

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
December 30, 2014**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Tuesday, December 30, 2014, 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
- David Nussbaumer, Councilman
- Todd Pipitone, Councilman

MTN: APPROVE PREVIOUS TOWN BOARD MINUTES

Motion was made by David Nussbaumer to approve the minutes of the Town Board meeting on November 24, 2014.

Second: Todd Pipitone Vote: 4 Ayes. Carried

ATTENDANCE

Also attending was: Marc Carrier, Mike Woodard, Code Enforcement Officer Dan Wooden, Matt LaMora, Highway Superintendent Mike Boesel, and Richard Hagar.

HEARING - NONE

HEARING

There was no official hearing this evening.

COMMUNICATIONS - NONE

COMMUNICATIONS - None

MOVE ITEM ON AGENDA

At this time, Supervisor Miller asked that the Reports of Standing Committees portion of the agenda be changed so that the Highway Superintendent could report first.

REPORTS OF STANDING COMMITTEES**Public Works—Highway Department, Equipment, Facilities: James Welch, Chairman****HIGHWAY REPORT
FOR DECEMBER**

1. **Highway Department report for August:** Highway Superintendent Mike Boesel submitted the following report from July 25th, 2014 through August 28th, 2014.

Highway Superintendent Report
For Town Board Meeting
12/30/14

Since the 11/24/14 Town Board meeting we have completed the following work:

- **Plowing/Sanding** –To date this winter season we have made a total of 21 trips out of the barn. A comparison to this point of the past 4 winter seasons is below:
 - December 2013 - 36 trips, but 37 trips by end of December
 - December 2012 - 7 trips, but 16 trips by end of December
 - December 2011 - 3 trips, and only 5 trips by end of December
 - December 2010 - 37 trips, and 41 trips by the end of December
- **Salt Orders** – So far for the month of December we have ordered 400 tons of salt, which puts us at 14% of our requested allotment of 2800 tons for the season.
- **Winter Fleet Maintenance** – Over the past 30 days we have continued with general maintenance on the entire fleet. Over the next couple months we will bring in various 'summer'-related pieces of equipment for their annual servicing and maintenance work.
- **Snow Fence** - During the first week of December the Village and Town forces worked together the entire week installing most of our snow fence around the Town.
- **Tree Work** – On 12/19/14 and 12/23/14, the Village and Town forces performed some tree work with Empire Tree Surgeons on Jeffery Road, Goldsmith Road, Schilling Road, Desmith Road and Jagger Road. We hope to continue some tree trimming with our own bucket truck in the Town throughout the winter months.
- **Street Lights** – We recently surveyed the entire Town/Village street lights and tomorrow morning we intend to submit a list of lights to NYSEG that are currently not working.
- **Generator Grant** – Last December, On 12/17/13, I submitted the requested additional information for our Generator Grant. To this day I

have not heard anything nor has George Bastedo at WC Emergency Management. I inquired this morning and hope to have something to report tonight or next month.

**CONTINUED
HIGHWAY REPORT**

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

Highway Superintendent Boesel wanted to also point out that the town will now be reimbursed for the snow removal efforts in Buffalo last month, and wanted to be sure that the thank you letter received from the Chairman of the Wayne County Board of Supervisors, James Hoffman was shared with the board members. The letter from Mr. Hoffman will be **ATTACHMENT A.**

Mr. Boesel went on to explain the different procurement options (terms) that are now being "identified and quantified" by NYS. He pointed out that for the past two years we have now been allowed to "Piggy Back" with other municipalities for contracts and purchases, which is even more useful now that the NYSOGS keeps getting downsized. He also stated that though we have justified ourselves in the past regarding our lowest responsible bidder, "best value" purchasing is now better defined by NYS, and should now be considered to be included in our yearly Purchasing Policies and Procedures Resolution. Supervisor Miller and the Board discussed this point, and asked the town clerk to include this in the Purchasing Policies and Procedures resolution at the organizational meeting, reflecting a similar policy that the Wayne County Board of Supervisors had already approved at the county level.

**PURCHASING
OPTIONS:
PIGGY BACKING AND
BEST VALUE**

Councilman Lambrix asked Mr. Boesel to inquire with NYSEG to see if it is possible to increase the wattage in the street lights in the Village as he felt it was unsafe for pedestrians walking. Councilman Nussbaumer asked if the lights used were LED. Mr. Boesel pointed out that as with the town, we pay for the usage of street lights. He also said he would discuss these points in the near future with the utility company and share those answers with the board.

**DIM / DANGEROUS
STREET LIGHTS**

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

SUPERVISOR REPORT

1. Discussion of Partnership with County for Tax Cap Freeze: Supervisor Miller stated that he had several conversations with the both the Village Mayor, and the Wayne County Administrator, James Marquette. He stated that the village had no opportunities available to them regarding this matter, and that the question at hand was whether we wanted to partner with the county or remain on our own, keeping in mind the deadline to

**PARTNERSHIP W
COUNTY FOR TAX
CAP FREEZE**

vote, and give notice to the county, was this evening. Discussion ensued, and points shared included the fact that only Arcadia agreed to partner with the county (therefore making the financial threshold harder to reach), there was no uniform way of presenting the information asked of the towns at this time, and the questions that Mr. Marquette asked of the state on behalf of our town supervisors were not answered.

MTN: PARTNER
WITH COUNTY FOR
TAX CAP FREEZE

Councilman Nussbaumer made the motion to partner with the county on this matter of the tax cap freeze, and asked for a roll call vote.

Second: Todd Pipitone

Roll Call Vote:

ROLL CALL VOTE

Councilman David Nussbaumer	Aye
Councilman Michael Lambrix	Nay
Councilman James Welch	Nay
Councilman Todd Pipitone	Nay

The motion did not pass. Supervisor Miller said that he would contact Mr. Marquette with the decision.

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

1. Town Clerk Office Report for December:

TOWN CLERK
REPORT FOR
DECEMBER

TOWN CLERK OFFICE REPORT TO THE BOARD
December 2014

General Information:

December was a wonderful month to begin preparing all of our year end financials, and also get ready for Town and County tax collection. Legal notices were sent to the newspaper; and contracts and agreements were received back from Village, Fire Departments, and Community Center.

The taxes have been separated and processed, and will be mailed out to home owners and banks on December 31st.

Celeste has continued working with the Archive and Record Management projects. As I requested from her last month, Celeste presented me with a list of files found in the central file room which will help all of locate files, and answer question more efficiently.

Heidi and I worked on updating the "Policy Use for Town Hall", which we will discuss tonight. It was basically streamlined from the previous agreement,

change in price for usage, and reflects policy recommendations from NYMIR. Heidi has continued to pursue past due dog owners, which has not only alerted us to dogs that are no longer here, but has reminded owners that they need to pay their licensing fees! Through dog licensing in November we sold 62 licenses totaling \$506.00, misc sales, including marriages licenses, hunting/fishing, vital record requests, Bingo proceeds, etc – added an additional \$4957.97. Total check disbursements for the month of November totaled \$5463.97.

2. **Review of Building Use Application**: Councilman Lambrix led much discussion regarding raising the cost for uses of the town hall to more reflect the value, and cost of, having the building open for gatherings. New usage fees suggested would be \$50 for residents and \$75 for non-residents. The board also discussed changing the name to “Single Use Policy for Town Hall”, and asked to include a statement regarding attention to turning off heat/and or AC after use. This topic will be voted on later in evening.

3. **Pre-Tax Legal Notice Published**:

LEGAL NOTICE
TOWN OF PALMYRA
NOTICE OF RECEIPT OF
TAX ROLL AND WARRANT FOR 2015

TAKE NOTICE that I, Irene Unterborn, the undersigned Tax Collector for the Town of Palmyra, County of Wayne and State of New York, have duly received the tax roll and warrant for the collection of Town and County taxes within the Town of Palmyra of the year 2015, and that same can be paid by mail or at the Town Clerk’s Office, Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York, 14522, during business hours of 9:00 a.m. through 5:00 p.m. Monday through Friday.

TAKE FURTHER NOTICE that taxes may be paid on or before February 5, 2015 without charge or interest. On all taxes received after such date, there shall be added interest of 1% if paid on or before March 5, 2015, and an additional 2% after March 6, 2014. The last day of Town/County tax collection will be March 31, 2015.

TAKE FURTHER NOTICE that Town/County taxes may be paid in two installments, with the first half paid on or before February 5, 2015 without charge or interest. If the second installment is paid between February 6 and March 6, 2015, there shall be added interest of 1% on the remaining amount. If the second installment is paid between March 7 and March 31, 2015, there shall be added interest of 2% on the remaining amount.

FURTHER NOTICE IS GIVEN that there will be a \$20.00 fee for all returned checks.

TAKE FURTHER NOTICE that pursuant to the provisions of law, the tax roll of the Town of Palmyra will be returned to the County Treasurer of the County of Wayne on the first day of April, 2015.

DATED: December 10, 2014

TOWN CLERK
REPORT
CONTINUED- NEW
BUILDING USE
APPLICATION

TC: LEGAL NOTICES
PUBLISHED IN
DECEMBER

4. **Organizational Meeting Legal Notice Published:**

**LEGAL NOTICE
TOWN OF PALMYRA ORGANIZATIONAL MEETING
FOR THE YEAR 2015**

NOTICE IS HEREBY GIVEN, that the organizational meeting of the Town Board of the Town of Palmyra will be held on Tuesday, January 6, 2015, at 7:30 p.m. in the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York.

Dated: December 15, 2014

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

- 1. **Town Hall:** Nothing to report at this time.

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

NO ASSESSORS
REPORT FOR
DECEMBER

- 1. **Assessor’s Office Report for December:** No report for December at this time.

CEO REPORT

- 2. **Code Enforcement/Zoning Office Report- August:** Code Enforcement Officer Dan Wooden submitted a report to the Board Members including a list of building permits and certificates of compliance for all of 2014. Councilman Nussbaumer invited all to read it at their leisure.

Mr. Wooden pointed out that there were eight new home permits issued in 2014, which has not happened in many years!

NO ZONING OR
PLANNING BD.
MEETING IN
DECEMBER

- 3. **Minutes from Zoning Board Meeting for December:** There was no meeting in December.
- 4. **Minutes from Planning Board Meeting for December:** There was no meeting in December.

INFORMATIONAL ITEMS

SHERIFF’S REPORT

- 1. **Wayne County Sheriff’s Office:** Supervisor Miller provided a copy of the report of calls to the Sheriff’s office, as well as Sheriff Barry Virts’ monthly column regarding a Holiday Season Crackdown, and an Evaluation Audit of the Jail Facility.

- 2. **Thank You Letter from County Supervisor Hoffman to our town Highway Department :** Mr. Hoffman extended a thank you, on behalf of the WC Board of Supervisors, commending our highway department, as well as employee Jake Hilton, for the positive response during the Western New York snow storm, and for helping the Buffalo community in their time of need.

- 3. **Information Regarding Special Ticket Pricing:** Special ticket pricing was offered to town employees for “Disney on Ice’ and “Monster Trucks”.

THANK YOU
LETTER TO
HIGHWAY

AGENDA ITEMS

- 1. **Approve: Resolution #18-2014: Authorize Bookkeeper to make necessary Adjustments to Budgetary Journal Entries for 2014:** Councilman Pipitone made the motion to authorize the bookkeeper to make any necessary adjusting and budgetary journal entries in closing the 2014 fiscal year.

MTN: APPROVE
RES. # 18-2014
BOOK KEEPING
ADJUSMENTS

Second: Dave Nussbaumer

Vote: 4 Ayes. Carried

RESOLUTION #18-2014
AUTHORIZE BUDGETARY ADJUSTMENTS
TO CLOSE 2014 FISCAL YEAR
TOWN OF PALMYRA
WAYNE COUNTY, NEW YORK STATE

BE IT RESOLVED, that the Town Board of the Town of Palmyra authorizes the Town Bookkeeper to make any necessary adjusting and budgetary journal entries in closing the 2014 fiscal year.

*Adopted this 30th day of December, 2014, at the meeting of
the Palmyra Town Board.*

BY ORDER OF THE PALMYRA TOWN BOARD

The 2014 Budget adjustments will be **ATTACHMENT B.**

- 2. **Approve: Policy for Use of Town Hall:** A motion was made by Councilman Lambrix to approve the new policy for use of the town hall, including the 3 changes that were previously discussed including; the change in usage fees to \$50 for residents and \$75 for non-residents, the change of title of application to “Single Use Policy for Town Hall”, and a reminder to turn off A/C or heat after use.

MTN: APPROVE
POLICY FOR
USAGE OF TOWN
HALL

Second: Todd Pipitone

Vote: 4 Ayes. Carried

MTN: APPROVE
TOWN CLERK
ATTENDANCE TO
WORKSHOP

3. Approve: Town Clerk’s Attendance to NYS Workshop: Councilman Nussbaumer made the motion to allow the Town Clerk to attend a NYS workshop in Binghamton, NY, not to exceed \$250.00 plus mileage.

Second: Mike Lambrix

Vote: 4 Ayes. Carried

The following day the workshop was cancelled, so it was not attended.

MTN: APPROVE
ANDREW LAMBRIX
TO ZONING BOARD
OF APPEALS

4. Approve: Andrew Lambrix as Member of Zoning Board of Appeals: Councilman Nussbaumer made the motion to appoint Andrew Lambrix as member of Zoning Board of Appeals for term beginning January 1, 2015 and ending December 31, 2019.

Second: Todd Pipitone

Vote: 3 Ayes. Carried

Councilman Lambrix abstained.

PUBLIC INPUT

NO PUBLIC INPUT

Supervisor Miller asked if anyone had contacted the Town Clerks office to ask to address the board. There was not.

Claims and Expenditures: Councilman Nussbaumer made the motion to approve claims and expenditures in the December 2014 abstract, voucher #3441 thru #3574, totaling \$87,421.11

MTN: APPROVE
CLAIMS AND
EXPENDITURES

Second: Mike Lambrix

Vote: 4 Ayes. Carried

Enter Executive Session: At 7:44 PM, Councilman Pipitone made the motion to enter into executive session to discuss matters of personnel. Both the town clerk and code enforcement officer were invited to join the board.

MTN: ENTER INTO
EXEC. SESSION

Second: Mike Lambrix

Vote: 4 Ayes. Carried

Exit Executive Session: At 8:20 PM, Councilman Lambrix made the motion to return from executive session.

MTN: EXIT EXECUTIVE
SESSION

Second: Todd Pipitone

Vote: 4 Ayes. Carried

Addition of Agenda Items:

5. Approve: Supervisor to sign resolution for Red Cross Fundraiser:

Councilman Pipitone made the motion to approve Supervisor Ken Miller to sign a resolution on behalf of the town for the Red Cross Fundraiser, if necessary. The Red Cross met with the county on this matter, so there may or may not be a need for this yearly resolution.

**MTN: APPROVE
SUPERVISOR TO
SIGN RED CROSS
RESOLUTION**

Second: Mike Lambrix Vote: 4 Ayes. Carried

Adjourn Meeting: At 8:30 PM, Todd Pipitone made the motion to adjourn the meeting.

**MTN: ADJOURN
MEETING**

Second: Jim Welch Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

**ATTACHMENT A: THANK YOU LETTER TO HIGHWAY DEPT. FROM
BOARD OF SUPERVISORS.**

ATTACHMENT B: 2014 BUDGET ADJUSTMENTS

NEXT MEETING
ORGANIZATIONAL MEETING
TUESDAY JANUARY 6, 2015,
7:30 PM, PALMYRA TOWN HALL