by the Steve Marsille, President of the East Palmyra Christian School, 2023 Port Gibson Rd, East Palmyra, New York, which asks, for the safety of the students, to review traffic conditions on Port Gibson Road, and,

WHEREAS, the school board requests a specific school zone with speed reduction, a change in signage, and,

THEREFORE, BE IT RESOLVED that the Town Board of the Town of Palmyra requests that the Regional Traffic Engineer in the New York State Department of Transportation, Region 4, conduct a study of said road, and make recommendations to the Town Board of ways to resolve these issues.

Dated: November 22, 2016

Motion to approve claims and expenditures Mike Lambrix made the motion to approve claims and expenditures for November 2016 including vouchers # 6075 thru #6182, totaling \$168,619.24.

Second: Todd Pipitone Vote: 4 Ayes. Carried

Motion to Adjourn: At 8:00 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 December 13th, 2016
7:00 PM – PALMYRA

Topics include: Highway Facility, Cleaning of Town Hall & Highway Facility, Purchasing Policy (value added purchasing), and use of a Town Credit Card.

NEXT REGULAR MEETING: THURSDAY December 22, 2016
7:00 PM – PALMYRA TOWN HALL