

**SPECIAL TOWN BOARD MEETING  
PALMYRA TOWN HALL  
MONDAY AUGUST 7, 2017**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Special Town Board meeting, scheduled for Monday, August 7, 2017, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra NY.

**CALL TO  
ORDER**

The following legal notice was run in the Wayne Times, and posted as required by law:

**LEGAL NOTICE  
TOWN OF PALMYRA  
NOTICE OF SPECIAL MEETING**

**NOTICE IS HEREBY GIVEN**, that the Town Board of the Town of Palmyra will conduct a Special Meeting to discuss and possibly vote on a proposed new phone system for the town hall, the town sole assessor position, and proposed highway project on the evening of Monday August 7, 2017, 7:00 PM at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

**FURTHER NOTICE IS HEREBY GIVEN**, that this special meeting is called to transact business related to the above topics, as well as any other business that may come before the Town Board.

**Dated: July 31, 2017**

Irene E. Unterborn  
Palmyra Town Clerk

Supervisor Miller waved the reciting of 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

Supervisor asked to table the approval of the minutes of the Town Board meeting which took place on July 27, 2017, as he had not had the opportunity to read them.

**ATTENDANCE**

Also attending was: Highway Superintendant Mike Boesel, Clerk to the Assessor Joan Gates, Neil Gates and Legal Counsel Paul Rubery .

**HEARING**

There was no official hearing this evening.

**COMMUNICATIONS**

There were no communications this evening.

**PUBLIC INPUT**

There was no public input at this time.

**REPORTS OF STANDING COMMITTEES**

*Please note – Monthly town department reports will be given at the regular town board meeting on Thursday, August 24, 2017.*

Supervisor Miller asked that the topic of the highway facility be addressed at this time since Mr. Rubery was in attendance.

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

Mr. Welch asked highway superintendent Mike Boesel to address the board with regards to the upcoming proposed highway barn project. Mr. Boesel explained the different estimated project costs including the Blue Scope proposal, the subcontractor proposals, and the work that could be done by the highway department itself, which he explained would save a great deal of money. There were many pieces of the project that Mr. Rubery felt could be done (ie. retaining wall, or perhaps running the electric for the old barn that would also help with the new project) that were budgeted for this year. Any projects that were budgeted for, and could be completed this year, would need to be in use in 2017. Extensive conversation ensued, and it was decided that a conversation would be had with the book keeper to discuss possible avenues for financing the project, and that the town clerk would submit a legal notice for a public hearing before the regular town board meeting on August 24<sup>th</sup>, 2017. The estimated quotes that Mr. Boesel shared will be **ATTACHMENT A.**

**Supervision: Animal Control, Human Resources, Historian, and Finance -  
Supervisor Ken Miller  
with  
Human Services: Town Clerk, Archives, and Town Hall Facility -  
Councilman Bradley Cook**

**1. Water in Crawl Space under the Building:** This facilities issue was tabled and then discussed in executive session last meeting. Jay Harding (electrician) and Councilman Cook met before the meeting to discuss options for keeping the crawl space dry. It was found that the water seems to rise and fall quickly, and it was wondered if: 1) there may be a problem with the crock (may not have a bottom) or, 2) if the fact that there were no longer gutters in the rear of the building added to the water problem. After discussion it was thought that if the gutters were replaced, we would have ice damming issues again. At this time, it was decided that Jay Harding should add two outlets in the crawlspace, one for a dehumidifier, and one for a barn fan (on a timer) to keep the air moving to dry out the crawl space. Highway Superintendent Boesel will have one of the highway workers check Tractor Supply, Lowes and Colacino Electric for the best prices.

**2. Roof Leaks:** Councilman Cook will call Elmer Davis, Upstate, and MIG to get at least three different opinions and quotes for the town hall roof.

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

At this time, Councilman Lambrix invited Mrs. Joan Gates into the meeting. The agreement that was discussed between Mr. Lambrix and Mrs. Gates to be approved by the board later this evening is as follows:

- \* \$19.23 @ 35 hours/week – Full Time (\$35,000/Yr.)
- \* 6 Months probation then would receive allotted sick and personal days
- \* Attend minimum 4 Board Meetings a Year
- \* Town to cover all cost to earn certification
- \* Achieve Certification in 2 years
- \* Step to \$40,000 the next pay after certified/grade received from last course needed to be certified
- \* Vacation 17 days (been with the town for 15 years)

**Approve: Joan Gates as Sole Assessor:** At this time Mike Lambrix made the motion to hire Joan Gates as sole assessor, to take effect the day after the current Assessor Elaine Herman retires, at a rate of \$19.23 per hour, for 35 hours per week, including 17 days vacation (beginning with original start date), and after the 6 month probationary period before sick and personal days are accrued. The above stipulations are also included in the motion.

Second: Todd Pipitone

Vote: 4 Ayes. Carried.

Mrs. Gates explained that she currently has the minimum credentials to actually do an assessment. Discussion ensued regarding the advertisement that would be placed for a clerk, to be further discussed with Mike Lambrix. Mrs. Gates added that she would like her clerk to also be a notary. She also reminded the board that up to 30 hours is still part time.

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

**1. Telephones:** The town clerk informed the board that the certified letter that was sent to Daniel Cashman from Astra telephones was being returned with no forwarding address, per the post office. Councilman Pipitone will be contacting Just Solutions to see if they know where our refund is at this point. After discussion as to whether or not we could afford a new system before receiving our refund, the clerk also suggested looking for the part needed for our current system, as she found a site with replacement parts needed for our current Panasonic System. Councilman Lambrix asked the town clerk to email the information to Councilman Pipitone, as well as the rest of the town board members. Further discussion ensued. Ultimately, a decision needs to be made as to whether or not legal action should be taken against Astra Communications.

**Informational Items**

**1. Fair Parade:** The town clerk will alert the Wayne County Fair that the board members will march in the parade, and that they would like to march near Congressman Katko.

**Agenda Items**

**1. Approve: Purchase of Phone System:** Todd Pipitone made the motion to make a purchase of phone system and contract with Integrated Systems, not to exceed \$11,766.14 (**Tabled** from last meeting). After discussion it was decided to table this approval until the meeting on August 24, 2017.

**Motion to Adjourn Special Meeting:** At 8:57 PM, Todd Pipitone made the motion to adjourn the special meeting.

Second: Brad Cook

4 Ayes. Carried.

Respectfully submitted,

Irene E. Unterborn  
Palmyra Town Clerk

**Public Hearing and Regular Town Board Meeting**  
**Thursday August 24, 2017**  
**7:00 PM – PALMYRA TOWN HALL**