

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
SEPTEMBER 26, 2013**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, September 26, 2013, 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 Welch, Deputy Supervisor
- Michael Lambrix, Councilman
- David Nussbaumer, Councilman
- Todd J. Pipitone, Councilman

ROLL CALL

Also attending: Code Enforcement Officer Dan Wooden, John Rush, Earl Vanderwall, Marc Carrier, Palmyra Highway Superintendent Mike Boesel, Larry and Pamela Brown.

ATTENDANCE

Motion was made by Todd Pipitone to approve the minutes of the August 22, 2013 Town Board meeting.

MTN: APPROVE MINUTES OF 8/22/2013

Second: Dave Nussbaumer

Vote: 5 Ayes. Carried.

COMMUNICATIONS

A packet of information was prepared for Board members about "*Agenda 21—Understanding Sustainable Development For the People and their Public Officials*" prepared by Freedom Advocates. This was provided by Palmyra resident John McMenamin for Board members to look over and, hopefully, discuss at the October Town Board meeting. McMenamin states, " I'm with a New York Property Rights Group...United Nations Agenda 21 is a 'law' that will restrict our land rights, usage and access. It will also 'determine' where we live, where farm resources are spent, and so on."

AGENDA 21— UNDER- STANDING SUSTAINABLE DEVELOPMENT FOR THE PEOPLE & THEIR PUBLIC OFFICIALS

REPORTS OF STANDING COMMITTEES

Economic Development, Appeals and Town Clerk's Office Committee – Todd Pipitone, Chairman

Town Clerk's Office Report for September:

- Lynne: September started another year of collecting Pal-Mac school taxes. A huge thanks to Irene and Joan Shaffer for keeping up with the thousands of payments that have been received so far. More to come yet...
- Lynne: After the two resolutions were passed at the last Town Board meeting, and after Ken signed them both for the Town, I took the resolutions to the Village Hall, so the Village Clerk could have them approved at the next Village Board meeting. After that approval, the resolutions continue to the School Board for its approval, and then to the County Board of Supervisors for their approval.
- Lynne: To continue with Town Board's requests for numbers of hunting/fishing licenses, since last month's Town Board meeting, we have sold 117 licenses, for a total of \$6,564.
- Lynne, Irene, Celeste: "All hands on deck" has been the motto for our office this month. Between tax payments, hunting and fishing licenses, water and sewer bill payments, marriage licenses and increased phone calls for tax information, we are in the midst of our busiest month in the office. Thanks for approving extra hours for Celeste in September.
- Celeste: **CONVERTING MINUTES FROM 1949 to 1999 FOR VIEWING ON OUR WEBSITE:** Our minutes from 1949 to 1999 were not in electronic format, so we couldn't put these on our website. Since these were scanned and were in Application Xtender (AX), it seemed non-productive to retype 48 years worth of minutes. I exported the records out of AX – saved them to an XPS (Microsoft Report Viewer) and converted them to a PDF file. They were then posted on our website, eliminating the need to retype all these minutes, which would have taken months with a full-time person.
- Celeste: **APPLICATION XTENDER:** Digitization and Scanning Project: Extensively researched PDF conversion software apps with OCR (Optical Character Recognition) capabilities. I utilized free trial periods to fully test the capabilities of each. Most software tested was priced in the \$500 –\$800 range. The cheaper applications did not provide OCR capability and if they did, it was poor quality. I contacted Biel's (our Application Xtender vendor) and was told I would need to purchase a proprietary application to convert all the documents (1796 to 2005) to searchable PDFs. The cost would have been \$1000 plus. After much research and trial testing, I decided on Foxit PDF software with OCR capabilities, for \$129—a major cost savings. The software has extensive capabilities for improving future records management workflow. With the new capability of converting all the pre-2006 files within AX to PDFs along with our new OCR software, we now only had to electronically re-scan these in OCR and the import them back into AX.

TOWN CLERK'S
OFFICE
REPORT
FOR SEPTEMBER

- Celeste: This month: **Scanned and OCR:** (2009 to current)
 - Death - Village and Town: Records: 37
 - Birth – Marriage – Burial – Minutes: Scheduled completion mid-November
- Celeste: **Records Management Cloud Computing Workshop/ Fundamentals of Document Management: (see Attachment A)**
An introduction to the importance of an organized workflow solution to ensure optimum management of digital and paper-based information.
- Celeste: **ARCHIVES:** We continue to monitor the dehumidifiers in Archives Room A and B to ensure environment meets standards.
- Irene: **Taxes, Taxes, Taxes....**That is basically 99% of my life for the month of September! Sorted, and mailed out approx. 5000 tax bills on Aug.31st, 2013. Answering questions and calls, to how the tax records are entered are more efficient now that we are using the Williamson Law Book Tax Program. Of those 5000 bills mailed, 2825 have been paid and entered. We've collected \$7,346,755.40 so far of \$14,052,721.13 total. In the next few days we will receive from escrow accounts, and I will enter over 2000 more. Prepared and mailed "In-lieu-of" tax bills per Wayne County IDA. Thank you, Joan Shaffer, for all your help at the counter, in opening all the mailed-in taxes, folding & stuffing receipts, and putting postage on them! She keeps me sane at this time of year!
- Irene: Prepared budgets, then reviewed with Lynne. Always a learning experience!
- Irene: Filed vital records adding them, as always, to the computerized records as received.
- Irene: Sent dog renewal notices and additional late-renewal postcards. We have collected (\$745) since last board meeting... YTD \$9724.00.
- Irene: Prepared bank deposits, balanced accounts, averaging 4 - 6 deposits daily with the school tax collection.

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

Attachment A

RICOH Solution Seminar (Date Attended: September 10, 2013)
Records Management Cloud Computing Workshop/Fundamentals of Document Management:

An introduction to the importance of an organized workflow solution to ensure optimum management of digital and paper-based information. Document management is moving away from paper and into electronic format. This changes our workflow requirements. The seminar focused on:

- Capturing Paper and Electronic Files – migrating paper intensive processed to digital content
- Accessing documents From anywhere, anytime
- Mobile and Secure Printing – securely store, print and track any print job sent from a mobile device.
- Discussion of Forms, Workflow and Content Management – the right workflow solutions can help us work better, faster and more efficiently.

In summary, the seminar focused on enhancing workflow from the capture of both paper and electronic documents – through the processing of all these – to the final routing and determination. It provided a good understanding of the efficiencies associated with utilizing digitized file formats instead of paper-based formats. Benefits included:

- Less paper handling
- Less time spent handling documents – increasing productivity
- Cost savings associated with paper generation – copying, shredding
- Ease of access, retrieval and routing of documents

This seminar falls in line with the ongoing effort in the Town Clerk's office to digitize where we can and provide an efficient records workflow.

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

Highway Committee – James Welch, Chairman

1. **September Highway Report:** Superintendent Mike Boesel submitted the following report From August 23 – September 26:

Highway Superintendent Report
For Town Board Meeting of 9/26/2013

Since the 8/22/13 Town Board meeting we have completed the following work:

- **Intermunicipal Assistance**
 - 8/22/13 - 1 Marion, 3 Walworth, 1 Williamson trucks to Palmyra for chipsealing
 - 8/27/13 - Palmyra skidsteer/mill/operator to Marion for milling assistance
 - 8/27/13 - Palmyra loader/widener with operators to Walworth for shoulder assistance
 - 8/28/13 - Palmyra loader/widener with operators to Walworth for shoulder assistance
 - 9/4/13 - 2 Palmyra trucks and 1 roller/operator to Marion for paving assistance
 - 9/5/13 - 1 Palmyra truck and 1 roller/operator to Marion for paving assistance
- **Surface Treating/Wedging –**
 - On 8/22/13, Suit Kote assisted us with chipsealing on Floodman Road and the south end of Schilling Road (N.Creek to Goldsmith).
 - In the next 30 days, we hope to perform some hot asphalt and wedging work on Goldsmith Road, Lusk Road and Desmith Road.
- **Brush Mowing–** We completed brush mowing and trimming the backside of all our guiderails with our excavator. We intend to continue brush mowing and tree trimming operations as time permits thru the rest of the year and as the winter season permits.

**HIGHWAY
DEPARTMENT
REPORT FOR
SEPTEMBER**

- **Winter Preparations** – As time has permitted over the past week, we started to review our snow plows/wings, sanders and tire situations. Over the next 30 days we will likely start to haul in some more sand material and start preparing the trucks for the winter season. Our salt barn is full.
- **Generator Grant** – We submitted our application package for the Fuel Island Generator Grant on Wednesday July 31st, prior to the due date of August 1st. This past week we found out that our application has survived the 1st and 2nd rounds of cuts. This morning, Supervisor Miller and I attended a workshop meeting at Monroe County Emergency Mgmt Office regarding the remaining paperwork for our grant submittal. This paperwork is due by October 31st.
- **Hogback Road – Dolomite Tunnel Proposal** – Dolomite recently submitted design drawings to me for review and approval for a new tunnel under Hogback Road for their quarry operation expansions. I will have review comments for the full Board to review and discuss. Dolomite would like to complete this work this Fall.

**HIGHWAY
DEPARTMENT
REPORT FOR
SEPTEMBER**

2. **Max Albertson Property Follow-Up:** Mike Boesel, Dan Wooden and Jim Welch said “the ball’s back in Max’s court” concerning their reply to the new request submitted last month concerning Max Albertson’s property on Shilling Road. Their letter notes two critical issues Albertson must address before the Town will consider any new work: The NYS DEC informed the Town that he would “possibly obtain a permit from the DEC” to re-construct his former laneway, as it appears to be part of a wetland. He also must provide evidence of adequate sight distance in both directions of the requested laneway. If these conditions are met, the Town would provide a gravel driveway apron to the right-of-way line.
3. **Dolomite Tunnel Proposal Under Hogback Hill Road:** Design drawings were available to Board members for consideration of a new tunnel under Hogback Hill Road for their quarry operation expansions. Ken’s concern was that the project should put up a bond, in case Dolomite sells the land. Since there were other questions as well, Ken said he’d consult with Town Attorney Paul Rubery, Mike would ask Dolomite more questions and report back.
4. **Fall Highway Conference at Lake Placid:** At the Town Board meeting on July 25th, approval was given for Highway Superintendent Mike Boesel to attend the Fall Highway Conference, at a cost not to exceed \$566. Tonight, Mike explained his calculations were based on double occupancy,

**MAX ALBERTSON
PROPERTY
FOLLOW-UP**

**DOLOMITE
TUNNEL
PROPOSAL ON
HOGBACK HILL
ROAD**

MTN: AMEND APPROVAL OF ATTENDANCE AT FALL HIGHWAY CONFERENCE AT LAKE PLACID

not single occupancy rate. While he hasn't yet received the voucher, he alerted the Board that it would be over the not-to-exceed amount. Jim Welch asked what the correct amount would be, and Mike said the total was \$773.66. Jim then said he wished to amend his previous motion, for the record, to approve the cost of Mike's attendance not to exceed \$773.66.

Second: Mike Lambrix

Vote: 5 Ayes. Carried.

5. **Computer Equipment for Highway Department:** Mike told the Board his projected 2014 budget includes the cost of a new computer. However, this didn't include a new PC for him—and he is trying to stick to a 3-year rollover schedule for equipment. Since the stores of sand and salt barns are full to capacity, and there are still unexpended funds in the 2013 budget, he talked with Petra about purchasing a PC tower this year. There is money in his budget to do this, so he contacted Cathy Contant and received the price of \$569, which is the State contract price. He is proposing purchase of the tower with Cathy to install, and asked for Board approval. Jim Welch agreed and made the motion authorizing Mike to purchase the 3110 Desktop EPA, not to exceed \$569, using 2013 funds, and having Cathy Contant install it at about \$100—using a different 2013 funding line for installation.

Second: Mike Lambrix

Vote: 5 Ayes. Carried.

MTN: APPROVE USING 2013 FUNDS TO PURCHASE & INSTALL NEW PC TOWER IN HIGHWAY DEPARTMENT

Planning and Operations Committee

--Mike Lambrix, Chairman

NO PLANNING BOARD MEETING IN SEPTEMBER

1. **Town Planning Board Meeting:** There was no Planning Board meeting in September.
2. **Town Planning Board Replacement:** During this month, Ken met with Pam Brown, who recently moved to Palmyra, and has Planning Board experience. He also contacted the Town of Potter and Village of Rushville about her experience and credentials. He said she has excellent referrals. Since Pam Brown was attending tonight's meeting, she was introduced. Mike Lambrix asked that she provide a resumé through Dan Wooden's office. He added that her nomination can be on the agenda for October.

REPLACEMENT FOR TOWN PLANNING BOARD OPEN SEAT

3. **Town Hall Item—Outside Lights:** Jay Harding worked on the floodlight in front of Town Hall that illuminates the flags on the flagpole. He is waiting for parts to complete work on the floodlight at the back of the building, as it has to be replaced. **TOWN HALL—
OUTSIDE LIGHTS**
5. **Town Hall Item—Gutters and Downspouts:** Downspouts and gutters around Town Hall had several years' worth of accumulation clogging their proper drainage. Mike Lambrix had arranged for their cleaning by a local contractor. The gutters are now cleaned, ready for future needs. **TOWN HALL—
GUTTERS AND
DOWNSPOUTS**
6. **Town Hall Item—Ladies' Room in Front Hallway:** In the front hallway's Ladies Room, pieces of the plaster on the front wall have cracked and separated from the outer wall. Mike Lambrix took a look at the damage and said he'd find a contractor to fix it, as well as to clean up the discoloration of the wall below the electric hand dryer, and to have the walls repainted. **TOWN HALL—
LADIES' ROOM IN
FRONT HALLWAY**
7. **Town Hall Item—Paint Trim Around Building:** Mike Lambrix noted the Town has accepted the bid of local contractor, K&K Painting, to paint the trim around Town Hall. Work has already started, to take advantage of the good weather now. **TOWN HALL—
PAINT TRIM
AROUND
BUILDING**
8. **Town Hall Item—Fire Alarm & Special Hazards Inspection and Test Report:** At Town Hall and at the Highway Department, inspectors from the Davis-Ulmer Automatic Fire Protection Systems Company, conducted an annual inspection of the facilities. The inspections included checking heat and smoke detectors, replacing failed batteries, making recommendations for improvement and replacement, if needed. A copy of their report is available in the Town Clerk's office. The Code Enforcement Office and Supervisor's Office have copies also. **TOWN HALL—
FIRE ALARM &
SPECIAL
HAZARDS
INSPECTION AND
TEST REPORT**
- Enter Executive Session:** At 7:20 p.m., Dave Nussbaumer made the motion to enter Executive Session to discuss matters of pending litigation. Highway Superintendent Mike Boesel and Code Enforcement Officer Dan Wooden were invited to attend. **MTN: ENTER
EXECUTIVE
SESSION**

Second: Todd Pipitone

Vote: 5 Ayes. Carried.

Exit Executive Session: At 7:38 p.m., Todd Pipitone made the motion to exit Executive Session:

Second: Jim Welch

Vote: 5 Ayes. Carried.

MTN: EXIT
EXECUTIVE
SESSION

Zoning and Assessor’s Office Committee

--David Nussbaumer, Chairman

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

SEPTEMBER 25, 2013

There were three small claims petitions filed against the Town for this year. Two were from Canalside Estates Manufactured Home Park, which I went to Lyons on Monday for those hearings. The second one is a village property owner whose hearing is to be held Thursday, September 26 in our building. It may take several weeks before I actually get the hearing officer’s decision.

We have been very busy taking in the Enhanced STAR renewal applications this month. Also, the State mailed renewal notices to all property owners who are getting the Basic STAR on the 2013 assessment roll. There have been a lot of questions about this letter that we have been answering as well. There is some confusion with new owners, people who purchased a home after the March 1st deadline for the application for this year. The prior owner qualified for the Basic STAR and the law states that we cannot remove the STAR upon a sale. These letters went out to "property owner", so the new owners are applying with the State using this letter, but that will not get them the STAR next year.

All new owners need to first apply with their local assessor’s office. We have posted notices on the entry doors and bulletin boards in our building. Hopefully we will not have any problems next year, but I anticipate that we will, even though we send out a STAR form to all new owners as we get the transfers each month.

ASSESSOR’S
OFFICE REPORT
FOR SEPTEMBER

2. **Code Enforcement/Zoning Office Report:** Dan Wooden submitted a list of permits issued from January 1st 2013, through September 26th, as well as a list of Certificates of Occupancy for the same dates. There were no comments from Board members.

CODE ENFORCE-
MENT/ZONING
OFFICE REPORT
FOR SEPTEMBER

3. **Zoning Board of Appeals Meeting:** There was no meeting of the Zoning Board of Appeals during September.

NO ZONING
BOARD MEETING
IN SEPTEMBER

4. **Tellier Road Abandoned Building:** The building in question has been abandoned for quite a while, but the Code Enforcement Office needs Board authorization to start the lengthy process, which includes contacting the owner, and going to Wayne County Supreme Court to start the legal action. Since this takes at least 90 days to accomplish, Dave Nussbaumer made the motion to start the legal process.

**TELLIER ROAD
ABANDONED
BUILDING**

Second: Mike Lambrix

Vote: 5 Ayes. Carried.

**MTN: START
LEGAL ACTION**

Mike Lambrix immediately made a second motion to hire someone to board up the abandoned building.

**MTN: HIRE TO
BOARD UP
ABANDONED
BUILDING**

Second: Todd Pipitone

Vote: 5 Ayes. Carried.

INFORMATIONAL ITEMS

1. **Sheriff's Office Report:** Wayne County Sheriff, Barry Virts, issued a press release September 19th announcing the hiring of two deputy sheriffs. Ken Miller added the sheriff is drawing experienced deputies to Wayne County. We also received the July 2013 Sheriff's Monthly Report for Palmyra.

**WAYNE COUNTY
SHERIFF'S
OFFICE REPORT**

2. **Palmyra Employee Smoking Policy:** During September, the Town received wording for the new Employee Smoking Policy, which was presented to the Town Board for approval. Jim Welch wondered if this is the same policy as the Village Board has approved. Ken answered by saying, "This mirrors the Village policy." He added their policy has what he called "union wording"—certain penalties for offenses are in their policy--that we do not, and that he is okay with what is in the Town's policy, as well as what the village sent him. Ken noted that even a verbal warning in the Town contract has to be documented.

**NEW PALMYRA
EMPLOYEE
SMOKING
POLICY
DISCUSSION**

3. **Contract Terms for Impact Theatre:** The current lease the Town with Impact Theatre, for the rental of two rooms at Town Hall, began on October 1, 2012. The renewal terms state:

**LEASE
CONTRACT
TERMS FOR
"ROLLOVER" OF
IMPACT
THEATRE FOR
10/1/2013—
9/30/2014**

"This Lease shall automatically renew for an additional period of one year per renewal term unless either party gives written notice of termination no later than 15 days prior to the end of

the term or renewal term. The lease terms during any such renewal term shall be the same as those contained in this Lease except that the lease installment payments shall be \$75.00 per month."

**LEASE
CONTRACT
TERMS FOR
"ROLLOVER" OF
IMPACT
THEATRE FOR
10/1/2013—
9/30/2014**

Ken commented that the Town Board can just let it roll over until next year, if they wish. Dave Nussbaumer felt we should go with the Supervisor's recommendation. Mike Lambrix said the Town should check Impact Theatre's insurance policy, to make sure it is up to date, before Ken signs the approval for a "rollover" for another year. The other Board members agreed. The Town Clerk will contact Frank Irace and have him provide the Town with the current insurance policy.

**PROFESSIONAL
DEVELOPMENT
TRAINING FOR
ELECTED
OFFICIALS**

- 4. **Fall 2013 Regional Local Government Workshop:** Again, Ken Miller reminded Board members to contact him if they plan to attend the Workshop in Batavia on November 15.
- 5. **Letter Requesting More Information:** Palmyra resident Marc Carrier has expressed some concerns at recent Town Board meetings. In order to address those concerns, Ken Miller wrote him a letter dated August 29, 2013:

**LETTER TO
MARC CARRIER
REQUESTING
MORE
INFORMATION
ABOUT HIS
CONCERNS**

"To help the Town Board understand what it is you are trying to achieve, we ask that you provide your concerns in writing to the Town Clerk. A Town Board meeting is not an open forum to ask questions or debate with the Town Board members. Out of courtesy we have an item on our agenda for "public input" to listen to the concerns of people wishing to make a statement to the Board. A Town Board meeting is an open meeting intended for the Board to conduct Town business. As always, you can contact any Board member or me to talk."

Marc was present this evening and thanked the Board for corresponding with him about this issue. He has also written Public Health and environmental groups, but had no prepared response tonight.

**EMS ADVISORY
MEETING
REPORT FROM
JOHN RUSH**

- 6. **EMS Advisory Meeting Report from John Rush:** As the Town's representative on the EMS Advisory Board for Wayne County, John provides the Board with minutes of these meetings. He also provides attachments, and policy statements concerning Emergency Management. At this meeting, the Fire Advisory Board stressed having large, easily-visible house numbers for emergency responders, especially during night hours or with poorly lit areas.

7. **Proposed Radio Communications Tower Update:** John Rush also spoke about the problems the County is having with the property owner of the land surrounding the water tower and current multi-media tower just north of North Creek Road. Concerned with liability issues, the property owner is now seeking legal advice. Mike Lambrix asked about the proposed radio tower being affixed to the water tower ladder. Ken said the County is seeking authorization to put this equipment on the ladder. The Board seeks verification that this is the best place to hook up the emergency radio equipment. Apparently, there have been some problems in the past, and they are requesting approval from the manufacturer.

**PROPOSED
RADIO
COMMUNICATIONS TOWER
ISSUE UPDATE**

8. **Public Input:** No comments were made at this point.

**NO PUBLIC
INPUT**

AGENDA ITEMS

1. **Approve New Employee Smoking Policy:** The following Employee Smoking Policy was presented for Board approval:

**EMPLOYEE SMOKING POLICY
TOWN OF PALMYRA, NEW YORK**

In accordance with the NYS, Clean Indoor Air Act (PHL, Article 13-E), smoking is prohibited in all Town buildings; other enclosed or covered spaces, motorized Town equipment, and vehicles.

Department heads and Superintendents are charged with enforcing this policy.

Employees who violate this policy shall be subject to disciplinary action up to and including discharge. Notwithstanding the foregoing, an employee who violates this policy which results in a fine being imposed by the State of New York or an agent thereof, shall reimburse the Town of Palmyra by way of a cash reimbursement or payroll deduction.

**EMPLOYEE
SMOKING
POLICY**

- 1st offense: Documented verbal warning.*
- 2nd offense: 1 week off / no pay.*
- 3rd offense: Dismissal*

*Dated: September 26, 2013
BY ORDER OF THE PALMYRA TOWN BOARD*

Employee has read and understands this policy: Date:

Todd Pipitone made the motion to approve the new Employee Smoking Policy, asking for a roll call vote.

**MTN: APPROVE
EMPLOYEE
SMOKING
POLICY**

Second: Dave Nussbaumer	Vote: 4 Ayes. Carried.
Ken Miller	Aye
James Welch	Nay
Michael Lambrix	Aye
Todd J. Pipitone	Aye
David Nussbaumer	Aye

ROLL CALL VOTE

2. **Approve: Engagement Letter and Agreement:** Hancock Estabrook, LLP, Counselors at Law, sent an "Engagement Letter and Agreement" to Supervisor Miller concerning "Legal Services—Tax Certiorari Proceeding" for anticipated legal needs. Todd Pipitone made the motion to approve the terms of the agreement for these services.

**MTN: APPROVE
ENGAGEMENT
LETTER AND
AGREEMENT
WITH HANCOCK
ESTABROOK,
LLP FOR LEGAL
SERVICES**

Second: Dave Nussbaumer	Vote: 5 Ayes. Carried.
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Ken signed the agreement on behalf of the Town Board.

ATTACHMENT A

A copy of the Engagement Letter and Agreement is included with these minutes as Attachment A.

3. **Approve: Tentative Town Budget for 2014:** The Tentative Budget for 2014 has been prepared by the Board following meetings with department heads and the Town Bookkeeper. It was presented by the Board and will be available for public review in the Town Clerk's office after Board approval. Todd Pipitone made the motion to approve the Tentative Budget for 2014, and asked for a roll call vote.

**MTN: APPROVE
TENTATIVE
TOWN BUDGET
FOR 2014**

Second: Dave Nussbaumer	Vote: 4 Ayes. Carried.
Ken Miller	Aye
James Welch	Aye
Michael Lambrix	Nay
Todd J. Pipitone	Aye
David Nussbaumer	Aye

ROLL CALL VOTE

Upon Town Board approval, the Tentative Budget now becomes the Preliminary Town Budget for 2014.

- 4. **Approve: Renewal of Professional Services Agreement with Integrated Systems:** As in past years, we have contracted with Integrated Systems for "Engineering Services and Software Development" including "network and system troubleshooting, programming, end user technical support, cabling and travel." Several payment options are offered for these services. Town of Palmyra has selected Contract D: at a rate of \$75/hour, paying for 100+ hours in advance. Todd Pipitone made the motion to renew the Professional Services Agreement with Integrated Systems—Plan D.

MTN: APPROVE RENEWAL OF PROFESSIONAL SERVICES AGREEMENT WITH INTEGRATED SYSTEMS --PLAN D

Second: Dave Nussbaumer Vote: 5 Ayes. Carried.

- 5. **Claims and Expenditures:** Dave Nussbaumer made the motion to approve claims and expenditures of Vouchers #1541 through #1640, and Pre-Paid vouchers #SEP 2013-1A through #SEP 2013-7a, included in the Abstract of September 2013, totaling \$222,344.22.

MTN: APPROVE CLAIMS AND EXPENDITURES FOR SEPTEMBER 2013

Second: Todd Pipitone Vote: 5 Ayes. Carried.

- 6. **Enter Executive Session:** At 7:56 p.m., Dave Nussbaumer made the motion to enter Executive Session to discuss matters of personnel.

MTN: ENTER EXECUTIVE SESSION

Second: Todd Pipitone Vote: 5 Ayes. Carried.

Exit Executive Session: At 8:12 p.m., Jim Welch made the motion to exit Executive Session:

MTN: EXIT EXECUTIVE SESSION

Second: Mike Lambrix Vote: 5 Ayes. Carried.

- 7. **Motion to Adjourn:** At 8:13 p.m., Mike Lambrix made the motion to adjourn the meeting.

MTN: ADJOURN MEETING

Second: Jim Welch Vote: 5 Ayes. Carried.

Respectfully submitted,

Lyndall Ann P. Green
Palmyra Town Clerk

**ATTACHMENT A: ENGAGEMENT LETTER AND AGREEMENT
WITH HANCOCK ESTABROOK, LLP,
COUNSELORS AT LAW.**

**NEXT TOWN BOARD MEETING:
THURSDAY, OCTOBER 24, 2013, 7:00 P.M.
EAST PALMYRA FIRE HALL**